



# **Hamilton Township Board of Education**

## **Agenda for Regular Meeting**

**July 25, 2016**

**Visit our District Website to receive Agenda e-mails at:  
<http://www.hamiltonschools.org/agendaentry.html>**

**HAMILTON TOWNSHIP SCHOOL DISTRICT  
DISTRICT GOALS  
2015-2017**

1. The Superintendent, in cooperation with the administrative team will effectively bring the components of New Jersey's High-Quality State Preschool Program to the district through a mixed delivery system of school-based, private provider, and Head Start programs in an effort to increase enrollment and kindergarten preparedness over a four-year period.
2. With a focus on increased student learning and achievement, the Superintendent and administrative team will work collaboratively with *Springboard Education in America*, in the elementary and middle schools, ultimately building the enrollment in a high-quality extended day program open to all students.
3. To take deliberate steps in maintaining positive school climates by focusing on preventions for misbehavior including clear, appropriate and consistent expectations/ consequences, staff practices, and parental involvement all of which ensure fairness, equity and continuous improvement for all students.
4. Using available data or other pertinent information, schedule monthly board presentations given by grade level administrators highlighting programs and activities as they relate to student achievement.

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

**Agenda for Regular Meeting  
July 25, 2016**

**Location: Davies School Library**

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

- I. Call to Order – Mark A. Ritter, Interim Business Administrator    Page**
- 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:**

- **Litigation**
- **Student/Personnel Matters**

**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 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 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**

<b>Action</b>	<b>1. Motion to approve the regular and executive session minutes of the meeting of June 27, 2016 (attachment Minutes-1).</b>	<b>23</b>
	<b>Motion_____Second_____Vote_____</b>	

## **VIII. Correspondence**

<b>FYI</b>	<b>1. Correspondence from Jeff Gildiner, President of the Hamilton Township Education Association (attachment Correspondence-1).</b>	<b>46</b>
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## **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**

- August 15, 2016 - Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- August 22, 2016 (tentative - if needed) - Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

**FYI**                      **B. Registration/Transfer Statistics for the Month of June, 2016**      **47**  
**(attachment XI-B).**

**FYI**                      **C. Mental Health Review**

**XII. Committees and Recommendations**

**A. Facilities Committee - Mr. Ciambrone**

**B. Finance Committee - Mr. Haye**

**Action**                      **1. Motion to approve budget transfers in the amount of**      **48**  
**\$252,132.33 (attachment Finance -1).**  
**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**                      **2. 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\_\_\_\_\_**

**Action**                      **3. Motion to approve the following bills and payroll for**      **51**  
**the 2015-2016 school year in the total amount of**  
**\$2,709,271.81 (attachment Finance-3):**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$213,313.16
11	Current Expense	108,777.47
11	Current Expense/Payroll	2,274,759.17
20	Special Revenue	21.84
20	Special Revenue/Payroll	103,692.43
50	Cafeteria	8,707.74
Motion_____Second_____Vote_____		

- Action 4. Motion to approve the following bills and payroll for 69  
the 2016-2017 school year in the total amount of  
\$567,693.58 (attachment Finance-4):

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$500.00
11	Current Expense	554,604.41
20	Special Revenue	12,589.17
Motion_____Second_____Vote_____		

- Action 5. Motion to approve staff attendance at seminars, 78  
workshops and conferences, including costs related to  
applicable reimbursable expenses, during the 2016-  
2017 school year (attachment Finance-5).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- Action 6. Motion to approve Resolution # 107 to Transfer to 79  
Debt Service (attachment Finance-6).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- Action 7. Motion to accept the Federal FY2017 (School Year  
2016-2017) IDEA Grant Funds as indicated below:

	<u>Public Funds</u>	<u>Non-Public Funds</u>	<u>Total Funds</u>
IDEA-Basic	\$766,936.00	\$5,843.00	\$772,779.00
IDEA-Preschool	<u>31,809.00</u>	<u>0.00</u>	<u>31,809.00</u>
Total	\$798,745.00	\$5,843.00	\$804,588.00
Motion_____Second_____Vote_____			

- Action 8. Motion to approve and submit the FY2017(School Year 80  
2016-2017) No Child Left Behind (NCLB) Gran  
Application (attachment Finance-8).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- Action 9. Motion to approve the final grant salaries for the 2015- 85  
2016 school year (attachment Finance-9).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      10. Motion to approve two tuition contracts between the Hamilton Township Board of Education (sending district) and Y.A.L.E. School Atlantic, Inc. (receiving district) for two students for the 2016-2017 school year for 210 days at the rate of \$289.68/per diem for a total cost of \$60,832.80 per student.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      11. Motion to approve two tuition contracts between the Hamilton Township Board of Education (sending district) and Y.A.L.E. School East, Inc. (receiving district) for two students for the 2016-2017 school year for 210 days at the rate of \$290.59/per diem for a total cost of \$61,023.90 per student.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      12. Motion to approve the Atlantic County Special Services School District's 2016 Extended School Year Program Agreement for ten (10) students at a cost of \$110.00 per day/per student for twenty (20) days each for a total cost of \$22,200.00.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

C. Personnel/Negotiations Committee – Mrs. Kupp  
All personnel actions are being taken by the recommendation of the Superintendent.

Action                      1. Motion to approve district substitutes for the 2016 - 2017 school year (attachment Personnel-1). 86  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      2. Motion to accept a resignation notice from Brian Brodsky, Hess School teacher effective June 30, 2016 (attachment Personnel-2). 89  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      3. Motion to accept a resignation notice from Brooke Parsons, Shaner School Learning Disability Teacher Consultant effective June 30, 2016. Miss Parsons will still continue to work during the summer on a per case basis. Miss Parson's hourly rate for the summer was previously approved on May 9, 2016 (attachment Personnel-3). 90  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      4. **Motion to accept a resignation notice from Annetta Zaremba, Davies School teacher effective June 30, 2016 (attachment Personnel-4).**                      91  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      5. **Motion to approve the following food Service Workers for the Summer Feeding Program Grant beginning July 5, 2016 as follows:**

- Colleen Csaszar - \$23.78/hour
- Adella Gigliotti - \$23.78/hour
- Lori Garrity - \$23.18/hhour
- Valerie Styer -Substitute - \$21.38/hour

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      6. **Motion to approve Rachel Scott as a full-time, 10 month Davies School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00 (attachment Personnel-6).**                      92

Ms. Scott is a replacement for AnnMarie Benson.

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      7. **Motion to approve Samantha Hulse as a part-time, 10 month, 15/hours/week Shaner School Food Service Worker for the 2016-2017 school year, Food Service Food Service Guide B, Step 1 with a total annual salary of \$6,660.00 (attachment Personnel-7).**                      96

Ms. Hulse is a replacement for Lydia Kuhn.

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_



- Action**                      8. Motion to accept a resignation notice from Candace Woodson, part-time Hess School Paraprofessional effective June 30, 2016 (attachment Personnel-8).  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_ **97**
- Action**                      9. Motion to approve Laurie Derringer, Master Teacher, to provide shared services for the Egg Harbor City School District two days per month from September, 2016 to June, 2017 for a total of twenty days at a rate of \$505.00/per day.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      10. Motion to approve the following in-house Food Service Department staff transfers for the 2016-2017 school year as follows:
- Lydia Kuhn from Shaner to Hess
  - Cathleen Fichetola from Hess to Davies
  - Margaret Falciano from Davies to Shaner
  - Valerie Styer from Shaner to Davies
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      11. Motion to approve an increase in hours for the following Food Service staff for the 2016-2017 school year as follows:
- Samuel Bryant from 22.5/hours/week to 25/hours/week, Food Service Guide A, Step 7
  - Kristine Houser from 25/hours/week to 29.5/hours/week, Food Service Guide A, Step 7
  - Paula Marrero from 27.5/hours/week to 29.5/hours/week, Food Service Guide A, Step 7
  - Valerie Styer from 27.5/hours/week to 29.5/hours/week, Food Service Guide A, Step 7
  - Cathleen Fichetola from 15/hours/week to 27.5/hours/week, Food Service Guide A, Step 2
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      12. Motion to approve a revision to the hourly rate for Mihajlo Protic, Camp Blue Star Counselor from \$15.00/hour to \$16.00/hour.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- |               |   |            |
|---------------|---|------------|
| <b>Action</b> | <b>13. Motion to accept a resignation notice from Kristin McGovern, Davies School Nurse effective June 30, 2016 (attachment Personnel-13).</b><br><b>Motion_____Second_____Vote_____</b>  | <b>98</b>  |
|               |   |            |
| <b>Action</b> | <b>14. Motion to approve Ashley Pfaff as a part-time, 10 month, 29/hours/week Shaner School Paraprofessional, for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00 (attachment Personnel-14).</b><br><br><b>Salary subject to change at the completion of the H.T.E.A. Negotiations.</b><br><br><b>Motion_____Second_____Vote_____</b>  | <b>99</b>  |
|               |   |            |
| <b>Action</b> | <b>15. Motion to approve Gina Pernice as a Part-time, 10 month, 29.5/hours/week, Instructional Technology Integration Coach for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$40,730.00 (attachment Personnel-15).</b><br><br><b>Ms. Pernice is a replacement for Allison McCarthy who became a FT BSI Teacher.</b><br><br><b>Salary subject to change at the completion of the H.T.E.A. Negotiations.</b><br><br><b>Motion_____Second_____Vote_____</b> | <b>102</b> |
|               |   |            |
| <b>Action</b> | <b>16. Motion to approve Jennifer Christiano as a full-time, 10 month Shaner School Pre-School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00 (attachment Personnel-16).</b><br><br><b>Salary subject to change at the completion of the H.T.E.A. Negotiations.</b><br><br><b>Motion_____Second_____Vote_____</b>   | <b>107</b> |

- Action**                      17. **Motion to approve Kelley Davenport as a part-time, 10    111**  
**month, 29/hours/week Shaner School**  
**Paraprofessional, for the 2016-2017 school year,**  
**Paraprofessional Guide, Step 7, with a total annual**  
**salary of \$18,099.00 (attachment Personnel-17).**

**Ms. Davenport is a replacement for Gina Pernice who**  
**was hired as a teacher.**

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

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

- Action**                      18. **Motion to approve a leave of absence without pay for**  
**the following:**

- **Rachel Kazmarski, Davies - November 4, 2016**  
**through November 9, 2016**
- **Jessica Malloy, Shaner School – November 21,**  
**2016 through November 23, 2016**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

- Action**                      19. **Motion to approve the following mentors for the 2016-**  
**2017 school year:**

- **Diane Esslinger – Shaner School for Gina**  
**Pernice**
- **Rachel Robinson – Davies School for Lauren**  
**Guarracino**
- **Natalie James – Shaner School for Jennifer**  
**Christiano**
- **Nancy Arsenault – Davies for Ian Brown**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

**20. Motion to approve summers hours for school year 2016-2017 for the District's School Resource Officers at their hourly rate as follows:**

- **Judy Dunleavy – \$31.30/hour**
- **Art Faden – \$31.30/hour**
- **Colin Hickey – \$30.95/hour**

**Hourly rate subject to change at the completion of the H.T.E.A. negotiations.**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

**21. Motion to approve an unpaid intermittent Federal Family Medical Leave of Absence for Dianne Valiante, Shaner School Secretary for the 2016-2017 school year (attachment Personnel-21).**

**112**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

**22. Motion to accept a resignation notice from Rebecca McErlane, Davies School teacher effective June 30, 2016 (attachment Personnel-22).**

**113**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

**23. Motion to approve Lauren Guarracino as a full-time, 10 month Davies School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00 (attachment Personnel-23).**

**114**

**Ms. Guarracino is a replacement for Jennifer Laning.**

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

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

- Action**                      **24. Motion to approve Paige Silvern as a full-time, 10 month, Hess School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00 (attachment Personnel-24).**                      **119**
- Ms. Silvern is a replacement for Brian Brodsky.
- Salary subject to change at the completion of the H.T.E.A. negotiations.
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      **25. Motion to approve Stephanie Wilson as a part-time, 10 month, 29.5/hours/week Hess School BSI teacher for the 2016-2017 school year, BA+30, Step 1, with a total annual salary of \$42,502.00 (attachment Personnel-25).**                      **123**
- Ms. Wilson is a replacement for Gail Marie Elliott.
- Salary subject to change at the completion of the H.T.E.A. negotiations.
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      **26. Motion to approve an unpaid NJ Family Leave of Absence (NJFLA), for Donna Pyle, Shaner School Food Service Worker. Mrs. Pyle is requesting to use two weeks of NJFLA to care for her daughter. Exact dates are still to be determined (attachment Personnel-26).**                      **126**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_
- Action**                      **27. Motion to approve Ian Brown as a full-time, 10 month, Davies School teacher for the period September 1, 2016 through January 31, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated (attachment Personnel-27).**                      **127**
- Mr. Brown is a temporary replacement for Lauren Kreifus.
- Salary subject to change at the completion of the H.T.E.A. negotiations.
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**                      **28. Motion to approve Melissa Christensen as a full-time, 10 month, Davies School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00 (attachment Personnel-28). 130**

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

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**                      **29. Motion to accept a retirement notice from Linda Blusk, Food Service Worker effective June 30, 2016 (attachment Personnel-29). 135**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**D. Curriculum Committee     Mrs. Melton**

**Action**                      **1. Motion to approve K-5 staff members to pilot science materials (Pearson's Interactive Science & Houghton-Mifflin-Harcourt's Science Fusion) aligned with the Next Generation Science Standards (NGSS) during the 2016-2017 school year for full implementation in the 2017-2018 school year as follows:**

<u>Grade</u>	<u>Staff Member</u>
K	Katie McEvoy
K	Deborah Carmody
1	Lauren Graff
1	Dorothy Gidiner
2	Johanna Scannell
2	Heather Berardi
3	Amy Gold
3	TBD
4	Jennifer Schairer
4	Jeff Kucera
5	Melissa Olkowski
5	Christine Abbamondi

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

2. Motion to approve Kelly Adams, Laura Hackney & Jessica Malloy to participate in the I&RS Professional Development Workshop on August 16th (not to exceed 8 hours) and to be paid at the rate of \$24.51/hour 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.

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

3. Motion to approve Lauren Graff for the Shaner School Mathematics Content Coordinator for the 2016-2017 school year (this position was noted as TBD on the 6-27-16 BOE approved motion relative to similar positions in the district for the 2016-2017 school year).

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

4. Motion to approve staff members to complete Curriculum Work at the rate of \$39.00/hour during the month of June 2016 (not to exceed 10 hours). This rate is the identified rate for Curriculum Development in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

Note: these staff were previously approved at a different rate; the rate needed to be adjusted.

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

Teacher Name	School	Content Area/Program
Diane Brunetti	Hess	Technology
Malika Green	Davies	Technology
Allison McCarthy	Shaner	Technology
Beth Steinen	Davies	Technology
Christy Morrison	Davies	Science
Michele Giardino	Davies	Science

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

5. Motion to approve Michael DiOrio to provide professional development (HIB) on August 25, 2016 to the Sheppard bus drivers at the rate of \$26.00/hour (not to exceed 10 hours), as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

Note: Russell Clark, HTSD HIB District Coordinator has provided this training in the past. He will be attending out of district professional development on this very topic on this date. M. DiOrio is the HIB Building Coordinator for the WDMS. In this role, he works very closely with the District Coordinator. R. Clark will prepare M. DiOrio for his presentation.

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

6. Motion to approve Lauren Graff (Math) & Ann Anderson (ELL New Hire) to complete Curriculum Work at the rate of \$39.00/hour during July and/or August 2016 (not to exceed 10 hours). This rate is the identified rate for Curriculum Development in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

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

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_



**Action**

7. Motion to approve the following staff members to participate in Professional Development Workshops during the month of August 2016 (not to exceed 8 hours) and to be paid at the rate of \$24.51/hour as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through preschool expansion grant funds.

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

<u>Staff Member</u>	<u>Workshop</u>
Natalie James	Foundations & CPR/First Aide
Andrea Russomano	Foundations & CPR/First Aide
Jennifer Christiano	Foundations & CPR/First Aide
Rita Cohen	CPR/First Aide
Donna Maulone	CPR/First Aide
Jessica Lewis	CPR/First Aide
Ashley Pfaff	CPR/First Aide
Laurie Derringer	CPR/First Aide

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action**

8. Motion to approve staff members to participate in Professional Development Workshops during the month of August 2016 (not to exceed 12 hours each) and to be paid at the rate of \$24.51/hour 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.

Note: these staff are new hires that were not included in the original motion on 6-27-16.

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

<u>Member</u>	<u>Workshop</u>
Ann Andrews	Foundations & Readers/Writers Workshop
Stephanie Wilson	Foundations Staff & Readers/Writers Workshop

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action	9. Motion to approve the <i>revised</i> submission of the Child Assault Prevention Grant Application (CAP) to include Davies School 6 <sup>th</sup> and 8 <sup>th</sup> Grade students for the 2016-2017 school year. The original Grant Application was approved on March 14, 2016 (attachment Curriculum-9). Motion_____Second_____Vote_____	136
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**E. Policy Committee - Mrs. Buchanan**

Action	1. Motion to approve Policy #1140 – Affirmative Action Program on first reading (attachment Policy-1). Motion_____Second_____Vote_____	138
Action	2. Motion to approve Policy #1220 – Employment of Chief School Administrator on first reading (attachment Policy-2). Motion_____Second_____Vote_____	141
Action	3. Motion to approve Policy #1310 – Employment of School Business Administrator/Board Secretary on first reading (attachment Policy-3). Motion_____Second_____Vote_____	145
Action	4. Motion to approve Policy #1523 – Comprehensive Equity Plan on first reading (attachment Policy-4). Motion_____Second_____Vote_____	147
Action	5. Motion to approve Policy and Regulation #1530– Policy – Equal Employment Opportunities – Regulation – Equal Employment Opportunity Complaint Procedure on first reading (attachment Policy-5). Motion_____Second_____Vote_____	149
Action	6. Motion to approve Policy #1550 – Affirmative Action Program for Employment and Contract Practices on first reading (attachment Policy-6). Motion_____Second_____Vote_____	155
Action	7. Motion to approve Policy and Regulation #2200 – Curriculum Content on first reading (attachment Policy 7). Motion_____Second_____Vote_____	156

Action	8. Motion to approve Policy #2260 – Affirmative Action Program for School and Classroom Practices on first reading (attachment Policy-8). Motion_____Second_____Vote_____	160
Action	9. Motion to approve Policy and Regulation #2411 - Guidance Counseling on first reading (attachment Policy-9). Motion_____Second_____Vote_____	163
Action	10. Motion to approve Regulation #2414 – Programs and Services for Students in High Poverty and in High Need School Districts on first reading (attachment Policy-10). Motion_____Second_____Vote_____	168
Action	11. Motion to approve Policy and Regulation #2423 – Bilingual and ESL Education on first reading (attachment Policy-11). Motion_____Second_____Vote_____	176
Action	12. Motion to approve Policy #2610 – Educational Program Evaluation on first reading (attachment Policy-12). Motion_____Second_____Vote_____	199
Action	13. Motion to approve Policy #2622 – Student Assessment on first reading (attachment Policy-13). Motion_____Second_____Vote_____	200
Action	14. Motion to approve Policy #3111 – Creating Positions on first reading (attachment Policy-14). Motion_____Second_____Vote_____	203
Action	15. Motion to approve Policy #3124 – Employment Contract on first reading (attachment Policy-15). Motion_____Second_____Vote_____	205
Action	16. Motion to approve Policy #3125 – Employment of Teaching Staff Members on first reading (attachment Policy-16). Motion_____Second_____Vote_____	206

Action	17. Motion to approve Policy #3125.2 – Employment of Substitute Teachers on first reading (attachment Policy-17). Motion_____Second_____Vote_____	210
Action	18. Motion to approve Policy and Regulation #3126 – District Mentoring Program on first reading (attachment Policy-18). Motion_____Second_____Vote_____	213
Action	19. Motion to approve Policy #3141 – Resignation on first reading (attachment Policy-19). Motion_____Second_____Vote_____	233
Action	20. Motion to approve Policy and Regulation #3144 – Certification of Tenure Charges on first reading (attachment Policy-20). Motion_____Second_____Vote_____	234
Action	21. Motion to approve Policy #3159 – Teaching Staff Member/School District Reporting Responsibilities on first reading (attachment Policy-21). Motion_____Second_____Vote_____	246
Action	22. Motion to approve Policy #3231 – Outside Employment as Athletic Coach on first reading (attachment Policy-22). Motion_____Second_____Vote_____	248
Action	23. Motion to approve Policy and Regulation #3240 – Professional Development for Teachers and School Leaders on first reading (attachment Policy-23). Motion_____Second_____Vote_____	249
Action	24. Motion to approve to abolish Policy and Regulation #3244 – In Service Training on first reading (attachment Policy-24). Motion_____Second_____Vote_____	266
Action	25. Motion to approve Policy #4159 – Support Staff Member/School District Reporting Responsibilities on first reading (attachment Policy-25). Motion_____Second_____Vote_____	268

Action	26. Motion to approve Policy #5305 – Health Services Personnel on first reading (attachment Policy-26). Motion_____Second_____Vote_____	269
Action	27. Motion to approve Regulation #5330 – Administration of Medication on first reading (attachment Policy-27). Motion_____Second_____Vote_____	273
Action	28. Motion to approve Policy #5339 – Screening for Dyslexia on first reading (attachment Policy-28). Motion_____Second_____Vote_____	284
Action	29. Motion to approve Policy and Regulation #5350 – Student Suicide Prevention on first reading (attachment Policy-29). Motion_____Second_____Vote_____	287
Action	30. Motion to approve Policy #5750 – Equal Educational Opportunity on first reading (attachment Policy-30). Motion_____Second_____Vote_____	294
Action	31. Motion to approve Policy #5755 – Equity in Educational Programs and Services on first reading (attachment Policy-31). Motion_____Second_____Vote_____	296
Action	32. Motion to approve Policy #7481 – Unmanned Aircraft Systems (UAS also known as DRONES) on first reading (attachment Policy-32). Motion_____Second_____Vote_____	299
Action	33. Motion to approve Policy and Regulation #8441 – Care of Injured and Ill Persons on first reading (attachment Policy-33). Motion_____Second_____Vote_____	301
Action	34. Motion to approve Policy #8454 – Management of Pediculosis on first reading (attachment Policy-34). Motion_____Second_____Vote_____	319
Action	35. Motion to approve Policy and Regulation #8630 – Bus Driver/Bus Aide Responsibility on first reading (attachment Policy-35). Motion_____Second_____Vote_____	323

<b>Action</b>	<b>36. Motion to approve Policy #9451 – Student Teachers/Interns on first reading (attachment Policy-36).</b>	<b>338</b>
	Motion_____Second_____Vote_____	

**F. Transportation Committee - Mr. Higbee**

<b>Action.</b>	<b>1. Motion to approve club/activity trips for the 2016-2017 school year (attachment Transportation-1).</b>	<b>339</b>
	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**

Mays Landing, NJ  
June 27, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON JUNE 27, 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 6:00 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mark A. Ritter.

**Call  
To  
Order**

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambone (arrived 6:12 p.m.), Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mrs. Barbara Kupp, Mr. Kim Melton, and Mr. Eric Aiken.

**Roll  
Call**

Absent: Mr. James Higbee

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

**EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Ms. Erickson, 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:

- SBA Vacancy
- HIB Reports
- Security and Alarm
- Davies Construction (Lawyers Bills)
- Apology note for breaking into Duberson
- Work on salary base

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 50 minutes.

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

The Board entered into Executive session at 6:05 p.m.

The Board resumed the Regular meeting at 7:00 p.m.

**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. Mr. Aiken asked for everyone to keep the family of Charlene Zoerb, NJSBA representative in their thoughts and prayers. Mrs. Zoerb recently passed away.

**APPROVAL OF MINUTES**

Motion by Mrs. Melton, seconded by Mrs. Buchanan, to approve the minutes of the regular and executive session meeting of May 23, 2016, as per attachment Minutes-1.

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

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**



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Mrs. Kupp congratulated the math teachers at the Hess School for the Math Bowl recently held. She also noted that the eighth grade awards night and the promotion exercise were both great nights. Everything ran smoothly during both events.

Mrs. Hassa noted that the last day of school at Hess went extremely well. Both students and parents were happy with the way it was run. Mrs. Hassa also noted the events coming up for the Spread the Love Foundation.

Ms. Erickson noted that one of the Davies School alumni, Liam Erickson recently received the Governance Award for the State of New Jersey for a video game which he produced.

Mr. Aiken also noted the 8th Grade Promotion Ceremony and the Awards Ceremony went well. He wanted to thank everyone who organized each of these.

Mr. Aiken then read a letter from Michelle Cappelluti, former Superintendent about the wonderful job Charlene Zoerb did with the Hamilton Township School District.

### **SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
  - 1. Dates to Remember
    - a. July 4, 2016 – Schools Closed
    - b. July 25, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
    - c. August 15, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
    - d. August 22, 2016 (tentative – *if needed*) – 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 May, 2016, as per attachment XI-B.
- (C) Enrollment for the months of May and June, 2016, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log through the end of school, as per attachment XI-D.
- (E) Student Discipline Reports for the months of May and June, 2015, as per attachment XI-E.
- (F) Superintendent's/Principal's List for the 4<sup>th</sup> Marking Period, as per attachment XI-F.
- (G) Academic Achievement Lists for the 3<sup>rd</sup> Trimester – Grades 4 and 5, as per attachment XI-G.

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- (H) Report on Violence, Vandalism, Harassment, Intimidation, and Bullying, Alcohol and Other Drug Abuse, as per attachment XI-H:

Presented by: Russell Clark, Affirmative Action Officer and  
Anti-Bullying Coordinator

- (I) Pre-School Presentation:

Presented by: Colleen Bretones,  
Supervisor of Early Childhood Education

## **XII. Committees and Recommendations**

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

None

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

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

1. To approve staff members to complete Curriculum Work at the rate of \$39.00/hour during the summer (July & August) of 2016 (staff have been assigned various hours based on need and no one should exceed 30 hours). This rate is the identified rate for Curriculum Development in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local funds, as per attachment Curriculum-1.
2. To approve staff members to participate in Professional Development Workshops during the summer of 2016 (not to exceed 12 hours each), and to be paid at the rate of \$24.51/hour 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, as per attachment Curriculum-2.
3. To approve Stephanie Andrus to provide professional development (Foundations) on

August 24 & 25, 2016 (not to exceed 10 hours), at the rate of \$26.00/hour, as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

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

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

4. To approve Beth Connor & Tammy Welsey to provide professional development (Readers & Writers Workshop Model) on August 23, 2016 (not to exceed 10 hours), at the rate of \$26.00/hour, as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.
5. To approve the Grade Level, Department & House Chairpersons, Lead Nurse and Content Coordinators for the 2016-2017 school year, as per attachment Curriculum-5.
6. To approve Jane Flanagan, Christy Morrison and Tammy Welsey to provide professional development (Intervention & Referral Services) on August 16, 2016 (not to exceed 10 hours), at the rate of \$26.00/hour, as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa,

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Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr.  
Aiken. (8-0-0)

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

7. To approve Kelly Crowder to complete Curriculum Work (Gifted Education Program) (not to exceed 10 hours), at the rate of \$39.00 /hour during the month of June 2016. This rate is the identified rate for Curriculum Development in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

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

The following item has been presented as an informational item:

8. Hamilton Township School District has been afforded the opportunity via Stockton University to participate in the Math and Science Partnership Grant to Support K-8 Schools in the Implementation of Next Gen Science Standards (NGSS). The Funding period is July 1, 2016 through June 30, 2018. The following teachers will participate in the grant during the 2016-2017 school year, as per attachment Curriculum-8.

K & 1	Sue Burnetta
2 & 3	Jennifer McCrary
4 & 5	Dominic Carpani
6	Michele Giardino
7	Sheila Fleischer
8	Annetta Zarembo

**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 April, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of April, 2016, as per attachment Finance-1.
2. To approve the Board Secretary's Report for the period ending April 30, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of April 30, 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, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following items have been presented as informational items:

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

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2016, as per attachment Finance-8.

9. The monthly Budget Summary Report for May, 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. Melton, to approve the following motions, as presented:

10. To approve budget transfers in the amount of \$241,970.00, 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, Mrs. Hassa, Mr. Haye, 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 as follows, as per attachment Finance-12:
  - For the 2015-2016 school year in the amount of \$838,141.33
  - For the 2016-2017 school year in the amount of \$2,829,130.15

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 \$4,639,616.76, as per attachment Finance-13.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
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10	General Fund	\$3,914.00
10	General Fund/Payroll	209,243.41
11	Current Expense	2,097,484.78
11	Current Expense/Payroll	2,181,810.17
20	Special Revenue	40,005.03
20	Special Revenue/Payroll	79,758.22
50	Kids' Corner	20,499.83
50	Community Education	6,746.27
50	Camp Blue Star	155.05

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017, as per attachment Finance-14.
15. To approve a resolution for Travel and Related Expense Reimbursement for the 2016-2017 school year, as per attachment Finance-15.
16. To accept the Federal FY2017 (School Year 2016-2017) No Child Left Behind (NCLB) Additional Grant Funds:

<u>Title</u>	<u>Title Description</u>	<u>FY17 Revised Total (includes NP)</u>
Title III- Immigrant	Immigrant Language Learners	\$1,968

17. 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 student for the period January 12, 2016 through June 30, 2016 (102 days) at cost of \$75.98/per diem for a total cost of \$7,749.96.
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 one student for the period January 12, 2016 through

31

June 30, 2016 (102 days) at a rate of  
\$65.40/per diem for a total cost of \$6,670.80.

19. To accept funds from the AtlantiCare's Turn Your School Wellness into Wealth Program for the Davies school in the amount of \$300.00 for the 2015-2016 school year, as per attachment Finance-19.

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

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

20. To approve a tuition contract between the Hamilton Township School District (sending district and Y.A.L.E. School East, Inc. (receiving district) for one student for the 2015-2016 school year at a rate of \$275.83/per diem for 21 days for a total cost of \$5,792.43.
21. To approve a tuition contract between the Hamilton Township School District (sending district and Bancroft (receiving district) for one student for the 2016-2017 school year beginning July 5, 2016 through June 30, 2017 at a rate of \$285.31/per diem for 212 days for a total cost of \$60,485.72.
22. To approve a tuition contract between the Hamilton Township School District (sending district and Pineland Learning Center (receiving district) for one student for the 2016-2017 school year at a rate of \$280.46/per diem for 210 days for a total cost of \$58,896.60.
23. To approve three Agreements between the Hamilton Township Board of Education and Bayada Home Health Care, Inc. to provide nursing services for three students for the 2016-2017 school year, including extended school year for the period September 1, 2016 through August 31,



2017 at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN Services.

24. To approve an extension to the Agreement with Monmouth Educational Services Commission (MOESC) to provide 192/193 services to non-public students for the 2016-2017 school year.
25. To approve an Instructional Services Agreement with Monmouth-Ocean Educational Services Commission for Proportionate Share of IDEA-B Funds for Non-Public School Students with Disabilities for the 2016-2017 school year.

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

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

26. To approve an Agreement with Monmouth-Ocean Educational Services Commission to provide Chapter 226 Nursing services to non-public students for the 2016-2017 school year in an amount not to exceed state funding for fiscal year 2016.
27. To approve three Personal Aide Agreements between the Hamilton Township Board of Education (sending district) and Atlantic County Special Services School District (receiving district) for the 2016-2017 school year, for a full-time personal aide for each student at a per student cost of \$41,940.00 (pro-rated from the start date) including 2017 extended school year (rates to be determined).
28. To approve an Itinerant Services

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Agreement between the Hamilton Township Board of Education and the Cape May County Special Services School District for the 2016-2017 school year.

29. To approve an Agreement between the Hamilton Township School District and Bayada Home Health Care, Inc., to provide on-site nursing services at a rate of \$55.00/hour as needed for the 2016-2017 school year.
30. To approve participation in the Middlesex Regional Educational Services Commission's Cooperative Pricing System for the 2016-2017 school year.
31. To approve participation in the Atlantic County Cooperative Purchasing Program for the 2016-2017 school year.

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

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

32. To approve participation in the Hunterdon County Educational Services Commission's Cooperative Purchasing Program for the 2016-2017 school year.
33. To approve an Agreement between the Hamilton Township Board of Education and Epic Health Services, Inc. and Loving Care Agency, Inc., d/b/a Epic Health Services, to provide private duty nursing services to the District at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services for the period July 1, 2016 through June 30, 2017.

Roll Call Vote: All in favor: Mrs. Buchanan,

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Mr. Ciambrone, Ms. Erickson, Mrs. Hassa,  
Mr. Haye, 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 in accordance with 18A.**

Motioned 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 2015-2016 school year, as per attachment Personnel-2.
3. To approve Stockton fieldwork placements for the 2016-2017 school year, as per attachment Personnel-3.
4. To approve 2016 summer hours for school nurses as follows:
  - Barbara Graf – Shaner 20 hours @ \$49.50/hour
  - Kristen McGovern and Tina Bannon – Davies 15/hours @ \$49.60/hour (shared)
  - Hess 45 hours @ \$49.60/hour (shared)  
Jane Barrett (30/hours) and Barb Bayconich (15 hours)

Hourly rate subject to change at the completion of the HTEA negotiations.

5. To approve 2016 summer guidance hours as follows:
  - Lynn Evangelist – Hess and Davies 120/ hours
  - Dorothy Schoenstein – Shaner 25/hours
  - Mike Diorio and Wendy McKensie – Davies 30/hours (shared)

Hourly rate subject to change at the completion of the HTEA negotiations.

6. To approve stipends in the amount of \$750.00 each for the 2015-2016 school year to the following persons possessing a Black Seal License.
  - Larry Davidson
  - James Ryan
  - Randall Cannella
  - Brian Burton
  - Kurt Von Hess
  - Josie Martin
  - Matthew Montelpare
  - Christa Larson
  - Michael Hruska
  - Van Pearson
  - Thelia McKiver
  - Larry Good
  - Thomas Renzulli
  - Maria Cowley
7. To approve stipends in the amount of \$750.00 each for the 2015-2016 school year for the following persons possessing a Certified Pool Operator (CPO) License:
  - Larry Davidson - \$750.00
  - Brian Burton - \$750.00
  - Matthew Montelpare - \$750.00
  - Ian Nelson - \$750.00

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

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

8. To approve 2016 summer hours for Dawn Duelly, Davies School Media Specialist at the rate of \$39.00/hour, not to exceed 13/hours or \$507.00.  
  
Hourly rate subject to change at the completion of the HTEA negotiations.
9. To approve 2016 summer hours for Mary Romagnino, Food Service Secretary not to exceed 100 hours.

Hourly rate subject to change at the completion of the HTEA negotiations.

10. To approve a stipend for Cheryl Porreca in the amount of \$1,000.00 for the 2016-2017 school year for responsibilities assumed following the elimination of the Treasurer of School Monies position.
11. To approve Octavio Jimenez as a full-time, 12 month Davies school Custodian for the period July 18, 2016 through June 30, 2017, Custodial Guide, Step 4, with a total annual salary of \$37,111.00, pro-rated, as per attachment Personnel-11.

Mr. Jimenez is a replacement for Carmen Choseed.

Salary subject to change at the completion of the HTEA negotiations.

12. To accept a resignation notice from Annie Hadley, Shaner School Paraprofessional effective May 25, 2016 with her last day of employment to be June 30, 2016, as per attachment Personnel-12.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, 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:

13. To approve summer Child Study Team staff to attend IEP meetings at the rate of \$90.00/day, not to exceed 5 hours/day, in accordance with Special Education guidelines, as per attachment Personnel-13.
14. To extend a Family Medical Leave of Absence for the period May 23, 2016 through May 31, 2016 for Nancy Arsenault, Davies School Teacher, as per attachment Personnel-14.

This was previously approved on April 25,

2016.

15. To approve Sarah Irwin as a part-time, 29 hours/week Hess School Paraprofessional for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-15.

Ms. Irwin is a replacement for Roseann Mendoza.

Salary subject to change at the completion of the HTEA negotiations.

16. To approve Rachel Husta as a full-time, 10 month Hess School Library Media Specialist for the 2016-2017 school year, MA+15, with a total annual salary of \$65,249.00, as per attachment Personnel-16.

Ms. Husta is a replacement for Janet Yunghans

Salary subject to change at the completion of the HTEA negotiations.

17. To approve Gina Pernice as a part-time, 29 hours/week Shaner School Paraprofessional for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-17.

Ms. Pernice is a replacement for Annie Hadley.

Salary subject to change at the completion of the HTEA negotiations.

18. To approve Ann Andrew as a full-time, 10 month Hess School teacher for the 2016-2017 school year, B.A., Step 5, with a total annual salary of \$50,800.00 , as per attachment Personnel-18.

Ms. Andrew is a replacement for Jenny Paulino.

Salary subject to change at the completion of the HTEA negotiations.

19. To accept a resignation notice from Jacqueline Lautato, Shaner School teacher effective June 13, 2016 with her last day of employment to be June 30, 2016, as per attachment Personnel-19.
20. To approve summer hours for Laurie Derringer to complete pre-school curriculum work at the rate of \$39.00/hour, not to exceed 60 hours. This is funded through the Preschool Expansion Grant.
21. To accept a resignation notice from Lisa Weber, Hess School teacher effective June 15, 201 with her last day of employment to be June 30, 2016, as per attachment personnel-21.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, 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:

- 22.. To approve additional 2016 Extended School Year staff for the period July 5, 2016 through August 15, 2016 as follows:

Special Education Teachers a maximum of 150 hours per teacher at the rate of \$49.00/hour

Paraprofessionals a maximum of 135 hours per Paraprofessional at the rate of \$14.00/hour

- Michelle Nilan – Autism Teacher –

replacing Jacqueline Lautato –  
maximum of 150 hours, \$14.00/hour

- Lori Bernard – Multiply Disabled Teacher
- Kim Smith – Substitute Teacher and Paraprofessional
- Renee Richards – Paraprofessional
- Sue Wolfe – Substitute Paraprofessional

Hourly subject to change at the completion of the HTEA negotiations.

The Extended School Year staff was previously approved at the May 9, 2016 Board Meeting.

23. To approve Rebecca Rosen as a full-time, 10 month Shaner School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00, as per attachment Personnel-23.

Mr. Rosen is a replacement for Linda Zarych.

Salary subject to change at the completion of the HTEA negotiations.

24. To approve Jean Tunney as a part-time, 29 hours week Shaner School Paraprofessional for the 2016-2017 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-24.

Ms. Tunney is a replacement for Rebecca Rosen

Salary subject to change at the completion of the HTEA negotiations.

25. To approve Allison McCarthy as a full-time, 10 month Shaner School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00, as per



attachment Personnel-25.

Ms. McCarthy is a replacement for Joann Haley.

Salary subject to change at the completion of the HTEA negotiations.

26. To approve Gail Marie Elliott as a full-time, 10 month Hess School teacher for the 2016-2017 school year, M.A., Step 1, with a total annual salary of \$53,328.00, as per attachment Personnel-26.

Ms. Elliott is a replacement for Lisa Weber.

Salary subject to change at the completion of the HTEA negotiations.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, 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:

27. To approve the following Camp Blue Star staff:

Jr. Counselors - \$10.00/hour

- Lindsay Day
- Courtney DeFalco
- Vincent Leszczynski

Lifeguard - \$10.00/hour

- Jayson Fraone

Assistant Band Director - \$30.00/hour

- Andrew Palmentieri

28. To approve salary corrections for the 2016-2017 school year, as per attachment Personnel-28.
29. To approve a building transfer for Terry

Kruger, Shaner School teacher to Hess School for the 2016-2017 school year.

30. To approve Lisa Tripician as a full-time, 10 month Shaner School teacher for the 2016-2017 school year, M.A., Step 3, with a total annual salary of \$53,648.00, as per attachment Personnel-30.

Ms. Tripician is a replacement for Terry Kruger.

Salary subject to change at the completion of the HTEA negotiations.

31. To approve Anna Miller as a full-time, 10 month, Shaner School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00, as per attachment Personnel-31.

Ms. Miller is a replacement for Alexandra Southrey.

Salary subject to change at the completion of the HTEA negotiations.

32. To approve NJ Family Leave of Absence for Brian Hackney, Hess School teacher from October 31, 2016 through December 1, 2016 with a return to work date of December 2, 2016, as per attachment Personnel-32.

33. To approve Mylee Perez as a full-time, 12 month Davies School secretary for the period July 1, 2016 through June 30, 2017, Secretarial Guide, Step 1, with a total annual salary of \$28,141.00, as per attachment Personnel-33.

Ms. Perez is a replacement for Kristen Shaughnessy

Salary subject to change at the completion of the HTEA negotiations.

34. To eliminate the FT Food Service worker Position and creation of PT 29.5 hours/week Food Service Worker position for the 2016-2017 school year. Position Control # 06.03.18 ASI.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, 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:

35. To approve the creation of the following positions for the Pre-K Grant Expansion for the 2016-2017 school year:
- One full-time Pre-K Teacher – Position Control #20.01.00 BNC
  - Two Paraprofessionals - 29.5 hours/week – Position Control #24.01.00 BND and 20 hours/week – Position Control #24.01.00 BNE
36. To approve Mitzi Tolson as a Mentor for Anna Miller, Shaner School teacher for the 2016-2017 school year.
37. To approve Andrea Russomanno as a full-time, 10 month Shaner School teacher for the 2016-2017 school year, B.A., Step 1, with a total annual salary of \$50,050.00, as per attachment Personnel-37.

Ms. Russomanno is a replacement for Caroline Muller.

Salary subject to change at the completion of the HTEA negotiations.

38. To approve the maternity leave of absence for Carly Yutzy, Davies School teacher using 30 days accumulated sick time for the period September 1, 2016 through

October 14, 2016, as per attachment  
Personnel-38.

39. To approve an intermittent NJ Family  
Leave of Absence for Dorothy Armitage,  
Davies School Custodian for the 2016-  
2017 school year, as per attachment  
Personnel-39.
40. To approve Christina Warren as a full-time,  
10 month, Davies School teacher for the  
2016-2017 school year, B.A., Step 1, with  
a total annual salary of \$50,050.00, as per  
attachment Personnel-40.

Ms. Warren is a replacement for Jessica  
Pikolycky.

Salary subject to change at the completion  
of the HTEA negotiations.

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

**POLICY COMMITTEE – Mrs. Buchanan**

None

**TRANSPORTATION COMMITTEE – Mr. Higbee**

The following motion 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.

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Mays Landing, NJ

June 27, 2016

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the following motions, as provided:

1. To approve the Report on Violence, Vandalism, Harassment, Intimidation, and Bullying, Alcohol and Other Drug Abuse as presented.

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

Mr. Aiken then acknowledged and thanked Dr. Banks for the time she has served as the Interim Superintendent. Mrs. Hassa, Mrs. Kupp and Mrs. Melton also thanked Dr. Banks for her support.

Dr. Banks then thanked the Board for all of their support while she has been in the District.

#### **PUBLIC COMMENTS**

Mr. Santilli thanked Dr. Banks on behalf of the HTAA for all she has done for the District.

#### **ADJOURNMENT**

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

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

The Hamilton Township Board of Education meeting adjourned at 8:41.

\_\_\_\_\_  
Mark A. Ritter,  
Interim Business Administrator

To: The Hamilton Township Board of Education  
Mrs. Barbara Kupp, Negotiations Chairperson-Hamilton Township Board of Education  
Mr. Eric Aiken, President-Hamilton Township Board of Education  
Mr. Frank Vogel, Superintendent  
Mr. Mark Ritter, Business Administrator

From: HTEA Negotiations Team

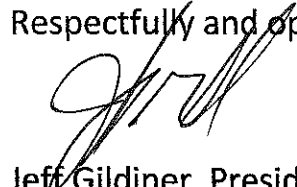
July 18, 2016

To all concerned:

We the HTEA would like to schedule to meet with the Board of Education's Negotiation Committee to begin our talks of a new contract for the years of 2016-17 through 2018-19.

We would like to meet as soon as possible so that we can settle in a timely fashion. We look forward to hearing from you to begin and quickly agree upon a new contract.

Respectfully and optimistically,



Jeff Gildiner, President-Hamilton Township Education Association  
Brian Beck, HTEA Chairperson  
and the HTEA Negotiations Team

X1-B

To: Dr. Maryann Banks

Re: Registration/Address Change/Transfer Statistics

2015-2016

	<u>Registrations</u>	<u>Address Changes</u>	<u>Transfers</u>
September	114	50	47
October	31	22	21
November	31	20	17
December	24	4	18
January	14	17	21
February	24	22	15
March	14	15	17
April	27	13	8
May	14	11	9
June	27	4	25
July			
August			

May Kindergarten Round Up Registrations

May 11 <sup>th</sup>	31
May 12 <sup>th</sup>	11
May 13 <sup>th</sup>	<u>9</u>
Total	51

TR#	Transfer Description	Amount	To Account	From Account
7256	06/30/16 :trfs as of 6/30 for 7/25 bd m	1,800.00	20-231-100-600-05-HES	PURCH PROF/TECH SVCS-HESS
		265.00	20-231-100-600-05-HES	WORKSHOPS/TRAVEL - HESS
		375.00	20-231-100-600-05-HES	SUPPLIES AND MATERIALS-HESS
		105.00	20-231-100-600-05-HES	MISC EXPENSES-HESS
7257	06/30/16 :trfs as of 6/30 for 7/25 bd m	4,910.28	20-231-100-600-05-DAV	PURCH PROF/TECH SVCS-DAVIE
		5,738.80	20-231-100-600-05-DAV	WORKSHOPS/TRAVEL - DAVIES
7259	06/30/16 :trfs as of 6/30 for 7/25 bd m	34.49	20-231-100-600-05-SHA	WORKSHOPS/TRAVEL - SHANER
		155.73	20-231-100-600-05-SHA	SUPPLIES AND
		70.00	20-231-100-600-05-SHA	MISC EXPENSES-SHANER
7270	06/30/16 :trfs as of 6/30 for 7/25 bd m	3,072.00	20-231-100-600-05-HES	PURCH PROF/TECH SVCS-HESS
		425.00	20-231-100-600-05-HES	SUPPLIES AND MATERIALS-HESS
7271	06/30/16 :trfs as of 6/30 for 7/25 bd m	128.72	20-231-200-200-05-DAV	PURCH PROF/TECH SVCS-DAVIE
		0.07	20-231-200-200-05-DAV	SUPPLIES-DAVIES
7272	06/30/16 :trfs as of 6/30 for 7/25 bd m	2,100.00	20-220-200-200-00-PRE	SALARIES-MASTER TEACHERS-P
		5,000.00	20-220-200-200-00-PRE	OTHER PURCH PROF/EDUC SRV
		7,000.00	20-220-200-200-00-PRE	OTHER PURCH PROF SRVS-PK E
		2,000.00	20-220-200-200-00-PRE	NON-INSTRUCTIONAL
7276	06/30/16 :trfs as of 6/30 for 7/25 bd m	1.00	20-220-200-325-00-PRE	EMPLOYEE BENEFITS-PK EXP
7277	06/30/16 :trfs as of 6/30 for 7/25 bd m	6,842.00	10-000-100-56x-00-000	CHARTER SCHOOL
		5,600.00	11-000-100-562-08-000	TUITION - WITHIN STATE
		3,000.00	11-000-219-110-06-000	OTHER SALARIES
		1,700.00	11-000-230-331-00-SOL	LEGAL SERVICES
		200.00	11-000-230-590-00-TRV	TRAVEL
		2,300.00	11-000-240-103-06-000	SALARIES - PRINC/ASST
		800.00	11-000-251-592-00-000	MISC PURCH SERV
		1,100.00	11-000-261-100-06-MNT	PERSONAL SERVICES - SALARIE
		500.00	11-000-261-100-06-OVR	PERSONAL SERVICES - SALARIE
		5,400.00	11-000-262-490-04-000	OTHER PURCHASED PROPERTY
		7,000.00	11-000-270-511-11-000	CONTR SERV (HOME/SCH)
		7,000.00	11-000-270-513-11-000	CONTR SERV HOME/SCHOOL
		40,000.00	11-000-270-515-11-000	CONTR SERV SE JOINT

Finance-1

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TR#	Transfer Description	Amount	To Account	From Account
7277	06/30/16 :trfs as of 6/30 for 7/25 bd m	1,690.00	11-105-100-101-06-STI	PRESCHOOL-STIPEND FOR GLC
		200.00	11-105-100-101-06-SUB	SALARIES OF TEACHERS
		2,000.00	11-110-100-101-06-SUB	SALARIES OF TEACHERS
		10.00	11-401-100-100-06-DAV	PERSONAL SERVICES - SALARIES
		12,442.00	- - - - -	11-000-100-565-08-000 TUITION - COUNTY SSD, D/S
		3,000.00	- - - - -	11-000-219-390-08-000 OTHER PROF/TECH SERV
		1,900.00	- - - - -	11-000-230-100-06-000 PERSONAL SERVICES - SALARIES
		2,300.00	- - - - -	11-000-240-500-03-RNT RENTALS-DAVIES
		800.00	- - - - -	11-000-251-330-00-000 OTHER PURCH PROF SERVICES
		1,600.00	- - - - -	11-000-261-610-09-HES SUPPLIES-HESS
		5,400.00	- - - - -	11-000-262-420-00-VEH CLEANING/REPAIR/MAIN
		54,000.00	- - - - -	11-000-291-270-00-000 HEALTH BENEFITS
		3,900.00	- - - - -	11-120-100-101-06-SUB SALARIES OF TEACHERS
7278	06/30/16 :trfs as of 6/30 for 7/25 bd m	15,676.06	20-220-100-600-00-PRE	INSTRUCTIONAL SUPPLIES-PK E
		1,645.00	20-241-100-600-05-000	SUPPLIES AND MATERIALS
		6,812.56	20-270-100-600-05-000	SUPPLIES
		42.96	- - - - -	20-220-100-101-06-PRE TEACHER SALARIES-PK
		671.16	- - - - -	20-220-100-106-06-PRE PARAPROFESSIONAL
		2.00	- - - - -	20-220-200-103-06-PRE SALARIES DIRECTORS-PK EXP
		231.71	- - - - -	20-220-200-104-06-PRE SALARIES OTHER PROF-PK EXP
		70.04	- - - - -	20-220-200-105-06-PRE SALARIES SEC - PK EXP
		1,731.19	- - - - -	20-220-200-110-06-PRE SALARIES OTHER - PK EXP
		4,023.60	- - - - -	20-220-200-173-06-PRE SALARIES-COMM PARENT INV-PK
		887.61	- - - - -	20-220-200-176-06-PRE SALARIES-MASTER TEACHERS-P
		4,064.67	- - - - -	20-220-200-200-00-PRE EMPLOYEE BENEFITS-PK EXP
		670.50	- - - - -	20-220-200-329-00-PRE OTHER PURCH PROF/EDUC SRVS
		1,688.76	- - - - -	20-220-200-511-00-PRE TRANSP-CONT
		692.00	- - - - -	20-220-200-516-00-PRE TRANSPORT-FIELD TRIPS-PK EX
		572.23	- - - - -	20-220-200-580-00-TRV TRAVEL-PK EXP
		327.63	- - - - -	20-220-200-600-00-PRE NON-INSTRUCTIONAL
		1,645.00	- - - - -	20-241-100-300-05-000 PURCHASED PROF SERVICES

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HAMILTON TOWNSHIP BOARD OF ED

Transfers by Transfer Number

Start date 6/1/2016 End date 6/30/2016

TR#	Transfer Description	Amount	To Account	From Account
7278	06/30/16 :trfs as of 6/30 for 7/25 bd m	6,812.00	- - - -	20-270-100-300-05-000 PURCHASED PROF SERVICES
		0.56	- - - -	20-270-200-600-05-000 SUPPLIES AND MATERIALS
		252,132.33	Report Total	

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## BILLS AND PAYMENTS

JUNE 30, 2016

2015-2016

TOTAL PAYROLL	\$	2,591,764.76
TOTAL ACCOUNTS PAYABLE BILLS	\$	108,799.31
TOTAL CAFETERIA BILLS	\$	8,707.74
TOTAL KIDS CORNER BILLS	\$	-
TOTAL COMMUNITY EDUCATION	\$	-
TOTAL CAMP BLUE STAR	\$	-
GRAND TOTAL	\$	<u><u>2,709,271.81</u></u>

**BILLS AND PAYMENTS**  
**JUNE 30, 2016**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$ -
10	General Fund/Payroll	\$ 213,313.16
11	Current Expense	\$ 108,777.47
11	Current Expense/Payroll	\$ 2,274,759.17
20	Special Revenue	\$ 21.84
20	Special Revenue/Payroll	\$ 103,692.43
30	Building Projects	\$ -
50	Cafeteria	\$ 8,707.74
50	Kids' Corner	\$ -
50	Community Education	\$ -
50	Camp Blue Star	\$ -
		<u>\$ 2,709,271.81</u>

Rec and Unrec checks

Hand and Machine checks

07/20/16 13:01

Starting date 6/30/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029155	06/30/16		1807	ATLANTIC CITY ELECTRIC	\$36,109.39
600126	07/01/15	15-16	ELECTRIC BILLING ESTIMAT		\$36,109.39
	11-000-262-622-00-ELE		JUNE	06/30/16	\$59.44
	11-000-262-622-04-ELE		JUNE	06/30/16	\$36,049.95
029156	06/30/16		0346	ATLANTIC COUNTY DEPT OF PUBLIC WORKS	\$505.27
600724	08/18/15	15-16	ESTIMATED FUEL/GASOLINE		\$505.27
	11-000-262-610-00-VEH		JUNE GASOLINE	06/30/16	\$505.27
029157	06/30/16		9699	ATLANTICARE PHYSICIAN GROUP	\$330.00
600169	07/01/15		Professional Services		\$330.00
	11-000-213-330-00-000		17896 JUNE	06/29/16	\$330.00
029158	06/30/16		2397	BAYADA NURSES	\$822.00
601477	05/03/16		NURSING SERVICES		\$822.00
	11-000-217-300-08-000		11586708 6/14-6/16	06/30/16	\$822.00
029159	06/30/16		1273	CAPE MAY COUNTY SPECIAL SERV.	\$2,875.00
601393	03/04/16		NON RESIDENT/OUT OF COUNTY FEE		\$1,100.00
	11-000-100-565-08-000		16-01166 JUNE	06/29/16	\$1,100.00
601524	05/26/16		ONE-TO-ONE AIDE AGREEMENT		\$1,775.00
	11-000-100-565-08-000		16-01229 JUNE	06/29/16	\$1,775.00
029160	06/30/16		1634	CODY'S POWER EQUIPMENT CO.	\$51.11
608379	06/23/16		GROUPS EQUIPMENT [PARTS		\$51.11
	11-000-263-610-00-GND		47302	06/30/16	\$51.11
029161	06/30/16		0951	EGG HARBOR TWP SCHOOL DISTRICT	\$11,163.16
601530	05/31/16		DCP&P PLACED TUITION CONTRACTS		\$11,163.16
	11-000-100-561-00-000		JAN-APRIL A.J/N.J.	06/30/16	\$11,163.16
029162	06/30/16		1369	EPIC HEALTH SERVICES INC.	\$1,417.50
601007	10/29/15		Professional Services		\$1,417.50
	11-000-217-300-08-000		424587 6/6-6/10 I.D.	06/30/16	\$1,417.50
029163	06/30/16		1065	FRANKLIN MACHINE PRODUCTS	\$24.25
608351	05/25/16		HVAC SUPPLIES - SHANER STEAMER		\$6.56
	11-000-261-610-09-SHA		1824290 short paid	06/30/16	\$1.00
	11-000-261-610-09-SHA		1824150	06/29/16	\$5.56
608374	06/21/16		APPLIANCE REPAIR - DAVIES OVEN		\$17.69
	11-000-262-610-09-MNT		2268360/2230800	06/30/16	\$17.69
029164	06/30/16		2135	GALLOWAY NURSERY	\$251.91
608362	06/08/16		GROUPS SUPPLIES - TOP SOIL		\$251.91
	11-000-263-610-00-GND		11633	06/30/16	\$251.91
029165	06/30/16		0259	GEHRHSD	\$42,515.64
600997	10/27/15		Transportation		\$13,045.90
	11-000-270-515-11-000		6V0599R/6V0620	06/30/16	\$12,514.05
	11-000-270-515-11-ADM		6V0599R/6V0620	06/30/16	\$531.85
601000	10/27/15		Transportation		\$13,872.37
	11-000-270-511-11-000		6V0620 MAY	06/30/16	\$1,376.12
	11-000-270-512-11-ADM		6V0620 MAY	06/30/16	\$58.49
	11-000-270-515-11-000		6V0620 MAY	06/30/16	\$11,930.70
	11-000-270-515-11-ADM		6V0620 MAY	06/30/16	\$507.06
601451	04/15/16		TRANSPORTATION CONTRACTS		\$14,992.72
	11-000-270-515-11-000		6V0649/6V0624	06/30/16	\$14,381.50

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Rec and Unrec checks

Hand and Machine checks

07/20/16 13:01

Starting date 6/30/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
<b>029165</b>	<b>06/30/16</b>	<b>0259</b>	<b>GEHRHSD</b>		<b>\$42,515.64</b>
601451	04/15/16		TRANSPORTATION CONTRACTS		\$14,992.72
	11-000-270-515-11-ADM		6V0649/6V0624	06/30/16	\$611.22
601578	06/27/16		HOMELESS STUDENT TRANSPORTATIO		\$604.65
	11-000-270-511-11-000		6V0620 MAY	06/30/16	\$580.00
	11-000-270-512-11-ADM		6V0620 MAY	06/30/16	\$24.65
<b>029166</b>	<b>06/30/16</b>	<b>0253</b>	<b>GLOUCESTER CNTY SPEC.SERVICES</b>		<b>\$2,383.26</b>
600953	10/15/15		Tuition Contract		\$2,200.00
	11-000-100-565-08-000		C4334-16 JUNE	06/30/16	\$2,200.00
600954	10/15/15		Contract Agreement		\$183.26
	11-000-100-565-08-000		C4261-16	06/30/16	\$183.26
<b>029167</b>	<b>06/30/16</b>	<b>1356</b>	<b>GRAINGER</b>		<b>\$795.65</b>
608363	06/08/16		ELECTRICAL SUPPLIES - HESS		\$297.77
	11-000-261-610-09-HES		9133899857	06/30/16	\$297.77
608377	06/22/16		FIRST AID KIT REFILLS-DSITRICT		\$67.13
	11-000-262-610-09-MNT		9147466453/216940	06/30/16	\$67.13
608380	06/23/16		MAINT. SUPPLIES - DISTRICT		\$430.75
	11-000-262-610-09-MNT		9148378012-8004	06/30/16	\$430.75
<b>029168</b>	<b>06/30/16</b>	<b>0267</b>	<b>HAMILTON TOWNSHIP FOOD SERVICE</b>		<b>\$770.00</b>
600918	10/01/15		GR. 8 COVE/GRAD PRACTICE FOOD		\$570.00
	11-000-240-610-03-000		7085	06/30/16	\$570.00
601580	06/30/16		FOOD GR.8 AWARDS CEREMONY		\$200.00
	11-190-100-610-03-MTH		7082	06/30/16	\$200.00
<b>029169</b>	<b>06/30/16</b>	<b>5803</b>	<b>HEINEMANN</b>		<b>\$237.60</b>
601515	05/18/16		Benchmark Assess Folders		\$237.60
	11-000-221-610-05-000		6627750	06/29/16	\$237.60
<b>029170</b>	<b>06/30/16</b>	<b>1462</b>	<b>HOME DEPOT</b>		<b>\$99.35</b>
608375	06/21/16		CUSTODIAL SUPPLIES		\$99.35
	11-000-262-610-10-CUS		6035322501175149	06/30/16	\$99.35
<b>029171</b>	<b>06/30/16</b>	<b>2093</b>	<b>HOUGHTON MIFFLIN HARCOURT SCHOOL PUBLISH</b>		<b>\$326.40</b>
601490	05/10/16		CogAt Scoring		\$326.40
	11-190-100-340-05-TSG		952339610	06/30/16	\$326.40
<b>029172</b>	<b>06/30/16</b>	<b>0550</b>	<b>INTERSTATE BATTERY SYSTEM OF AC</b>		<b>\$199.50</b>
608365	06/09/16		BATTERIES FOR FIRE SHUTTERS		\$199.50
	11-000-261-610-09-DAV		146126	06/30/16	\$199.50
<b>029173</b>	<b>06/30/16</b>	<b>0972</b>	<b>JOHNSTONE SUPPLY -PLEASANTVILLE</b>		<b>\$1,210.77</b>
608372	06/15/16		HVAC MIANTENANCE SUPPLIES		\$1,111.99
	11-000-261-610-09-DAV		266-S100023967.001	06/30/16	\$596.23
	11-000-261-610-09-HES		266-S100023967.001	06/30/16	\$515.76
608378	06/22/16		HVAC SUPPLIES - RTU-DAVIES		\$98.78
	11-000-261-610-09-DAV		266-S100024817.001	06/30/16	\$98.78
<b>029174</b>	<b>06/30/16</b>	<b>0374</b>	<b>MARLEE CONTRACTORS LLC</b>		<b>\$1,111.13</b>
608343	05/10/16		HVAC REPAIR SERVICE - SHANER		\$809.37
	11-000-261-420-09-SHA		77579	06/30/16	\$809.37
608346	05/16/16		HVAC SERVICE REPAIR - DAVIES		\$301.76
	11-000-261-420-09-DAV		77526	06/30/16	\$301.76

Rec and Unrec checks

Hand and Machine checks

07/20/16 13:01

Starting date 6/30/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029175	06/30/16		3877	PHOENIX BUSINESS FORMS INC.	\$53.00
601544	06/07/16			Business Cards	\$53.00
	11-000-262-610-10-CUS		15951	06/30/16	\$53.00
029176	06/30/16		1427	QC LABORATORIES	\$165.00
608012	07/01/15			POOL TESTING SERVICE FOR HESS	\$165.00
	11-000-262-590-09-MNT		1796540 5/23 - 6/20	06/30/16	\$165.00
029177	06/30/16		0998	RICOH USA, INC.	\$2,552.00
600138	07/01/15			15-16 ANNUAL COPIER LEASES	\$2,552.00
	11-000-240-500-01-RNT		JUNE	06/30/16	\$178.64
	11-000-240-500-04-RNT		JUNE	06/30/16	\$918.72
	11-190-100-500-04-RNT		JUNE	06/30/16	\$1,454.64
029178	06/30/16		0699	ROBERTS OXYGEN	\$144.62
608011	07/01/15			POOL OXYGEN SUPPLIES - HESS	\$144.62
	11-000-261-420-09-HES		915604 JUNE	06/30/16	\$144.62
029179	06/30/16		1008	SCHWARTZ SIMON EDELSTEIN & CELSO, LLC	\$512.00
600139	07/01/15			15-16 RETAINER AGREEMENT	\$512.00
	11-000-230-339-00-000		151192	06/29/16	\$512.00
029180	06/30/16		2759	STAPLES BUSINESS ADVANTAGE	\$85.95
601552	06/10/16			SUPPLIES FOR BOARD OFFICE STAF	\$64.11
	11-000-230-610-00-000		3305434744	06/30/16	\$32.06
	11-000-251-600-00-000		3305434744	06/30/16	\$32.05
601564	06/17/16			Support materials ELA	\$21.84
	20-270-100-600-05-000		3306660872	06/30/16	\$21.84
029181	06/30/16		2265	STECHER, MARYLYNN	\$137.33
601582	06/29/16			DEC-JUNE MILEAGE REIMB	\$137.33
	11-000-219-592-08-TRV		DEC-JUNE MILEAGE	06/30/16	\$137.33
029182	06/30/16		2666	TRI COUNTY TERMITE & PEST CONT	\$120.00
608010	07/01/15			INTEGRATED PEST MAINAGEMENT	\$120.00
	11-000-262-420-10-CUS		JUNE	06/30/16	\$120.00
029183	06/30/16		0032	UNITED ELECTRIC SUPPLY	\$250.00
601486	05/06/16			LIGHTING REPAIRS HESS AVA	\$250.00
	11-190-100-340-04-000		S103236773.001	06/30/16	\$250.00
029184	06/30/16		0755	UNITED PARCEL SERVICE	\$100.00
600142	07/01/15			EXPRESS MAIL PICK UP/DELIVERY	\$100.00
	11-000-230-530-00-PST		E23388266	06/30/16	\$100.00
029185	06/30/16		0447	VERIZON WIRELESS	\$1,235.85
601055	11/13/15			Verizon Phones	\$1,235.85
	11-000-230-530-00-NEX		9767543114 JUNE	06/30/16	\$1,235.85

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Fund Totals
-------------

11	GENERAL CURRENT EXPENSE	\$108,532.80
20	SPECIAL REVENUE FUNDS	\$21.84
	Total for all checks listed	\$108,554.64

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

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Starting date
6/23/2016

Ending date
6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991282 H	06/23/16		2536	HORIZON HEALTHCARE	\$25.00
600375	07/10/15	15-16 MONTHLY FSA FEE			\$25.00
11-000-251-330-00-000			June Wire	06/23/16	\$25.00

Fund Totals

11
GENERAL CURRENT EXPENSE
\$25.00

Total for all checks listed
\$25.00

Prepared and submitted by:



7/1/16

Board Secretary
Date

Rec and Unrec checks Hand and Machine checks 06/29/16 13:18

Starting date 6/24/2016 Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991281 H	06/24/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$197.83
600370	07/10/15			EMPLOYERS SHARE DCRP-PAYROLL	\$197.83
	11-000-291-241-00-000		6/24 pay	06/24/16	\$197.83

Fund Totals

11 GENERAL CURRENT EXPENSE \$197.83  
Total for all checks listed \$197.83

Prepared and submitted by: Walter A.  
Board Secretary

7/14/16  
Date

# Budget Charge-Off For The Month Of

June 2016

Payroll Date	<u>6/10/2016</u>	Fund 10 General:	\$ 103,883.47
		Fund 11 General Current:	\$ 1,088,271.76
		Fund 20 Special Revenue:	\$ 39,831.11
		Total:	\$ 1,231,986.34
Payroll Date	<u>6/14/2016</u>	Fund 10 General:	\$ 92,125.60
		Fund 11 General Current:	\$ 1,000,416.02
		Fund 20 Special Revenue:	\$ 55,632.76
		Total:	\$ 1,148,174.38
Payroll Date	<u>6/24/2016</u>	Fund 10 General:	\$ 17,304.09
		Fund 11 General Current:	\$ 186,071.39
		Fund 20 Special Revenue:	\$ 8,228.56
		Total:	\$ 211,604.04
Payroll Date	<u></u>	Fund 10 General:	\$ -
		Fund 11 General Current:	\$ -
		Fund 20 Special Revenue:	\$ -
		Total:	\$ -
Totals		Fund 10 General:	\$ 213,313.16
		Fund 11 General Current:	\$ 2,274,759.17
		Fund 20 Special Revenue:	\$ 103,692.43
		Total:	\$ 2,591,764.76

Rec and Unrec checks

Hand and Machine checks

07/11/16 11:00

Starting date 6/24/2015 Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900799 H	06/24/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$211,604.04
600000	07/01/15		Payroll 2015 - 2016		\$211,604.04
10-133-X - - -			*PR385	06/24/16	\$457.23
10-133-X - - -			*6PR385	06/24/16	\$5,976.83
10-134-X - - -			*6PR385	06/24/16	\$5,871.26
10-134-X - - -			*PR385	06/24/16	\$449.15
10-135-X - - -			*PR385	06/24/16	\$80.28
10-135-X - - -			*6PR385	06/24/16	\$1,049.43
10-141-X - - -			*PR385	06/24/16	\$3,419.91
11-000-211-100-06-000			*6PR385	06/24/16	\$2,434.27
11-000-213-100-06-SUB			*6PR385	06/24/16	\$600.00
11-000-219-105-06-000			*6PR385	06/24/16	\$4,517.69
11-000-221-102-06-000			*6PR385	06/24/16	\$5,096.15
11-000-221-104-06-000			*6PR385	06/24/16	\$1,354.40
11-000-221-104-06-SUM			*6PR385	06/24/16	\$443.89
11-000-221-105-06-000			*6PR385	06/24/16	\$915.85
11-000-222-177-06-TEC			*6PR385	06/24/16	\$4,486.31
11-000-230-100-06-000			*6PR385	06/24/16	\$11,075.10
11-000-240-103-06-000			*6PR385	06/24/16	\$31,137.98
11-000-240-104-06-000			*6PR385	06/24/16	\$4,268.35
11-000-240-105-06-000			*6PR385	06/24/16	\$13,969.84
11-000-240-105-06-SUB			*6PR385	06/24/16	\$945.00
11-000-251-100-06-000			*6PR385	06/24/16	\$11,862.67
11-000-252-100-06-000			*6PR385	06/24/16	\$10,434.56
11-000-261-100-06-MNT			*6PR385	06/24/16	\$11,634.38
11-000-261-100-06-OVR			*6PR385	06/24/16	\$532.02
11-000-262-100-06-CUS			*6PR385	06/24/16	\$32,604.02
11-000-262-100-06-MNT			*6PR385	06/24/16	\$1,453.84
11-000-262-100-06-OVR			*6PR385	06/24/16	\$675.95
11-000-262-100-06-SEC			*6PR385	06/24/16	\$1,785.54
11-000-262-100-06-SUB			*6PR385	06/24/16	\$730.00
11-000-262-100-06-SUV			*6PR385	06/24/16	\$5,033.84
11-000-263-100-06-000			*6PR385	06/24/16	\$2,122.11
11-000-270-160-06-SPC			*6PR385	06/24/16	\$1,557.69
11-000-291-220-00-000			*PR385	06/24/16	\$9,878.04
11-105-100-101-06-SUB			*6PR385	06/24/16	\$190.00
11-110-100-101-06-SUB			*6PR385	06/24/16	\$2,470.00
11-120-100-101-06-SUB			*6PR385	06/24/16	\$2,790.00
11-130-100-101-06-SUB			*6PR385	06/24/16	\$1,810.00
11-150-100-101-06-000			*6PR385	06/24/16	\$880.40
11-190-100-106-06-SUB			*6PR385	06/24/16	\$2,227.50
11-212-100-101-06-SUB			*6PR385	06/24/16	\$250.00
11-212-100-106-06-SUB			*6PR385	06/24/16	\$675.00
11-213-100-101-06-SUB			*6PR385	06/24/16	\$930.00
11-219-100-101-06-000			*6PR385	06/24/16	\$1,116.00
11-230-100-101-06-SUB			*6PR385	06/24/16	\$215.00
11-401-100-100-06-DAV			*6PR385	06/24/16	\$968.00
20-220-200-103-06-PRE			*6PR385	06/24/16	\$5,115.00
20-220-200-104-06-PRE			*6PR385	06/24/16	\$1,354.41
20-220-200-105-06-PRE			*6PR385	06/24/16	\$1,634.14
20-220-200-200-00-PRE			*PR385	06/24/16	\$125.01

