

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

Agenda for Regular Meeting – November 18, 2014

**Location: Davies School Library
Time: 7:00 p.m.**

I. Call to Order – Daniel M. Smith, Board Secretary Page

II. Flag Salute

III. 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 Social Services Center, 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.

IV. Roll Call

V Approval of Minutes

Action	1. Motion to approve regular and executive sessions of the meeting of October 7, 2014 (attachment Minutes-1) Motion _____ Second _____ Vote _____	17
Action	2. Motion to approve the regular session of the Special meeting of October 15, 2014 (attachment Minutes-2). Motion _____ Second _____ Vote _____	35
Action	3. Motion to approve regular and executive sessions of the meeting of October 21, 2014 (attachment Minutes-3) Motion _____ Second _____ Vote _____	42

VI. Correspondence

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

VIII. Board Member Comments

IX. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- November 18, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- November 27-28 – Thanksgiving Holiday – Schools Closed
- December 2, 2014 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- December 2, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- December 11, 2014 – Personnel Committee Meeting – Board Office – 4:15 p.m.
- December 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

FYI B. Registration/Transfer Statistics for the Months of September and October 2014 (attachment IX-B). 64

FYI C. Enrollment for the month of October, 2014 (attachment IX-C) 65

FYI D. Harassment, Intimidation and Bullying Incident Log (attachment IX-D) 66

FYI E. Student Discipline Reports for the months of September and October, 2014 (attachment IX-E) 67

FYI F. Holiday Concerts:

 ♫ Davies School:

- December 4, 2014 – 7:00 p.m. at the Hess School

 ♫ Hess School:

- December 11, 2014 – 7:00 p.m. at the Hess School

FYI	G. Synopsis of the Audit for FY2013-2014 (attachment IX-G)	84
	<i>Presented by: Carol Kiniry of Ford, Scott & Associates, LLC</i>	
	X. Committees and Recommendations	
	A. Facilities Committee - Mr. Sacchinelli	
Action	1. Motion to approve the 2014-2015 Emergency Management Plan (attachment Facilities-1 will be available at the meeting in a binder). Motion _____ Second _____ Vote _____	
	B. Curriculum Committee - Mrs. Melton	
Action	1. Motion to approve local and grant funded extra-curricular activities and staff stipends for the 2014-2015 school year (attachment Curriculum-1). Motion _____ Second _____ Vote _____	87
Action	2. Motion to approve the 2014-2015 Progress Targets Action Plans (ELA & Math) for the Hess & Davies Schools (attachment Curriculum-2). Motion _____ Second _____ Vote _____	88
	C. Finance Committee - Mrs. Capone	
Action	1. Motion to accept the FY2013-2014 Audit as presented. Motion _____ Second _____ Vote _____	
Action	2. Motion to approve the Corrective Action Plan after review and discussion of the recommendations as listed in the Auditor's Management Report on Administrative Findings, Financial Compliance and Performance, dated June 30, 2014 (attachment Finance-2). Motion _____ Second _____ Vote _____	97
Action	3. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of September 30, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of September, 2014 (attachment Finance-3). Motion _____ Second _____ Vote _____	98

Action	4. Motion to approve the Board Secretary’s Report for the period ending September 30, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of September 30, 2014, and after review of the Secretary’s Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board’s knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year (attachment Finance-4). Motion_____Second_____Vote_____	114
FYI	5. Interest Income for the month of September, 2014 (attachment Finance-5)	145
FYI	6. Receipts for the month of September, 2014 (attachment Finance-6)	146
FYI	7. Refunds for the month of September, 2014 (attachment Finance-7)	153
FYI	8. Capital Reserve Interest for the month of September, 2014 (attachment Finance-8)	154
FYI	9. Rental Income for the month of September, 2014 (attachment Finance-9)	155
FYI	10. Miscellaneous Revenue for the month of September, 2014 (attachment Finance-10)	156
FYI	11. The monthly Budget Summary Report for September, 2014 has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-11).	157
Action	12. Motion to approve budget transfers in the amount of \$874,343.00 (attachment Finance-12). Motion_____Second_____Vote_____	182

