

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

**Agenda for Regular Meeting
January 28, 2019**

Location: Davies School Library

Time: 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

I. Call to Order – Anne-Marie Fala, Business Administrator Page

II. Roll Call

III. 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**
- 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 _____ minutes.

Motion_____Second_____Vote_____

IV. Flag Salute

V. 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 notices posted at the Township Clerk's 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.

VI. Moment of silence for private reflection

VII. Committee Assignments

**Administration Committee: Chairperson: Derek Haye
Member: Barbara Kupp**

**Operations Committee: Chairperson: Greg Ciambrone
Member: Nanci Barr
Member: Margaret Erickson**

**Instruction Committee: Chairperson: Amy Hassa
Member: Amelia Francis
Member: Jim Higbee**

**Finance Committee: Chairperson: Barbara Kupp
Member: Amelia Francis
Member: Jim Higbee**

Negotiations:

Chairperson: Amy Hassa
Member: Margaret Erickson
Member: Derek Haye

VIII. Approval of Minutes

- | | | |
|---------------|---|-----------|
| Action | 1. Motion to approve the regular and executive session minutes of the meeting of December 17, 2018 (attachment Minutes-1).
Motion_____Second_____Vote_____ | 19 |
| Action | 2. Motion to approve the regular session of the minutes of the meeting of January 7, 2019 (attachment Minutes-2).
Motion_____Second_____Vote_____ | 34 |

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

XII. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- February 18, 2019 – Schools Closed – Presidents' Day
- February 25, 2019 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

- | | | |
|------------|---|-----------|
| FYI | B. Registration/Transfer Statistics for the December, 2018 (attachment XII-B). | 39 |
| FYI | C. Enrollment for the month of December, 2018 (attachment XII-C) | 40 |
| FYI | D. Harassment, Intimidation and Bullying Incident Log (attachment XII-D) | 41 |
| FYI | E. Student Discipline Reports for the month of December, 2018 (attachment XII-E) | 43 |

FYI	F.	Superintendent’s/Principal’s List for the 1 st Trimester - Grades 6-8 (attachment XII-F)	67
FYI	G.	Academic Achievement Lists for the 1 st Trimester – Grades 2-5 (attachment XII-G)	79
FYI	H.	Other (attachments XII-H) <ul style="list-style-type: none"> • Lorraine Von Hess – Educational Support Professional of the Year – Atlantic County Council of Educational Associations (attachment) • Office of Fiscal Accountability and Compliance (OFAC) Report (attachment) • Hess School awarded the AtlanticCare Sustained Edible School Garden Grant in the amount of \$800.00 (attachment) • Shaner School awarded the AtlantiCare Healthy School and Healthy Garden Grant in the amount of \$800.00 (attachment) • Goals Update 	87
FYI	I.	Shaner School Winter Concert Dates: <ul style="list-style-type: none"> • Team B - Wednesday, January 30th at 10:00 a.m. • Team A – Thursday, January 31st at 10:00 a.m. • Team C – Friday, February 1st at 10:00 a.m. 	
FYI	J.	Teachers of the Year, Educational Service Professionals of the Year and Paraprofessionals of the Year for the 2018-2019 school year. <p><u>Shaner School:</u> Cindy Bahgat - Teacher of the Year Kelly Petrucci - Educational Service Professional of the Year Kaylie Savannah - Paraprofessional of the Year</p> <p><u>Hess School:</u> Kimberly Smith- Teacher of the Year Laura Hackney and Tara Thies - Educational Service Professionals of the Year Jennifer Quartararo- Paraprofessional of the Year</p> <p><u>Davies School:</u> Brandi Holdren- Teacher of the Year Michael Diorio – Educational Service Professional of the Year Nancy Amatuzi- Paraprofessional of the Year</p>	

FYI **K. *Presentation:***

**Construction Update
John Veisz, Architect
Fraytak, Veisz, Hoplins & Duthie, PC**

FYI **L. *Presentation:***

Board Recognition Month

**A special presentation will be given to the Board Members
in honor of their service to our schools**

Presentation:

**Synopsis of the Audit for the FY2017-2018
Ford, Scott & Associates, LLC**

XIII. Committees and Recommendations

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

Action

**1. Motion to approve payment to the following staff
members who attended NCI training in December at
the rate of \$15.00/hour:**

- Debbie Cants – 1/2 hour**
- Kathy Contino - 1 hour**
- Andrea Harley - 1 hour**
- Shannon Harty - 1 hour**
- Patricia Ricks - 1 hour**
- Nicole Sheeler - 1 hour**
- Cheri Spragan - 1 hour**

Motion_____Second_____Vote_____

B. Finance Committee - Chairperson: Mrs. Kupp

Action	1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17 8 and 18A:17 9 for the months of November and December, 2018. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the months of November and December, 2018 (attachment Finance 1). Motion_____Second_____Vote_____	92
Action	2. Motion to approve the Board Secretary’s Reports for the periods ending November 30, 2018 and December 31, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of November 30, 2018, and December 31, 2018 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 (attachment Finance-2). Motion_____Second_____Vote_____	122
FYI	3. Interest Income for the months of November and December, 2018 (attachment Finance-3)	194
FYI	4. Receipts for the months of November and December, 2018 (attachment Finance-4)	196
FYI	5. Refunds for the months of November and December, 2018 (attachment Finance-5)	211
FYI	6. Capital Reserve Interest for the months of November and December, 2018 (attachment Finance-6)	213
FYI	7. Rental Income for the months of November and December, 2018 (attachment Finance-7)	215
FYI	8. Miscellaneous Revenue for the months of November and December, 2018 (attachment Finance-8)	217

- FYI 9. The monthly Budget Summary Reports for months of November and December, 2018, have been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9). 219
- Action 10. Motion to approve budget transfers in the amount of \$403,326.68 (attachment Finance-10) 287
 Motion _____ Second _____ Vote _____
- Action 11. Motion 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. 288
 Motion _____ Second _____ Vote _____
- FYI 12. Purchase orders issued for services, supplies and equipment in the amount of \$3,063,867.52 (attachment Finance-12) 288
- Action 13. Motion to approve the following bills and payroll in the total amount of \$7,406,979.37 (attachment Finance-13): 299
- | <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10 | General Fund | \$43,252.00 |
| 10 | General Fund/Payroll | 224,821.24 |
| 11 | Current Expense | 3,725,517.84 |
| 11 | Current Expense/Payroll | 2,463,447.14 |
| 20 | Special Revenue | 186,960.20 |
| 20 | Special Revenue/Payroll | 148,739.94 |
| 30 | Building Projects | 301,959.90 |
| 50 | Cafeteria | 220,124.66 |
| 50 | Kids' Corner | 53,287.75 |
| 50 | Community Education | 17,365.09 |
| 50 | Camp Blue Star | 21,503.61 |
- Motion _____ Second _____ Vote _____
- Action 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2018-2019 school year (attachment Finance -14). 362
 Motion _____ Second _____ Vote _____

- Action** **15. Motion to accept grant funds as follows:**
- \$800.00 for the AtlanticCare Sustained Edible School Garden Grant for the Hess School.
 - \$800.00 for the AtlantiCare Healthy School and Healthy Garden Grant awarded to Shaner School
- Motion_____Second_____Vote_____
- Action** **16. Motion to approve the FY2017-2018 Audit as presented.**
- Motion_____Second_____Vote_____
- Action** **17. Motion 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 __, 2018 (attachment Finance-17).**
- Motion_____Second_____Vote_____
- Action** **18. Motion to approve the disposal or recycling of obsolete and/or broken technology equipment that is no longer of use to the district (attachment Finance-18). 365**
- Motion_____Second_____Vote_____
- Action** **19. Motion to approve the disposal or recycling of obsolete and/or broken electronic equipment that is no longer of use to the district (attachment Finance-19) 368**
- Motion_____Second_____Vote_____
- Action** **20. Motion to approve the FY2019 (School Year 2018-2019) Nonpublic School Security Aid budget and purchase orders (attachment Finance-20). 369**
- Motion_____Second_____Vote_____
- Action** **21. Motion to approve the 6-month health waiver payment for the 2018-2019 school year for Anne-Marie Fala, School Business Administrator in the amount of \$2,500.00.**
- Motion_____Second_____Vote_____

Action

22. Motion to approve a Jointure Contract between Atlantic County Special Services School District and the Hamilton Township School District for the 2018-2019 school year, for thirty-one (31) Hamilton Township students being transported to Assumption Regional and Pilgrim Academy at a total cost of \$18,079.78, with a breakdown as follows:

<u>Route #</u>	<u>Destination</u>	<u># of HT Students</u>	<u>Cost</u>
274	Assumption	6	\$3,993.30
294	Regional	21	11,184.00
299	Pilgrim Academy	4	2,902.48
	Pilgrim Academy		

Motion _____ Second _____ Vote _____

Action

23. Motion to approve a Jointure Contract between Atlantic County Special Services School District and the Hamilton Township School District for the 2018-2019 school year, for one (1) Hamilton Township student being transported to Creative Achievement Academy, Route CRE4, at a total cost of \$9,666.66.

Motion _____ Second _____ Vote _____

Action

24. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (receiving District), and the Atlantic City Board of Education (sending District), for one (1) foster student for the 2018-2019 school year at a total cost of \$11,946.00.

Motion _____ Second _____ Vote _____

Action

25. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (receiving District), and the Egg Harbor Township Board of Education (sending District), for one (1) foster student for the 2018-2019 school year at a total cost of \$11,946.00, plus additional services.

Motion _____ Second _____ Vote _____

Action

26. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (receiving District), and the Berlin Board of Education (sending District), for one (1) foster student for the 2018-2019 school year at a total cost of \$12,309.00.

Motion _____ Second _____ Vote _____

- Action.** 27. **Motion to approve a Tuition Contract between the Hamilton Township Board of Education (receiving District), and the Berlin Board of Education (sending District), for one (1) foster student for the 2018-2019 school year at a total cost of \$12,309.00, plus additional services.**
Motion_____Second_____Vote_____
- Action** 28. **Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending), and the Pineland Learning Center (receiving), for one (1) student for the 2018-2019 school year for a total of 125 days for the period December 3, 2018 through June 30, 2019, at a cost of \$297.00/per diem for a total cost of \$37,125.00.**
Motion_____Second_____Vote_____
- Action** 29. **Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending), and the Durand, Inc. (receiving), for one (1) student for 105 days, at the rate of \$354.18/per diem for the period January 2, 2019 through June 30, 2019, plus \$170.00/per diem for extraordinary services and \$135.00/per diem for bus aid services, for a total cost of \$69,213.90.**
Motion_____Second_____Vote_____
- Action** 30. **Motion to approve two Tuition Contracts between the Hamilton Township Board of Education (sending District), and the Egg Harbor Township Board of Education, (receiving District), for two McKinney Vento students for the period September 17, 2018 through June 30, 2019 at a rate of \$79.87/per diem for a total cost of \$14,377.00 each.**
Motion_____Second_____Vote_____
- Action** 31. **Motion to approve an Agreement between the Township of Hamilton and the Hamilton Township Board of Education to provide storage, loading and purchase of bulk road salt for the period December 1, 2018 through April 30, 2019 (attachment Finance-31).**
Motion_____Second_____Vote_____

373

Action	32. Motion to approve an Agreement between Extel Communications and the Hamilton Township School District for district phone system in the amount of \$54,509.00 (attachment Finance-32). Motion_____Second_____Vote_____	376
C. Administration Committee (Personnel and Discipline): Chairperson: Mr. Haye All personnel actions are being taken by the recommendation of the Superintendent.		
Action	1. Motion to approve district substitutes for the 2018-2019 school year (attachment Administration -1). Motion_____Second_____Vote_____	386
Action	2. Motion to approve homebound instruction for the 2018-2019 school year (attachment Administration -2). Motion_____Second_____Vote_____	387
Action	3. Motion to approve an extension to a NJ Family Leave of Absence for Rachel Fifer, Davies School teacher from January 2-15, 2019 with a return to work date of June 16, 2019 (attachment Administration-3). Previously approved June 25, 2018. Motion_____Second_____Vote_____	399
Action	4. Motion to accept a resignation notice dated January 2, 2019 from Ashley Pfaff, Hess School Paraprofessional with her last day of employment to be February 4, 2019 (attachment Administration-4). Motion_____Second_____Vote_____	400
Action	5. Motion to approve an intermittent unpaid NJ Family Leave of Absence for Jessica Lewis, Hess School Paraprofessional for the 2018-2019 school year beginning January 9, 2019 (attachment Administration-5). Motion_____Second_____Vote_____	401
Action	6. Motion to approve Kelsey Greene to complete her Counseling Practicum at the Davies School during the 2018-2019 school year beginning on January 28, 2019. Motion_____Second_____Vote_____	

- Action** 7. **Motion to approve an unpaid leave of absence for the following individuals:**
- **Danielle Wagner, Hess School part-time Paraprofessional – January 18, 2019**
 - **Barbara Johnston – Hess School Part-time Paraprofessional – February 14-15, 2019**
 - **Michael Corrado, Shaner School part-time SRAO – January 4, 2019**
 - **Mike Bordonaro, Attendance Officer – January 17, 18 and 22, 2019**
 - **Carrie Armstrong – Davies Teacher – April 24-26, 2019**
 - **Heather Jenigen – Shaner Teacher – January 25, 2019**

Motion_____Second_____Vote_____

- Action** 8. **Motion to approve a Medical Leave of Absence for Jessica Hanley, Hess School teacher. Mrs. Hanley is requesting to use her accumulated sick and personal days from January 28, 2019 through February 12, 2019 and Federal Family Medical Leave of Absence from February 13, 2019 through April 3, 2019 with a return to work date of April 4, 2019 (attachment Administration-8).** **402**

Motion_____Second_____Vote_____

- Action** 9. **Motion to extend the employment contract of Jessica Johnson from January 30, 2019 through April 5, 2019.**
- Ms. Johnson is a replacement for Jessica Hanley who is on a medical leave of absence.**

Motion_____Second_____Vote_____

- Action** 10. **Motion to accept a retirement notice from Kathleen Reed, Hess School teacher, dated January 3, 2019 with her last date of employment to be June 30, 2019 (attachment Administration-10).** **403**

Motion_____Second_____Vote_____

- Action** 11. **Motion to accept a retirement notice from Carol Tomasello, Hess School teacher, dated January 7, 2019 with her last date of employment to be June 30, 2019 (attachment Administration-11).** **404**

Motion_____Second_____Vote_____

- Action** 12. **Motion to revise an unpaid leave of absence for Anjali Singh, Shaner School Paraprofessional from January 22-28, 2019 instead of January 22-29, 2019 as previously approved on November 29, 2018.**
Motion_____Second_____Vote_____
- Action** 13. **Motion to approve a revised maternity leave of absence for Adetokunbo Ajayi, District Behavior Analyst. Ms. Ajayi will be using seven sick days from January 9, 2019 through January 17, 2019 and twelve weeks of NJ Family Leave from January 18, 2019 through April 15, 2019 with a return to work date of April 16, 2019.**

Previously approved on October 18, 2018.

Motion_____Second_____Vote_____
- Action** 14. **Motion to accept a retirement notice from Mary Lou Higbee, Hess School teacher, dated January 10, 2019 with her last date of employment to be June 30, 2019 (attachment Administration-14).** **405**
Motion_____Second_____Vote_____
- Action** 15. **Motion to approve Carmen Mauceri, a Rutger’s student to complete her nursing clinical at the Hess School. Amanda Mitchell, Nurse at the Hess School will be working with Ms. Mauceri.**
Motion_____Second_____Vote_____
- Action** 16. **Motion to approve accept a resignation notice from Jasmine Schumacker, Hess School part-time Paraprofessional, dated January 14, 2019 with her last date of employment to be February 8, 2019 (attachment Administration-16).** **406**
Motion_____Second_____Vote_____
- Action** 17. **Motion to approve a new Grade 5 special education ICS/LRC Teacher position in the Hess School (Position Control #20.04.07 BPE).**
Motion_____Second_____Vote_____
- Action** 18. **Motion to approve to transfer a part-time special education Paraprofessional position from Shaner to Hess – Position Control #24.01.03 BPC).**
Motion_____Second_____Vote_____

- Action** **19. Motion to approve Amy Mejlak as a part-time, 29 hours/week, 10 month Hess School Paraprofessional for the period January 30, 2019 through June 30, 2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated (attachment Administration-19).** **407**
Motion_____Second_____Vote_____
- Action** **20. Motion to approve Erika Dabney as a part-time, 29 hours/week, 10 month Shaner School Paraprofessional for the period January 30, 2019 through June 30, 2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated (attachment Administration-20).** **408**
- Ms. Dabney is a replacement for Miosoti Espinal-Waller.**
- Motion_____Second_____Vote_____**
- Action** **21. Motion to approve Nicole Pinto as a part-time, 29 hours/week, 10 month Hess School Paraprofessional for the period February 11, 2019 through June 30,2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated (attachment Administration-19).** **409**
- Ms. Pinto is a replacement for Jasmine Schumacker.**
- Motion_____Second_____Vote_____**
- Action** **22. Motion to approve Lori Garrity as Kid’s Corner staff for the 2018-2019 school year at the rate of \$15.00/hour.**
Motion_____Second_____Vote_____

23. Motion to approve the following staff members for the upcoming 3P Events (Pizza, Pool and Problem Solving) at the rate of \$25.31/hour:

- **Kelly Adams**
- **Christian Chin**
- **Kristen Ciambrone**
- **Mike Draper**
- **Amy Gold**
- **Lisa Goodwin**
- **Lauren Guarracino**
- **Shari Lemma**
- **Jennifer Padula**
- **Jennifer Schairer**
- **Tammy Welsey**

Motion_____Second_____Vote_____

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

Action

1. Motion to approve club/activity trips for the 2018-2019 school year (attachment Operations-1). 410
Motion_____Second_____Vote_____

XIV. Resolutions

XV. Solicitor's Report

XVI. Unfinished Business

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. 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:

- **Negotiations**
- **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 _____ minutes.

Motion_____Second_____Vote_____

XX. Adjournment