

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

**Agenda for Regular Meeting and
Public Hearing on the 2014-2015 Budget**

March 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

VI. Correspondence

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

VIII. Board Member Comments

IX. Superintendent/Staff Reports

FYI

A. Information Items

1. Dates to Remember

- March 18, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- March 21, 2014 – Davies Music Sock Hop Dance – 2:30 p.m.
- March 27, 2014 – Davies Performing Arts Night – 6:30 p.m.
- March 27, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.
- April 1, 2014 – Board Workshop – Davies School – 5:30 p.m.
- April 1, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- April 7, 2014 – Curriculum Committee Meeting – Board Office – 3:00 p.m.
- April 9, 2014 – Personnel Committee Meeting – Board Office – 4:15 p.m.
- April 11, 2014 – Facilities Committee Meeting – Davies School – 7:30 a.m.
- April 15, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- April 27, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.

FYI	B. Registration/Transfer Statistics for the Month of February, 2014 (attachment IX-B)	10
FYI	C. Enrollment for the month of February, 2014 (attachment IX-C)	11
FYI	D. Student Discipline Reports for the month of February, 2014 (attachment IX-D)	12
FYI	E. Harassment, Intimidation and Bullying Incident Log (attachment IX-E)	29
FYI	F. 2014-2015 Budget Presentation given by:	

Dr. Michelle M. Cappelluti, Superintendent
Daniel Smith, Business Administrator/Board Secretary

X. Committees and Recommendations

- A. Facilities Committee - Mr. Sacchinelli

Action 1. **Motion to approve Resolution #76 Authorizing the Naming of a Brand Name Product in the Specifications for the Automatic Temperature Control (ATC) System Replacements and Upgrades (attachment Facilities-1).** 30
Motion_____Second_____Vote_____

B. Curriculum Committee - Mrs. Melton

Action 1. **Motion to approve compensation to staff members that provided professional development during the February 14th Professional Development Day (not to exceed 8 hours each) at the hourly rate (\$26.00 certificated staff & \$15.00 non-certificated staff) as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.**
Motion_____Second_____Vote_____

Action 2. **Motion to approve the Hamilton Township 2014-2015 School District Calendar (attachment Curriculum-2).** 32
Motion_____Second_____Vote_____

Action 3. **Motion to approve the 2014-2015 Maintenance/Custodial Calendar (attachment Curriculum-3).** 33
Motion_____Second_____Vote_____

C. Finance Committee - Mrs. Capone

Action 1. **Motion to approve Resolution #77 of the Hamilton Township Board of Education to Adopt a Tentative Budget (attachment Finance-1).** 34
Motion_____Second_____Vote_____

Action 2. **Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of January, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2014.**
Motion_____Second_____Vote_____

- Action** 3. **Motion to approve the Board Secretary's Report for the period ending January 31, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of January 31, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.**
Motion_____Second_____Vote_____
- FYI** 4. **Interest Income for the month of January, 2014**
- FYI** 5. **Receipts for the month of January, 2014**
- FYI** 6. **Refunds for the month of January, 2014**
- FYI** 7. **Capital Reserve Interest for the month of January, 2014**
- FYI** 8. **Rental Income for the month of January, 2014**
- FYI** 9. **Miscellaneous Revenue for the month of January, 2014**
- FYI** 10. **The monthly Budget Summary Report for January, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education.**
- Action** 11. **Motion to approve budget transfers in the amount of \$47,268.34.**
Motion_____Second_____Vote_____
- Action** 12. **Motion to approve 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

13. Purchase orders issued for services, supplies and equipment in the amount of \$1,506,612.89.

Action

14. Motion to approve bills and payroll in the total amount of \$5,062,620.81:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$278,942.21
11	Current Expense	1,043,733.50
11	Current Expense/Payroll	3,017,358.64
12	Capital Outlay	64,980.00
20	Special Revenue	76,486.56
20	Special Revenue/Payroll	51,484.40
40	Debt Service	323,236.25
50	Cafeteria	165,496.17
50	Kid's Corner	21,978.38
50	Community Education	6,712.92
50	Camp Blue Star	12,211.78

Motion _____ Second _____ Vote _____

Action

15. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year.

Motion _____ Second _____ Vote _____

Action

16. Motion to approve a contract between Bayada Home Health Care, Inc. and the Hamilton Township Schools to provide "on bus" nursing services for one (1) student for the period February 18, 2014 through June 30, 2014 at the rate of \$55.00/hour for RN services and \$45.00/hour for LPN services.

