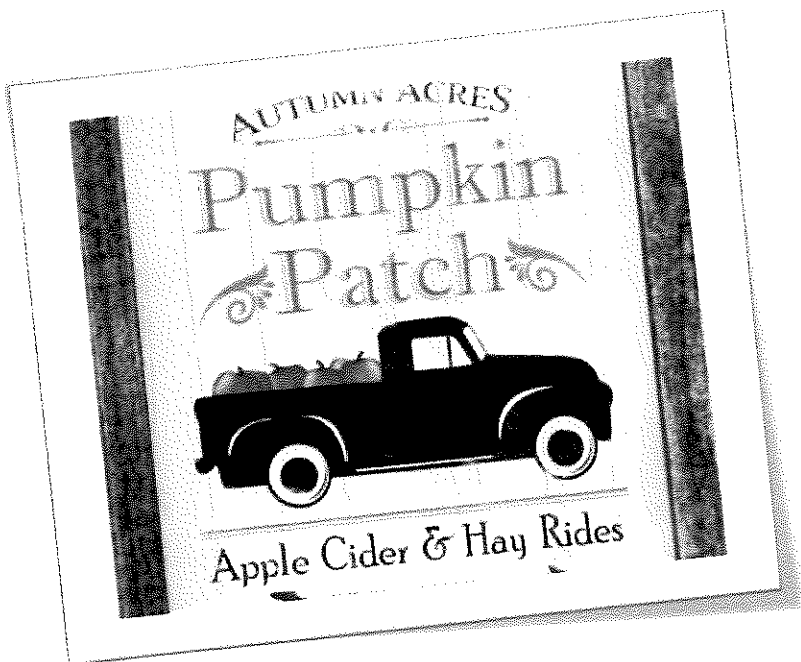


Hamilton Township
Board of Education



Agenda for
Regular Meeting

October 18, 2018

Visit our District Website to receive Agenda e-mails at:

<https://goo.gl/OuUCky>

HAMILTON TOWNSHIP SCHOOL DISTRICT

DISTRICT GOALS

2018-2019

District Goal #1: Whole Student Growth (Academic Achievement/Mental Health)

It is the goal of the Hamilton Township School District to ensure a learning environment that enables growth academically, socially, emotionally, behaviorally and physically and prepares students to be healthy, productive citizens in a Future Ready world.

District Goal #2: Positive and Productive School Climate & Culture

It is the goal of the Hamilton Township School District to improve interaction between all district stakeholders to enhance school climate and culture.

District Goal #3: Innovating Parent and Community Engagement

It is the goal of the Hamilton Township School District to meet the community where they are in order to increase parent and community engagement through innovative initiatives.

**Hamilton Township Public Schools
Mays Landing, New Jersey**

**Agenda for Regular Meeting
October 18, 2018**

Location: Davies School Library

Time: 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

- | | |
|---|--------------------|
| I. Call to Order – Anne-Marie Fala, Business Administrator | <u>Page</u> |
| II. Roll Call | |
| III. 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**
- **Personnel**
- **Contracts**
- **Student Confidential Matter**

Further resolved that the discussion of such subject matter 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 _____ minutes.

Motion _____ Second _____ Vote _____

- IV. Flag Salute**

V. Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City, the Atlantic County Record, The Current of Mays Landing and notices posted at the Township Clerk's 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.

VI. Moment of silence for private reflection

VII. Approval of Minutes

Action	1. Motion to approve the regular and executive session minutes of the meeting of September 10, 2018 (attachment Minutes-1).	16
	Motion _____ Second _____ Vote _____	

VIII. Correspondence

1. OFAC Letter (attachment Correspondence-1)	33
2. Use of Facilities Letter (attachment Correspondence-2)	52

XI. Receive comments from the public on tonight's agenda items in accordance with the Board's policy on participation at Board meeting

X. Board Member Comments

XI. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- November 8-9 – NJEA Convention – Schools Closed
- November 22-23 – Thanksgiving – Schools Closed
- November 28, 2018 - Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- December 17, 2018 - Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

B. Registration/Transfer Statistics for the Month of September, 2018 (attachment XI-B).	53
C. Enrollment for the month of September, 2018 (attachment XI-C)	54
D. Student Discipline Report for the month of September, 2018 (attachment XI-D)	55
E. Harassment, Intimidation and Bullying Incident Log (attachment XI-E)	65
F. <i>Presentation:</i>	66

**Partnership for Productive Youth
(attachment XI-F)
Given by: Sgt. Nicole Nelson
Hamilton Township Police Department**

G. *Presentation:*

**Spring 2018 PARCC Outcomes
Given by: Roxann Bryant
Interim Director of Curriculum and Instruction**

XII. Committees and Recommendations

**A. Instruction Committee (Curriculum and Policy):
Chairperson: Ms. Erickson**

- Action** 1. **Motion to approve the Nursing Services Plan for the 2018-2019 school year.**
Motion _____ Second _____ Vote _____
- Action** 2. **Motion to approve staff members to complete Curriculum Instruction & Program Development relative to their SGOs at the rate of \$31.15/hour, at the number of hours indicated. This rate is the identified rate for Curriculum Development in the 2016 – 2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds (attachment Instruction-2).** **68**
- Note this: all staff were given the equivalent of 2 hours on the 10/4 or 10/5 professional development days. These staff members participated in a math pilot PD session that prohibited them from a full 2 hours of SGO development time.*
- Motion _____ Second _____ Vote _____
- Action** 3. **Motion to approve local and grant funded extra-curricular activities and staff stipends for the 2018-2019 school year (attachment Instruction -3).** **69**
Motion _____ Second _____ Vote _____
- Action** 4. **Motion to approve the Hamilton Township School District’s revised English Language Learner Curriculum for Grades K-8 that represents a synthesis of the relationship to the 2014 New Jersey Student Learning Standards (NJSLs) for English Language Arts, Mathematics, Science & Social Studies and the 2012 Edition of the World-Class Instructional Design and Assessment (WIDA) English Language Development Standards (ELDS) (note: curricula born date September 4, 2012) (attachment Instruction -4).** **70**
Motion _____ Second _____ Vote _____

Action	5. Motion to approve the revised Hamilton Township School District World Languages Curriculum for Grades K-8 that is aligned to the New Jersey Student Learning Standards(NJSLS) adopted by the State Board on July 9, 2014 (note: curricula born date October 13, 2015) (attachment Instruction -5). Motion_____Second_____Vote_____	137
Action	6. Motion to approve Regulation #2464 – Gifted and Talented Pupils on first reading (attachment Instruction-6). Motion_____Second_____Vote_____	177
B. Finance Committee - Chairperson: Mrs. Barr		
Action	1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2018. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of August, 2018 (attachment Finance-1). Motion_____Second_____Vote_____	189
Action	2. Motion to approve the Board Secretary’s Report for the period ending August 31, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 31, 2018 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 (attachment Finance-2). Motion_____Second_____Vote_____	204
FYI	3. Interest Income for the month of August, 2018 (attachment Finance-3)	240
FYI	4. Receipts for the month of August, 2018 (attachment Finance-4)	241
FYI	5. Refunds for the month of August, 2018 (attachment Finance-5)	247

FYI	6. Capital Reserve Interest for the month of August, 2018 (attachment Finance-6)	248																														
FYI	7. Rental Income for the month of August, 2018 (attachment Finance-7)	249																														
FYI	8. Miscellaneous Revenue for the month of August, 2018 (attachment Finance-8)	250																														
FYI	9. The monthly Budget Summary Report for the month of August, 2018, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	251																														
Action	10. Motion to approve budget transfers in the amount of \$1,589,344.73 (attachment Finance-10) Motion _____ Second _____ Vote _____	283																														
Action	11. Motion 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. Motion _____ Second _____ Vote _____																															
FYI	12. Purchase orders issued for services, supplies and equipment in the amount of \$4,834,544.29 (attachment Finance-12)	285																														
Action	13. Motion to approve the following bills and payroll in the total amount of \$4,258,489.20 (attachment Finance-13):	294																														
	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Fund</u></th> <th style="text-align: left;"><u>Title</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>10</td> <td>General Fund</td> <td style="text-align: right;">\$16,304.40</td> </tr> <tr> <td>10</td> <td>General Fund – Payroll</td> <td style="text-align: right;">220,812.53</td> </tr> <tr> <td>11</td> <td>Current Expense</td> <td style="text-align: right;">1,160,423.48</td> </tr> <tr> <td>11</td> <td>Current Expense - Payroll</td> <td style="text-align: right;">2,428,640.60</td> </tr> <tr> <td>20</td> <td>Special Revenue</td> <td style="text-align: right;">112,074.58</td> </tr> <tr> <td>20</td> <td>Special Revenue – Payroll</td> <td style="text-align: right;">157,715.81</td> </tr> <tr> <td>50</td> <td>Cafeteria</td> <td style="text-align: right;">130,708.65</td> </tr> <tr> <td>50</td> <td>Kid's Corner</td> <td style="text-align: right;">15,781.63</td> </tr> <tr> <td>50</td> <td>Camp Blue Star</td> <td style="text-align: right;">16,027.52</td> </tr> </tbody> </table>	<u>Fund</u>	<u>Title</u>	<u>Amount</u>	10	General Fund	\$16,304.40	10	General Fund – Payroll	220,812.53	11	Current Expense	1,160,423.48	11	Current Expense - Payroll	2,428,640.60	20	Special Revenue	112,074.58	20	Special Revenue – Payroll	157,715.81	50	Cafeteria	130,708.65	50	Kid's Corner	15,781.63	50	Camp Blue Star	16,027.52	
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	Motion _____ Second _____ Vote _____																															

- Action 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2018-2019 school year (attachment Finance -14). 344
 Motion _____ Second _____ Vote _____
- Action 15. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and Atlantic County Special Services School District (receiving District) for a personal aide for one student for the 2018-2019 school year at a cost of \$42,840.00 and an additional \$575.00/week for the ESY program.
 Motion _____ Second _____ Vote _____
- Action 16. Motion to accept a Model Classroom Grant from Ocean First Bank in the amount of \$10,000.00.
 Motion _____ Second _____ Vote _____
- Action 17. Motion to accept a \$500.00 Amazon Gift Card from Ocean First Bank to be used at the Davies School.
 Motion _____ Second _____ Vote _____
- Action 18. Motion to approve DCO Company as the District's Energy Services Company (ESCO).
 Motion _____ Second _____ Vote _____
- Action 19. Motion to approve Resolution for the sale of Bonds for Referendum (attachment Finance-19). 348
 Motion _____ Second _____ Vote _____
- Action 20. Motion to approve the 2019-2020 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2019-2020 Budget (attachment Finance-20). 380
- Action 21. Motion to approve an Agreement between the Hamilton Township School District and Davis Holland Learning Center (attachment Finance-21). 383
 Motion _____ Second _____ Vote _____

Action 22. Motion to approve two Contracts for Reading Recovery teachers for the 2018-2019 school year between the Atlantic City School District and the Hamilton Township School District at a cost of \$900.00 each (attachment Finance-22). 413
 Motion_____Second_____Vote_____

C. Administration Committee (Personnel and Discipline):
 Chairperson: Mrs. Kupp
 All personnel actions are being taken by the recommendation of the Superintendent.

Action 1. Motion to approve district substitutes for the 2018-2019 school year (attachment Administration -1). 415
 Motion_____Second_____Vote_____

Action 2. Motion to approve homebound instruction for the 2018-2019 school year (attachment Administration -2). 416
 Motion_____Second_____Vote_____

Action 3. Motion to approve fieldwork placements for the 2018-2019 school year (attachment Administration -3). 425
 Motion_____Second_____Vote_____

Action 4. Motion to rescind an offer of employment for Alexandra Gould, Shaner School part time Paraprofessional. 426
 Ms. Gould was previously approved on September 20, 2018.
 Motion_____Second_____Vote_____

Action 5. Motion to approve an unpaid NJ Family Leave of Absence for Michael Flanagan, Hess School teacher from January 2, 2019 through February 13, 2019 with a return to work date of February 14, 2019 (attachment Administration-5). 426
 Motion_____Second_____Vote_____

Action

6. Motion to approve an unpaid leave of absence for the following employees for the 2018-2019 school year:

- Judyth Dunleavey – Hess SRAO – October 9-12, 2018
- Janelle Nicoletti – PT Hess Paraprofessional – September 24-26, 2018
- Daniel Bryz-Gornia – Hess Guidance – November 6-7, 2018 and April 8-10, 2019

Motion_____Second_____Vote_____

Action

7. Motion to revise the last day of employment for the following employees:

- Beth Steinen – Davies Teacher – October 4, 2018
- Lisa Tripician – Shaner Teacher – October 12, 2018

Motion_____Second_____Vote_____

Action

8. Motion to approve Kristen Bowen as a full-time, 10 month, Shaner School teacher for the period October 19, 2018 through June 30, 2019, B.A.+15, Step 1, with a total annual salary of \$53,026.00, pro-rated (attachment Administration-8).

427

Ms. Bowen is a replacement for Lisa Tripician.

Motion_____Second_____Vote_____

Action

9. Motion to accept a resignation notice from Art Faden, Shaner School SRAO dated September 27, 2018 with his last date of employment to be October 26, 2018 (attachment Administration-9).

430

Motion_____Second_____Vote_____

Action

10. Motion to approve Colleen Bowden as a part-time, 10 month, 29 hours/week Hess School Lifeguard for the 2018-2019 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, with a start date to be determined (attachment Administration-10).

