

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

**Agenda for Regular Meeting
September 23, 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**

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 August 26, 2019 (attachment Minutes-1).**

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

- **October 10, 2019 – Staff PD (early dismissal district wide)**
- **October 11, 2019 – Schools closed for students – Staff PD**
- **October 14, 2019 – Schools Closed – Columbus Day**
- **October 28, 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 August, 2019 (attachment XI-B).**

FYI **C. Burlington Coat Factory donation to the Shaner School.**

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 payment to Jessica Hibbert & Jessica Langley for participating in the NCI Initial Certification Training held on August 26th & 27th, 2019 at the hourly rate of \$24.51 for certificated staff as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education. This is funded through local funds.
Motion_____Second_____Vote_____**

- 6.3 Policy and Regulation # 5111 – Eligibility of Resident/Nonresident Students (attachment Instruction-6.3)**
- 6.4 Policy and Regulation #5330.04 – Administering an Opioid Antidote (attachment Instruction-6.4)**
- 6.5 Policy and Regulation #5350 – Student Suicide Prevention (attachment Instruction-6.5)**
- 6.6 Regulation #5512 – Harassment, Intimidation, or Bullying Investigation Procedures – Abolished (attachment Instruction-6.6)**
- 6.7 Regulation #5530 – Substance Abuse – (attachment Instruction-6.7)**
- 6.8 Policy and Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (attachment Instruction-6.8)**
- 6.9 Regulation #5600 – Student Discipline Code of Conduct (attachment Instruction–6.9)**
- 6.10 Policy and Regulation #5611 – Removal of Students for Firearms Offenses (attachment Instruction-6.10)**
- 6.11 Policy and Regulation #5612 – Assaults on District Board of Education Members or Employees (attachment Instruction-6.11)**
- 6.12 Policy and Regulation #5613 – Removal of Students for Assaults with Weapons Offenses (attachment Instruction-6.12)**
- 6.13 Policy #5756 – Transgender Students (attachment Instruction 6.13)**
- 6.14 Policy and Regulation #7440 – School District Security (attachment Instruction 6.14).**
- 6.15 Policy and Regulation #8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Offenses (attachment Instruction-6.15)**

6.16 Policy #8561 – Procurement Procedures for School Nutrition Programs (attachment Instruction-6.16)

6.17 Policy # 8860 – Memorials (attachment Instruction-6.17)

6.18 Policy #6641 – Pupil Meal Charges (attachment Instruction-6.18)

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 month of July, 2019. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of July, 2019 (attachment Finance-1).**

Motion_____Second_____Vote_____

Action

- 2. Motion to approve the Board Secretary’s Report for the period ending July 31, 2019. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 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 (attachment Finance-2).**

Motion_____Second_____Vote_____

FYI

- 3. Interest Income for the month of July, 2019 (attachment Finance-3)**

FYI

- 4. Receipts for the month of July, 2019 (attachment Finance-4)**

FYI

- 5. Refunds for the month of July, 2019 (attachment Finance-5)**

- FYI** **6. Capital Reserve Interest for the month of July, 2019 (attachment Finance-6)**
- FYI** **7. Rental Income for the month of July, 2019 (attachment Finance-7)**
- FYI** **8. Miscellaneous Revenue for the month of July, 2019 (attachment Finance-8)**
- FYI** **9. The monthly Budget Summary Report for July, 2019, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).**

Action **10. Motion to approve transfers as follows in the amount of \$734,147.89 for the 2019-2020 school year: (attachment Finance-10):**
Motion_____Second_____Vote_____

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_____

Action **12. Motion to approve a correction in full paid 2019-2020 lunch prices:**

- **Shaner and Hess - \$2.85**
- **Davies - \$3.10**

These prices are effective September 1, 2019.

Motion_____Second_____Vote_____

Action **13. Motion to approve Refunding Bond Ordinance for outstanding series 2010 school bonds on first reading.**
Motion_____Second_____Vote_____

Action 14. Motion to approve a Joint Transportation Agreement between the Hamilton Township School District and the Monroe Township Public School District for the 2018-2019 school year in the amount of \$5,524.20 for two McKinney/Vento students (attachment Finance-14).
Motion_____Second_____Vote_____

Action 15. Motion to approve a Personal Aide Agreement between the Hamilton Township Board of Education (sending District) and Atlantic County Special Services School District (receiving District) for one student for the 2019-2020 school year at a cost of \$43,920.00, plus an additional \$575.00 per week for ESY (if eligible), pro-rated.
Motion_____Second_____Vote_____

Action 16. Motion to approve revised Resolution #144 to Transfer to Debt Service in the amount of \$3,331.23 for the 2019-2020 school year (attachment Finance-16).

Previously approved on 6-24-19 in the amount of \$3,331.21.

Motion_____Second_____Vote_____

Action 17. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Galloway Township Board of Education (receiving District), for one educationally handicapped student for the 2019-2020 school year at a total cost of \$94,104.93, as follows, pro-rated:

Tuition	\$23,743.80
Estimated Related Services	3,400.00
BCBA Consult	400.00
1:1 Aide	37,841.00
Benefits/FICA	22,694.84
ESY Tuition	2,506.29
ESY with 1:1 Aide	3,519.00

Motion_____Second_____Vote_____

Action 18. **Motion to approve a Tuition Contract between the Atlantic City Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for one foster student for the 2019-2020 school year beginning September 9, 2019 through June 30, 2020, for a total tuition cost of \$13,069.00, pro-rated.**
Motion_____Second_____Vote_____

Action 19. **Motion to approve a Tuition Contract between the Atlantic City Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for one foster student for the 2019-2020 school year beginning September 9, 2019 through June 30, 2020, for a total tuition cost of \$13,600.00, pro-rated.**
Motion_____Second_____Vote_____

Action 20. **Motion to approve the Atlantic County Special Services School District's 2019 Extended School Year Program Agreement for eleven (11) students at a cost of \$110.00 per day/per student for 20 days each for a total cost of \$24,200.00, plus an additional \$4,600.00 to provide aide for two of the students, pro-rated.**
Motion_____Second_____Vote_____

Action 21. **Motion to approve Tuition Contracts with Atlantic County Special Services School District for the 2019-2020 school year as follows:**

Multiply Disabled	\$41,580.00 (10 students currently enrolled)
Severe Cognitive Impaired	\$45,000.00 (4 students currently enrolled)
Preschool Disabled	\$39,240.00 (3 students currently enrolled)

Motion_____Second_____Vote_____

Action 22. **Motion to approve grant salaries for the 2019-2020 school year (attachment Finance-22).**
Motion_____Second_____Vote_____

- Action** 23. **Motion to approve a Contract with Building Blocks, Behavioral Consultants for the 2019-2020 school year (attachment Finance-23).**
Motion_____Second_____Vote_____
- Action** 24. **Motion to approve Change Order #2 to the Contract with Aliano Brothers General Contractors, Inc. in the amount of \$30,047.00 for labor and materials to install (2) scoreboards, (2) basketball backstops, and 34 wall padding sections in the Davies gymnasium. This will increase the total contract amount from \$1, 129,101.00 to \$1,159,148.00 (attachment Finance-24).**
Motion_____Second_____Vote_____
- Action** 25. **Motion to approve a Shared Services Agreement between the Hamilton Township School District and the Galloway Township School District for an American Sign Language Interpreter for the 2019-2020 school year (pending receipt of Agreement).**
Motion_____Second_____Vote_____
- Action** 26. **Motion to accept a donation from Burlington Coat Factory to the Shaner School in the amount of \$10,000.00 for materials and supplies.**
Motion_____Second_____Vote_____
- Action** 27. **Motion to approve construction bills between meetings.**
Motion_____Second_____Vote_____
- Action** 28. **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.**
Motion_____Second_____Vote_____
- Action** 29. **Purchase orders issued for services, supplies and equipment in the amount of \$1,084,328.52 (attachment Finance-29).**
- Action** 30. **Motion to approve the following bills and payroll in the total amount of \$6,174,269.46 (attachment Finance 30):**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$30,409.00
10	General	108,677.49
11	Fund/Payroll	965,163.65
11	Current Expense	660,032.01
20	Current	36,389.13
20	Expense/Payroll	106,440.84
30	Special Revenue	4,157,082.43
50	Special	13,144.35
50	Revenue/Payroll	8,259.39
50	Building Projects	8,528.35
50	Cafeteria	80,142.82
	Kids' Corner	
	Community	
	Education	
	Camp Blue Star	

Motion_____Second_____Vote_____

Action

31. Motion to approve the follow stipends for the 2019-2020 school year:
- Indoor Air Quality Coordinator – Justin Jenkins - \$2,000
 - Non-Public AIL Transportation Coordinator – Steven Hinkeldey - \$3,000.00

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).

Motion_____Second_____Vote_____

Action

2. Motion to approve in-house transfers for the 2019-2020 school year:
- Corrine Eng, Educational Interpreter from Hess to Davies effective 9/1/19

Motion_____Second_____Vote_____

Action

3. Motion to approve the following Leaves of Absences (Administration attachments):

	<u>Name</u>	<u>School/ District</u>	<u>Leave</u>	<u>Position</u>
3.1	Emily Murphy	Shaner	Maternity Sick days 10/21/19- 11/1/19 NJ Family 11/4/19- 2/12/20	Teacher
3.2	Islay Flynn	Hess	(Revised) Maternity New Return to work date 12-2-19	PT Para
3.3	Alexis VanHorn	Hess	Maternity Sick days 11/4/19- 2/5/20 NJ Family 2/6/20- 4/7/20	
3.4	Joan Clopp	Shaner	Unpaid 9-30-19-10-4-19	Para
3.5	Mike Corrado	Shaner (No attachment)	Unpaid 9-16-19-9-20-19	SRAO
3.6	Carolyn Connolly	Hess	Intermittent for the 2019-2020 SY	Teacher
3.7	Eva Christenson	Hess	Unpaid 9-18-19-9-20-19	PT Para

Motion_____Second_____Vote_____

Action

4. Motion to approve Kid’s Corner staff for the 2019-2020 school year:

- Steve Cohen - \$12.00/hour
- Diane Manno - \$12.00/hour
- Revision – Kelly Petrucci, from \$18.00/hour to \$21.00/hour – previously approved on 8/26/19.
- Revision – Jackie Tummon, from \$22.00/hour to \$23.00/hour – previously approved on 8/26/19.
- Jacqueline Burke - \$13.00/hour

Motion_____Second_____Vote_____

Action

5. Motion to accept resignations notices as follows (Administration attachments):

	<u>Name</u>	<u>School/ District</u>	<u>Position</u>	<u>Dated</u>
5.1	Lauren Carney	Hess	Pre-K Teacher	8-3-19

5.2	Yasica Perez	Shaner	Paraprofessional	8-22-19
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Motion_____Second_____Vote_____

Action

6. Motion to rescind offers of employment as follows:

	<u>Name</u>	<u>School/ District</u>	<u>Position</u>	<u>Previously approved</u>
6.1	Sarah Flynn	Hess	Paraprofessional	7-29-19

Motion_____Second_____Vote_____

Action

7. Motion to approve the following new hires for the 2019-2020 school year (Administration attachments):

	<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>
7.1	Islay Flynn	SPED Teacher	Hess	12-2-19	B.A., Step 1	\$52,980	Internal Transfer
7.2	Ashley Evans	SPED Teacher	Hess	9-24-19	B.A., Step 2	\$53,280	New
7.3	Deborah Kurtz	SPED Teacher	Hess	9-24-19- 12-20-19	M.A., Step 1	\$56,450	Maternity – for Heather Andros
7.5	Justin Gunkelman	Pre-K Teacher	Hess	TBD- 6-30-20	M.A., Step 1	\$56,450.00	Replacement for Lauren Carney
7.6	Jeffrey Lewis	Attendance Officer	District	10-7-19	Step 1	\$24.00/hour	Replacement for Mike Bordonaro
7.7	Melissa Caparelli	PT Para	Hess	TBD	Step 1	\$18,380.00	Replacement for Patricia Ricks
7.8	Louise Nunan	BSI Teacher	Hess	10-31-19	MA+30, Step 1	\$58,861.00	Maternity for Alexis Van Horn

Motion_____Second_____Vote_____

Action 8. Motion to approve to change a start date for Kristi Young, part-time Hess School Paraprofessional to September 12, 2019. Ms. Young was previously approved on August 28, 2019 with a September 1, 2019 start date.
Motion_____Second_____Vote_____

Action 9. Motion to approve the following Mentors for the 2019-2020 school year:

- Laura Verzi-Aleszczyk for Islay Flynn
- Katie Dooner for Deborah Kurtz
- Corey Meisenhelter for Louise Nunan

Motion_____Second_____Vote_____

Action 10. Motion to approve to hire a Lifeguard only, between meetings.
Motion_____Second_____Vote_____

11. Motion to accept the following retirement notices:

- Kathleen Reed, Hess School teacher dated 9/18/19, effective January 1, 2020 (attachment Administration-11.1).
- George Wood, Davies School teacher dated 9/17/19, effective February 1, 2020 (attachment Administration 11.2).

Motion_____Second_____Vote_____

Action 12. Motion to approved homebound instruction for the 2019-2020 school year (attachment Administration-12).
Motion_____Second_____Vote_____

Action 13. Motion to approve additional summer hours for Barbara Graf, Shaner School Nurse to facilitate pre-school registrations at the rate of \$49.60/hour, not to exceed 15/hours. This will be funded through the Pre-School Grant.
Motion_____Second_____Vote_____

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

Action

- 1. Motion to approve club/activity trips for the 2019- 2020 school year (attachment Operations-1). Dates and times subject to change.**

Motion_____Second_____Vote_____

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)

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

XVIII. Adjournment