

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON SEPTEMBER 21, 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, Mr. Christopher Palermo and Dr. David May. Quorum present.

**Roll  
Call**

Members Absent: 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 Mrs. Befano, to approve the regular session minutes of the meeting of September 7, 2010, as per attachment IV-A.

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

**CORRESPONDENCE**

Mrs. Cappelluti advised that we just received our allocation of Federal Education Jobs Act funds which will be discussed in committee.

### **PUBLIC COMMENTS**

- Mrs. Harris asked what was revised in the school calendar. Mrs. Cappelluti responded that the only changes are due to the change in the marking periods.
- A paraprofessional asked the Board to use the additional federal funds to reinstate the paraprofessionals to full-time who had been reduced to part-time.
- Various parents complained about the long bus ride for their children attending St. Vincent DePaul School. Mrs. Cappelluti replied that she has spoken to some of the parents and the principal at St. Vincent's and they are looking at ways to solve that problem.

### **BOARD MEMBER COMMENTS**

None

### **SUPERINTENDENT/STAFF REPORTS**

#### (A) Information Items

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

- a. **September 21, 2010** –Curriculum Committee Meeting – Board Office – 6:00 p.m.
- b. **September 21, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 5, 2010** – Policy Committee Meeting – Davies School – 6:00 p.m.
- d. **October 5, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- e. **October 8, 2010** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- f. **October 11, 2010** – Columbus Day – Schools Closed
- g. **October 14,2010** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- h. **October 19, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- i. **October 19, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **October 22, 2010** – In-Service Day – No School for Students

#### (B) **“Back to School Nights”**

- September 22, 2010 – Hess (Grades 2 and 3)
- September 23, 2010 – Hess (Grades 4 and 5)
- September 27, 2010 – Shaner (Grades K and 1)
- September 28, 2010 – Davies (Grade 6)
- September 29, 2010 – Davies (Grades 7 and 8)

- (C) New Homes and Certificates of Occupancy for the month of August, 2010, as per attachment VIII-C.

## **COMMITTEES AND RECOMMENDATIONS**

### **POLICY COMMITTEE – Mr. Anderson**

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

1. To approve Regulation #2624 – Grading System - on first reading, as per attachment IX-E-1. **Regulation #2624**

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

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

2. To approve Policy #5420 – Reporting Pupil Progress - on first reading, as per attachment IX-E-2. **Policy #5420**

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

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

3. To approve Regulation #5420 – Reporting Pupil Progress - on first reading, as per attachment IX-E-3. **Regulation #5420**

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

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

- Regulation #5440** 4. To approve Regulation #5440 – Honoring Pupil Achievement - on first reading, as per attachment IX-E-4.

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

**BUILDING AND GROUNDS COMMITTEE – Mrs. Befano**

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

- Change Order #1 with Noble Roofing & Sheet Metal, Inc.** 1. To approve Change Order #1 to the contract with Noble Roofing & Sheet Metal, Inc. in the amount of \$4,462.00 for reimbursement of plan review fees paid to the Township. The total contract amount will increase from \$1,032,745.00 to \$1,037,207.00, as per attachment IX-A-1.

- Change Order #1 with Roof Diagnostics, Inc.** 2. To approve Change Order #1 to the contract with Roof Diagnostics, Inc. in the amount of \$1,657.00 for reimbursement of plan review fees paid to the Township. The total contract amount will increase from \$361,000.00 to \$362,657.00, as per attachment IX-A-2.

- Change Order #1 with Levy Construction Company** 3. To approve Change Order #1 to the contract with Levy Construction Company in the deduct amount of (\$1,577.00) for the unused allowance. The total contract amount will decrease from \$67,950.00 to \$66,373.00, as per attachment IX-A-3.

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

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

4. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of Education and the New Jersey Schools Development Authority for the following Department of Education approved project:

**Section 15 Grant Agreement**

State Project #1940-055-10-1001  
George L. Hess Educational Complex  
Building Security System Upgrades and Door Access Control

5. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project.

**Delegation of Authority**

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

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

6. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of Education and the New Jersey Schools Development Authority for the following Department of Education approved project:

**Section 15 Grant Agreement**

State Project #1940-060-10-1002  
Joseph C. Shaner Memorial Elementary School  
Building Security System Upgrades and Door Access Control

7. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project.

**Delegation of Authority**

8. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of

**Section 15 Grant Agreement**

Education and the New Jersey Schools  
Development Authority for the following  
Department of Education approved project:

State Project #1940-060-10-1003  
Joseph C. Shaner Memorial Elementary  
School  
Renovations to Existing Student Gang Toilets

**Delegation  
of Authority**

9. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project.

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

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

**Section 15  
Grant  
Agreement**

10. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of Education and the New Jersey Schools Development Authority for the following Department of Education approved project:

State Project #1940-120-10-1004  
William Davies Middle School  
Existing Cafeteria Metal Roof and Snow  
Guard Replacement

**Delegation  
of Authority**

11. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project.

**Section 15  
Grant  
Agreement**

12. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of Education and the New Jersey Schools Development Authority for the following Department of Education approved project:

State Project #1940-120-10-1005  
William Davies Middle School  
Building Security System Upgrades and Door  
Access Control

13. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project. **Delegation of Authority**

14. Authorizing execution and delivery of the Section 15 Grant Agreement between the Hamilton Township School District Board of Education and the New Jersey Schools Development Authority for the following Department of Education approved project: **Section 15 Grant Agreement**

State Project #1940-055-10-1006  
George L. Hess Educational Complex  
Automatic Temperature Controls, 300 Wing,  
2<sup>nd</sup> Floor

15. To approve delegation of authority to Martha J. Jamison, School Business Administrator, for supervision of the above listed School Facilities Project. **Delegation of Authority**

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

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

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

1. To approve the revised 2010-2011 School District Calendar, as per attachment IX-B-1. **Revised 2010-2011 School District Calendar**

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

**FINANCE COMMITTEE – Mr. Ludwick**

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

- Budget Transfers**            1.    To approve budget transfers in the amount of \$147,523.00, as per attachment IX-C-1.
- Superintendent and Board Secretary 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, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (8-0-0)

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 \$2,365,577.09, as per attachment IX-C-3.

Motioned by Mr. Ludwick, 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 \$2,827,393.24, as per attachment IX-C-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$14,606.00
10	General Fund/Payroll	78,487.20
11	Current Expense	1,335,878.33
11	Current Expense/Payroll	388,700.05
12	Capital Outlay	30,793.18
20	Special Revenue	141,776.97
20	Special Revenue/Payroll	56,985.73
30	Building Projects	585,266.61
50	Cafeteria	39,976.07
50	Kids' Corner	10,035.30
50	Community Education	29,435.19
50	Camp Blue Star	115,452.61



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| 5. | To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-5.  | <b>Travel and Related Expense Reimbursement</b> |
| 6. | 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-6. | <b>Staff attendance at workshops, etc.</b>      |

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

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

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| 7. | To approve tuition contracts with the Atlantic City Board of Education for two (2) students in their Auditory Impaired Program, effective July 6, 2010 through June 30, 2011, in the following amounts: | <b>Tuition Contracts with Atlantic City Board of Education</b> |
|----|---|--|

	<u>Per Pupil Amt.</u>	<u>Total</u>
Tuition-ESY	\$2,333.91	\$4,667.82
Regular	56,742.00	113,484.00
Extraordinary Services	15,602.75	15,602.75
		(for one student)

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|----|--|---|
| 8. | To approve grant salaries for the 2010-2011 school year, as per attachment IX-C-8.   | <b>Grant Salaries for 2010-2011</b>                         |
| 9. | 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. | <b>Superintendent's and Board Secretary's Certification</b> |

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

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

- Bills**                    10. To approve the following bills in the total amount of \$60,280.91, as per attachment IX-C-10:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$21,731.79
20	Special Revenue	14,513.18
30	Building Projects	24,035.94

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

**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:

- District substitutes**                    1. To approve district substitutes for the 2010 - 2011 school year, as per attachment IX-D-1.
- Leave of absence for Burgess**                    2. To approve a leave of absence for Susan Burgess, Davies School custodian, beginning September 10, 2010 through November 22, 2010. Ms. Burgess has requested to use accumulated sick time and to be placed on FMLA with a return to work date of November 23, 2010, as per attachment IX-D-2.
- Stockton College fieldwork placements**                    3. To approve Stockton College fieldwork placements for the Fall, 2010 semester, as per attachment IX-D-3.
- Seton Hall University School Counseling placement**                    4. To approve a Seton Hall University school counseling placement for Wendy McKensie with Lynn Evangelist for the period January, 2011 through May, 2011, as per attachment IX-D-4.

5. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-5. **Homebound instruction**

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

Items #2- #5 - Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (8-0-0)

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

6. To approve a Sidebar Agreement to the 2009-2012 contract between the Hamilton Township Board of Education and the Hamilton Township Administrators' Association (H.T.A.A.), as per attachment IX-D-6. **Sidebar to 2009-2012 HTAA Agreement**

7. To approve the 2010-2013 Agreement between the Hamilton Township Board of Education and the Hamilton Township Supervisors, Coordinators and Directors Association (H.T.S.C.D.A), as per attachment IX-D-7. **2010-2013 Agreement for HTSCDA**

Roll Call Vote: Item #6 - Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (8-0-0)

Item #7 - Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Dr. May. Nay: Mr. Palermo. (7-1-0)

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

8. To approve salary guides for the following positions for the period 2009-2012, as per attachment IX-D-8: **Salary Guides**

Data Specialist  
Non-Certificated Nurse

**In-house  
Professional  
Development  
Staff**

9. To approve Brooke Yordy, Jennifer Polo and Christy Morrison to provide 1.5 hours of in-house professional development to staff during the September 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 and local funds*).

**Professional  
Development  
for Allen**

10. To approve Deanna Allen to attend professional development (PD) relative to the Mathematics and Science Partnership (MSP) Grant awarded to the Mathematics Department at Rowan University during her child rearing leave of absence at the per diem rate of \$278.67, on the following dates: 11/16/10, 12/7/10, 1/12/11, and 1/26/11.

**Mentor for  
Gatto**

11. To approve Brooke Yordy as a mentor for David Gatto for the 2010-2011 school year. Mentors are paid, as mandated, a fee of \$550.00 for mentoring novice teachers for one year. First year teachers are responsible for this fee which is deducted through payroll during the year.

**Child rearing  
leave of  
absence for  
Kozak**

12. To approve a child rearing leave of absence for Dana Kozak, Hess School Psychologist, beginning November 29, 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 return to work date of March 14, 2011, as per attachment IX-D-12.

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

**TRANSPORTATION COMMITTEE – Mr. Aiken**

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

1. To approve a jointure contract between Greater Egg Harbor Regional High School District and Hamilton Township School District for quoted Route #NWB10, to transport one homeless student to and from Absecon to the Hess School beginning September 13, 2010 through March 31, 2011, \$130.00 per diem for 128 days for a total cost of \$16,640.00. **Route #NWB10**

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)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

Motioned by Dr. May, seconded by Dr. Erickson, to enter into executive session for the purpose of discussion of litigation and 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 litigation and 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: (8-0-0) Motion carried.

Mays Landing, NJ  
September 21, 2010

The Board entered into Executive Session at 7:20 p.m.

The Board reconvened the regular meeting at 8:24 p.m.

**ADJOURNMENT**

Motioned by Dr. Erickson, seconded by Dr. May, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:24 p.m.

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Martha J. Jamison, CPA  
Board Secretary