

Mays Landing, NJ  
March 1, 2011

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON MARCH 1, 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 5:55 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. David May.

**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 (arrived 6:05 p.m.), Mrs. Michelle Befano (arrived 6:10 p.m.), Dr. Anne Erickson, Mrs. Barbara Kupp (arrived 6:20 p.m.), Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. Chris Palermo (arrived 6:08 p.m.) 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

**EXECUTIVE SESSION**

Motioned by Dr. May, seconded by Mr. Ludwick, to enter into Executive Session for Board Self Evaluation and Superintendent Evaluation Workshop.

Voice Vote: All in favor: (5-0-0) Motion carried.

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 Board training. 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.

The Board entered into Executive Session at 5:56 p.m.

Mr. Anderson, Mrs. Befano, Mrs. Kupp and Mr. Palermo arrived during Executive Session.

The regular meeting reconvened at 7:00 p.m. The Pledge of Allegiance was recited and the Notice of Advertisement was again read.

### **APPROVAL OF MINUTES**

Motioned by Dr. Erickson, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of February 15, 2011, as per attachment V-A.

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

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mrs. Kupp commented on the PreK Literacy Day held at Hess and Shaner Schools. She spoke highly of it and hopes that we do it again.

### **SUPERINTENDENT/STAFF REPORTS**

#### (A) Information Items

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

- a. **March 1, 2011** – Finance Committee Meeting – Board Office – 8:00 a.m.
- b. **March 1, 2011** – Board of Education Meeting – Davies School – 5:30 p.m.
- c. **March 10, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **March 11, 2011** - Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **March 29, 2011** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- f. **March 29, 2011** – Board of Education Meeting and Public Hearing on the Budget – Davies School – 7:00 p.m.

- g. **April 5, 2011** – Board of Education Meeting – Davies School – 6:00 p.m.
- h. **April 8, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- i. **April 14, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- j. **April 19, 2011** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- k. **April 19, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- l. **April 27, 2011** – Annual School Board Election
- m. **May 3, 2011** - Regular/Re-organization Board of Education Meeting – Davies School – 7:00 p.m.

- (B) New Homes and Certificates of Occupancy for the month of January, 2011, as per attachment IX-B.
- (C) Superintendent's/Principal's List for the 2<sup>nd</sup> Marking Period, as per attachment IX-C.
- (D) Presentation given by First Student Transportation regarding their safety practices.

### **COMMITTEES AND RECOMMENDATIONS**

#### **BUILDING/FACILITIES COMMITTEE – Mrs. Befano**

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

1. To approve Amendments to the Professional Services Agreement with Fraytak, Veisz, Hopkins and Duthie, P.C. for the following projects, as per attachment X-A-1: **Professional Services Agreement with FVHD**
  - ❖ Door Access Control and Security Camera Projects at Davies, Hess and Shaner Schools - \$11,500.00
  - ❖ Automatic Temperature Control Project at Hess School - \$4,950.00

Note: These projects have been approved for Round III ROD Grants and included in the preliminary 2011-2012 budget.
2. To award contracts for the Renovations to Existing Gang Toilet Room Project at the Shaner School as per the following and attachment X-A-2: **Award-Renovations to Gang Toilets at Shaner School**

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Joseph Porretta Builders, Inc.	General Construction	\$75,900.00
Laurel Plumbing, Inc.	Plumbing	49,750.00
Falasca Mechanical	Mechanical	18,360.00
Maguire Electrical Construction, LLC	Electrical	<u>37,359.00</u>
Total Project Award		\$181,369.00

The District has been approved for a Round III ROD Grant in the amount of \$82,099.00 with the local share budgeted this year using Capital Reserve Funds.

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

**Reject Bids for Metal Roof Replacement**      3. To reject all bids for the Metal Roof Replacement Project at the William Davies Middle School, FVF#4052E.

**Re-Bid for Metal Roof Replacement**      4. To approve to advertise to re-bid the Metal Roof Replacement Project at the William Davies Middle School, FVF #4052E, as per attachment X-A-4.

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 items have been included as informational items:

**Interest Income**      1. Interest Income for the month of January, 2011, as per attachment X-C-1.

**Receipts**      2. Receipts for the month of January, 2011, as per attachment X-C-2.

- 3. Refunds for the month of January, 2011, as per attachment X-C-3. **Refunds**
- 4. Capital Reserve Interest for the month of January, 2011, as per attachment X-C-4. **Capital Reserve**
- 5. Rental Income for the month of January, 2011, as per attachment X-C-5. **Rental Income**
- 6. Miscellaneous Revenue for the month of January, 2011, as per attachment X-C-6. **Miscellaneous Revenue**
- 7. The monthly Budget Summary Report for January, 2011 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-7. **Budget Summary Report**

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

- 8. To approve budget transfers in the amount of \$7,603.85, as per attachment X-C-8. **Budget Transfers**
- 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 X-C-9. **Staff attendance at seminars, workshops and conferences**
- 10. To approve the following:

BE IT RESOLVED to approve the 2011-2012 school district budget for submission to the voters as follows: **Budget Resolution**

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$39,700,124	\$16,235,299
Special Revenue Fund	1,639,954	
Debt Service Fund	<u>4,742,189</u>	<u>3,373,688</u>
 Total Base Budget	 \$46,082,267	 \$19,608,987

- 11. To approve the Resolution for the Annual School Election and the Notice of Annual Election on April 27, 2011, as per attachment X-C-11. **Resolution for School Election**

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)

**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:

**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 from Collett**        3.    To accept a resignation from Elizabeth Collet, Shaner School paraprofessional, effective March 3, 2011, as per attachment X-D-3.

**Resignation from Waring**        4.    To accept a resignation from Maddalina Waring, Hess School paraprofessional, effective March 16, 2011, as per attachment X-D-4.

**TALENT21 Grant School Based Planning**        5.    To approve the following staff members to receive payment for participation on the TALENT21 Grant School Based Planning Team at the rate of \$30.24/hour. This rate is identified 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.

- Wendi Brown
- Patti Stard
- Christy Morrison
- Kevin Morrison
- Ericka Pitman
- Angela Bunting (non-public)

6. To approve the following staff members to be compensated for providing in-house professional development for the February 18, 2011 In-Service 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 (*funded by a combination of NCLB Funds and Local Funds*).
- |            |      |                         |           |
|------------|------|-------------------------|-----------|
| Amy Gold   | Hess | RTI in Math Instruction | 1.5 hours |
| Rose Rhine | Hess | Web Tracker             | 1.5 hours |
7. To approve staff members to provide in-house professional development to staff during the March 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 (*funded by a combination of NCLB Funds and Local Funds*).
- Note: The Local Professional Development Committee is unable to provide specific staff members' names for this motion. The names will be in a motion at the March 29, 2011 BOE meeting.*
8. To approve staff members to participate in Professional Development Workshops relative to "Creating 21<sup>st</sup> Century Learning Environments" during the 2010 -2011 school year (not to exceed 20 hours each), at the rate of \$23.80/hour as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association, as per attachment X-D-8.
9. To approve Andrea Lawful-Trainer, an educational consultant, to provide a Parental Leadership Academy to the parents of Hamilton Township School District, as per attachment X-D-9, which includes her
- February in-house professional development**
- March in-house professional development**
- Creating 21<sup>st</sup> Century Learning Environments**
- Approve Andrea Lawful-Trainer**

biography and an overview of the Parental Leadership Academy.

*Note: This is primarily funded through NCLB Title I & ARRA funds that are mandated for parental involvement.*

**Grading  
LEARNIA**

10. To approve staff members to receive payment for grading LEARNIA open-ended questions and writing tasks at the hourly curriculum writing rate of \$30.24 (not to exceed 25 hours each). This rate is identified in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds allocated for curriculum writing.

Dan Weber	Davies
Deanna Allen	Davies
Jessica Tobin	Davies
Heather Berardi	Hess
Laurie Feldman	Hess
Maria Sarno	Hess

Roll Call Vote: Items #1 through #9: 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 #10: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. Nay: Mrs. Befano and Dr. Erickson (7-2-0)

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

**Maternity  
leave  
extension for  
Kozak**

11. To approve a maternity leave extension for Dana Kozak, Hess School psychologist, from March 14, 2011 to April 8, 2011, as per attachment X-D-11.

**Extend  
employment  
of Pancari**

12. To extend the employment of Courtney Pancari, Hess School psychologist, from March 14, 2011 to April 11, 2011.

(Ms. Pancari is the replacement for Dana Kozak who is on a maternity leave.)

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|-----|--|--|
| 13. | To approve Hess School in-house transfers for the 2010-2011 school year, as per attachment X-D-13.   | <b>Hess School in-house transfers</b>      |
| 14. | To abolish Position Control #24.04.05, Hess School Grade 3 paraprofessional, currently occupied by Kris Ellison, effective February 22, 2011.  | <b>Abolish Position Control #24.04.05</b>  |
| 15. | To create Position Control #24.01.02, Shaner General Education Kindergarten paraprofessional, beginning February 22, 2011, which will be occupied by Kris Ellison for the 2010-2011 school year, as per attachment X-D-15. | <b>Create Position Control #24.01.02</b>   |
| 16. | To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2010-2011 school year, as per attachment X-D-16.   | <b>Approve extra-curricular activities</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).

**POLICY COMMITTEE – Mr. Anderson**

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

- |    |   |                         |
|----|---|-------------------------|
| 1. | To approve Policy #1140 – Affirmative Action Program - on second reading.     | <b>Policy #1140</b>     |
| 2. | To approve Policy #1523 – Comprehensive Equity Plan - on second reading.      | <b>Policy #1523</b>     |
| 3. | To approve Policy #1530 – Equal Employment Opportunities - on second reading. | <b>Policy #1530</b>     |
| 4. | To approve Regulation #1530 – Equal Employment Opportunity Complaint          | <b>Regulation #1530</b> |

Procedure - on second reading.

- |                           |     |   |
|---------------------------|-----|---|
| <b>Policy #1550</b>       | 5.  | To approve Policy #1550 – Affirmative Action Program for Employment and Contract Practices - on second reading.     |
| <b>Regulation #1550</b>   | 6.  | To approve Regulation #1550 – Affirmative Action Program for Employment and Contract Practices - on second reading. |
| <b>Policy #2260</b>       | 7.  | To approve Policy #2260 – Affirmative Action Program for School and Classroom Practices - on second reading.        |
| <b>Policy #2415.01</b>    | 8.  | To approve Policy #2415.01 – Academic Standards, Academic Assessments, and Accountability - on second reading.      |
| <b>Policy #2415.04</b>    | 9.  | To approve Policy #2415.04 – Title I – District-Wide Parental Involvement - on second reading.                      |
| <b>Policy #2423</b>       | 10. | To approve Policy #2423 – Bilingual and ESL Education - on second reading.  |
| <b>Regulation #2423</b>   | 11. | To approve Regulation #2423 – Bilingual and ESL Education - on second reading.                                      |
| <b>Policy #6360</b>       | 12. | To approve Policy #6360 – Political Contributions - on second reading.  |
| <b>Policy #6362</b>       | 13. | To approve Policy #6362 – Contributions to Board Members and Contract Awards - on second reading.                   |
| <b>Policy #8420</b>       | 14. | To approve Policy #8420 – Emergency and Crisis Situations - on second reading.                                      |
| <b>Regulation #8420</b>   | 15. | To approve Regulation #8420 – Emergency and Non-Fire Evacuation Plan - on second reading.                           |
| <b>Regulation #8420.2</b> | 16. | To approve Regulation #8420.2 – Bomb Threats - on second reading.   |

17. To approve Regulation #8420.7 – Lockdown Procedures - on second reading. **Regulation #8420.7**
18. To approve Regulation #8420.10 – Active Shooter - on second reading. **Regulation #8420.10**
19. To approve Policy #8740 – Bonding - on second reading. **Policy #8740**

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).

### **TRANSPORTATION COMMITTEE – Mr. Aiken**

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

1. To approve club/activity trips for the 2010-2011 school year, as per attachment X-F-1. **Club/activity trips**
2. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District for quoted Route BP11, to transport one special education wheelchair bound student with a bus aide to St. John of God School beginning February 28, 2011 through June 30, 2011 at a cost of \$210.00 per diem, a total cost \$14,700.00. **Route BP11**

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

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

None

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**NEW BUSINESS**

None

**PUBLIC COMMENTS**

A parent asked if we had the graduation rate of our students from Oakcrest High School. Mrs. Cappelluti replied that we do not have that information, but she will get it.

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 7:50 p.m.

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Martha J. Jamison, CPA  
Board Secretary