

Mays Landing, NJ
March 20, 2017

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MARCH 20, 2017**

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 7:07 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mr. Eric Aiken, Board President. **Call To Order**

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr, Mr. Greg Ciambrone, Mrs. Amy Hassa, Mr. Derek Haye, Mrs. Barbara Kupp, and Mr. Eric Aiken. **Roll Call**

Absent: Ms. Margaret Erickson, Mr. James Higbee, and Mrs. Kim Melton

Also present were: Mr. Frank Vogel, Superintendent
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary
Mr. Eric Goldstein, Solicitor

Eric Aiken led the Pledge of Allegiance.

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and

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address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mrs. Hassa, to approve the regular and executive session minutes of the meeting of February 27, 2017, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mrs. Barr, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.
Abstained: Mr. Ciambrone (5-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Hassa wanted to invite everyone to attend the Performing Arts Program at the Davies School tomorrow evening, March 21. She also wanted to give a "shout out" to the Shaner School for the funds raised during their recent Bake Sale which are going to be donated to the Leukemia/Lymphoma Society.

Mrs. Barr attended Family Night at Shaner also and she noted what a wonderful event it was.

Mrs. Kupp thanked Shaner for the Guest Reader Day recently held. She also noted the Ricky McAvaddy Blood Drive held again this year which had a fabulous turnout. Mrs. Kupp invited everyone to see the Davies Art Show which is on display at the Library. She complimented both the teachers and students for doing such a wonderful job.

Mr. Aiken noted that he and Mr. Vogel attended a Coalition for Safe Communities Meeting held at Oakcrest High School recently. Many community members were present to gather ideas for maintaining a safe environment. He welcomed any input from the staff and members of the public.

Mr. Aiken passed out information regarding Project Graduation at Oakcrest High School. Oakcrest is looking for interested parents to help out with the event this year.

Mr. Aiken and Mr. Vogel discussed concerns regarding student discipline. They are looking into ways to improve the high number of students reported.

Mrs. Hassa reminded everyone of the next Strategic Planning Meeting which

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will be held on April 27. She stated that some of the discipline issues have been discussed in prior Strategic Planning meetings.

SUPERINTENDENT/STAFF REPORTS

Mr. Vogel invited all to attend the next Strategic Planning Meeting on April 27 @ 6:00 p.m. at the Wm. Davies School.

The last day of school is now June 15 due to the school being closed on March 14 due to inclement weather.

Mr. Vogel reported the results of the lead testing at Shaner are now less than 2%. The reports can be found on the district website.

- (A) Information Items
 - 1. Dates to Remember
 - a. April 13-18, 2017 – Schools Closed – Spring Break
 - b. April 24, 2017 – Board of Education Meeting and Public Hearing on the Budget – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- (B) Registration/Transfer Statistics for the Month of February, 2017, as per attachment XI-B.
- (C) Enrollment for the month of February, 2017, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.
- (E) Student Discipline Reports for the month of February, 2017, as per attachment XI-E.
- (F) Pre-K and Kindergarten Round-Up dates:

Pre-K:

Tuesday, April 25, 2017 – 4:00 p.m. to 7:00 p.m.

Wednesday, April 26, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Thursday, April 27, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Kindergarten:

Tuesday, May 9, 2017 – 4:00 p.m. to 7:00 p.m.

Wednesday, May 10, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Thursday, May 11, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Registration will take place at the District Registration Office located at the Shaner School, 5801 Third Street, Mays Landing, NJ.

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(G) Introduction to Positive Behavior, Interventions and Supports (PBIS)

Given by:
Dan Cartwright, Principal, Shaner School

COMMITTEES AND RECOMMENDATIONS

A. Instruction Committee (Curriculum and Policy):
Chairperson: Mrs. Melton

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

1. To dispose of a previous version of the Second Step curriculum released in 1997 which is no longer of use to the district. The District is using the most current curriculum revised in 2011.
2. To approve the submission of the District's Preschool Program Plan Update for 2017-2018, as per attachment Instruction-2.

All in favor: Mrs. Barr, Mr. Ciambrone,
Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr.
Aiken. (6-0-0)

FINANCE COMMITTEE - Chairperson: Mr. Haye

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

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of February, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of February, 2017, as per attachment Finance-1.
2. Board Secretary's Report for the period ending February 28, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of February 28, 2017, and after review of the Secretary's Monthly

Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2.

All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken.
(6-0-0)

The following items have been presented as informational items:

3. Interest Income for the month of February, 2017, as per attachment Finance-3.
4. Receipts for the month of February, 2017, as per attachment Finance-4.
5. Refunds for the month of February, 2017, as per attachment Finance-5.
6. Capital Reserve Interest for the month of February, 2017, as per attachment Finance-6.
7. Rental Income for the month of February, 2017, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of February, 2017, as per attachment Finance-8.
9. The monthly Budget Summary Report for February, 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

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

10. To approve budget transfers in the amount of \$104,754.55, as per attachment Finance-10.
11. To accept the Superintendent's and Board

Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

The following item has been presented as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$846,206.35, as per attachment Finance-12.

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

13. To approve the following bills and payroll in the total amount of \$3,984,034.03, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$20,887.00
10	General Fund/Payroll	204,554.85
11	Current Expense	1,240,215.65
11	Current Expense/Payroll	2,128,624.91
20	Special Revenue	114,387.61
20	Special Revenue/Payroll	89,816.80
30	Building Projects	16,937.25
50	Cafeteria	131,403.21
50	Kids' Corner	21,268.08
50	Community Education	5,938.67
50	Camp Blue Star	10,000.00

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-14.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

15. To approve the submission of the District's 2017-2018 tentative Budget to the County, as per attachment Finance-15.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

16. To accept two \$50.00 gift certificates donated to the Davies School from AtlantiCare Healthy Schools, as per attachment Finance-16.
17. To approve a tuition contract between the Hamilton Township Board of Education (sending District) and the Winslow Township Board of Education (receiving District) for one (1) homeless student for the 2016-2017 school year beginning November 30, 2016, for 128 days, at a rate of \$99.58/per diem for a total cost of \$12,746.24.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

ADMINISTRATION COMMITTEE (Personnel and Discipline);

Chairperson: Mrs. Hassa

All personnel actions are being taken by the recommendation of the Superintendent.

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

1. To approve the start date of May 1, 2017 for Jeanine Osendowski, Schaner School teacher.

Ms. Osendowski was previously approved on February 27, 2017.

2. To approve homebound instruction for the 2016-2017 school year, as per attachment

Administration-2.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

3. To approve the following building transfers for Custodians effective 3-15-17:
 - Sinisa Jakovovic from Shaner (10.01.15 ARF) to Hess (10.04.15 ARN)
 - Heidi Rockelman from Hess (10.04..15 ARN) to Davies (10.03.15 AQS)
 - Michelle DiCarlo from Davies (10.03.15 AQS) to Shaner (10.01.15 ARF)
4. To approve a Child Rearing Leave of Absence for Carla Yutzy, Davies School teacher from March 31, 2017 through the end of the school year, as per attachment Administration-4.
5. To approve an intermittent NJ Family Leave of Absence for DonnaLee Stickle, Davies School teacher for the 2016-2017 school year, as per attachment Administration-5.
6. To approve Alexander Ferenc as a full-time, 10 month, Davies School teacher for the 2016-2017 school year, effective May 3, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Administration-6.

Mr. Ferenc is currently a long term substitute for Carly Yutzy who is on a Maternity Leave of Absence.

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

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

Motion by Mrs. Hassa, seconded by Mr. Haye, to approve the following motions, as

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presented:

7. To approve Amanda Vaccaro as a full-time, 10 month, Hess School teacher for the 2016-2017 school year, effective March 27, 2017 through June 30, 2017, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Administration-7.