Rec and Unrec checks

Hand and Machine checks

07/11/16 11:00

Starting date 6/24/2015

Ending date 6/30/2016

Fund Totals
-------------

10	GENERAL FUND	\$17,304.09
11	GENERAL CURRENT EXPENSE	\$186,071.39
20	SPECIAL REVENUE FUNDS	\$8,228.56
	Total for all checks listed	\$211,604.04

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

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Rec and Unrec checks

Hand and Machine checks

07/11/16 09:38

Starting date 6/14/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900798 H	06/14/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,148,174.38
600000	07/01/15	Payroll 2015 - 2016			\$1,148,174.38
10-133-X - - -			*6PR384	06/14/16	\$25,654.40
10-133-X - - -			*6PR384	06/14/16	\$1,962.56
10-135-X - - -			*6PR384	06/14/16	\$487.30
10-135-X - - -			*6PR384	06/14/16	\$6,369.98
10-141-X - - -			*6PR384	06/14/16	\$57,651.36
11-000-211-100-06-000			*6PR384	06/14/16	\$3,218.18
11-000-211-100-06-STI			*6PR384	06/14/16	\$1,617.00
11-000-213-100-06-000			*6PR384	06/14/16	\$14,438.51
11-000-213-100-06-STI			*6PR384	06/14/16	\$2,442.00
11-000-216-100-06-000			*6PR384	06/14/16	\$27,008.34
11-000-217-100-06-000			*6PR384	06/14/16	\$41,350.02
11-000-218-104-06-000			*6PR384	06/14/16	\$20,713.44
11-000-219-104-06-000			*6PR384	06/14/16	\$28,042.34
11-000-219-110-06-GLC			*6PR384	06/14/16	\$7,774.00
11-000-221-104-06-000			*6PR384	06/14/16	\$4,192.29
11-000-221-104-06-SUM			*6PR384	06/14/16	\$218.05
11-000-222-100-06-000			*6PR384	06/14/16	\$14,662.16
11-000-240-105-06-000			*6PR384	06/14/16	\$1,951.24
11-000-251-100-06-000			*6PR384	06/14/16	\$315.34
11-000-262-100-06-CUS			*6PR384	06/14/16	\$4,797.77
11-000-291-220-00-000			*6PR384	06/14/16	\$15,401.73
11-000-291-290-00-000			*6PR384	06/14/16	\$224.84
11-105-100-101-06-STI			*6PR384	06/14/16	\$1,690.00
11-110-100-101-06-000			*6PR384	06/14/16	\$35,774.74
11-110-100-101-06-STI			*6PR384	06/14/16	\$1,690.00
11-120-100-101-06-000			*6PR384	06/14/16	\$253,403.60
11-120-100-101-06-STI			*6PR384	06/14/16	\$8,450.00
11-130-100-101-06-000			*6PR384	06/14/16	\$180,465.93
11-130-100-101-06-STI			*6PR384	06/14/16	\$8,450.00
11-150-100-101-06-000			*6PR384	06/14/16	\$223.20
11-190-100-106-06-000			*6PR384	06/14/16	\$11,251.19
11-212-100-101-06-000			*6PR384	06/14/16	\$29,937.70
11-212-100-106-06-000			*6PR384	06/14/16	\$11,841.88
11-213-100-101-06-000			*6PR384	06/14/16	\$123,871.45
11-214-100-101-06-000			*6PR384	06/14/16	\$4,767.73
11-215-100-101-06-000			*6PR384	06/14/16	\$8,394.36
11-215-100-106-06-000			*6PR384	06/14/16	\$3,565.41
11-230-100-101-06-000			*6PR384	06/14/16	\$46,293.57
11-240-100-101-06-000			*6PR384	06/14/16	\$19,715.13
11-401-100-100-06-DAV			*6PR384	06/14/16	\$32,880.88
11-401-100-100-06-HES			*6PR384	06/14/16	\$19,052.00
11-401-100-100-06-SHA			*6PR384	06/14/16	\$2,762.00
11-402-100-100-06-000			*6PR384	06/14/16	\$7,568.00
20-220-100-101-06-PRE			*6PR384	06/14/16	\$4,915.32
20-220-100-106-06-PRE			*6PR384	06/14/16	\$2,497.73
20-220-200-110-06-PRE			*6PR384	06/14/16	\$1,590.91
20-220-200-176-06-PRE			*6PR384	06/14/16	\$3,914.26
20-220-200-200-00-PRE			*6PR384	06/14/16	\$341.38
20-223-100-101-06-PRE			*6PR384	06/14/16	\$6,283.36
20-223-100-106-06-PRE			*6PR384	06/14/16	\$2,474.94
20-223-200-200-00-PRE			*6PR384	06/14/16	\$189.33

Rec and Unrec checks

Hand and Machine checks

07/11/16 09:38

Starting date 6/14/2016 Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900798 H	06/14/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,148,174.38
600000	07/01/15	Payroll 2015 - 2016			\$1,148,174.38
	20-231-100-100-06-DAV		*6PR384	06/14/16	\$2,850.22
	20-231-100-100-06-HES		*6PR384	06/14/16	\$3,562.67
	20-231-100-100-06-NPD		*6PR384	06/14/16	\$665.00
	20-231-100-100-06-NPH		*6PR384	06/14/16	\$998.00
	20-231-100-100-06-NPS		*6PR384	06/14/16	\$665.00
	20-231-100-100-06-SHA		*6PR384	06/14/16	\$2,906.68
	20-231-200-100-06-DAV		*6PR384	06/14/16	\$4,851.00
	20-231-200-100-06-HES		*6PR384	06/14/16	\$6,468.00
	20-231-200-100-06-SHA		*6PR384	06/14/16	\$3,234.00
	20-231-200-200-05-DAV		*6PR384	06/14/16	\$371.10
	20-231-200-200-05-HES		*6PR384	06/14/16	\$494.80
	20-231-200-200-05-SHA		*6PR384	06/14/16	\$385.71
	20-231-200-200-20-NPD		*6PR384	06/14/16	\$51.00
	20-231-200-200-20-NPH		*6PR384	06/14/16	\$76.00
	20-231-200-200-20-NPS		*6PR384	06/14/16	\$51.00
	20-234-100-100-06-NPD		*6PR384	06/14/16	\$2.00
	20-234-100-100-06-NPH		*6PR384	06/14/16	\$3.00
	20-234-100-100-06-NPS		*6PR384	06/14/16	\$2.00
	20-235-100-100-06-NPD		*6PR384	06/14/16	\$90.61
	20-235-100-100-06-NPH		*6PR384	06/14/16	\$211.37
	20-235-100-100-06-NPS		*6PR384	06/14/16	\$41.14
	20-241-100-100-06-000		*6PR384	06/14/16	\$1,208.22
	20-241-200-100-06-000		*6PR384	06/14/16	\$1,213.00
	20-241-200-200-05-000		*6PR384	06/14/16	\$161.95
	20-243-200-100-06-000		*6PR384	06/14/16	\$403.00
	20-243-200-200-05-000		*6PR384	06/14/16	\$31.00
	20-270-100-100-06-000		*6PR384	06/14/16	\$2,358.90
	20-270-200-200-05-000		*6PR384	06/14/16	\$69.16

604



Rec and Unrec checks

Hand and Machine checks

07/11/16 09:38

Starting date 6/14/2016

Ending date 6/30/2016

Fund Totals
-------------

10	GENERAL FUND	\$92,125.60
11	GENERAL CURRENT EXPENSE	\$1,000,416.02
20	SPECIAL REVENUE FUNDS	\$55,632.76
	Total for all checks listed	\$1,148,174.38

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

Rec and Unrec checks

Hand and Machine checks

07/08/16 13:17

Starting date 6/10/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900797 H	06/10/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,231,986.34
600000	07/01/15	Payroll 2015 - 2016			\$1,231,986.34
10-133-X - - -			*6PR383	06/10/16	\$31,195.15
10-133-X - - -			*6PR383	06/10/16	\$2,386.43
10-134-X - - -			*6PR383	06/10/16	\$7,028.26
10-134-X - - -			*6PR383	06/10/16	\$537.66
10-135-X - - -			*6PR383	06/10/16	\$1,735.41
10-135-X - - -			*6PR383	06/10/16	\$132.76
10-141-X - - -			*6PR383	06/10/16	\$60,867.80
11-000-211-100-06-000			*6PR383	06/10/16	\$5,652.45
11-000-213-100-06-000			*6PR383	06/10/16	\$14,658.42
11-000-213-100-06-SUB			*6PR383	06/10/16	\$300.00
11-000-216-100-06-000			*6PR383	06/10/16	\$27,236.34
11-000-217-100-06-000			*6PR383	06/10/16	\$41,027.79
11-000-218-104-06-000			*6PR383	06/10/16	\$20,713.44
11-000-219-104-06-000			*6PR383	06/10/16	\$28,042.34
11-000-219-105-06-000			*6PR383	06/10/16	\$4,517.69
11-000-219-110-06-000			*6PR383	06/10/16	\$600.00
11-000-221-102-06-000			*6PR383	06/10/16	\$5,096.15
11-000-221-104-06-000			*6PR383	06/10/16	\$5,546.69
11-000-221-104-06-SUM			*6PR383	06/10/16	\$241.41
11-000-221-105-06-000			*6PR383	06/10/16	\$915.85
11-000-222-100-06-000			*6PR383	06/10/16	\$14,662.16
11-000-222-177-06-TEC			*6PR383	06/10/16	\$4,486.31
11-000-230-100-06-000			*6PR383	06/10/16	\$9,491.76
11-000-240-103-06-000			*6PR383	06/10/16	\$31,137.98
11-000-240-104-06-000			*6PR383	06/10/16	\$4,268.35
11-000-240-105-06-000			*6PR383	06/10/16	\$15,921.08
11-000-240-105-06-SUB			*6PR383	06/10/16	\$1,113.75
11-000-251-100-06-000			*6PR383	06/10/16	\$11,728.01
11-000-252-100-06-000			*6PR383	06/10/16	\$10,434.56
11-000-261-100-06-MNT			*6PR383	06/10/16	\$11,895.75
11-000-262-100-06-CUS			*6PR383	06/10/16	\$38,073.68
11-000-262-100-06-MNT			*6PR383	06/10/16	\$1,453.84
11-000-262-100-06-OVR			*6PR383	06/10/16	\$1,646.06
11-000-262-100-06-SEC			*6PR383	06/10/16	\$1,785.54
11-000-262-100-06-SUB			*6PR383	06/10/16	\$1,482.50
11-000-262-100-06-SUV			*6PR383	06/10/16	\$4,849.32
11-000-263-100-06-000			*6PR383	06/10/16	\$3,167.59
11-000-270-160-06-SPC			*6PR383	06/10/16	\$1,557.69
11-000-291-220-00-000			*6PR383	06/10/16	\$18,473.33
11-000-291-290-00-000			*6PR383	06/10/16	\$224.84
11-105-100-101-06-SUB			*6PR383	06/10/16	\$350.00
11-110-100-101-06-000			*6PR383	06/10/16	\$35,774.74
11-110-100-101-06-SUB			*6PR383	06/10/16	\$4,370.00
11-120-100-101-06-000			*6PR383	06/10/16	\$251,838.25
11-120-100-101-06-SUB			*6PR383	06/10/16	\$3,845.00
11-130-100-101-06-000			*6PR383	06/10/16	\$179,725.76
11-130-100-101-06-SUB			*6PR383	06/10/16	\$2,445.00
11-150-100-101-06-000			*6PR383	06/10/16	\$1,587.20
11-190-100-106-06-000			*6PR383	06/10/16	\$11,070.65
11-190-100-106-06-SUB			*6PR383	06/10/16	\$2,565.00
11-212-100-101-06-000			*6PR383	06/10/16	\$29,937.70

666

Rec and Unrec checks

Hand and Machine checks

07/08/16 13:17

Starting date 6/10/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900797 H	06/10/16	PAY		PAYROLL VENDOR - PAYROLL PO ONLY	\$1,231,986.34
600000	07/01/15	Payroll 2015 - 2016			\$1,231,986.34
	11-212-100-101-06-SUB		*6PR383	06/10/16	\$410.00
	11-212-100-106-06-000		*6PR383	06/10/16	\$11,841.88
	11-212-100-106-06-SUB		*6PR383	06/10/16	\$1,248.75
	11-213-100-101-06-000		*6PR383	06/10/16	\$121,440.56
	11-213-100-101-06-SUB		*6PR383	06/10/16	\$1,160.00
	11-214-100-101-06-000		*6PR383	06/10/16	\$4,767.73
	11-215-100-101-06-000		*6PR383	06/10/16	\$8,394.31
	11-215-100-106-06-000		*6PR383	06/10/16	\$3,565.41
	11-219-100-101-06-000		*6PR383	06/10/16	\$2,455.20
	11-230-100-101-06-000		*6PR383	06/10/16	\$46,822.42
	11-230-100-101-06-SUB		*6PR383	06/10/16	\$170.00
	11-240-100-101-06-000		*6PR383	06/10/16	\$19,715.17
	11-401-100-100-06-DAV		*6PR383	06/10/16	\$368.36
	20-220-100-101-06-PRE		*6PR383	06/10/16	\$4,915.32
	20-220-100-106-06-PRE		*6PR383	06/10/16	\$2,497.73
	20-220-200-103-06-PRE		*6PR383	06/10/16	\$5,115.00
	20-220-200-104-06-PRE		*6PR383	06/10/16	\$1,479.01
	20-220-200-105-06-PRE		*6PR383	06/10/16	\$1,634.14
	20-220-200-110-06-PRE		*6PR383	06/10/16	\$1,590.91
	20-220-200-176-06-PRE		*6PR383	06/10/16	\$3,914.26
	20-220-200-200-00-PRE		*6PR383	06/10/16	\$466.39
	20-223-100-101-06-PRE		*6PR383	06/10/16	\$6,283.41
	20-223-100-106-06-PRE		*6PR383	06/10/16	\$2,474.94
	20-223-200-200-00-PRE		*6PR383	06/10/16	\$189.33
	20-231-100-100-06-DAV		*6PR383	06/10/16	\$2,850.18
	20-231-100-100-06-HES		*6PR383	06/10/16	\$3,562.73
	20-231-100-100-06-SHA		*6PR383	06/10/16	\$1,098.67
	20-241-100-100-06-000		*6PR383	06/10/16	\$304.18
	20-270-100-100-06-000		*6PR383	06/10/16	\$1,454.91

Fund Totals		
10	GENERAL FUND	\$103,883.47
11	GENERAL CURRENT EXPENSE	\$1,088,271.76
20	SPECIAL REVENUE FUNDS	\$39,831.11
Total for all checks listed		\$1,231,986.34

Prepared and submitted by: \_\_\_\_\_

Board Secretary

\_\_\_\_\_

Date

**BILLS AND PAYMENTS****JULY 25, 2016***2016-2017*

TOTAL PAYROLL	\$	-
TOTAL ACCOUNTS PAYABLE BILLS	\$	567,693.58
TOTAL CAFETERIA BILLS	\$	-
TOTAL KIDS CORNER BILLS	\$	-
TOTAL COMMUNITY EDUCATION	\$	-
TOTAL CAMP BLUE STAR	\$	-
GRAND TOTAL	\$	<u>567,693.58</u>

**BILLS AND PAYMENTS**  
**JULY 25, 2016**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$ 500.00
10	General Fund/Payroll	\$ -
11	Current Expense	\$ 554,604.41
11	Current Expense/Payroll	\$ -
20	Special Revenue	\$ 12,589.17
20	Special Revenue/Payroll	\$ -
30	Building Projects	\$ -
50	Cafeteria	\$ -
50	Kids' Corner	\$ -
50	Community Education	\$ -
50	Camp Blue Star	\$ -
		<hr/>
		<u>\$ 567,693.58</u>

Rec and Unrec checks

Hand and Machine checks

07/20/16 11:33

Starting date 7/25/2016

Ending date 7/25/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029268	07/25/16		1348	TRI-COUNTY COMMUNITY ACTION AGENCY INC	\$11,752.20
600899	09/29/15			Preschool Services	\$11,752.20
	20-220-200-325-00-PRE			JUNE-FINAL PAY 06/30/16	\$11,752.20
029269	07/25/16		1395	ACJHAL	\$275.00
700270	07/06/16			ATLANTIC CAPE ATHLETIC DUES	\$275.00
	11-402-100-890-03-000			LEAGUE DUES 16-17 07/25/16	\$275.00
029270	07/25/16		1807	ATLANTIC CITY ELECTRIC	\$23,605.18
700032	07/01/16			2016-2017 ELECTRIC BILLING	\$23,605.18
	11-000-262-622-03-ELE			JULY 07/25/16	\$23,605.18
029271	07/25/16		1300	BANCROFT NEURO HEALTH	\$5,420.89
700025	07/01/16			16-17 TUITION CONTRACTS	\$5,420.89
	11-000-100-566-08-000			JULY M.C. 07/25/16	\$5,420.89
029272	07/25/16		3777	CALIFON CONSULTANTS OF NJ, LLC	\$200.00
700044	07/01/16			Subscription	\$200.00
	11-000-230-590-00-000			870 07/25/16	\$200.00
029273	07/25/16		0501	COLIBRI SYSTEMS NORTH AMERICA, INC.	\$285.00
700024	07/01/16			HESS LIBRARY BOOK COVERS	\$285.00
	11-000-222-610-04-000			11215 07/14/16	\$285.00
029274	07/25/16		0489	COMCAST	\$8,745.36
700033	07/01/16			16-17 ETHERNET/INTERNET CHARGE	\$8,745.36
	11-190-100-500-07-TEC			JULY 44004689 07/25/16	\$8,745.36
029275	07/25/16		0449	COMCAST CABLE	\$279.72
700034	07/01/16			16-17 TV/INTERNET HIGH SPEED	\$279.72
	11-190-100-500-07-TEC			JULY BILLING 07/25/16	\$279.72
029276	07/25/16		1375	COMPUTER SOLUTIONS, INC	\$11,030.88
700012	07/01/16			ANNUAL SOFTWARE SUPPORT CONTRA	\$11,030.88
	11-000-251-330-00-000			142635 less 2%disc 07/25/16	\$11,030.88
029277	07/25/16		1100	DZWILL, MAUREEN	\$58.00
700269	07/06/16			FIELD HOCKEY ASSIGNER FEE	\$58.00
	11-402-100-890-03-000			FIELD HOCKEY ASSIC 07/25/16	\$58.00
029278	07/25/16		0223	FOLLETT SCHOOL SOLUTIONS	\$188.00
700080	07/01/16			GR. 7 ELA NOVELS ICS LRC	\$188.00
	11-213-100-610-08-000			425057F-2 07/14/16	\$188.00
029279	07/25/16		0591	GENESIS EDUCATIONAL SERVICES INC.	\$14,738.00
700030	07/01/16			Genesis SY 16/17	\$14,738.00
	11-190-100-340-07-TEC			16-269 07/25/16	\$14,738.00
029280	07/25/16		0255	HAMILTON PEDIATRICS	\$1,400.00
700026	07/01/16			SCHOOL PHYSICIAN 16-17 SERVICE	\$1,400.00
	11-000-213-330-00-000			JULY 07/25/16	\$1,400.00
029281	07/25/16		0268	HAMILTON TWP MUA	\$7,206.96
700035	07/01/16			16-17 WATER AND SEWER ESTIMATE	\$7,206.96
	11-000-262-490-01-000			JULY 07/25/16	\$717.23
	11-000-262-490-02-000			JULY 07/25/16	\$514.00
	11-000-262-490-03-000			JULY 07/25/16	\$828.00
	11-000-262-490-04-000			JULY 07/25/16	\$5,147.73

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Rec and Unrec checks

Hand and Machine checks

07/20/16 11:33

Starting date 7/25/2016

Ending date 7/25/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029282	07/25/16		0084	HORIZON BLUE CROSS BLUE SHIELD	\$25,909.91
	700018	07/01/16		DENTAL BILLING 16-17 YEAR	\$25,909.91
		11-000-291-270-00-000		082860729 JULY	\$25,878.46
		11-000-291-270-00-000		082956654 july	\$31.45
029283	07/25/16		0284	MAIN LINE COMMERCIAL POOLS, INC.	\$437.71
	708004	07/05/16		POOL CHEMICALS - HESS POOL	\$437.71
		11-000-262-610-09-pol		36224-IN	\$437.71
029284	07/25/16		3966	MINDWING CONCEPTS INC.	\$214.95
	700088	07/01/16		speech supplies	\$214.95
		11-000-216-610-08-000		6512	\$214.95
029285	07/25/16		0418	NASCO	\$15.74
	700097	07/01/16		RULER/PROTRACTOR SPECIAL ED	\$15.74
		11-213-100-610-08-000		36	\$15.74
029286	07/25/16		0154	NEWMARK LEARNING	\$140.45
	700141	07/01/16		SIGHT WORD READERS SHANER;K8	\$140.45
		11-213-100-610-08-000		130401	\$140.45
029287	07/25/16		4897	NJ SCHOOL JOBS.COM	\$700.00
	700055	07/01/16		subscription renewal	\$700.00
		11-000-230-590-00-000		7714	\$700.00
029288	07/25/16		2287	PATTERSON MEDICAL	\$46.43
	700159	07/01/16		OT supplies	\$46.43
		11-000-216-610-08-000		5652833943	\$46.43
029289	07/25/16		4983	PEARSON / CLINICAL ASSESSMENT	\$93.00
	700101	07/01/16		PROTOCOLS FOR PSYCH EVALS	\$93.00
		11-000-219-610-08-000		10772494	\$93.00
029290	07/25/16		0481	PETTY CASH - MARK RITTER	\$500.00
	700389	07/15/16		OPEN PETTY CASH 16-17	\$500.00
		10-103-X - - -		OPEN PETTY CASH	\$500.00
029291	07/25/16		0493	PITNEY BOWES INC.	\$1,057.50
	700036	07/01/16		16-17 POSTAGE METER RENTAL	\$1,057.50
		11-000-230-590-00-RNT		3300726479 1st qtr	\$1,057.50
029292	07/25/16		1135	PROJECT LEAD THE WAY, INC.	\$750.00
	700328	07/12/16		ANNUAL MEMBERSHIP FEE	\$750.00
		11-190-100-890-03-000		66843	\$750.00
029293	07/25/16		0528	REALLY GOOD STUFF	\$576.86
	700068	07/01/16		PREK GEN ED SUPPLIES HESS	\$451.41
		20-223-100-610-01-COV		5563201	\$451.41
	700110	07/01/16		HESS SPECIAL ED SUPPLY	\$74.63
		11-213-100-610-08-000		5567116	\$74.63
	700139	07/01/16		GR. 2 LRC MATH SUPPORT SUPPLY	\$50.82
		11-213-100-610-08-000		5567113	\$50.82
029294	07/25/16		0504	RESERVE ACCT	\$24,500.00
	700038	07/01/16		POSTAGE FOR 16-17 YEAR	\$24,500.00
		11-000-230-530-00-PST		14161079	\$8,500.72
		11-000-230-530-01-PST		14161079	\$6,999.28
		11-000-230-530-03-PST		14161079	\$7,000.00



Rec and Unrec checks

Hand and Machine checks

07/20/16 11:33

Starting date 7/25/2016

Ending date 7/25/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029294	07/25/16		0504	RESERVE ACCT	\$24,500.00
700038	07/01/16			POSTAGE FOR 16-17 YEAR	\$24,500.00
	11-000-230-530-04-PST		14161079		07/25/16 \$2,000.00
029295	07/25/16		0998	RICOH USA, INC.	\$1,153.71
700039	07/01/16			ANNUAL COPIER LEASES 16-17	\$1,153.71
	11-000-211-500-00-000		JULY		07/25/16 \$178.07
	11-000-230-590-00-RNT		JULY		07/25/16 \$375.30
	11-190-100-500-01-RNT		JULY		07/25/16 \$600.34
029296	07/25/16		6288	RULLO & JUILLET ASSOCIATES, INC.	\$3,635.00
708012	07/07/16			RIGHT-TO-KNOW & PEOSH SERVICE	\$3,635.00
	11-000-262-590-09-000		5170		07/25/16 \$3,635.00
029297	07/25/16		0417	SCHOOL SPECIALTY	\$142.00
700181	07/01/16			classroom supplies;A200	\$49.46
	11-212-100-610-08-000		208116494270		07/25/16 \$49.46
700186	07/01/16			classroom supplies;C101	\$92.54
	11-212-100-610-08-000		208116501318		07/25/16 \$46.27
	11-213-100-610-08-000		208116501318		07/25/16 \$46.27
029298 V	07/25/16	07/25/16		00.0 \$ Multi Stub Void	
-----					
029299	07/25/16		1638	SCHOOL SPECIALTY	\$1,376.44
700077	07/01/16			LRC CLASS SUPPLIES;A216	\$110.88
	11-213-100-610-08-000		208116460091		07/25/16 \$110.88
700081	07/01/16			LRC DAVIES SUPPLIES	\$50.09
	11-213-100-610-08-000		308102484754		07/25/16 \$50.09
700090	07/01/16			SPECIAL ED SUPPLIES DAVIES	\$49.81
	11-213-100-610-08-000		208116472881		07/14/16 \$49.81
700093	07/01/16			HESS IEP SUPPLIES;B-111	\$90.53
	11-213-100-610-08-000		308102484757		07/14/16 \$90.53
700094	07/01/16			ICS SS SUPPLIES;A105	\$49.80
	11-213-100-610-08-000		308102484765		07/25/16 \$49.80
700095	07/01/16			HESS SPECIAL ED SUPPLY	\$108.15
	11-213-100-610-08-000		308102484766		07/25/16 \$108.15
700103	07/01/16			LRC RESISTANCE BANDS;K8	\$23.94
	11-213-100-610-08-000		208116472884		07/25/16 \$23.94
700105	07/01/16			HESS SPECIAL ED SUPPLY LANG AR	\$98.15
	11-213-100-610-08-000		308102484768		07/25/16 \$98.15
700111	07/01/16			LANG ARTS SPECIAL ED SUPPLY	\$106.46
	11-213-100-610-08-000		308102484753		07/25/16 \$106.46
700120	07/01/16			SPECIAL ED SUPPLIES	\$93.96
	11-213-100-610-08-000		308102484784		07/25/16 \$93.96
700122	07/01/16			SPECIAL ED SUPPLY;111	\$41.20
	11-213-100-610-08-000		208116459877		07/14/16 \$41.20
700126	07/01/16			HESS SPECIAL ED SUPPLIES	\$321.08
	11-215-100-610-08-000		308102484782		07/25/16 \$321.08
700136	07/01/16			HESS PREK SPECIAL ED SUPPLY	\$161.87
	11-215-100-610-08-000		208116472928		07/25/16 \$161.87

Rec and Unrec checks

Hand and Machine checks

07/20/16 11:33

Starting date 7/25/2016

Ending date 7/25/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029299	07/25/16		1638	SCHOOL SPECIALTY	\$1,376.44
700140	07/01/16		S44 SPECIAL ED SUPPLY;RM A113		\$48.00
	11-213-100-610-08-000		308102484773	07/14/16	\$48.00
700142	07/01/16		POLY FOLDERS SHANER SPECIAL ED		\$22.52
	11-213-100-610-08-000		208116472952	07/14/16	\$22.52
029300	07/25/16		1921	SHOES FOR CREWS, INC	\$549.44
708002	07/01/16		CUSTODIAL SUPPLIES-STRIP SHOES		\$549.44
	11-000-291-290-09-CUS		7327923	07/25/16	\$549.44
029301	07/25/16		0605	STRAUSS ESMAY ASSOCIATES LLP	\$4,135.00
700013	07/01/16		16-17 ANNUAL POLICY ALERT		\$4,135.00
	11-000-230-339-00-000		1617-159	07/25/16	\$4,135.00
029302	07/25/16		0140	THERAPY SHOPPE INC.	\$73.18
700157	07/01/16		OT supplies		\$73.18
	11-000-216-610-08-000		232235	07/25/16	\$73.18
029303	07/25/16		4923	TOTAL VIDEO PRODUCTS INC.	\$2,200.00
601500	05/13/16		epson projector repair		\$2,200.00
	11-000-252-340-07-TEC		114313	07/25/16	\$2,200.00
029304	07/25/16		0636	TOWNSHIP OF HAMILTON	\$2,211.00
700057	07/01/16		2016-2017 WASTE HAULING		\$2,211.00
	11-000-262-420-09-cus		16-0072 JULY	07/25/16	\$2,211.00
029305	07/25/16		1091	VERIZON	\$100.00
700029	07/01/16		Annual billing Pole attachment		\$100.00
	11-190-100-500-07-TEC		201NJ15870316	07/25/16	\$100.00
029306	07/25/16		1323	WILSON LANGUAGE TRAINING CORP	\$546.07
700069	07/01/16		HESS PREK MATERIALS		\$385.56
	20-223-100-610-01-COV		1643729	07/25/16	\$385.56
700124	07/01/16		DESK STRIP; JESSICA MALLOY		\$17.95
	11-213-100-610-08-000		1643669	07/14/16	\$17.95
700147	07/01/16		SHANER LRC SUPPLY;RM 116		\$142.56
	11-213-100-610-08-000		1643670	07/01/16	\$142.56

<b>Fund Totals</b>
--------------------

10	GENERAL FUND	\$500.00
11	GENERAL CURRENT EXPENSE	\$143,160.41
20	SPECIAL REVENUE FUNDS	\$12,589.17
	Total for all checks listed	\$156,249.58

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

Starting date 7/8/2016

Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991284 H	07/08/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$1,031.00
600371	07/10/15			EMPLOYERS SHARE DCRP-INSURANCE	\$1,031.00
	11-000-291-241-00-000			A/P wire-June	\$1,031.00
				06/30/16	

Fund Totals

11	GENERAL CURRENT EXPENSE	\$1,031.00
	Total for all checks listed	\$1,031.00

Prepared and submitted by:



Board Secretary

7/14/16

Date

Rec and Unrec checks

Hand and Machine checks

07/14/16 08:28

Starting date 7/14/2016

Ending date 7/14/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
029267	07/14/16		0008	ACCASBO JOINT INSURANCE FUND	\$410,413.00
700031	07/01/16			JOINT INSURANCE FUND COVERAGE	\$410,413.00
	11-000-230-590-00-000			1ST PAY 07/14/16	\$157,316.14
	11-000-262-520-00-000			1ST PAY 07/14/16	\$70,213.50
	11-000-291-260-00-000			1ST PAY 07/14/16	\$182,883.36

Fund Totals
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11	GENERAL CURRENT EXPENSE	\$410,413.00
	Total for all checks listed	\$410,413.00

Prepared and submitted by:

  
Board Secretary7/14/16  
Date

# TRAVEL APPROVAL FORM

July 25, 2016

<u>Staff/Board Member</u>	<u>Title</u>	<u>Name of Seminar or Workshop</u>	<u>Location</u>	<u>Date(s)</u>	<u>Registration Cost</u>	<u>Estimated Other Costs</u>
Marylynn Stecher	Super. of Special Education	Changing Thinking about Childhood Challenges	ETTC	December 8, 2016		\$7.00 (Mileage)
Marylynn Stecher	Super. of Special Education	Chrome Campe	Belhaven Middle School, Linwood, NJ	July 22, 2016		\$4.00 (Mileage)
Dana Kozak	Super. of Instruction for Special Education	Autism Conference	Harrah's Resort in Atlantic City	October 27, 2016	\$275.00	\$25.00 (Mileage) \$5.00 (Tolls)
Pamela Thomas	SPED Teacher	34 <sup>th</sup> Annual Autism Conference	Harrah's Resort in Atlantic City	October 27 & 28, 2016	\$500.00	\$23.56 (Mileage) \$6.00 (Tolls)
Colleen Bretones	Super. of Early Childhood Education	Achieve NJ Implementation Support Workshop	ACIT	July 18, 2016		\$2.00 (Mileage)
Anne Nelson	Speech Therapist	ASHA National Convention	Pennsylvania Convention Center	November 17-19, 2016	\$275.00	
Dana Kozak	Super. of Instruction for Special Education	Response to Intervention Implementing RTI in the K-8 Classroom	ETTC	October 4, 2016		\$5.00 (Mileage) \$1.00 (Tolls)

Finance-5

RESOLUTION #107  
TRANSFER TO DEBT SERVICE

WHEREAS, NJSA 18A:24-54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and

WHEREAS the Hamilton Township Board of Education has determined that **\$188,807.00** is available for such transfer;

Now therefore be it resolved by the Hamilton Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer to the debt service fund consistent with all applicable laws and regulations.

Finance-8

Applicant: 01 1940 HAMILTON TOWNSHIP

Application Sections NCLB Consolidated

Application: NCLB Consolidated - 00-

Project Period: 7/1/2016 - 6/30/2017

Printer-Friendly

Cycle: Original Application

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Overview	Contact Information	Allocations	All Refusals of Funds	Other	Assurances	Budget Summary	Submit	Application History	Amendment Explanation	Page Review Status	Application Print
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## Budget Summary

Instructions

The application has been submitted. No more updates will be saved for the application.

