

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON NOVEMBER 2, 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 Mr. Mark Ludwick, Vice President.

**Call
To
Order**

Mr. Ludwick 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, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mr. Chris Palermo and Dr. David May (arrived at 7:30 p.m. during Executive Session). Quorum present.

**Roll
Call**

Members Absent: Mrs. Michelle Befano and Mrs. Kim Melton

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

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Dr. Erickson, to approve the regular session minutes of the meeting of October 19, 2010, as per attachment IV-A.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo.

CORRESPONDENCE

Mrs. Cappelluti reminded the Board members that they have all received invitations to attend the Veterans' Day ceremony at the Hess School and advised that it will be a very worthwhile program. It will begin at 10:00 a.m. on

Thursday, Nov. 11, and be followed by a sit-down lunch.

PUBLIC COMMENTS

Mr. Chris Clark, paraprofessional, read a statement in support of the paraprofessionals.

BOARD MEMBER COMMENTS

Dr. Erickson commented on her unpleasant experiences at the New Jersey School Board's Convention and expressed her hope that it will move back to Atlantic City next year.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **November 2, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- a. **November 4-5**– N.J.E.A. Convention – Schools Closed
- b. **November 12, 2010** – Facilities Committee Meeting – Board Office – 7:30 p.m.
- c. **November 16, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- d. **November 16, 2010** – Board of Education Meeting– Davies School – 7:00 p.m.
- e. **November 25-26, 2010** – Thanksgiving Holiday – Schools Closed

Mrs. Cappelluti advised that the Personnel Committee meeting, scheduled for Nov. 11, will need to be changed due to the annual ACCASBOJIF dinner. She will contact the members to schedule a new date.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

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

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| C. O. #1 with Albrecht and Heun, Inc. | 1. To approve Change Order #1 to the contract with Albrecht and Heun, Inc. in the deduct amount of (\$5,000.00) for the unused allowance. This will decrease the total contract from \$69,300.00 to \$64,300.00, as per attachment IX-A-1. |
| C. O. #2 with Noble Roofing | 2. To approve Change Order #2 to the contract with Noble Roofing & Sheet Metal, Inc. in the |

amount of \$5,440.00 because of unanticipated work required for the Hess School roof. This will increase the contract from \$1,037,207.00 to \$1,042,647.00, as per attachment IX-A-2.

3. To approve Change Order #3 to the contract with Noble Roofing & Sheet Metal, Inc. in the amount of \$1,628.50 because of unanticipated work required for the Hess School roof. This will increase the contract from \$1,042,647.00 to \$1,044,275.50, as per attachment IX-A-3. **C. O. #3 with Noble Roofing**
4. To approve Change Order #4 to the contract with Noble Roofing & Sheet Metal, Inc. in the amount of \$5,580.50 for demobilization and remobilization of the work area because of odor complaints from Camp Blue Star. This will increase the contract from \$1,044,275.50 to \$1,049,856.00, as per attachment IX-A-4. **C. O. #4 with Noble Roofing**
5. To approve Change Order #5 to the contract with Noble Roofing & Sheet Metal, Inc. in the deduct amount of (\$342.50) for the unused allowance. This will decrease the contract from \$1,049,856.00 to \$1,049,513.50, as per attachment IX-A-5. **C. O. #5 with Noble Roofing**

Roll Call Vote:

Items #1 & #5 - All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

Items #2, #3 & #4 - Four in favor: Mr. Anderson, Dr. Erickson, Mrs. Kupp, and Mr. Ludwick. Nay: Mr. Aiken and Mr. Palermo. (4-2-0)

CURRICULUM COMMITTEE - Dr. Erickson

None

FINANCE COMMITTEE – Mr. Ludwick

The following items have been included as informational items:

1. Interest Income for the month of September, 2010, as per attachment IX-C-1. **Interest Income**

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| Receipts | 2. Receipts for the month of September, 2010, as per attachment IX-C-2. |
| Refunds | 3. Refunds for the month of September, 2010, as per attachment IX-C-3. |
| Cap. Reserve Interest | 4. Capital Reserve Interest for the month of September, 2010, as per attachment IX-C-4. |
| Rental Income | 5. Rental Income for the month of September, 2010, as per attachment IX-C-5. |
| Miscellaneous Revenue | 6. Miscellaneous Revenue for the month of September, 2010, as per attachment IX-C-6. |
| Budget Summary Report | 7. The monthly Budget Summary Report for September, 2010, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-7. |

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

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| Budget Transfers | 8. To approve budget transfers in the amount of \$64,109.40, as per attachment IX-C-8. |
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Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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

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| Staff attendance at seminars, workshops | 9. 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-9. |
| Agreement between BCSSSD and HTBOE | 10. To approve an agreement for professional services between Burlington County Special Services School District and the Hamilton Township Board of Education for the 2010-2011 school year, as per attachment IX-C-10. |

11. To approve a tuition contract with Pineland Learning Center for two (2) students, effective November 15, 2010 through June 30, 2011, in the amount of \$223.41/diem each, a total of \$60,767.52 for the 136 days remaining in the school year. This is because the Pineland Learning Center is moving all elementary students from their Carmel campus to their Vineland campus, with a total savings of \$5,804.48.
- Tuition contract with Pineland Learning Center**

12. To approve the disposal of obsolete and broken equipment which are no longer of use to the District, as per attachment IX-C-12. (Regent Tech LLC, a licensed NJ state authorized recycling center, will pick up the equipment at no cost to the District.)
- Disposal of equipment**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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

13. To approve to solicit bids for the sale of the Deutz-Allis 5215 18hp diesel tractor which is no longer of use to the District, as per attachment IX-C-13.
- Sale of Deutz-Allis 5215 18 hp diesel tractor**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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

14. To approve an agreement with Xtel Communications for nine (9) Centrex lines currently being serviced by Verizon, at anticipated savings of approximately 5%, as per attachment IX-C-14.
- Agreement with Xtel**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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

**H.T.S.D.
Education
Foundation**

15. 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 bylaws.

Dr. Erickson asked if the Board members could have a copy of the bylaws and asked to table the motion. Mr. Anderson agreed and amended his motion to table this item.

Voice Vote: (6-0-0). Motion to table passed.

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

**Superintendent
and Board
Secretary
certification**

16. 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.

**Bills and
payroll**

17. To approve the following bills and payroll in the total amount of \$3,450.00, as per attachment IX-C-17:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$3,450.00

**The Reading
& Writing
Project
Network
Agreement**

18. To approve a service agreement between The Reading & Writing Project Network and the Hamilton Township School District for professional development services to the District for the 2010-2011 school year, as per attachment IX-C-18.
(Funded by NCLB Title I and Title II, Part A)

**Blackjack
Asphalt
Construction**

19. To approve a proposal from Blackjack Asphalt Construction in the amount of \$8,238.50 for repairs to the Hess School

basketball/tennis courts, as per attachment IX-C-19.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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:

1. To approve district substitutes for the 2010-2011 school year, as per attachment IX-D-1. **District substitutes**
2. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-2. **Homebound Instruction**
3. To accept a notice of retirement from Nancy Beach, Shaner School teacher, effective July 1, 2011, as per attachment IX-D-3. **Beach Retirement**
4. To accept a notice of retirement from Linda Perla, Davies School cafeteria worker, effective January 1, 2011, as per attachment IX-D-4. **Perla Retirement**
5. To approve a child-rearing leave of absence for Jennifer Polo, Hess School teacher, beginning December 15, 2010. Mrs. Polo has requested to use accumulated sick time and to be placed on a New Jersey Family Leave of Absence for the period from March 14, 2011 through May 26, 2011 with a return to work date of May 27, 2010, as per attachment IX-D-5. **Polo Leave of Absence**
6. To accept a notice of resignation from Christopher Clark, Davies School paraprofessional, effective November 26, 2010, as per attachment IX-D-6. **Clark Resignation**

Gatto, Hess School Teacher 7. To approve David Gatto as a Hess School grade 3 teacher, beginning December 6, 2010 through June 3, 2011, MA, Step 1, for a total annual salary of \$45,880.00, as per attachment IX-D-7.
(Mr. Gatto will be replacing Jennifer Polo during her maternity leave.)

Brittain FFLA 8. To approve a Federal Family Leave of Absence for Traci Brittain, Hess School paraprofessional, beginning October 29, 2010 through November 24, 2010, as per attachment IX-D-8.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

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

Nelson, part-time lifeguard 9. To approve Keith Nelson as a part-time Hess School paraprofessional/lifeguard beginning November 3, 2010 through June 30, 2011, 29 hours/week, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-9.
(Mr. Nelson is replacing Melanie Mackleer.)

Medica, part-time para 10. To approve Tannette Medica as a part-time Hess School paraprofessional beginning November 3, 2010 through June 30, 2011, 29 hours/week, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-10.
(Ms. Medica is replacing Lisa Mondorff.)

Emergency Hiring 11. To approve the following applicant for emergency hiring and applicant's attestation that he has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

Keith Nelson –
Hess School Paraprofessional/Lifeguard

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| 12. | To approve Stefanie Green to serve as Grade Level Chair for Grade 5 for the 2010-2011 school year from November through June (8 months). Kristina Sullivan served as the Grade Level Chair during September and October (2 months) 2010. Payment for services will reflect the stipend indicated in the 2009-2112 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association and will be prorated to reflect their time of service. | Green, Grade Level Chair |
| 13. | To approve the revised local and grant funded extra-curricular 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-13. | Staff stipends |
| 14. | To approve Jenna Strehle as a Hess School part-time paraprofessional beginning November 3, 2010 through June 30, 2011, 29 hours/week, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-14. | Strehle, part-time Para |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. (6-0-0)

POLICY COMMITTEE – Mr. Anderson

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

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| 1. | To approve Bylaw #0146 – Board Member Authority - on second reading. | Bylaw #0146 |
| 2. | To approve Bylaw #0171 – Duties of Board President and Vice President - on second reading. | Bylaw #0171 |
| 3. | To approve Bylaw #0173 – Duties of Public School Accountant - on second reading. | Bylaw #0173 |
| 4. | To approve Policy #3144 – Certification of | Policy #3144 |

Tenure Charges - on second reading.

- Regulation #3144** 5. To approve Regulation #3144 – Certification of Tenure Charges - on second reading.
- Policy #4159** 6. To approve Policy #4159 - Support Staff Member/School District Reporting Responsibilities - on second reading.
- Policy #5516** 7. To approve Policy #5516 – Use of Electronic Communication and Recording - on second reading.
- Policy #6112** 8. To approve Policy #6112 – Reimbursement of Federal and Other Grant Expenditures - on second reading.
- Regulation #6112** 9. To approve Regulation #6112 – Reimbursement of Federal and Other Grant Expenditures - on second reading.
- Policy #6830** 10. To approve Policy #6830 – Audit and Comprehensive Annual Financial Report - on second reading.
- Policy #8310** 11. To approve Policy #8310 – Public Records - on second reading.
- Regulation #8310** 12. To approve Regulation #8310 – Public Records - on second reading.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr.
Ludwick and Mr. Palermo. (6-0-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Aiken, to enter into executive session for the purpose of discussion of student issues.

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 student issues. 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: (6-0-0) Motion carried.

Dr. May arrived at 7:30 p.m. during Executive Session.

ADJOURNMENT

Motioned by Dr. Erickson, seconded by Mr. Aiken, to adjourn the meeting.

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

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

Martha J. Jamison, CPA
Board Secretary