

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON NOVEMBER 16, 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, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. Chris Palermo and Dr. David May. Quorum present.

**Roll
Call**

Members Absent: None

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

APPROVAL OF MINUTES

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of November 2, 2010, as per attachment IV-A.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May.
Abstained: Mrs. Befano

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Befano thanked the Hess School for their Veterans' Day ceremonies and the wonderful dedication of the mural.

Dr. Erickson commented that there is currently a book sale at Hess School.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **November 16, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- a. **November 16, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **November 18, 2010** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- c. **November 24, 2010** – Finance Committee Meeting – Board Office – 8:00 a.m.
- d. **November 25-26, 2010** – Thanksgiving Holiday – Schools Closed
- e. **December 7, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- f. **December 9, 2010** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- g. **December 10, 2010** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- h. **December 21, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- i. **December 21, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **December 24 – 31, 2010** – Winter Recess – Schools Closed

Mrs. Cappelluti advised that there will be several activities during the week of November 15 through 19 for American Education Week.

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

(F) Holiday Concerts

Davies Holiday Concert

♪ December 2, 2010 – 7:00 p.m. at the Hess School

Hess Holiday Concert

♪ December 9, 2010 – 7:00 p.m. at the Hess School

- (G) Mrs. Jamison advised that the Hamilton Township School District was given the Safety District of the Year award at the annual ACCASBOJIF dinner last week. In addition, we earned the Elite II Safety award of \$1,000 and given a Certificate of Excellence for maintaining a loss ratio of less than 100% for the 2009-2010 school year.
- (H) Mr. Santilli gave the Board an update on the fundraising activities of the H.T.S.D. Education Foundation and advised that \$1,170 was raised for the schools' Veterans Memorials. He presented checks to each of the building Principals.

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 rescind the award of Alternate Bid #2D in the amount of \$71,000.00 to the contract with Noble Roofing, Inc. for Partial Metal Roof Replacement at the William Davies Middle School due to unanticipated changes in the necessary scope of the project. This will be rebid as a separate project.

Rescind Alternate Bid #2D with Noble Roofing, Inc.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

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

2. To approve Change Order #2 to the contract with Roof Diagnostics, Inc. in the deduct amount of (\$5,000.00) for the unused allowance. This will reduce the total contract from \$362,657.00 to \$357,657.00, as per

Change Order #2 to contract with Roof Diagnostics, Inc.

attachment IX-A-2.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs.
Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo
and Dr. May. (9-0-0)

CURRICULUM COMMITTEE - Dr. Erickson

None

FINANCE COMMITTEE – Mr. Ludwick

The following item has been included as an informational item:

- Synopsis of the Audit for FY2009-2010**
1. Synopsis of the Audit for FY2009-2010 – Presentation by Mr. Glen Ortman from Ford, Scott & Associates, L.L.C.

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

- Accept Audit**
2. To accept the FY2009-2010 Audit as presented.
- Approve Corrective Action Plan**
3. To review the recommendation and approve the Corrective Action Plan for the FY2009-2010, as per attachment IX-C-3.
- Treasurer's Report**
4. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September, 2010. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 2010, as per attachment IX-C-4.
- Board Secretary's Report**
5. To approve the Board Secretary's Report for the period ending September 30, 2010. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of September 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 IX-C-5.

6. To approve budget transfers in the amount of \$45,000.00, as per attachment IX-C-6. **Budget Transfers**

7. 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. **Superintendent and Board Secretary certification**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

The following item has been included as an informational item:

8. Purchase orders issued for services, supplies and equipment in the amount of \$796,392.20, as per attachment IX-C-8.

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

9. To approve the following bills and payroll in the total amount of \$4,692,961.79, as per attachment IX-C-9: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$14,606.00
10	General Fund/Payroll	210,806.15
11	Current Expense	1,784,838.42
11	Current Expense/Payroll	1,997,606.93
20	Special Revenue	45,460.77
20	Special Revenue/Payroll	88,387.33
30	Building Projects	226,033.80
50	Cafeteria	298,387.59
50	Kids' Corner	20,320.37
50	Community Education	6,196.86
50	Camp Blue Star	317.57

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| Travel and Related Expense Reimbursement | 10. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-10. |
| Staff attendance at seminars, workshops | 11. 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-11. |
| H.T.S.D. Education Foundation, Inc. | 12. To recognize the H.T.S.D. Education Foundation, Inc. and authorize the organization to hold fundraising activities consistent with their mission as provided in their By Laws. |
| Disposal of Video Camera | 13. To approve the disposal of a video camera, HTSD #7070, which is broken and no longer of use to the District. |
| Title I Supplementary Educational Services | 14. To approve contracts between the Hamilton Township Board of Education and the following New Jersey Department of Education approved providers to provide Title I mandated Supplementary Educational Services to students at both the Hess and Davies Schools, eligible by virtue of their economic disadvantage, as per attachment IX-C-14: <ul style="list-style-type: none">● Academics First
Sicklerville, NJ 08081● Club Z Tutoring
Palermo, NJ 08230● Regional Enrichment and Learning Center (REAL)
Laurel Springs, NJ 08021● Deans
Hamilton, NJ 08610● ATS Project Success
Clinton Twp., MI 48038● Tutoring Club● Sankofu
Galloway, NJ 08205● Smarties
New Haven, CT 06510● Educational Information & Resource Center (EIRC)
Sewell, NJ 08080 |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson,
Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick,
Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

The following item has been included as an informational item:

15. Special Education Out-of-District Placement transfers, as per attachment IX-C-15. **Special Ed Out-of-District transfers**

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:

1. To approve district substitutes for the 2010-2011 school year, as per attachment IX-D-1. **District substitutes**
2. To approve the following Kid's Corner Substitutes for the 2010-2011 school year at the rate of \$10.00/hour:
 - Greg Albrecht
 - Elaine Burger
 - Valerie Durr
 - Lydia Kuhn
 - Ashley Levari
 - Alba McKenna**Kid's Corner substitutes**
3. To approve fieldwork placements for Stockton College and Rowan University for the Spring, 2011 semester, as per attachment IX-D-3. **Fieldwork placements**
4. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-4. **Homebound instruction**
5. To approve nursing services on Atlantic County Special Services School District busses at the rate of \$35.00/day, as per attachment IX-D-5. **Nursing services**
6. To approve a child rearing leave of absence for Erin Fletcher, Hess School teacher, **Leave of Absence for Fletcher**

beginning January 24, 2011. Mrs. Fletcher has requested to use accumulated sick time and to be placed on a New Jersey Family Leave of Absence for the period February 22, 2011 through April 29, 2011, with a return to work date of May 2, 2011, as per attachment IX-D-6.

Leave of Absence for Pierson

7. To approve a child rearing leave of absence for Pamela Pierson, Shaner School teacher, beginning January 18, 2011. Mrs. Pierson has requested to use accumulated sick time and to be placed on a New Jersey Family Leave of Absence for the period March 30, 2011 through August 31, 2011, with a return to work date of September 1, 2011, as per attachment IX-D-7.

Resignation of Mackleer

8. To approve and accept a resignation from Melanie Mackleer, Hess School paraprofessional, effective November 2, 2010, as per attachment IX-D-8.

Roll Call Vote: Eight in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. Abstained: Mr. Anderson (8-0-1)

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

FMLA for Burgess

9. To change a Federal Medical Leave of Absence return date for Susan Burgess, Hess School Custodian from November 23, 2010 to November 15, 2010, as per attachment IX-D-9.

Staff stipends

10. To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2010-2011 school year, as per attachment IX-D-10.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

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

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| 11. | To revise a contract end date for Courtney Pancari, replacement for Jeffrey Wellington, from December 1, 2010 to November 8, 2010. | Contract end for Pancari |
| 12. | To approve Courtney Pancari as a Hess School temporary full time School Psychologist beginning November 9, 2010 through March 11, 2011, MA+ 15, Step 1, for a total annual salary of \$46,828.00, as per attachment IX-D-12.
Ms. Pancari is a replacement for Dana Kozak who will be on maternity leave. | Pancari, temporary full time school psychologist |
| 13. | To amend the resignation end date for Christopher Clark, part-time Davies School paraprofessional, from November 29, 2010 to November 12, 2010. | Resignation of Clark |
| 14. | To approve the termination of Bryan Karp, part-time Hess School paraprofessional, effective November 12, 2010. | Termination of Karp |
| 15. | To approve Robert Parsons as a part-time Porter/Food Service worker, beginning November 17, 2010 through June 30, 2011, 27.5 hours/week, Step 1, for a total annual salary of \$17,054.00, as per attachment IX-D-15.
Mr. Parsons is a replacement for Jack Ingersoll who accepted the 15 hours/week food service position. | Parsons, part-time Food Service worker |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

POLICY COMMITTEE – Mr. Anderson

None

TRANSPORTATION COMMITTEE – Mr. Aiken

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

- Club/activity trips** 1. To approve club/activity trips for the 2010-2011 school year, as per attachment IX-F-1.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

1. A parent commented on her child's enthusiasm about the Veterans' Day activities at Hess School.
2. Mr. Anderson commended Mr. Hausmann on his investigation of residency issues. There was some discussion of this issue and Mr. Hausmann's usefulness to the District.
3. Mrs. Baldwin thanked the Board members who attended the Veterans Day activities at the Hess School. She also advised that she has been notified that the Hess School was the top fundraiser for Jump Rope for Heart, raising \$7,889.00 last year.
4. Mr. Martins congratulated Mrs. Jamison and the Board for the JIF safety award. He also recognized Mr. Wellington's father who received the Silver Star at the District's Veterans' Day program. He then commented on Mr. Hausmann's importance to the District and his involvement during the emergency management drills held today.
5. Mr. Santilli advised that the H.T.S.D. Education Foundation is sponsoring a logo contest, with awards to a student in each grade, 4-8, and a holiday shopping event prior to both the Hess and Davies School Holiday concerts.

Mays Landing, NJ
November 16, 2010

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to enter into executive session for the purpose of discussion of 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 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: (9-0-0) Motion carried.

The Board entered into Executive Session at 7:35 p.m.

The Board reconvened the regular meeting at 8:18 p.m.

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

Voice Vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:18 p.m.

Martha J. Jamison, CPA
Board Secretary