

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

**Agenda for Work Session
April 15, 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 the Regular and Executive session minutes of the meeting of February 18, 2014.**
 Motion_____Second_____Vote_____
- Action** 2. **Motion to approve the Regular and Executive session minutes of the meeting of March 4, 2014.**
 Motion_____Second_____Vote_____
- Action** 3. **Motion to approve the Regular and Executive session minutes of the meeting of March 18, 2014.**
 Motion_____Second_____Vote_____

- 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	
	<ul style="list-style-type: none">● April 15, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.● April 16, 2014 – National Junior Honor Society Induction Ceremony – Davies School – 7:00 p.m.● April 18, 2014 – Schools Closed – Spring Break● May 1, 2014 – Finance Committee – Board Office – 4:00 p.m.● May 6, 2014 – Curriculum Committee – Davies School – 3:00 p.m.● May 6, 2014 – Board Workshop – Davies School – 5:30 p.m.● May 6, 2014 – Board Meeting – Davies School – 7:00 p.m.● May 9, 2014 – Facilities Meeting – Board Office – 7:30 a.m.● May 14, 2014 – Personnel Meeting – Board Office – 4:15 p.m.	
FYI	B. Academic Achievement Lists for the 2nd Trimester Grades 4 and 5 (attachment IX-B)	10
FYI	C. Enrollment for the month of March, 2014 (attachment IX-C)	14
FYI	D. Harassment, Intimidation and Bullying Incident Log (attachment IX-D)	15
FYI	E. Registration/Transfer Statistics for the Month of March, 2014 (attachment IX-E)	16
FYI	F. New Homes and Certificates of Occupancy for the months of December, 2013 through February, 2014 (attachment IX-F)	17
FYI	G. Discipline Reports for the month of March, 2014 (attachment IX-G)	20
FYI	H. <u>Round-Up Registration/Pre-School and Kindergarten:</u>	

Joseph C. Shaner School

- May 20, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00p.m.
- May 21, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-5:00p.m.
- May 22, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00p.m.

FYI

I. Upcoming Spring Concert Dates for Hess and Davies

- ♪ May 1, 2014 – Hess Spring Concert – Davies School – 7:00 p.m.
- ♪ May 3, 2014 – Davies Band at Absegami High School for the Elementary Honors Band Festival
- ♪ May 8, 2014 – 26th Annual Davies Spring Concert – Hess School – 7:00 p.m.

FYI

J. PTA Fund Distribution Presentation given by Danielle Bolf, President of the Hamilton Township PTA

X. Committees and Recommendations

- A. Facilities Committee - Mr. Sacchinelli
- B. Curriculum Committee - Mrs. Melton

Action

1. Motion to approve staff members to be compensated who provided professional development during the March 13th & 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 (*revised* attachment – Curriculum-1) 33
- Motion_____Second_____Vote_____

Action

2. Motion to approve the 2014-2015 School District Calendar (attachment Curriculum-2). 34
- Motion_____Second_____Vote_____

C. Finance Committee - Mrs. Capone

Action

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

Motion _____ Second _____ Vote _____

Action

2. Motion to approve the Board Secretary's Report for the period ending February 28, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of February 28, 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 _____

Action

3. Motion to approve budget transfers in the amount of \$880,960.00 (*revised* attachment Finance-3).

35

Motion _____ Second _____ Vote _____

Action

4. 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 _____

Action

5. Motion to approve bills and payroll in the total amount of \$7,544,140.39:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$492,681.37
11	Current Expense	1,425,952.92
11	Current Expense/Payroll	5,288,894.53
12	Capital Outlay	7,775.00
20	Special Revenue	54,607.16
20	Special Revenue/Payroll	95,860.98
50	Cafeteria	152,441.25
50	Kid's Corner	20,291.79
50	Community Education	5,635.39

Motion_____Second_____Vote_____

Action

6. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year (*revised* attachment Finance-6) 37
Motion_____Second_____Vote_____

Action

7. Motion to approve Resolution #78 approving free meals for students at Pineland Learning Center, Inc. for the 2014-2015 school year.
Motion_____Second_____Vote_____

Action

8. Motion to accept the funds from the Hamilton Township PTA in the amount of \$8,500.00 for the 2013-2014 school year as follows (attachment Finance-8): 38

Shaner School:

- Music \$500.00
- Art \$250.00
- Library \$500.00
- Nurse \$250.00
- Science \$500.00
- Field Day \$500.00

Hess School:

- Music \$500.00
- Art \$250.00
- Nurse \$250.00
- Swimming \$500.00
- Science \$500.00
- Field Day \$500.00

Davies School:

- Music \$250.00
- Art \$500.00
- Library \$500.00
- Nurse \$250.00
- Science \$500.00
- 8th Grade Graduation \$1,000.00
- 6th & 7th Field Days \$500.00

Motion_____Second_____Vote_____

Action 9. Motion to approve to solicit Requests for Proposals (RFP's) for school physician services.
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). 40
Motion_____Second_____Vote_____

Action 2. Motion to approve homebound instruction for the 2013-2014 school year (attachment Personnel-2). 41
Motion_____Second_____Vote_____

Action 3. Motion to approve a fieldwork placement for the 2013-2014 school year (attachment Personnel-3). 44
Motion_____Second_____Vote_____

Action 4. Motion to accept a retirement notice from Norma Sullivan, Davies School Custodian, effective June 30, 2014 (attachment Personnel-4). 45
Motion_____Second_____Vote_____

Action 5. Motion to accept a retirement notice from Traci Schubert, Hess School teacher, effective June 30, 2014 (attachment Personnel-5). 46
Motion_____Second_____Vote_____

Action 6. Motion to approve Alison Williams as part-time, 10 month, 29 hour/week Davies School paraprofessional for beginning April 16, 2014 through June 30, 2014, Paraprofessional Guide, Step 1, with a total annual salary of \$15,103.00, pro-rated (attachment Personnel-6). 47

Ms. Williams is a replacement for Valerie Rajca who has resigned.

Motion_____Second_____Vote_____

Action 7. Motion to approve an in-house transfer for Cindy Fulton from the Hess Pool to a full-time Shaner School paraprofessional effective March 24, 2014 (attachment Personnel-7) 48
Motion_____Second_____Vote_____

- Action 8. Motion to approve Rebecca Rosen as a full-time Shaner School teacher beginning April 16, 2014 through June 30, 2014, M.A., Step 1, with a total annual salary of \$48,275.00, pro-rated (attachment Personnel-8). 49

Ms. Rosen is a replacement for Pamela Pierson who is on a maternity leave of absence.

Motion _____ Second _____ Vote _____

- Action 9. Motion to approve a stipend for Brian Beck in the amount of \$2,939.00 as a wrestling coach for the 2013-2014 school year.

Motion _____ Second _____ Vote _____

- Action 10. Motion to accept a retirement notice from Donna Hess, Guidance Counselor, effective June 30, 2014 (attachment Personnel-10). 50

Motion _____ Second _____ Vote _____

- Action 11. Motion to accept a retirement notice from Lila Williams, Hess School teacher, effective June 30, 2014 (attachment Personnel-11). 51

Motion _____ Second _____ Vote _____

- Action 12. Motion to approve John Weisentein as a part-time, 15 hour/week Food Service worker beginning April 16, 2014 through June 30, 2014, Food Service Guide, Step 1, for a total annual salary of \$6,660.00, pro-rated (attachment Personnel-12). 52

Mr. Weisentein is a replacement for John Ingersoll who has retired.

Motion _____ Second _____ Vote _____

Action 13. Motion to approve Rigoberto Sanchez as a part-time, 27.5 hour/week Food Service worker beginning April 16, 2014 through June 30, 2014, Food Service Guide, Step 1, for a total annual salary of \$12,210.00, pro-rated (attachment Personnel-13). 53

Mr. Sanchez is a replacement for Kevin Graham who was terminated.

Motion_____Second_____Vote_____

Action 14. Motion to approve revised start dates for the following employees for their NJ Family Leave:

- Donna Lee Stickle – 4/23/14 to the end of the school year
- Theresa Christman – 4/22/14 to the end of the school year
- Pamela Thomas – 5/21/14 to the end of the school year
- Danielle Grimaldi – 4/15/14 to the end of the school year
- Jenna Kyle – 3/28/14 to the end of the school year
- Carla Burke – 3/28/14 to the end of the school year

These were all previously approved.

Motion_____Second_____Vote_____

Action 15. Motion to approve the following Kid's Corner substitutes for the 2013-2014 school year at the rate of \$10.00/hour:

Alfred DeStefano, Jr.
Matthew Phillips

Motion_____Second_____Vote_____

E. Policy Committee - Mrs. Buchanan

Action 1. Motion to approve Policy 0164.1 – Role of the Board Chair on first reading (attachment Policy-1). 54

Motion_____Second_____Vote_____

Action 2. Motion to approve Policy #0167 – Public Participation in Board Meetings on first reading (attachment Policy-2). 56
Motion_____Second_____Vote_____

Action 3. Motion to approve Policy #8451.1 Pediculosis on first reading (attachment Policy-3). 58
Motion_____Second_____Vote_____

Action 4. Motion to approve Regulation #8451.1 Pediculosis on first reading (attachment Policy-4). 59
Motion_____Second_____Vote_____

F. Transportation Committee - Mr. Ciambrone

Action 1. Motion to approve club/activity trips for the 2013-2014 school year (attachment Transportation-1). 61
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)

Discussion 1. Advisory Opinion

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

XI Adjournment

Hamilton Township
School District



Academic Achievement Lists

Grades 4 and 5

2nd Trimester
2013-2014

Grade 4 Academic Achievement

2nd Trimester

Gunnar	Angier
MaKenzie	Baggstrom
Haley	Citron
Kelsey	Compton
Andrew	Costantini
Mia	Costello
Mikail	Cuerquiz
Makayla	Duffy
Thomas	Fisher
Julian	Frank
Ethan	Gale
Meadow	Giambrone
Michael	Giordano
Parker	Grace
David	Gutierrez
Heather	Harding
Kylie	Higbee
Isabella	Imperatore
Edward	Jamack
Leilanie	Jogno
Michael	Kalai
Wasif	Labib
Nicolas	Luciano
Mazzie	Maneri
Nathan	Mangold
Jared	Miller
Tyler	Mong
Varsha	Mudaliar
Anne	Olanrewaju
Erin	Owens
Jordan	Palmeri
Salvatore	Palmeri
Anthony	Petrongolo
Joseph	Petrongolo
Tess	Petrongolo
Alexa	Raymond
Madeline	Richards
Emma	Robinson
Marielis	Rodriguez
Keagan	Samuel
Isabelle	Signorello
Amiyah	Stephens
Jonathan	Yuen
Ava	Zabelski

Grade 5 Academic Achievement

2nd Trimester

Asembo	Augo
Cassie	Booth
Zoey	Booth
Bryson	Bugdon
Rachel	Bustard
Mariah	Cook
Daniel	Cooper
Sadie	Crispell
Jordan	Crumling
Hannah	Curcio
Brielle	Curtin
Luke Legrand	Dato
Gianna	DiGregorio
Sarah	Eaton
Alexi	Elwood
Adaeze	Esochaghi
Steven	Flickinger
Cheyenne	France
Saloni	Garg
Megan	Gaskill
Brianna	Gibson
JaMaine	Hawkins Davenport
Justine	Haye
Kaylee	Hernandez
NayKeemah	Hines
Aryona	Holland
Rubina	Ibeawuchi
Niko	Johnson
Nithilaa	Kiritharan
Jasmine	LeClair
Hannah	McCardell
Matthew	McClay
Ethan	Nelson
Pamir Fiona	Pahang
Lola	Pham
Nevaeh	Phillips
Alexi	Phommathep
Michael	Raciti
Sosha	Reese
Jacob	Reingruber
Naya	Rivera

Grade 5 Academic Achievement

2nd Trimester

Emily	Shelley
Xavier	Simms
Sarah	Small
Amy	Song
Delaney	Spano
Nolan	Stuart
Sanee	Thomas
Lauren	Walden
Emily	Weber
Alex	Wilson
Heldreth	Yu

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	6	24.7	149	24.8	6	24.8	144	6	24	6	22.2	138	6	23	6	0	6	0
Kindergarten	284	21.8	13	21.8	287	22.1	13	22.3	292	13	22.5	13	22.3	292	13	22.5	13	0	13	0
Grade 1	327	21.8	15	21.9	331	22.1	15	21.9	331	15	22.1	15	21.8	329	15	21.9	15	0	15	0
Grade 2	291	20.8	14	20.6	293	20.9	14	20.8	295	14	21.1	14	20.7	291	14	20.8	14	0	14	0
Grade 3	305	21.8	14	22.0	311	22.2	14	22.2	310	14	22.1	14	22.3	316	14	22.6	14	0	14	0
Grade 4	344	24.6	14	24.4	342	24.4	14	24.5	345	14	24.6	14	24.6	345	14	24.6	14	0	14	0
Grade 5	318	22.7	14	22.9	317	22.6	14	22.6	317	14	22.6	14	22.7	323	14	23.1	14	0	14	0
Grade 6	311	19.4	16	19.8	315	19.7	16	19.6	315	16	19.7	16	19.8	319	16	19.9	16	0	16	0
Grade 7	319	22.8	14	22.9	322	23.0	14	22.9	319	14	22.8	14	22.7	316	14	22.6	14	0	14	0
Grade 8	311	22.2	14	22.0	310	22.1	14	22.1	312	14	22.3	14	22.4	315	14	22.5	14	0	14	0
**Self Contained	141	8.8	16	8.8	143	8.9	16	8.9	145	16	9.1	150	9.4	152	16	9.5	16	0	16	0
Totals	3097				3120			3115	3125		3113		3136							

