

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON DECEMBER 16, 2019**

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 4:00 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Eric Aiken, Board President.

**Call
To
Order**

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr (arrived 4:15 p.m.), Mr. Greg Ciambrone (arrived 4:27 p.m.), Ms. Margaret Erickson, Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived 4:19 p.m.), Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: None

Also Present: 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 Ms. Erickson, 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:

- Personnel
- HIB
- Residency

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

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Board will be in executive session for approximately 50 minutes.

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

The Board entered into Executive session at 4:01 p.m.

Mrs. Barr arrived at 4:15 p.m.
Mr. Higbee arrived at 4:19 p.m.
Mr. Ciambrone arrived at 4:27 p.m.

The Board resumed the regular session of the meeting at 4:53 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. Mr. Aiken asked everyone to keep the family of Mr. George Hess in your prayers. He passed away this past week.

APPROVAL OF MINUTES

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

1. To approve the regular and executive session minutes of the meeting of November 26, 2019, as per attachment Minutes-1 with corrections.

Mrs. Hassa noted corrections to Board member comments for the 11/26/19 minutes.

Roll Call Vote: Eight in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstain: Ms. Erickson (8-0-1)

CORRESPONDENCE:

E-mail from Mrs. Anne Ericksonson, as per attachment Correspondence-1. Mr. Vogel asked the Board to review it.

PUBLIC COMMENTS

Mr. Vogel noted that anyone who wished to speak regarding transportation can feel free to do so at this time.

Two parents expressed concern regarding several issues with bus pick ups and drops offs. Mr. Vogel responded that the district is aware of these issues. They have had meetings with the bus company and are trying to resolve the problems. The Board has also had discussion regarding the possibility of conducting a feasibility study.

Mr. Aiken also stated that this situation is not new to the Board and they have been doing everything possible to try to resolve the issues.

BOARD MEMBER COMMENTS

Mrs. Kupp noted the passing of George Hess. Mr. Hess dedicated much of his life to the Mays Landing community and school district.

Mrs. Kupp also noted that she attended the workshop on vaping last week at Oakcrest High School and stated that it was very informative.

She also noted the Hess School Holiday Program and commended the staff who organized this event.

Mrs. Hassa also stated that the staff and students did a phenomenal job for the Hess School Holiday Program. She also attended the tree lighting in the township where the choir was invited to perform.

Mrs. Hassa attended a workshop on Social Emotional Training. She was asked to be a speaker at that event as well.

She thanked the staff for all of the hard work and dedication here at Hamilton Township. She especially wanted to thank the custodians for representing the

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school in a positive way during after school events. She feels we have a staff of incredible hard working individuals.

Mrs. Barr had the opportunity to sit on the Educator of the Year Selection Committee. She felt that all of the recommendation letters were very heartwarming.

Mr. Aiken also attended that Atlantic County Meeting at Oakcrest regarding vaping and noted that there was a lot of interesting information on the topic. He gave a "shout out" to the Hess staff and student and stated that the concert was amazing once again.

Ms. Erickson felt that there was a lot of information given at the Vaping Workshop which gave good resources in terms of policy.

SUPERINTENDENT/STAFF REPORTS

- (A) Information Items
 - 1. Dates to Remember
 - a. December 23-31, 2019 – Schools Closed – Winter Break
 - b. January 1, 2020 – Schools Closed – New Year's Day
 - c. January 6, 2020 – Board of Education Reorganization Meeting – Davies School – 7:00 p.m.
- (B) Registration/Transfer Statistics for the Month of November, 2019, as per attachment XI-B.
- (C) Enrollment for the month of November, 2019, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Discipline Reports for the month of November, 2019, as per attachment XI-E.

Motion by Mr. Aiken, seconded by Ms. Erickson, to approve to have an RFP created and released for a comprehensive analysis to determine the feasibility of bringing school bus services back to Hamilton Township.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(9-0-0)

Mr. Aiken asked the Board if the Reorganization Meeting can be moved to January 7, 2020. Discussion was held and it was agreed to move the meeting to Tuesday, January 7, 2020 at 5:00 p.m.

Presentation:

Synopsis of the Audit for FY2018-2019

Presented by: Carol Russ of

Ford, Scott & Associates, LLC

Presentation:

QSAAC

presented by Lisa Dagit, Director of Curriculum and Instruction

Presentation:

Outgoing Board Member:

Greg Ciambrone

Presented by Frank Vogel, Superintendent

STATEMENT TO THE PUBLIC

It may appear to the public that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before motions are placed on the agenda, the administration thoroughly reviews the information with the Superintendent of Schools. If the Superintendent is satisfied that motions are ready to be presented to the Board of Education, it is then referred to the appropriate Board Committee for discussion. The members of the Board Committees work with the Superintendent to assure that all members are fully briefed on all pertinent details and understand the motions. When the Committees are satisfied with the motions, they are then placed on the agenda for action at a public meeting.

COMMITTEES AND RECOMMENDATIONS

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

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

1. To approve the local and grant funded extra-curricular activities and staff stipends for the 2019-2020 school year, as per attachment Instruction-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr.

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Ciambrone, Ms. Erickson, Mrs. Francis,
Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs.
Kupp, and Mr. Aiken. (9-0-0)

FINANCE COMMITTEE – Chairperson: Mrs. Kupp

Motion by Mrs. Kupp, seconded by Mrs. Barr, 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 October, 2019. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October, 2019, as per attachment Finance-1.
2. To approve the Board Secretary's Report for the period ending October 31, 2019. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of October 31, 2019, 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.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

The following have been included for information:

3. Interest Income for the month of October, 2019, as per attachment Finance-3.
4. Receipts for the month of October, 2019, as per attachment Finance-4.

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5. Refunds for the month of October, 2019, as per attachment Finance-5.
6. Capital Reserve Interest for the month of October, 2019, as per attachment Finance-6.
7. Rental Income for the month of October, 2019, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of October, 2019, as per attachment Finance-8.
9. The monthly Budget Summary Report for October, 2019, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

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

10. To approve budget transfers in the amount of \$156,850.42, 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, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

The following has been included for information:

12. Purchase orders issued for services, supplies and equipment in the amount of \$208,941.82, as per attachment Finance-12.

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

13. To approve the following bills and payroll in the total amount of \$864,606.88, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$32,410.00
11	Current Expense	615,381.43
12	Capital Outlay	5,500.00
20	Special Revenue	72,227.95
50	Cafeteria	105,802.78
50	Kid's Corner	33,284.72

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2019-2020 school year, as per attachment Finance-14.

15. To approve the following Tuition Contracts (Hamilton Township receiving District):

<u>District</u>	<u>Type</u>	<u># of students</u>	<u>School Year (time frame)</u>	<u>Cost (prorated as necessary)</u>
Galloway	McKinney Vento	2	10/1/19-6/30/20	\$12,391.84
Lindenwold	Foster	1	2019-2020	\$13,600
Lindenwold	Foster	1	2019-2020	\$13,069
Atlantic City	Foster	1	2019-2020	\$13,069
Absecon	McKinney Vento	1	12/1/19 to 6/30/20 (126 days)	9,520.56

16. To approve and submit the FY2020 Amended IDEA Application to include FY2019 carryover funds in the following amounts (all carryover funds are nonpublic): (attachment Finance-16)

	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEA-Basic	\$814,326	\$1,509	\$815,835
IDEA-Preschool	33,354	0	33,354
	\$847,680	\$1,509	\$849,189

17. To approve the FY2020 Revised ESEA

Application to include FY2019 Carryover Funds and FY2020 transfers and revisions to date in the following amounts: (attachment Finance-17)

<u>Title</u>	<u>Original Funds</u>	<u>Transfer Funds</u>	<u>Carryover</u>	<u>Total</u>
Title I	\$641,523	\$0	\$3,512	\$645,035
Title I Reallocated	61,750	0	0	61,750
Title IIA	112,104	5,176	3,983	121,263
Title III	15,975	0	1,461	17,436
Title III - Immigrant	0	0	0	0
Title IV	<u>33,626</u>	<u>-5,176</u>	<u>1,508</u>	<u>29,958</u>
	\$864,978	\$0	\$10,464	\$875,442

18. To approve the 2018-2019 Audit as presented.
19. To approve the Corrective Action Plan after review and discussion of the recommendations as listed in the Auditor's Management Report on Administrative Findings, Financial Compliance and Performance, dated December 16, 2019, as per attachment Finance-19.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

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

20. To approve an Agreement between the American International College (AIC) and the Hamilton Township School District for college student field placements in the Occupational Therapy Program at AIC, as per attachment Finance-20.

The term shall begin at the signing of the Agreement and will automatically renew and continue in effect until December 31, 2026.

21. To approve the submission of the Preschool Carryover Application which includes a

Consolidated Preschool Education Aid (PEA) and Preschool Expansion Education Aid-New (PEEA-New) Carryover Application and individual PEA and PEEA-New Carryover Applications to carryover funds from the 18/19 school year to the 19/20 school year, as per attachment Finance-21.

