

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
OCTOBER 16, 2012
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 7:04 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson, President.

**Call
To
Order**

Dr. Erickson 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. Mechanical devices are being used to both audiotape and videotape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Dr. David May

Also present Dr. Michelle Cappelluti: Superintendent of Schools
were: Mr. Daniel Smith: Board Secretary

APPROVAL OF MINUTES

Motioned by Mr. Aiken, seconded by Mr. Ludwick, to approve the executive session minutes of the meeting of September 18, 2012, as per attachment IV-A.

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

Motioned by Mr. Aiken, seconded by Mr. Anderson, to approve the regular and executive session minutes of the meeting of October 2, 2012, as per attachments VI-B.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs.

Kupp, and Dr. Erickson. Abstained: Mr. Ludwick and Mrs. Melton. (6-0-2)

CORRESPONDENCE

None

PUBLIC COMMENTS

A member of the audience, Shannon Branca, had a question on the policy for lunch balances. Will a student still be able to get lunch if they owe more than \$25.00? Dr. Cappelluti responded by stating that we are trying to eliminate large account balances at the end of the year. We will always feed the student.

Ms. Branca also asked if parents will get a revised Kids Corner policy. Dr. Cappelluti told her that she will have Carole Wright send one to all parents. Dr. Erickson asked if the policy could be put on the website for parents, in case they do not have it.

BOARD MEMBER COMMENTS

Mr. Anderson asked if internal suspensions could be eliminated from the Discipline Report. He would still like to see explanations on external suspensions.

Mrs. Capone wanted to know about the information that went home to students regarding the dental program. She felt we should try to support local dentists.

Dr. Erickson reminded the Board about the STEM training program which will take place at Rowan University. She also reminded the Board about the NJSBA Convention which will take place in Atlantic City next week. She informed the Board that a flag from 9/11 will be on display during the convention. The display is open to the public.

Mrs. Capone asked if the Board Goal's Workshop will be rescheduled. Dr. Erickson explained that Charlene Zoerb has been sick and we will reschedule when she is available. Dr. Cappelluti will send goals home that Charlene sent. The Board has to adopt goals before she can do an action plan.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **October 16, 2012** – Board Goals Workshop – Davies School – 5:30 p.m.
- b. **October 16, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 19, 2012** – In-Service Day – No School for Students

- d. **November 8-9, 2012** – N.J.E.A. Convention – Schools Closed
- e. **November 13, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- f. **November 20, 2012** – November 20, 2012 – Curriculum Committee – CANCELLED
- g. **November 20, 2012** – Board of Education Meeting - CANCELLED
- h. **November 22-23** – Thanksgiving Holiday – Schools Closed
- i. **December 4, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

- (B) Registration/Transfer Statistics for the Month of September, 2012, as per attachment X-B.
- (C) Enrollment, as per attachment X-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment X-D.
- (E) Student Discipline Reports for the month of September, 2012, as per attachment X-E.

COMMITTEES AND RECOMMENDATIONS:

FACILITIES COMMITTEE – Mrs. Befano

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

- 1. To approve the 2012-2013 Emergency Management Plan, as per attachment XI-A-1. The full plan can be accessed through the District's website. **Emergency Management Plan**

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

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

- 2. To approve the 2013-2014 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (Form M-1), indicating the required level in the 2013-2014 Budget, as per attachment XI-A-2. **Comprehensive Maintenance Plan**

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

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

Toilet Room Renovations at Shaner

3. To approve to go out to bid for the following project:
 - 2013 First Grade Toilet Room Renovations at the Shaner Elementary School

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

CURRICULUM COMMITTEE – Mrs. Kupp

None

FINANCE COMMITTEE – Mr. Ludwick

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

Budget Transfers

1. To approve budget transfers in the amount of \$104,950.00, as per attachment XI-C-1.

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, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (8-0-0)

The following item has been included as an informational item:

3. Purchase orders issued for services, supplies and equipment in the amount of \$1,599,206.79, as per attachment XI-C-3. **Purchase orders**

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

4. To approve the following bills and payroll in the total amount of \$3,595,637.08, as per attachment XI-C-4: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$11,140.00
10	General Fund/Payroll	197,508.16
11	Current Expense	1,022,775.51
11	Current Expense/Payroll	2,024,638.98
12	Capital Outlay	19,000.00
20	Special Revenue	50,672.99
20	Special Revenue/Payroll	49,588.09
30	Building Projects	48,241.00
50	Cafeteria	133,881.73
50	Kids' Corner	13,710.22
50	Community Education	6,649.91
50	Camp Blue	17,830.49

5. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2012-2013 school year, as per attachment XI-C-5. **Staff attendance**

6. To approve Resolution #48 approving free meals for students at Yale School Central, Inc., as per attachment XI-C-6. **Resolution #48**

7. To dispose of the following unused checks as follows: **Unused checks**

<u>Bank</u>	<u>Account #</u>	<u>Check #'s</u>	<u>Reason</u>
PNC	#8015677088	1001-1050	Account closed
PNC	#8020573654	Unnumbered temporary checks	Account closed
Fleet	#9481421738	92-100	Account closed
Ocean City Home Bank	#980406748	1065-1100	Account closed
Ocean City Home Bank	#980406623	003369-004150	Account closed
Ocean City Home Bank	#231271080	1747-2001	Duplicate numbered checks for

Ocean City
Home Bank

Camp Blue Star
Unused checks
for Camp Blue
Star

These checks were in the Board office safe.

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

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

- | | | |
|--|-----|---|
| Tuition contract with ACSSSD | 8. | To approve a tuition contract with Atlantic County Special Services School District for one (1) multiply disabled student at a cost of \$194.00/per diem for 180 days, a total of \$34,920.00 for the period September 1, 2012 through June 30, 2013. |
| Tuition contract with ACSSSD | 9. | To approve a tuition contract with Atlantic County Special Services School District for one (1) pre-school disabled student at a cost of \$190.00/per diem for 180 days, a total of \$34,200.00 for the period September 1, 2012 through June 30, 2013. |
| Tuition contract with ACSSSD | 10. | To approve a tuition contract with Atlantic County Special Services School District for one (1) autistic student at a cost of \$223.00/per diem for 180 days, a total of \$40,140.00 for the period September 1, 2012 through June 30, 2013. |
| Tuition contract with ACSSSD | 11. | To approve a tuition contract with Atlantic County Special Services School District for one (1) severe cognitive impaired student at a cost of \$208.00/per diem for 180 days, a total of \$37,440.00 for the period September 1, 2012 through June 30, 2013. |
| Agreement with Atlantic Human Resources, Inc. | 12. | To approve an Agreement between Atlantic Human Resources, Inc. Head Start/Early Head Start Program and the Hamilton Township School District to support children's |

optimal development and readiness, as per attachment XI-C-12.

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

All personnel actions are being taken by the recommendation of the Superintendent.

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

1. To approve district substitutes for the 2011-2012 school year, as per attachment XI-D-1. **District substitutes**

2. To approve Malissa McCoy as a full-time, 10 month Hess School teacher for the period November 26, 2012 through May 17, 2013, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment XI-D-2. **Malissa McCoy, Hess School teacher**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. McCoy is a replacement for Kim Chait who is on a maternity leave of absence. She is currently a part-time Hess School Paraprofessional.

3. To approve a medical leave of absence for Linda Eckenrode, Hess School Custodian. Ms. Eckenrode has requested to use her accumulated sick, personal and vacation time for the period September 10, 2012 through October 26 (1/2 day), 2012. Ms. Eckenrode is also requesting to be placed on a Federal Family Medical Leave Act (FMLA) from October 26 (1/2 day), 2012 through December 28, 2012 with a return to work date of January 2, 2013, as per attachment XI-D-3. **Medical leave of absence for Linda Eckenrode**

(Vacation and FMLA Days will run

concurrently during Ms. Eckenrode's leave of absence.)

Homebound instruction

4. To approve homebound instruction for the 2012-2013 school year, as per attachment XI-D-4.

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

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

Maternity leave for Jennifer Mettler

5. To approve a maternity leave of absence for Jennifer Mettler, Hess School teacher. Ms. Mettler is requesting to use her accumulated sick time for the period December 3, 2012 through February 21, 2013, and to be placed on a NJ Family Leave for the period February 22, 2013 through May 22, 2013 and a child rearing leave of absence from May 23, 2013 through the end of the school year with a return to work date of September 1, 2013, as per attachment XI-D-5.

Fieldwork placements

6. To approve fieldwork placements for the 2012-2013 school year, as per attachment XI-D-6.

Maternity leave for Lauren Graf

7. To approve a maternity leave of absence for Lauren Graf, Shaner School teacher. Ms. Graff is requested to use her accumulated sick time for the period January 2, 2013 through May 8, 2013 and to be placed on NJ Family Leave for the period May 9, 2013 to the end of the school year, with a return to work date of September 1, 2013, as per attachment XI-D-7.

Ashley Noll, Kindergarten Teacher

8. To approve Ashley Noll as a full-time Shaner School Kindergarten teacher for the period December 14, 2012 through April 8, 2013, B.A., Step 1, with a total annual salary

of \$44,352.00, pro-rated, as per attachment XI-D-8.

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Noll is a replacement for Kathryn McEvoy who will be on a maternity leave of absence. She is currently a part-time Shaner School Paraprofessional.

9. To approve the last day of employment for Kathleen Radetich, Hess School Psychologist as October 12, 2012. Ms. Radetich's resignation was approved on September 4, 2012. **Hess School Psychologist**

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

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

10. To approve Michele Petrucci to serve on the District's Local Professional Development Committee for the 2012-2013 school year. **Professional Development Committee**
11. To approve local and grant funded extra-curricular activities and staff stipends for the 2012-2013 school year for the Shaner, Hess and Davies Schools, as per attachment XI-D-11. **Extracurricular activities and staff stipends**
12. To approve Melanie Piskun as a full-time, 10 month Shaner School teacher for the period January 2, 2013 through June 30, 2013, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment XI-D-12. **Melanie Piskun, Shaner Teacher**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Piskun is a replacement for Lauren Graff

who will be on a maternity leave of absence. She is currently a part-time Shaner School Paraprofessional.

**Kristine
Ellison, Hess
Secretary**

13. To approve Kristine Ellison as a full-time Hess School main office Secretary effective October 17, 2012 through June 30, 2013 for a total annual salary of \$25,729.00, as per attachment XI-D-13.

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Ellison is a replacement for Darlene Meneghetti who was terminated.

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

Motioned by Mrs. Capone, seconded by Dr. Erickson to table #14.

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

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

Mentors

15. To approve the following Mentors:
- Sarah Mack will mentor Melanie Piskun, Shaner School maternity leave replacement
 - Laurie Derringer will mentor Ashley Noll, Shaner School maternity leave replacement
 - Lisa DeCesero will mentor Malissa McCoy, Hess School maternity leave replacement

**Instructional
Technology
Integration
Coach**

16. To approve Sallie Ann Callahan as a part-time, 29.5 hours/week Instructional Technology Integration Coach for the period October 17, 2012 through June 30, 2013,

M.A. +30, Step 1, with a total annual salary of \$49,275,00, pro-rated, as per attachment XI-D-16.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Callahan is a replacement for Kimberly Mattina who has moved to Davies as a replacement for Janel Schafer who has resigned.

17. To approve the following applicant for emergent hiring and applicants attestation that she has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6 7.1:

Emergent hiring

Sallie Ann Callahan – part-time Instructional Technology Integration Coach

18. To approve the contract between the Hamilton Township Board of Education and the Hamilton Township Administrator's Association for the period July 1, 2012 through June 30, 2015, as per attachment XI-D-18.

HTAA contract

Roll Call Vote: All in favor #15 & #17: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (8-0-0)

Seven in favor #16: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton.
Nay: Dr. Erickson. (7-1-0)

Six in favor #18: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Capone.
Abstain: Mr. Ludwick. (6-1-1)

POLICY COMMITTEE – Mr. Aiken

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motions as

presented:

- Regulation #2642** 1. To approve Regulation #2642 – Grading System on first reading, as per attachment XI-E-1.
- Policy #5111** 2. To approve Policy # 5111 – Eligibility of Resident/Nonresident Pupils on first reading, as per attachment XI-E-2.
- Policy #5843** 3. To approve Policy #5843 – Before/After School Program on first reading, as per attachment XI-E-3.
- Regulation #5843** 4. To approve Regulation #5843 – Before/After School Program on first reading, as per attachment XI-E-4.

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

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to table #5.

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

TRANSPORTATION COMMITTEE

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

- Club/activity trips** 1. To approve club/activity trips for the 2012-2013 school year, as per attachment XI-F-1.

(Trips for 10/5/12, 10/10/12, 10/12/12, and 10/22/12 were previously approved on September 18, 2012. The cost has been changed due to a reduction in the number of buses needed.)

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

Anderson, Mrs. Befano, Mrs. Capone, Mrs.
Kupp, Mr. Ludwick, Mrs. Melton, and Dr.
Erickson. (8-0-0)

RESOLUTIONS

Motion by Dr. Erickson, seconded by Mr. Anderson, to approve a Resolution read by Dr. Erickson to Amend the Federal Budget Control Act of 2011, as per attachment XII-1.

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

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone noted that the Davies School sent their Back to School letters home in both Spanish and English. She has seen many of the mandated forms coming home in both languages, but would like to see more translated to Spanish. She wanted to know if we had enough Spanish speaking staff to help with translation.

Dr. Cappelluti responded that we do have staff at each of the schools to assist with translating letters and flyers being sent home to parents. She stated that the district is mandated to have a certain number of ESL teachers to assist with the students in the classrooms.

Mrs. Dagit spoke about Title III funding, which funds the ESL program. She reviewed bilingual and ESL staffing levels.

Dr. Erickson spoke to New Jersey School Board Association about the Federal government possibly cutting grant funding. Mr. Ludwick said that the Finance Committee will look over the figures at the next committee meeting.

NEW BUSINESS

Mrs. Befano reviewed information from Stockton College regarding the Energy Program. She would like to see if the Board is interested in moving forward with this. It would cost about \$5,000 for software and projects and

up to \$5,000 to pay for the work done by Stockton students.

Dr. Erickson feels that the district should look at the whole project and move forward with it. She feels that there is a possibility that the state will be offering grants/money to "green" schools.

The Board feels that we should move forward with both aspects of the project.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Motioned by Mr. Aiken, seconded by Mr. Anderson, to enter into Executive session for the purpose of personnel matters/negotiations, as well as Superintendent's evaluations.

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 negotiations. 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.

The Board entered Executive session at 8:22 p.m.

Mr. Ludwick left the meeting during Executive session.

The Board reconvened the regular meeting at 8:53 p.m.

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:54 p.m.

Daniel Smith
Board Secretary

Mays Landing, NJ
October 16, 2012