

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
OCTOBER 2, 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 7:02 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by President Anne Erickson.

**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 audiotape this portion of the meeting. The regular meeting will be videotaped.

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

**Roll  
Call**

Members Absent: Mr. Mark Ludwick

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

**APPROVAL OF MINUTES**

Motioned by Mr. Aiken, seconded by Mr. Anderson, to approve the regular session minutes of the meeting of September 18, 2012, as per attachment V-A. Executive session minutes were removed.

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

**CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mr. Anderson received a memo from Dr. Cappelluti regarding student suspensions. He would like to see more of a synopsis of what the figures are for the year. He also wanted to share with the Board that high school students are using technology and other languages.

Mrs. Capone wanted to congratulate Ms. Christman, Hess teacher, who was greeting parents at parent pick-up. It was very welcoming and appreciated by the parents. She would also like the Board to look over the homework policy. She is getting mixed answers and wants to discuss the policy so that any necessary changes can be made.

Dr. Erickson stated that we focus on homework for first through eighth grade, but there is no mention of homework for kindergarten. She let the Board know that there is a meeting at Atlantic Cape Community College on Thursday, October 4 regarding Teach NJ requirements in New Jersey. She also reminded the Board about the NJSBA Workshop in October. Year one training for new Board members will be available prior to January 1<sup>st</sup>.

### **SUPERINTENDENT/STAFF REPORTS**

#### (A) Information Items

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

- a. **October 2, 2012** – Board of Education Meeting– Davies School – 7:00 p.m.
- b. **October 8, 2012** – Columbus Day – Schools Closed
- c. **October 12, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **October 15, 2012** – Curriculum Committee Meeting– Board Office – 3:00 p.m.
- e. **October 16, 2012** – Board of Education Meeting – Davies School – 5:30 p.m.
- g. **October 10, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- h. **October 19, 2012** – In-Service Day – No School for Students 5:30 p.m.

(B) The Week of October 1-5, 2012 is designated as the “Week of Respect.”

(C) The Week of October 15-19 is designated as “School Violence Awareness Week.”

**COMMITTEES AND RECOMMENDATIONS:**

**FACILITIES COMMITTEE – Mrs. Befano**

None

**CURRICULUM COMMITTEE – Mrs. Kupp**

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

1. To approve the district's Nursing Services Plan for the 2012-2013 school year, as per attachment X-B-1. **Nursing Services Plan**

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

**FINANCE COMMITTEE – Mr. Ludwick**

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

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2012, as per attachment X-C-1. **Report of Receipts and Expenditures**
2. To approve the Board Secretary's Report for the period ending August 31, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of August 31, 2012, 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 **Board Secretary's Report**

fiscal year, as per attachment X-C-2.

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

The following items have been included as informational items:

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|---------------------------------|----|---|
| <b>Interest Income</b>          | 3. | Interest Income for the month of August, 2012, as per attachment X-C-3.   |
| <b>Receipts</b>                 | 4. | Receipts for the month of August, 2012, as per attachment X-C-4.  |
| <b>Refunds</b>                  | 5. | Refunds for the month of August, 2012, as per attachment X-C-5.   |
| <b>Capital Reserve Interest</b> | 6. | Capital Reserve Interest for the month of August, 2012, as per attachment X-C-6.  |
| <b>Rental Income</b>            | 7. | Rental Income for the month of August, 2012, as per attachment X-C-7.   |
| <b>Miscellaneous Revenue</b>    | 8. | Miscellaneous Revenue for the month of August, 2012, as per attachment X-C-8.   |
| <b>Budget Summary Report</b>    | 9. | The monthly Budget Summary Report for August, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-9. |

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

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| <b>Budget Transfers</b>  | 10. | To approve budget transfers in the amount of \$190,910.00, as per attachment X-C-10.   |
| <b>Staff attendance at seminars, workshops and conferences</b> | 11. | 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 X-C-11. |

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| 12. | To approve an out-of-district placement for the 2012-2013 school year, as per attachment X-C-12.   | <b>Out-of-district placements</b>                 |
| 13. | To approve a tuition contract with Y.A.L.E. School East, Inc. for one (1) student effective September 10, 2012 through June 30, 2013 at a cost of \$256.87/diem, for a total cost of \$46,236.60.  | <b>Y.A.L.E. School East, Inc.</b>                 |
| 14. | To approve a tuition contract with the Vineland Board of Education for (1) auditory impaired student effective September 5, 2012 through June 30, 2013 at a cost of \$250.42/diem, for a total cost of \$45,076.00.  | <b>Vineland Board of Education</b>                |
| 15. | To approve a tuition contract with Gloucester County Special Services/Vocational-Technical School Districts for one (1) student effective September 6, 2012 through June 30, 2013 for a total cost of \$36,930.00.   | <b>GCSSSD/<br/>Vocational-Technical School</b>    |
| 16. | To approve an Agreement with Salem County Special Services School District to provide Chapter 226 nursing services to non-public students for the 2012-2013 school year in an amount not to exceed state funding for fiscal year 2013, as per attachment X-C-16. | <b>Agreement for Chapter 226 nursing services</b> |

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

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

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| 17. | To approve an Agreement with Salem County Special Services School District to provide Chapter 192 and 193 services to non-public students for the 2012-2013 school year at a cost not to exceed state funding for fiscal year 2013, as per attachment X-C-17. | <b>Agreement for Chapter 192 and 193 Services to non-public students</b> |
| 18. | To accept the Revised Federal FY2013 (School Year 2012-2013) IDEIA Grant Funds  | <b>IDEIA Grant Funds</b>   |

as indicated below. The total grant funds remained the same. The State revised the Non-Public figures which then increased the Public figures:

	<u>Public Funds</u>	<u>Non-Public Funds</u>	<u>Total Funds</u>
IDEIA-Basic	\$728,020.00	\$27,064.00	\$755,084.00
IDEIA-Preschool	<u>32,126.00</u>	<u>0.00</u>	<u>32,126.00</u>
Total	\$760,146.00	\$27,064.00	\$787,210.00

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

The following item has been included as an informational item:

**Transfer Out-of-District** 19. Notice of a Transfer Out-of-District, as per attachment X-C-19.

**PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May**

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

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

- District substitutes** 1. To approve district substitutes for the 2012-2013 school year, as per attachment X-D-1.
- Last day for Janis Bokma** 2. To approve September 26, 2012 as the last date of employment for Janis Bokma, Davies School Nurse. Ms. Bokma’s resignation was previously approved on September 4, 2012.
- Toby Alexander, Davies School Nurse** 3. To approve September 19, 2012 as the start date for Toby Alexander, Davies School Nurse. Ms. Alexander’s appointment as Davies School Nurse to replace Ms. Bokma was previously approved on September 4, 2012.

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

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

4. 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:  
  
Ashley Galbiati – District Occupational Therapist  
Tyler Boney – Lifeguard  
Regina Miller – Hess School Psychologist  
Toby Alexander – Davies School Nurse  
**Applicants for emergency hiring**
5. To approve additional tuition reimbursement for Jennifer Baldwin and Stephanie Wroniuk in accordance with Article 9, Section B of the approved agreement between the Hamilton Township School District and the Hamilton Township Administrator's Association. The maximum tuition reimbursement for the 2012-2013 school year will be \$5,000.00.  
**Additional tuition reimbursement**
6. To approve homebound instruction for the 2012-2013 school year, as per attachment X-D-6.  
**Homebound instruction**  
  
Roll Call Vote: All in favor #4 and #6: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)  
  
Four in favor #5: Mr. Aiken, Mr. Anderson, Dr. May, and Mrs. Melton. Nay: Mrs. Befano, Mrs. Capone, Mrs. Kupp, and Dr. Erickson. (4-4-0)

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

7. To approve a fieldwork placement for Michael Draper to serve as an administrative intern with Mrs. Jennifer Baldwin, Hess School Principal. This placement is a final requirement for Mr. Draper's M.Ed. Program in  
**Fieldwork placement for Michael Draper**

School Leadership with Wilmington University.

**Last date for Janel Schafer** 8. To approve October 5, 2012 as the last date of employment for Janel Schafer, Instructional Technology Integration Coach. Ms. Schafer's resignation was previously approved on September 4, 2012.

**Instructional Technology Integration Coach** 9. To approve Kimberly Mattina as a full-time, 10 month, Instructional Technology Integration Coach for the 2012-2013 school year for the period October 3, 2012 through June 30, 2012, B.A., Step 4, for a total annual salary of \$44,970.00, as per attachment X-D-9.

Ms. Mattina is a replacement for Janel Schafer who has resigned.

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

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

**Retirement of Glenn Martins** 10. To accept a notice of retirement from Glenn Martins, Supervisor of Child Study Team and Special Education effective January 1, 2013 with his last date of employment to be December 21, 2012, as per attachment X-D-10.

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

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

**Maternity leave for Kathryn McEvoy** 11. To approve a maternity leave of absence for Kathryn McEvoy, Shaner School teacher. Ms. McEvoy is requesting to use her accumulated sick time for the period December 17, 2012 through January 18, 2013, to use NJ Family Leave for the period January 22, 2013 through



April 5, 2013 with a return to work date of April 8, 2013, as per attachment X-D-11.

12. To approve a four (4) hour observation request from a Cumberland County College student as part of the course requirement, as per attachment X-D-12. **Observation for Cumberland County student**

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

**POLICY COMMITTEE – Mr. Aiken**

None

**TRANSPORTATION COMMITTEE – Mrs. Melton**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Mrs. Capone wanted to bring to the Board's attention that we do not have enough grammar in curriculum. We have to add grammar and it does not take a lot of time to add it to the school day.

Dr. Erickson wants Mrs. Dagit to look into the entrance test at St. Joseph's High School since parents are complaining that students from Hamilton Township were not prepared for the grammar portion of the test.

Mrs. Capone stated that she was told grammar was infused into the curriculum, but she does not see that we have enough.

Dr. Erickson would like to explore the idea of administrators staying in their building until all buses

finish their routes. Dr. Cappelluti responded that we have a transportation secretary for that purpose who works until 5:00 p.m.

Mrs. Capone asked why the police were called to the school last week. Dr. Cappelluti responded that it was an outside call and that the police can patrol the campus at any time.

### **PUBLIC COMMENTS**

Jeff Gildner spoke to the Board about the approval of contracts for the Board office staff and approving new staff over Step 1 of the guide. The Board should be loyal to their staff. The staff works to serve the community. The HTEA sent questions to the Board last month and have not gotten any answers. Information was sent to the negotiator and the HTEA has not had any response since June 27<sup>th</sup>. He would like to set up a meeting.

Amelia Francis would like to know if an administrator is bound to stay in the district for a certain period of time after receiving a tuition reimbursement. She also would like to know if anyone has spoken to the parent about the dress code issue at the Davies School. She has a safety concern about morning drop off at the Hess School. Can the Board offer guidelines for parents to follow or put someone in the parking lot to control traffic? She feels this issue needs to be addressed.

Ms. Francis asked how long a parent can volunteer at the Hess School. Does Shaner only allow parents of students to volunteer? Mrs. Baldwin responded that it is up to the teacher. It depends on what the class is doing. Dr. Cappelluti responded that anyone can volunteer. The teacher likes to allow parents of students to volunteer first, but anyone else can volunteer.

Dr. Erickson asked why changes were made at Kids Corner. Dr. Cappelluti stated that Mr. Melder has made changes for the safety of the students.

Dr. Erickson stated that she does not feel that families can afford the increased late fees that are charged for Kids Corner. Dr. Cappelluti responded that there are rules and policies in place for parents to follow. She will send the full packet to the Board members. Dr. Erickson also noted that the Board did not approve or where they informed of the changes.

### **EXECUTIVE SESSION**

Motioned by Dr. Erickson, seconded by Mr. Anderson, to enter into Executive session for the purpose of negotiations and personnel matters.

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 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)

The Board entered into Executive Session at 8:12 p.m.

The Board reconvened the regular meeting at 8:38 p.m.

### **ADJOURNMENT**

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

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

The Hamilton Township Board of Education meeting adjourned at 8:39 p.m.

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Daniel M. Smith  
Board Secretary