Function / Object	Title I Part A	Title I Part D State Agency	Title I Part D LEA	Title I SIA Part A	Title II Part A	Title III	Title III Immigrant	Title VI
<b>100</b>	<b>Instruction</b>							
100-100	\$306,809				\$32,912	\$9,404		
100-300	\$1,500							
100-500								
100-600	\$209,735				\$5,036	\$2,727	\$1,968	
100-800								
<b>200</b>	<b>Support Services</b>							
200-100	\$18,153					\$1,617		
200-200	\$77,969				\$8,391	\$2,071		
200-300	\$13,423				\$16,906			
200-400								
200-500	\$15,605					\$615		
200-600	\$1,923				\$300			
200-800	\$105							
200-860								
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>							
400-720								
400-731								
400-732								
<b>520</b>	<b>Schoolwide</b>							
520-930	\$0							
<b>PGM ADM</b>	<b>Program Administration</b>							
PGM ADM								
Total Budgeted	\$645,222	\$0	\$0	\$0	\$63,545	\$16,434	\$1,968	\$0

PRD 2.0 user ID: CPDRRECA011940



New Jersey Department of Education  
Send Questions to: eweghelp@doe.state.nj.us



**Applicant:** 01 1940 HAMILTON  
TOWNSHIP

**Application:** NCLB Consolidated - 00-  
Original Application

**Project Period:** 7/1/2016 -  
6/30/2017

#### Application Sections

NCLB Title I Part A

Printer-Friendly

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Overview	Allocations	Eligibility	Program Specific	Budget	District Comments	Page Review Status
Budget Summary	100 Instruction	200 Support Services	400 Equipment	520 Schoolwide	Indirect Costs/Admin Costs	

#### Budget Summary

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Function / Object	Expenditure Category	Public Amount	Nonpublic Amount	Total Amount
<b>100</b>	<b>Instruction</b>			
100-100	Salaries	\$304,719	\$2,090	\$306,809
100-300	Purchased Services	\$1,500	\$0	\$1,500
100-500	Other Purchased Services	\$0	\$0	\$0
100-600	Instructional Supplies	\$209,735	\$0	\$209,735
100-800	Other Objects	\$0	\$0	\$0
<b>200</b>	<b>Support Services</b>			
200-100	Salaries	\$18,153	\$0	\$18,153
200-200	Benefits	\$77,809	\$160	\$77,969
200-300	Prof and Tech Services	\$13,423	\$0	\$13,423
200-400	Purchased Property Services	\$0	\$0	\$0
200-500	Other Purchased Services	\$15,605	\$0	\$15,605
200-600	Supplies and Materials	\$1,900	\$23	\$1,923
200-800	Other Objects	\$105	\$0	\$105
200-860	Indirect Cost Approved Rate 4.13300% Derived Rate 0%	\$0	\$0	\$0
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>			
400-720	Building	\$0	\$0	\$0
400-731	Instructional Equipment	\$0	\$0	\$0
400-732	Non Instructional Equipment	\$0	\$0	\$0
<b>520</b>	<b>Schoolwide</b>			
520-930	Schoolwide Blended	\$0	\$0	\$0
	<b>Program Administration</b>			
	Program Admin			\$0
<b>Total Budgeted</b>		\$642,949	\$2,273	\$645,222
<b>Total Available</b>				\$645,222
<b>Amount Remaining</b>				\$0

**Applicant:** 01 1940 HAMILTON  
TOWNSHIP

**Application:** NCLB Consolidated - 00-  
Original Application

**Project Period:** 7/1/2016 -  
6/30/2017

### Application Sections

NCLB Title II Part A

Printer-Friendly

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Overview	Allocation Detail Nonpublic		Program Specific	Budget	District Comments	Page Review Status
Budget Summary	100 Instruction	200 Support Services	400 Equipment	520 Schoolwide	Indirect Costs/Admin Costs	

### Budget Summary

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Function / Object	Expenditure Category	Public Amount	Nonpublic Amount	Total Amount
<b>100</b>	<b>Instruction</b>			
100-100	Salaries	\$32,912	\$0	\$32,912
100-300	Purchased Services	\$0	\$0	\$0
100-500	Other Purchased Services	\$0	\$0	\$0
100-600	Instructional Supplies	\$5,036	\$0	\$5,036
100-800	Other Objects	\$0	\$0	\$0
<b>200</b>	<b>Support Services</b>			
200-100	Salaries	\$0	\$0	\$0
200-200	Benefits	\$8,391	\$0	\$8,391
200-300	Prof and Tech Services	\$15,910	\$996	\$16,906
200-400	Purchased Property Services	\$0	\$0	\$0
200-500	Other Purchased Services	\$0	\$0	\$0
200-600	Supplies and Materials	\$300	\$0	\$300
200-800	Other Objects	\$0	\$0	\$0
200-860	Indirect Cost Approved Rate 4.13300% Derived Rate 0%	\$0	\$0	\$0
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>			
400-720	Building	\$0	\$0	\$0
400-731	Instructional Equipment	\$0	\$0	\$0
400-732	Non Instructional Equipment	\$0	\$0	\$0
<b>520</b>	<b>Schoolwide</b>			
520-930	Schoolwide Blended	\$0	\$0	\$0
	<b>Program Administration</b>			
	Program Admin			\$0
<b>Total Budgeted</b>		\$62,549	\$996	\$63,545
<b>Total Available</b>				\$63,545
<b>Amount Remaining</b>				\$0

**Applicant:** 01 1940 HAMILTON  
TOWNSHIP

**Application:** NCLB Consolidated - 00-  
Original Application

**Project Period:** 7/1/2016 -  
6/30/2017

### Application Sections

NCLB Title III

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Overview	Allocation Detail Nonpublic	Program Specific	Budget	District Comments	Page Review Status
Budget Summary	100 Instruction	200 Support Services	400 Equipment	520 Schoolwide	Indirect Costs/Admin Costs

### Budget Summary

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Function / Object	Expenditure Category	Public Amount	Nonpublic Amount	Total Amount
<b>100</b>	<b>Instruction</b>			
100-100	Salaries	\$9,404	\$0	\$9,404
100-300	Purchased Services	\$0	\$0	\$0
100-500	Other Purchased Services	\$0	\$0	\$0
100-600	Instructional Supplies	\$2,000	\$727	\$2,727
100-800	Other Objects	\$0	\$0	\$0
<b>200</b>	<b>Support Services</b>			
200-100	Salaries	\$1,617	\$0	\$1,617
200-200	Benefits	\$2,071	\$0	\$2,071
200-300	Prof and Tech Services	\$0	\$0	\$0
200-400	Purchased Property Services	\$0	\$0	\$0
200-500	Other Purchased Services	\$615	\$0	\$615
200-600	Supplies and Materials	\$0	\$0	\$0
200-800	Other Objects	\$0	\$0	\$0
200-860	Indirect Cost Approved Rate 4.13300% Derived Rate 0%	\$0	\$0	\$0
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>			
400-720	Building	\$0	\$0	\$0
400-731	Instructional Equipment	\$0	\$0	\$0
400-732	Non Instructional Equipment	\$0	\$0	\$0
<b>520</b>	<b>Schoolwide</b>			
520-930	Schoolwide Blended	\$0	\$0	\$0
	<b>Program Administration</b>			
	Program Admin			\$0
<b>Total Budgeted</b>		\$15,707	\$727	\$16,434
<b>Total Available</b>				\$16,434
<b>Amount Remaining</b>				\$0

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**Applicant:** 01 1940 HAMILTON  
TOWNSHIP

**Application:** NCLB Consolidated - 00-  
Original Application

**Project Period:** 7/1/2016 -  
6/30/2017

### Application Sections

NCLB Title III Immigrant

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Overview	Allocation Detail Nonpublic	Program Specific	Budget	District Comments	Page Review Status
Budget Summary	100 Instruction	200 Support Services	400 Equipment	520 Schoolwide	Indirect Costs/Admin Costs

### Budget Summary

[Instructions](#)

The application has been submitted. No more updates will be saved for the application.

Function / Object	Expenditure Category	Public Amount	Nonpublic Amount	Total Amount
<b>100</b>	<b>Instruction</b>			
100-100	Salaries	\$0	\$0	\$0
100-300	Purchased Services	\$0	\$0	\$0
100-500	Other Purchased Services	\$0	\$0	\$0
100-600	Instructional Supplies	\$1,895	\$73	\$1,968
100-800	Other Objects	\$0	\$0	\$0
<b>200</b>	<b>Support Services</b>			
200-100	Salaries	\$0	\$0	\$0
200-200	Benefits	\$0	\$0	\$0
200-300	Prof and Tech Services	\$0	\$0	\$0
200-400	Purchased Property Services	\$0	\$0	\$0
200-500	Other Purchased Services	\$0	\$0	\$0
200-600	Supplies and Materials	\$0	\$0	\$0
200-800	Other Objects	\$0	\$0	\$0
200-860	Indirect Cost Approved Rate 4.13300% Derived Rate 0%	\$0	\$0	\$0
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>			
400-720	Building	\$0	\$0	\$0
400-731	Instructional Equipment	\$0	\$0	\$0
400-732	Non Instructional Equipment	\$0	\$0	\$0
<b>520</b>	<b>Schoolwide</b>			
520-930	Schoolwide Blended	\$0	\$0	\$0
	<b>Program Administration</b>			
	Program Admin			\$0
<b>Total Budgeted</b>		\$1,895	\$73	\$1,968
<b>Total Available</b>				\$1,968
<b>Amount Remaining</b>				\$0

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**Hamilton Township Board of Education**  
**Allocation of Salaries**  
**Budget 2015-16**

SCHOOL	LAST NAME	FIRST NAME	NEW TOTAL SALARY	20-223 Preschool	20-220 PK-Expansion	TITLE I-AP 20-231/234	TITLE I 20-231	TITLE III 20-241	TITLE III Imm 20-243	TITLE I-A 20-270	LOCAL	GRANT FUNDED %	ANNUAL SALARY
Shaner	Haley	JoAnn	82,994.00				24,187.00				58,807.00	29%	82,994.00
Davies	BSI	Kaczmarek	50,550.00				31,352.00				19,198.00	62%	50,550.00
Davies	BSI	Caporale	82,994.00				31,352.00				51,642.00	38%	82,994.00
Hess	BSI	Goodwin	77,913.00				35,850.04				42,062.96	46%	77,913.00
Hess	BSI	Melienheller	68,976.00				21,264.98				47,711.02	31%	68,976.00
Hess	BSI	Higbee	83,808.00				21,264.98				62,543.02	29%	83,808.00
Davies	ESI	Dzido	84,293.00					6,692.00		32,008.00	18,542.00	63%	84,293.00
Davies	Math	Keller	50,550.00									100%	50,550.00
Shaner	PK-T	James	58,067.04									100%	58,067.04
Shaner	PK-T	Muller	50,050.00									100%	50,050.00
Shaner	PK-A	Maulone	27,178.96									100%	27,178.96
Shaner	PK-A	Lewis	25,087.88									100%	25,087.88
Shaner	PK-MT	Dertinger	86,113.79									100%	86,113.79
Shaner	PK-DR	Bretanos	108,989.92									100%	108,989.92
Hess	PK-VP	LoPresto	91,059.00								67,068.92	26%	91,059.00
Shaner	PK-PIRT	Kozak	70,429.00								35,214.41	50%	70,429.00
Shaner	PK-S	Ludertiz	21,811.07									100%	21,811.07
Shaner	PK-RS	Spring	42,346.00									40%	42,346.00
Shaner	PK-SRAC	Hickey	34,999.81									100%	34,999.81
Hess	PK	Stanco	50,550.00	25,274.90							25,275.10	50%	50,550.00
Hess	PK	Russomano	58,067.04	58,067.04								100%	58,067.04
Hess	PK	Morris	54,873.06	54,873.06								100%	54,873.06
Hess	PK	Blasini	19,163.98	19,163.98								100%	19,163.98
Hess	PK	Dodd	20,271.23	20,271.23								100%	20,271.23
Hess	PK	Williams	16,219.00	8,109.64								50%	16,219.00
			1,417,414.78	185,779.85	488,481.03		165,271.00	6,692.00		32,008.00	8,109.36		
		Budgeted Salaries		185,926.00	498,241.30		165,271.00	6,692.00		32,008.00			
		Extra Comp Budgeted (100-100)					2,676.12	904.00		904.00			
		Extra Comp Budgeted (200-100)			5,433.70			1,213.00	403.00				
							2,678.12	8,809.00	403.00	32,912.00			
		Over (Under) Budgeted-To be Transferred		146.15	9,760.27								
				Actual	Budget	Transfer							
		Title I											
		Shaner	24,187.00	24,187.00									
		Davies	62,704.00	62,704.00									
		Hess	78,380.00	78,380.00									
			165,271.00	165,271.00									
limited-time split between positions replacements salary prorated salary prorated-in more than one grant AS OF 6/30/16													

Hamilton Township Schools  
2016-2017 School Year  
Substitute List

Last Name	First Name	Position	Rate	Certification
Adams	Kelsey	sub teacher	\$80/day	sub cert pending
Albani	Theresa	sub/nurse/par/sec/teacher	\$67.50/\$150/\$80/day	RN 5/31/17
Alvarado	Iris	Sub Teacher	\$80/day	Sub Cert Pending
Baez	Jose	sub/custodian	\$10/hr	n/a
Baggstrom	Allison	sub/para/sec	\$67.50/day	para pro
Barnes	Rachel	sub teacher	\$90/day	elem/SWD
Beck	Nancy	sub/teacher/sec/para	\$80/\$67.50/day	sub cert
Bernisky	Jillian	sub teacher/para	\$90/\$67.50/day	biology/SWD
Bolf	Danielle	sub/teacher	\$90/day	Elem/TOH
Bowen	Erica	sub/para/teacher	\$67.50/\$90/day	PE & H
Brown	Shirley	sub teacher	\$80/day	sub cert
Brunetti	Kimberly	sub/para/teacher	\$67.50/\$80/day	sub cert
Bryz-Gornia Jr.	Daniel	sub/teacher	\$90/day	counseling cert
Burt	Janice	sub/teacher	\$95/day	retired teacher
Byrne	Regina	sub/nurse	\$150/day	RN
Caggia	Kristen	sub sec	\$67.50/day	n/a
Carland	Dana	sub/teacher/para/sec	\$80/\$67.50/day	sub cert
Carter	Kimberly	sub/teacher	\$80/day	sub cert
Catalano	Anthony	sub/teacher	\$90/day	toh/carpentry
Catalano	Dennis	sub teacher	\$90/day	swd/elem
Cekada	Anthony	sub/custodian	\$10/hr	n/a
Chiarolanza	Stacey	sub/para/teacher	\$67.50/\$90/day	ELA
Christman	Laura	sub/para/sec/teacher/nurse	\$67.50/\$80/\$150/day	sub cert/RN
Colvin	Roberta	sub sec/para	\$67.50/day	n/a
Cooper	Dawn	sub nurse	\$150/day	RN, stand cert
Courtenay	Marie	sub/para/sec	\$67.50/day	n/a
Creech	Carolyn	sub/para/sec	\$67.50/day	n/a
Crush	Cynthia	sub/custodian	\$10/hr	n/a
Daube	Tara	sub para/sec	\$67.50/day	n/a
Davis	Sandy	sub teacher/para	\$80/\$67.50/day	sub cert
DeCicco	Elizabeth	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
DiDomizio	Nicole	sub para/sec	\$67.50/day	n/a
Dimino	Christine	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
Dixon	Sean	Sub Food Svc	\$10.00/hr	none
Dougherty	Kelly	sub/para/teacher	\$67.50/\$80/day	Sub Cert Pending
Dupras	Charles	sub/para/teacher	\$67.50/\$90/day	SS/SWD
Eaton	Michele	sub/sec/para	\$67.50/day	n/a
Falzani	Linda	sub/para/teacher	\$67.50/\$90/day	elem
Fern	Judy	sub nurse	\$150/day	RN/sub cert

Flynn	Kelly	sub/teacher	\$90/day	elem
Fursin	Beth Ann	sub/para/sec	\$67.50/day	n/a
Gallagher	Patricia	sub/food svc	\$10/hr	n/a
Garcia	Elaine	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
Graumann	Joyce	sub/sec/para/teacher	\$67.50/\$80/day	sub cert
Guido	Melissa	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
Hardrick	Ruth	sub/teacher	\$80/day	sub cert
Harris	Patricia	sub/custodian	\$10/hr	n/a
Hayes	Shep	sub/custodian	\$10/hr	n/a
Heuman	Bruce	sub/teacher	\$90/day	K-5
Hockenberry	Kristen	sub/para/teacher	\$67.50/\$80/day	sub cert pending
Hunsberger	Donna	sub/teacher	\$95/day	retired teacher
Jensen	Kenneth	sub/para/teacher	\$67.50/\$80/day	sub cert
Johnson	Colleen	sub/teacher	\$90/day	standard
Johnson	Michael	sub/para	\$67.50/day	60 credits
Johnson	Sophia	sub/teacher/para	\$80/\$67.50/day	sub cert
Jordan	Osborn	sub/para	\$67.50/day	n/a
Kaneff	Marsha	sub/teacher	\$90/day	elem
Kelly	Briana	sub/teacher/para	\$90/\$67.50day	standard/sch couns
Kinsey	Lori	sub teacher	\$90/day	elem/SWD
Klimecke	Lisa	sub/teacher	\$90/day	social studies
Law	Cheri	sub teacher/para	\$90/\$67.50/day	k-6 elem
Levy	Miranda	sub/teacher	\$95/day	retired teacher
Leyrer	Loretta	sub/teacher	\$95/day	retired teacher
Locke	Kimberly	sub/teacher	\$90/day	elem/SWD/Science
Lopez	Maritza	sub/food svc	\$10/hr	n/a
Maxwell	Clyde	sub/teacher	\$80/day	sub cert
McAvaddy	Jamie	sub/teaher	\$90/day	elem
McGloin	Judith	sub/teacher	\$90/day	pre-3
McKenna	Daniel	sub/teacher	\$80/day	sub cert
McKenna	Elizabeth	sub/para/sec	\$67.50/day	n/a
Merlino	Danielle	sub/para/sec	\$67.50/day	n/a
Miller	Mark	sub/custodian	\$10/hr	n/a
Mixson	Derrick	sub/custodian	\$10/hr	n/a
Morse	Natalie	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
Murphy	Kimberly	sub/para/sec	\$67.50/day	n/a
Nigro	Bonnie	sub teacher/para	\$80/\$67.50/day	sub cert
Oberdick	Laurie	Sub Para/Food Svc	\$67.50/\$10.00 hr.	NA
Occhiolini	Salvatore	sub/teacher	\$80/day	sub cert
Ottepka	Jennifer	sub/para/sec/teacher	\$67.50/\$80/day	sub cert
Paiva-Rivera	Manuel	sub custodian	\$10/hour	n/a
Parker	Eleanor	sub/teacher	\$95/day	retired teacher
Patrick	Robert	sub/teacher	\$90/day	elem/span/SS
Patterson	Audra	sub/teacher	\$90/day	elem

Pearson	Dashane	sub para/sec	\$67.50/day	n/a
Perez	Jose	sub/custodian	\$10/hr	n/a
Perez	Robert	sub/custodian	\$10/hr	n/a
Peynado	Rafael	sub/custodian	\$10/hr	n/a
Pluguez	Barbara	sub/food svc	\$10/hr	n/a
Quidachay	Dana	sub/para/sec/sub teacher	\$67.50/\$80/day	sub cert
Rajca	Valerie	sub para/sec	\$67.50/day	n/a
Rhodes	Shannon	sub/para/sec	\$67.50/day	parapro
Rivello	Linda	Sub Para	\$67.50/day	NA
Sanchez	Erick	Sub Food Svc/custodian	\$10.00/hr	none
Sanchez	Marcello	Sub Food Svc/custodian	\$10.00/hr	none
Sanchez-Calero	Monica	sub/food svc	\$10/hr	n/a
Sanders	Melanie	sub/teacher	\$90/day	elem
Santa Maria	Sandra	sub/teacher	\$95/day	retired teacher
Scheeler	Nicole	sub/para/sec	\$67.50/day	parapro
Schmitz	William	sub/teacher	\$80/day	sub cert
Seddon	Mary	sub nurse	\$150/day	sub cert/RN
Shelley	Heidi	sub teacher/para/sec	\$80/\$67.50/day	sub cert
Simson	Louise	sub teacher/para	\$95/\$67.50	retired teacher
Sink	Leola (Ginger)	sub/para/sec	\$67.50/day	n/a
Slating	Allene	sub/para/teacher	\$67.50/\$80/day	sub cert
Spano	Jeneen	sub/para/sec	\$67.50/day	n/a
Stevenson	Laura	Sub Teacher	\$80/day	Sub Cert Pending
Taroncher	Ashley	sub/para	\$67.50/day	n/a
Torres-Munyon	Donna	sub/teacher	\$95/day	retired teacher
Troxel	Mary	sub teacher	\$90/day	elem
Walker	Valerie	sub/teacher	\$80/day	sub cert
Whaley	Roseann	sub/para/sec	\$67.50/day	n/a
Wilson	Christine	sub/teacher	\$80/day	sub cert
Wolfe	Sarah	sub/para/sec	\$67.50/day	n/a
Zhao	Lin Yan	sub/food svc	\$10/hr	n/a



Name of School/District: \_\_\_\_\_

**TEEN CAP PROGRAM**

This application is for **Teen CAP, 7<sup>th</sup>-12<sup>th</sup> Grades**. (See page 7 for specific information about program.)

**PLEASE COMPLETE FUNDING REQUEST:**

The following should be completed in conjunction with the CAP County Coordinator. The CAP program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school; however, where low attendance is anticipated schools, are encouraged to combine these workshops.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date \_\_\_\_\_

Teen CAP Program (7<sup>th</sup> through 12<sup>th</sup> grades)

a) \$191 x 36 # of 7<sup>th</sup>/8<sup>th</sup> grade classrooms = \$ 7258.00

b) \$168 x \_\_\_\_\_ # of Staff workshops = \$ \_\_\_\_\_

c) \$168 x \_\_\_\_\_ # of Parent workshops reflected  
ON ELEM page = \$ \_\_\_\_\_

Total cost of implementation (a+b+c) = \$ \_\_\_\_\_

District contribution - 30% minimum minus \$ \_\_\_\_\_

State CAP Funding = \$ 7,258.00

Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

Name of School/District: William Davies Middle School

## Elementary CAP Program

This application is for Pre-K, Kindergarten, and 1st - 6<sup>th</sup> Grades. (See page 7 for specific information about each program.)

### PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP County Coordinator. The CAP program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school; however, where low attendance is anticipated, schools are encouraged to combine these workshops.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date OCT 21, 2016

Elementary Program (Pre K through 6th grades)

a) \$181.00 x _____ # of Pre-K classes	=	\$ _____
b) \$169.00 x _____ # of Kindergarten classes	=	\$ _____
(AM Classes & PM Classes)		
c) \$130.00 x <u>18</u> # of 1 <sup>st</sup> - 6 <sup>th</sup> classes	=	\$ <u>2340.00</u>
(Includes all classes other than cognitively impaired - see page four for special needs classes)		
d) \$168.00 x _____ # of Staff workshops	=	\$ _____
e) \$168.00 x <u>1</u> # of Parent workshops	=	\$ <u>168.00</u>
Total cost of implementation (a+b+c+d+e)	=	\$ <u>2508.00</u>
District contribution - 30% minimum	minus	\$ _____
State CAP Funding	=	\$ <u>2,508.00</u>

Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

# POLICY GUIDE

Policy-1

ADMINISTRATION  
1140/page 1 of 3  
Affirmative Action Program  
June 16  
M

[See POLICY ALERT Nos. 191 and 209]

## 1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is an over representation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

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# POLICY GUIDE

## ADMINISTRATION

1140/page 2 of 3

### Affirmative Action Program

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.

The Affirmative Action Officer ~~must~~ **shall** have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.



# POLICY GUIDE

ADMINISTRATION  
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Affirmative Action Program

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted:



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# POLICY GUIDE

Policy - 2

## ADMINISTRATION

1220/page 1 of 4

Employment of Chief School Administrator

Jun 16

M

[See POLICY ALERT Nos. 115, 145, 173, 184, 186 and 209]

### 1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

#### [Optional

The Superintendent shall devote himself or herself exclusively to the duties of the office.]

#### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

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# POLICY GUIDE

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Employment of Chief School Administrator

## Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.

### [Optional

The candidate shall

☒ meet criteria established by the Board.

OR

Choose one or more of the following:

\_\_\_\_\_ have earned a doctoral degree from a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

\_\_\_\_\_ have \_\_\_\_\_ years of demonstrated success in public school administration of which at least \_\_\_\_\_ years have been in the capacity of

\_\_\_\_\_ school Principal.

\_\_\_\_\_ central office administrator.

\_\_\_\_\_ Assistant Superintendent.

\_\_\_\_\_ (Insert other locally adopted requirements regarding background, experience, personal qualities, and individual achievements.)

\_\_\_\_\_ (Insert locally adopted requirements regarding verification of competency including: resumes, records of past experience, college transcripts, certification test, evaluation reports, internship evaluations, etc.)

\_\_\_\_\_ submit at least \_\_\_\_\_ letters of recommendation from persons who have supervised his/her administrative performance.]

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# POLICY GUIDE

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Employment of Chief School Administrator

## Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

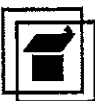
In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a

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# POLICY GUIDE

## ADMINISTRATION

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### Employment of Chief School Administrator

different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

#### Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

#### Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;  
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. ~~6A:9-12.3~~ **6A:9B-12.3**; ~~6A:9-12.4~~ **6A:9B-12.4**;  
6A:23A-3.1; 6A:23A-3.2

Adopted:

*14/4*



# POLICY GUIDE

Policy - 3

## ADMINISTRATION

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Employment of School Business Administrator/

Board Secretary

Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

### 1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: ~~economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise~~ **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the Board job description **or required by the Board.**

**A candidate** ~~Every serious candidate~~ for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent interviewed by the \_\_\_\_\_**. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** ~~Final selection~~ shall be made by the Board, which shall also fix the compensation to be paid to the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

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# POLICY GUIDE

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Employment of School Business

Administrator/Board Secretary

## Optional

[Subcontracted School Business Administrator/Board Secretary

The Board of Education shall subcontract its School Business Administrator/Board Secretary to another school district. The Board's subcontracting of the School Business Administrator/Board Secretary will have no effect on the School Business Administrator/Board Secretary's tenure and credit toward tenure acquisition shall accrue only in the \_\_\_\_\_  
(the primary district of employment) School District.]

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.

N.J.A.C. 6A:9-12.3; 6A:9-12.7 6A:9B-12.7

Adopted:



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# POLICY GUIDE

Policy - 4

ADMINISTRATION  
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Comprehensive Equity Plan  
Jun 16  
M

[See POLICY ALERT Nos. 136, 168, 172, 191 and 209]

## 1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including students and teachers.

**The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any organization, club, athletic association, or other league or group.**

The Comprehensive Equity Plan shall include the following:

1. ~~A needs assessment that includes student assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, Pre Kindergarten through grade twelve promotion/retention data, Pre Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data~~ **An assessment of the school district's needs for achieving equity in educational programs. The assessment shall include staffing practices, quality-of-program data, stakeholder-satisfaction data, and student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, preschool through grade twelve promotion/retention data, preschool through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group;**

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# POLICY GUIDE

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Comprehensive Equity Plan

2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. ~~Adequate yearly p~~Progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

A Comprehensive Equity Plan shall be ~~developed~~ **written** every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually, ~~or as required by the New Jersey Department of Education,~~ sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted:



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# POLICY GUIDE

Policy-5

ADMINISTRATION

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Equal Employment Opportunities

Jun 16

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[See POLICY MEMO No. 116]

[See POLICY ALERT Nos. 136, 168, 191 and 209]

## 1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.

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# POLICY GUIDE

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Equal Employment Opportunities

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



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# REGULATION GUIDE

ADMINISTRATION

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Equal Employment Opportunity Complaint Procedure

Jun 16

M

[See POLICY ALERT Nos. 116, 191 and 209]

## R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy No. 1530, guaranteeing "equal access to all categories of employment without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability."
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

### B. Definitions

1. "Board of Education" means the Board of Education of the Hamilton Township School District.
2. "Complaint" means an alleged discriminatory act or practice.
3. "Complainant" means a staff member who alleges a discriminatory act or practice.





# REGULATION GUIDE

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## Equal Employment Opportunity Complaint Procedure

4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy No. 1530.
6. "School district" means the Panther Township School District.

### C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
  - a. The complainant's name and address,
  - b. The specific act or practice that the complainant complains of,
  - c. The school employee, if any, responsible for the allegedly discriminatory act,
  - d. The results of discussions conducted in accordance with paragraph C.1., and
  - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.



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# REGULATION GUIDE

ADMINISTRATION

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## Equal Employment Opportunity Complaint Procedure

4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
  - a. The original complaint,
  - b. The response to the complaint,
  - c. The Superintendent's decision,
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.

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## Equal Employment Opportunity Complaint Procedure

9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:
  - a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500  
Telephone: (877) 900-6960 or the
  - b. New Jersey Division on Civil Rights  
Trenton Regional Office  
Office of the Attorney General  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
Telephone: (609) 292-4605

### D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

Issued:



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# POLICY GUIDE

Policy-6

ADMINISTRATION

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Affirmative Action Program for Employment and  
Contract Practices

Jun 16

M

[See POLICY ALERT Nos. 116, 167, 172, 191 and 209]

## 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



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[See POLICY ALERT Nos. 95, 120, 137, 147, 153 and 209]

## 2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy No. 2220.

For purposes of this policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators.

### **Districts with secondary school(s)**

[and the courses required by Policy No. 5460 and N.J.A.C. 6A:8-5 for high school graduation.]

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels

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Choose one or more of the following alternatives:

- ☒ and among the schools of this district.
- ☐ and among the constituent districts of the \_\_\_\_\_ Regional School District.
- ☐ and among the school districts sending to the \_\_\_\_\_ School District.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy No. 2530;
4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy No. 2411;
5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy No. 2460 and Regulation Nos. 2460.1 through 2460.14;
6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy No. 2423;

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7. Programs and services for students at risk who require remedial assistance in accordance with ~~Policy Nos.~~ **Policies** 2414, 2415, and 5460;
8. Equal educational opportunity for all students in accordance with ~~Policy Nos.~~ **Policies** 2260, 5750, and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for students with exceptional abilities, in accordance with ~~Policy No.~~ 2464;
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey Core Curriculum Content Standards

Adopted:



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[See POLICY ALERT Nos. 153 and 209]

## R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children **regardless** of different races, colors, creeds, ~~sexes~~, **age, marital status, affectional or sexual orientations, gender, gender identity or expression, religion, ancestryies, national origins, social or socioeconomic status, and/or disabilities.**

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, ~~N.J.A.C. 6:4-1.3(f)~~; such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, ~~N.J.A.C. 6:4-1.3(f)~~.
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

Issued:



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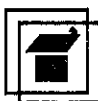
[See POLICY ALERT Nos. 95, 116, 191 and 209]

## 2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State-approved English language proficiency measure on an annual basis for determining the special needs of **English language learners** and **their** progress in learning English of ~~language-minority students~~ pursuant to N.J.A.C. 6A:15-1.3(eb);
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

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Affirmative Action Program for School  
and Classroom Practices

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
  - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that students understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.



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## PROGRAM

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### Affirmative Action Program for School and Classroom Practices

The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for students of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted:



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Guidance Counseling  
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[See POLICY ALERT Nos. 102, 153, 168, 172 and 209]

## 2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall

### **Choose only one of the following alternatives:**

- ☐ be conducted entirely by teaching staff members certified as guidance personnel.
- ☐ include the services of teaching staff members certified as guidance personnel and other designated teaching staff members.
- ☐ be the responsibility of the classroom teacher, who may draw upon the services of other, more specialized staff members as required.
- ☒ involve the coordinated efforts of all teaching staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parent(s) or legal guardian(s) and shares parents' or legal guardians' concern for the development of their children;



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Guidance Counseling

6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. 6A:7-1.7; 6A:8-3.2

Adopted:



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Guidance and Counseling  
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[See POLICY ALERT Nos. 153 and 209]

## R 2411 GUIDANCE AND COUNSELING

### A. Counseling Services

1. The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
  - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
  - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
  - c. Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

### B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:



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Guidance and Counseling

1. Assist students in making informed educational and occupational choices;
2. Encourage students to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;
3. Develop student competency in self management, educational and occupational exploration and career planning;
4. Make students aware of the relationship among personal qualities, education, training and the world of work; and
5. Acquaint students with the relationship between achieving academic standards and the attainment of career goals.

## C. Consulting Services

1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual students.
2. Consulting services will include:
  - a. Identification of the needs of students,
  - b. Identification, evaluation, and program implementation of students with special needs,
  - c. Development and implementation of preventive and supportive programs to address such problems as student attendance, violence, and suicide,
  - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,
  - e. Encouragement of cooperation among teaching staff members and ~~parent(s) or legal guardian(s)~~ in resolving individual student problems and addressing student needs,



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Guidance and Counseling

- f. Establishment and maintenance of fruitful relationships with State and local agencies for the purpose of professional referral and the sharing of experiences,
- g. Cooperation with business and industry to facilitate student job placement and vocational training, and
- h. Maintenance of a library of occupational and educational information.

## D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review:

- 1. Annual record of graduate placements in post-secondary situations;
- 2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
- 3. Results of surveys of parent(s) ~~or legal guardian(s)~~ and staff evaluations of guidance services;
- 4. Analysis of the efficacy of outside referrals;
- 5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
- 6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

Issued:



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POLICY-10

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Programs and Services for Students in High Poverty  
and in High Need School Districts

Jun 16

M

[See POLICY ALERT Nos. 143, 153, 192 and 209]

## R 2414 PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS

[For High Poverty and High Need School Districts]

### A. Definitions

1. "At-risk-students" means those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. "High poverty school district" means a district in which forty percent or more of the students are at-risk students.
3. "High need school district" means a school district in which forty percent or more of the students are at-risk-students and is at one or more of the following proficiency levels on State assessments:
  - a. Less than eighty-five percent of total students have achieved proficiency in language arts literacy on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
  - b. Less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8;
  - c. Less than eighty percent of total students have achieved proficiency in language arts literacy on the HSPA;
  - d. Less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
  - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
  - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.

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and in High Need School Districts

## B. High Need School Districts

### 1. Implementation Timelines

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the districts that are classified as high need.
- b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s) (language arts and/or mathematics literacy) as required below.
- c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
- d. High need school districts, once identified, shall remain in that status and shall continue to implement the designated program(s) for a minimum of three years.

### 2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing, and technology;
- b. A comprehensive early literacy assessment program that includes:



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- (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
  - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students have mastered;
  - (3) On-going performance-based assessments;
  - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and
  - (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
- (1) Use of a reading measure to differentiate student needs;
  - (2) Small group instruction;
  - (3) Direct instruction;
  - (4) Guided reading; and
  - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;

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(ELL)

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and in High Need School Districts

- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. 6A:9-15 6A:9C-4 et seq.;

f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;

- g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;

- h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and

- i. Methods to involve parents and family members in student learning.

### 3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:



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Programs and Services for Students in High Poverty  
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- (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
  - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
- b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
  - c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
    - (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
    - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
  - d. Involving parents and family members in student learning.
4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III, and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.

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5. Mathematics Literacy – Math Literacy for Students in Grades  
Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
- e. Professional development in both mathematics content and in the elements of mathematics pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to N.J.A.C. 6A:9-15 6A:9C-3 et seq.;
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;
- g. Multiple assessments and benchmarks, including use of formative assessments;

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and in High Need School Districts

- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in student learning.

6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight

High need school districts where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5. above.

7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total students have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5. above and is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School Districts

1. Class Size Requirements

- a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provided that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class sizes in grades four and five may equal but not exceed twenty-five students.



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and in High Need School Districts

- b. Exceptions to the class size requirements in C.1.a. above are permitted for some physical education and performing arts classes, where appropriate.
2. Full-Day Kindergarten Requirements
- a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.
  - b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.

Issued:



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