

Mays Landing, NJ  
April 24, 2017

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 24, 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 6:00 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 Ciambone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived 6:09 p.m.), Mrs. Barbara Kupp, and Mr. Eric Aiken.

**Roll  
Call**

Absent: Mrs. Kim Melton

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

**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
- Matters Rendered Confidential

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

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resolved that the Board will be in executive session  
for approximately 35 minutes.

Voice Vote: All in favor: (8-0-0)

The Board entered into Executive session at 6:00 p.m.

The Board resumed the regular meeting at 7:02 p.m.

Eric Aiken led the Pledge of Allegiance.

**Pledge of Allegiance**

**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 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 address.

Moment of silence for private reflection.

**APPROVAL OF MINUTES**

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the regular session minutes of the Special meeting of March 18, 2017, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the regular and executive session minutes of the meeting of March 20, 2017, as per attachment Minutes-2.

Roll Call Vote: Six in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstain: Ms. Erickson and Mr. Higbee. (6-0-2)

**VII. CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mrs. Hassa commented on the play Hairspray recently held at the Hess Complex. She said the students did a wonderful job. She also noted that the PTA Bingo events were very successful events.

Mrs. Hassa wanted to recognize and congratulate the Paraprofessionals, Teachers of the Year and the Educators of the Year.

Mr. Vogel had the opportunity to attend the bingo events, as well and noted that they were fantastic.

Mr. Aiken attended the National Junior Honor Society Program and he wanted to thank the advisors for organizing it. Mr. Aiken also noted some of the important events coming up.

Mr. Aiken invited all of the Board members to attend the NJSBA Atlantic County Meeting on May 8.

**SUPERINTENDENT/STAFF REPORTS**

Mr. Vogel encouraged the Board to change the next meeting from May 22 to May 23, 2017 in order for everyone to have the opportunity to attend the Science Fair to be held on Monday evening.

(A) Information Items

1. Dates to Remember

- a. 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. April 27, 2017 – Strategic Planning Meeting – Davies School Cafeteria – 6:00 p.m. (Sign in begins at 5:45 p.m.)
- c. May 22, 2017 – Board of Education Meeting – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- d. May 29, 2017 – Schools Closed – Memorial Day

(B) Registration/Transfer Statistics for the Month of March, 2017, as per attachment XI-B.

(C) Enrollment for the month of March, 2017, as per attachment XI-C.

- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Student Discipline Reports for the month of March, 2017, as per attachment XI-E.
- (F) Academic Achievement Lists for the 4<sup>th</sup> Trimester – Grades 4 and 5, as per attachment XI-F.
- (G) 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.

(H) School Spring Concerts:

♪ Shaner School: May 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>, 2017 – Shaner Multipurpose Room at 10:00 a.m.

♪ Davies School – May 18, 2017 @ 7:00 p.m. – Hess Auditorium

♪ Hess School – May 25, 2017 @ 7:00 p.m.

I. *Presentation:*

PTA Founders Day Contest Presentation:  
Sponsored by:  
The PTA Multicultural Diversity Committee

J. *Presentation:*

Grant Awards to Schools from PTA Fundraising  
Given by:  
Nicole Benowitz, PTA President

K. *Presentation:*

2017-2018 Budget  
Given by: Frank Vogel and Anne-Marie Fala

**COMMITTEES AND RECOMMENDATIONS**

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

Motion by Ms. Erickson, seconded by Mr. Haye, to approve the following motions as presented:

1. To approve the revised 2016-2017 District Calendar, as per attachment Instruction-1.
2. To approve the 2017-2018 District Calendar, as per attachment Instruction-2.
3. To approve the 2017-2018 Maintenance/Custodial Calendar, as per attachment Instruction-3.

Discussion was held and there was a request to amend the 2017-2018 District Calendar to change March 29, 2018 to a half day.