431

Motion_____Second_____Vote_____

- Action** 11. **Motion to approve a new position for a Special Education Teacher in the Davies School for the 2018-2019 school year (20.03.30 BPB).**
Motion_____Second_____Vote_____
- Action** 12. **Motion to accept a retirement notice from Eileen O'Sullivan, Hess School Paraprofessional effective December 31, 2018 (attachment Administration-12).** 432
Motion_____Second_____Vote_____
- Action** 13. **Motion to accept a resignation notice from Stephanie Wroniuk, Davies School Vice Principal dated October 1, 2018 with her last day of employment to be October 12, 2018 (attachment Administration-13).** 433
Motion_____Second_____Vote_____
- Action** 14. **Motion to approve an unpaid intermittent NJ Family Leave of Absence for Donna Lee Stickle, Davies School teacher for the 2018-2019 school year effective October 1, 2018 (attachment Administration-14).** 434
Motion_____Second_____Vote_____
- Action** 15. **Motion to approve a resignation notice from John Weinstein, Hess Food Service worker dated October 2, 2018 with his last day of employment to be October 12, 2018 (attachment Administration-15).** 435
Motion_____Second_____Vote_____
- Action** 16. **Motion to approve a Maternity Leave of Absence for Brynn Sissman, Hess School Psychologist. Mrs. Sissman is requesting to use 14 sick days from January 25, 2019 through February 13, 2019, Federal Family Medical Leave from February 14, 2019 through March 15, 2019, and NJ Family Leave from March 18, 2019 through the end of the school year with a return to work day of July 1, 2019 (attachment Administration-16).** 436
Motion_____Second_____Vote_____

Action 17. Motion to change the start dates of employment for the following employees:

- Lema Nadar – Shaner part-time Para – 10/1/18
- Katherina Contino – Hess part-time Para – 10-10-18

Previously approved on September 20, 2018.

Motion _____ Second _____ Vote _____

Action 18. Maternity Leave of Absence for Adetokunbo Ajayi, District Behavior Analyst. Ms. Ajayi is requesting to use 7 sick days from January 22, 2019 through January 30, 2019 and NJ Family Leave from January 31, 2019 through April 30, 2019 with a return to work date of May 1, 2019 (attachment Administration-18). 437
Motion _____ Second _____ Vote _____

Action 19. Motion to approve an unpaid Federal Family Medical Leave for Eva Christenson, Hess School part-time Paraprofessional from October 15, 2018 through December 3, 2019 with a return to work date to be determined (attachment Administration-19). 438
Motion _____ Second _____ Vote _____

Action 20. Motion to approve Michael Bordonara, as a part-time, 10 months +10 days (195 days), 20 hours/week District Attendance Officer at a rate of \$24.00/hour with a start date to be determined (attachment Administration-20). 439
Motion _____ Second _____ Vote _____

Action 21. Motion to approve Andrea Harley as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the period November 5, 2018 through June 30, 2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated (attachment Administration-21). 440

Ms. Harley is a replacement for Gina Kucharski.

Motion _____ Second _____ Vote _____

Action 22. Motion to approve Michael Corrado as a part-time, 10 month Shaner School, School Resource Attendance Officer (SRAO) for the period October 18, 2018 through June 30, 2019, SRAO Guide, Step 1, with a total annual salary of \$36,700.00, pro-rated (attachment Administration-22). 441

Mr. Corrado is a replacement for Arthur Faden.

Motion_____Second_____Vote_____

Action 23. Motion to approve a Medical Leave of Absence for Kelly Graham, Shaner School teacher. Mrs. Graham is requesting to use sick days from December 20, 2018 through January 4, 2019, April 1, 2019 through April 5, 2019 and Federal Family Medical Leave from January 6, 2019 through March 29, 2019 with a return to work date of April 8, 2019 (attachment Administration-23). 442

Motion_____Second_____Vote_____

Action 24. Motion to approve Meghan Hooper-Jackson, Davies School teacher as the Health and Wellness Program Chairperson for the 2018-2019 school year.

Motion_____Second_____Vote_____

Action 25. Motion to approve Tina Bannon as a full-time, 10 month, Davies School Nurse for the period October 29, 2018 through June 30, 2019, B.A., Step 7, with a total annual salary of \$53,710.00, pro-rated (attachment Administration-25). 443

Motion_____Second_____Vote_____

D. Operations Committee (Facilities and Transportation):
Chairperson: Mr. Ciambrone

Action 1. Motion to approve the 2018-2019 Hamilton Township School District's Emergency Management Plan.

Motion_____Second_____Vote_____

XIII. Resolutions

XIV. Solicitor's Report

XV. Unfinished Business

XVI. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)

XVII. Receive comments from the public in accordance with the Board's policy on participation at Board meeting

XVIII. Adjournment