

Mays Landing, NJ
January 18, 2011

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JANUARY 18, 2011
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 5:40 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. David May, President.

**Call
To
Order**

Dr. May led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, 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.

The following members answered roll call: Mr. Eric Aiken, Mrs. Michelle Befano, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton (arrived 5:45 p.m.), Mr. Chris Palermo and Dr. David May. Quorum present.

**Roll
Call**

Members Absent: Mr. Carl Anderson

Also present Mrs. Michelle Cappelluti: Superintendent of Schools
were: Mrs. Martha Jamison: Board Secretary
Mr. Louis Greco: Solicitor

BUDGET WORKSHOP

Mrs. Jamison opened the workshop by explaining the fund accounting system which the District utilizes. She then briefly discussed the account code system we use, which is according to a state chart of accounts. Mrs. Cappelluti then went over the process of preparing a budget here in Hamilton Township and showed the Board members some of the documentation provided by our principals and supervisors. She and Mrs. Jamison then explained some of the costs which are included in the budget and answered questions from the Board.

Kim Melton arrived during the Budget Workshop at 5:45 p.m.

Motion by Dr. Erickson, seconded by Mrs. Befano, to close the Budget Workshop and adjourn the meeting.

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 6:32 p.m.

After a short break, Dr. May called the regular meeting back to order. The meeting reconvened at 7:00 p.m.

APPROVAL OF MINUTES

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of December 21, 2010, as per attachment IV-A.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

Presentations for Board Recognition Month from the Hess School Band, led by Mr. Fred Rushmore and the Davies School Minstrels, led by Donna Berchtold and Andy Seigel.

CORRESPONDENCE

- Invitation for the dedication in honor of Dottie Barresi at the Shaner School Library on Friday, January 28.
- Mrs. Cappelluti read a letter from the parents of Dylan Kolojeski, a Hess School student who passed away in a car accident in 1992. They donated \$20,000 in memory of Dylan for use by the Hess School Special Education department.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Various Board members commented on the wonderful presentations.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **January 18, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **February 1, 2011** – Policy Committee Meeting – Davies School – 6:00 p.m.
- c. **February 1, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.

- d. **February 11, 2011** –Facilities Committee Meeting –
Board Office – 7:30 a.m.
- e. **February 15, 2011** – Curriculum Committee Meeting –
Board Office – 6:00 p.m.
- f. **February 15, 2011** – Board of Education Meeting –
Davies School – 7:00 p.m.
- g. **February 21, 2011** – President’s Day – Schools Closed
- h. **February 24, 2011** – Personnel Committee Meeting –
Board Office – 5:00 p.m.

(B) **Shaner Winter Concert**

- ♪ Team A: February 2, 2011 10:00 a.m.
- ♪ Team B: February 3, 2011 10:00 a.m.
- ♪ Team C: February 4, 2011 10:00 a.m.

All performances will be held in the multi-purpose room.

- (C) Registration/Transfer Statistics for the Month of December, 2010, as per attachment IX-C.
- (D) Enrollment, as per attachment IX-D.
- (E) Student Discipline Reports for the month of December, 2010, as per attachment IX-E.
- (F) New Homes and Certificates of Occupancy for the month of December, 2010, as per attachment IX-F.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

Motioned by Mrs. Befano, seconded by Dr. Erickson, to approve the following Motion as presented:

- 1. To approve to go out to bid for the following projects:
 - Davies School Partial Roof Replacement FVHD#3928
 - Shaner School Toilet Room Alterations FVF#4052A

**Bid on Davies
Partial Roof
Replacement and
Shaner Toilet
Alterations**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

CURRICULUM COMMITTEE - Dr. Erickson

None

FINANCE COMMITTEE – Mr. Ludwick

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

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|---|---|
| Treasurer's Report | 1. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November, 2010. The Treasurer's Report and Secretary's Report are in agreement for the month of November, 2010, as per attachment X-C-1. |
| Board Secretary's Report | 2. To approve the Board Secretary's Report for the period ending November 30, 2010. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of November 30, 2010, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment X-C-2. |
| Budget Transfers | 3. To approve budget transfers in the amount of \$261,389.00, as per attachment X-C-3. |
| Superintendent's and Board Secretary's Certification | 4. 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. |

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

The following item has been included as an informational item:

5. Purchase orders issued for services, supplies and equipment in the amount of \$681,290.39, as per attachment X-C-5. **Purchase Orders**

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

6. To approve the following bills and payroll in the total amount of \$4,792,646.31, as per attachment X-C-6. **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$4,464.00
10	General Fund/Payroll	314,972.29
11	Current Expense	1,074,084.00
11	Current Expense/Payroll	3,003,039.47
20	Special Revenue	28,544.00
20	Special Revenue/Payroll	133,819.43
30	Building Projects	32,146.00
50	Cafeteria	165,562.79
50	Kids' Corner	28,488.23
50	Community Education	7,410.88
50	Camp Blue Star	115.22

7. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment X-C-7. **Travel and Related Expense Reimbursement**
8. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2010-2011 school year, as per attachment X-C-8. **Staff attendance at seminars, workshops and conferences**
9. To amend the 2010-2011 Budget for the donation of funds designated to be used to benefit the Hess School Special Education Program. This donation was received in memory of Dylan Kelsey Kolojeski. These funds will be used to purchase technology for inclusion classrooms. **Donation in memory of Dylan Kelsey Kolojeski**

This will increase the 2010-2011 budget from \$44,565,283.00 to \$44,585,283.00.

<u>Revenue:</u>		
10-1920-000	Contributions and Donations from Private Sources	\$20,000.00

<u>Appropriation:</u>		
11-190-100-610	Instructional Supplies	\$20,000.00

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Palermo

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

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|------------------------------|----|--|
| District Substitutes | 1. | To approve district substitutes for the 2010-2011 school year, as per attachment X-D-1. |
| Homebound Instruction | 2. | To approve homebound instruction for the 2010-2011 school year, as per attachment X-D-2. |
| Resignation of Cervi | 3. | To accept the resignation of Michael Cervi, Hess School Teacher, effective February 22, 2011, as per attachment X-D-3. |

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

Motioned by Mr. Palermo, seconded by Mr. Aiken, to approve the following Motion as presented:

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| Retirement of Harris | 4. | To accept a notice of retirement from Gail Harris, Hess School Teacher, effective July 1, 2011, as per attachment X-D-4. |
|-----------------------------|----|--|

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

5. To accept a notice of retirement from Susan Padover, Davies School Teacher, effective July 1, 2011, as per attachment X-D-5. **Retirement of Padover**
6. To accept a notice of retirement from Robert Morris, Supervisor of Buildings and Grounds, effective July 1, 2011, as per attachment X-D-6. **Retirement of Morris**
7. To approve the following teacher mentors: **Teacher Mentors**

<u>Teacher</u>	<u>School</u>	<u>Mentor</u>
Carla Burke, Art Teacher	Hess	James Stokes
Jenna Vola, Grade 1 Teacher	Shaner	Donna Reese

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (8-0-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

8. To approve an additional 45 minutes per day for Paige Levy, Teacher of the Deaf, to provide necessary services to deaf students at the rate of \$34.68/hour, as per attachment X-D-8. **Additional time for Levy**
9. To approve Barbara Graf, Shaner School Nurse, as Lead Nurse for the 2010-2011 school year at a stipend amount of \$1,292.00, pro-rated, as per attachment X-D-9, according to Schedule K, Table A, of the contract between the Hamilton Township Board of Education and the Hamilton Township Education Association. **Graf, Lead Nurse**
10. To approve a medical leave of absence for Stefanie Green, Hess School Teacher, beginning January 6, 2011. Mrs. Green has requested to use all her accumulated sick and personal time and to be placed on a Federal Family Medical Leave of Absence (FMLA) for the period February 1, 2011 **Medical leave for Green**

through February 4, 2011 with a return to work date of February 7, 2011, as per attachment X-D-10.

Homebound instruction for B.M.

11. To approve homebound instruction for B.M., an Atlantic County Special Services Pre-School student. This homebound was previously approved on December 7, 2010 (X-D-11). The motion is being made to change instructors as follow:

Lila Williams - 11-15-10 through 1-3-11
Jennifer Travis – 1-12-11 through a date to be determined.
(No instructor was available to provide homebound instruction for the period 1-4-11 through 1-11-11.)

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (8-0-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

Powell, Speech and Language Specialist

12. To approve Gillian Powell as a full-time, 10 month Hess School Speech and Language Specialist beginning January 19, 2011 through June 30, 2011, B.A., Step 1, for a total annual salary of \$43,060.00, as per attachment X-D-12.
(Ms. Powell is a replacement for Karen Fink who is on a maternity leave of absence.)

Fieldwork Placement

13. To approve a Stockton College fieldwork placement, as per attachment X-D-13.

Pashley, Special Education Teacher

14. To approve Mellisa Pashley as a full-time, 10 month Special Education teacher in the On the Horizon's Program, M.A. Step 5, for a total annual salary of \$46,733.00 with a start date to be determined, as per attachment X-D-14.
(Ms. Pashley is a replacement for Michael Cervi who has resigned.)

15. To approve the following applicant for emergent hiring and applicant's attestation that she has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

**Emergent hiring for
Pashley**

Mellisa Pashley – Teacher of Disabilities

Roll Call Vote: All in favor: Mr. Aiken,
Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr.
Ludwick, Mrs. Melton, Mr. Palermo and Dr.
May (8-0-0)

POLICY COMMITTEE – Mr. Anderson

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

- Regulation #2464**
1. To approve Regulation #2464 – Gifted and Talented Pupils - on second reading.

Roll Call Vote: All in favor: Mr. Aiken,
Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr.
Ludwick, Mrs. Melton, Mr. Palermo and Dr.
May (8-0-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the following Motion as presented:

1. To approve the 2010-2011 Uniform State Memorandum of Agreement between the Hamilton Township Board of Education and the Hamilton

**2010-2011
Uniform
State MOA**

Mays Landing, NJ
January 18, 2011

Township Police Department. This Agreement is unchanged from the previous year.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Motioned by Mr. Aiken, seconded by Mr. Ludwick, to enter into executive session for discussion of legal matters, personnel matters and other matters of attorney client privilege.

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 legal matters, personnel matters and other matters of attorney client privilege. 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.

Voice Vote: (8-0-0) Motion carried.

The Board entered into Executive Session at 7:40 p.m.

The Board reconvened the regular meeting at 8:00 p.m.

Motioned by Mr. Aiken, seconded by Mr. Ludwick, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:00 p.m.

Martha J. Jamison, CPA
Board Secretary