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

IX-C

14

HIB LOG
April 15, 2014

1X-D

*Offense Codes:	Cyberbullying = CB										
	Verbal Harassment = VH										
	Inappropriate Physical Contact = IPC										
	Sexual Harassments = SH										
	Inappropriate Gestures = IG										
DATE	SCHOOL	INCIDENT #	*Offense	VICTIM'S NAME	VICTIM'S GRADE	OFFENDER'S NAME	OFFENDER'S GRADE	CONSEQUENCE	SERVICES PROVIDED		
2/27/2014	Hess	04-008-13-14	CB	M.C.	5	J.B.	5	1 day in-school suspension	Parents notified		
									Weekly counselling services provided for both students.		
2/26/2014	Hess	04-009-13-14	VH	B.T.	4	C.Y.	5	2 days in-school suspension	Parents notified		
									Victim will receive counselling services as needed.		
									Offender will receive counselling services weekly and is enrolled in the HOOPS program.		

IX-E

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
March	38	22	10

Cheryl Rzasa Registration Secretary

cc: D. Smith

T. Vogt

D. Cartwright

C. LoPresto

F. Conlow

16

IX-F

MEMORANDUM

TO: Superintendent of Schools
FROM: Twp. of Hamilton Construction Code
DATE: 12/01/13
RE: New Homes & Certificates of Occupancy

The following information is from December 1, 2013 through December 31, 2013.

of Permits issued for new homes - 2
of the 2 - 0 was for an age restrictive home
of Certificates of Occupancy for new homes - 5
of the 5 - 2 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

MEMORANDUM

TO: Superintendent of Schools
FROM: Twp. of Hamilton Construction Code
DATE: 1/02/14
RE: New Homes & Certificates of Occupancy

The following information is from January 1, 201 through January 31, 2014.

of Permits issued for new homes - 5
of the 5 - 0 was for an age restrictive home
of Certificates of Occupancy for new homes - 7
of the 7 - 0 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

MEMORANDUM

TO: Superintendent of Schools
FROM: Twp. of Hamilton Construction Code
DATE: 3/01/14
RE: New Homes & Certificates of Occupancy

The following information is from February 1, 2014 through February 28, 2014.

of Permits issued for new homes - 5
of the 5 - 0 was for an age restrictive home
of Certificates of Occupancy for new homes - 3
of the 3 - 0 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

**Hamilton Township School District
Professional Developers
In-House Presenters
March 13 and 14, 2014**

*Curriculum-1
(Revised)*

Staff Member	Status	Workshop
Jeff Wellington	Certificated	How to Set Effective Limits
Lynn Evangelist	Certificated	PARCC Field Test Training
Julie Morris	Certificated	Hot Topics from the Pre-School Convention
David Vitiello	Certificated	GO MATH - Online
Natalie James	Certificated	Incorporating Powerful Interactions into PK
Kim Russomanno	Certificated	Incorporating Powerful Interactions into PK
Ginger Fisher	Certificated	Evacutrac Training
Megan Ferguson	Certificated	ELL Data Training
Jessica Newkirk	Certificated	ELL Data Training
Alexandra Southerly	Certificated	Outliers
Kelly Crowder	Certificated	Outliers
Terry Kruger	Certificated	Close Reading
Toni Ann Wuillerman	Certificated	Close Reading
Kenneth Berardis	Certificated	Outliers
Eileen O'Sullivan	Non-Certificated	ADHA Video Training & Prompting Video
Beverly Levari	Non-Certificated	Outliers

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			

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

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

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 '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

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

October - 21 Days

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

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)

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 2 - School Closed (Winter Break)

January - 19 Days

January 5 - All Students Report
 January 19 - School Closed (Martin Luther King Day)
 January 28 - Early Dismissal (Staff PD)
 January ___ - Marking Period Ends (Gr. 6-8)

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)

March - 22 Days

March ___ - Interims Issued (Gr. 6-8)
 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

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)

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

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			

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	

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

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			

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
 Performance Based Grades 3-8 - March 2-27, 2014
 End of Year Grades 3-8 - April 27, 2014 - May 22, 2014
 Calendar Approved: _____

Students = 180 days
 Staff = 185 days

HAMILTON TOWNSHIP BOARD OF EDUCATION
Board Meeting of 4/15/2014

March 31, 2014

Account	School	Description	To	From	Rationale
Non-Payroll Transfers					
11-000-223-320	Prof Dev	Undistributed Exp - Instruct Staff Training - Purch Prof Edu Serv	500.00	500.00	Funds needed for additional Parent Leadership meeting meals
11-000-223-610	Curriculum	Undistributed Exp - Instruct Staff Training - Supplies & Materials			
11-000-230-590	Services	Undistributed Exp - General Admin - Misc Purchased Services	700.00		Funds needed for additional advertisements
11-000-230-590	Travel	Undistributed Exp - General Admin - Misc Purchased Services	200.00		Funds needed for employee travel
11-000-230-610	Gen Admin	Undistributed Exp - General Admin - General Supplies		900.00	
11-000-251-592	Travel	Undistributed Exp - Central Services - Misc Purch Services	800.00		Funds needed for employee travel
11-000-251-890	District	Undistributed Exp - Central Services - Misc Expenditures		800.00	
11-000-261-420	Davies	Undistributed Exp - Required Maint - Clean, Repair, Maint Serv		10,000.00	
11-000-262-420	Pool	Undistributed Exp - Custodial Services - Clean, Repair, Maint Serv		3,000.00	
11-000-262-490	District	Undistributed Exp - Custodial Services - Other Purch Prop Serv		3,400.00	
11-000-262-590	Travel	Undistributed Exp - Custodial Services - Misc Purch Serv		2,000.00	
11-000-262-621	District	Undistributed Exp - Custodial Services - Natural Gas	18,400.00		Funds needed for additional natural gas costs
11-000-270-513	Reg Edu	Undistributed Exp - Student Transportation - Contracted Serv		25,000.00	
11-000-270-515	Spec Edu	Undistributed Exp - Student Transportation - Joint Agreements	24,000.00		Funds needed for additional special education routes
11-000-270-515	Admin	Undistributed Exp - Student Transportation - Joint Agreements	1,000.00		Funds needed for additional admin fees
Subtotal			45,600.00	45,600.00	

Subtotal 45,600.00 45,600.00

March 31, 2014

Special Revenue

20-231-100-600	Hess	Title I-Instructional Supplies		1,568.00	
20-231-200-200	Davies	Title I-Benefits	1,254.00		Funds needed due to increase in the TPAF/FICA Reimburse
20-231-200-200	Hess	Title I-Benefits	1,568.00		Funds needed due to increase in the TPAF/FICA Reimburse
20-231-200-200	Shaner	Title I-Benefits	484.00		Funds needed due to increase in the TPAF/FICA Reimburse
20-231-200-300	Davies	Title I-Purchased Prof/Tech Services		1,000.00	
20-231-200-300	Shaner	Title I-Purchased Prof/Tech Services		484.00	
20-231-200-600	Davies	Title I-Non-Instructional Supplies		254.00	
20-241-200-200	District	Title III-Benefits	134.00		Funds needed due to increase in the TPAF/FICA Reimburse
20-241-200-500	District	Title III-Travel		134.00	
20-270-100-600	District	Title IA-Instructional Supplies		5.11	
20-270-200-200	District	Title IA-Benefits	640.00		Funds needed due to increase in the TPAF/FICA Reimburse
20-270-200-300	District	Title IA-Purchased Prof/Tech Services		0.25	
20-270-200-600	District	Title IA-Non-Instructional Supplies		634.64	
Subtotal			4,080.00	4,080.00	

Subtotal 4,080.00 4,080.00

March 31, 2014

Rationale

Account	School	Description	To	From	Rationale
Payroll Transfers					
11-000-100-565		Instruction-Tuition-County Spec Serv School Districts		375,000.00	
11-000-211-100		Salaries-Security and Attendance	3,665.00		
11-000-213-100		Salaries-School Nurse	31,000.00		
11-000-216-100		Salaries-Personal Services	8,215.00		
11-000-217-100		Salaries-One on One Paraprofessionals	11,500.00		
11-000-218-104		Salaries-Guidance - Other Professional		3,650.00	
11-000-219-104		Salaries-Child Study Team		27,850.00	
11-000-219-105		Salaries-CST Secretaries	10,800.00		
11-000-221-104		Salaries-Curriculum-Other Professional	18,020.00		
11-000-222-100		Salaries-Library Teachers	1,200.00		
11-000-230-100		Salaries-Superintendent Staff		6,000.00	
11-000-240-103		Salaries-Principals		1,780.00	
11-000-240-104		Salaries-Other Professional	1,900.00		
11-000-240-105		Salaries-School Secretaries	10,500.00		
11-000-251-100		Salaries-Board Office Staff	34,350.00		
11-000-252-100		Salaries-Technology	21,000.00		
11-000-261-100		Salaries-Maintenance		20,000.00	
11-000-262-100		Salaries-Custodial			
11-000-263-100		Salaries-Grounds	11,000.00		
11-000-291-220		Social Security Contributions	30,000.00		
11-000-291-241		Other Retirement Contributions		100,000.00	
11-000-291-270		Health Benefits	241,505.00		
11-105-100-101		Salaries-Preschool Teachers	3,300.00		
11-110-100-101		Salaries-Kindergarten Teachers	39,000.00		
11-120-100-101		Salaries-Grades 1-5 Teachers		130,000.00	
11-130-100-101		Salaries-Grades 6-8 Teachers		150,000.00	
11-190-100-106		Salaries-Regular Ed Paraprofessionals	40,000.00		
11-209-100-101		Salaries-BD Teachers		2,000.00	
11-212-100-101		Salaries-BD Paraprofessionals	3,175.00		
11-213-100-101		Salaries-Mult. Dis Teachers	25,000.00		
11-215-100-101		Salaries-Resource Room Teachers	129,000.00		
11-215-100-101		Salaries-Preschool Hand. Teachers	33,500.00		
11-215-100-106		Salaries-Preschool Hand. Paraprofessionals	31,000.00		
11-230-100-101		Salaries-Basic Skills Teachers	55,100.00		
11-240-100-101		Salaries-Bilingual Teachers	37,550.00		
Subtotal			831,280.00	831,280.00	
Total			880,960.00	880,960.00	

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TRAVEL APPROVAL FORM

April 15, 2014

Finance-6
(Revised)

<u>STAFF/BOARD MEMBER</u>	<u>TITLE</u>	<u>NAME OF SEMINAR/WORKSHOP</u>	<u>LOCATION OF TRAVEL</u>	<u>DATE(S) OF TRAVEL</u>	<u>REGISTRATION COST</u>	<u>ESTIMATED OTHER COSTS</u>
Connor, Beth	Reading Specialist	Teacher's College Summer Writing Institute	New York, NY	8/4-8/8/2014	775.00	1,825.00
Dziabo, Virginia	Teacher	Annual NJTESOL Spring Conference	Somerset, NJ	5/28-5/29/2014	259.00	140.00
Ferguson, Megan	Teacher	Annual NJTESOL Spring Conference	Somerset, NJ	5/28-5/29/2014	259.00	140.00
Garofalo, Rebecca	Reading Specialist	NJAFPA Spring Training Institute	Atlantic City, NJ	6/4/2014	149.00	25.00
Lamanteer, Melanie	Principal	NJAFPA Spring Training Institute	Atlantic City, NJ	6/4/2014	149.00	25.00
McGovern, Kristin	School Nurse	Health Issues Facing Today's Students	Mt. Laurel, NJ	3/18/2014	40.00	27.00
Porreca, Cheryl	Accounting Supervisor	52nd Annual NJASBO Conference	Atlantic City, NJ	6/4-6/5/2014	150.00	40.00
Smith, Daniel	Business Administrator	52nd Annual NJASBO Conference	Atlantic City, NJ	6/4-6/5/2014	150.00	50.00
Bucknam, Ann	Social Worker	Key Concepts on Psychological First Aid	Lakewood, NJ	4/9/2014	0.00	0.00 A
Carter, Amy	Teacher	New Jersey Read 180/System 44 Leadership Summit	Monroe Twp, NJ	4/8/2014	0.00	0.00 A
Crowder, Kelly	School Psychologist	Key Concepts on Psychological First Aid	Lakewood, NJ	4/9/2014	0.00	0.00 A
Gabiat, Ashley	Occupational Therapist	Stockton Occupational Therapist Clinician's Panel	Galloway, NJ	4/22/2014	0.00	0.00 A
Kozak, Dana	R180/Special Edu Coach	New Jersey Read 180/System 44 Leadership Summit	Monroe Twp, NJ	4/8/2014	0.00	0.00 A
Miller, Regina	School Psychologist	Key Concepts on Psychological First Aid	Lakewood, NJ	4/9/2014	0.00	0.00 A
Porreca, Cheryl	Accounting Supervisor	How to Prepare for Your Annual Audit	Mt. Laurel, NJ	4/8/2014	0.00	40.00
Stecker, Marylynn	Special Edu Supervisor	New Jersey Read 180/System 44 Leadership Summit	Monroe Twp, NJ	4/8/2014	0.00	0.00 A
Wellington, Jeff	School Psychologist	Cross Cultural Issues in Disaster Response & Recovery	Lakewood, NJ	4/15/2014	0.00	0.00 A
Wetzel, Ellen	Social Worker	New Jersey Disaster Response Crisis Counselor Prog	Lakewood, NJ	4/9/2014	0.00	0.00 A
Green, Malika	Teacher	NASA Integrative STEM Workshop	Greenbelt, MD	4/25/2014	175.00	125.00
Morrison, Kevin	Vice Principal	NASA Integrative STEM Workshop	Greenbelt, MD	4/25/2014	175.00	125.00
Muniz-Jefferes, Yenis	Teacher	Annual NJTESOL Spring Conference	Somerset, NJ	5/28-5/29/2014	259.00	140.00
Santilli, Steve	Principal	Building Expertise 2014 - Annual Marzano Conference	Orlando, FL	6/18-6/20/2014	599.00	1,160.00

NOTE: Estimated other costs include reimbursable expenses, ie. mileage, parking, tolls, lodging and meals.
All reimbursements will be issued according to current contract, policy, and/or state regulations.

(A) There is no cost to the district for these workshops.

Finance-8

Hamilton Township



everychild.onevoice.®

700 Babcock Road
Mays Landing, NJ 08330

Date: April 9, 2014

To: Dr. Michelle Cappelluti, Superintendent, Hamilton Township Schools

From: Danielle Bolf, President, Hamilton Township PTA

Re: Gifts to Schools from PTA Fundraising

On behalf of the Hamilton Township Parent Teacher Association Executive Board and its local chapter members, it gives me great pleasure to present our annual fundraising profit dispersal checks for each of our three district schools- Joseph C. Shaner School, George L. Hess Educational Complex, and the William Davies Middle School.

Each year the PTA strives for fiscal responsibility with funds raised through volunteer leadership and parent support. We spend a considerable amount of time planning and organizing our yearly fundraising efforts for the good of our district children, and those that educate and care for them each day at school. We are proud to present the following checks to each school:

SHANER CHECK: \$2,500.00

HESS CHECK: \$2,500.00

DAVIES CHECK: \$3,500.00

TOTAL GIFT AMOUNT: \$8,500.00

Attached is a list of each gift amount and the department that will receive it. This memo and attached gift list will be sent to each department coordinator to inform them that these monies will be available for use after April 15, 2014.

It is always a pleasure to serve our district schools. Thank you for your continued support of our organization and its dedicated members.

PTA GIFT DISPEREMENT TO SCHOOLS 2014

SHANER

Music Department	\$500
Art Department	\$250
Library	\$500
Nurse	\$250
Science	\$500
Field Day	\$500

HESS

Music Department	\$500
Art Department	\$250
Nurse	\$250
Science	\$500
Field Day	\$500
Swimming	\$500

DAVIES

Music Department	\$250
Art Department	\$500
Library	\$500
Nurse	\$250
Science	\$500
8 th Grade Graduation	\$1,000
Field Day 6 th /7 th grade	\$500

HAMILTON TOWNSHIP SCHOOL DISTRICT
2013-2014 School Year
BOARD APPROVED SUBSTITUTES
15-Apr-14

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Anderson	Carl	sub/teacher	\$95/day	PE	n/a(retired employee)
Garcia	Elaine	sub/para/sec/teacher	\$67.50/\$80/day	sub cert	yes
Ottepka	Jenifer	sub/teacher	\$80/day	sub cert	yes
Vaino	Tony	sub/food svc	\$10/hr	n/a	yes
Ludwig	Rachel	sub/para/sec/teacher	\$67.50/\$80/day	sub cert	yes

Policy-1

POLICY**Hamilton Township
Board of Education**

Section: Bylaws

0164.1. ROLE OF THE BOARD CHAIR

Date Created: April, 2014

Date Edited: April, 2014

0164.1- ROLE OF THE BOARD CHAIR

Being an effective school board chair is important to the proper operation of the school unit. To be effective, the chair must provide leadership both in and out of board meetings. The following are suggestions which should be helpful to board chairs in their leadership roles.

While presiding at a meeting, an effective board chair:

- Keeps a meeting moving in an orderly fashion;
- Remains calm and self-possessed at all times;
- Allows both sides of a questions to be heard;
- Keeps the attention of the board on one matter at a time;
- Knows the basics of parliamentary procedure and refers to rules of order when necessary; and
- Allows for visitors' comments that are appropriate to the business at hand, but controls such comments so that they do not destroy the purpose of the meeting.

Outside of board meetings, an effective board chair:

- Keeps in touch with the superintendent. Whether it is a regular telephone call or regular visits to the office, reasonable contact with one another is important in the normal course of events;
- Doesn't become the superintendent. Always clears all school unit matters through and with the superintendent;
- Refrains from issuing (or appearing to issue) directives to administrators;
- Directs all concerns and questions that relate to how the schools are being run and that are raised by district employees (including administrators) to the superintendent for follow-up;
- Provides opportunities for the superintendent and other administrators to answer board questions, especially at board meetings;
- Keeps in mind that both the board chair and the superintendent should have the opportunity for independent thinking and to bring an individual perspective to school problems or concerns;
- Avoids snap decisions and judgments, including those relative to the performance of the superintendent and other administrative personnel. Gets the facts first;
- Serves as a model for the rest of the board. Often, the actions of the leader set the tone for the actions of others;
- Serves as the guardian of fairness and even-handed discussion for other members of the board;

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- Is prudent in encouraging opportunities and funding for in-service training and information for other members of the board.

- Adopted: April 15, 2014

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1886 Hinds Road, Suite 1, Toms River, NJ 08753
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POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

BYLAWS

0167/Page 1 of 2

PUBLIC PARTICIPATION IN BOARD MEETINGS

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. In the event it appears the public comment portion of the meeting may exceed ~~50~~ minutes, the presiding officer may limit each statement made by a participant to ~~5~~ minutes' duration;
30 minutes 3 minutes
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;



POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

BYLAWS

0167/Page 2 of 2

PUBLIC PARTICIPATION IN BOARD MEETINGS

- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted: October 2000

Revised : July 2008

Revised: January 2012

Revised: September 2012



Policy-3

POLICY GUIDE

OPERATIONS
8451.1/page 1 of 1
Pediculosis

8451.1 PEDICULOSIS

Pediculosis (head lice) is communicable.

If a child is found to have pediculosis upon examination by the school nurse, the school Principal is authorized to remove the child from school. The school nurse is responsible to notify the parent(s) or legal guardian(s) and to supply the parent(s) or legal guardian(s) with pertinent information about treatment and re-entry to school.

Upon re-entry to school, the child must be accompanied by a parent(s) or legal guardian(s) to the health office. At that time, the child will be rechecked by the school nurse and must be ~~nit and bug~~ free. If ~~nits and/or bugs~~ *lice* are found, the child is not to be re-admitted. *lice*

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*New Regulation**Policy 4***REGULATION****Hamilton Township
School District**

Section: Operations

8451.1. PEDICULOSIS

Date Created: March, 2014

Date Edited: April, 2014

8451.1. PEDICULOSIS

The Hamilton Township Board of Education believes that the community-wide head lice management program should emphasize the correct diagnosis and treatment of head lice (pediculosis) in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. Affirming that public schools have a responsibility to assist parents in controlling and preventing the spread of communicable disease, Hamilton Township will establish a routine screening program to help prevent the spread of head lice.

The Board recognizes that the responsibility for the treatment of head lice rests with the parent/guardian, but also that the school district must make every effort to control head lice by excluding from school all students with head lice.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. Careful observation by all personnel and parents will help minimize the spread of head lice.

Procedure:

Early each school year, the school administration shall send home to parent's information regarding the diagnosis, treatment, and prevention of head lice. Parents will be encouraged to help prevent the spread of head lice by being more informed and conducting routine head checks on their children. Hamilton Township school nurses will make every effort to use professionalism and discretion in carrying out these procedures.

1. To help prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse. The nurse shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for nits or live lice.
2. If nits are found but there are no live (crawling) lice on the hair, the nurse shall re-inspect daily for five school days and weekly for four weeks. Hamilton Township school nurses may use their own discretion in deciding whether to exclude students found to have numerous nits very close (1/4 inch) to the scalp.
3. If an active infestation is present (based on the presence of live or numerous nits less than 1/4 inch from the scalp), the parent/guardian shall be notified to arrange pick up of the child from school. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.

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4. The school nurse shall then examine any affected student's siblings and others likely to have had close head-to-head contact, such as playmates and classmates. A letter will be sent home with classmates asking parents to check their child's head. If two or more students in one class are found with lice infestations, the entire class should be checked weekly for two weeks. Teachers will be notified to monitor or treat any classroom materials (cloth chairs, costume pieces, etc.)
5. Parents/guardians of affected students should perform treatment as soon as possible after notification. Before re-admittance to the classroom or bus, the school nurse will examine the student's head for live lice. Students dismissed from school due to lice will be granted two days of excused absences. Any additional absences will require a doctor's note.
6. If no live lice are found, the student may return to the classroom. If nits are found, the school nurse shall periodically re-inspect the student for the presence of live lice.
7. If the lice are found, the student will be returned home for further treatment. The student should be referred to their health care provider if resistance to treatment is suspected. The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice case in order to help minimize the student's absences from school.
8. The school nurse shall educate parents of the importance on ongoing daily combing with a metal nit comb until lice and nits are completely eradicated.

The school nurse will review methods of control with the classroom teachers, particularly those with high incidences. Staff shall maintain the privacy of students as having head lice.

Adopted: 4-15-14

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