- Action** 13. **Motion to accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.**
Motion_____Second_____Vote_____
- FYI** 14. **Purchase orders issued for services, supplies and equipment in the amount of \$801,894.26 (attachment Finance-14)** 184
- Action** 15. **Motion to approve the following bills and payroll in the total amount of \$5,957,328.89 (attachment Finance-15):** 193
- | <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10 | General Fund | \$787.00 |
| 10 | General Fund/Payroll | 319,721.44 |
| 11 | Current Expense | 1,877,688.26 |
| 11 | Current Expense/Payroll | 3,242,713.90 |
| 12 | Capital Outlay | 155,928.13 |
| 20 | Special Revenue | 111,635.57 |
| 20 | Special Revenue/Payroll | 69,089.19 |
| 50 | Cafeteria | 144,890.33 |
| 50 | Kids' Corner | 11,253.17 |
| 50 | Community Education | 6,916.67 |
| 50 | Camp Blue Star | 16,705.23 |
- Motion_____Second_____Vote_____**
- Action** 16. **Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year (attachment Finance-16).** 236
Motion_____Second_____Vote_____
- Action** 17. **Motion to approve a Tuition Contract with Y.A.L.E. School East, Inc., for one (1) student beginning September 25, 2014 (169/billable days) at a cost of \$272.69/per diem for educational services and \$178.57/per diem for extraordinary services.**
Motion_____Second_____Vote_____

Action

18. Motion to approve Tuition Contracts between the Gloucester County Special Services School District and the Hamilton Township School District for the 2014-2015 school year as follows:

One-on-One Aides	\$35,280.00/each (2 students) total of \$70,560.00
Multiply Disabled	\$35,100.00 (1 student)
Auditory Impaired	\$44,280.00 (1 student)

Motion _____ Second _____ Vote _____

Action

19. Motion to approve Tuition Contracts between the Galloway Township School District and the Hamilton Township School District for the 2014-2015 school year as follows:

- One (1) visually impaired student for 180/days @ \$105.34 per diem for a total cost of \$18,961.00
- Two (2) regular education students for 180/days @75.51 per diem for a total cost of \$27,183.60

Motion _____ Second _____ Vote _____

Action

20. Motion to approve a Tuition Contract between the Egg Harbor Township Board of Education and the Hamilton Township Board of Education for one (1) student for the 2014-2015 school year at a cost of \$65.72/per diem for 180/days for a total cost of \$11,830.00.

Motion _____ Second _____ Vote _____

Action

21. Motion to approve and submit the FY2015 Amended IDEA Application to include FY2014 carryover funds in the following amounts (all carryover funds are nonpublic)(attachment Finance-21):

237

	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEA-Basic	\$796,433.00	\$2,807.00	\$799,240.00
IDEA-Preschool	<u>30,827.00</u>		<u>30,827.00</u>
		<u>0.00</u>	
	\$827,260.00	\$2,807.00	\$830,067.00

	Motion_____	Second_____	Vote_____	
Action	22.	Motion to approve Resolution #86, Transfer to Debt Service (attachment Finance-22). Motion_____Second_____Vote_____		238
Action	23.	Motion to approve a Professional Services Agreement between the Hamilton Township Board of Education and Gloucester County Special Services School District for an Educational Interpreter with Sign Language, for one student for 2.5 days/week (.5 day/5 days/week), at the rate of \$437.00/day for 90/days for a total cost of \$39,330.00 for 2014-2015 school year. Motion_____Second_____Vote_____		
Action	24.	Motion to approve Resolution #87, Transfer from Capital Reserve for the Shaner Window Replacement Project and the Completion of the HESS ATC Project (attachment Finance-24). Motion_____Second_____Vote_____		239
Action	25.	Motion to approve an Amendment to the District's Network Services Agreement with Comcast Business Communications, LLC for a services upgrade in an additional \$465.45/month for the remainder of the Agreement (attachment Finance-25). Motion_____Second_____Vote_____		240
Action	26.	Motion to authorize the School Business Administrator to utilize GovDeals Inc., an online government surplus auction service, for the sale of surplus property in accordance with the terms and conditions of State Contract T-2581 (attachment Finance-26 [items being auctioned]). Motion_____Second_____Vote_____		241
Action	27.	Motion to approve an Agreement between All Source Recruiting Group, Inc., d/b/a Ardor Health Solutions and the Hamilton Township School District for professional Healthcare supplemental staffing services on an as needed basis for the 2014-2015 school year (attachment Finance-27). Motion_____Second_____Vote_____		242

D. Personnel/Negotiations Committee – Mr. Aiken
All personnel actions are being taken by the recommendation of the Superintendent.

