

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON DECEMBER 12, 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, Mr. Gregory Ciambrone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Kimberly Melton, and Mr. Eric Aiken. **Roll Call**

Absent: Mrs. Barbara Kupp

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

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address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mrs. Buchanan, to approve the regular session minutes of the meeting of November 28, 2016, as per attachment Minutes-1.

Mrs. Hassa wanted a change made to her comments regarding the tree lighting event held recently. Her comments should state that she was complimenting the Davies School Music Department on working with the community during this event. No Board members were opposed to making this change and the minutes of November 28, 2016 will reflect these changes.

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

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Hassa congratulated the Music Department on a job well done during the holiday concerts. She stated that the concerts were incredible and it was impressive to see what the students were able to do. She also noted that the choir went to the Hamilton Mall which was another opportunity for the choir to interact with the community.

Mr. Haye also stated that the choir did a fantastic job.

Mrs. Buchanan noted the Family Movie Night which she attended and enjoyed. She also stated what a great job the choir did during the holiday concerts.

Mrs. Hassa gave kudos to all who participated in the Resource Fair.

Mr. Aiken complimented the Music Department and the choir at both the Hess and Davies Schools.

Mr. Aiken thanked Stephanie Buchanan for her years of service as a Board member.

SUPERINTENDENT/STAFF REPORTS

Mr. Vogel made note of the dates listed below for Strategic Planning. He encouraged all to

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attend.

- (A) Information Items
1. Dates to Remember
 - a. December 13, 2016 – Facilities Committee Meeting – 4:30 p.m. – Board Office
 - b. December 23, 2016 – January 2, 2017 – Winter Break – Schools Closed.
 - c. January 9, 2017 – Reorganization Meeting – Davies School – 6:00 p.m. (Executive Session) - 7:00 p.m. (Public Session)
 - d. January 16, 2017 – Schools Closed – Martin Luther King Day
- (B) Registration/Transfer Statistics for the Month of November, 2016, as per attachment X-B.
- (C) Enrollment for the month of November, 2016, as per attachment X-C.
- (D) Student Discipline Reports for the month of November, 2016, as per attachment X-D.
- (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) Presentation:

Synopsis of the Audit for the FY2015-2016

Presented by: Fred Sylvester and Leon Costello
of Ford, Scott & Associates, LLC

- (G) Presentation:

Outgoing Board Member – Stephanie Buchanan
Presented by: Frank Vogel, Superintendent

- (H) Mr. Vogel gave an update on the evaluation of the lead in the drinking water in the district. He noted that the water was retested at the Shaner School and elevated levels were found after changing the faucets and fixtures. Filters will now be installed. If, after the filters are in place, the water still tests positive, other measures will have to be taken.

Mr. Santilli introduced Tom Murray, Director of Innovation for Alliance for Education and Future Ready Schools. Mr. Murray spoke via facetime with the Board. He gave some highlights of Future Ready Schools.

Motion by Mr. Aiken, seconded by Mr. Ciambrone, to participate in a two day Future Ready Schools Workshop.

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

Mr. Vogel noted that the Hess School received an \$800 grant from Atlanticare Healthy School Sustained Garden Group to be used to create a garden. Someone in the audience also noted that the Shaner School received this grant as well.

XII. Committees and Recommendations

FACILITIES COMMITTEE - Mr. Ciambrone

Mr. Vogel explained that Schneider Electric will do an analysis of energy usage and energy needs at no cost to the district.

CURRICULUM COMMITTEE – Mrs. Melton

None

FINANCE COMMITTEE – Mr. Haye

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

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|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY2015-2016
Audit | 1. To accept the FY2015-2016 Audit as presented. |
| Corrective
Action Plan | 2. To approve the Corrective Action Plan after review and discussion of the recommendations as listed in the Auditor's Management Report on Administrative Findings, Financial Compliance and Performance, dated December 5, 2016, as per attachment Finance-2. |
| Report of
Receipts and
Expenditures | 3. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of October, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October, 2016, as per attachment Finance-3. |

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| 4. | Board Secretary's Report for the period ending October 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of October 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-4. | Board Secretary's Report |
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Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following items have been presented as informational items:

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|-----|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 5. | Interest Income for the month of October, 2016, as per attachment Finance-5. | Interest Income |
| 6. | Receipts for the month of October, 2016, as per attachment Finance-6. | Receipts |
| 7. | Refunds for the month of October, 2016, as per attachment Finance-7. | Refunds |
| 8. | Capital Reserve Interest for the month of October, 2016, as per attachment Finance-8. | Capital Reserve Interest |
| 9. | Rental Income for the month of October, 2016, as per attachment Finance-9. | Rental Income |
| 10. | Miscellaneous Revenue for the month of October, 2016, as per attachment Finance-10. | Miscellaneous Revenue |
| 11. | The monthly Budget Summary Report for October, 2016, has been filed by the Board Secretary with the Hamilton Township Board of | Budget Summary Report |

Education, as per attachment Finance-11.

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

- Budget Transfers** 12. To approve budget transfers in the amount of \$37,800.00, as per attachment Finance-12.
- Superintendent's and Board Secretary's certification** 13. 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, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following item has been included as an informational item:

- Purchase orders** 14. Purchase orders issued for services, supplies and equipment in the amount of \$1,441,874.54, as per attachment Finance-14.

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

- Bills and payroll** 15. To approve the following bills and payroll in the total amount of \$3,009,277.42, as per attachment Finance-15:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,823.00
10	General Fund/Payroll	204,502.33
11	Current Expense	410,722.34
11	Current Expense/Payroll	2,151,459.06

12	Capital Outlay	4,425.76
20	Special Revenue	19,499.85
20	Special Revenue/Payroll	86,398.65
50	Cafeteria	129,446.43

16. 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-16. **Staff attendance**

17. To approve the renewal contract in the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund for a three year period from July 1, 2017 through June 30, 2020. **ACCASBO renewal contract**

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

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

18. 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 \$78.36/per diem for a total of 180 days for a total cost of \$14,104.80. **Tuition contract between HTBOE and Egg Harbor Twp BOE**

19. 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 \$77.82/per diem for a total of 180 days for a total cost of \$14,007.60. **Tuition contract between HTBOE and Egg Harbor Twp BOE**

20. To approve to discard the following textbooks that are no longer of use to the district as follows: **Discard textbooks**
- Holt Middle School Math Course 3
ISBN#0-03-065179-4
Copyright 2004
Quantity - 16
- These books will be available to students/parents to use as a resource.
21. To authorize Schneider Electric (SE) to proceed with the development of a Preliminary Technical Analysis at no financial obligation to the Hamilton Township School District, as per attachment Finance-21. **Schneider Electric**
22. To approve the application and submission of the FY2017 Amended IDEA Application to include FY 2016 carryover funds in the following amounts (all carryover funds are nonpublic), as per attachment Finance-22: **Amended IDEA Application**

	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEA-Basis	\$772,779.00	\$110.00	\$772,889.00
IDEA-Preschool	<u>31,809.00</u>	<u>0.000</u>	<u>31,809.90</u>
Total	\$804,588.00	\$110.00	\$804,698.00

23. To approve two tuition contracts between the Berkley Township Board of Education (sending district) and the Hamilton Township Board of Education (receiving district) for two homeless students for the 2016-2017 school year beginning November 22, 2016 through June 30, 2017 for total pro-rated cost of \$8,305.45 for one student and a total pro-rated cost of \$6,792.57 for the second student. **Tuition contract between HTBOE and Berkley Twp BOE**
24. To approve a tuition contract between the Buena Board of Education (sending district) and the Hamilton Township Board **Tuition contract between Buena Board of Ed and HTBOE**

of Education (receiving district) for one multiply disabled homeless student for the 2016-2017 school year beginning September 13, 2016 through June 30, 2017 for a total tuition cost of \$27,840.56 (pro-rated).

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, 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. Melton, seconded by Mrs. Buchanan, to approve the following motion, as presented:

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

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

Homeless Liaison 3. To appoint Colleen Bretones as the District's Homeless Liaison.

Mrs. Bretones is a replacement for Gail Siegelman.

Hess School Guidance Counselor 4. To approve Daniel Bryz-Gornia as a full-time, 10 month, Hess School Guidance Counselor for the period January 30, 2017 through June 30, 2017, M.A., Step 1, with a total annual salary of \$53,328.00, pro-rated, as per attachment Personnel-4.

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

Mr. Bryz-Gornia is a replacement for Gail Siegelman.

5. To approve an unpaid New Jersey Family Leave of Absence for Carla Yutzy, Davies School teacher as an extension of her maternity leave from January 3, 2017 through March 29, 2017 with a return to work date of March 30, 2017, as per attachment Personnel-5. **NJFLA for Carla Yutzy**
6. To approve an intermittent unpaid New Jersey Family Leave of Absence for Maria Santilli, Davies School Administrative Secretary from November 17, 2016 through November 17, 2017, as per attachment Personnel-6. **Intermittent Unpaid NJFLA for Maria Santilli**
7. To approve the revised Job Description for Learning Disabilities Teacher Consultant, as per attachment Personnel-7. **Job Description for Learning Disabilities Teacher Consultant**
8. To approve an intermittent unpaid New Jersey Family Leave of Absence for Helen Dearborn, part-time Hess School Food Service Worker for the 2016-2017 school year, as per attachment Personnel-8. **Intermittent Unpaid NJFLA for Helen Dearborn**

Roll Call Vote: All in favor #1, #3 through #8: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken. (8-0-0)

Eight in favor #2: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken.
Abstained: Mrs. Hassa. (7-0-1)

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

9. To revise a Maternity Leave of Absence for Kelly King, Hess School teacher. Mrs. King is requesting to use her sick time from January 9, 2017 through January 23, 2017, Federal Family Medical Leave of Absence **Maternity Leave of Absence for Kelly King**

from January 24, 2017 through March 16, 2017 and New Jersey Family Leave of Absence from March 17, 2017 through April 28, 2017 with a return to work date of May 1, 2017, attachment Personnel-9.

Mrs. King's leave of absence was previously approved on November 14, 2016.

**Full time Hess
School Teacher**

10. To approve Heather Andros as a full-time, 10 month Hess School teacher, for the period January 6, 2017 through May 2, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-10.

Ms. Andros' offer of employment is subject to the issuance of the Certificate by the New Jersey Department of Education.

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

**Mentor for
Heather Andros**

11. To approve Jessica Ward as a mentor for Heather Andros for the 2016-2017 school year.

**Davies School
Paraprofessional**

12. To approve Cheri Spragan as a part-time, 10 month, 29 hours/week Davies School Paraprofessional for the period January 3, 2017 through June 30, 2017, Paraprofessional Guide Step 1, with a total annual salary of \$15,979.00, pro-rated, as per attachment Personnel-12.

Ms. Spragan is a replacement for Taylor Mondorff.

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

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

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

13. To accept a notice of retirement from Barbara Bayconich, Hess School Nurse effective January 30, 2017, as per attachment Personnel-13. **Retirement of Barbara Bayconich**

Roll Call Vote: Seven in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken. Nay: Mrs. Hassa (7-1-0)

POLICY COMMITTEE – Mrs. Buchanan

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

1. To approve Policy #2415.30 – Title I – Educational Stability for Children in Foster Care on second reading. **Policy #2415.30**
2. To approve Policy #3216 – Dress and Grooming on second reading. **Policy #3216**

Roll Call Vote: All in favor #1: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Melton, and Mr. Aiken. (8-0-0)

Seven in favor #2: Mrs. Buchanan, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Nay: Ms. Erickson (7-1-0)

TRANSPORTATION COMMITTEE – Mr. Higbee

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

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

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

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RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

The Board had a discussion on changing the committee structure for next year. They are looking into information from other districts.

The Board also discussed having a meeting once a month next year.

NEW BUSINESS

None

PUBLIC COMMENTS

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:28 p.m.

Anne-Marie Fala
Business Administrator/Board Secretary