

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

**Agenda for Regular Meeting
August 26, 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:

- Personnel**
- Student Matters**

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. Approval of Minutes

Action	1. Motion to approve the regular and executive session minutes of the meeting of July 29, 2019 (attachment Minutes-1).	17
	Motion_____Second_____Vote_____	

VIII. Correspondence

XI. Receive comments from the public on tonight’s agenda items in accordance with the Board's policy on participation at Board meeting

X. Board Member Comments

XI. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- **September 2, 2019 – Labor Day – Schools Closed**
- **September 4, 5 & 6, 2019 – Staff PD**
- **September 9, 2019 – First Day for all Students (early dismissal district wide)**
- **Monday, September 23, 2019 - Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)**

FYI **B. Registration/Transfer Statistics for the Month of July, 2019 (attachment XI-B). 40**

FYI **C. Other**

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.

XII. Committees and Recommendations

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

Action **1. Motion to approve the District’s Organizational Chart (attachment Instruction-1). 41**
Motion_____Second_____Vote_____

Action

- 2. Motion to approve payment to Toni Capille & Charmaine Piacentino for participating in the Bridges Professional Development Workshops in August 2019 at the rate of \$24.51/hour for certificated staff as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education.**

This is funded through local funds and ESSA FY 20 Title II-A fund.

Motion_____Second_____Vote_____

Action

- 3. Motion to approve payment to Tammy Welsey & Nicholas Gabriel to provide Word Work Professional Development training (not to exceed a total of 1.5 hours each) on September 6th, as well as Laura Aleszczyk & Andrew Disque to provide Behavioral Classroom Management Professional Development training (not to exceed a total of 3 hours each) on September 6th and for all presenters to be paid 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. This is funded through local funds.**

42

Motion_____Second_____Vote_____

Action

- 4. Motion to approve payment to Ashley Winkler & Tammy Welsey for participating in the Linkit Curricular Instruction & Program Development session held in August at the rate of \$39.00/hour. This rate is the identified rate for Curriculum Development in the 2016–2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.**

Motion_____Second_____Vote_____

Action	5. Motion to approve staff members to participate in Professional Development Workshops in August (as indicated on attachment) and to be paid at the hourly rate of \$24.51 for certificated staff as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association and paraprofessionals are to be paid the hourly rate of \$15.00. This is funded through local funds and ESSA FY 19 Title I Reallocated funds (attachment Instruction-5).	42
B. Finance Committee - Chairperson: Mrs. Kupp		
Action	1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of June, 2019. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of June, 2019 (attachment Finance-1).	44
Action	2. Motion to approve the Board Secretary's Report for the period ending June 30, 2019. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of June 30, 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 (attachment Finance-2). Motion_____Second_____Vote_____	59
FYI	3. Interest Income for the month of June, 2019 (attachment Finance-3)	95
FYI	4. Receipts for the month of June, 2019 (attachment Finance-4)	96
FYI	5. Refunds for the month of June, 2019 (attachment Finance-5)	104
FYI	6. Capital Reserve Interest for the month of June, 2019 (attachment Finance-6)	107

FYI	7. Rental Income for the month of June, 2019 (attachment Finance-7)	108
FYI	8. Miscellaneous Revenue for the month of June, 2019 (attachment Finance-8)	109
FYI	9. The monthly Budget Summary Report for June, 2019, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	110
Action	10. Motion to approve budget transfers as follows (attachment Finance-10): <ul style="list-style-type: none"> • 2018-2019 in the amount of \$36,799.42 • 2019-2020 in the amount of \$263.82 Motion_____Second_____Vote_____	148
Action	11. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2019- 2020 school year (attachment Finance -11). Motion_____Second_____Vote_____	150
Action	12. Motion to approve a Contract between the Hamilton Township School District and Allied Document Solutions & Services (a/k/a - ads-s), for a replacement copier for the Shaner School for a term of 5 years (60 months) at the rate of \$530.53 a month (attachment Finance-12). Motion_____Second_____Vote_____	152
Action	13. Motion to approve a Contract between the Hamilton Township School District and Allied Document Solutions & Services (a/k/a - ads-s), for a replacement copier for the District offices for a term of 5 years (60 months) at the rate of \$689.40 a month (attachment Finance-13). Motion_____Second_____Vote_____	154

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|---------------|--|-----|
| Action | 14. Motion to approve a Service Agreement between the Hamilton Township School District and Allied Document Solutions & Services (a/k/a - ads-s), for a term of 5 years (60 months) at the rate of \$1,155.00 a month (attachment Finance-14). | 156 |
| | Motion_____Second_____Vote_____ | |
| Action | 15. Motion to renew contract/pricing with Lucca’s Bakery for bread and rolls for the 2019-2020 (Attachment Finance-15). | 161 |
| | Motion_____Second_____Vote_____ | |
| Action | 16. Motion to renew the agreement/pricing with South Jersey Paper Products for the 2019-2020 school year (Attachment Finance-16). | 162 |
| | Motion_____Second_____Vote_____ | |
| Action | 17. Motion to approve reimbursement for mileage allowed for employees traveling by personal automobile on official school business from \$0.31 to \$0.35, effective July 1, 2019 as per OMB Circular. | |
| | Motion_____Second_____Vote_____ | |
| Action | 18. 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 homeless student for the 2019-2020 school year beginning September 9, 2019 through June 30, 2020, for a total cost of \$13,069.00, pro-rated. | |
| | Motion_____Second_____Vote_____ | |
| Action | 19. Motion to approve a revised Tuition Contract for one student with Pineland Learning Center at a cost of \$302.00 per diem for a total of 180 days for the 2019-2020 school year at a total cost of \$54,360.00, pro-rated. | |
| | (The students contract was approved on 6/24/19 in the amount of \$63,420.00, however, the student did not attend the ESY program). | |
| | Motion_____Second_____Vote_____ | |

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| Action | <p>20. Motion to approve a Memorandum of Agreement between AtlantiCare Foundation, Inc. and William Davies Middle School to implement Year 2 activities for the Whole School, Whole Community, Whole Child (WSCC) School Health NJ Pilot Project: Building and sustaining Healthy Schools for All Students commencing August 15, 2019 through June 30, 2020 (attachment Finance-20).
Motion_____Second_____Vote_____</p> | 164 |
| Action | <p>21. Motion to approve an Agreement between the Hamilton Township Board of Education and Starlight Homecare Agency, Inc., d/b/a Star Pediatric Home Care Agency to provide in-service school nursing services to the district for the period July 1, 2019 through June 30, 2020 (attachment Finance-21).
Motion_____Second_____Vote_____</p> | 167 |
| Action | <p>22. Motion to approve Change Order #1 to the Contract with Dolan Mechanical, Inc. in the amount of \$5,820.00 for additional work required for the Davies School HVAC equipment. This will increase the total contract amount from \$1,293,000.00 to \$1,298,820.00 (attachment Finance-22).
Motion_____Second_____Vote_____</p> | 171 |

Action

- 23. Motion to approve revised language to the Project Labor Agreement under Article 6, Section 1 entitled Management Rights:

Article 6 – Section 1
Management’s Rights

Except as expressly limited by a specific provision of this Agreement, Contractors retain full and exclusive authority for the management of their Project operations including, but not limited to: the right to direct the work force, including determination as to the number to be hired and the qualifications therefore; the promotion, transfer, layoff of its employees; or the discipline or discharge for just cause of its employees; the assignment and schedule of work; the promulgation of reasonable Project work rules; the requirement, timing and number of employees to be utilized for overtime work; and to promote the utilization of such skilled craftpersons who reside in the jurisdiction of the BOE. No rules, customs, or practices, which limit or restrict productivity or efficiency of the individual, as determined by the Contractors and/or joint working efforts with other employees shall be permitted or observed.

(The Project Labor Agreement was previously approved on June 24, 2019.)

Motion _____ Second _____ Vote _____

- 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 2019-2020 school year (attachment Administration -1). 172
Motion _____ Second _____ Vote _____

Action

- 2. Motion to approve lateral moves for the 2019-2020 school year (attachment Administration-2). 175
Motion _____ Second _____ Vote _____

Action **6. Motion to approve Corrine Eng, Sign Language Interpreter on an as needed basis at the rate of \$32.80/hour.**
Motion_____Second_____Vote_____

Action **7. Motion to approve district substitute rates as follows effective September 1, 2019:**

- **Substitute Teacher with Teacher Certification - \$100/day**
- **Substitute Teacher with Substitute Certification - \$90/day**
- **Substitute Teacher Retired with 20+ years experience - \$105/day**
- **Substitute Paraprofessional - \$75/day**
- **Substitute Secretary - \$75/day**
- **Substitute Nurse - \$200/day**
- **Substitute Custodian - \$11/hour**
- **Substitute Food Service Worker - \$11/hour**

Motion_____Second_____Vote_____

Action **8. Motion to approve the following building transfers for the 2019-2020 school year:**

- **Position Control #06.03.18 ASX for a part-time, 4 hours/day, Food Service Worker from Davies to Hess.**
- **Yayah Dennis, Food Service Worker, 3.5hours/day from Shaner to Davies, Position Control #06.01.18 ASC.,**
- **Judith Crawford, Food Service Worker, 3 hours/day from Davies to Shaner, Position Control #06.03.18 ASK.**
- **Laurie Derringer, Pre-school Master Teacher, from the Shaner School to the Hess School effective September 1, 2019.**
- **Madeline Payne, full-time Pre-School teacher from Hess School to Shaner School – replacement for Jennifer Christiano (previously approved 7-29-19 at Hess).**
- **Corrine Eng, Educational Interpreter from Davies to Hess effective September 1, 2019 (previously approved on 6/24/19 at Davies).**

Motion_____Second_____Vote_____

Action

9. Motion to approve to add the following new Position Controls:

- One Pre-School Teacher, Hess, Position Control #20.04.00 BPS
- One Pre-School Paraprofessional, Hess, Position Control #24.04.00 BPQ
- Grade 2 ICS Special Education Teacher, Hess, Position Control #20.04.04 BPT.

Motion_____Second_____Vote_____

Action

10. Approve Catherine Steffanelli as a part-time, 10 month, 27.5 hours/week Hess School Food Service Worker for the 2019-2020 school year, Food Service Guide B, Step 1, with a total annual salary of \$15,527.00 (attachment Administration-10). 187

Ms. Steffanelli is a replacement for Donna Giardina.

Motion_____Second_____Vote_____

Action

11. Approve Barbara Hernandez as a part-time, 10 month, 20 hours/week Hess School Food Service Worker for the 2019-2020 school year, Food Service Guide B, Step 1, with a total annual salary of \$11,292.00 (attachment Administration-11). 188

Ms. Hernandez is a replacement for Samantha Hulse.

Motion_____Second_____Vote_____

Action

12. Motion to approve Kristi Young as a part-time, 10 month, 29 hours/week Hess School Paraprofessional for the 2019-2020 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$18,380.00 (attachment Administration-12). 189

Motion_____Second_____Vote_____

Action

13. Motion to approve Kimberly Civinski as a part-time, 10 month, 29 hours/week Hess School Paraprofessional for the 2019-2020 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$18,380.00 (attachment Administration-13). 190

Motion_____Second_____Vote_____

- Action** **14. Motion to approve Geoffrey Belarde as a part-time, 10 month, 29 hours/week Hess School Paraprofessional for the 2019-2020 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$18,380.00 (attachment Administration-14).** **191**
- Mr. Belarde is a replacement for Lucinda Boddy.**
- Motion _____ Second _____ Vote _____
- Action** **15. Motion to approve Felicia Ingram as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the 2019-2020 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$18,380.00 (attachment Administration-15).** **192**
- Motion _____ Second _____ Vote _____
- Action** **16. Motion to approve Ashley Evans as a full-time, 10 month, Hess School teacher for the period September 1, 2029 through January 3, 2020, B.A., Step 2, with a total annual salary of \$53,280.00, pro-rated (attachment Administration-16).** **193**
- Ms. Evans is a replacement for Heather Andros who is on a maternity leave of absence.**
- Motion _____ Second _____ Vote _____
- Action** **17. Motion to approve Kathleen Lewis as a full-time, 10 month, Hess School teacher for the 2019-2020 school year, B.A.+15, Step 1, with a total annual salary of \$54,119.00 (attachment Administration-17).** **196**
- Motion _____ Second _____ Vote _____
- Action** **18. Motion to approve Jessica Langley as a full-time, 10 month, Hess School teacher for the 2019-2020 school year, B.A. Step 1, with a total annual salary of \$52,980.00 (attachment Administration-18).** **199**
- Motion _____ Second _____ Vote _____

- Action** **19. Motion to approve Sharon West as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the 2019-2020 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$18,380.00 (attachment Administration-19).** **203**
- Ms. West is a replacement for Michelle Bulvid.
- Motion_____Second_____Vote_____
- Action** **20. Motion to approve Tyler Pokrywka as a full-time, 10 month, Davies School teacher for the 2019-2020 school year, B.A., Step 1, with a total annual salary of \$52,980.00 (attachment Administration-20).** **204**
- Mr. Pokrywka is a replacement for Gregory Bradley.
- Motion_____Second_____Vote_____
- Action** **21. Motion to approve Deepa McCabe as a full-time, 10 month, Davies School teacher for the 2019-2020 school year, M.A., Step 3, with a total annual salary of \$57,089 (attachment Administration-21).** **207**
- Ms. McCabe is a replacement for William Horner.
- Motion_____Second_____Vote_____
- Action** **22. Motion to approve Approve Nicholas Kershaw as a full-time, 10 month, Davies School teacher for the 2019-2020 school year, B.A., Step 1, with a total annual salary of \$52,980.00 (attachment Administration-22).** **210**
- Motion_____Second_____Vote_____
- Action** **23. Motion to approve Erin Thompson as a full-time, 10 month, Shaner School teacher for the period September 1, 2029 through January 3, 2020, B.A., Step 1, with a total annual salary of \$52,98.00, pro-rated (attachment Administration-23).** **214**
- Ms. Thompson is a replacement for Kristen Bowen who is on a maternity leave of absence.
- Motion_____Second_____Vote_____

Action

- 24. Motion to approve Nermin Mansour as a full-time, 10 month, Davies School Guidance Counselor for the 2019-2020 school year, M.A., Step 4, with a total annual salary of \$57,409.00 (attachment Administration-24). 218**

Ms. Nermin is a replacement for Michael Diorio.

Motion_____Second_____Vote_____

25. Motion to approve the following Leaves of Absences (attachments- Administration-20):

- a) Intermittent Family Medical Leave of Absence for Dianne Valiante for the 2019-2020 school year (attachment Administration-25a).
- b) Unpaid leave of absence for Felicia Ingram, Shaner School part-time Paraprofessional for the period September 16, 2019 through September 20, 2019 (attachment Administration-25b).
- c) Maternity leave of absence for Islay Flynn, part-time Hess School Paraprofessional. Mrs. Flynn is requesting to use 24 of her sick days beginning September 4, 2019 followed by 49 days of NJ Family leave beginning on October 8, 2019 with a return to work date of January 2, 2020 (attachment Administration-25c).
- d) 5 days of a NJ Family Leave of Absence for Dymir Tatem, Shaner School Social Worker on or about September 24, 2019. Actual dates to be determined (attachment Administration-25d).
- e) Intermittent NJ Family Leave of Absence for Tara Lyn VanSeters, part-time Shaner School Paraprofessional for the 2019-2020 school year (attachment Administration-25e).
- f) Intermittent NJ Family Leave of Absence for Josephine Bellina, part-time Hess School Paraprofessional for the 2019-2020 school year (attachment Administration-25f)
- g) Unpaid leave of absence for Samantha Wilson, School Psychologist for November 6th and 11th (attachment Administration-25g)
- h) Intermittent Family Medical Leave of Absence for Lorraine Von Hess, full-time Davies School Paraprofessional for the period September 20, 2019 through December 2, 2019 (attachment Administration-25h)

Motion_____Second_____Vote_____

Action **26. Motion to approve the following Mentors for the 2019-2020 school year:**

- **Kathryn McEvoy as a Mentor for Francis Lute**
- **Laura Verzi-Aleszczyk for Nicholas Kershaw**
- **Melissa Inferrera for Madeline Payne**
- **Laurie Derringer for Jessica Langley**
- **Christy Morrison for Jessica Urban**
- **Alexandra DePamphilis for Erin Thompson**
- **Lori Bernard for Kelly Poltorak**
- **Gail Marie Elliott for Brynn McAnulty**

Motion_____Second_____Vote_____

Action **27. Motion to approve field placements for the 2019-2020 school year (attachment Administration-27). 230**

Motion_____Second_____Vote_____

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

XIII. Resolutions

XIV. Solicitor's Report

XV. Unfinished Business

XVI. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)

Action **1. Motion to approve the District/CSA Goals for the 2019-2020 school year (attachment New Business-1). 232**

Motion_____Second_____Vote_____

XVII. Receive comments from the public in accordance with the Board's policy on participation at Board meeting

XVIII. Adjournment