Motion by Mr. Ciambrone, seconded by Mr. Higbee to amend the 2017-2018 District Calendar to change March 29, 2018 to half day:

Three in favor: Mrs. Barr, Mr. Ciambrone, and Mr. Higbee. Nay: Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (3-5-0)

Roll Call Vote #1 through #3: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (8-0-0)

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

4. To approve the following grade K-5 staff members to complete Science Curriculum Writing (NGSS) at the rate of \$31.15/hour during May & June, not to exceed 20 hours. This rate is the identified rate for

Curriculum Development in the 2015–2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

Hourly rate subject to change at the completion of the HTEA negotiations.

| <u>Name</u>        | <u>School</u> | <u>Grade</u> |
|--------------------|---------------|--------------|
| Sue Burnetta       | Shaner        | K            |
| Lauren Graf        | Shaner        | 1            |
| Meg Castellano     | Shaner        | 1            |
| Johanna Scannell   | Hess          | 2            |
| Heather Berardi    | Hess          | 2            |
| Kristine Ciambrone | Hess          | 3            |
| Jen McCrary        | Hess          | 3            |
| Christian Chin     | Hess          | 4            |
| Dominick Carpani   | Hess          | 5            |

5. To approve Policy and Regulation #1510 – Americans with Disabilities Act on second reading.
6. To approve Policy and Regulation #2418 – Section 504 of the Rehabilitation Act of 1973-Students on second reading.
7. To approve Policy and Regulation #5116 – Education of Homeless Children on second reading
8. To approve Policy #5330.04 – Administering an Opioid Antidote on second reading.
9. To approve Policy and Regulation #8330 – Student Records on second reading.
10. To approve Policy and Regulation #2460 Special Education on second reading.
11. To approve Regulation #2460.1 – Special Education – Location, Identification, and

Referral on second reading.

12. To approve Regulation #2460.8 – Special Education – Free and Appropriate Public Education on second reading.
13. To approve Regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Preschool Programs on second reading.

Roll Call Vote: Seven in favor #4: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Ciambrone. (7-0-1)

Roll Call Vote: All in favor #5 through #13: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

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

14. To approve Regulation #2460.15 – Special Education – In-Service Training needs for Professional and Paraprofessional Staff on second reading.
15. To approve Regulation #2467 – Surrogate Parents and Foster Parents on second reading.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

### **FINANCE COMMITTEE - Chairperson: Mr. Haye**

Motion by Mr. Haye, seconded by Ms. Erickson, to approve the following motion, as presented:

1. To approve Resolution #113 to Adopt the 2017-2018 District Budget, as per attachment

Finance-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken (8-0-0)

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

2. To approve budget transfers in the amount of \$275,256.58, as per attachment Finance-2.
3. 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.

All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

The following item has been presented as an informational item:

4. Purchase orders issued for services, supplies and equipment in the amount of \$1,521,684.02, as per attachment Finance-4.

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

5. To approve the following bills and payroll in the total amount of \$5,140,204.5, as per attachment Finance-5:

| <u>Fund</u> | <u>Title</u>            | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10          | General Fund            | \$16,071.00   |
| 10          | General Fund/Payroll    | 308,872.98    |
| 11          | Current Expense         | 1,216,974.22  |
| 11          | Current Expense/Payroll | 3,194,436.71  |
| 20          | Special Revenue         | 56,253.97     |
| 20          | Special Revenue/Payroll | 133,780.30    |
| 50          | Cafeteria               | 174,666.77    |
| 50          | Kids' Corner            | 29,702.72     |



|    |                     |          |
|----|---------------------|----------|
| 50 | Community Education | 7,620.90 |
| 50 | Camp Blue Star      | 1,825.00 |

6. 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-6.
7. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Pineland Learning Center (receiving District) for one (1) student for the 2016-2017 school year at a total cost of \$280.46/per diem for 57 days at a total cost of \$15,986.22.
8. To approve an Agreement between the Hamilton Township Board of Education and Epic Health Services, Inc. and Loving Care Agency, Inc. d/b/a Epic Health Services to provide private duty nursing services to the District at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services for the period July 1, 2017 through June 30, 2018.
9. To approve a Tuition Contract between the Absecon Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for one (1) foster student for the 2016-2017 school year for the period September 6, 2017 through June 30, 2017, at a total cost of \$11,003.00.
10. To approve a Tuition Contract between the Atlantic City Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one foster student for the 2016-2017 school year for the period December 19, 2016 through June 30, 2017 at a total cost of \$6,846.31, pro-rated.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciabrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

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

11. To approve a Tuition Contract between the Absecon Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one multiply disabled foster student for the 2016-2017 school year for the period September 7, 2016 through June 30, 2017 at a total cost of \$28,476.91, pro-rated.
12. To approve a Tuition Contract between the Pleasantville Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one multiply disabled foster student for the 2016-2017 school year for the period January 11, 2017 through June 30, 2017 at a total cost of \$16,227.07 pro-rated.
13. To approve Resolution #111 Approving Free Meals for Pineland Learning Center for the 2017-2018 school year, as per attachment Finance-13.
14. To approve the following Resolution appointing a Risk Management Consultant for the 2017-2018 school year:

RESOLUTION #112

ATLANTIC & CAPE MAY COUNTIES  
ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS JOINT  
INSURANCE FUND (ACCASBOJIF)

RESOLUTION APPOINTING A RISK  
MANAGEMENT CONSULTANT  
2017-2018

WHEREAS, the Hamilton Township Board of Education hereinafter referred to as DISTRICT, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund require that each DISTRICT appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Dennis Brown of Glenn Insurance as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

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

15. To accept Hamilton Township PTA funds for the 2016-2017, as per attachment Finance-15.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

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**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 Ms. Erickson, to approve the following motions, as presented:

1. To approve district substitutes for the 2016-2017 school year, as per attachment Administration -1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Administration -2.
3. To approve a fieldwork placement from Stockton for an LDTC Practicum Student for the summer, 2017, as per attachment Administration-3.
4. To approve a fieldwork placement from Rowan University for the Fall, 2017 semester at the Hess School, as per attachment Administration-4.
5. To approve an unpaid Leave of Absence for Arthur Faden, SRAO for the period March 20, 2017 through March 24, 2017.
6. To approve an unpaid Leave of Absence for Meghan Hooper Jackson, Davies teacher for the period January 16, 2018 through January 19, 2018, as per attachment Administration-6.
7. To change the Child Rearing Leave of Absence for Kristina Morey, Davies School secretary for June 12, 2017 to a NJ Family Leave due to the school's snow day closing on March 14, 2017.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

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

8. To change the Child Rearing Leave of Absence for Jessica Newkirk, Shaner School teacher for April 4, 2017 to a NJ Family Leave due to the school's snow day closing on March 14, 2017.
9. To accept a retirement notice from Cathie Palmeri, Hess School secretary effective August 31, 2017, as per attachment Administration-9.
10. To accept a retirement notice from Paula Perfetto Pagano, Davies School Paraprofessional effective June 30, 2017, as per attachment Administration-10.
11. To accept a retirement notice from Nancy Echevarria, Hess School Custodian effective June 30, 2017, as per attachment Administration-11.
12. To accept a retirement notice from Priscilla Gay Laubert, Davies School teacher effective June 30, 2017, as per attachment Administration-12.
13. To approve the 2017 Summer Swim Staff, as per attachment Administration-13.
14. To approve 2017 Camp Blue Star staff, as per attachment Administration-14.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

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

15. To change the dates of a maternity leave of absence for Lisa Rotkowitz, Hess School teacher. Mrs. Rotkowitz is requesting to use sick days for the period April 19, 2017 through May 26, 2017 and New Jersey Family Leave for the period May 30, 2017 to the end of the school year with a return to work date of September 1, 201, as per attachment

Administration-15.

Mrs. Rotkowitz' leave of absence was previously approved on January 23, 2017.

16. To accept a resignation notice from Michael Hruska, Shaner School Custodian, effective April 20, 2017 with his last day of employment to be June 30, 2017, as per attachment Administration-16.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

**OPERATIONS COMMITTEE (Facilities and Transportation):**

**Chairperson: Mr. Higbee**

1. To approve club/activity trips for the 2016-2017 school year, as per attachment Operations-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.  
(8-0-0)

Mr. Aiken informed the public that all three schools are now clear of lead and the problems have been mediated. There was a cost of \$10,000, but the district received a refund of approximately \$6,000 from the State.

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mr. Aiken reported that there is nothing new to report on the purchase of the Duberson School.

Mrs. Hassa wanted to recognize the amazing performance by the band and choir programs at Rowan University recently. She also wanted to note that the jazz band will be performing on May 28 at Mainland High School.

**NEW BUSINESS**

None

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**PUBLIC COMMENTS**

Shannon Branca spoke and noted that she was disappointed in the calendar for next year. She feels the extra time off for Spring break will cause a hardship to parents for child care.

Mr. Vogel addressed Mrs. Branca's concerns.

**ADJOURNMENT**

Motion by Mr. Aiken, seconded by Ms. Erickson, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:30 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary