

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

**Regular Meeting  
May 20, 2014**

**Location: Davies School Library  
Time: 5:30 p.m.**

Page

- I. Call to Order – Daniel Smith, Board Secretary
- 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. Mechanical devices are being used to both audio-tape and video-tape this meeting.

- IV. Roll Call
- V. Board Workshop
- VI. 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:

- School Business Administrator Contract

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 \_\_\_\_\_

**VII. Appointment**

**1. Budgetary Accounting, Payroll, and Personnel Recordkeeping**

**Action**                      **Motion to approve Computer Solutions, Inc. CSI SMARTS educational software for the 2014-2015 school year for the following applications: budgetary accounting, payroll, and personnel recordkeeping (*revised* attachment VII-1).**                      **14**

**VIII. Approval of Minutes**

**Action**                      **A. Motion to approve the Regular session of the meeting of April 15, 2014 (*revised* attachment Minutes-1).**                      **15**

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

**IX. Correspondence**

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

**XI. Board Member Comments**

**FYI**                      **Presentation of Certified Board Status Award**

**XII. Superintendent/Staff Reports**

**A. Information Items**

**1. Dates to Remember**

- **May 20, 2014 – Board Workshop – Davies School – 5:30 p.m.**
- **May 20, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.**
- **May 26, 2014 – Memorial Day – Schools Closed**
- **May 29, 2014 – Teacher of the Year Recognition Luncheon – Carriage House – 12:00 p.m.**
- **May 30, 2014 – Davies Got Talent – Davies School – 7:00 p.m.**
- **June 2, 2014 – Curriculum Committee Meeting – Board Office – 3:00 p.m.**
- **June 3, 2014 – Academic Excellence Luncheon – Carriage House – 10:00 a.m.**

- June 3, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- June 11, 2014 – Personnel Committee Meeting – Board Office – 4:15 p.m.
- June 13, 2014 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- June 16, 2014 – Davies School Graduation – Hess School – 4:00 p.m.
- June 24, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- June 26, 2014 – Finance Committee Meeting – Board Office – 4:30 p.m.

FYI

**B. Round-Up Registration/Pre-School and Kindergarten:**

**Joseph C. Shaner School:**

**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

**C. Registration/Transfer Statistics for the Month of April, 2014 (attachment XII-C). 41**

FYI

**D. Enrollment for the month of April, 2014 (attachment XII-D) 42**

FYI

**E. Harassment, Intimidation and Bullying Incident Log (attachment XII-E) 43**

FYI

**F. Student Discipline Reports for the month of April, 2014 (attachment XII-F) 44**

FYI

**G. Superintendent's/Principal's List for the 3<sup>rd</sup> Marking Period (attachment XII-G) 63**

FYI

**H. Presentation:**

**In Recognition of the 2014 Hamilton Township District Retirees**

Miguel Rodriquez	12 years of service
Mary Curcione	12 years of service
Lila Williams	18 years of service
Beverly Groeber	22 years of service

Karen Patterson	22 years of service
Norma Sullivan	24 years of service
Lorraine Fitting	25 years of service
Patricia Fleming	25 years of service
Lorraine Grasso-Johnson	26 years of service
Edwin Stewart	26 years of service
Rebecca Garofalo	28 years of service
Traci Schubert	28 years of service
Dorothy Torres	28 years of service
Donna Hess	31 years of service

FYI

I. Presentation:

In Recognition of the 2014 Teachers of the Year

Jessica Newkirk	Shaner School
Janet Yunghans	Hess School
Carrie Armstrong	Davies School

FYI

J. Presentation:

In Recognition of the 2014 Paraprofessionals of the Year

Beverly Levari	Shaner School
Gayle Luderitz	Hess School
Lorraine Von Hess	Davies Schools

District County Teacher of the Year Candidate:  
Jessica Newkirk

XIII. Committees and Recommendations

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

Action

1. Motion to approve the designation of Dr. Michelle M. Cappelluti as Chief School Administrator for the Title I program in the Hamilton Township School District for the FY 2014-2015.  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action

2. Motion to approve the designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2014-2015.  
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 March, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2014.**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    2. **Motion to approve the Board Secretary's Report for the period ending March 31, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of March 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 \_\_\_\_\_
- Action**                    3. **Motion to approve budget transfers in the amount of 33,583.00.**  
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 the bills and payroll in the total amount of \$4,492,164.83:**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$212,335.86
11	Current Expense	1,823,951.22
11	Current Expense/Payroll	2,165,175.93
12	Capital Outlay	19,184.00
20	Special Revenue	52,859.79
20	Special Revenue/Payroll	47,924.80
50	Cafeteria	145,534.21
50	Kid's Corner	21,047.68
50	Community Education	3,491.34
50	Camp Blue Star	660.00
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.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action 7. Motion to approve an unspecifiable contract for the 2014-2015 school year with CM3 – for environmental controls at the Hess, Davies and Shaner schools for a total amount of \$60,000.00 (*revised* attachment Finance -7). 70  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action 8. Motion to approve the renewal contract in the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund for a three year period from July 1, 2014 through June 30, 2017.  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action 9. Motion to accept an anonymous donation in the amount of \$1,000.00 to fund the District's Emergency Preparedness Project (attachment Finance-9). 74  
 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). 75  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action	2. Motion to approve homebound instruction for the 2013-2014 school year (attachment Personnel-2). Motion_____Second_____Vote_____	76
Action	3. Motion to approve the Extended School Year program and staff for the 2014-2015 school year (attachment Personnel-3). Motion_____Second_____Vote_____	78
Action	4. Motion to approve staff members acquiring tenure for the 2014-2015 school year (attachment Personnel-4). Motion_____Second_____Vote_____	80
Action	5. Motion to approve longevity for the 2014-2015 school year (attachment Personnel-5). Motion_____Second_____Vote_____	81
Action	6. Motion to approve lateral moves for the 2014-2015 school year (attachment Personnel-6). Motion_____Second_____Vote_____	83
Action	7. Motion to approve Certificated staff for the 2014-2015 school year (attachment Personnel-7).  Tenured Non-Tenured Motion_____Second_____Vote_____	84
Action	8. Motion to approve Administrative staff for the 2014-2015 school year (attachment Personnel-8). Motion_____Second_____Vote_____	92
Action	9. Motion to approve district Supervisors for the 2014-2015 school year (attachment Personnel-9).  Salaries subject to change at the conclusion of the HTSCDA negotiations. Motion_____Second_____Vote_____	93

- |               |  |            |
|---------------|--|------------|
| <b>Action</b> | <p><b>10. Motion to approve non-certificated staff for the 2014-2015 school year (attachment Personnel-10).</b></p> <p>Paraprofessionals – F/T-P/T<br/> Technology<br/> Maintenance<br/> Custodial<br/> Hess School Nurse and SRAO's<br/> Secretaries</p> <p>Motion_____Second_____Vote_____</p> | <b>94</b>  |
| <b>Action</b> | <p><b>11. Motion to approve Board office staff for the 2014-2015 school year (attachment Personnel-11).</b></p> <p>Motion_____Second_____Vote_____</p>   | <b>102</b> |
| <b>Action</b> | <p><b>12. Motion to approve the 2014 Community Education Summer Swim staff (attachment Personnel-12):</b></p> <p>Motion_____Second_____Vote_____</p>   | <b>103</b> |
| <b>Action</b> | <p><b>13. Motion to approve the 2014 Summer Band staff as follows:</b></p> <p>Fred Rushmore - \$40.00/Hour<br/> Andrea Dixon - \$30.00/Hour<br/> David Rothkopf - \$30.00/Hour<br/> Richard Schwartz - \$30.00/Hour</p> <p>Motion_____Second_____Vote_____</p>                                   |            |
| <b>Action</b> | <p><b>14. Motion to approve the 2014 Camp Blue Star staff (attachment Personnel-14).</b></p> <p>Motion_____Second_____Vote_____</p>  | <b>104</b> |



- Action**                    15. **Motion to approve the Shaner Summer Reading and Writing Program staff as follows (attachment Personnel-15):**
- Jessica Newkirk  
Beth Connor  
Sue Burnetta
- Substitutes:  
Kristen Micklejohn  
Sarah Vicedomini  
Kelly Ho  
Stephanie McKensie  
Stephanie Andrus
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    16. **Motion to approve a Contract for Daniel Smith, Business Administrator for the 2014-2015 school year (attachment Personnel-16).**                    105
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    17. **Motion to approve an intermittent N.J. Family Leave of Absence for Beverly Levari, Shaner School full-time Paraprofessional, beginning April 10, 2014, to care for her husband (attachment Personnel-17).**                    111
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    18. **Motion to approve an intermittent Federal Family Medical Leave of absence for Robert Parsons, part-time Custodian, beginning April 25, 2014 (attachment Personnel-18).**                    112
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action**                    19. **Motion to accept a resignation notice from Leanna Mullen, Technology Secretary, effective May 14, 2014 with her last day of employment to be June 15, 2014 (attachment Personnel-19).**                    113
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

20. Motion to approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

- Andrea Dixon
- Richard Schwartz
- Justyna Lychacz
- Kristen Santilli
- Monica Wright
- Natalie McCullen
- Barbara Ponticello
- Jean Tunney
- Joseph Fraone

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

21. Motion to approve a fieldwork placement for the 2014-2015 school year (attachment Personnel-21).

114

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

22. Motion to abolish the following Position Control Numbers:

Transportation Coordinator: 23.09.33 BCZ

Teacher of Social Success: 20.01.26 BLQ

Part-Time Secretary: 19.04.29 BHP

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

23. Motion to approve a Federal Family Medical Leave (FMLA) of absence for Rebecca MacQueen, full-time Maintenance worker beginning May 16, 2014 through the end of the school year. Her vacation days will run concurrent with her FMLA.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

24. Motion to approve Shawnee Foglio as a full-time, 10 month Hess School Physical Education teacher for the 2014-2015 school year, B.A., Step 1, with a total annual salary of \$50,000.00 (attachment Personnel-24).

115

Ms. Foglio is a replacement for Margaret Stringer.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

E. Policy Committee - Mrs. Buchanan

Action	1. Motion to approve Policy #0141 – Board Member Number and Term on first reading (attachment Policy-1). Motion_____Second_____Vote_____	118
Action	2. Motion to approve Policy #0413 – Board Member Election and Appointment on first reading (attachment Policy-2). Motion_____Second_____Vote_____	119
Action	3. Motion to approve Policy #0145 – Board Member Resignation and Removal on first reading (attachment Policy-3). Motion_____Second_____Vote_____	122
Action	4. Motion to approve Policy #0145.1 – Board Member Attendance Policy on first reading (attachment Policy-4). Motion_____Second_____Vote_____	123
Action	5. Motion to approve Policy #0164 – Conduct of Board Meeting on first reading (attachment Policy-5). Motion_____Second_____Vote_____	125
Action	6. Motion to approve Policy #1581 – Victim of Domestic or Sexual Violence Leave on first reading (attachment Policy-6). Motion_____Second_____Vote_____	128
Action	7. Motion to approve Regulation #2464 – Gifted and Talented Pupils on first reading (attachment Policy-7). Motion_____Second_____Vote_____	133
Action	8. Motion to approve Policy #3125 – Employment of Teaching Staff Members on first reading (attachment Policy-8). Motion_____Second_____Vote_____	139
Action	9. Motion to approve Policy #3230 – Outside Activities Teaching Staff Members on first reading (attachment Policy-9). Motion_____Second_____Vote_____	142
Action	10. Motion to approve Policy #3240 – Professional Development for Teachers and School Leaders on first reading (attachment Policy-10). Motion_____Second_____Vote_____	144

Action	11. Motion to approve Regulation #3240 – Professional Development for Teachers and School Leaders on first reading (attachment Policy-11). Motion_____Second_____Vote_____	146
Action	12. Motion to approve Policy #4125 – Employment of Support Staff Members on first reading (attachment Policy-12). Motion_____Second_____Vote_____	156
Action	13. Motion to approve Policy #4230 – Outside Activities Support Staff Members on first reading (attachment Policy-13). Motion_____Second_____Vote_____	159
Action	14. Motion to approve Policy #5430 – Class Rank on first reading (attachment Policy-14). Motion_____Second_____Vote_____	161

F. Transportation Committee - Mr. Ciambrone

Action	1. Motion to approve club/activity trips for the 2013-2014 school year (attachment Transportation -1). Motion_____Second_____Vote_____	163
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XIV. Resolutions

XV. Solicitor's Report

XVI. Unfinished Business

Action	1. Motion to approve Advisory Opinion - Board Member Ciambrone ( <i>revised</i> attachment XVI-1) Motion_____Second_____Vote_____	164
Action	2. Motion to approve Advisory Opinion - Board Member Aiken ( <i>revised</i> attachment XVI-2) Motion_____Second_____Vote_____	167
Action	3. Motion to approve Advisory Opinion - Board Member Buchanan (attachment XVI-3) Motion_____Second_____Vote_____	169

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

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

## **XIX. Adjournment**

VII-1

Computer Solutions Inc.

Services provided to the Hamilton Township School District under annual license fee:

- Unlimited phone, email and on-site support
- Additional payroll support, i.e. retroactive pay
- Software updates
- New programming as needed, i.e. NJ Budget Grid, NJSMART evaluation submittal, Health Benefit Contribution Charts

Note: Software support fees go towards making upgrades and enhancements to the applications, as well as modifying the software to meet the ever-changing requirements put forth by the State.

Submitted by Alex Pappas

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**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 15, 2014  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:02 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

Dr. Anne Erickson led the Pledge of Allegiance.

**Pledge of  
Allegiance**

**ANNUAL NOTICE 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 both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Ciambone, Mrs. Amelia Francis, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mr. Greg Cassidy  
Mrs. Kim Melton

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**APPROVAL OF MINUTES**

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the meeting of March 4, 2014, as per attachment Minutes-2.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the meeting of March 18, 2014, as per attachment Minutes-3.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

### CORRESPONDENCE

None

### PUBLIC COMMENTS

Gail Harris questioned the location of the concerts being held at the Hess and Davies schools that are listed on the agenda. Dr. Cappelluti responded that all concerts are held at the Hess School.

### BOARD MEMBER COMMENTS

Dr. Erickson noted that volleyball mania was held at the Davies School. Mr. Beck noted that 15 teams signed up for the event and the funds supported the 8<sup>th</sup> grade trip to the Cove.

Mr. Aiken thanked Mrs. Lamanteer and Mrs. LoPresto for the PIC meeting held last week that he attended with Mrs. Buchanan. He also thanked the Board members for reinstating Board member comments.

Mrs. Capone wanted to clarify that Board member comments were never removed from the agenda, but were being moved to a different section of the agenda. She also noted that some of the Board members have been working with Dr. Cappelluti to add additional tutoring programs for the students. Dr. Cappelluti noted she will be in the process of setting everything up for next year.

### SUPERINTENDENT/STAFF REPORTS

#### (A) Information Items

##### 1. **Dates to Remember**

- a. **April 15, 2014** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **April 16, 2014** – National Junior Honor Society Induction Ceremony – Davies School – 7:00 p.m.
- c. **April 18, 2014** – Schools Closed – Spring Break
- d. **May 1, 2014** – Finance Committee – Board Office -4:00 p.m.
- e. **May 6, 2014** – Curriculum Committee – Davies School – 3:00 p.m.
- f. **May 6, 2014** – Board Workshop – Davies School – 5:30 p.m.
- g. **May 6, 2014** – Board Meeting – Davies School – 7:00 p.m.
- h. **May 9, 2014** – Facilities Meeting – Board Office – 7:30 a.m.
- i. **May 14, 2014** – Personnel Meeting – Board Office – 4:15 p.m.

(B) Academic Achievement lists for the 2<sup>nd</sup> Trimester Grades 4 and 5, as per attachment IX-B.



Mays Landing, NJ  
April 15, 2014

- (C) Enrollment for the month of March, 2014, as per attachment IX-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.
- (E) Registration/Transfer Statistics for the Month of March, 2014, as per attachment IX-E.
- (F) New Homes and Certificates of Occupancy for the months of December, 2013 through February, 2014, as per attachment IX-F.
- (G) Discipline Reports for the month of March, 2014, as per attachment IX-G.
- (H) Round-Up Registration/Pre-School and Kindergarten:

Joseph C. Shaner School

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

(I) Upcoming Spring Concert Dates for Hess and Davies

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

Mrs. Stecher and Mrs. Kozak were part of a panel of leadership for the Read 180 Program. Dr. Cappelluti thanked them for participating in this program.

Dr. Cappelluti informed the Board that a meeting was held last week to organize the dedication of the Hess Pool which will be held sometime in September. The committee unanimously elected to have the pool named the Margaret A. Stringer Aquatic Center.

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

Danielle Bolf, President of the PTA presented checks to all three schools of the District. She reviewed with the Board where the PTA would like to see the money spent. Ms. Bolf noted that the total amount of \$8,500 would be distributed as follows: \$2,500 Shaner, \$2,500 Hess and \$3,500 Davies.

Dr. Erickson recognized the PTA for their efforts in organizing the Town Hall meeting. She thanked the PTA members for all their efforts.

Mrs. Capone asked if there was anything the Board can do to help the

PTA. April Perone, Vice President of the PTA noted that the Board can help by continuing to support the PTA and to encourage parents to join and to help out. She noted that the next PTA meeting will be held on May 13, 2014 at the Hess School and, at that time, they will be electing a new executive board.

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

None

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

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion as presented:

1. 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, as per revised attachment – Curriculum-1.
2. To approve the 2014-2015 School District Calendar, as per attachment Curriculum-2.

Mrs. Capone noted she would like to see the calendar amended to move the professional development day to Monday, November 10, 2014 and to be closed on Tuesday, November 11, 2014 for Veteran's Day.

Dr. Erickson noted the half days that are listed on the calendar.

There was also a suggestion to change the dates in January and February.

Mrs. Francis noted that Mrs. Dagit had specific reasons for the dates she chose,

particularly January 28, 2015. She noted that the February PD day would be used to prepare for PARCC. Mrs. Francis noted that the goal was to have the least amount of interruption for the students at the beginning of the year.

Dr. Erickson noted that some districts offer PD on the teacher convention days. She suggested looking into this with the next contract. Dr. Erickson also noted that the district had a lot of snow days this year; which isn't normal.

Mrs. Francis noted that the dates on the calendar were discussed at the committee meeting. Mrs. Capone stated that the majority of the committee was not present and wished to discuss it further.

Dr. Erickson asked if the Board wanted to separate motions one and two.

Mrs. Francis stated that the Board needs to keep in mind that we could have a winter like this past one and we may lose snow days again.

Dr. Erickson wanted to clarify how the half days counted for the staff and students. Dr. Cappelluti explained that the staff must attend five full days of PD and the half days are added to the five full days. Dr. Cappelluti also noted that back to school nights and parent conferences are abbreviated days as well.

Mr. Aiken noted that he was always a supporter of having Veterans Day as a day off. This past year, when the school did have the day off, many of the students did attend the services in the area to honor veterans. He will, however, support whatever decision the Board makes.

Mrs. Capone asked if there were any

statistics on parent conferences. Dr. Cappelluti stated the information is on file and every parent has the right to sign up for a conference.

Mrs. Francis noted that the abbreviated days are used to accommodate parents who cannot make it to the school during the day. She also noted that teachers do not invite every parent so that there is more time to spend with parents of students who may need additional help.

Mrs. Capone stated she is not sure on the necessity of the half days because she does not know how many conferences are being held. Mrs. Capone noted she is trying to work with the committee but the Township has a lot of Veterans and families cannot attend Veteran's Day events because children are in school.

Mr. Aiken noted that the schools do a lot of activities on Veteran's Day, but the community events are good as well.

Mr. Sacchinelli asked about having students transported to the Veterans Day services. Dr. Cappelluti noted that the students have walked to the services in the past from the Shaner School.

Dr. Erickson asked if there was a consensus on closing school for Veteran's Day.

Mr. Ciambone agreed with Mrs. Capone that Veterans Day is an important day for the students to be off and attend the activities.

Mrs. Francis noted that she is not insensitive to Veteran's Day but she is concerned with the instruction of the children. Mrs. Francis asked if there was an unusual amount of absences on Veterans Day when school is in session.

Mr. Ciambrone asked if the day could be made an excused absence. Dr. Erickson stated this has been done in the past.

After discussion on the District Calendar, it was decided to withdraw the motions and approve the amended school calendar.

Motion by Mrs. Francis, seconded by Mr. Sacchinelli to withdraw the motions, as presented.

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

1. 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)

Voice Vote: All in favor. (7-0-0)

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion, as amended:

2. To approve the 2014-2015 School District Calendar, as per amended attachment Curriculum-2.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Ciambrone and Mrs. Francis. (5-2-0)

#### **FINANCE COMMITTEE – Mrs. Capone**

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions as presented:

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8

and 18A:17-9 for the month of February, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of February, 2014.

2. 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.
3. To approve budget transfers in the amount of \$880,960.00, as per revised attachment Finance-3.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion as presented:

4. 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.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr.

Erickson. (7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion as presented:

5. 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

Mrs. Capone asked Mr. Goldstein if he was directed by Dr. Cappelluti to do research regarding the selection of the Board Vice President. Mr. Goldstein stated he was not.

Mrs. Capone stated that the Board has to advise the solicitor as a whole.

Mr. Goldstein noted that there are issues that may be acted upon that an individual Board member may raise. Mr. Goldstein noted there are times when the solicitor acts without board direction; such as a due process hearing or review of bid specs.

Mrs. Capone asked if the Board President has the authority to direct the solicitor. Mr. Goldstein responded yes.

Dr. Cappelluti stated that some of the issues now being discussed is the reason why all e-mails should be directed to her. She noted that none of the emails concerning the vice president position were sent to her.

Mrs. Capone asked for clarification since Mr. Aiken had asked Mr. Goldstein to look into the vote. Mr. Goldstein noted that Mr. Aiken

brought it to his attention after he did legal research on his own. Mr. Goldstein noted that he looked at Mr. Aiken's research and felt he was correct.

Mr. Goldstein stated that he has an obligation to bring the issue to the Board if he feels the vote was not done properly. He noted that it was brought to the Board and then it turned into a greater inquiry.

Mrs. Francis asked if the district was billed for the initial review of information. Mr. Goldstein responded no, and noted that he began billing when the Board made this a contested issue.

Mrs. Capone noted that the district was billed \$1,560 for this issue. She asked Mr. Goldstein if the Board President could authorize him to do an investigation; which was discussed in December. Mr. Goldstein noted that he can be directed by the President to do something that he is able to do. Mr. Goldstein stated that he is a lawyer and not an investigator.

Dr. Erickson asked Mr. Goldstein if a charge was filed against the Board for an ethics violation, would he then research the charge. Mr. Goldstein stated he would research whether or not the charge could be defended, and he would not interview people and investigate the charge.

Mrs. Capone asked what the procedure would be. Mr. Goldstein noted he was not sure since the Board has not come across that situation.

Dr. Erickson noted that the Board could consult with School Boards in the future if needed.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Abstained: Dr. Erickson (6-0-1)

Motion by Mrs. Capone, seconded by Mrs. Francis to approve the following motion, as



presented:

6. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per revised attachment Finance-6.

Mrs. Capone noted that the Board has spent over \$71,000 for Teacher's College over the past two and a half years. She would prefer to have this money used for the students. Mrs. Capone does not feel these charges have proven to be successful in teaching the students.

Mrs. Capone also had questions regarding the Marzano Conference. Dr. Cappelluti explained how important it is for Mr. Santilli to attend this conference and bring the information back to the district. Dr. Cappelluti discussed how important professional development is for the staff, and she noted that the staff travel does not pertain to just new teachers.

Mrs. Capone also noted that the Board is voting on sending a retiring teacher to a conference on June 4, 2014.

Dr. Cappelluti asked Mr. Santilli to discuss the Marzano Conference.

Mr. Santilli spoke regarding the Marzano Conference he will be attending in Florida. He informed the Board about all of the elements of teaching that are involved in this conference. He feels it is a very informative conference for professional development. It is important for the success of the students. He is planning to use the information gathered from this conference for professional development with the district's staff.

Mrs. Capone asked if Mr. Santilli is attending the conference because he is not fully versed in the evaluation tool. Mr. Santilli noted that he is

versed in doing observations, but it is a complicated process. He noted that there are leadership components and turn keying information to the staff. Mr. Santilli stated that he is concerned with being great and not just being good.

Dr. Erickson asked if the NJDOE is offering any assistance to school districts for this topic. Mr. Santilli noted that the State is making a lot of changes in the first year; such as SGO's, SGP's and PARCC, and it may be more than the State can handle in one year. He noted the State cannot get the information out fast enough to assist the districts.

Mrs. Capone asked if Mr. Santilli will incorporate this trip with staff professional development. Mr. Santilli responded yes, and noted that he returns to the district and turn keys all professional development events that he attends.

Mrs. Francis asked what the conference will cover. Mr. Santilli noted there are keynote speakers and breakout sessions. He also noted the conference will address instructional practices.