Action	1. Motion to approve district substitutes for the 2014-2015 school year (attachment Personnel-1). Motion_____Second_____Vote_____	255
Action	2. Motion to approve homebound instruction for the 2014--2015 school year (attachment Personnel-2). Motion_____Second_____Vote_____	256
Action	3. Motion to approve a fieldwork placement for the 2014-2015 school year (attachment Personnel-3). Motion_____Second_____Vote_____	260
Action	4. Motion to accept a resignation notice from Kristopher Cleary, Speech Language Specialist effective October 20, 2014 with his last date of employment to be January 23, 2015 (attachment Personnel-4). Motion_____Second_____Vote_____	263
Action	5. Motion to approve an intermittent Family Medical Leave of Absence for Kelly Petrucci, Shaner School teacher for the 2014-2015 school year beginning on November 3, 2014 (attachment Personnel-5). Motion_____Second_____Vote_____	264
Action	6. Motion to approve a maternity leave of absence for Christy Morrison, Davies School teacher. Mrs. Morrison is requesting to use her sick time from February 26, 2015 through April 10, 2015 and New Jersey Family Leave from April 13, 2015 to the end of the school year with a return to work date of September 1, 2015 (attachment Personnel-6). Motion_____Second_____Vote_____	265
Action	7. Motion to approve a maternity leave of absence for Nicole Meile, Davies School teacher. Mrs. Meile is requesting to use her sick time from January 13, 2015 through February 23, 2015, and Family Medical Leave from February 24, 2015 through March 17, 2015 and New Jersey Family Leave from March 18, 2015 through May 31, 2015 with a return to work date of June 2, 2015 (attachment Personnel-7). Motion_____Second_____Vote_____	266

- Action** 8. **Motion to rescind an offer of employment for Michael Quintieri effective November 3, 2014.**
Motion_____Second_____Vote_____
- Action** 9. **Motion to approve the termination of Ciera Dattalo for abandonment of duty effective November 3, 2014.**
Motion_____Second_____Vote_____
- Action** 10. **Motion to approve Carrie Torres as a full-time, 10/month Shaner School ESL teacher for the period November 20, 2014 through April 8, 2015, B.A., Step 1, with a total annual salary of \$50,000.00, pro-rated (attachment Personnel-10).** **267**
- Ms. Torres is a replacement for Jessica Newkirk who is on a maternity leave of absence.**
- Motion_____Second_____Vote_____**
- Action** 11. **Motion to approve Kelly Maslanik as a full-time, 10/month Shaner School Speech Language Specialist for the period January 21, 2015 through June 30, 2015, M.A., Step 1, with a total annual salary of \$53,275.00, pro-rated (attachment Personnel-11).** **270**
- Ms. Maslanik is a replacement for Kristopher Cleary who has resigned.**
- Motion_____Second_____Vote_____**
- Action** 12. **Motion to approve Bambi Cannuscio as a part-time, 29 hours/week Hess School paraprofessional for the period November 20, 2014 through June 30, 2015, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, pro-rated (attachment Personnel-12).** **275**
- Ms. Cannuscio is a replacement for Ciera D’Attolo who has been terminated.**
- Motion_____Second_____Vote_____**

Action **13. Motion to approve Claudia Sobkiw as a part-time, 29 hours/week Shaner School paraprofessional for the period November 20, 2014 through June 30, 2015, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, pro-rated (attachment Personnel-13). 276**

Ms. Sobkiw is a replacement for Lisa Johnson who has resigned.

Motion_____Second_____Vote_____

Action **14. Motion to approve the in-house transfer of Deborah Cantz, Paraprofessional from Hess School to Shaner School effective November 20, 2014 (attachment Personnel-14). 277**

Motion_____Second_____Vote_____

Action **15. Motion to approve a maternity leave of absence for Lauren Graff, Shaner School teacher. Mrs. Graff is requesting to use her sick time from February 11, 2015 through March 11, 2015 and New Jersey Family Leave from March 12, 2015 through April 1, 2015 with a return to work date of April 8, 2015 (attachment Personnel-15). 278**

Motion_____Second_____Vote_____

E. Policy Committee - Mrs. Buchanan

Action **1. Motion to approve Policy #0157 – Board of Education Website on second reading.**

Motion_____Second_____Vote_____

Action **2. Motion to approve Policy #3283 – Electronic Communications between Teaching Staff Members and Students on second reading.**

Motion_____Second_____Vote_____

Action **3. Motion to approve Policy #4283 – Electronic Communications between Support Staff Members and Students on second reading.**

Motion_____Second_____Vote_____

- Action** 4. **Motion to approve Policy #5516 – Use of Electronic Communication and Recording Devices on second reading.**
Motion_____Second_____Vote_____
- Action** 5. **Motion to approve Policy #5611 – Removal of Students for Firearms Offenses on second reading.**
Motion_____Second_____Vote_____
- Action** 6. **Motion to approve Regulation #5611 – Removal of Students for Firearms Offenses on second reading.**
Motion_____Second_____Vote_____
- Action** 7. **Motion to approve Policy #5612 – Assaults on District Board of Education Members or Employees on second reading.**
Motion_____Second_____Vote_____
- Action** 8. **Motion to approve Regulation #5612 – Assaults on District Board of Education Members or Employees on second reading.**
Motion_____Second_____Vote_____
- Action** 9. **Motion to approve Policy #5613 – Removal of Students for Assaults with Weapons Offenses on second reading.**
Motion_____Second_____Vote_____
- Action** 10. **Motion to approve Regulation #5613 – Removal of Students for Assaults with Weapons Offenses on second reading.**
Motion_____Second_____Vote_____
- Action** 11. **Motion to approve Policy #5620 – Expulsion on second reading.**
Motion_____Second_____Vote_____
- Action** 12. **Motion to approve the abolishment of Policy #1522 – School-level Planning on first reading.**
Motion_____Second_____Vote_____
- Action** 13. **Motion to approve Policy #5305 – Health Services Personnel on first reading (attachment Policy-13).** **279**
Motion_____Second_____Vote_____

Action	14. Motion to approve Policy #5306 – Health Services to Nonpublic Schools on first reading (attachment Policy-14). Motion_____Second_____Vote_____	284
Action	15. Motion to approve Regulation #5306 – Health Services to Nonpublic Schools on first reading (attachment Policy-15). Motion_____Second_____Vote_____	286
Action	16. Motion to approve Policy #5308 – Student Health Records on first reading (attachment Policy-16). Motion_____Second_____Vote_____	290
Action	17. Motion to approve Regulation #5308 – Student Health Records on first reading (attachment Policy-17). Motion_____Second_____Vote_____	292
Action	18. Motion to approve Policy # 5310 – Health Services on first reading (attachment Policy-18). Motion_____Second_____Vote_____	297
Action	19. Motion to approve Regulation #5310 – Health Services on first reading (attachment Policy-19). Motion_____Second_____Vote_____	306
Action	20. Motion to approve Policy #5339 – Screening for Dyslexia on first reading (attachment Policy-20). Motion_____Second_____Vote_____	314
Action	21. Motion to approve Policy #5530 – Substance Abuse on first reading (attachment Policy-21). Motion_____Second_____Vote_____	316
Action	22. Motion to approve Regulation #5530 – Substance Abuse on first reading (attachment Policy-22). Motion_____Second_____Vote_____	326
Action	23. Motion to approve Policy #5600 – Student Discipline/Code Conduct on first reading (attachment Policy-23). Motion_____Second_____Vote_____	349

Action 24. Motion to approve Regulation #5600 – Student Discipline/Code of Conduct on first reading (attachment Policy-24). 353
 Motion_____Second_____Vote_____

Action 25. Motion to approve Policy #8505 – Wellness Policy/Nutrient Standards for Meals and Other Foods on first reading (attachment Policy-25). 369
 Motion_____Second_____Vote_____

F. Transportation Committee - Mr. Ciambrone

Action 1. Motion to approve district Bus Routes for the 2014-2015 school year (attachment Transportation-1 will be available at the meeting in a binder). 376
 Motion_____Second_____Vote_____

Action 2. Motion to approve club/activity trips for the 2014-2015 school year (attachment Transportation-2). 376
 Motion_____Second_____Vote_____

Action 3. Motion to approve a jointure contract between Atlantic County Special Services School District and the Hamilton Township School District for the 2014-2015 school year for twelve Hamilton Township students being transported to ACSSSD and YALE Northfield at a total cost \$93,608.70 with the breakdown as follows (attachment Transportation-3): 378

<u>Route#</u>	<u>Destination</u>	<u># of HT Students</u>	<u>Cost</u>
BUENA1	ACSSSD	3	\$28,749.50
BUENA2	ACSSSD	5	30,047.70
HS1B	ACSSSD	1	8,586.00
YALE1	YALE NORTHFIELD	3	26,225.50

Motion_____Second_____Vote_____

FYI 4. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools (attachment Transportation-4). 380
 Motion_____Second_____Vote_____

XI. Resolutions

XII. Solicitor's Report

XIII. Unfinished Business

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

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

XVI. 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:

- **Matters rendered confidential by nature of law – HIB Reports**
- **HTEA Grievance**
- **Pending Litigation**
- **Annual Progress Targets**

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_____

XVII. Adjournment