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

8. To approve Michael Allen as a Mentor for Alexander Ferenc, Davies School teacher for the 2016-2017 school year.
9. To accept a resignation notice from Alba McKenna, Shaner School Custodian, effective February 28, 2017 with her last day of employment to be March 29, 2017, as per attachment Administration-9.
10. To accept a retirement notice from Colleen McKeivith, Hess School Custodian effective June 30, 2017, as per attachment Administration-10.
11. To accept a retirement notice from Mary Ellen Tantum, Child Study Team Administrative Secretary effective June 30, 2017, as per attachment Administration-11.
12. To approve Kids Corner Staff as follows for the 2016-2017 school year at the rate of \$11.00/hour:

Ian Brown
Leslie Kayes

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

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

13. To approve the following Community Education Staff for 2016-2017:

David Capelli - \$35.00/hour –Light and Sound Tech
John Billick - \$26.00/hour – CPR Instructor
Gregory Bradley- \$26.00/hour – CPR Instructor

14. To approve a day without pay for Brittany Loesch, Hess School teacher for March 24, 2017, as per attachment Administration-14.
15. To approve the following Mentors for the 2016-2017 school year:
- Laura Verzi-Aleszczyk – Hess School for Amanda Vaccaro

16. To approve the following staff members to work during the Pre-K Round Up registrations at the rate of \$31.15/hour, not to exceed 5 hours/each. This is funded through the Pre-K Grant:

- Laurie Derringer
- Ann Bucknam
- Barbara Graf
- Jane Barrett

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

17. To approve Joyce Graumann to work as a substitute secretary during the Pre-K and Kindergarten registrations at the rate of \$67.50/day.
18. To approve the following staff members to work during the Kindergarten Round Up registrations at the rate of \$31.15/hour, not to exceed 4 hours/each:
- Dorothy Schoenstein
 - Barbara Graf

Hourly rate subject to change at the

completion of the H.T.E.A. contract negotiations.

19. To accept a resignation notice from Kelsey Carpenter, Shaner School teacher effective March 16, 2017 with her last day of employment to be June 30, 2017, as per attachment Administration-19.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (6-0-0)

OPERATIONS COMMITTEE (Facilities and Transportation):

Chairperson: Mr. Higbee

Some discussion was held regarding replacing the boilers at the Hess School. Mr. Ciambrone gave an update of what the committee had discussed. Mr. Vogel explained that this is a project which needs to be taken care of in the near future.

Mr. Aiken discussed a possible interested party for purchase of the Duberson School.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Kupp asked for an update on the Mental Health Initiative and Crisis Counselor. Mr. Vogel responded citing the District Goal to implement a research based mental health initiative district-wide. He noted that he could invite the Crisis Counselor to a Board meeting to explain the details of the program.

PUBLIC COMMENTS

Shannon Branca talked about her concerns on the status of the Duberson School. Since the school is on the historic registry she wants to be sure the building is being taken care of so that the State does not come in and have the district make repairs due to any damages that may occur.

Mr. Vogel responded that the building is boarded up and no money should be invested in the school. He does not feel there are any hazardous conditions at this time that need to be repaired, but it is deteriorating rapidly.

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Mrs. Branca asked about the calendar for the next school year. She does not feel our district should be closed for the entire week after Easter when the GEHRHSD is only off for two days prior and two days after Easter. She feels it would cause a financial hardship for parents to find someone to care for their young children.

EXECUTIVE SESSION

Motion by Mr. Aiken, seconded by Mrs. Hassa, to enter into executive session.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- HIB

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 35 minutes.

Voice Vote: All in favor: (6-0-0)

The Board entered into Executive Session at 8:35 p.m.

The Board resumed the Regular meeting at 8:50 p.m.

ADJOURNMENT

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

Voice Vote: All in favor: (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:51 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary