

Mays Landing, NJ
May 18, 2010

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MAY 18, 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, Mrs. Kim Melton and Mr. Christopher Palermo. Quorum present.

**Roll
Call**

Members Absent: Dr. David May
Mrs. Michelle Befano

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

APPROVAL OF MINUTES

None

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

None

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **May 18, 2010** – Teacher Recognition Program- Carriage House – Galloway Township – 12:00 p.m.
- b. **May 18, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **May 21, 2010** – Eighth Grade Dinner Dance – Davies School – 6:30 – 9:30 p.m.
- d. **May 25, 2010** – Academic Excellence Luncheon – Clarion Convention Center – Egg Harbor Township – 11:00 a.m.
- e. **May 27, 2010** – Finance Committee Meeting – Board Office – 8:00 a.m.
- f. **May 31, 2010** – Memorial Day – Schools Closed
- g. **June 1, 2010** – Policy Committee Meeting – Davies School – 6:00 p.m.
- h. **June 2, 2010** – Grade Eight Youth in Government Day – Hamilton Township Municipal Building – 9:00 a.m. to 1:45 p.m.
- i. **June 2, 2010** – Transportation Committee Meeting – Board Office – 8:00 a.m.
- j. **June 9, 2010** – Personnel Committee Meeting – Board Office – 6:00 p.m.
- k. **June 11, 2010** – Building/Facilities Committee Meeting – Board Office – 7:30 a.m.
- l. **June 15, 2010** – Grade Eight Graduation – Oakcrest High School – 4:00 p.m. (Rain Date: 6-16-10)
- m. **June 29, 2010** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- n. **June 29, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.

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

(C) Round-up Registration/Pre-school and Kindergarten

Joseph C. Shaner School

- May 25, 2010 – 9:30 a.m. – 12:00 p.m./1:00 p.m. – 3:00 p.m.
- May 26, 2010 – 9:30 a.m. – 12:00 p.m./1:00 p.m. – 5:00 p.m.
- May 27, 2010 – 9:30 a.m. – 12:00 p.m./1:00 p.m. – 3:00 p.m.

(D) Special Presentation: 2010 Hamilton Township School District Retirees:

Lu Ann Hemple	6 Years of Service
Yvonne Kerner	8 Years of Service
Susan Venutolo-Mantovani	8 Years of Service
Janet Crawford	9 Years of Service
Lisa Mondorff	10 Years of Service
Joan Davis	15 Years of Service

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Barbara Lynch	21 years of Service
Janice Peterson	24 Years of Service
Monica Taylor	33 Years of Service
Rosemary Lamkin	34 Years of Service

(E) Special Presentation: In recognition of the 2010 Teachers of the Year:

Karen Witherspoon	Shaner School
Stacy Weiner	Hess School
Rebecca Garofalo	Davies School

County Teacher of the Year District's Recipient: Stacy Weiner

(F) Special Presentation: In recognition of the 2010 Paraprofessionals of the Year:

Judy Smith	Paraprofessional --	Shaner School
Maria Stevens	Paraprofessional --	Hess School
Karen DeFeo	Paraprofessional --	Davies School

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

None

CURRICULUM COMMITTEE - Dr. Erickson

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

1. To approve an Evaluation Proposal for the TALENT21 Grant Program submitted by Go Teach Consultants, LLC, as per attachment IX-B-1.

**TALENT21 Grant
Program**

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

FINANCE/SUPPLY COMMITTEE – Mr. Ludwick

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

1. To approve budget transfers in the amount of \$14,264.00, as per attachment IX-C-1.

Budget Transfers

- Superintendent's and Board Secretary's certification**
2. 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.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Mr. Palermo (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 \$769,577.57, as per attachment IX-C-3.

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

- Bills and payroll**
4. To approve the following bills and payroll in the total amount of \$3,689,235.23, as per attachment IX-C-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$18,166.00
10	General Fund/Payroll	204,058.99
11	Current Expense	1,021,952.60
11	Current Expense/Payroll	2,022,235.70
20	Special Revenue	140,770.36
20	Special Revenue/Payroll	79,900.89
30	Building Projects	34,528.40
50	Cafeteria	134,666.18
50	Kids' Corner	24,736.17
50	Community Education	3,251.07
50	Camp Blue Star	4,968.87

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

- Resolution #12**
6. To approve Resolution #12 for free meals for students at YALE School East for the 2010-2011 school year, as per attachment IX-C-6.

7. To approve Resolution #13 for free meals for students at YALE School Southeast for the 2010-2011 school year, as per attachment IX-C-7. **Resolution #13**

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

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

8. To approve Resolution #11 appointing Inland Agency/Glenn Insurance as Risk Management Consultant for the 2010-2011 school year at a fee of \$7,000.00, as per attachment IX-C-8. This fee has remained the same since the 2002-2003 school year. **Resolution #11**
9. To approve the following Resolution, as per attachment IX-C-9: **Resolution to Adopt a Tentative Budget**

Resolution of the Hamilton Township Board of Education to Adopt a Tentative Budget

The Hamilton Township Board of Education hereby adopts the following budget for the 2010-2011 school year, to include the reduction of Local Tax Levy in the amount of \$330,000, as resolved by the Township of Hamilton:

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$38,063,716.00	\$16,235,299.00
Special Revenue Fund	2,023,292.00	N/A
Debt Service Fund	<u>4,477,150.00</u>	<u>3,155,022.00</u>
Total Base Budget	\$44,564,158.00	\$19,390,321.00

Roll Call Vote: Six in favor for item #8: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mrs. Melton. Nay: Mr. Palermo. (6-1-0)

All in favor for item #9: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton and Mr. Palermo. (7-0-0)

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

- Requisition for Taxes** 10. Request approval of the following resolution for requisition for taxes for the 2010-2011 school year, as per attachment IX-C-10:

General Fund	\$16,235,299.00
Debt Service	\$ 3,155,022.00

REQUISITION FOR TAXES
(Other than Debt Service)

RESOLVED, that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of this Board for the 2010-2011 school year is \$16,235,299.00 and that the Township of Hamilton is hereby requested to place in the hands of the Treasurer of School Monies that amount within the 2010-2011 school year in accordance with the attached schedule and with the statutes relating thereto:

Amount of District Tax Voted (Exclusive of Debt Service) - \$16,235,299.00

REQUISITION FOR DEBT SERVICE TAXES

RESOLVED, that the amount of district taxes needed to meet all interest and debt redemption charges for the 2010-2011 school year is \$3,155,022.00 and that the Township of Hamilton is hereby requested to place in the hands of the Treasurer of School Monies that amount within the 2010-2011 school year in accordance with the statutes relating thereto:

Amount of District Tax Appropriated for Debt Service - \$3,155,022.00

- Short-term loan from Ocean City Home Bank** 11. To approve to apply for a short-term loan from Ocean City Home Bank in the amount of \$1,474,102.00, due to the delay in receiving June state aid payments from the New Jersey Department of Education. This loan will be borrowed at the rate

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of 3% with repayment of principal and interest in the amount of \$1,477,664.41 on July 6, 2010 or \$1,477,787.26 on the alternate repayment date of July 7, 2010, to be made directly by the New Jersey Department of Education to Ocean City Home Bank, as per attachment IX-C-11.

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

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

12. Request approval to go out to bid for the following items for the 2010-2011 school year: **Bids for 2010-2011 school year**
- a. Chemical/Cleaning Supplies
 - b. Janitorial/Custodial Supplies
 - c. Disposable Meal Service Products

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton and Mr. Palermo. (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. Aiken, to approve the following Motion as presented:

1. To approve district substitutes for the 2009 - 2010 school year, as per attachment IX-D-1. **District substitutes**

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

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

- Title Change for Lisa Dagit** 2. To approve a title change for Lisa Dagit from Assistant Superintendent Curriculum and Instruction to Director of

Curriculum and Instruction effective July 1, 2010.

Homebound instruction

3. To approve Homebound instruction for the 2009-2010 school year, as per attachment IX-D-3.

Counseling Practicum/ Internship for Jennifer Schairer

4. To approve a Counseling Practicum/Internship for Jennifer Schairer of Wilmington University for the period September 10, 2010 through December 10, 2010 at the Hess School, as per attachment IX-D-4.

Child rearing leave of absence for Nancy Arsenault

5. To approve a child rearing leave of absence for Nancy Arsenault, Davies School Teacher, beginning May 24, 2010 through June 30, 2010. Mrs. Arsenault has asked to use accumulated sick time and be placed on a Federal Family Leave of Absence with a return to work date of September 1, 2010, as per attachment IX-D-5.

(Note: Changes have been made to the start date and the addition of Federal Family Leave. This request was previously approved at the March 30, 2010 meeting.)

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

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

Fieldwork Placement

6. To approve a Stockton College Fieldwork Placement for Rachel Fleischer for the Fall, 2010 Semester, as per attachment IX-D-6.

Joseph Knopp, Talent 21 Technician

7. To approve Joseph Knopp as the Talent 21 Technician for the 2010-2011 school year at a total annual salary of \$39,809.00, as per attachment IX-D-7.

This position will be funded through the TALENT 21 Grant.

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| 8. | To accept a notice of retirement from Carla Hockenbury, Davies School Teacher, effective July 1, 2010, as per attachment IX-D-8. | Retirement of Carla Hockenbury |
| 9. | To accept a notice of retirement from Donna Hunsberger, Hess School Teacher, effective July 1, 2010, as per attachment IX-D-9. | Retirement of Donna Hunsberger |
| 10. | To accept a resignation from Spencer Mattle, Custodian, effective May 12, 2010, as per attachment IX-D-10. | Resignation of Spencer Mattle |

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

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

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| 11. | To approve the position of Literacy Coach for the 2010-2011 school year. | Literacy Coach for 2010-2011 |
| 12. | To approve a job description for Literacy Coach, as per attachment IX-D-12. | Job description for Literacy Coach |

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

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

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|-----|--|---|
| 13. | To approve Administrators' salaries for the 2009-2010 school year, as per attachment IX-D-13. | Administrator's Salaries for 2009-2010 |
| 14. | To approve certificated staff for the 2009-2010 school year, as per attachment IX-D-14: <ul style="list-style-type: none">● Tenure● Acquiring Tenure● Non-Tenure | Certificated Staff for 2009-2010 |

Non-certificated staff for 2009-2010 15. To approve the following non-certificated staff for the 2009-2010 school year, as per attachment IX-D-15:

- Food Service
- Technology
- Paraprofessionals
- Secretaries
- Maintenance
- Custodial
- District

Lateral moves 16. To approve lateral moves for the 2009-2010 school year, as per attachment IX-D-16.

Board Office Staff Salary Guide 17. To approve the Board Office Staff Salary Guide for the period 2009-2012, as per attachment IX-D-17.

Job description for Director of Curriculum and Instruction 18. To approve a job description for Director of Curriculum and Instruction, as per attachment IX-D-18.

Internal transfers 19. To approve internal transfers for the 2010-2011 school year, as per attachment IX-D-19.

Roll Call Vote: All in favor for items #13, #14, #16, #17, #18, and #19: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton and Mr. Palermo. (7-0-0)

Roll Call Vote: Six in favor for item #15: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mrs. Melton and Mr. Palermo. Abstain: Mr. Ludwick. (6-0-1)

POLICY COMMITTEE – Mr. Anderson

None

TRANSPORTATION COMMITTEE – Mr. Aiken

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Anderson asked Mr. Greco about the Mizpah property. Mr. Greco said that it will be discussed in Executive Session as there may be a decision to make which would require an expenditure of funds.

NEW BUSINESS

None

PUBLIC COMMENTS

A parent recognized the retirees, in particular Mrs. Lynch and Mrs. Lamkin, thanking them for all their efforts.

Mr. Muldoon thanked the Board on behalf of the Administrators for all their work toward settling the contract.

A parent asked about the sports program for next year and whether it has been eliminated. Mrs. Cappelluti responded that as of this point it has been. The parent then asked if there may be some options to try to continue the program, with Mrs. Cappelluti answering that she will be meeting with Mr. Muldoon and the Vice-Principals to discuss this.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Dr. Erickson, to enter into executive session for the purpose of discussion of personnel.

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 personnel. 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: (7-0-0) Motion carried.

The Board entered into Executive session at 7:55 p.m.

The Board reconvened the regular meeting at 8:32 p.m.

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ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:32 p.m.

Martha J. Jamison, CPA
Board Secretary