Motion _____ Second _____ Vote _____

Action

17. Motion to approve a contract between Gloucester County Special Services School District and the Hamilton Township Public School District for two (2) one-on-one aides for two (2) students for the 2013-2014 school year at the rate of \$192.50 per diem/per student for 180/days/per student, at a cost of \$34,640.00/per student, for a total cost of \$69,280.00, pro-rated.

Motion _____ Second _____ Vote _____

Action

18. Motion to approve the FY2014 Amended NCLB Application to include FY2013 carryover Funds in the following amounts (attachment Finance-18):

35

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
Title 1	\$354,527	\$54,560	\$409,087
Title IIA	69,923	348	70,271
Title III	<u>18,287</u>	<u>2,024</u>	<u>20,311</u>
Totals:	\$442,737	\$56,932	\$499,669
Motion _____	Second _____	Vote _____	

- Action 19. Motion to approve the submission of the FY2014 Amended IDEA Application to include FY2013 carryover funds in the following amounts (all carryover funds are non-public) (attachment Finance-19): 36

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEA-Basic	\$747,964	\$11,578	\$759,542
IDEA-Preschool	<u>30,699</u>	<u>0</u>	<u>30,699</u>
Totals:	\$778,663	\$11,578	\$790,241
Motion _____	Second _____	Vote _____	

- Action 20. Motion to approve a Retainer Agreement between the Hamilton School District and Schwartz Simon Edelstein & Celso, Attorneys at Law, for Special Counsel for the 2013-2014 school year for labor and personnel matters (attachment Finance-20). 39
- Motion _____ Second _____ Vote _____

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 2013-2014 school year (attachment Personnel-1). 43
- Motion _____ Second _____ Vote _____

- Action 2. Motion to approve homebound instruction for the 2013-2014 school year (attachment Personnel-2). 44
- Motion _____ Second _____ Vote _____

Action 3. **Motion to approve a revised maternity leave of absence for Danielle Grimaldi, Hess School teacher. Ms. Grimaldi has requested to use 16 of her accumulated sick time from March 24, 2014 through April 14, 2014 and New Jersey Leave from April 15, 2014 through the end of the school year with a return to work date of September 1, 2014 (attachment Personnel-3).** 45

Ms. Grimaldi's leave of absence was previously approved on December 17, 2013.

Motion _____ Second _____ Vote _____

Action 4. **Motion to approve Stephanie Corda as a full-time, Hess School teacher for the period March 17, 2014 to June 30, 2014, B.A., Step 1, with a total annual salary of \$45,307, pro-rated (attachment Personnel-4).** 46

Ms. Corda is a replacement for Danielle Grimaldi who is on a maternity leave of absence.

Motion _____ Second _____ Vote _____

Action 5. **Motion to approve Tammy Welsey as a Mentor for Stephanie Corda for the 2013-2014 school year.** Motion _____ Second _____ Vote _____

Action 6. **Motion to approve a medical leave of absence for Karen DeFeo, Davies School Paraprofessional. Mrs. DeFeo is requesting to use a Federal Family Medical Leave of Absence (FMLA) on an intermittent basis beginning April 1, 2014 for the 2013-2014 and 2014-2015 school years (attachment Personnel-6).** 51

Motion _____ Second _____ Vote _____

Action 7. **Motion to approve the revised Job Description for Registration Secretary (attachment Personnel-7).** 52

Motion _____ Second _____ Vote _____

- Action** 8. **Motion to approve Rebecca Rosen as a full-time Shaner School teacher for the period April 14, 2014 through June 30, 2014, M.A., Step 1, with a total annual salary of \$48,275.00, pro-rated (attachment Personnel-8).** 54
- Ms. Rosen is a replacement for Pamela Pierson who is on a maternity leave of absence.
- Motion _____ Second _____ Vote _____
- Action** 9. **Motion to approve Wendy Marco as a Mentor for Rebecca Rosen for the 2013-2014 school year.**
- Motion _____ Second _____ Vote _____
- Action** 10. **Motion to approve an extension to the Employment Contract for Maureen Bruner, Hess School teacher from March 14, 2014 through March 19, 2014. Mrs. Bruner is a replacement for Lisa Weber.**
- Motion _____ Second _____ Vote _____
- Action** 11. **Motion to accept a resignation notice from Valerie Rajca, Davies School Paraprofessional effective March 11, 2014 with her last day of employment to be April 11, 2014 (attachment Personnel-11).** 58
- Motion _____ Second _____ Vote _____
- Action** 12. **Motion to approve a maternity leave of absence for Carla Yutzy, Davies School teacher. Mrs. Yutzy is requesting to use her accumulated sick time for the period May 14, 2014 through the end of the school year with a return to work date of September 1, 2014 (attachment Personnel-12).** 59
- Motion _____ Second _____ Vote _____
- Action** 13. **Motion to approve a leave of absence for Deborah Hackley, Hess School part-time Paraprofessional. Ms. Hackley is requesting a New Jersey Family Leave of Absence for the period March 7, 2014 through March 13, 2014 with a return to work date of March 14, 2014 (attachment Personnel-13).** 60
- Motion _____ Second _____ Vote _____

14. Motion to accept a resignation notice from Melanie Piskun, Shaner School Paraprofessional effective March 14, 2014 with her last day of employment to be determined (attachment Personnel-14).
 Motion _____ Second _____ Vote _____

E. Policy Committee - Mrs. Buchanan

F. Transportation Committee - Mr. Ciambrone

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:

- Contract Negotiations - H.T.S.C.D.A. Negotiations

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

IX-B

To: Dr. Michelle M. Cappelluti

Re: Registration/Address Change/Transfer Statistics

2013 – 2014

	Registrations	Address Changes	Transfers
September	78	25	61
October	39	24	26
November	40	14	16
December	19	16	14
January	39	17	21
February	25	18	23

Cheryl Rzasa Registration Secretary

cc: D. Smith

T. Vogt

D. Cartwright

C. LoPresto

2013-2014
STUDENT ENROLLMENT
HAMILTON TOWNSHIP SCHOOL DISTRICT ENROLLMENT

	September		October		November		December		January		February		March		April		May		As of June		
	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	
Preschool	146	24.3	148	24.7	149	24.8	149	24.8	144	24	133	6	22.2	6	0	6	0	6	0	6	0
Kindergarten	284	21.8	284	21.8	287	22.1	290	22.3	292	22.5	290	13	22.3	13	0	13	0	13	0	13	0
Grade 1	327	21.8	329	21.9	331	22.1	329	21.9	331	22.1	327	15	21.8	15	0	15	0	15	0	15	0
Grade 2	291	20.8	289	20.6	293	20.9	291	20.8	295	21.1	290	14	20.7	14	0	14	0	14	0	14	0
Grade 3	305	21.8	308	22.0	311	22.2	311	22.2	310	22.1	312	14	22.3	14	0	14	0	14	0	14	0
Grade 4	344	24.6	342	24.4	342	24.4	343	24.5	345	24.6	345	14	24.6	14	0	14	0	14	0	14	0
Grade 5	318	22.7	320	22.9	317	22.6	317	22.6	317	22.6	318	14	22.7	14	0	14	0	14	0	14	0
Grade 6	311	19.4	316	19.8	315	19.7	314	19.6	315	19.7	316	16	19.8	16	0	16	0	16	0	16	0
Grade 7	319	22.8	321	22.9	322	23.0	320	22.9	319	22.8	318	14	22.7	14	0	14	0	14	0	14	0
Grade 8	311	22.2	308	22.0	310	22.1	309	22.1	312	22.3	314	14	22.4	14	0	14	0	14	0	14	0
**Self Contained	141	8.8	140	8.8	143	8.9	142	8.9	145	9.1	150	16	9.4	16	0	16	0	16	0	16	0
Totals	3097		3105		3120		3115		3125		3113										

IX-C

*ACS - Average Class Size
** Self Contained Figures include Pre-K

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THE HAMILTON TOWNSHIP BOARD OF EDUCATION

RESOLUTION #76

RESOLUTION OF THE HAMILTON TOWNSHIP BOARD OF EDUCATION
AUTHORIZING THE NAMING OF A BRAND NAME PRODUCT IN THE
SPECIFICATIONS FOR THE AUTOMATIC TEMPERATURE CONTROL (ATC) SYSTEM
REPLACEMENTS AND UPGRADES

WHEREAS, the Hamilton Township Board of Education ("Board) has determined to undertake a project consisting of ATC Replacement and Upgrades at the George L. Hess Educational Complex (hereinafter collectively referred to as "the Project.");

And

WHEREAS, based upon the advice and recommendation of its design professionals, the Board determined that it is in its best interests to require the use of brand name products for the ATC system replacements, modification and upgrades; and

WHEREAS, the specifications for the Project identify equipment manufactured by Invensys Systems/TAC I/A Series as the only acceptable product for the ATC system replacements, modification and upgrades; and

WHEREAS, equipment manufactured by Invensys Systems/TAC I/A Series is specified for the ATC system replacements, modification and upgrades for the following reasons:

The ATC system scope of work at the George L. Hess Educational Complex and the William Davies Middle School is to replace, upgrade, and expand the ATC system to eliminate the current antiquated/obsolete systems. The Board has determined that the specification of the upgrades to ATC systems at the George L. Hess School and the replacement of the ATC system at the William Davies Middle School will simplify the service aspects, parts, inventory, and facilitate repair operations. Invensys Systems/TAC I/A Series are presently installed in areas of these schools and other schools within the District. Existing maintenance/service/repair contracts on the existing ATC systems can be extended to cover the new installations and simplify the repair effort. Additionally, parts inventory will be reduced by not having a multitude of Manufacturers with different parts and service requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the specifications for the ATC system replacements at the George L. Hess School to name equipment manufactured by Invensys Systems/TAC I/A Series.

