

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON DECEMBER 7, 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 William 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, Mrs. Michelle Befano, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. Chris Palermo and Dr. David May (arrived 7:07 p.m.). 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 Mr. Anderson, seconded by Dr. Erickson, to approve the regular and executive session minutes of the meeting of November 16, 2010, as per attachment IV-A.

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

**CORRESPONDENCE**

None

## **PUBLIC COMMENTS**

None

## **BOARD MEMBER COMMENTS**

Dr. Erickson commented on the various activities of the Davies School band and chorus.

Mr. Anderson read an article about a lawsuit in Florida regarding the inappropriate treatment of a student.

Mrs. Kupp commented on the Hess School chorus' participation in the tree lighting ceremony in the park last week.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. **Dates to Remember**

- a. **December 7, 2010** – Policy Committee Meeting – Davies School – 6:00 p.m.
- b. **December 7, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **December 9, 2010** – Personnel Committee Meeting – Board Office – 5:00 p.m. (CANCELED)
- d. **December 10, 2010** –Facilities Committee Meeting – Board Office – 7:30 a.m. (CANCELED)
- e. **December 17, 2010** – Finance Committee Meeting – Board Office – 8:00 a.m.
- f. **December 21, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m. (CANCELED)
- g. **December 21, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **December 24-31, 2010** – Winter Recess – Schools Closed

(B) Registration/Transfer /Statistics for the Month of November, 2010 as per attachment VIII-B.

(C) Superintendent's/Principal's List for the 1<sup>st</sup> Marking Period, as per attachment VIII-C.

(D) Enrollment, as per attachment VIII-D.

(E) Hess Holiday Concert

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

## 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 Change Order #3 to the contract with Roof Diagnostics, Inc. in the deduct amount of (\$1,270.00) for reimbursement for damage to the wiring of a condensing unit. This will reduce the total contract from \$357,657.00 to \$356,387.00, as per attachment IX-A-1. **Change Order #3 with Roof Diagnostics, Inc.**

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

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

2. To approve Change Order #6 to the contract with Noble Roofing & Sheet Metal, Inc. in the amount of \$5,700.00 for additional work. This will increase the total contract amount from \$1,049,513.50 to \$1,055,213.50, as per attachment IX-A-2. **Change Order #6 with Noble Roofing & Sheet Metal, Inc.**

Roll Call Vote: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mrs. Melton. Nay: Mr. Palermo (7-1-0)

Dr. May arrived and entered the meeting at 7:07 p.m.

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

3. To approve Change Order #5 to the contract with Ray Angelini, Inc. in the amount of \$13,494.60 for additional work required for the Shaner School solar project. This will increase the total contract amount from \$1,711,134.00 to \$1,724,628.60, as per attachment IX-A-3. **Change Order #5 with Ray Angelini, Inc.**

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

### **CURRICULUM COMMITTEE - Dr. Erickson**

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

#### **Approve Stephen Barkely**

1. To approve Stephen Barkely to provide Professional Development to all district staff and administration on the District-Wide Professional Development Day scheduled for February 18, 2011.

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)

### **FINANCE COMMITTEE – Mr. Ludwick**

Motioned by Mrs. Melton, seconded by Dr. Erickson, to approve the following Motions as presented:

#### **Treasurer's Report**

1. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October, 2010. The Treasurer's Report and Secretary's Report are in agreement for the month of October, 2010, as per attachment IX-C-1.

#### **Board Secretary's Report**

2. To approve the Board Secretary's Report for the period ending October 31, 2010. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of October 31, 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-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)

The following items have been included as informational items:

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| 3. Interest Income for the month of October, 2010, as per attachment IX-C-3.  | <b>Interest Income</b>       |
| 4. Receipts for the month of October, 2010, as per attachment IX-C-4.   | <b>Receipts</b>              |
| 5. Refunds for the month of October, 2010, as per attachment IX-C-5.  | <b>Refunds</b>               |
| 6. Capital Reserve Interest for the month of October, 2010, as per attachment IX-C-6.   | <b>Capital Reserve</b>       |
| 7. Rental Income for the month of October, 2010, as per attachment IX-C-7.  | <b>Rental Income</b>         |
| 8. Miscellaneous Revenue for the month of October, 2010, as per attachment IX-C-8.  | <b>Miscellaneous Revenue</b> |
| 9. The monthly Budget Summary Report for October, 2010 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-9. | <b>Budget Summary Report</b> |

Motioned by Mrs. Melton, seconded by Dr. Erickson, to approve the following Motions as presented:

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| 10. 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-10. | <b>Staff attendance at seminars, workshops and conferences</b> |
| 11. To award the bid to Jersey One Auto Sales, Inc. for the Deutz-Allis 5215 18hp diesel tractor in the amount of \$1,515.00, as per attachment IX-C-11.  | <b>Award Diesel Tractor to Jersey One Auto Sales</b>           |

- Resolution #17**      12.    To approve Resolution #17 concerning the Interdistrict Public School Choice Program Act of 2010, as per attachment IX-C-12.

Items #10 & #11: 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).

Item #12: Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. Nay: Dr. Erickson. (8-1-0)

The following item has been included as an informational item:

- Termination of Placement**    13.    Termination of placement for a special needs student, as per attachment IX-C-13.

**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:

- District substitutes**      1.    To approve district substitutes for the 2010-2011 school year, as per attachment IX-D-1.
- Medical leave of absence for Errickson**    2.    To approve a medical leave of absence for Marcia Errickson, Food Service worker beginning November 23, 2010. Mrs. Errickson 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 7, 2011 through March 11, 2011 with a return to work date of March 14, 2011, as per attachment IX-D-2.
- Fieldwork Placement**      3.    To approve an Atlantic Cape Community College fieldwork placement, as per attachment IX-D-3.

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| 4. | To approve Stockton College fieldwork placements, as per attachment IX-D-4.   | <b>Fieldwork Placements</b>                |
| 5. | To approve a certificated staff tenure list for the 2010-2011 school year, as per attachment IX-D-5.  | <b>Certificated staff tenure list</b>      |
| 6. | To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-6.   | <b>Homebound instruction</b>               |
| 7. | To approve a medical leave of absence for Winifred Witmer, Hess School teacher, beginning November 12, 2010. Mrs. Witmer 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 April 27, 2011 through the last day of school, as per attachment IX-D-7. | <b>Medical leave of absence for Witmer</b> |

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 Dr. Erickson, to approve the following Motions as presented:

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| 8. | To approve Michael DiOrio to serve as the Substitute Administrative Detention Proctor at the William Davies Middle School for the 2010-2011 school year at the rate of \$29.19 per hour, as indicated in the 2009–2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. | <b>DiOrio, Substitute Administrative Detention Proctor</b> |
| 9. | To amend a child rearing leave of absence for Dana Kozak, Hess School Psychologist, to begin November 9, 2010. Mrs. Kozak has requested to use accumulated sick time and to be placed on a Federal Family Leave of Absence. At the conclusion of her disability, she will be placed on a New Jersey Family Leave of Absence with a | <b>Child rearing leave of absence for Kozak</b>            |

return to work date of March 14, 2011, as per attachment IX-D-9.  
(This was previously approved with a start date of November 29, 2010.)

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| <b>Sommer, part-time custodian</b>                   | 10. To revise the salary for Mary Sommer, part-time 10 month Custodian, beginning September 1, 2010 at Step 9, 25 hours/week for a total annual salary of \$17,642.00, including her \$300.00 longevity for the 2010-2011 school year.<br>(Ms. Sommer was incorrectly approved at the Step 1 level.)    |
| <b>Building transfer for Trujilo</b>                 | 11. To approve a building transfer for Diedre Trujillo, Paraprofessional, from Hess School in-class support to Davies School New Horizons, beginning November 29, 2010, as per attachment IX-D-11.  |
| <b>Bowen, part-time Hess School paraprofessional</b> | 12. To approve Angela Bowen as a part-time Hess School Paraprofessional, beginning December 8, 2010 through June 30, 2011, 29 hours/week, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-12.<br>(Ms. Bowen is a replacement for Diedre Trujillo.)                             |
| <b>Miskovic, part-time paraprofessional</b>          | 13. To approve Amber Miskovic as a part-time Hess School Paraprofessional, beginning December 8, 2010 through June 30, 2011, 29 hours/week, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-13.<br>(Ms. Miskovic is a replacement for Brian Karp.)                             |
| <b>Vitullo, Special Education Teacher</b>            | 14. To approve Gina Vitullo as a full-time Hess School Special Education Teacher, beginning January 19, 2011 through May 2, 2011, B.A. Step 2, for a total annual salary of \$43,260.00, as per attachment IX-D-14.<br>(Ms. Vitullo is a replacement for Erin Fletcher who will be on maternity leave.) |



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. Melton, seconded by Dr. Erickson, to approve the following Motions as presented:

15. To approve and accept a resignation from Keith Nelson, Hess School Lifeguard, effective December 15, 2010, as per attachment IX-D-15. **Resignation of Nelson**
  
16. To approve Carla Burke as a full-time Hess School Art Teacher, beginning December 8, 2010 through June 30, 2011, BA Step 1, for a total annual salary of \$43,060.00, as per attachment IX-D-16.  
(Ms. Burke is a replacement for Winifred Witmer.) **Burke, Hess School Art Teacher**

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 Motions as presented:

1. To approve a jointure contract between Atlantic County Special Services School District and the Hamilton Township School District to transport non-public students beginning September 1, 2010 through June 30, 2011 for a total annual cost of \$27,306.60 as follows: **Jointure contract between ACSSSD and HTSC**

<u>Route #</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
272A	Assumption Regional	15	\$11,394.60
294	Pilgrim Academy	16	14,144.00
299	Pilgrim Academy	2	1,768.00

**Jointure  
contract  
between  
ACSSSD and  
HTSD**

2. To approve a jointure contract between Atlantic County Special Services School District and the Hamilton Township School District to transport special education students beginning September 1, 2010 through June 30, 2011 for a total annual cost of \$158,446.20 as follows:

<u>Route #</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
ELEM13	ACSSSD	5	\$34,496.60
ELEM15	ACSSSD	2	10,300.50
ELEM7	ACSSSD	2	6,094.60
ELEM8	ACSSSD	1	3,482.20
ELEM9	ACSSSD	2	9,180.20
ELM16S	ACSSSD	1	6,678.00
ELM6	ACSSSD	1	3,052.80
HESS	Hess Complex	1	9,540.00
HESS1	Hess Complex	1	9,540.00
HS15T	ACSSSD	1	6,678.00
HS9	ACSSSD	1	3,290.40
SHA1	Shaner	1	9,540.00
SOV2	Sovereign Avenue	1	9,540.00
YALEV	YALE/Voorhees	1	23,850.00
YALE3	YALE/Northfield	1	13,182.90

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**

A parent asked if we would be a Choice School District. Mrs. Cappelluti responded that we would not as we do not have room for more students. She then referred to an article in the local paper and asked when we would

Mays Landing, NJ  
December 7, 2010

be building a Preschool facility. Mrs. Cappelluti answered that at this time the state is not mandating a full day program for 3 and 4 year olds. She explained that the article was about the District obtaining land so that when the time comes, we will be able to build.

An employee asked whether the District had recently purchased land. Mrs. Cappelluti responded that no, the District has not purchased any land.

### **EXECUTIVE SESSION**

Motioned by Mrs. Befano, seconded by Dr. Erickson, to enter into executive session for discussion of the Board Professional Development Plan.

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 the Board Professional Development Plan. 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 7:17 p.m.

The Board reconvened the regular meeting at 7:38 p.m.

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

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

The Hamilton Township Board of Education meeting adjourned at 7:38 p.m.

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Martha J. Jamison, CPA  
Board Secretary