22. To approve following Tuition Contracts (Hamilton Township sending District):

<u>District</u>	<u>Type</u>	<u># of students</u>	<u>School Year (time frame)</u>	<u>Cost (prorated as necessary)</u>
Pineland Learning Center	Out of District	1	12/2/19 to 6/30/20 (124 days)	\$302/per diem - \$37,448

23. To approve payment of construction bills between meetings.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

Administration Committee (Personnel and Discipline):

Chairperson: Mr. Haye

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

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

- To approve substitutes for the 2019-2020 school year, as per attachment Administration-1.
- To approve the following Leaves of Absences, as per Administration 2 attachments:

<u>Name</u>	<u>School/ District</u>	<u>Leave</u>	<u>Position</u>
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2.1	Toni Ann Wuillermin	Shaner	Unpaid December 5-10, 2019	CST
2.2	Eva Christenson	Shaner	Unpaid 11/22/19	PT Para
2.3	Josephine Torres	Shaner	Maternity 2/18/20 - End of School Year. 17 sick days, 18 FMLA, 47 NJ FLA	Teacher
2.4	Barbara Johnston	Hess	Unpaid 12/5/19 - 12/6/19	PT Para
2.5	Maureen Minton	Shaner	Unpaid 12/6/19-1/3/20	FT Para
2.6	Josephine Bellina	Hess	Intermittent FMLA 12/17/19-1/7/20	PT Para

3. To accept resignation notices as follows, as per Administration 3 attachments:

3.1	Max Crispell	Hess	Lifeguard	11/27/19 effective 12/31/19
3.2	Genna Price	Shaner	PT Para	12/9/19 effective 1/3/20

4. To approve homebound instruction for the 2019-2020 school year, as per attachment Administration-4.
5. To approve the following new hires for the 2019-2020 school year, as per Administration 5 attachments.

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	<u>Name</u>	<u>Position</u>	<u>School/ District</u>	<u>Effective</u>	<u>Degree/Step</u>	<u>Salary</u>	<u>Replacement for/Reason</u>
5.1	Jacilyn Keeping	Teacher	Hess	1/16/20	B.A., Step 1	\$52,980 Pro-rated	Temporary maternity replacement for Brianna Mistretta from 1/16/20 - 5/5/20
5.2	Christopher Bryz-Gornia	PT Para/Lifeguard	Hess	TBD	Para, Step 4	\$19,100 Pro-rated	Replacement for Jean Tunney
5.3	New position control # 03.03.14 BQP for a School Social Worker and deactivate position control # 03.03.14 AGA (School Psychologist) at the William Davies Middle School						
5.4	Jennifer Clisham	Social Worker	Davies	TBD	M.A., Step 1	\$56,450	Replacement for Andrew Disque

6. To accept the October and November HIB Reports.

7. To change the hourly rate for Kid's Corner staff member Diane Manno from \$12.00/hour to \$13.00/hour.

8. To approve the following chaperones for the Davies Discovers Disney trip January 15, 2020 through January 19, 2020:

- Edward Aleszczyk
- Nancy Arsenault
- Michael Diorio
- Lauren Guarracino
- Lisa Jones
- Clifford Melder
- Donna Melder
- Andrew Palmentieri
- Ashley Winkler

9. To approve a field placement for the 2019-2020

school year, as per attachment Administration-9.

10. To approve Bernadette Leszczynski as a Mentor for Jacilyn Keeping, Hess School teacher.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

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

11. To approve the following Resolution:

Be it resolved that the Board of Education ratifies the Memorandum of Agreement between it and the Hamilton Township Administrators Association dated November 13, 2019 and covering the term from July 1, 2019 - June 30, 2022;

Be it further resolved that the Business Administrator/Board Secretary and Board President are authorized to execute the final contract document reflecting these terms when put in a form approved by the Board's Labor Counsel, as per attachment Administration-11.

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

12. Motion by Mr. Haye, seconded by Mrs. Barr to approve the proposal as submitted by Building Blocks Behavior Consultation, Inc. for a research dissertation in the district.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

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**Operations Committee (Facilities and Transportation):
Chairperson: Mr.Ciambrone**

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

1. To approve club/activity trips for the 2019-2020 school year, as per attachment Operations-1. Dates and times subject to change.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

Mr. Ciambrone then complimented Mr. Goldstein as one of the most honest and caring attorneys he has ever worked with. Mr. Goldstein thanked Mr. Ciambrone for his kind words and noted that the Board members and the administration all have the interest of the children and all work well together to make his job easier.

RESOLUTIONS

None

SOLICITORS REPORT

None

NEW BUSINESS

1. QSAC – Report on District’s Placement results for Instruction and Program – attachment New Business-1.

PUBLIC COMMENTS

Mrs. Dagit noted some changes on the QSAC Report.

Motion by Mr. Aiken, seconded by Mr. Ciambrone, to adjourn the meeting.

All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 5:59 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary

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