

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON NOVEMBER 28, 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 Davies Middle School by Eric Aiken, Board President. **Call To Order**

ROLL CALL

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

Absent: Mr. Ciambrone and Mrs. Melton

Also present were: Mr. Frank Vogel, School Superintendent
Mrs. Anne-Marie Fala, School Business Administrator
Mr. Eric Goldstein, 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 video-tape this meeting.

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.

Mr. Aiken noted the passing of George Spera this past week. Mr. Spera was a past member of the school board and a member of the Mays Landing community for many years.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Ms. Erickson to approve the regular session minutes of the meeting of November 14, 2016, as per attachment Minutes-1.

Roll Call Vote: Voice Vote: All in favor: (7-0-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Ms. Erickson commended the students who have made the Superintendent and Principal's lists.

Barbara Kupp also spoke about Mr. Spera who was quite a community minded person.

Mrs. Hassa complimented the Davies School Music Department on working with the community during the recent tree lighting event.

Mrs. Buchanan stated that she felt Education Week went very well. She had the opportunity to visit her child's classroom to see how things worked during the school day. Mrs. Hassa also added her compliments of the week's events.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember
 - a. December 7, 2016 – Personnel Committee Meeting – 4:30 p.m. – Board Office
 - b. December 12, 2016 – Curriculum Committee Meeting – 5:00 p.m. – Davies School
 - c. December 12, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
 - d. December 13, 2016 – Facilities Committee Meeting – 4:30 p.m. – Board Office

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- e. December 23, 2016 – January 2, 2017 – Winter Break – Schools Closed
- f. January 9, 2017 – Re-Organization Meeting – Davies School –
6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- g. January 16, 2017 – Schools Closed – Martin Luther King Day

(B) Superintendent's/Principal's List for the 1st Marking Period, as per Attachment X-B.

(C) Presentation: Mental Health Initiative

Given by:
Marylynn Stecher, Supervisor of Child Study Team and
Special Education and
Jeff Wellington, Mental Health Crisis Counselor

Holiday Concerts:

- (D)
- Davies School – December 1, 2016 – 7:00 p.m. – Hess School Auditorium
 - Hess School – December 8, 2016 – 7:00 p.m. – Hess School Auditorium
 - Hess Concert Band will be performing at the Hamilton Mall on December 9, 2016 at 7:00 p.m.
 - Hamilton Township Community Band will be performing at the Hamilton Mall on December 12, 2016 at 7:00 p.m.

Donna Berchtold spoke about Bugles Across America which honors the military at the time of their passing. She recognized the Davies School students who have joined this program.

- (E) Strategic Planning:
- Wednesday, January 18, 2017
 - Monday, February 6, 2017
 - Tuesday, March 14, 2017

All meetings will take place at 6:00 p.m. in the Davies School Cafeteria.

(F) Other

Mr. Vogel spoke about the district wide letter regarding the elevated lead levels found in the water at the Shaner School. Testing will continue at both the Davies School and the Hess School in the near future and the water outlets at the Shaner School will be replaced and the effected faucet outlets will be retested.

Mr. Vogel also spoke about Future Ready Schools. This will be discussed further when he receives more information.

XII. Committees and Recommendations

FACILITIES COMMITTEE - Mr. Ciabrone

None

CURRICULUM COMMITTEE – Mrs. Melton

None

FINANCE COMMITTEE – Mr. Haye

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

1. 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, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

The following item has been presented as an information item:

2. Purchase orders issued for services, supplies and equipment in the amount of \$197,597.08, as per attachment Finance-2.

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

3. To approve the following bills and payroll in the total amount of \$1,038,625.64, as per attachment Finance-3:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$872.00
11	Current Expense	841,374.74
20	Special Revenue	4,508.14
50	Cafeteria	149,946.77
50	Kids' Corner	22,028.42
50	Community Education	4,471.96
50	Camp Blue Star	15,423.61

4. 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-4.
5. To approve a Jointure Contract between the Hamilton Township Board of Education and Atlantic County Special Services School District (ACSSSD) for the transportation for non-public students for the 2016-2017 school year at an annual cost of \$15,028.00 as follows:

<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
294	Pilgrim Academy	16	\$14,144.00
299	Pilgrim Academy	1	884.00

6. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and the Egg Harbor Township Board of Education (receiving district) for a DCP&P placement for the 2016-2017 school year at a rate of \$77.70/per diem for a total of 37 days at a total cost of \$2,874.90.
7. To approve a tuition contract between the Hamilton Township Board (sending district) and the Egg Harbor Township Board of Education (receiving district) for a DCP&P placement for the 2016-2017 school year at a rate of \$77.82/per diem for a total of 37 days at a total cost of \$2,879.34.
8. To accept a bookcase donation from Stephen Santilli to the Davies School.

Roll Call Vote: All in favor: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE - Mrs. Kupp

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

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

1. To approve homebound instruction for the 2016-2017 school year, as per attachment Personnel-1.
2. To approve an unpaid, intermittent Federal Family Medical Leave of Absence for Lisa King, part-time Hess School Paraprofessional for the 2016-2017 school year beginning on November 8, 2016.
3. To accept a resignation notice from Taylor Mondorff, Davies School Paraprofessional effective November 16, 2016 with her last day of employment to be December 16, 2016, as per attachment Personnel-3.
4. To change the last date of employment for the following individuals:
 - Alison Williams – Part-time Paraprofessional to November 18, 2016
 - Kevin Morrison – Davies School Vice Principal to November 23, 2016
 - Brian Hackney, Hess School Teacher to December 1, 2016

Their resignations were previously approved – the last date of employment has changed.

5. To change the start date for Terence Somerville, Davies School Vice Principal from January 17, 2017 to January 3, 2017.
6. To approve an unpaid NJ Family Leave of Absence for Alba McKenna, Shaner School Custodian from January 3, 2017 through March 29, 2017, as per attachment Personnel-6.

7. To approve an unpaid Leave of Absence for Robin Ripa, Davies School secretary for the period December 8, 2016 through December 15, 2016.
8. To approve an unpaid Federal Family Leave of Absence for Dawn Smith, Davies School teacher for the 2016-2017 school year with a start date to be determined, as per attachment Personnel-8.
9. To accept a resignation notice from Wendy Annitti, Shaner School Paraprofessional, effective November 21, 2016 with her last day of employment to be December 22, 2016, as per attachment Personnel-9.

Roll Call Vote: All in favor #1, #2, #3, #5, #6, #7, #8 and #9: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

Six in favor #4 Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, and Mrs. Kupp. Abstained: Mr. Aiken (6-0-1)

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

10. To approve Stockton University fieldwork placements for the Spring, 2017 Semester, as per attachment Personnel-10.
11. To approve Kelly Flynn as a full-time, 10 month Hess School teacher for the period December 2, 2016 through June 30, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-11.

Ms. Flynn is a replacement for Brian Hackney.

Salary subject to change at the completion

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

12. To approve Tracy Hender as a full-time, 10 month Davies School teacher for the period December 14, 2016 through June 30, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-12.

Ms. Hender is a replacement for Lea Pickering.

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

13. To approve Amy Bowen as a substitute Paraprofessional for the 2016-2017 school year at the rate of \$67.50/day.
14. To approve a Maternity Leave of Absence for Lauren Baglivo, Davies School teacher. Ms. Baglivo is requesting to use 12 sick days for the period January 17, 2017 through February 1, 2017, Federal Family Leave of Absence for the period February 2, 2017 through March 17, 2017 and New Jersey Family Leave for the period March 20, 2017 with a return to work date of September 1, 2017, as per attachment Personnel-14.

Roll Call Vote: All in favor: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

POLICY COMMITTEE – Mrs. Buchanan

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

1. To approve Policy #2415.30 – Title I – Educational Stability for Children in Foster Care on first reading, as per attachment Policy-1.
2. To approve Policy #3216 – Dress and

Grooming on first reading, as per attachment Policy-2.

Roll Call Vote: All in favor #1: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Six in favor #2: Mrs. Buchanan, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Nay: Ms. Erickson. (6-1-0)

TRANSPORTATION COMMITTEE – Mr. Higbee

The following item has been presented as an informational item:

1. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment Transportation-1.

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

- 2.. To approve club/activity trips for the 2016-2017 school year, as per attachment Transportation-2.

Roll Call Vote: All in favor: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (7-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

1. Discussion of 2017-2018 Board Meeting Calendar and Board Committee format, as per attachment XIV-1.

There was discussion regarding the three types of committee structures the Board can choose for next year, as well as some changes in the dates for next year's calendar.

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Mr. Vogel had discussion regarding District Goals. He reviewed the goals that were set for the 16-17 school year and how the district has moved forward with these goals.

NEW BUSINESS

None

PUBLIC COMMENTS

Laura Miller, a resident of Mays Landing spoke regarding the Mental Health Initiative. She feels it is a very good program for the children and she hopes it helps with distraction of social media for the children and targets the issues that students are facing.

ADJOURNMENT

Motion by Mr. Aiken , seconded by Mrs. Buchanan, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 8:35 p.m.

Anne-Marie Fala
Business Administrator/Board Secretary