

Mays Landing, NJ
March 25, 2019

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MARCH 25, 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 6:33 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. Nancy Barr, Ms. Margaret Erickson, Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: Mr. Greg Ciambrone

Also Present: Mr. Frank Vogel, Superintendent
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary
Mr. Ray Went, Esquire

EXECUTIVE SESSION

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

Voice Vote: 8-0-0

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
- Personnel

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 15 minutes.

The Board entered into executive session at 6:34 p.m.

Mays Landing, NJ
March 25, 2019

The executive session of the meeting ended at 6:46 p.m. and there was a 15 minute recess.

The Board resumed the regular session of the meeting at 7:01 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, the Atlantic County Record, the Current of Mays Landing 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. Hassa, to approve the following motion, as presented:

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

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

CORRESPONDENCE

Mr. Vogel noted that he did receive a note from Mr. Ciambone that he could not attend tonight's meeting.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Hassa recognized the band for the extremely high evaluations received from the Rowan University music staff on Tuesday. The choir was recognized on Wednesday and they too did a phenomenal job.

Mrs. Hassa attended a Task Force Meeting for mental health and safety in Trenton. She feels that a tremendous amount of research is being done on this topic.

Congratulations went out to the Community Ed Department and students for their performance of The Little Mermaid this past weekend. The students did a wonderful job.

The Resource Fair will be held on Saturday, April 6 at the Shaner School from 10:00 a.m. until 1:00 p.m.

Mrs. Kupp also recognized the students and the staff for an incredible performance of The Little Mermaid. She also noted the Ladies Tea and what a great event this was.

Superintendent/Staff Reports

(A) Information Items

1. Dates to Remember

- a. March 25, 2019 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- b. April 19, 22 & 23, 2019 – School Closed – Spring Break
- c. April 29, 2019 – Regular Meeting, Public Hearing on the Budget and Adoption of the 2019-2020 Budget
- d. May 20, 2019 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

B. Registration/Transfer Statistics for the Month of February, 2019, as per attachment XI-B.

C. Enrollment for the month of February, 2019, 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 February, 2019, as per attachment XI-E.

Mays Landing, NJ
March 25, 2019

F. Round-Up Registrations:

- Pre-K
Tuesday, April 2, 2019 – 4:00 p.m. – 7:00 p.m.
Wednesday, April 3, 2019 – 9:30 a.m. – 2:30 p.m.
Thursday, April 4, 2019 – 9:30 a.m. – 2:30 p.m.
- Kindergarten:
Tuesday, April 9, 2019 – 4:00 p.m. – 7:00 p.m.
Wednesday, April 10, 2019 – 9:30 a.m. – 2:30 p.m.

All registrations take place at the Registration Office located at the Joseph C. Shaner Elementary School.

G. April Davies Music/Events:

- 4/5/19 – 31st Annual Sock Hop/Dance – 2:30 p.m. – 5:00 p.m.
- 4/12/19 – Swing Kids Jazz Band @ Mainland Jazz Festival – 5:00 p.m.

H. Presentation:

Employee Health Benefits Proposal
Given by: Gary Goldfarb of
Brown & Brown Benefit Advisors

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 revised 2018-2019 District calendar, as per attachment Instruction-1.

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

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

2. To approve the Comprehensive Equity Plan for the 2019-2020 school year, as per attachment Instruction-2.
3. To approve payment to the following staff members for providing Professional Development at the rate of \$26.00/hour for presenting and \$31.15/hour for preparation, as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association:

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Presenting Time (hour)</u>	<u>Pre-Time (hour)</u>
Brian Beck	Suicide Prevention	3/14/19	2	1
Greg Bradley	Suicide Prevention	3/14/19	2	1

4. To approve local and grant funded extra-curricular activities and staff stipends for the 2018-2019 school year, as per attachment Instruction-4.

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

B. 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 February, 2019. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of February, 2019, as per attachment Finance-1.

2. To approve the Board Secretary's Report for the period ending February 28, 2019. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of February 28, 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, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

The following items have been included for information:

3. Interest Income for the month of February, 2019, as per attachment Finance-3.
4. Receipts for the month of February, 2019, as per attachment Finance-4.
5. Refunds for the month of February, 2019, as per attachment Finance-5.
6. Capital Reserve Interest for the month of February, 2019, as per attachment Finance-6.
7. Rental Income for the month of February, 2019, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of February, 2019, as per attachment Finance-8.

Mays Landing, NJ
March 25, 2019

9. The monthly Budget Summary Report for February, 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 motion, as presented:

10. To approve budget transfers in the amount of \$326,752.60, as per attachment Finance-10.
11. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2018-2019 school year, as per attachment Finance-11.
12. To approve a Tuition Contract between Pineland Learning Center and the Hamilton Township Board of Education for one student, for the period February 8, 2019 through June 30, 2019 (85 days) at a rate of \$297.00 per diem for a total cost of \$25,245.00.
13. To approve a Tuition Contract between Hamilton Township Board of Education (sending District) and Atlantic County Special Services School District (receiving District), for a personal aide for one student for the 2018-2019 school year beginning March 6, 2019 through June 30, 2019, at a cost of \$42,840.00, plus an additional \$575.00 per week for the Extended School Year Program.
14. To approve a Lease Agreement with Pitney Bowes for the period July 30, 2019 through June 30, 2024, for the District's shipping and mailing equipment with quarterly payments in the amount of \$1,132.65, as per attachment Finance-14.
15. To approve Resolutions for submission of the following Sustainable Jersey for Schools Grants Programs, as per attachment Finance-15:
 - Wellness

- Rethinking the Waste Stream

16. To approve the recycling of technology devices that are no longer of use to the District, as per attachment Finance-16.

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

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

17. To approve a Pay for Performance Contract between the Hamilton Township School District and JDC Energy Services, LLC, for an Energy Reduction Plan (ERP), as per attachment Finance-17.
18. To approve a Resolution #138 appointing a Risk Management Consultant for the 2019-2020 school year, as per attachment Finance-18.
19. To approve a Joint Transportation Agreement between the Hamilton Township School District and the Atlantic County Special Services School District (ACSSSD) for the 2019-2020 school year, as per attachment Finance-19.
20. To accept the Federal FY2019 (Grant Year 2/1/2019-9/30/2019) Title I Reallocated Grant Award in the amount of \$99,072 (includes \$288 of NP funds), as per attachment Finance-20.
21. To award the lighting bid to CM3 Building Services, LLC through the Camden County Educational Services Commission Co-Op Program for the complete installation, material and labor for LED lighting for the Davies, Hess and Shaner Schools, as per attachment Finance-21.
22. 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.

23. Purchase orders issued for services, supplies and equipment in the amount of \$957,727.02, as per attachment Finance-23.
24. To approve the following bills and payroll in the total amount of \$5,739,632.27, as per attachment Finance-24.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$28,845.00
10	General Fund/Payroll	224,914.74
11	Current Expense	1,746,360.90
11	Current Expense/Payroll	2,465,346.58
20	Special Revenue	123,618.34
20	Special Revenue/Payroll	148,353.20
30	Building Projects	812,356.75
50	Cafeteria	144,531.30
50	Kids' Corner	25,546.22
50	Community Education	9,496.06
50	Camp blue Star	10,263.18

25. To approve revised Resolution #139 of the Hamilton Township Board of Education to Adopt and Approve Submission of Tentative Budget, as per attachment Finance-25.

Previously approved on March 18, 2019.

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

- C. 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:

1. To approve district substitutes for the 2018-2019

school year, as per attachment Administration-1.

2. To approve homebound instruction for the 2018-2019 school year, as per attachment Administration-2.
3. To approve a fieldwork placement for the 2019-2020 school year, as per attachment Administration-3.
4. To approve April 29, 2019 as the start date for Iliese Wagner, Hess School teacher for the 2018-2019 school year.

Mrs. Wagner was previously approved on February 26, 2019.

5. To approve unpaid leaves of absence as follows:
 - Michael Corrado – School Resource Officer – March 11-15, 2019
 - Shannon Hartey – Davies Paraprofessional – March 19, 2019
 - Barbara Johnston – Hess Paraprofessional – March 18-22, 2019
 - Holly Lesser – Hess School teacher – April 24-25, 2019
 - Michele Slack, Hess School Paraprofessional – March 26, 2019
 - Jill Poley – Shaner School Paraprofessional – May 15-16, 2019
6. To approve Kid's Corner Staff for the 2018-2019 school year as follows:
 - Steven Cohen - \$12.00/hour
 - Dana Quidachay - \$12.00/hour

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Francis, 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:

7. To accept a retirement notice from Barbara Barresi, Hess School teacher dated March 7, 2019 with her last day of employment to be June 30, 2019, as per

attachment Administration-7.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Francis, 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:

8. To accept a retirement notice from Angel Piergross, Shaner School teacher dated March 7, 2019 with her last day of employment to be June 30, 2019, as per attachment Administration-8.

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

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

9. To accept a retirement notice from Debora Conrad, Davies School teacher dated March 1, 2019 with her last day of employment to be June 30, 2019, as per attachment Administration-9.

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

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

10. To accept a retirement notice from Lucinda Boddy, Hess School Paraprofessional dated March 3, 2019 with her last day of employment to be May 1, 2019, as per attachment Administration-10.

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

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

11. To approve a Medical Leave of Absence for Eva Christenson, part-time Hess School Paraprofessional.

Mrs. Christenson is requesting to use her remaining Family Medical Leave of Absence from April 15, 2019 through May 2, 2019 and sick days from May 3, 2019 through May 10, 2019, with a return to work day of May 13, 2019, as per attachment Administration-11.

12. To accept a resignation notice from Adetokunbo Ajayi, Behavior Analyst dated March 11, 2019 with her last day of employment to be May 31, 2019, as per attachment Administration-12.
13. To extend a Medical Leave of Absence for Jessica Hanley, Hess School teacher. Mrs. Hanley is requesting to use Federal Family Medical Leave for the period April 4, 2019 through May 14, 2019, a personal day on May 14, 2019, and unpaid leave of absence from May 16, 2019 through the end of the school year with a return to work date of September 1, 2019, as per attachment Administration-13.

Mrs. Hanley's leave of absence was previously approved on January 28, 2019.

14. To extend a Contract for Jessica Johnson, Hess School teacher from April 6, 2019 through the end of the school year. Mrs. Johnson is a replacement for Jessica Hanley, B.A., Step 1, with a total annual salary of \$51,910.00, pro-rated.

Mrs. Johnson was previously approved on January 28, 2019.

15. To approve Larry Davidson as an Interim Assistant Supervisor of Facilities, five hours a day, beginning April 1, 2019 as needed for the duration of the Capital projects at the rate of \$150.00/per diem.
16. To approve Ian Nelson as Construction Manager for the 2019-2020 School Year in the amount of \$10,000.00.
17. To approve an Unpaid NJ Family Leave of Absence for Tammy Mullino, Hess School teacher. Mrs. Mullino is requesting an intermittent NJ Family Leave for the remainder of the 2018-2019 school year.

Mays Landing, NJ
March 25, 2019

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

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

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

1. To approve club/activity trips for the 2018-2019 school year, as per attachment Operations-1.

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

XII. Resolutions
None

XIV. Solicitor's Report
None

XV. Unfinished Business
None

XVI. New Business

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

1. To approve the 2018-2019 Uniform State Memorandum of Agreement, as per attachment New Business-1.

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

PUBLIC COMMENTS

None

I. Presentation: Ethics Workshop

Mays Landing, NJ
March 25, 2019

Mary Ann Friedman, Representative
From New Jersey School Boards Association

ADJOURNMENT

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

Voice Vote: 8-0-0

The Hamilton Township Board of Education adjourned at 9:20 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary