

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 26, 2020**

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:10 p.m. by Eric Aiken, President. This meeting was held in the William Davies Cafeteria. The meeting was held both in person and virtually. The meeting was also being recorded.

**Call
To
Order**

ROLL CALL:

The following members answered roll call: Mrs. Nanci Barr, Mx. Margaret Erickson, Mrs. Amelia Francis (virtually), Mrs. Amy Hassa, Mr. Derek Hays, Mrs. Barbara Kupp, Dr. Jerry Nelson, and Mr. Eric Aiken.

Absent: None

Also Present: Mr. Frank Vogel, Superintendent
Mrs. Anna Marie Fala, School Business Administrator/Board Secretary
Audra Pondish, Esquire

EXECUTIVE SESSION

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

Voice Vote: All in favor: (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:

- 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 60 minutes.

The Board entered into Executive session at 6:11 p.m.

The Board resumed the Regular session of the meeting at 7:11 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 and The Current of Mays Landing and notices 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. This meeting is being videotaped.

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. Kupp, to approve the following motion, as presented:

1. To approve the Regular and Executive session minutes of the meeting of September 25, 2020, as per attachment Minutes-1.

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

CORRESPONDENCE:

None

PUBLIC COMMENTS:

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Tiffany Hathaway had a question regarding transportation and was referred to Mr. Hinkeldey.

Kristen Vogel and Laura Seckinger asked why the HVAC units were not inspected prior to staff and students returning to school. Mr. Vogel responded that the units were in fact checked but the current problem with the units is a different issue. They also asked whether trailers or other locations are being considered which has not been discussed.

Jen Lihach asked if the district is testing for infectious materials. Dr. Lynch explained the variety of tests that had been completed to date.

Rachel Ficken asked for the timeline for the test results which Dr. Lynch explained.

BOARD MEMBER COMMENTS

Mx. Erickson discussed recent Board member training, including the NJSBA Workshop and gave a shout out to Amy Hassa for her presentation. Mr. Aiken agreed that Mrs. Hassa did a great job.

Mrs. Hassa noted that workshop was great.

Mr. Aiken expressed frustration over community reaction to Board decisions comments he is seeing on social media. The Board is working together with administration and professionals to do the best they can to remedy the situation.

Mrs. Barr, who has children of her own in the district wanted to thank the staff and students who made it possible for them to get back into the school. Everything that is being done is appreciated by her and her children.

Dr. Nelson encouraged parents to come to board meetings and ask questions rather than to complain on social media.

Mr. Vogel agreed with Dr. Nelson and encouraged parents to reach out to administration with any concerns, but they should follow the chain of command.

Mr. Vogel noted that there was a gentleman in the audience who had his hand raised in the public comment portion, but was not noticed. Time was permitted to Josh Robell who stated that several teachers reported residue from the HVAC earlier than the district is reporting.

Mr. Nelson, Facilities Supervisor, responded that he was first notified on Friday morning and addressed it immediately.

Mr. Vogel remarked that in such a situation he always asks himself "what could we have done better," and in this situation everything was done properly for the safety of the staff

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and students.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- Tuesday, November 3, 2020 – Election Day – Schools Closed
- Thursday, November 5 and Friday, November 6, 2020 – NJEA Convention – Schools Closed
- Monday, November 23, 2020 – Board of Education Meeting – Wm. Davies Cafeteria – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- Thursday, November 26 and Friday, November 27, 2020 – Thanksgiving Holiday – Schools Closed

(B) Registration/Transfer Statistics for the Month of September, 2020, as per attachment Registrations.

(C) Enrollment for the month of September, 2020, as per attachment Enrollment.

(D) *Presentation:*

HVAC Status

Presenters:

John Veisz, Architect
Fraytak Veisz Hopkins Duthie, P.C.

Manufacturer's Representative from
Tri-State HVAC

Dr. Richard Lynch
President
Environmental Safety Management Corporation

The Solicitor, Audra Pondish spoke regarding the legal side of this issue.

Mr. Vogel stated that the district is waiting for final lab results to determine what is best for the district. He did note that the manufacturer of the units was invited to this meeting, but did not show up.

Amy Gold, HTEA President expressed concern for staff in the buildings and recommended that if anyone does notice a problem, they should immediately fill out a school dude so the facilities department and the administration are made aware.

Christine Vogel and Laura Seckridge had similar questions regarding the ventilation and if other locations are being considered to continue in person instruction in the event of a long term closure.

Mr. Vogel again noted that discussions are ongoing.

Jennifer Lihach had questions regarding test results and testing for infectious materials.

Dr. Lynch responded that one of the first tests was for microbiological substances and this was not the source of this problem. Hence, a mold issue has been ruled out.

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. Barr, to approve the following motions, as presented:

1. To approve Policy #2464 – Gifted and Talented Students on second reading.

2. To approve the 2020-2021 School Nursing Services Plan.
3. To approve payment for Kelly McHale to complete Curriculum Instruction & Program Development for a STEM class taught in the Related Arts rotation at Davies School, to be paid at the rate of \$39.00/hour, not to exceed 20 hours. This is funded through local funds.
4. To approve Preschool Grant Stipends for the 2020-2021 school year as follows, as per attachment Instruction-4.
5. To approve a Job Description for a Gifted and Talented Program Coordinator, as per attachment Instruction-5.
6. To approve the District's 2020-2021 Professional Development Plan, as per attachment Instruction-6.

Roll Call Vote: Seven in favor #1: Mrs. Barr, Mx.Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Nay: Dr. Nelson (7-1-0)

All in favor #2, #3 #4 and #6: Mrs. Barr, Mx. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Dr. Nelson, and Mr. Aiken. (8-0-0)

Five in favor #5: Mx. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, and Mr. Aiken. Nay: Mrs. Barr, Mrs. Kupp, and Dr. Nelson. (5-3-0)

B. Finance Committee – Chairperson: Mr. Haye

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

1. To approve budget transfers in the amount of \$1,889,912.80, as per attachment Finance-1:

2. 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.

3. Purchase orders issued for services, supplies and equipment in the amount of \$1,093,178.95 as follows, as per attachment Finance-3.

4. To approve the following bills and payroll in the total amount of \$3,849,437.51 for the 2020-2021 school year, as per attachment Finance-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$45,447.00
10	General Fund Payroll	211,669.88
11	Current Expense	507,567.62
11	Current Expense Payroll	2,392,020.66
20	Special Revenue	197,489.42
20	Special Revenue Payroll	203,918.15
30	Building Projects	90,963.67
50	Cafeteria	162,629.40
50	Kid's Corner	35,711.12
50	Community Education	1,800.84
50	Camp Blue Star	219.75

5. To approve the 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 (pro-rated as necessary)</u>
Pinelands	OOD	1	10/6/20 to 6/30/21 (160) days	\$49,120.00 (\$307/per diem)

Pinelands	OOD	1	10/20/20 to 6/30/21 (150 days)	\$46,050.00 (\$307 per diem)
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6. To approve payment of all bills including construction bills between meetings with the approval of the President and Vice President.
7. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August and September, 2020. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2020, as per attachment Finance-7.
8. To approve the Board Secretary's Reports for the months of August and September, 2020. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that for the months of August and September, 2020, 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-8.

Roll Call Vote: All in favor #1, #2, #3, #4, #5, #7 and #8: Mrs. Barr, Mx. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs.Kupp, Dr. Nelson, and Mr. Aiken.
(8-0-0)

Seven in favor #6: Mrs. Barr, Mx. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Nay: Dr. Nelson
(7-1-0)

The following items are included for information.

9. Interest Income for the months of August and September, 2020, as per attachment Finance-9.
10. Receipts for the months of August and September, 2020, as per attachment Finance-10.
11. Refunds for the months of August and September, 2020, as per attachment Finance-11.
12. Capital Reserve Interest for the months of August and September, 2020, as per attachment Finance-12.
13. Rental Income for the months of August and September, 2020, as per attachment Finance-13.
14. Miscellaneous Revenue for the months of August and September, 2020, as per attachment Finance-14.
15. The monthly Budget Summary Reports for the months of August and September, 2020, have been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-15.

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

16. To approve professional development for the 2020-2021 school year including costs related to applicable reimbursable expenses, as per attachment Finance-16.

17. To approve the following tuition contract
(Hamilton Townships is receiving District):

<u>District</u>	<u>Type</u>	<u># of Students</u>	<u>School Year (Time Frame)</u>	<u>Cost (pro-rated as necessary)</u>
Pleasantville	McKinney Vento	1	9/24/20 to 6/30/21	\$20,153 plus additional services
Atlantic City	Foster	1	9/14/20 to 6/30/21	\$13,967.00

18. To approve the following
Contracts/Agreements for the 2020-2021
school year, as per attachments Finance-18:

- 18.1 Modified Agreement for Professional Legal Services with Adams Gutierrez & Lattiboudere, LLC to include additional assignments as Solicitor.
- 18.2 Agreement with Township of Hamilton to provide storage, loading and purchasing of bulk salt - October 1, 2020 through April 30, 2021.
- 18.3 Interlocal Services Agreement with Township of Hamilton for Solid Waste Collection services - October 1, 2020 through September 30, 2021
- 18.4 Program Agreement with Community FoodBank and William Davies Middle School for NJ SNAP-Ed nutrition and fitness education – October, 2020 through September, 2021.
- 18.5 Agreement with Bayada Home Health Care, Inc. to provide nursing services for three students – July 1, 2020 through June 30, 2021 at the rate of \$55/hour for RN services and \$45/hour for LPN services.
19. To approve a Change Order #001 to the HVACR Contract with Gaudelli Brothers, Inc. in the deduct amount of (\$10,800.00) for

unused allowance. This will decrease the total contract amount from \$4,628,000.00 to \$4,617,200.00, as per attachment Finance-19.

- 20. To accept the Federal FY2020 (School Year July 1, 2020-December 31, 2020) Coronavirus Relief Funds Grant (CRF) as indicated below. The grant funds are to be used to purchase supplies and for needs due to COVID19.

	<u>Public Funds</u>	<u>Non-Public Funds</u>	<u>Total Funds</u>
CRF Grant	\$265,883.00	\$0.00	\$265,883.00

- 21. To approve the FY2021 (School Year July 1, 2020-December 31, 2020) Coronavirus Relief Fund (CRF) Grant Budget, as per attachment Finance-21.
- 22. To approve the submission/acceptance of the Educational Services School Based Mental Health Services 5-Year Grant, as per attachment Finance-22.
- 23. To approve grant salaries for the 2020-2021 school year, as per attachment Finance-23.
- 24. To accept a Visa gift card in the amount of \$20.00 from the National Survey of Early Care and Education. Funds will be used to purchase preschool supplies, as per attachment Finance-24.
- 25. To approve the 2020-2021 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2020-2021 Budget, as per attachment Finance-25.
- 26. To approve a Statement of Work with Core BTS for local area network upgrades in the amount of \$148,764.27, as per attachment Finance-26. This was previously discussed in Committee.

27. To approve the Peer Review for the 2019-2020 Audit period, as per attachment Finance-27.
28. To approve the following bills and payroll in the total amount of \$3,292,998.24 for the 2020-2021 school year, as per attachment Finance-28:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$13,769.20
11	Current Expense	623,495.21
20	Special Revenue	540.00
50	Building Projects	2,655,193.83

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

Administration Committee (Personnel and Discipline):

Chairperson: Mrs. Barr

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

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

1. To approve the following resignations, as per attachment Administration-1:
 - Ashanay Knight, Hess School Paraprofessional dated 9/25/20, effective 10/25/20
 - Terence Somerville, Davies School Vice Principal dated 10/13/20, effective 12/11/20
 - Kelley Graham, Shaner School Teacher dated 10/16/20, effective 1/1/21
 - Lesvy Lara, Davies School PT Custodian dated 10/12/20, effective 10/12/20
2. To fieldwork placements for the 2020-2021 school year, as per attachment Administration-2.
3. To approve a rate increase for Substitute Food Service Workers and Substitute Custodians to \$14.00/hour effective November 1, 2020.

4. To approve a change in start date for the following employees:
 - Lesvy Lara, PT Custodian, to 10/7/2020. Ms. Lesvy was previously approved on 9/28/20.
 - Francis Lute, Temporary Shaner Teacher, to October 22, 2020. Mr. Lute was previously approved on 8/24/20.

5. To approve the following Leaves of Absences, as per Administration-5 attachments:

	<u>Name</u>	<u>School/ District</u>	<u>Leave</u>	<u>Position</u>
5.1	Melissa Caparelli	Hess	Ammend an EFMLA & EPSLA LOA for Childcare purposes related to Covid-19. New dates are 10/5 - 12/23/20.	Para
5.2	Katie Dooner	Hess	Amend a maternity leave of absence utilizing 35 sick days 9/1 - 10/23/20, followed by 57 days of NJ FMLA 10/26/20 - 1/29/21. RTW date is 2/1/21	Teacher
5.3	Renee Richards	Shaner	EFMLA & EPSLA for 10/05 - 12/23/20 for child care purposes related to Covid-19.	Para

5.4.	Theresa Christman-Manno	Hess	EFMLA & EPSLA for 10/13 - 12/23/20 for child care purposes related to Covid-19.	Teacher
5.5	Judy Dunleavy	Hess	Unpaid days 10/13/20-10/16/20	SRAO
5.6	Allison Black	Shaner	Amend a maternity leave of absence for the 2020-2021 SY. Using 40 sick days 10/26/20 - 1/5/21, followed by 60 days of NJ FMLA 1/6 - 4/1/21. RTW date is 4/12/21.	Teacher
5.7	Alicia Champion	Shaner	Amend a maternity leave of absence for the 2020-2021 SY using 14 sick days 10/13 - 10/30/20, followed by 57 days of NJ FMLA 11/2/20 - 2/5/21. RTW date is 2/8/21	Teacher
5.8	Jessica Hanley	Hess	EFMLA & EPSLA for 10/13 - 12/23/20 for child care purposes related to Covid-19.	Teacher
5.9	Laura Halter	Davies	Maternity leave of absence utilizing 40 sick days 1/4 - 3/2/21, followed by 57 days of NJ FMLA 3/3 - 5/28/21. RTW date is 6/1/21	Teacher

5.10	Shannon Hartey	Davies	FMLA leave of absence for self, October 23, 2020 through January 5, 2021. RTW date is 1/6/21	Para
5.11	Alyson Repko	Hess	EFMLA & EPSLA for 10/15 - 11/2/20 for child care purposed related to Covid-19.	Para
5.12	Terence Somerville	Davies	Intermittent FMLA leave of absence for self from 11/3 - 12/11/20, using 10 sick days, 5 vacation days, 2 personal days and 7 days of FMLA.	Vice Principal
5.13	Allison Bagstrom	Hess	Intermittent NJ FMLA for the 2020/2021 SY.	Para
5.14	Lauren Graff	Shaner	EFMLA & EPSLA for 10/26 - 12/23/20 for child care purposes related to Covid-19.	Teacher

6. To approve new hires as follows, as per attachments Administration-6:

Name	Position	School /District	Effective	Degree /Step	Salary	Replacement for/Reason
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6.1	Elizabeth Carpani	Teacher	Hess	11/11/2020BA / Step 1	\$52,980 prorated	Temporary maternity leave replacement for Holly Lesser 11/11/20 - 3/19/21
6.2	Matthew Jirau	Educational District Interpreter		TBD	\$44,000 prorated	Pending issuance of Emergency Certification

7. To approve Cliff Melder as the Supervisor of Community Education to include Acting Custodial Supervisor effective September 29, 2020.

8. To approve homebound instruction for the 2020-2021 school year, as per attachment Administration-8.

9. To approve substitutes for the 2020-2021 school year, as per attachment Administration-9.

10. To approve a contract extension for Deborah Kurtz, Hess Temporary Teacher (maternity for Katie Dooner) to February 3, 2021. Ms. Kurtz was previously approved on August 24, 2020.

11. To approve emergency paid sick leave under the Cares Act for the following employees:

- #60738242
- #24039299
- #27818178
- #97960181
- #61737292

12. To approve the following mentor for the 2020-2021 school year:
 - Stephanie Weisel for Elizabeth Carpani – Hess School Teacher
13. To approve a building transfer for Heather McGinty, PIRT Specialist from Shaner to Davies effective 9/1/20.
14. To approve up to 4.5 additional hours/week for the following part-time custodial staff to be paid through both Cares Act and local funds:
 - Mark Miller
 - Diana Suarez
15. To approve additional hours per week for the following food service staff:
 - Valerie Styer – up to an additional 5 hours/week
 - Brooke North – up to an additional 2 hours/week

Roll Call Vote: All in favor: Mrs. Barr, Mx. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Dr. Nelson, and Mr. Aiken.
(8-0-0)

Operations Committee (Facilities and Transportation):

Chairperson: Mx. Erickson

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

1. To approve the 2020-2021 Emergency Management Plan
2. To approve the 2020-2021 Uniform State Memorandum of Agreement.

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

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Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye,
Mrs. Kupp, and Dr. Nelson, and Mr. Aiken.
(8-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Kupp asked if funds were going to be returned to the Education Foundation. Mr. Vogel stated that a list has been presented to them and it is in the requisition stage.

NEW BUSINESS

Mr. Aiken noted that a date needs to be set to hold a meeting to interview for the new Board member. Discussion was held and it was decided to hold this meeting on Monday, November 9 beginning at 5:00 p.m.

Mr. Vogel noted that Mrs. Francis has agreed to serve on the Equity Committee which involves members of the community and the Board. He hopes that the newly formed committee will expand in the future.

Dr. Nelson recognized the PTA for the grants received for the District.

PUBLIC COMMENTS

Josh Robell questioned why an email was sent to staff and not sent to parents regarding a positive Covid case in the District back in October; why transportation is not being provided to a licensed childcare center; and if there is something in the teachers' handbook that indicates areas in which they are permitted to have a classroom setting while teaching virtually.

Mr. Vogel reported the letters regarding positive Covid cases were not sent to parents because of the timeframe. Ms. Pondish pointed out that the District followed the CDC Guidelines and Health Department directives relative to reporting.

Mr. Vogel confirmed transportation issues have been identified and corrected.

With regard to the final question, Mr. Vogel advised he could not respond as it is a student/personnel related matter.

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ADJOURNMENT

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

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:41 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary