

**MINUTES OF THE REORGANIZATION/REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JANUARY 11, 2016
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Reorganization/Regular Meeting of the Hamilton Township Board of Education was called to order at 7:00 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mr. Mark A. Ritter, Interim Board Secretary. **Call To Order**

Mr. Ritter led the Pledge of Allegiance. **Pledge of Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

At this time the Board Secretary administered the oath of office to the newly elected Board Members:

Margaret Erickson	3 year term
Amy Hassa	3 year term
James Higbee	3 year term

ROLL CALL

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mr. Greg Ciambrone, Miss Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, and Mrs. Kim Melton **Roll Call**

Members Absent: None

Also present were: Dr. Maryann Banks, Interim Superintendent
Mr. Mark A. Ritter, Interim Business Administrator
Mr. Eric Goldstein, Solicitor

Moment of silence for private reflection

ELECTION OF NEW PRESIDENT

Motion by Mrs. Kupp, seconded by Mr. Haye, to nominate Eric Aiken for the position of President.

Motion by Mrs. Melton, seconded by Mrs. Kupp to close nominations for President.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mrs. Melton. (9-0-0)

Mr. Aiken assumed the President's chair at this time and asked for nominations for the position of Vice President.

ELECTION OF VICE PRESIDENT:

Motion by Mrs. Kupp, seconded by Mr. Ciambrone, to nominate Kim Melton for the position of Vice President.

Motion by Mrs. Melton to nominate Barbara Kupp for the position of Vice President.

Mrs. Kupp respectfully declined.

Motion by Mrs. Buchanan, seconded by Mrs. Kupp to close nominations for Vice President.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

A. Reorganization

Meeting Dates, Times and Place

Motion by Mrs. Melton, seconded by Mrs. Kupp to approve the dates and times of Regular Board of Education Meetings, as per attachment X-A. These meetings will be held at the William Davies Middle School, 1876 Dr. Dennis Foreman Drive, Mays Landing, NJ.

Roll Call Vote: Seven in favor: Mr. Ciambrone, Miss Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Nay: Mrs. Buchanan and Mrs. Hassa. (7-2-0)

B. New Jersey School Board Member Code of Ethics

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to approve the New Jersey School Board Member Code of Ethics, as per attachment X-B.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

C. Committee Assignments

Committee Assignments and Delegates were deferred to the January 25, 2016 meeting.

D. Election Results

The official election results of the Annual School Board Election held on November 3, 2015 have been provided, as per Attachment X-D.

	<u>Name</u>	<u># of Votes</u>
Three Year Term:	James A. Higbee	2,243
	Amy Hassa	2,131
	Margaret Erickson	1,994

XI. Appointments

A. Motion by Mr. Aiken, seconded by Mrs. Buchanan, to approve the following appointments for the period January 1, 2016 through June 30, 2016:

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| 1. Interim Public Agency Compliance Officer | Mark A. Ritter |
| 2. Interim Qualified Purchasing Agent | Mark A. Ritter |
| 3. Title IX Coordinator | Superintendent |

Roll Call Vote: Seven in favor: Mrs. Buchanan, Miss Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton and Mr. Aiken. Abstained: Mr. Ciambrone and Mr. Higbee. (7-0-2)

XII. Approval of Minutes

A. Motion by Mrs. Melton, seconded by Mr. Haye, to approve the Executive session minutes of the meeting of October 13, 2015.

Roll Call Vote: Six in favor: Mrs. Buchanan, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Miss Erickson, Mrs. Hassa and Mr. Higbee. (6-0-3)

- B. Motion by Mr. Aiken, seconded by Mrs. Buchanan, to approve the Regular and Executive session minutes of the meeting of December 14, 2015, as per attachment XII-B.

Roll Call Vote: Six in favor: Mrs. Buchanan, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Miss Erickson, Mrs. Hassa and Mr. Higbee. (6-0-3)

CORRESPONDENCE

- A. AtlantiCare Healthy Schools Mini Grant, as per attachment XIII-A. Mr. Santilli, Principal of the Wm. Davies Middle School spoke briefly about the grant being presented to his school.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Stephanie Buchanan attended the Special Education Parent Advisory Committee in the Davies IMC this weekend. She noted what a great turnout they had in attendance. Mrs. Buchanan also noted the Parent Camp this weekend and what an excellent job Mr. Santilli does in setting this up.

Mrs. Melton welcomed the new Board members.

Mr. Aiken wanted to welcome Dr. Banks and Mr. Ritter, as well as the new Board members.

Mr. Aiken informed the Board that he received another ethics violation complaint over the weekend. He has spoken to the Solicitor regarding how it needs to be handled.

Mr. Goldstein gave a brief overview of the complaint. He noted that he has no choice, but to file a response to the complaint.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **January 11, 2016** – Regular and Re-Organization Meeting – Davies School – 7:00 p.m.
- b. **January 18, 2016** – Schools Closed – Martin Luther King Day
- c. **January 25, 2016** – Board Ethics Workshop and Board of Education meeting – Davies School – 5:30 p.m.
- d. **February 11, 2016** – Early Dismissal for Students – Staff PD

- e. **February 12, 2016** – Schools Closed – Staff PD
- g. **February 15, 2016** – Schools Closed – President’s Day
- h. **February 22, 2016** – Board of Education Meeting – Davies School –
7:00 p.m.

(B) Registration/Transfer Statistics for the Month of December, 2015, as per attachment XVI-B.

(C) Harassment, Intimidation and Bullying Incident Log, as per attachment XVI-C.

(D) Discipline Reports for the month of December, 2015, as per attachment XVI-D.

(E) Shaner Winter Concert Dates:

- ♪ Team B – Wednesday, February 3, 2016
- ♪ Team C – Thursday, February 4, 2016
- ♪ Team A – Friday, February 5, 2016

All concerts will take place in the Multipurpose Room at Shaner at 10:00 a.m.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE

None

CURRICULUM COMMITTEE

None

FINANCE/SUPPLY COMMITTEE

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to approve the following motions, as presented:

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| 1. | To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of November, 2015. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of November, 2015, as per attachment Finance-1. | Report of Receipts and Expenditures |
| 2. | Board Secretary’s Report for the period ending November 30, 2015. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that | Board Secretary’s Report |

as of November 30, 2015, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following items were included as informational items:

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| Interest Income | 3. | Interest Income for the month of November, 2015, as per attachment Finance-3. |
| Receipts | 4. | Receipts for the month of November, 2015, as per attachment Finance-4. |
| Refunds | 5. | Refunds for the month of November, 2015, as per attachment Finance-5. |
| Capital Reserve Interest | 6. | Capital Reserve Interest for the month of November, 2015, as per attachment Finance-6. |
| Rental Income | 7. | Rental Income for the month of November, 2015, as per attachment Finance-7. |
| Miscellaneous Revenue | 8. | Miscellaneous Revenue for the month of November, 2015, as per attachment Finance-8. |
| Budget Summary Report | 9. | The monthly Budget Summary Report for November, 2015 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9. |

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to approve the following motion, as presented:

10. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. **Superintendent's and Board Secretary's certification**

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following item has been included as an informational item:

11. Purchase orders issued for services, supplies and equipment in the amount of \$168,166.76, as per attachment Finance-11. **Purchase orders**

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to approve the following motions, as presented:

12. To approve the following bills and payroll in the total amount of \$5,271,824.73, as per attachment Finance-12. **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,949.00
10	General Fund/Payroll	223,819.18
11	Current Expense	1,140,619.11
11	Current Expense/Payroll	2,399,754.70
12	Capital Outlay	13,773.96
20	Special Revenue	42,678.40
20	Special Revenue/Payroll	76,105.96
40	Debt Service	1,307,614.00
50	Kids' Corner	51,634.11
50	Community Education	10,506.29
50	Camp Blue Star	2,370.02

13. To approve a joint venture between Stockton University and Hamilton Township BOE to provide speech language services for students identified through screenings by the faculty of the Richard Stockton University, as per attachment Finance-13. **Stockton University Speech Language Services**

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

Motioned by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as presented:

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| NJFLA for Andrew Castellano | 1. | To approve an intermittent New Jersey Family Leave of Absence for Andrew Castellano, Hess School part-time Paraprofessional for the 2015-2016 school year beginning on January 4, 2016, as per attachment Personnel-1. |
| Homebound instruction | 2. | To approve homebound instruction for the 2015-2016 school year, as per attachment Personnel-2. |
| FFMLA for Karen Wigglesworth | 3. | To approve a Federal Family Medical Leave of Absence for Karen Wigglesworth, Shaner School part-time Paraprofessional for the period January 25, 2016 through January 29, 2016, as per attachment Personnel-3. |
| NJ Family Leave of Absence for Alexandra Southrey | 4. | To approve the extension of a NJ Family Leave of Absence for Alexandra Southrey, Shaner School teacher from February 22, 2016 through April 4, 2016 with a return to work date of April 5, 2016, as per attachment Personnel-4. |
| Extension of Employment for Rebecca Rosen | 5. | To approve an extension of employment for Rebecca Rosen, Shaner School teacher from February 22, 2016 through April 7, 2016. |

Ms. Rosen is the replacement for Alexandra Southrey who will be on a maternity leave of absence.

6. To approve an extension of employment for Anna Miller, Hess School teacher from April 4, 2016 to April 5, 2016. **Extension of Employment for Anna Miller**

Miss Miller is a replacement for Lori Bernard who is on a maternity leave of absence.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as presented:

7. To approve the salaries for the Hamilton Township Administrator's Association (H.T.A.A.) for the period July 1, 2015 through June 30, 2016, as per attachment Personnel-7. **Salaries for HTAA**
8. To approve an extension of a Maternity Leave of Absence using Child Rearing Leave for Shannon Haines, Hess School teacher for the period March 9, 2016 through the end of the school year with a return to work date of September 1, 2016, as per attachment Personnel-8. **Maternity Leave of Absence for Shannon Haines**
9. Item #9 was withdrawn.
10. To approve a fieldwork placement for the 2015-2016 school year, as per attachment Personnel-10. **Fieldwork Placement**
11. To accept a notice of retirement from Randall Cannella, Shaner School Maintenance employee effective October 1, 2016 with his last day of employment to be September 30, 2016, as per attachment Personnel-11. **Retirement of Randall Cannella**
12. To approve district substitutes for the 2015-2016 school year, as per attachment **District substitutes**

Personnel-12.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

POLICY COMMITTEE

Motion by Mrs. Buchanan, seconded by Mrs. Melton, to approve the following motions, as presented:

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| Policy and Regulation #1510 | 1. | To approve Policy and Regulation #1510 – Rights of Persons with Handicaps or Disabilities/Non-Discrimination on second reading. |
| Policy and Regulation #1240 | 2. | To approve Policy and Regulation #1240 – Evaluation of Superintendent on second reading. |
| Policy and Regulation #3221 | 3. | To approve Policy and Regulation #3221 – Evaluation of Teachers on second reading. |
| Policy and Regulation #3222 | 4. | To approve Policy and Regulation #3222 – Evaluation of Teaching Staff Members and Administrators on second reading. |
| Policy and Regulation #3223 | 5. | To approve Policy and Regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals on second reading. |
| Policy and Regulation #3224 | 6. | To approve Policy and Regulation #3224 – Evaluation of Principals, Vice Principals, and Assistant Principals on second reading. |
| Policy #3431.1 | 7. | To approve Policy #3431.1 – Family Leave – Teaching Staff Members on second reading. |

Roll Call Vote: Six in favor #1: Mrs. Buchanan, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken.

Abstain: Miss Erickson and Mrs. Hassa
and Mr. Higbee. (6-0-3)

Five in favor #2 through #7: Mrs.
Buchanan, Mr. Haye, Mrs. Kupp, Mrs.
Melton, and Mr. Aiken. Abstain: Mr.
Ciambrone, Miss Erickson, Mrs. Hassa
and Mr. Higbee (5-0-4)

Motion by Mrs. Buchanan, seconded by Mrs. Melton, to approve the following motions, as presented:

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| 8. | To approve Policy #4431.1 – Family Leave – Support Staff Members on second reading. | Policy #4431.1 |
| 9. | To approve Policy #5337 – Service Animals on second reading. | Policy #5337 |
| 10. | To approve Policy #5440 – Honoring Pupil Achievement on second reading. | Policy #5440 |
| 11. | To approve Policy #5516 – Use of Electronic Communication and Recording Devices (ECRD) on second reading. | Policy #5516 |

Five in favor #8: Mrs. Buchanan, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mr. Ciambrone, Miss Erickson, Mrs. Hassa, and Mr. Higbee. (5-0-4)

Six in favor #9 through #11: Mrs. Buchanan, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Miss Erickson, Mrs. Hassa and Mr. Higbee. (6-0-3)

TRANSPORTATION COMMITTEE

Motion by Mr. Ciambrone, seconded by Mrs. Kupp, to approve the following motion, as presented:

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| 1. | To approve trips/clubs activities for the 2015-2016 school year, as per attachment Transportation-1. | Trips/Clubs Activities |
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Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Kupp questioned whether or not Springboard certifications have all been completed and sent by the State.

Dr. Banks answered that the certifications have been received and Springboard is now up and running at the Wm. Davies School.

Mr. Santilli noted that the morning session at the Davies School will begin shortly.

NEW BUSINESS

None

PUBLIC COMMENTS

Jeff Gildiner, President of the HTEA wanted to welcome the new Board members. He noted that the Association is willing to work in a positive manner in doing what is best for the District, as well as the students.

EXECUTIVE SESSION

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to enter into executive session.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- HIB Reports
- Superintendent Search
- Future Executive Sessions

Further resolved that the discussion of such subject matters in executive session can be disclosed to the public when formal action is taken on

such subject matter or at any other appropriate time. Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 60 minutes.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Miss Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The Board entered into Executive session at 7:47 p.m.

The Board resumed the regular meeting at 9:30 p.m.

ADJOURNMENT

Motioned by Mrs. Kupp, seconded by Mrs. Melton, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 9:31 p.m.

Mark A. Ritter
Interim Business Administrator/Board Secretary