CERTIFICATION OF DANIEL SMITH/BUSINESS ADMINISTRATOR

I, Daniel Smith, of full age, hereby certifies as follows:

1. I am the Business Administrator for the Hamilton Township Public School District
2. According to the project architect, the ATC system equipment required for the George L. Hess School must be manufactured by the same company, as specified. According to the project architect, requiring the same manufacturer is necessary for the following reasons:

To simplify parts inventory, system compatibility, service contracts, and to facilitate repair efforts in the future. The new systems will match the existing systems installed in other school buildings within the District.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: _____

Daniel Smith
Business Administrator

Hamilton Township School District 2014-2015

Curriculum-2

SEPTEMBER '14				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

September - 19 Days

September 1 - School Closed (Labor Day)
 September 2 & 3 - ~~Staff PD~~
 September 4 & 5 First Day for Students (Early Dismissal all students)
 September ___ - **Early Dismissal Shaner only** Back to School Night
 September ___ - **Early Dismissal Davies only** Back to School Night for Gr. 6
 September ___ - **Early Dismissal Davies only** Back to School Night for Gr. 7 & 8
 September ___ - **Early Dismissal Hess only** Back to School Night for Green, Blue, Purple and Silver Houses
 September ___ - **Early Dismissal Hess only** Back to School Night for Red, Orange, Yellow and Gold Houses

FEBRUARY '15				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

OCTOBER '14				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

October - 22 Days

October ___ - Interims Issued (Gr. 6-8)
 October 10 - Early Dismissal (Staff PD)
 October 13 - School Closed (Columbus Day) (Staff PD)
 October ___ - Interims Issued (Gr. K-5)

MARCH '15				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER '14				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November - 16 Days

November 6 & 7 - School Closed (NJEA Conv.)
 November ___ - Marking Period Ends (Gr. 6-8)
 November ___ - Report Cards Issues (Gr. 6-8)
 November ___ & ___ - **Early Dismissal Parent Teacher Conferences (Gr. 6-8) Evening conference on the ___**
 November 26 - Early Dismissal
 November 27 & 28 - School Closed (Thanksgiving Vacation)

APRIL '15				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December - 17 Days

December ___ - (Trimester Ends - Pre K -5)
 December ___ - (Report Cards Issued - Gr. Pre K -5)
 December ___ & ___ - **Early Dismissal Parent Teacher Conferences (Gr. Pre - K -5) - Evening Conference on the ___**
 December ___ - Interims Issued (Gr. 6-8)
 December 23 - Early Dismissal
 December 24 - January 1 - School Closed (Winter Break)

DECEMBER '14				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January - 19 Days

January 5 - All Students Report
 January 19 - School Closed (Martin Luther King Day)
 January 30 - Early Dismissal (Staff PD)
 January ___ - Marking Period Ends (Gr. 6-8)

MAY '15				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February - 18 Days

February ___ - Interims Issues (Gr. K-5)
 February ___ - Report Cards Issued (Gr. 6-8)
 February ___ & ___ - **Early Dismissal Parent Teacher Conferences (Gr. 6-8)**
 February 12 - Early Dismissal (Staff PD)
 February 13 - School Closed (Staff PD)
 February 16 - School Closed (Presidents' Day)

JANUARY '15				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March - 21 Days

March ___ - Interims Issued (Gr. 6-8)
 March 12 - Early Dismissal (Staff PD)
 March 13 - Schools Closed (Staff PD)
 March ___ - (Trimester Ends - Gr. Pre-K-5)
 March ___ - (Report Cards Issued - Gr. Pre-K-5)
 March ___ & ___ - **Early Dismissal - Parent Teacher Conferences (K-5) - Evening Conference on the 24th**

JUNE '15				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April - 18 Days

April ___ - Marking Period Ends (Gr. 6-8)
 April ___ - Report Cards Issued (Gr. 6-8)
 April 2-7 - School Closed (Spring Break)

May - 20 Days

May ___ - Interims Issued (Gr. K-5)
 May ___ - Interims Issued (Gr. 6-8)
 May 25 - School Closed (Memorial Day)

June - 10 Days

June ___ - Trimester Ends (Gr. Pre- K-5)
 June ___ - Marking Period Ends (Gr. 6-8)
 June ___ - Davies School Graduation **Early Dismissal District Wide**
 June 12 - Tentative Last Day for Students (**early dismissal district wide**)

Early Dismissal = ___
Schools Closed =
Snow Days = X
Early Dismissal - Staff PD = ___
Schools Closed Staff PD =

Calendar Subject to Revision due to emergency closing of school.

Standardized Testing

Grades 3, 4 & 5 NJASK = Week of May __, 2015
Grades 6, 7 & 8 NJASK = Week of May __, 2015

Students = 180 days
Staff = 185 days

**HAMILTON SCHOOL DISTRICT
Mays Landing, NJ 08330**

**Maintenance/Custodial Calendar
2014-2015 School Year**

July 4, 2014	- Friday	- Independence Day
September 1, 2014	- Monday	- Labor Day
October 13, 2014	- Monday	- Columbus Day
November 27, 2014	- Thursday	- Thanksgiving Recess
November 28, 2014	- Friday	- Thanksgiving Recess
December 24, 2014	- Wednesday	- Christmas Eve
December 25, 2014	- Thursday	- Christmas Day
December 26, 2014	- Friday	- Christmas Holiday
December 31, 2014	- Wednesday	- New Year's Eve
January 1, 2015	- Thursday	- New Year's Day
January 19, 2015	- Monday	- Martin Luther King's Birthday
February 16, 2015	- Monday	- Presidents' Day
April 3, 2015	- Friday	- Good Friday
April 6, 2015	- Monday	- Easter Monday
May 25, 2015	- Monday	- Memorial Day

These holidays are in accordance with the terms of the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association.

Approved: _____

RESOLUTION #77

**RESOLUTION OF THE HAMILTON TOWNSHIP
BOARD OF EDUCATION TO ADOPT A TENTATIVE BUDGET**

The Board of Education of Hamilton Township hereby adopts the following tentative budget for the 2014-2015 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 3,125

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$41,990,286	\$16,640,943
Special Revenue Fund	1,521,516	
Debt Service Fund	<u>4,549,299</u>	<u>3,035,058</u>
Total Base Budget	\$48,061,101	\$19,676,001

As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2014-15 tentative budget includes a maximum travel appropriation of \$100,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2014-2015 proposed budget is a maximum regular business travel amount of \$1,500.00 per employee.

Finance-18



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG

Electronic Web-Enabled Grant System

Applicant: 01 1940 HAMILTON TOWNSHIP Atlantic County
Application: 2013-2014 NCLB Consolidated - 00
Cycle: Amendment 1

Project Period: 7/1/2013 - 6/30/2014

Application Sections NCLB Consolidated

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Contact Information	Allocations	Refusal of Funds	Other	Assurances	Budget Summary	Submit	Application History	Amendment Explanation	Page Review Status	Application Print
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NCLB Allocations

Instructions

	NCLB Title I Part A	NCLB Title I Part D	NCLB Title I SIA Part A	NCLB Title II Part A	NCLB Title III	NCLB Title III Immigrant	NCLB Title VI
Public Allocation	354527			69923	18287		
Part A Neglected	0						
Nonpublic Allocation							
ReAllocated Curr Year(+)	0	0	0	0	0	0	0
ReAllocated Prior Year (+)	0	0	0	0	0	0	0
Release (-)	0	0	0	0	0	0	0
Total	354527	0	0	69923	18287	0	0
Carryover	54560	0	0	348	2024	0	0
Consortium							
Funds Received	0	0	0	0	0	0	0
Funds Contributed	0	0	0	0	0	0	0
Applicant LEA							
Total Adjusted	409087	0	0	70271	20311	0	0
Transfers:							
Available for Transfer				35136			
From NCLB Title II Part A	0						
Total Available	409087	0	0	70271	20311	0	0
	NCLB Title I Part A	NCLB Title I Part D	NCLB Title I SIA Part A	NCLB Title II Part A	NCLB Title III	NCLB Title III Immigrant	NCLB Title VI

Calculate Totals

Save Page

user ID: DAGITL011940



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

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Finance-19



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG

Electronic Web-Enabled Grant System

Applicant: 01 1940 HAMILTON TOWNSHIP Atlantic County
Application: 2013-2014 NCLB Consolidated - 00
Cycle: Amendment 1

Project Period: 7/1/2013 - 6/30/2014

Application Sections NCLB Consolidated

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

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

[Instructions](#)

Function / Object	Title I Part A	Title I Part D	Title I SIA Part A	Title II Part A	Title III	Title III Immigrant	Title VI	
100	Instruction							
100-100	\$188,864			\$39,240	\$11,212			
100-300								
100-500								
100-600	\$121,050			\$4,793	\$4,906			
100-800								
200	Support Services							
200-100	\$14,553							
200-200	\$40,930			\$7,915	\$1,885			
200-300	\$35,190			\$16,975				
200-400								
200-500	\$8,000				\$2,063			
200-600	\$500			\$1,348				
200-800					\$245			
200-860								
400	Fac. Acq. and Construction Ser.							
400-720								
400-731								
400-732								
520	Schoolwide							
520-930								
PGM ADM	Program Administration							
PGM ADM								
Total Budgeted	\$409,087	\$0	\$0	\$70,271	\$20,311	\$0	\$0	\$0

user ID: DAGITL011940



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

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

EWEG
Electronic Web-Enabled Grant System

Applicant: 01 1940 HAMILTON TOWNSHIP Atlantic County
Application: 2013-2014 NCLB Consolidated - 00
Cycle: Amendment 1

Project Period: 7/1/2013 - 6/30/2014

Application Sections NCLB Consolidated

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

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

Instructions

Select the Application Section(s) where changes have been made in this amendment and provide details as requested.

NCLB

Needs Assessment

Title I Part A

Please describe what has changed. (806 of 1000 maximum characters used)

AMENDMENT 1 - TO BUDGET \$54,560 OF FY13 CARRYOVER FUNDS TO BE USED IN THE FY14 BUDGET YEAR. WE ARE REQUESTING TO BUDGET THESE FUNDS AS FOLLOWS: \$1,468 IN NP SALARIES (100-100) AND \$112 IN NP BENEFITS (200-200) FOR A BASIC SKILLS TEACHER TO PROVIDE 1 DAY OF ADDITIONAL SERVICES TO BASIC SKILLS STUDENTS IN THE NON-PUBLIC SCHOOL (WE ARE ALSO REQUESTING TO TRANSFER \$2,748 OF NP CURRENT YEAR FUNDS FOR THIS SAME PURPOSE). WE ARE ALSO REQUESTING TO BUDGET \$46,190 OF PUBLIC CARRYOVER FUNDS TO BE USED FOR INSTRUCTIONAL SUPPLIES

Title I Part D

Title I SIA Part A

Title II A

Please describe what has changed. (126 of 1000 maximum characters used)

AMENDMENT 1 - TO BUDGET \$348 OF FY13 CARRYOVER FUNDS TO PURCHASE NON-INSTRUCTIONAL SUPPLIES (200-600) IN THE FY14 BUDGET YEAR.

Title III

Please describe what has changed. (125 of 1000 maximum characters used)

AMENDMENT 1 - TO BUDGET \$2,024 OF FY13 CARRYOVER FUNDS TO PURCHASE INSTRUCTIONAL SUPPLIES (100-600) IN THE FY14 BUDGET YEAR.

Title III Immigrant

Title VI

Save Page

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Application - Entitlement: IDEA-2014-HAMILTON TWP SCHOOL DISTRICT-01-1940-348 (2)

Status: Amendment in Process
 User: Cheryl Porreca
 Role: Authorized Official
 Logout

Main Menu | Actions | Application - Entitlement Menu | Related Pages

SAVE SAVE/NEXT DELETE VIEW PDF ADD NOTE FIRST PREVIOUS NEXT LAST

Created By: Porreca, Cheryl on 8/5/2013 2:41:42 PM
 Last Modified By: Porreca, Cheryl on 3/7/2014 10:19:39 AM
GENERAL

You are here: > Grant Budget Forms

BUDGET SUMMARY

Instructions:

- In order to populate the most current budget information, click the SAVE button

Function/ Object	Expenditure Category	Basic				Preschool		
		Public Amount	CEIS	Nonpublic Amount	Total Amount	Public Amount	Nonpublic Amount	Total Amount
100	Instruction							
100-100	Instructional - Salaries	0	0	4253	4253	0	0	0
100-300	Instruction Purchased Services	0	0	0	0	0	0	0
100-500	Other Purchased Services	717604	0	0	717604	30699	0	30699
100-600	Instructional Supplies	0	0	0	0	0	0	0
100-800	Instruction Other Objects	0	0	0	0	0	0	0
200	Support Services							
200-100	Non-Instructional - Salaries	0	0	0	0	0	0	0
200-200	Employee Benefits	0	0	325	325	0	0	0
200-300	Professional and Technical Services	0	0	37360	37360	0	0	0
200-400	Purchased Property Services	0	0	0	0	0	0	0
200-500	Other Purchased Services	0	0	0	0	0	0	0
200-600	Non-Instructional Supplies	0	0	0	0	0	0	0
200-800	Other Objects	0	0	0	0	0	0	0
200-860	Indirect Cost	0	0	0	0	0	0	0
400	Facilities Acquisition and Construction Services							
400-720	Building/Renovation	0	0	0	0	0	0	0
400-731	Instructional Equipment	0	0	0	0	0	0	0
400-732	Non-Instructional Equipment	0	0	0	0	0	0	0
520	Other							
520-930	Schoolwide	0	0	0	0	0	0	0
	Total Project Budgeted	717604	0	41938	759542	30699	0	30699
	Allocation				759542			30699
	Difference between allocation and total budget				0			0
	Nonpublic Proportionate Share				41938			0

SAVE SAVE/NEXT DELETE VIEW PDF ADD NOTE FIRST PREVIOUS NEXT LAST

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100 South Jefferson Road ■ Suite 200 ■ Whippany, New Jersey 07981

Tel: 973.301.0001 ■ Fax: 973.993.3152 ■ www.sseclaw.com

Please Reply to Whippany Office

March 11, 2014

Members of the Board
 Daniel Smith, Business Administrator/Board Secretary
 Hamilton Township School District
 1876 Dr. Dennis Foreman Drive
 Mays Landing, NJ 08330

Andrew B. Brown
 abrown@sseclaw.com

**RE: Retainer Agreement for Special Counsel for the
 2013-2014 School Year**

Dear Board Members and Mr. Smith:

We are honored and pleased to have been selected to represent the Hamilton Township School District as Special Counsel for Labor and Personnel matters. This letter, once formally approved by resolution and executed by you, will serve as our Retainer Agreement for the 2013-2014 school year. We have also enclosed our Political Contribution Disclosure Form and Business Registration Certificate, together with the mandatory affirmative action assurances.

Terms of the Agreement

1. The law firm of Schwartz Simon Edelstein & Celso, LLC (“SSEC” or the “FIRM”) agrees to provide legal services in the capacity of Special Counsel, as more fully described below.

2. The Firm’s partners, counsel and associates shall provide services in all labor and personnel matters involving the Board and its employees. The Firm shall serve as the Board’s chief negotiator for collective bargaining; advise the Board on proposed contract language and bargaining proposals; assist in the development of possible salary guides in accordance with Board guidelines; and prepare all final contract documents upon settlement and ratification of a tentative

Monmouth County Office:
 121 Monmouth Street
 Suite C
 Red Bank, New Jersey
 07701
 973.301.0001

New York Office:
 415 Madison Avenue
 16th Floor
 New York, New York
 10017
 212.752.5258

Members of the Board
Daniel Smith, Business Administrator/Board Secretary
Hamilton Township School District
March 11, 2014
Page 2

collective bargaining agreement. The Firm will also provide advice and counsel on grievances, tenure matters and any other personnel or labor matter referred to us by the Board or its designees. The Firm's services shall also include: attendance at Board meetings, if requested by the Board; the review of documents; the performance of legal research, the review of related policies, regulations, and procedures and in any other legal matters related to the operation of the school district as requested by designated administrators and officers of the Board, as well as to the Board itself.

It is understood and agreed that Andrew B. Brown will be the primary contact and coordinating attorney for all Board matters referred to the Firm, with regular support and assistance by such other partners, counsel and associates as may be necessary, and that other partners or associates may handle specific Board legal matters from time to time.

3. In consideration of the above described services, the Board agrees to the following arrangement for payment:

All Legal matters of the Firm shall be billed at the hourly rate of \$160.00 (one hundred sixty dollars) for attorneys. Law clerks and paralegals shall be billed at the hourly rate of \$100.00 (one hundred dollars).

4. All services shall be billed monthly in an itemized fashion in increments of no less than one-tenth of an hour. Certain expenses and disbursements made by the Firm on the Board's behalf will be separately itemized and reimbursed by the Board. Examples of such billed expenses, include photocopying in excess of 25 pages, messenger services, overnight mail, stenographic transcripts and court filing fees, all of which shall be charged to the Board at cost. Payment shall be remitted by the Board within thirty days of receipt of billing. Payment shall be remitted by the Board within thirty days of receipt of billing. Travel time is not billed.

5. The term of this Agreement (the "Term") shall be from March 1, 2014 through June 30, 2014. The parties agree that the Term, and any successor Terms, may be extended by Board resolution approving a letter from the Firm which incorporates by reference the provisions of this Agreement, with acceptable modifications.

6. Approval of this Agreement constitutes express authorization for the Firm to undertake all actions necessary, in the judgment of its attorneys, to

Members of the Board
Daniel Smith, Business Administrator/Board Secretary
Hamilton Township School District
March 11, 2014
Page 3

defend the Board and generally to protect its interests, without the need to seek further, specific authorization. This would include by way of example and not limitation, the preparation, service and filing of documents and pleadings in judicial and administrative proceedings relating to the matters we are handling on the Board's behalf, appearances in such proceedings and interacting with opposing counsel or other persons involved in .

7. During the performance of this agreement, SSEC agrees to comply with the requirements of N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time, the Americans with Disabilities Act and N.J.A.C. 17:27.

As evidence of the Board's approval of the foregoing agreement, kindly complete and execute, as indicated below, and return one of two enclosed original copies.

Very truly yours,

Schwartz Simon
Edelstein & Celso LLC

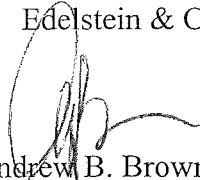

Andrew B. Brown
A Member Of The Firm

ABB:mab
Enclosures

cc: Michelle Cappelluti, Ed.D., Superintendent (w/o encls.)



MAR 13 2014

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Members of the Board
Daniel Smith, Business Administrator/Board Secretary
Hamilton Township School District
March 11, 2014
Page 4

I, _____, hereby certify that the within retainer agreement was approved by formal resolution of the Hamilton Township Board of Education at a duly convened public meeting of the Board on _____, 2014, and that the Board President and Board Secretary have been authorized to, and do hereby, execute same on behalf of the Board.

By: _____
Board President

Attest:

By: _____
name
title

DATED:

HAMILTON TOWNSHIP SCHOOL DISTRICT
2013-2014 School Year
BOARD APPROVED SUBSTITUTES
18-Mar-14

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Cogswell	Gene	sub/food Svc	\$10/hr	n/a	yes
Francz	Pat	sub/para/sec /food svc	\$67.50/day/\$10/hr	n/a	yes
Powell	Jillian	sub/teacher	\$80/day	speech	yes
Rajac	Valerie	sub/para/sec	\$67.50/day	n/a	yes
Szarynski	Melissa	sub/nurse	\$100/day	RN	yes

**HAMILTON TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY REGISTRATION OFFICE

QUALIFICATIONS:

1. High School Diploma or its equivalence
2. Ability to type, file and provide acceptable written communication
3. Knowledge of computer applications including Microsoft Office
4. Good interpersonal communication skills

REPORTS TO: Business Administrator, Building Principal and Supervisor of SPED and CST

JOB GOAL: To provide the necessary administrative services to all new students in tandem with the Transportation Supervisor at G.E.H.R.H.S.D. and the Hamilton Township Child Study Team offices.

PERFORMANCE RESPONSIBILITIES:

1. Processes registration packets and ensures that all the required forms and documents are complete.
2. Coordinates registration of new students with the various departments in the school district, e.g. transportation, food service, guidance, child study team, and / or building secretaries.
3. Inputs new student information into TransFinder, assigns a route, and issues the new student with a bus pass and lunch pin number.
4. Coordinates any issues or discrepancies regarding residency of a student with the SRAO, guidance, and/or building principals.
5. Processes any address changes for current students and ensures that all the required forms and documents are complete, including Child Study Team documents.
6. Maintains and updates the SDS, student records, student addresses and other similar information / documents that require frequent modification for registration, transportation, and Child Study Team.
7. Answers any in-person or telephone inquiries regarding student registration, transportation, and Child Study Team as appropriate.
8. Prepares certain reports, communications, and other secretarial related documents for registration, transportation and Child Study team matters.
9. As required, will schedule meetings with parents and Child Study Team members.
10. Responds appropriately to registration or transportation concerns and complaints from the public and staff and assists in providing an answer or remedy.
11. Receives and distributes mail and other messages.

12. Understands and is able to operate office equipment including photocopiers, computers, printers and other similar equipment.
13. Understands and utilizes appropriate software applications for reports such as but not limited to TransFinder, IEP Direct, or NJ Smart.
14. Performs other related duties as may be assigned by an Administrator or District Child Study Team member from time to time.

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance of this job will be evaluated annually by the School Business Administrator in accordance with the Support Staff evaluation policy.

BOARD APPROVAL DATE: March 18, 2014