

Mays Landing, NJ
October 19, 2010

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 19, 2010
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 7:00 p.m. in the Michael H. Duberson Memorial Library at the 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, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mr. Chris Palermo and Dr. David May. Quorum present.

**Roll
Call**

Members Absent: Dr. Anne Erickson and Mrs. Kim Melton

Also present Mrs. Michelle Cappelluti: Superintendent of Schools
were: Mrs. Martha Jamison: Board Secretary

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of October 5, 2010, as per attachment IV-A.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson,
Mrs. Befano, Mrs. Kupp, Mr. Ludwick and Dr. May.
Abstained: Mr. Palermo (6-0-1)

CORRESPONDENCE

- None

PUBLIC COMMENTS

- A parent distributed a letter to each Board member concerning a custody

issue regarding his daughter. Mrs. Cappelluti will look into the matter and respond to the parent.

BOARD MEMBER COMMENTS

- None

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- October 19, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m. (cancelled-will be rescheduled)
- October 19, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- October 22, 2010** – In-Service Day – No School for Students
- October 27, 2010** – Finance Committee Meeting – Board Office – 8:00 a.m.
- November 2, 2010** – Board of Education Meeting - Davies School – 7:00 p.m.
- November 4-5, 2010** – N.J.E.A. Convention – Schools Closed
- November 12, 2010** – Facilities Committee Meeting – Board Office – 7:30 p.m.
- November 16, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- November 16, 2010** – Board of Education Meeting – Davies School - 7:00 p.m.
- November 25-26** – Thanksgiving Holiday – Schools Closed

(B) Student Discipline Reports for the month of September, 2010, as per attachment VIII-B.

(C) New Homes and Certificates of Occupancy for the month of September, 2010, as per attachment VIII-C.

(D) Presentation: 2009-2010 Violence and Vandalism Report

Presented by: Russell Clark, Shaner School Principal
(Attachment VIII-D)

The presentation was followed by questions from the Board.

(E) Presentation: New Jersey Assessment Skills & Knowledge (NJASK) Spring 2010 / Gr. 3-8 Outcome Report

Presented by: Russell Clark, Jennifer Baldwin, Michael Muldoon,
Glenn Martins & Lisa Dagit

The presentation was followed by questions from the Board.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

Motioned by Mrs. Befano, seconded by Mr. Anderson, to approve the following Motion as presented:

1. To approve the 2010-2011 Comprehensive Maintenance Plan, as per attachment IX-A-1. **Comprehensive Maintenance Plan**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

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

2. To approve Change Order #2 to the contract with Ray Angelini, Inc. for drawing review fees charged by Hamilton Township. The total contract amount will increase from \$1,495,731.00 to \$1,497,544.00, as per attachment IX-A-2. **Change Order #2 with Ray Angelini, Inc.**

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick and Dr. May. Nay: Mr. Palermo (6-1-0)

CURRICULUM COMMITTEE – Dr. Erickson

No Report

FINANCE COMMITTEE – Mr. Ludwick

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

1. To approve a tuition contract with Egg Harbor Township School District for one (1) student, effective September 2, 2010 through June 30, 2011, in the amount of \$12,938.00. This student is homeless from Mays Landing **Tuition Contract with Egg Harbor Township School District**
2. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which **Superintendent's and Bd. Secretary's certification**

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, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

The following item has been included as an informational item:

- Purchase orders** 3. Purchase orders issued for services, supplies and equipment in the amount of \$1,036,372.28, as per attachment IX-C-3.

Motioned by Mr. Ludwick, seconded by Mrs. Befano, to approve the following Motions as presented:

- Bills and payroll** 4. To approve the following bills and payroll in the total amount of \$3,398,332.91, as per attachment IX-C-4.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$14,606.00
10	General Fund/Payroll	204,886.60
11	Current Expense	343,888.28
11	Current Expense/Payroll	1,980,320.92
20	Special Revenue	188,427.22
20	Special Revenue/Payroll	93,528.86
30	Building Projects	229,812.33
50	Cafeteria	298,387.59
50	Kids' Corner	11,013.81
50	Community Education	6,789.17
50	Camp Blue Star	\$26,672.13

- Travel and Related Expense Reimbursement** 5. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-5.

- Seminars, workshops and conferences** 6. 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 IX-C-6.

- Nonpublic Nursing Agreement w/SCSSDS** 7. To approve an agreement with Salem County Special Services School District to provide Chapter 226 nursing services to non-public school students for the 2010-2011 school year

in an amount not to exceed state funding for fiscal year 2011, as per attachment IX-C-7.

8. To approve a Resolution authorizing Salem County Special Services School District to provide Chapter 192 and Chapter 193 services to non-public students for the 2010-2011 school year at a cost not to exceed state funding for fiscal year 2011, as per attachment IX-C-8.

**Nonpublic Chapter
192/193 Services
Agreement
w/SCSSSD**

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr.
Ludwick, Mr. Palermo and Dr. May. (7-0-0)

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 Mr. Ludwick, to approve the following Motions as presented:

1. To approve district substitutes for the 2010-2011 school year, as per attachment IX-D-1. **District substitutes**
2. To approve payment of \$1,500.00 to Fred Rushmore, as the Community Band Director, for the 2009-2010 band year. (This is the Band Director's fee and is funded through the Community Education Department.) **Payment to Rushmore**
3. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-3. **Homebound instruction**
4. To approve Sandra Simmons as a full-time Davies School Special Education Teacher beginning October 29, 2010, MA, Step 3, for a total annual salary of \$46,307.00, as per attachment IX-D-4. (Ms. Simmons is a replacement for Deanna Allen who is on maternity leave. Ms. Simmons will remain until Mrs. Allen returns from maternity leave.) **Simmons, full time Davies School Special Education Teacher**
5. To approve a fieldwork placement for an Atlantic Cape Community College Student, Shanta' **Fieldwork placement**

Temple, to complete a 40 hour observation at the Hess School, as per attachment IX-D-5.

Increase hours for Bryant

6. To approve an increase in hours for Samuel Bryant, Food Service worker, from 3 hours/day to 4 ½ hours/day beginning October 20, 2010, as per attachment IX-D-6.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

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

Ingersoll, part-time food service worker

7. To approve John Ingersoll as a part-time, 15 hour/week Food Service worker beginning October 20, 2010 through June 30, 2010, Step 7, at a total annual salary of \$10,484.00, as per attachment IX-D-7.
(Mr. Ingersoll currently works 27 ½ hours/week, but has requested fewer hours each week. The 27 ½ hour/week position will now be vacant and advertised.)

Extra-curricular activities and staff stipends

8. To approve the revised local and grant funded extracurricular activities (clubs and activities) and staff stipends for the 2010-2011 school year for the Shaner, Hess and Davies Schools, as per attachment IX-D-8.

Staff PD for In-Service Days

9. To approve staff members who will provide in-house professional development to staff during the October In-Service Days at the rate of \$26.00/hour as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association, as per attachment IX-D-9. This will be funded by a combination of NCLB Funds and Local Funds.
Note: There may be approval requests for a few staff members after the actual in-service day, as planning for these events often involves last minute unexpected changes to the original schedule.

10. To approve Althea Maxwell, Davies School Paraprofessional Liaison, to provide 3 hours of in-house professional development to staff during the October In-Service days at the rate of \$15.00/hour. **Maxwell - PD for Paraprofessionals**

11. To approve staff members to complete curriculum work relative to the TALENT 21 Grant at the rate of \$30.24/hour during the 2010-2011 school year, not to exceed 50 hours per person, as per attachment IX-D-11. This rate is the identified rate for Curriculum Development in the 2009–2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the TALENT21 Grant. **Curriculum work for TALENT21 Grant**

Items #7, #9, #10 & #11: Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0).

Item #8: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May.
Nay: Mrs. Befano. (6-1-0)

POLICY COMMITTEE – Mr. Anderson

Motioned by Mr. Anderson, seconded by Mrs. Befano, to approve the following Motions as presented:

1. To approve Bylaw #0146 – Board Member Authority - on first reading, as per attachment IX-E-1. **Bylaw #0146**

2. To approve Bylaw #0171 – Duties of Board President and Vice President - on first reading, as per attachment IX-E-2. **Bylaw #0171**

3. To approve Bylaw #0173 – Duties of Public School Accountant - on first reading, as per attachment IX-E-3. **Bylaw #0173**

4. To approve Policy #3144 – Certification of **Policy #3144**

Tenure Charges - on first reading, as per attachment IX-E-4.

- Regulation #3144** 5. To approve Regulation #3144 – Certification of Tenure Charges - on first reading, as per attachment IX-E-5.
- Policy #4159** 6. To approve Policy #4159 – Support Staff Member/School District Reporting Responsibilities - on first reading, as per attachment IX-E-6.
- Policy #5516** 7. To approve Policy #5516 – Use of Electronic Communication and Recording - on first reading, as per attachment IX-E-7.
- Policy #6112** 8. To approve Policy #6112 – Reimbursement of Federal and Other Grant Expenditures - on first reading, as per attachment IX-E-8.
- Regulation #6112** 9. To approve Regulation #6112 – Reimbursement of Federal and Other Grant Expenditures - on first reading, as per attachment IX-E-9.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

Motioned by Mr. Anderson, seconded by Mrs. Befano, to approve the following Motions as presented:

- Policy #6830** 10. To approve Policy #6830 – Audit and Comprehensive Annual Financial Report - on first reading, as per attachment IX-E-10.
- Policy #8310** 11. To approve Policy #8310 – Public Records - on first reading, as per attachment IX-E-11.
- Regulation #8310** 12. To approve Regulation #8310 – Public Records - on first reading, as per attachment IX-E-12.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

The following item has been included as an informational item:

1. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment IX-F-1. **School Bus Emergency Evacuation Drills**

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

2. To approve bus stops added to established routes for the 2010-2011 school year, as per attachment IX-F-2. **Added Bus Stops**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (7-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

Mr. Martins advised that today he was a guest speaker for First Student student transportation bus company for Bus Driver Safety Recognition Week and Bus Driver Safety Recognition Month and offered his appreciation to all bus drivers for doing their best every day for our students.

Mr. Martins then commented on the CAPA review visits at both the Hess and Davies Schools, praising the administration and leadership teams for using this opportunity to benefit the students through a more superior educational product.

Mrs. Cappelluti added how important it is to learn from these CAPA visits and use this information to benefit the staff and students.

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On behalf of the Board, Dr. May agreed with Mrs. Cappelluti that the District is making progress.

A teacher added that although the teaching staff is discouraged by our recent test scores, we will make a concerted effort to push forward.

Mr. Santilli advised that the 7th and 8th grade students had an assembly for Violence and Vandalism Awareness Week and that the speaker will also be here Thursday night for a presentation open to the parents.

ADJOURNMENT

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

Voice Vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:16 p.m.

Martha J. Jamison, CPA
Board Secretary