Dr. Erickson asked if Mr. Santilli can invite the Board to the PD session when he presents information from the conference.

Mrs. Capone stated that she wants the Board to consider the achievement levels of the students. She noted that the district spends money on professional development but feels the district is not getting our bang for our buck.

**Mrs. Capone noted that 32% of students at Davies were partially proficient in 2009-2010, 34% in 2010-2011, 32% in 2011-2012, and 35% in 2012-2013. She stated there is not a lot of growth and wanted to know what the district is doing to impact these students.**

Dr. Erickson noted the two staff members attending the NASA STEM workshop being provided by NJSBA. She also pointed out that Mrs. Stecher and Mrs. Kozak are attending workshops with no costs.

Dr. Erickson asked if anyone on the Board would like to separate the items within #6.

Mr. Ciambone noted that the Board should look at the interaction of teachers and parents. He does not feel it is fair to put all of the blame on the teachers. Mr. Ciambone wants the Board to keep this in mind.

Dr. Erickson noted that one of the Board goals is to increase parental involvement.

Mrs. Capone noted that she was not shifting the blame to the teachers; she wants to address services that will help address students within our curriculum. Mrs. Capone noted that the Board cannot blame parents for students who are not achieving.

**Mrs. Capone noted two schools in the Newark school district that are in the top ten of NJASK scores. She noted the two schools have 83% and above free and reduced lunch students. Mrs. Capone She wants to see money utilized for the students first hand.**

Dr. Cappelluti noted that tutoring programs being implemented for next year will help the students. She also noted that the Board cannot select the PD for the staff; the decision needs to be left with the administration to determine what PD is appropriate.

Mrs. Francis asked if Mr. Santilli plans on attending this conference annually. Mr. Santilli responded no.

Mrs. Capone stated that she would like to

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separate the Teacher's College Summer Writing Institute, NJAFPA Workshop for reading Specialist, and the Marzano Conference.

Motion by Mrs. Capone, seconded by Mrs. Buchanan to separate the vote on the Teachers College Summer Writing Institute, NJAFPA Workshop and the Marzano Conference listed in attachment #6.

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken and Mr. Ciambrone. (5-2-0)

Roll Call Vote on the remaining travel in attachment 6: Six in favor: Mr. Aiken, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Buchanan. (6-1-0)

Roll Call Vote for staff to attend Teachers College Summer Writing Institute:

Three in favor: Mr. Aiken, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Buchanan, Mrs. Capone, Mrs. Francis and Dr. Erickson. (3-4-0)

Roll Call Vote for staff to attend the NJAFPA Workshop:

Three in favor: Mr. Aiken, Mr. Ciambrone, and Mrs. Francis. Nay: Mrs. Buchanan, Mrs. Capone, Mr. Sacchinelli, and Dr. Erickson. (3-4-0)

Roll Call Vote for staff to attend the Marzano Conference:

Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone. (6-1-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

7. To approve Resolution #78 approving free meals for students at Pineland Learning Center,

Inc. for the 2014-2015 school year.

8. To accept the funds from the Hamilton Township PTA in the amount of \$8,500.00 for the 2013-2014 school year as follows, as per attachment Finance-8:

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
- 8<sup>th</sup> Grade Graduation \$1,000.00
- 6<sup>th</sup> & 7<sup>th</sup> Field Days \$500.00

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson.  
(7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

9. To approve to solicit Requests for Proposals (RFP's) for school physician services.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone,

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Mrs. Francis, Mr. Sacchinelli, and Dr.  
Erickson. (7-0-0)

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

1. To approve district substitutes for the 2013-2014 school year, as per attachment Personnel-1.
2. To approve homebound instruction for the 2013-2014 school year, as per attachment Personnel-2.
3. To approve a fieldwork placement for the 2013-2014 school year, as per attachment Personnel-3.

Six in favor #1: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis. (6-1-0)

All in favor #2 & #3: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

4. To accept a retirement notice from Norma Sullivan, Davies School Custodian, effective June 30, 2014, as per attachment Personnel-4.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as

presented:

5. To accept a retirement notice from Traci Schubert, Hess School teacher, effective June 30, 2014, as per attachment Personnel-5.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

6. 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, as per attachment Personnel-6.

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

7. To approve an in-house transfer for Cindy Fulton from the Hess Pool to a full-time Shaner School paraprofessional effective March 24, 2014, as per attachment Personnel-7.

Roll Call Vote: All in favor. Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

8. 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, as per attachment Personnel-8.

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

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Mrs. Capone. Abstained: Dr. Erickson. (5-1-1)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

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

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis (6-1-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

10. To accept a retirement notice from Donna Hess, Guidance Counselor, effective June 30, 2014, as per attachment Personnel-10.

Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Dr. Erickson. (6-1-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

11. To accept a retirement notice from Lila Williams, Hess School teacher, effective June 30, 2014, as per attachment Personnel-11.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Dr. Erickson. (6-1-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions,



as presented:

12. 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, as per attachment Personnel-12.

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

13. 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, as per attachment Personnel-13.

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

14. 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.

15. 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

All in favor #12, #13 & #14: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Five in favor #15: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (5-2-0)

**POLICY COMMITTEE – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mrs. Capone to approve the following motion, as presented:

1. To approve Policy 0164.1 – Role of the Board Chair on first reading, as per attachment Policy-1.
2. To approve Policy #0167 – Public Participation in Board Meetings on first reading, as per attachment Policy-2.
3. To approve Policy #8451.1 Pediculosis on first reading, as per attachment Policy-3.
4. To approve Regulation #8451.1 Pediculosis on first reading, as per attachment Policy-4.

Mr. Sacchinelli had a comment on Item 2; he suggested having a sign-up sheet to allow the public to make comments on items they would like to discuss during the meeting.

Mr. Sacchinelli also suggested having a consent agenda. He noted this would make it easier for the Board to comment to the public.

Mr. Aiken asked why the committee was reducing the time for public comment. Mrs. Buchanan stated that the committee is trying to streamline the meetings.

Mr. Aiken asked why the committee is

considering Item 1. Mrs. Buchanan stated that the policy will help run the meetings more efficiently.

Roll Call Vote: All in favor #1, #3 and #4: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Six in favor #2: Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken. (6-1-0)

### **TRANSPORTATION COMMITTEE – Mr. Ciambrone**

Motion by Mr. Ciambrone, seconded by Mr. Aiken, to approve the following motion, as presented:

1. To approve club/activity trips for the 2013-2014 school year, as per attachment Transportation-1.

Roll Call Vote: All in favor. Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

Mr. Goldstein noted that he received an e-mail from an interested party of the Duberson School. He will forward this information to the Board and it can be discussed further at a later time.

### **UNFINISHED BUSINESS**

Mr. Aiken asked Mr. Goldstein a question regarding the Roberts Rules of Order handout previously received from Dr. Erickson. He wanted to know if this was regarding when a motion was made or during debate.

Mr. Goldstein stated that it was referring to debate. The section of Roberts Rules in question does not relate to general conduct.

Mr. Aiken noted page 393 where Roberts Rules state to avoid the use of Board Member's names.

Mrs. Capone asked what the Board can do for the lack of recycling at the Shaner School. Mr. Sacchinelli will address this issue at the next facilities committee meeting to make sure the custodians are recycling properly.

Mrs. Capone asked Mr. Smith about an update of the cuts to the budget. Dr. Cappelluti noted that a packet will be sent to the Board Members.

### **NEW BUSINESS**

Mrs. Capone asked if the Board can have a presentation regarding the tutoring program. Dr. Cappelluti noted that the Board should receive this by the May 6, 2014 meeting.

Mrs. Capone asked if Charlene Zoerb recommended the Board certification recently received. Dr. Erickson spoke to Ms. Zoerb recently and stated that NJSBA wanted to credit the Board for the time they have put in for training.

Mrs. Capone asked about bus drop off times and if paraprofessionals could offer tutoring services before school starts. Dr. Cappelluti noted she would have to look into it.

Mrs. Capone asked what the district is doing to address students who are in need of additional help. Dr. Cappelluti noted the principals will be presenting information at the next board meeting.

Mr. Sacchinelli noted a NJSBA workshop he attended with Mrs. Capone and stated that the workshop was very beneficial and they gathered a lot of good information.

Dr. Erickson noted the Board can ask the School Ethics Commission for an advisory opinion on whether or not a board member can take part in certain discussions or votes. She asked the Board if a request should be submitted since there is different information available regarding board members who have a spouse working in the district.

Dr. Cappelluti noted that the Board needs to vote on whether or not they want to proceed with this request.

Mrs. Capone noted that she felt the Board was also asking for an opinion on board members who have relatives working in the district.

Mr. Aiken asked Mr. Goldstein if he can advise board members when they can or cannot vote on an issue. Mr. Goldstein stated that was correct.

Dr. Erickson noted that the commission will review the request and respond with their recommendation on how to proceed. She noted the advisory opinion will help guide the board to operate correctly.

Mr. Aiken asked how many opinions the Board would be asking for. Dr. Erickson stated that is what the discussion is about, asking for none, one or two.

Mr. Ciambrone asked what questions would be asked of the commission. Dr. Erickson stated that could be discussed, she used the hiring of the labor relations consultant as an example. Dr. Erickson noted that Mr. Goldstein informed Mr. Ciambrone that he could take part in the discussion and vote, but she felt it could possibly be a conflict.

Mr. Ciambrone noted that when he first came on the Board he asked Mr. Goldstein to inform him of any potential conflicts that could arise when voting or discussing certain topics. Mr. Ciambrone noted that the Board is making progress and moving forward but this discussion is stifling that progress.

Dr. Erickson noted that this will prevent questions from being asked in the future as to what is or is not appropriate. Mrs. Francis asked if getting the advisory opinion is just an opinion or will it include rules and regulations.

Mr. Goldstein noted that the inquiry to the commission must be narrow in order to receive an opinion. He also noted that the commission may choose not to address the inquiry. Mr. Goldstein noted that the commission will give a narrowly tailored answer.

Mrs. Francis stated that getting the advisory opinion would protect the whole Board, and is not meant to stifle anyone.

Mrs. Capone noted that she raised some of these questions at a NJSBA workshop and the legal counsel suggested getting an advisory opinion.

Mr. Sacchinelli asked if a legal opinion was already issued for board member #1. Dr. Erickson noted that the opinion that was given to the Board is outdated and new information may be available through the commission.

Mr. Sacchinelli asked about board member #2 and noted that previously a board member who had a spouse in the district would not take part in certain discussions. He also noted that Mr. Ciambrone would not put himself in a position to do anything wrong.

Mr. Aiken noted that the advisory opinion previously reviewed was similar to his situation and it stated that he could take part in all board activity. Dr. Erickson noted that Mr. Aiken can use that opinion as his defense, but a more current opinion would be more helpful to him.

Mr. Aiken noted that Mr. Goldstein informed him that he could take part in all board activity without any conflicts.

Dr. Erickson asked if there is a proposal to get the advisory opinion. Mr. Smith noted that the Board could vote to start the process of getting an advisory opinion, but the actual submission would have to be Board approved since it would be submitted on behalf of the Board.

Mr. Goldstein noted that someone would have to prepare a specific statement to be submitted to the commission. Mr. Goldstein stated that it would be good for all board members to have input in the submission.

Dr. Cappelluti asked who is on the commission. Mr. Goldstein stated that the commission renders opinions. He also stated that an advisory opinion is not law and is not binding. Mr. Goldstein stated that the opinion will give what the commission thinks is appropriate.

Motion by Dr. Erickson, seconded by Mrs. Buchanan to begin the process to obtain an advisory opinion to clarify the limitations of present Board members whose spouses work for the school district:

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Dr. Erickson. Nay: Mr. Aiken. Abstained: Mr. Sacchinelli. (5-1-1)

Motion by Dr. Erickson, seconded by Mrs. Buchanan to begin the process to obtain an advisory opinion to clarify the limitations of present Board members whose siblings work for the school district as on call, at will substitutes.

Roll Call Vote; Five in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, and Mrs. Francis. Abstained: Mr. Sacchinelli and Dr. Erickson. (5-0-2)

## **PUBLIC COMMENTS**

April Perone spoke regarding the policy of public participation during a Board meeting and the proposed sign in sheet. She asked the Board if they will acknowledge how many people in the public wish to discuss the same topic during the Public Comments portion of the meeting after the new policy is in effect. Mrs. Perone also wanted to know if there is any consideration for those who develop comments during the course of the meeting.

Dr. Erickson answered yes to the first part of the question. She informed Mrs. Perone that the second part of her question will have to be looked in to.

Mrs. Perone also noted Mr. Ciambrone's comments regarding responsibility of academic success. She noted that there are students who fail to meet standards despite the efforts of parents and teachers combined.

Laura Muller noted that one of her own children falls in the partially proficient area of learning. She questioned why her daughter is getting A's and B's in all subjects of her report card now that she is in 6<sup>th</sup> grade at the Davies School, but yet she cannot pass the language arts section of the NJASK Test. She questioned whether or not the curriculum was failing or the NJASK Test.

Steve Santilli thanked the PTA for their generous donation to the schools and for their continued support.

Brian Beck thanked the Board for approving his stipend for coaching the wrestling team. He informed the Board that the National Junior Honor Society will be holding fundraisers to help raise money for the Margaret Stringer Aquatic Center. Mr. Beck also commented on the time spent on discussion at the Board meetings by Board members.

Gail Harris asked if and when there will be an amended budget presentation. She also thanked the PTA for all of their support and hard work for the school.

## **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to adjourn the meeting.

Voice vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:05 p.m.

Mays Landing, NJ  
April 15, 2014

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Daniel Smith  
Board Secretary



X11-C

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
April	24	21	22

Cheryl Rzasa Registration Secretary

cc: D. Smith

D. Cartwright

C. LoPresto

T. Vogt

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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	
<b>Preschool</b>	146	24.3	148	24.7	149	24.8	149	24.8	144	24	133	6	22.2	138	6	23	135	6	22.5	6	0
<b>Kindergarten</b>	284	21.8	284	21.8	287	22.1	290	22.3	292	22.5	290	13	22.3	292	13	22.5	291	13	22.4	13	0
<b>Grade 1</b>	327	21.8	329	21.9	331	22.1	329	21.9	331	22.1	327	15	21.8	329	15	21.9	331	15	22.1	15	0
<b>Grade 2</b>	291	20.8	289	20.6	293	20.9	291	20.8	295	21.1	290	14	20.7	291	14	20.8	288	14	20.6	14	0
<b>Grade 3</b>	305	21.8	308	22.0	311	22.2	311	22.2	310	22.1	312	14	22.3	316	14	22.6	315	14	22.5	14	0
<b>Grade 4</b>	344	24.6	342	24.4	342	24.4	343	24.5	345	24.6	345	14	24.6	345	14	24.6	347	14	24.8	14	0
<b>Grade 5</b>	318	22.7	320	22.9	317	22.6	317	22.6	317	22.6	318	14	22.7	323	14	23.1	316	14	22.6	14	0
<b>Grade 6</b>	311	19.4	316	19.8	315	19.7	314	19.6	315	19.7	316	16	19.8	319	16	19.9	317	16	19.8	16	0
<b>Grade 7</b>	319	22.8	321	22.9	322	23.0	320	22.9	319	22.8	318	14	22.7	316	14	22.6	319	14	22.8	14	0
<b>Grade 8</b>	311	22.2	308	22.0	310	22.1	309	22.1	312	22.3	314	14	22.4	315	14	22.5	318	14	22.7	14	0
**Self Contained	141	8.8	140	8.8	143	8.9	142	8.9	145	9.1	150	16	9.4	152	16	9.5	157	16	9.8	16	0
<b>Totals</b>	3097		3105		3120		3115		3125		3113			3136			3134				

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

X 11-D

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X11-G

Hamilton Township  
School District

Superintendent's List  
and  
Principal's List

3rd Marking Period  
2013-2014

William Davies Middle School  
Marking Period 3

Superintendent's List  
Grade 6  
2013-2014

Theresa Aquilina	Rachael Lewis
Tyler Barnes	Colin Luderitz
Matthew Barrera	Samantha McConaghy
Emma Benkovic	Shawn McCourt
Sarah Brosman	Jenna Miller
Tyler Caggia	Andy Nguyen
Nina Casselberry	Jaden Pasos
Anshruta Chidananda	Gabriel Paz
Kathleen Compton	Brianna Perkins
Gregory Copeland	Julio Poventud
Jackie Copperman	Nymani Reeves
Tiffany Cornielle	Katelyn Rider
Matthew Creech	Cole Rocap
Shelby Cressman	Jackson Ross
Christopher Dib	Gabriella Russo
Haley Duffy	Karla Gwen San Jose
Evelyn Flickinger	Emma Selphin
Gabrielle Garrison	Connor Shulby
Nathalia Gomez	Kristen Siebert
Cara Grunwald	Autumn Slack
Tyler Hendrickson	Kaitlyn Stollenwerk
Brooke Holmes	Paulina Trzesniowska
Hayden Horsey	Tracy Wang
Alicia Jones	Eric Weeks
Matthew Keller	Layla Williams
Vivek Kolli	Grace Woolslayer
Alek Lape	

Principal's List  
Grade 6  
2013-2014

Alexandra Achanzar  
Jonathan Ahlum  
Abby Rose Alcalde  
Jake Angier  
Makayla Baggstrom  
Mychal Baglivo  
Jason Bator  
Chloe Beasley  
Colin Beasley  
James Bigelow  
Kyle Bitler  
Sacoyia Blackman  
Laura Borsani  
Kaden Bowen  
Nathan Bowman  
Michael Branca  
Taylor Burns  
Anthony Busby  
Dakota Butler  
Elijah Butler  
Connor Callahan  
Alixandra Cavileer  
McRoodjerry Cesar  
Ethon Charles  
Zachary Chmelowitz  
Caleb Comer  
Gabriella Costantini  
Scott Creighton  
Priscilla Crenny  
Natalie Cruz  
Lauren Currier  
Akiyro Daniel  
Kyiana Davis  
Sarah DeHaven  
Madison Dearborn  
Gianna Dennison  
Eric Diffenderfer  
Charnell Doughty  
Zane Duggan  
Anthony Duncan  
Gavin Duncan  
Nysere Dunlap  
Skylar Forvour  
Madison Francis

Frank Gabriel  
Bradley Garber  
Isabella Yepes Garcia  
Silvia Ghaly  
Franklin Gomez  
Aryana Gonzalez  
Hailey Gould  
Tyger Haines  
Kyle Hartman  
Mackenzie Henderson  
Tianna Hood  
Ah' Najah Hunter  
Mikayla Hutcherson  
Nicholas Ingegneri  
James Ingram  
Kaila Johnson  
Trey Johnson  
Zaire Jones  
Reginald Kelly  
Brandon Kusnirik  
Garrett LaRoche  
Nina Lecklikner  
Zakkary Lerman  
Michael Liberty  
Brooklyn Lockwood  
Ayden Lopez  
Joseph Lyons  
Angelica MacQueen  
Jana Mahmoud  
Alexander Marco  
Ariel Martinez  
Savannah Masker  
Charles Maxwell  
Ethan McCall  
Jeremy McGowan  
Hannah McKensie  
Stacey Ngo  
Maryn Olson  
Isabella Pagan  
Deanna Palermo  
Eli Palmer  
Elleana Paravalos  
Ethan Perger  
Alejandro Plaza

Elijah Pruitt  
Nebrea Ragland  
Daniel Ramirez  
Jovanie Ramos  
Adanya Rhodes  
Aaron Richardson  
Andrea Riggan  
Julian Ripa  
Jamyleth Rivera  
Marcus Rivera  
Yasim Robinson  
Carlos Rodriguez  
Lyanni Rodriguez  
Angelica Rodriguez Navarro  
Jillian Rogers  
Brea Rosa  
Ajeenah Salahuddin  
Justin Sanderlin  
Nicole Scharfetter  
Samantha Schreiber  
Olivia Sciore  
Harman Singh  
India Smith  
Savannah Smith  
Natalia Solano  
Chase Spencer  
Mason Stokes  
Dylan Szarzynski  
MarQuay Taylor  
Andrew Thompson  
Laura Uccellini  
Christopher Valentin Caban  
Isabel Vieyra  
Bryan Vu  
Kivanna Whaley  
Erik Wolfson  
Zachary Zajack

William Davies Middle School  
Superintendents List  
Grade 7 Marking Period 3

Hari	Acharya
Lindsay	Bacanskas
Olivia	Becker
Mikayla	Bell
Matthew	Boakes
Connor	Bond
Michelle	Chen
Maya	DeStefani
Kayce	DiCola
Lada	Doukhnai
Alivia	Elliott
Stephanie	Emory
Hunter	Flanagan
Aaliyah	Fonville
Rhian	Freire
Michael	Giunta
Marko	Grdic
Vittoria	Hilley
Anthony	Holvick
Gracious Jelean	Juan
Cassidy	Kempton
Alexis	Marker
Wiley	Markley
Sean	May
Joshua	McKensie
Marston	Mischlich
Hope	Nguyen
Madelyn	Palmentieri
Christian	Pimenta
Andrew	Powell
Anthony	Ragan
Drew	Robinson
Jonathan	Romagnino
Stephanie	Royko
Joseph	Ruchser
Enyje	Sandoz
LahNasia	Shider
Brielle	Smith
Jacqueline	Wilhelm
Jasmine	Yasay

**William Davies Middle School  
Principal Lists Grade 7  
Marking Period 3**

Douglas	Adams	Quanif	Handy	Lei Lani	Sugden
Giavanna	Albani	Ke'Shawn	Harmon	FaaKhirah	Sullivan
Aryel	Arroyo	Daniel	Hartey	Mera	Suriel
Eva	Ashiagbor	Mouhamed	Hassan	Brianna	Torres
Daniel	Bakley	Ahmid	Hopkins	Jalen	Turney
Rebekah	Banks	Clivens	Jean	Thomas	VanSeters
DeAundray	Bates	Bria	Johnson	Zachary	Vergata
Preston	Beasley	Luke	Johnson	Trisha	Villanueva
Nur	Bekirogullari	David	Ketschek	Basilio	Vinci
Seydi Janee	Bennett	Aaron	Lemise	Joshua	Weber
Dominic	Biasini	Carlos	Lescano	Isaiah	Whaley
Cecilia	Borja	Catalina	Lleras	Dezmen	Wilson
Lucy	Bowman	Abigail	Luderitz	Messiah	Wilson
Owen	Bradley	Emily	Lynd	Victoria	Wilson
Keegan	Brady	Matthew	Manolis	Cayla	Wyatt
Elizabeth	Briles	Julia	Marengo		
Marissa	Bunting	Nicholas	McGowan		
Burgos	Emma	Devin	McPhillips		
William	Callahan	Kayla	Meisenhelter		
Julian	Carides	Nana Ama	Mensah		
Elian	Castillo Martinez	Brooke	Mischlich		
Sebastian	Chiaramonte	Juliana	Morales		
Jason	Chung	Laylaa	Muhammad		
Alexis	Cirigliano	Allison	Murie		
Elijah	Coleman	Leah	Notarfrancesco		
Kal El	Corbitt	Conor	OBrien		
Maryam	Cornish	Shani	Odhiambo		
Kayla	Corson	Phoebe	Ohnemuller		
Ryan	Cowan	Connor	Owens		
Jeremiah	Cross Brown	Catherine	Parmenter		
John	Dalrymple	Chad	Peterson		
Haylee	Davison	Joshua	Pistone		
Katelyn	DeFrancisco	Robert	Prince		
Ryan	DeLorenzo	Lucas	Puggi		
Joseph	Dennis	Nicholas	Pullano		
Trina	Deveney Bethea	Susie	Ramos		
Kaylyn	Dwyer	Aidan	Richardson		
William	Edson	Marisa	Riggins		
Jazlyn	Farrell	Jose	Rivas		
Dajiyah	Fisher	Alec	Rodriguez		
Sebastian	Flores Huamani	Marc Anthony	Rodriguez		
Rachel	Ford	Nathaniel	Saia		
Lauren	Foreman	Nasir	Salahuddin-Bing		
Jayson	Fraone	Perla	Sanchez		
Monya	Fuller	Madison	Scafario		
James	Gazzara	Sherif	Seck		
Steven	Gibbs	Andrea	Seeger		
Jae Lynn	Gibson	Malachi	Shelley		
Mario	Grdic	Brielle	Smith		
Michael	Guenther	Amir	Stephens		

William Davies Middle School  
Marking Period 3

Superintendent's List  
Grade 8  
2013-2014

Ashley Ancharski  
Kelsey Andrus  
Kenny Beltrante  
Cody Bitler  
Hunter Boney  
Abigail Bonsall  
Tyler Booth  
Matthew Carter  
Ndinelago Coleman  
Natashia Cooper  
Jay Copperman  
Samantha Corso  
Dy'shawn Davis  
Elizabeth DePhilippis  
Louis DiFabio  
Alexa Dimino  
Taylor Dimino  
Andre Freire  
Steven Gaskill  
Josselyn Gonzalez  
Abigail Haugan  
Cecelia Holeschak  
Rachel Jensen  
Kaylee Johnson  
Daniel Kimmelman  
Julia LeMasters  
Christopher Lopez  
Sylvia Ludwick  
Layla Maciejewski  
William Mangano  
Rebecca May  
Lena Nguyen  
Prashant Patel  
Preston Phommathep  
James Rocco  
Adrianna Schofield  
Mia Somershoe  
Cayla Sydow  
Dylan Tarapilli  
Jana White



Lucas Adams	Khalil Hill	Samuel Saravia
Gabrielle Ade	Justin Hood	Kaitlyn Scardino
Zhane Albright Brown	Clayton Houser	Nathaniel Scribner
Christian Almodovar	Joylin Jeffries	Zachery Sharp
Isaiah Almodovar	Kierston Johnson	Victoria Signorello
Kafele Barnes	Sydni Jones	Emily Sirianni
Ashley Belanger	Steven Kingkiner	Rachel Skinner
Aja Bing	Reec Kreischer	Austin Sloan
Jessica Bixha	Alessandra Lacherre-Acosta	Michelle Marie Soto
Cheyenne Bockus	Alexander Layton	Mya Specht
Errol Brown	Zachary Lee	Javier Tabora
Brianna Burke	Bartosz Machula	Alexis Taylor
Nathaniel Chapman	Brittany Maderia	Bobi Thapa
Max Crispell	Jack Markley	Taylor Thompson
Jarom Dato	Matthew Mata	Joshua Trythall
Josef Davidson	Antoyane McCall	Vincenzo Turchiano
Raheem Davis	Raykwon McKim	Daian Vargas
Connor Davis	Leslie Mercado	Iyshanta Veale
Ioannis DelValle	Angielyn Millan	Joshua Whaley
Josiah DeMoulin	Tyler Mohr	Haleigh Whitcraft
Amber Devine	Taylor Molina Ferraro	Melissa Zou
Justin Dietz	Kira Murdock	
Hannah Du-Bois	Christian Nivar	
Esther Encarnacion	Rayelle Pagan	
April Ernst	Alvin Parker	
Kevin Flanagan	Kylie Patterson	
Gabriella Ervin	Ruben Perez	
Dylan Forbes	Jacob Petrosh	
Mikayla Foreman	Daniela Peynado	
Holly Franklin	Jonathan Phillips	
George Garcia	Jason Phillips	
Mackenzie Giacobbe	Samya Phillips	
Collin Gosner	Robert Poley	
Kiana Grandson	Sarah Putiri	
Lianna Graniglia	Colin Reina	
L'Oreal Gray	Jaquan Robinson	
Adam Groff	Apryl Rodriguez	
Alec Gullo	Joseph Rogers	
Tanish Hariharan	Arianna Roman	
Joshua Hasenbein	Robert Ross	
Justin Hayes	Justice Ross	
Nicolette Hernandez	Wilfred Christian Salvatierra	

## **CM3 Service Responsibilities for Hamilton Twp School District**

4/21/14

CM3 Building Solutions will service and support the Automation System & Temperature Controls systems at Hamilton Township School District (at 3 schools: Shaner, Davies & Hess), based on the following scope of work:

### **I. SCHEDULED SUPPORT SERVICES**

1. Specially trained technicians, engineers and mechanics are available to perform the necessary tasks to ensure that your equipment and systems are properly supported.
2. Each piece of covered equipment receives an annual inspection and preventive maintenance as appropriate. In addition, periodic tests and adjustments are made to ensure efficient and reliable operation of other major components.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep equipment operating at peak level.
4. Maintenance intervals will be determined by our experience, manufacturers' recommendations, usage, location and run-time intervals unless otherwise noted.
5. A service report will be completed after each call and provided to the Customer. A duplicate record will be kept at CM3 Building Solutions to update the history of the work performed.
6. A listing of typical service procedures is given in the attachments, which follow.

### **II. REPAIR SERVICES**

If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the following repair coverage has been elected:

All of the necessary unscheduled emergency labor to restore, repair or replace the equipment on the list of maintained equipment during CM3 Building Solutions normal working hours is included. Any material replacement will be invoiced on a preferred pricing basis.

### **III. OPERATIONAL SUPPORT**

On a regularly scheduled basis CM3 Building Solutions will make recommendations to the owner to improve system efficiency and reliability, or reduce operational costs. A summary of services performed will also be prepared for Customer review.

### **IV. ADDITIONAL SUPPORT:**

- a. Davies- Eighteen (18), 8-hour inspections per year
- b. Hess- Twelve (12), 8-hour inspections per year
- c. Shaner- Twelve (12), 8-hour inspections per year
- d. Unlimited emergency service during normal working hours
- e. All material is billable at 50% off of list pricing

- f. Any additional labor required outside of this scope is billed at our preferred customer rates.
- g. Remote access and troubleshooting of BAS for the purpose of system verifications, troubleshooting or on site operator assistance.
- h. Eight hours of operator training per year for each school
- i. Inspection of Network 8000 and I/A Series automation systems per the attached Service Procedures

## MAINTENANCE SERVICES

### Facility Management & Temperature Control Services

30.doc

Service Procedure	Function	Recommended Frequency
<b>Verify Controller Database and Modifications</b>	<p>Compare/verify each LCM/GCM device database matches agreed upon Owner "as built" prints and records.</p> <p>Identify all additions, modifications, and changes to software sequences, setpoints, schedules and limits.</p> <p>Provide assessment report to Owner of impact of all noted changes.</p> <p>Update "as built" records and database storage files with Owner approved changes.</p> <p>Correct to "as built" status all non-approved changes and download to device database as required.</p>	Semi-Annually
<b>Verify Operation of Remote Telecommunication Datalink to Remote Site</b>	<p>Initiate communications with DDC control network</p> <p>Verify alarm dial-out capabilities to service contractor.</p>	Semi-Annually
<b>Remote Service On-Site Service</b>	<p>Provide routine database backup service of all operating controller databases.</p> <p>In the event of catastrophic failure, download database to replacement device.</p> <p>Update device database to current operating standards.</p>	Semi-Annually
<b>Check Device Battery</b>	<p>Verify proper operation of battery backup.</p>	Annually
<b>Visual Inspection</b>	<p>Ensure device is not physically damaged.</p> <p>Report all damaged components.</p>	Annually
<b>Check Sequence of Mechanical Operation</b>	<p>Verify that controlled equipment properly cycles from full heat to full cool.</p>	Biannually Heating in Fall Cooling in Spring
<b>Check Room Sensor Accuracy</b>	<p>Verify operational accuracy of room sensor within <math>\pm 0.5^{\circ}\text{F}</math>.</p>	Annually
<b>Check Zone Occupancy Override Operation</b>	<p>Verify that controlled systems switch from unoccupied to occupied modes.</p>	Annually

<b>Room Terminal Unit Controls Inspection</b>	Check and calibrate all room thermostats. Check all control valves and wiring. Check all damper actuators and wiring Check operation of all dampers and lubricate. Check operation of all auxiliary devices.	Semiannually
<b>Boiler, Chiller, Converter Pumps and Zone Control Inspection</b>	Check and calibrate all controllers. Check all control valves and wiring. Check all immersion and outdoor elements. Check all relays and terminal connections. Check voltages to controlled devices. Check all auxiliary control devices.	Annually
<b>Fan Systems and HVAC Unit Controls</b>	Review sequence of operation. Check and calibrate all controllers. Check all control valves and wiring. Check all damper actuators and wiring. Check operation of all dampers and lubricate. Check all relays and terminal connections. Check voltages to controlled devices. Check all auxiliary control devices. Clean/wipe down panel face.	Annually
<b>Control Panels Inspection</b>	Check and calibrate all controllers. Check all solid state drives. Check all electric heat controllers. Check primary and secondary transformer voltages. Check all relay and terminal connections. Check all auxiliary devices.	Annually

Finance-9

# HAMILTON TOWNSHIP SCHOOL DISTRICT

1876 Dr. Dennis Forman Drive, Mays Landing, Atlantic County, New Jersey 08330 (609) 476-6300  
Daniel M. Smith, School Business Administrator – Michelle M. Cappelluti, Ed.D., Superintendent – Lisa C. Dagit, Director of Curriculum & Instruction

DATE: Thursday, May 8, 2014

TO: Mr. Dan Smith  
Business Administrator,  
Hamilton Township School District

FROM: S.R.A.O. Arthur Faden  
School Resource & Attendance Officer  
Hamilton Township School District

REF.: **EMERGENCY PREPAREDNESS PROJECT**

Dear Mr. Smith,

At the beginning of this school year, I introduced our school principal's to tactical gear bags that could be used during any type of emergency or crisis. These types of bags are commonly referred to as "Go-Kits." A Go-Kit is a critical part of any schools emergency operation plan and state of readiness. My intention is to supply more of these bags to key stakeholders in our District. Redundancy is also a critical part of readiness. We currently have a limited number of these bags. This project has not only been well received by the principals, but is a huge improvement to our plan. We have used these Go-Kits in both drills and actual events and they have been proven assets.

In order to continue the venture and supply this phase of additional bags, we need funding for the project. The estimated cost is \$1,000.00. This is truly something we cannot afford to do without... Based on our current state of financial anxiety; I understand budgetary constraints. Nonetheless, this program is very vital.

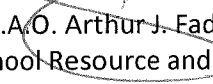
I have obtained a \$1,000.00 donation from an anonymous donor to fund this specific program and enhance our already strong emergency operation plan. This donation is specifically meant to purchase certain 5.11 Tactical bags to be used at our schools. The District will not accrue any additional cost for this phase of the project.

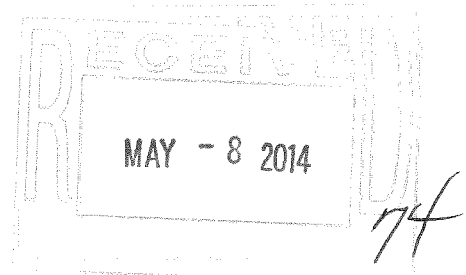
The donor wishes to remain anonymous. In the event that this particular donation is not accepted, the donor will retract the donation and fund this project at another district.

In anticipation of our acceptance, I hand-delivered a personal check from the donor to Mr. Smith on this date.

Thank you in advance for your time and consideration in this matter.

Yours in School Protection,

  
S.R.A.O. Arthur J. Faden, # 2890  
School Resource and Attendance Officer  
Hamilton Township School District  
Office (609) 476-6278



HAMILTON TOWNSHIP SCHOOL DISTRICT  
 2013-2014 School Year  
 BOARD APPROVED SUBSTITUTES  
 20-May-14

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Courtney	Baals	sub/teacher	\$90/day	Art	
Jessica	Footte	sub/para/sec/teacher	\$67.50/\$90/day	Elem	yes
Kelly	Harrington	sub/teacher	\$90/day	elem,swd	yes
Melissa	Szarzynski	sub/nurse	\$100/day	RN	yes
Miriam	Majd	sub/para/sec/teacher	\$67.50/\$80/\$90/day	Elem	yes
Rachel	Ludwig	sub/para/sec/teacher	\$67.50/\$80/\$90/day	elem & swd	yes
Stacy	Egan	sub/teacher	\$90/day	elem, swd	yes
Stephanie	Hewish	sub/para/sec/teacher	\$67.50/\$80/day	sub cert	yes
Tony	Vaino	sub/food svc/cust	\$10/hr	n/a	yes
William	Riveron	sub/teacher	\$80/day	sub cert	yes

Personnel-1

**HAMILTON TOWNSHIP SCHOOL DISTRICT  
OFFICE OF SPECIAL EDUCATION  
WILLIAM DAVIES MIDDLE SCHOOL-ADMINISTRATIVE OFFICES  
1876 DR. DENNIS FOREMAN DRIVE  
MAYS LANDING, NEW JERSEY 08330**

**Marylynn Stecher**  
Supervisor of Special Education  
609.476.6313

**Dana Kozak**  
Special Education Coach  
609.476.6107

**Mary Ellen Tantum**  
Administrative Assistant  
609.476.6314

**DEPARTMENTAL MEMORANDUM**

**TO:** Dr. Michelle Cappelluti, Superintendent of Schools  
Mr. Daniel Smith, School Business Administrator  
**FROM:** Marylynn Stecher, Supervisor of Special Education  
**C:** Dana Kozak, Special Education Coach  
Mary Ellen Tantum, Administrative Assistant  
**RE:** Special Education Extended School Year and Summer Child Study Team Services  
**DATE:** May 14, 2014

The Extended School Year (ESY) Program will run for six weeks, from July 1 until August 12, 2014. Our Child Study Team staff will be employed for per case work. Below please find the names of the staff members who are being recommended for summer employment

Special Education Extended School Year Program  
July-August 2014

Special Education Teachers:

- Mrs. Deanna Allen, Multiply Disabled Teacher and Lead Teacher ( this includes a \$600 stipend in addition to the salary for her additional duties)
- Mrs. Laurie Derringer, Preschool Disabilities Teacher
- Mrs. Karen Sauerbrey, Preschool Disabilities Teacher
- Ms. Jackie Lautato, Autism Teacher
- Ms. Lea Pickering, Multiply Disabled Teacher
- Ms. Jessica Malloy, Multiply Disabled Teacher
- Ms. Lori Obriski, Multiply Disabled Teacher
- Mr. Gregg Clayton, Substitute Teacher
- Ms. Amanda Fortune, Substitute Teacher
- Ms. Kelly Ho, Substitute Teacher
- Mrs. Leslie Kayes, Substitute Teacher
- Mrs. Christina Ross, Substitute Teacher
- Mrs. Alexandra Southrey, Substitute Teacher

Other Certificated Staff:

- Mrs. Barbara Graf, Nurse
- Mrs. Ginger Fisher, Physical Therapy, in accordance with the IEP's



- Mrs. Ashley Galbiati, Occupational Therapy, in accordance with the IEP's
- Ms. Kelly Pinnix, Speech Therapy, in accordance with IEP's
- Mrs. Toni Ann Wuillermin, Speech Therapy, in accordance with the IEP's
- Mrs. Anne Nelson, Speech Therapy, in accordance with the IEP's
- Mrs. Karen Fink, Speech Therapy, in accordance with the IEP's
- Mr. Kristopher Cleary, Speech Therapy, in accordance with the IEP's

Paraprofessionals:

- |                    |                       |                            |
|--------------------|-----------------------|----------------------------|
| • Rica Bilko       | • Jeanne Petrillo     | • Kathy Camp (sub)         |
| • Michelle Mick    | • Sherry Prior        | • Rita Cohen (sub)         |
| • Evelyn Dodd      | • Jennifer Quartararo | • Ciera Dattolo (sub)      |
| • Deborah Hackley  | • Rebecca Rosen       | • Marla Kanevsky (sub)     |
| • Gayle Luderitz   | • Michelle Slack      | • Chiyo Pease (sub)        |
| • Malissa McCoy    | • Iris Townsend       | • Vivian Ragan (sub)       |
| • Michelle Nilan   | • Lois Townsend       | • Bonnie Repko (sub)       |
| • Annette Palmieri | • Jackie Tummon       | • Karen Wigglesworth (sub) |
|                    | • Lorraine Von Hess   |                            |

Per Case Child Study Team Members  
June-August 2014

**School Psychologists:**

Jeff Wellington  
Andrew Disque  
Kelly Crowder  
Regina Miller

**Learning Consultants:**

Amy Corson  
Thelma Trego  
Toni Ricelli

**Social Workers:**

Ann Bucknam  
Ellen Wetzel

**OT/PT:**

Ginger Fisher  
Ashley Galbiati

**Speech Therapists:**

Anne Nelson  
Toni Ann Wuillerman  
Karen Fink  
Diane Scott  
Kelly Pinnix  
Kristopher Cleary

\*Please note that the number of summer evaluations will be determined by the special education administration in accordance with the mandated rules governing timelines for special education evaluations.

Thank you for your consideration of these requests.

# BYLAW GUIDE

BYLAWS  
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Board Member Number and Term  
Apr 14

[See POLICY ALERT No. 202]

## 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of 9 members.

The term of a Board member shall be 3 years.

The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that

1. A Board member appointed to fill a vacancy occurring within sixty days immediately preceding an annual election occurring in April, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or
2. A Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.

Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15  
N.J.S.A. 18A:13-8 et seq. [regional districts]  
N.J.S.A. 18A:54-16 et seq. [vocational districts]

Adopted:



# BYLAW GUIDE

BYLAWS

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Board Member Election and Appointment

Apr 14

[See POLICY ALERT Nos. 111, 141, 181 and 202]

## 0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

~~[Applicable to Regional School Districts]~~

[Applicable for Type II Districts with an elected Board of Education and Regional School Districts]

A vacancy in the membership of a regional Board of Education ~~the Board~~ shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.}]

~~[Applicable for Type II Districts with an elected Board of Education and Regional School Districts]~~

A vacancy in the membership of a ~~on the~~ Board of Education shall will be filled as follows by:

1. By ~~t~~he Executive County Superintendent, if ~~the~~ a vacancy is caused by;
  - a. The absence of candidates for election to the school Board;;  
or
  - b. The removal of a member because of lack of qualifications;; or
  - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence;; or
  - d. ~~A tie for election between~~ **Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.**



# BYLAW GUIDE

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Board Member Election and Appointment

2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
23. By sSpecial election within sixty days of the annual school election, if:
  - a. Two or more ~~qualified~~ candidates **qualified by law for membership on the school Board receive an equal number of votes in the annual school election tie for election;** or
  - b. The annual election is disqualified due to improper election procedures.
- ~~3. The County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;~~
4. By ~~t~~The Commissioner of Education if there is a failure to elect a member at the annual school election due to improper **campaign election practices;** or
5. By ~~a~~ A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. ; Tthe President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview ~~interested~~ candidates in public or executive session. The Board **must will** vote to appoint a candidate to a vacancy in public session **and there shall be no decisions made in executive session.** In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote ~~for a candidate so the public can witness any deliberations, policy formulation, and the decision making process of the Board.~~



# BYLAW GUIDE

BYLAWS  
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Board Member Election and Appointment

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, a ~~second~~ **another** election **process** shall be conducted between the two candidates receiving the highest number of votes.]

## [Required for Vocational School Districts

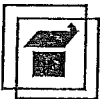
A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.]

N.J.S.A. 18A:12-11; 18A:12-15

N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 [regional district]

N.J.S.A. 18A:54-16 [vocational district]

Adopted:



*Policy-3*

# POLICY

## Hamilton Township Board of Education

Section: Bylaws

0145. BOARD MEMBER RESIGNATION AND REMOVAL

Date Created: October, 2000

Date Edited: May, 2014

### 0145- BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents; or
2. The member's election or appointment to the office of mayor or member of the governing body of the Township of Hamilton, Atlantic County; or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1; or
4. The member's conviction for false swearing for having falsely affirmed or declared that he or she is qualified to vote; or
5. The removal of the member by the Commissioner of Education.

*added*

A member who fails to adhere to Board Member Attendance Policy #0145.1 without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least ten hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; 18A:12-3; 18A:12-29

Adopted: 17 October 2000

Revised: May, 2014

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# POLICY

## Hamilton Township Board of Education

Section: Bylaws

0145.1. BOARD MEMBER ATTENDANCE POLICY

Date Created: May, 2014

Date Edited: May, 2014

### 0145.1- BOARD MEMBER ATTENDANCE POLICY

#### Purpose

The Board believes that the operation of the Hamilton Township School District is best supported by the full contribution of all board members. The full contribution of each Board member includes regular and committed attendance at all scheduled board and committee meetings. All board members shall receive a copy of the board member attendance policy.

#### Attendance

The Board acknowledges that members may occasionally miss meetings due to circumstances beyond their control such as job responsibilities, illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the Superintendent, Board Secretary, or Board President of meetings they know they will miss.

In order to make the Board more accountable internally, the following transparency measures shall be implemented:

- A. All Board and Committee meeting minutes shall include attendance noting excused/unexcused absences.
- B. Unexcused absences shall not exceed more than four absences per year for regular board meetings and four per year for Committee meetings.
- C. Board attendance will be reported annually to the full board by the Board Secretary.

The Board will maintain a public, year-to-date summary of board member attendance on the district website so that the school community shall be informed of board member attendance.

#### Definition of a Board Attendance Problem

A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

- A. The member fails to attend three consecutive board or committee meetings for which no notice has been provided. "No notice provided" shall mean the member did not call ahead to the Superintendent, Board Secretary or the Board President before the meeting to indicate they would be absent;

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B. The member misses a total of four unexcused board meetings in a twelve-month period.

Suggested Response to a Board-Attendance Problem

If a board attendance problem exists regarding a member, the Board President will promptly contact the member to discuss the problem. The member's response will then be shared by the Board President with the entire Board at the next board meeting. In that meeting, the Board will decide what actions to take regarding the Board member's future membership on the Board.

If the Board decides to terminate the board member's membership, termination will be conducted per this policy. The Board will promptly initiate a process to begin recruiting a new board member.

Adopted:

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# POLICY

## Hamilton Township Board of Education

Section: Bylaws

0164. CONDUCT OF BOARD MEETING

Date Created: October, 2000

Date Edited: May, 2014

### 0164- CONDUCT OF BOARD MEETING

#### 0164 CONDUCT OF BOARD MEETING

##### Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

##### Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his or her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

##### School Board Procedures and Standards of Conduct

Recognizing that persons holding a position of public trust are under constant observation by the media and interested city residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in institutions of government, every member of the School Board of Hamilton Township should adhere to the following procedures and standards of conduct.

1. While attending meetings and otherwise conducting the business of the School Board, every member should conduct himself/herself in a professional, courteous manner and encourage community involvement, to include:

- a. Working to create a positive environment in public meetings where citizens feel comfortable in their roles as observers or participants.
- b. Avoiding, during public meetings and during the performance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
- c. Maintaining an attitude of courtesy and consideration toward all colleagues.

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- d. Being tolerant, by allowing citizens, employees or colleagues sufficient opportunity to present their views.
- e. Being respectful and attentive, and avoiding comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.

2. In responding to questions, School Board members should:

- a) Realize that they are not speaking for entire School Board.
- b) Realize that any comments they make might be interpreted as an official position of the School Board. Therefore, they should refer to 2(a), above, and emphasize that they are not speaking for the entire School Board. School Board members should feel free to clarify their positions on any publicly discussed matter that has come before the School Board. Furthermore, any School Board member should feel free to openly discuss any aspect of programs, policies, or procedures of the school division so long as they are not making any commitment on behalf of the School Board or making judgments about personnel whose rights are protected by the law.

3. The School Board recognizes that discussion of personnel matters is to remain confidential, must be discussed through appropriate channel processes, and that it is the obligation of each School Board member (and the entire School Board) to protect the privacy of the individual. School Board members should offer criticism of school employees only in private meetings with appropriate individuals or in executive session.

4. The School Board recognizes that its primary role is to make policy and therefore will focus on issues pertaining to programs and operations.

5. The School Board will follow the procedure of communicating directly with the Superintendent and/or the Secretary of the School Board regarding all issues to include personnel matters, incidents, problems, questions, etc. This is especially true in situations where School Board members might conceivably be construed as attempting to supervise, direct, or interfere with school personnel and the performance of their duties.

6. School Board members seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished. School Board members shall be concise when presenting information, and should avoid the practice of taking more time to address an issue before the School Board than is necessary and essential for an adequate consideration of those matters being discussed.

7. School Board members recognize that matters discussed in executive session are to remain confidential. School Board members will refrain from the use of electronic devices during executive and open sessions as well as committee meetings. Board members involved in

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emergency personnel and the Superintendent are excused.

Agenda

The Superintendent in consultation with the Board President shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

1. Call to order
2. Flag Salute
3. Announcement of notice
4. Roll call
5. Approval of Minutes
6. Correspondence
7. Questions from the Public on Agenda Items
8. Superintendent and Staff Reports
9. Committee Reports
10. Old Business
11. New Business
12. Solicitor's Report
13. Public Participation
14. Adjournment

N.J.S.A. 10:4-10  
N.J.S.A. 18A:16-1.1

Adopted: 17 October 2000  
Revised: May, 2014

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# POLICY GUIDE

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ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

Apr 14

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[See POLICY ALERT No. 202]

## 1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an "employee" means a person who is employed for at least twelve months by the Board of Education, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. – "NJ SAFE Act" for not less than 1,000 hours during the immediately preceding twelve-month period.

For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;



# POLICY GUIDE

ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

An eligible employee may elect, or the Board of Education may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).



# POLICY GUIDE

ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Superintendent of Schools with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Superintendent from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

1. A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
2. A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or a sexually violent offense;
4. Medical documentation of the domestic violence or a sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.



# POLICY GUIDE

ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:

1. Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or



# POLICY GUIDE

ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

2. Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.

All information and/or documentation provided to the Board or Superintendent of Schools pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

The Board of Education shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.

N.J.S.A. 34:11C-1 et seq.

Adopted:





# REGULATION

## Hamilton Township School District

Section: Program  
2464. GIFTED AND TALENTED PUPILS (M)  
Date Created: October, 2000  
Date Edited: January, 2011  
Date Edited: May, 2014

### 2464. GIFTED AND TALENTED PUPILS (M)

The Gifted & Talented Program is comprised of four components broken into Talents and Gifted as follows:

#### Talents

1. School-Wide Enrichment Program (SWEP) Gr. K-5
2. Extended Related Arts Gr. 6-8

#### Gifted

3. In-Class Support and Pull-Out Program Gr. 2-5
4. Core Content (ELA & Math) Acceleration/Advancement Gr. 5-8

#### 1. School-Wide Enrichment Program (SWEP) Gr. K-5

The curriculum is a literature-based program exposing students to a broad selection of literature, stimulating critical thinking, and developing problem-solving skills. Materials chosen reflect the New Jersey (NJ) Common Core Standards and the NJ Core Curriculum Content Standards. ~~and support student achievement of the performance indicators in the district language arts literacy curriculum.~~ It provides a focus on talents through Project-Based Enrichment Modules (PBEM) for all students. PBEM are high-interest based and meet the needs and capitalize on the talents of children who come from diverse backgrounds (ethnically and socially-economically). The modules will allow for organizing qualitatively differentiated learning experiences for all students including the students on either end of the spectrum, the gifted students and the special education students

#### Curriculum:

The SWEP is designed to supplement the regular education curriculum in the following ways:

- Provide students with opportunities to extend foundational literacy skills in reading, writing, speaking listening and viewing, as well as skills relative to the arts, science, technology, engineering and math.
- Offer students an in-depth look at a variety of extended real world themes and literary styles.
- Provide students opportunities to develop logical thinking skills by applying problem-solving strategies.
- Engage students in whole group, small group, and independent activities.
- Encourage student interaction through classroom discussions, creative writing, and small-scale projects.

#### Identification of Students:

All kindergarten through grade five students participate in the SWEP delivered by the Instructional Media Center teachers for one semester (half a school year).

#### Student Responsibility:

Students are required to regularly participate actively in classroom discussions and activities. They are graded based on their effort and participation.

#### Program Start Date:

The programs commence at the start of the school year.

#### 2. Related Arts Talents Choice (Extended Related Arts) Gr. 6-8

The "Related Arts' Talents Choice" otherwise known as "extended related arts" is an exciting program, which is offered to seventh and eighth grade middle school students. Sixth graders are eligible for two of the eight extended related arts courses, as we believe sixth graders should experience all of the available related arts' courses during their first year at the middle school.

### Curriculum

- An extended curriculum is provided for students to increase their learning time in the following related arts areas: Graphic Arts, Visual Arts, Concert Band, Show Choir, Literacy and Media Technology, Financial Literacy, S.T.E.M. or World Languages (Spanish).
- Students are afforded the opportunity to take three marking periods of one of these related arts.
- All students will complete one marking period of World Languages, as required by the New Jersey Department of Education.
- Students who choose World Languages as their extended related arts will take four marking periods of this subject.
- Sixth graders are eligible for extended Concert Band and Show Choir.

### Identification of Students:

All sixth through eighth grade students are given the opportunity to participate in the Related Arts Talents Choice (Extended Related Arts) Program (sixth graders are only eligible for Concert Band and Show Choir. The process for course selection is as follows:

- Related Arts teachers explain the program options to all sixth graders during an assembly in mid-April.
- Each child formally provides their guidance counselors with their top three choices via a form that is to be completed at home and returned to their current Related Arts' teacher.
- Every effort is made to provide each child with their top preference of choice; however, due to space and demand in the program, top preference of choice is not guaranteed.
- Students are encouraged to make their choices carefully and consider their interests and talents.
- Priority seating will be considered if remaining with the same Related Arts course from seventh to eighth grade.
- Teacher recommendation via the grade five band & choir teachers is utilized to determine which sixth graders will participate in extended Concert Band & Show Choir.

### Course Offerings:

#### Arts

Graphic Arts 7<sup>th</sup> & 8<sup>th</sup> Grades; Visual Arts Intro 7<sup>th</sup>; Grade Visual Arts 8<sup>th</sup> Grade

#### Business/Mathematics

Financial Literacy

#### Performing Arts

Concert Band; Show Choir

#### Foreign Language

World Language (Spanish)

#### Technology

S.T.E.M. (Science, Technology, Engineering and Mathematics); Literacy and Media Technology

### Student Responsibility:

Students are required to regularly participate actively in classroom discussions and activities. They are graded based on their effort and participation.

### Program Start Date:

The programs commence at the start of the school year.

### 3. In-Class Support and Pull-Out Program Gr. 2-5

The in-class support and pull-out program components, provides each child the opportunity to demonstrate characteristic behaviors of convergent and divergent or inventive thinking.

Some of the characteristics of convergent thinking are as follows:

- Grasps concepts quickly
- Recognizes flawed reasoning
- Intuitively sees correct answers
- Sees interrelationship of clues
- Defers judgment

Some of the characteristics of divergent or inventive thinking are as follows:

- Fluency
- Originality
- Elaboration
- Flexibility

### In-Class Support (ICS)

The gifted teacher will support grade 3-5 students in math and literacy classes as defined in each student's Gifted Student Education Plan (GSEP). Students are clustered in one to three classes per grade level; contingent upon the number of identified students requiring services from year to year. Recommended push-in services may include but are not limited to:

- 80 minutes for math; 2 days a week
- 80 minutes for literacy; 2 days a week

*Note this: the identification process for grade 2 students will take place during the first semester of the school year (September thru January); therefore, ICS services will start in grade 3 due to the need to cluster the identified students into homerooms at the onset of the school year.*

### Pull-Out

The gifted teacher will support grade 2-5 students via pull-out services as defined in each student's Gifted Student Education Plan (GSEP). Students may be clustered across grade levels for these services; contingent upon the number of identified students requiring services from year to year. Recommended pull-out services may include but are not limited to 80 minutes one to two times a week. Students will be responsible to make-up all work missed during the time they are pulled out. This will be written into their GSEP.

*Note this: the identification process for grade 2 students will take place during the first semester of the school year (September thru January); therefore, their participation in the pull-out program will take place for the second semester of the school year (February through June).*

### Curriculum:

#### In-Class Support (ICS)

- Extension of grade level curriculum to accelerate learning
- When working on critical thinking skills the gifted teacher leaves additional challenge work for the identified gifted students, so they can continue this work within the classroom.
- Academic support to extend and/or accelerate the school curriculum through the process of compacting previously-mastered or quickly-acquired material
- Enrichment activities that require application of academic concepts using higher order thinking skills
- Opportunities to work with and discuss issues with academic peers
- Gifted teacher may provide small group lessons with identified gifted students within the core content classroom

#### Pull-Out

- Complex problem solving tasks will be completed.
- The activities will foster self-esteem, problem solving and creative thinking skills.
- Project-based modules/units will be completed geared to maximize the unique gifts each child possess.
- Gifted teacher will capitalize on students' giftedness to support them to work above and beyond their ability.

### Identification of Students:

- Referrals can be made by administration, teachers and parents by way of a written letter to the gifted teacher stating the desire for an evaluation for possible Gifted Education Program services.
- aligned with state and or federal code/regulations
- gifted based on a combination of national norms and the norms for the school's grade level student body
- utilize a three tiered process as follows:
  - Tier 1 = district benchmark assessments (Fountas & Pinnell and GO MATH)
  - Tier 2 = SBRC Performance Score Average; SBRC Learning Characteristics Average; Student Survey
  - Tier 3 = Naglier (non-verbal); Torrance by age (verbal); Teacher Survey (multiple intelligence)
- between Tier 2 & 3 parents will be contacted prior to further evaluation.
- after Tier 3 is completed a final meeting with parents will be held to finalize the process and complete the GSEP for those found eligible for services.
- Exceptions to the above process may apply.

### Appeals Process

Any parent has the right to appeal the decisions of the district regarding Gifted Education Programming. The appeal process is as follows:

- A. Parent contacts the building principal.
- B. Building principal schedules an appeals committee meeting, consisting of gifted education teacher, one regular classroom teacher, one guidance counselor and an administrator. Meeting is set within 10 working days of contact by parent.
- C. Appeals Committee reviews identification or screening process for the student and makes a decision. The committee may request additional information.
- D. Principal verbally contacts the parent to communicate the decision. A letter confirming the telephone call and the decision is sent to the parent and a copy is placed in the student's file.
- E. If the person making the appeal wishes to appeal the decision of the Committee, the person must contact the district's Director of Curriculum & Instruction.

### Student Responsibility:

Students are required to regularly participate actively in classroom discussions and activities. Students are expected to abide by all student identified responsibilities noted in their GSEP. They are graded based on their effort and participation.

### Program Start Date:

- The ICS & Pull-Out programs for grades 3-5 will commence no later than the first school day in the month of October.
- The Pull-Out program for grade 2 will commence on the first school day of the second semester (February through June).

### 4. Core Content (English Language Arts & Math) Acceleration/Advancement Gr. 5-8

#### Accelerated English Language Arts (ELA) – Gr. 5-8

The accelerated English Language Arts (ELA) curriculum is a challenging literature-based program for students who demonstrate above average reading and/or writing skills, as well as, the motivation and ability to work independently. The purpose is to expose students to a broad selection of world literature, expand and enhance vocabulary, stimulate critical thinking, and refine writing skills. Materials chosen are aligned with the district ELA curriculum and, therefore, reflect the Core Content Standards.

### Curriculum:

The accelerated classes serve as the entire core content program and offers students the opportunities to:

- Extend foundational literacy skills in reading, writing, speaking, listening, and viewing
- Explore a variety of extended curricular themes and literary styles through the study of various literary genre
- Read extended text through the study of novels
- Incorporate literary devices into their writing
- Deepen comprehension skills through student-led class discussions

### Identification of Students:

**English Language Arts Analysis Sheets** – Teachers complete an analysis form that compiles multiple data sources for every ELA student in grades four, five, six and seven following the conclusion of the third marking period at the Davies School and at the end of the second Trimester at Hess. Points for specific criteria will be based on the point matrix on the analysis form. Teachers will add points to arrive at a total score. Teachers will transfer the total score for each student onto one form that will list all students in a class. The building ELA coordinator will collect all analysis forms from the teachers and submit them to the curriculum office. The curriculum office will review the forms and create grade level spreadsheets for the analysis form data. The curriculum office will meet collaboratively with the building principals and the literacy coordinators to discuss the outcome of the analysis forms and student placement for the upcoming school years.

**Criteria** – The program is designed for students who have the ability to read and comprehend literature independently, demonstrate critical thinking, show advanced writing skills, and use compositional risks. Students are selected based on these characteristics, analysis sheets, and standardized test scores.

**New Students**- Students entering the district during their Grade Five, Six, Seven or Eight academic years may be assessed for admission to the program based upon previous school recommendations and/or the district ELA analysis sheet.

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**Student Responsibility:**

Students are required to regularly attend class, to participate actively in classroom discussions and activities, complete all required assignments, and to maintain satisfactory academic progress.

**Program Start Date:**

The program commences at the beginning of the school year.

**Accelerated Mathematics Program – Gr. 5 & 6**

This program is for students who demonstrate above average level mathematics skills as well as, the motivation and the ability to work independently. The purpose of the program is to enhance math concepts and problem solving. Emphasis will be placed on opportunities for students to build their math skills through participation in activities which require higher level thinking skills. Resources utilized are aligned with the district mathematics curriculum and therefore, reflect the New Jersey Core Curriculum Content Standards for mathematics.

**Curriculum:**

This class serves as the entire math program and offers students the opportunities to:

- Extend foundational mathematical skills.
- Deepen problem solving skills.

**Identification of Students:**

*Mathematics Analysis Sheets* – Teachers complete an analysis form that compiles multiple data sources for every mathematics student in grades four and five following the conclusion of the second trimester. Points for specific criteria will be based on the point matrix on the analysis form. Teachers will add points to arrive at a total score. Teachers will transfer the total score for each student onto one form that will list students in a class. The building mathematics' coordinators will collect all analysis forms from the teachers and submit them to the curriculum office. The curriculum office will review the forms and create grade level spreadsheets for the analysis form data. The curriculum office will meet collaboratively with the building principals and the mathematics coordinators to discuss the outcome of the analysis forms and student placement for the upcoming school year.

*Criteria* – The program is designed for students who have the ability to work independently, demonstrate above average critical thinking skills, and show advanced math problem solving skills. Students are selected for the accelerated program based on a combination of these characteristics and the data compiled on the analysis sheets.

*New Students* – Students entering the district during their Grade Five or Grade Six academic year may be tested for admission to the program based upon previous school recommendations and/or the district mathematics analysis sheet.

**Student Responsibility:**

Students are required to regularly attend class, to participate actively in classroom discussions and activities, and to maintain satisfactory academic progress.

**Program Start Date:**

The program commences at the beginning of the school year.

**ACCELERATED-Advanced Mathematics Program – Gr. 7 & 8**

(Pre-Algebra in 7<sup>th</sup> followed by Algebra in 8<sup>th</sup> or Algebra in 7<sup>th</sup> followed by Geometry in 8<sup>th</sup>)

These programs are for students who demonstrate above grade level mathematics skills as well as, the motivation and the ability to work independently. The purpose of these programs is to enhance math concepts and problem solving. Emphasis will be placed on opportunities for students to build their math skills through participation in activities which require higher level thinking skills. Resources utilized are aligned with the district mathematics curriculum and therefore, reflect the Core Content Standards for mathematics.

**Curriculum:**

These classes serve as the entire math program and offers students the opportunities to:

- Extend foundational mathematical skills.
- Deepen problem solving skills.
- Grade seven students will complete course #3 which is our standard course for Grade eight. Complete Pre-Algebra in 7<sup>th</sup> followed by Algebra in 8<sup>th</sup>.
- Grade eight students will complete an Algebra I course which is the standard course for grade 9. Complete Algebra in 7<sup>th</sup> followed by Geometry in 8<sup>th</sup>.

**Identification of Students:**

***Mathematics Analysis Sheets*** – Teachers complete an analysis form that compiles multiple data sources for every mathematics student in grades six and seven following the conclusion of the third marking period. Points for specific criteria will be based on the point matrix on the analysis form. Teachers will add points to arrive at a total score. Teachers will transfer the total score for each student onto one form that will list students in a class. The building mathematics' coordinators will collect all analysis forms from the teachers and submit them to the curriculum office. The curriculum office will review the forms and create grade level spreadsheets for the analysis form data. The curriculum office will meet collaboratively with the building principals and the mathematics coordinators to discuss the outcome of the analysis forms and student placement for the upcoming school year.

***Criteria*** – The program is designed for students who have the ability to work independently, demonstrate above average critical thinking skills, and show advanced math problem solving skills. Students are selected for the accelerated program based on a combination of these characteristics and the data compiled on the analysis sheets.

***New Students*** – Students entering the district during their Grade Seven and Eight academic years must be tested for admission to the program based upon previous school recommendations and /or the district mathematics analysis sheet.

**Student Responsibility:**

Students are required to regularly attend class, to participate actively in classroom discussions and activities, and to maintain satisfactory academic progress.

**Program Start Date:**

The program commences at the beginning of the school year.

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# POLICY GUIDE

Policy-8

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Apr 14

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[See POLICY MEMO Nos. 35 and 74]

[See POLICY ALERT Nos. 79, 85, 95, 103, 116, 135, 149, 156,  
166 and 202]

## 3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

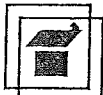
In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9 et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.



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# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Employment of Teaching Staff Members

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

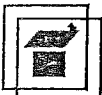
Any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. In accordance with the provisions of N.J.A.C. 6A:9-5.18(b), the Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. 6A:9-6.5(b) shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.



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# POLICY GUIDE

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

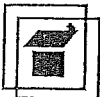
A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [vocational districts]

N.J.A.C. 6A:9-5.18; 6A:9-5.19

Adopted:



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# POLICY GUIDE

TEACHING STAFF MEMBERS

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Outside Activities

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[See POLICY ALERT Nos. 198 and 202]

## 3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the ~~students~~ pupils of this district.

~~The Board directs that~~ All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

- ~~1. Teaching staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes ~~students~~ pupils on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of ~~students~~ pupils who travel on such trips. Any staff member who takes ~~students~~ pupils of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any ~~student~~ pupil solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit ~~students~~ pupils on school grounds of this district for trips not approved by the Board or Superintendent on school grounds of the district without permission of the Superintendent;



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# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Outside Activities

3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Teaching staff members shall not ~~campaign on school grounds during their work day~~, send campaign literature home with students pupils, or request, direct, or have students pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;
5. Teaching staff members shall not privately tutor students pupils for compensation that are currently enrolled in their classes; *and on school grounds (see Policy 3232 Tutoring Services)*
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted:



Policy-10

# POLICY GUIDE

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Professional Development for Teachers  
and School Leaders  
Apr 14  
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[See POLICY ALERT Nos. 145, 187 and 202]

## 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

*is submitting paperwork*

A teaching staff member who ~~has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days~~ ~~(number of working days, weeks)~~ a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

*This is*

*provide a copy of the Professional Development Request Form along with other required documentation.*

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9-8, 10, 11, and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9-15.1 et seq. ~~Each active teacher shall be required to complete 100 clock hours of State approved continuing~~



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TEACHING STAFF MEMBERS

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Professional Development for Teachers  
and School Leaders

~~professional development and/or in-service every five years pursuant with N.J.A.C. 6A:9-15.2 et seq. Professional activities/meetings referenced in this Policy shall align with the Professional Standards for Teachers as set forth in N.J.A.C. 6A:9-3.3.~~

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9-15.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3. The PDP shall be effective for one year and shall include, at least the minimum requirements outlined in N.J.A.C. 6A:9-15.4(c).

School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9-15.5. District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9-15.7 and 15.8.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9-15.9.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

~~The Superintendent shall prepare and distribute to all teaching staff members regulations governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.~~

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:9-15.2; 6A:9-15.3; 6A:13-2.1; 6A:9-15.1 et seq.

Adopted:



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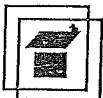
Professional Development for Teachers and  
School Leaders

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[See POLICY ALERT Nos. 145, 187 and 202]

## R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

- A. Professional Development – Definition (N.J.A.C. 6A:9-15.2)
1. Professional development shall be comprised of professional learning opportunities aligned with student learning and educator development needs; and school, school district, and/or State improvement goals.
  2. Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).
  3. Professional development shall include the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
    - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
    - b. Defining a clear set of educator learning goals based on the rigorous analysis of these data.
  4. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, including job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.



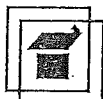
# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Professional Development for Teachers and School Leaders

5. Professional development may be supported by external expert assistance or additional activities that:
    - a. Address defined student and educator learning goals;
    - b. Advance primarily ongoing school-based professional development; and
    - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
  6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.
- B. Standards for Professional Learning (N.J.A.C. 6A:9-15.3)
1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
    - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
    - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
    - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
    - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;



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Professional Development for Teachers and  
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- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
  - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
  - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.
- C. Requirements for Individual Teacher Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.4)
1. To meet the professional development requirement, each teacher shall be guided by an individualized Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities. The twenty-hour annual requirement shall be reduced by a pro rata share reflecting the use of family or medical leave.
  2. The content of each PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.
  3. The PDP shall be effective for one year and shall specify, at a minimum:
    - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;
    - b. As appropriate, an additional area for development of professional practice aligned to the teacher's role as a member of his or her collaborative professional learning team in accordance with N.J.A.C. 6A:9-15.2;





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Professional Development for Teachers and  
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- c. As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5 and 15.6; and
  - d. Any requirements for professional development stipulated elsewhere in statute or regulation.
4. The progress of each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.
  5. Progress on the PDP must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.
  6. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.
  7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.
  8. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
  9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.
  10. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9-15 et seq.
  11. Additional hours of qualifying activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.



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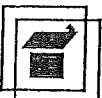
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D. Requirements for School-Level Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5)

1. The Principal shall oversee the development and implementation of a plan for school-level professional development.
2. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and teacher and student learning needs.
3. The school-level plan shall become part of the district's professional development plan reviewed by the Board of Education pursuant to N.J.A.C. 6A:9-15.6.
4. The school-level professional development plan shall go into effect for the 2013-2014 school year.
5. The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).

E. Requirements for District-Level Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.6)

1. The Superintendent of Schools or designee shall oversee the development and implementation of plans to address the school district's professional development needs. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
2. The Superintendent shall:
  - a. Review school-level professional development plans;



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Professional Development for Teachers and  
School Leaders

- b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plan, and data from school- and district-level performances;
  - c. Plan, support, and implement professional development activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3; and
  - d. Develop and update, as necessary, the district mentoring plan for new teachers in accordance with N.J.A.C. 6A:9-8.4.
3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.
  4. The school district plan shall provide information on school-level and district-wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.
  5. The school district plan shall include any professional development required by statute or regulation.
  6. The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.
- F. Implementation of the Professional Development Requirement for School Leaders (N.J.A.C. 6A:9-15.7)
1. The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.



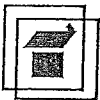
# REGULATION GUIDE

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2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.
3. The Superintendent, Principals, and Supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:
  - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3;
  - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the Superintendent, Principals, or Supervisors;
  - c. Identifies professional goals that address specific individual, school, or school district goals; and
  - d. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or school district professional development plan.
4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:
  - a. A narrative account detailing plan goals and their achievement; and
  - b. Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Professional Development for Teachers and School Leaders

5. Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
6. Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
7. The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid-year to assess progress toward completion or modification of the plan.
8. The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.
9. The Superintendent shall develop a professional development plan for review by the Board of Education.
10. The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.
11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.



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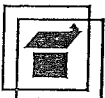
Professional Development for Teachers and  
School Leaders

G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)

1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9)

1. The Board of Education shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.
2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.
3. To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.
4. It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.



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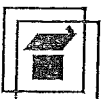
TEACHING STAFF MEMBERS

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Professional Development for Teachers and  
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5. It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.
6. The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.
7. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.
8. If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.

Issued:



Policy-12

# POLICY GUIDE

SUPPORT STAFF MEMBERS

4125/page 1 of 3

Employment of Support Staff Members

Apr 14

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[See POLICY ALERT Nos. 79, 85, 89, 95, 103, 149, 156  
166, 172 and 202]

## 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

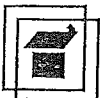
In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board will employ substitutes for absent support staff members in order to ensure continuity in a program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.

The Board may use a private contractor to secure a substitute support staff member.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.



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# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Employment of Support Staff Members

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of *No Child Left Behind Act of 2001*, paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must have met one of the criteria listed above by the end of the 2005-2006 school year. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Employment of Support Staff Members

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [vocational districts]

Adopted:



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Outside Activities

Apr 14

[See POLICY ALERT Nos. 198 and 202]

## 4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this district.

~~The Board directs that Aall~~ support staff members are advised to be governed in their activities outside the school by the following guidelines:

- ~~1. Support staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any **support** staff member of this district who conducts a private activity in which **students** pupils or employees of this district participate;
43. Support staff members shall not ~~campaign on school grounds during their work day~~; send campaign literature home with **students** pupils, or request, direct or have **students** pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. **No student shall be requested or directed by any support staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and**



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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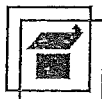
Outside Activities

54. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted:



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Policy 14

# POLICY

## Hamilton Township Board of Education

Section: Pupils  
5430. CLASS RANK  
Date Created: October, 2000  
Date Edited: May, 2009

### 5430- CLASS RANK

The criteria for determining the identification and recognition of the top ten academic students in the graduating class are as follows:

1. The first three marking periods in grade eight are used to determine the student's eligibility.
2. Specific numerical averages are used to determine exact grade. Presently, letter grades are used on the student report cards. Teachers of eighth grade students are notified at the beginning of each school year that they must keep a numerical average for each student, as well as a letter grade.
3. The factor by which each grade is multiplied is determined by the number of times that course meets in a year.

Examples:

Grades for classes meeting daily for the entire year will be multiplied by 1.00  
Physical Education and Health (classes that meet every other day) grades will be multiplied by .25 x 2

Related Arts (classes that meet for only one marking period) grades will be multiplied by .125 x 4 = .25

All major subjects (classes that meet every day for the entire year) grades will be multiplied by 1.00.

4. Major subject areas:

The geometry class will be given extra weighting (15%) because it is a high school level course.

Student grades are weighted by level of class in which they are enrolled.

The accelerated mathematics and accelerated language arts literacy classes will be given extra weighting (10%) because they are high school level courses.

All other levels: grade earned = point total.

5. Add total points to determine the top two students.
- ~~6. In addition, three graduating students will be identified and recognized for each content subject. One for each of the following subjects:~~

Omit 6

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- ~~English~~
- ~~Reading~~
- ~~Math~~
- ~~Science~~
- ~~Social Studies~~

~~These students will be identified by the teacher's grade point average.~~

Adopted: 17 October 2000

Revised: 11 January 2005

Revised: 24 January 2006

Revised: 2014

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