

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON SEPTEMBER 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 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. Kim Melton and Mr. Christopher Palermo. Quorum present.

**Roll
Call**

Members Absent: Dr. David May

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 Mr. Aiken, to approve the regular session minutes of the meeting of August 17, 2010, as per attachment IV-A.

Voice Vote: All in favor: (8-0-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Aiken welcomed staff and students back to school. He also advised that he performed a walk-through of school grounds and has a few concerns that he would like attended to.

SUPERINTENDENT/STAFF REPORTS

Mrs. Cappelluti advised that she did a walk-through of all the buildings over the weekend and they looked beautiful. She advised that everything went as smoothly as possible on this first day of school and thanked the administrators for all their help.

(A) Information Items

1. **Dates to Remember**

- a. **September 7, 2010** –First Day for Students
- b. **September 7, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **September 9, 2010** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **September 10, 2010** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **September 21, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- f. **September 21, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.

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

(D) Trimesters and Standards Based Report Card Presentation:

Given by: Jennifer Baldwin, Principal
George L. Hess Educational Complex

The presentation was followed by questions from the board and the public.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

1. Presentation: **Solar Presentation**

School Solar Project Update given by
John Veisz, Faridy Veisz Fraytak, P.C.
Architects/Planners

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

2. To approve arrangements between the Hamilton Township School District and Atlantic County Special Services School District to use each other's facilities for temporary shelters in the event of an emergency, as per attachment IX-A-2. **Temporary Shelters**

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)

CURRICULUM COMMITTEE - Dr. Erickson

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

1. To adopt Glencoe Publishers Teen Health Series (2009 Edition) for instruction in grades six through eight. This series will be implemented at the start of the 2010-2011 school year. **Teen Health Series**

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)

FINANCE COMMITTEE – Mr. Ludwick

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

1. To approve the Treasurer's Report in **Treasurer's Report**

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

**Board
Secretary's
Report**

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

The following items have been included as informational items:

**Interest
Income**

3. Interest Income for the month of July, 2010, as per attachment IX-C-3.

Receipts

4. Receipts for the month of July, 2010, as per attachment IX-C-4.

Refunds

5. Refunds for the month of July, 2010, as per attachment IX-C-5.

**Capital
Reserve
Interest**

6. Capital Reserve Interest for the month of July, 2010, as per attachment IX-C-6.

**Rental
Income**

7. Rental Income for the month of July, 2010, as per attachment IX-C-7.

**Miscellaneous
Revenue**

8. Miscellaneous Revenue for the month of July, 2010, as per attachment IX-C-8.

**Budget
Summary
Report**

9. The monthly Budget Summary Report for July, 2010 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-9.

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

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| 10. | To approve budget transfers in the amount of \$23,375.11, as per attachment IX-C-10. | Budget Transfers |
| 11. | 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-11. | Staff attendance at workshops, etc. |
| 12. | To approve a tuition contract with Y.A.L.E. School Atlantic for one (1) student, with educational services beginning September 13, 2010 through June 30, 2011, at a total cost of \$49,185.00 (\$273.25 per diem for 180 days). | Y.A.L.E. School tuition contract |
| 13. | To approve to dispose of unused checks, #10557 through #10970, for First Fidelity Bank Account #0000010707, in accordance with State of New Jersey regulations. This account is closed and the bank is no longer in business. (These checks were found while organizing boxes received from the offsite storage facility.) | Dispose of unused checks |
| 14. | To approve the donation of the following items to Charter-Tech High School for the Performing Arts: | Donate items to Charter-Tech |

<u>Item</u>	<u>Serial #</u>	<u>HTPS#</u>	<u>Status</u>
Marantz Cassette Recorder	MZ029544060054	2627	obsolete
Mackie 16 Channel Mixer	A162139	1550	broken
Yamaha Powered Mixer	uccnmo1724	none	broken
Buhl Opaque Projector	23480	none	broken

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

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| 15. | To approve and accept to submit the FY2011 (School Year 2010-2011) No Child Left Behind Grant Application, as per attachment IX-C-15. | NCLB Grant Application |
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Superintendent's and Board Secretary's 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 \$107.58, as per attachment IX-C-17.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$107.58

ABCO Federal Credit Union

18. To approve ABCO Federal Credit Union as a provider for an employee deferred compensation plan in accordance with the Internal Revenue Code Section 403(b), as per attachment IX-C-18.

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)

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 Motions as presented:

Summer work for Barrett

1. To approve summer work for Jane Barrett, Hess School nurse at the rate of \$48.15/hour, not to exceed \$1,450.00 or 30 hours.

Clinical Practicum

2. To approve the following individuals from Stockton College to complete a clinical practicum as Speech and Language Externs for the period September 8, 2010 through December 14, 2010, as per attachment IX-D-2:

Kristin Jablonski
Michelle Storey

Additional hours for Romagnino

3. To approve additional hours for Mary Romagnino, Food Service Secretary, to work as needed beginning August 23, 2010 through September 3,

2010 at a rate of \$17.38/hour, Step 4, not to exceed 60 hours, as per attachment IX-D-3. She will assist Mr. Trackman in preparing for the start of school. The additional cost will be paid by the Food Service Enterprise Fund.

4. To approve fieldwork placements from Stockton College for the period September 27, 2010 through December 14, 2010 for the following individuals, as per attachment IX-D-4:
- Stockton Fieldwork Placement**

Amanda Chard – Shaner School
Shannon Callahan – Davies School
Heather Lilly – Davies School
Judith Alton – Hess School
Bobbi-Jo Benson – Hess School
Gina Sharpley – Hess School

5. To accept a notice of resignation from Maria Stevens, Hess School Paraprofessional, effective August 24, 2010, as per attachment IX-D-5.
- Resignation of Stevens**

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

6. To accept a notice of resignation from Lisa Thompson, Hess School Paraprofessional, effective August 26, 2010, as per attachment IX-D-6.
- Resignation of Thompson**
7. To accept a notice of resignation from Dianna Johnson, Hess School Paraprofessional, effective August 23, 2010, as per attachment IX-D-7.
- Resignation of Johnson**
8. To approve Malissa McCoy as a part-time Hess School Paraprofessional for the 2010-2011 school year, beginning September 8, 2010 through June 30, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-8.
- McCoy, part-time paraprofessional**

(Ms. McCoy is a replacement for Maria Stevens.)

Piskun, part-time para-professional

9. To approve Melanie Piskun as a part-time Shaner School Paraprofessional for the 2010-2011 school year, beginning September 8, 2010 through June 30, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-9.
(Ms. Piskun is a replacement for Lydia Martinez.)

Pancari, full-time school psychologist

10. To approve Courtney Pancari as a full-time School Psychologist for the period September 1, 2010 through December 1, 2010, M.A.15, Step 1, for a total annual salary of \$46,828.00, as per attachment IX-D-10.
(Ms. Pancari is a replacement for Jeffrey Wellington who is on a medical leave of absence.)

Child rearing leave of absence for Deanna Allen

11. To approve a child rearing leave of absence for Deanna Allen, Davies School teacher, beginning October 28, 2010 through December 10, 2010. Mrs. Allen 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 January 31, 2011, as per attachment IX-D-11.

Child rearing leave of absence for Karin DuBas

12. To approve a child rearing leave of absence for Karin DuBas, Hess School Paraprofessional, beginning September 2, 2010. Mrs. DuBas 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 April 8, 2011, as per attachment IX-D-12.

Camp, part-time para-professional

13. To approve Kathleen Camp as a part-time Hess School paraprofessional beginning September 8, 2010 through April 8, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment

IX-D-13.

(Ms. Camp is a replacement for Karin DuBas who will be on a child rearing leave of absence.)

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

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| 14. | To approve a Rowan University fieldwork placement for Caitlin Ponticello to shadow our school psychologists one day per week beginning September 15, 2010 through early December, 2010, as per attachment IX-D-14. | Fieldwork placement for Caitlin Ponticello |
| 15. | To approve Deborah Donio and Randy Levy to be approved for providing 1.5 hours of in-house professional development to staff during the September In-Service at the hourly rate of \$26.00, 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). | In-house professional development |
| 16. | To approve staff members for completing summer curriculum work at the rate of \$48.15/hour during the summer of 2010 (not to exceed 10 hours per person). This rate is the identified rate for Curriculum Development in the 2009 – 2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association, as per attachment IX-D-16. | Summer Curriculum Work |
| 17. | To approve Brian Beck and Charlotte Lacey to be approved for completing summer curriculum work relative to the TALENT 21 Grant at the rate of \$48.15/hour during the summer of 2010 (not to exceed 50 hours per person). This rate is the identified rate for Curriculum Development in the 2009 – 2012 Agreement between the Hamilton | Summer Curriculum Work for TALENT 21 |

Township Board of Education and the Hamilton Township Education Association (funded by the TALENT21 Grant).

**Destafney,
part-time para-
professional**

18. To approve Maddalina Destafney as a part-time Hess School paraprofessional beginning September 8, 2010 through June 30, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-18.
(Ms. Destafney is a replacement for Lisa Thompson.)

**Karp, part-
time para-
professional**

19. To approve Bryan Karp as a part-time Hess School paraprofessional beginning September 8, 2010 through June 30, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-19.
(Mr. Karp is a replacement for Dianna Johnson.)

**Kid's Corner
Staff**

20. To approve Kid's Corner Staff for the 2010-2011 school year, as per attachment IX-D-20.

**Emergency
Hiring**

21. To approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

Melanie Piskun – Shaner School Paraprofessional
Courtney Pancari – School Psychologist
Maddalina Destafney – Hess School Paraprofessional
Bryan Karp – Hess School Paraprofessional

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)

POLICY COMMITTEE – Mr. Anderson

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

- Policy #3216** 1. To approve Policy #3216 – Dress and Grooming -
on second reading.

Roll Call Vote: Seven in favor: Mr. Aiken,

Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr.
Ludwick, Mrs. Melton and Mr. Palermo. Nay:
Dr. Erickson (7-1-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

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

1. To approve the complete transportation bus stop list for the 2010-2011 school year. The stop list includes locations and route names for all regular and special education routes, as per attachment IX-F-1. **Bus Stop List**

2. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District, Quoted Route #MS-HT to transport one special education student to and from Cape May to the William Davies School beginning September 7, 2010 through December 23, 2010 at a cost of \$231.00 per diem for a total cost of \$16,632.00.
(Since this was a quoted route, the cost cannot exceed the bid threshold of \$17,200.00. If the route has to continue after December 23, 2010, we will have to go out to bid for a new contract.) **Route #MS-HT**

3. To approve a proposal for a Davies School Activity bus one day per week, as per attachment IX-F-3. **Davies School Activity Bus**

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

Mrs. Harris asked about Transportation Item #3 for the activity bus. Mrs. Cappelluti explained that we were able to fund this bus from savings generated by eliminating other district busses that were no longer needed. The busses will be used for students participating in intramural sports, the TFS program and after-school detentions.

An employee asked about the paraprofessionals being hired for part of the year at the same salary as paraprofessionals being hired for the full year. Mr. Ludwick explained that the salaries would be prorated during their time of employment.

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:30 p.m.

Martha J. Jamison, CPA
Board Secretary