

Mays Landing, NJ  
October 11, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON OCTOBER 11, 2016**

HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library

The 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 Wm. Davies Middle School by Mark A. Ritter. **Call To Order**

**ROLL CALL**

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

Absent Mrs. Amy Hassa

Also present were: Mr. Frank Vogel, School Superintendent  
Mr. Mark A. Ritter, Interim School Business Administrator  
Mr. Michael Peacock, Solicitor

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

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 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 record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

### **APPROVAL OF MINUTES**

Motion by Mr. Aiken, seconded by Ms. Erickson, to approve the regular session minutes of the meeting of September 26, 2016, as per attachment Minutes-1.

Voice Vote: All in favor: 8-0-0

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mrs. Kupp commented on the Ed Foundation Skating Party held Sunday evening. She noted it was nice to see so many families participate. Mrs. Kupp also noted the passing of Francis Hamilton, a former teacher of the school district.

Mr. Aiken thanked everyone who participated in the Margaret Stringer 5K Splash this past weekend, as well as the Back to School Dance. He also thanked the Board members who attended the Atlantic County Meet Up at the Atlantic City Country Club.

Mr. Aiken reminded everyone of the Symposium on Suicide Addiction and Mental Illness to be held at Oakcrest High School on October 20.

Mr. Aiken then thanked Mr. Ritter for assisting the district as the Interim School Business Administrator.

### **SUPERINTENDENT/STAFF REPORTS**

(A) Information Items  
1. Dates to Remember

- a. October 24, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- b. November 10-11, 2016 – NJEA Convention – Schools Closed
- c. November 14, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- d. November 24-25 – Thanksgiving – Schools Closed
- e. November 28, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

- (B) Registration/Transfer Statistics for the Month of September, 2016, as per attachment XI-B.
- (C) Enrollment for the month of September, 2016, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Student Discipline Reports for the month of September, 2016, as per attachment XI-E.
- (F) Mr. Vogel noted the brochure sent out by Oakcrest High School regarding their open house. He also informed the Board that Maryann Friedman from NJSBA will be attending the next meeting to discuss strategic planning. She will also be performing the Board Self Evaluation.

Mr. Vogel wanted to thank the Hamilton Township Police Department for their expertise when issues arise in the District.

There was discussion regarding what improvements have been done and will be made on discipline issues. Mr. Vogel noted that this will be discussed further at the building and district level via the Discipline Review Committee.

## **COMMITTEES AND RECOMMENDATIONS**

### **FACILITIES COMMITTEE - Mr. Ciambrone**

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

1. To approve the Hamilton Township School District Emergency Management Plan for the 2016-2017 school year.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

### **CURRICULUM COMMITTEE – Mrs. Melton**

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

1. To approve the Hamilton Township School Nursing Services Plan for the 2016-2017 school year, as per attachment Curriculum-1.

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2. To approve the local and grant funded extra-curricular activities and staff stipends for the 2016-2017 school year, as per attachment Curriculum-2.
3. To approve the following district staff members to participate in Professional Development (PD) relative to the district's Mental Health Initiative on October 21, 2016 (not to exceed 5 hours) and to be paid at the hourly rate as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds. Rate may be subject to change at the completion of the HTEA negotiations.

YaYa Dennis  
Mary Donoflio  
Samantha Hulse  
Lydia Kuhn  
Stephanie Magruder  
Judith Crawford  
Abdullah Sbeea Aleel

Note: These food service staff members are contracted to work three hours a day and the PD planned for 10/21/16 will last longer than 3 hours.

4. To approve Alyssa Seelman a medical assistant High School senior at ACIT to complete an internship at the Hess School beginning January 27, 2016 with Jane Barrett, Nurse at the Hess School.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

#### **FINANCE COMMITTEE – Mr. Haye**

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

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2016.

The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2016, as per attachment Finance-1.

2. Board Secretary's Report for the period ending August 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 31, 2016, 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, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

These items have been presented as informational items:

3. Interest Income for the month of August, 2016, as per attachment Finance-3.
4. Receipts for the month of August, 2016, as per attachment Finance-4.
5. Refunds for the month of August, 2016, as per attachment Finance-5.
6. Capital Reserve Interest for the month of August, 2016, as per attachment Finance-6.
7. Rental Income for the month of August, 2016, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of August, 2016, as per attachment Finance-8.

9. The monthly Budget Summary Report for August, 2016 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

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

10. To approve budget transfers in the amount of \$380,154.40, as per attachment Finance-10.
11. 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.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following item has been presented as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$890,909.18, as per attachment Finance-12.

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

13. To approve the following bills and payroll in the total amount of \$407,783.81, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,951.00
11	Current Expense	337,784.80
20	Special Revenue	48,914.33
50	Kids' Corner	5,669.24
50	Community Education	13,464.44

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-14.
15. To approve Resolution #108 to Transfer to Debt Service/Increase Budget in the amount of \$9.26, as per attachment Finance-15.
16. To approve the FY2017 Revised Preschool Expansion Grant Application to include FY2016 Carryover Funds in the following amounts, as per attachment Finance-16:

<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
\$1,486,883.00	\$84,953.00	\$1,571,836.00

17. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and the Galloway Township Board of Education (receiving district) for one (1) special education student for the period September 12, 2016 through June 13, 2017 at a total cost of \$36,085.00.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mrs. Kupp**

All personnel actions are being taken by the recommendation of the Superintendent.

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

1. To approve district substitutes for the 2016-2017 school year, as per attachment Personnel-1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Personnel-2.

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3. To approve a Stockton fieldwork placement for the 2016-2017 school year, as per attachment Personnel-3.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

4. To accept a resignation notice from Kevin Morrison, Davies School Vice Principal effective September 30, 2016 with his last day of employment to be November 29, 2016, as per attachment Personnel-4.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

5. To approve an intermittent unpaid New Jersey Family Leave of Absence for Susan Milone, Shaner School teacher for the 2016-2017 school year, as per attachment Personnel-5.
6. To approve an intermittent unpaid New Jersey Family Leave of Absence for Nancy Amatuzio, part-time Davies School Paraprofessional for the 2016-2017 school year, as per attachment Personnel-6.
7. To approve a medical leave of absence for Kelly Petrucci, Shaner School teacher. Mrs. Petrucci will be using 10 sick days for the period October 6, 2016 through October 20, 2016 and requests an unpaid Federal Family Medical Leave of Absence for the period October 21, 2016 through November 9, 2016 with a return to work date of November 14, 2016, as per attachment Personnel-7.
8. To approve Richard Rocap as a part-time, 12



month Buildings and Grounds worker for the period October 17, 2016 through June 30, 2017, Maintenance Guide, Step 1, with a total annual salary of \$33,222.00, pro-rated, as per attachment Personnel-8.

Mr. Rocap is a replacement for Kurtis Von Hess.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

9. To change the last day of employment for MaryJane Valiante from October 12, 2016 to September 30, 2016.
10. To approve a day without pay for Allison McCarthy, Shaner School teacher for November 28, 2016.
11. To change the start date for Cassie Milone, Shaner School part-time Paraprofessional from October 3, 2016 to October 11, 2016.
12. To approve the following Kids Corner staff for the 2016-2017 school year at the rate of \$11.00/hour:  
  
Allison Baggstrom  
Bonnie Repko  
Sue Wolf
13. To accept a resignation notice from Ashlee Grasso, Shaner School Paraprofessional effective October 3, 2016 with her last day of employment to be October 30, 2016, as per attachment Personnel-13.
14. To approve a Maternity Leave of Absence for Kristina Morey, Davies School Administrative Secretary. Mrs. Morey is requesting to use her accumulated sick, personal and vacation time from November 14, 2016 through February 1, 2017, a Federal Family Medical Leave of Absence from February 2, 2017 through March 10, 2017, a New Jersey Family Leave of Absence from March 13, 2017 through June 9,

2017, and a Child Rearing Leave of Absence from June 12, 2017 through August 31, 2017, with a return to work date of September 1, 2017, as per attachment Personnel-14.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

15. To approve Islay Flynn as a part-time, 10 month, 29 hours/week, Hess School Paraprofessional for the period October 24, 2016 through June 30, 2017, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, pro-rated, as per attachment Personnel-15.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

Ms. Flynn is a replacement for Vincenza Lewis.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

16. To approve Jillian Bernisky as a full-time Davies School teacher for the period October 17, 2016 through January 13, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-16.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

Ms. Bernisky is a replacement for Joan Sarno.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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Motion by Mrs. Kupp, seconded by Mrs. Buchanan, to approve the following motion, as presented;

17. To approve Brittany Loesch as a full-time, 10 month Hess School teacher for the period October 17, 2016 through June 30, 2017, M.A., Step 1, with a total annual salary of \$53,328.00, pro-rated, as per attachment Personnel-17.

Offer of Employment is subject to the issuance of her certificate by the NJ Department of Education.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

Ms. Loesch is a replacement for Pamela Thomas.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

18. To approve Courtney Foster as a full-time, 10 month Hess School teacher for the 2016-2017 school year with a start date to be determined through June 30, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-18.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

Ms. Foster is a replacement for Sandra Liguori.

19. To approve Kaylie Savannah as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the 2016-2017 school year with a start date to be determined through June 30, 2017, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, pro-rated, as per attachment Personnel-19.

Salary subject to change at the completion of

the H.T.E.A. contract negotiations.

Ms. Savannah is a replacement for Ashlee Grasso.

20. To approve Lynn Sooy as a full-time, 10 month, Shaner School teacher for the period October 31, 2016 through June 30, 2017, B.A.+15, Step 1, with a total annual salary of \$51,125.00, pro-rated, as per attachment Personnel-20.

Offer of Employment is subject to the issuance of her certificate by the NJ Department of Education.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Sooy is a replacement for Jessica Newkirk.

21. To approve Janelle Bellina as a Mentor for Lynn Sooy, Shaner School teacher for the 2016-2017 school year.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

#### **POLICY COMMITTEE – Mrs. Buchanan**

None

#### **TRANSPORTATION COMMITTEE – Mr. Higbee**

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

1. To approve club/activity trips for the 2016-2017 school year, as per attachment Transportation-1.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

#### **RESOLUTIONS**

None

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**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Mr. Santilli thanked Mr. Ritter for the time he has given to the district.

He also had a brief discussion on the publication he received on 104 Twitter Tips for Educators.

Mr. Santilli thanked the Board for allowing him the opportunity to travel to Washington, DC for the Ed Camp Workshop being held.

Mrs. Stecher noted that the Emergency Plan for the District was recognized by the County office at a meeting she attended today.

**ADJOURNMENT**

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

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 7:41 p.m.

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Mark A. Ritter,  
Interim Business Administrator