

Mays Landing, NJ
November 15, 2011

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
NOVEMBER 15, 2011
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 7:05 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. A mechanical device is being used to record this meeting and this meeting is also being videotaped.

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

**Roll
Call**

Members Absent: Dr. David May and Mrs. Kimberly Melton

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 Mrs. Befano, to approve the regular session minutes of the meeting of October 18, 2011, as per attachment IV-A.

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

CORRESPONDENCE

Mrs. Cappelluti read a card from the Lady Dragons Field Hockey team thanking the Board for bringing the program back to the District.

Dr. Erickson informed the Board that she received a thank you from Mr. Strigh for the documentation he requested per OPRA.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Anderson commented on the December referendums for both the Greater Egg Harbor Regional District and the Galloway Township District, expressing concern that taxpayers will be asked to approve both projects at the same time. Mr. Greco advised that these projects could not wait because of availability of state funding.

Mrs. Capone asked about the following issues:

- Visitation hours at the schools this week. Mrs. Cappelluti and Mrs. Baldwin responded, explaining when parents may visit their child's classroom.
- What employees are paid during the NJEA Teachers' Convention? Mrs. Cappelluti explained that only the custodial staff is paid for those days.
- The upcoming JIF dinner. Mr. Ludwick and Dr. Erickson responded, explaining the purpose of the dinner.
- How will the taxpayers view the videotape of the meeting? Mrs. Cappelluti explained that she would like the Board members to review their copy of the last meeting and once she hears from the Board it will be streamed on our website.
- Why the bills list is not provided on the website. Mr. Ludwick responded that it was the Finance Committee's decision because they do not want the public micromanaging the District and also because Mrs. Jamison would not have the documentation available to answer questions about every purchase order.

Dr. Erickson informed everyone that the Wizard of Oz will be performed at Oakcrest High School this weekend. She added that they are also involved in a fund-raising program with UnderArmour on facebook.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **November 15, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. **November 15, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **November 18, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **November 24-25, 2011** – Thanksgiving Holiday – Schools Closed

- e. **December 6, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
 - f. **December 9, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
 - g. **December 14, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
 - h. **December 20, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
 - i. **December 20, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
 - j. **December 23 – January 1, 2012** – Winter Recess – Schools Closed
- (B) Registration/Transfer Statistics for the Month of October, 2011, as per attachment VIII-B.
- (C) Enrollment, as per attachment VIII-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment VIII-D. Dr. Erickson asked if more detailed information could be provided.
- (E) Student Discipline Reports for the month of October, 2011, as per attachment VIII-E.
- (F) Holiday Concerts:
- Davies Holiday Concert
♪ December 1, 2011 – 7:00 p.m. at the Hess School
- Hess Holiday Concert
♪ December 8, 2011 – 7:00 p.m. at the Hess School
- (G) Mrs. Cappelluti thanked all the schools for their Veterans Day activities.

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE – Mrs. Befano

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

1. To approve Change Order #1 to the contract with Maguire Electrical Construction, LLC in the deduct amount of (\$1,770.00) for the unused allowance related to the Shaner Toilet Room Renovations Project. This will decrease the total contract amount from **Change Order #1 for Toilet Room Renovations project**

\$37,359.00 to \$35,589.00, as per attachment IX-A-1.

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

The following item has been included as an informational item:

- Mid Atlantic Dairy Association Grant** 2. The Hamilton Township School District has been awarded a grant of \$2,600.00 from the Mid Atlantic Dairy Association. This Fuel Up to Play 60 Grant was submitted by Stephen Santilli and Bill Trackman and will be used for supplies and equipment for the Davies School Fitness room and to enhance the health curriculum.

CURRICULUM COMMITTEE – Mrs. Kupp

None

FINANCE COMMITTEE – Mr. Ludwick

PRESENTATION

- Presentation of 2010-2011 Audit** 1. Synopsis of the Audit for FY2010-2011 – Presentation by Mr. Glen Ortman from Ford, Scott & Associates, L.L.C.

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

- Accept 2010-2011 Audit** 2. To accept the FY2010-2011 Audit after presentation and opportunity for discussion. No audit recommendations were noted.
- Budget transfers** 3. To approve budget transfers in the amount of \$21,280.00, as per attachment IX-C-3.
- Superintendent's and Board Secretary's certification** 4. 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, and Dr. Erickson. (7-0-0)

The following item has been included as an informational item:

5. Purchase orders issued for services, supplies and equipment in the amount of \$1,044,786.89, as per attachment IX-C-5. **Purchase orders**

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

6. To approve the following bills and payroll in the total amount of \$3,685,871.77, as per attachment IX-C-6: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$11,435.00
10	General Fund/Payroll	213,111.83
11	Current Expense	1,045,158.41
11	Current Expense/Payroll	2,012,516.64
12	Capital Outlay	5,967.43
18	Education Jobs/Payroll	71,656.04
20	Special Revenue	103,088.59
20	Special Revenue/Payroll	48,868.06
30	Building Projects	9,029.75
50	Cafeteria	142,565.66
50	Kids' Corner	22,474.36

7. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-7. **Travel and Related Expense Reimbursement**
8. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2011-2012 school year, as per attachment IX-C-8. **Staff attendance at seminars, workshops, conferences**
9. To approve a tuition contract with Pineland Learning Center for one (1) student, effective November 2, 2011 through June 30, 2012, at a cost of \$232.71/diem, a pro-rated total of \$33,975.66 for the fiscal year. **Tuition contract with Pineland Learning Center**

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

The following item has been included as an informational item:

- Out-of-District Placements** 10. Out-of-District Placements for the 2011-2012 School year, as per attachment IX-C-10.

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

- Resolution #33** 11. To approve Resolution #33, determining the form and other details of an amount not to exceed \$11,400,000 for Refunding School Bonds and providing for the sale and delivery of the bonds, as per attachment IX-C-11.

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

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

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

- District substitutes** 1. To approve district substitutes for the 2011-2012 school year, as per attachment IX-D-1.
- Maternity Leave for Olkowski** 2. To approve a maternity leave of absence for Melissa Olkowski, Hess School Grade 5 teacher. Ms. Olkowski has requested to use all her accumulated sick time beginning February 13, 2012 through March 22, 2012. Ms. Olkowski has also requested to be placed on Family Medical Leave from March 23, 2012 through April 13, 2012 and New Jersey Family Leave from April 16, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment IX-D-2.

3. To approve homebound instruction for the 2011-2012 school year, as per attachment IX-D-3. **Homebound instruction**
4. To approve the following Kid's Corner substitute for the 2011-2012 school year: **Kid's Corner Substitute**

Angela Bowen - \$10.00/hour
5. To accept and approve a notice of resignation from Debra Bond, Davies School paraprofessional, effective November 1, 2011 with her last date of employment on November 7, 2011, as per attachment IX-D-5. **Resignation of Bond**
6. To approve Judith Alton as a full-time, Grade 6, Davies School Science teacher for the 2011-2012 school year beginning February 1, 2012 through June 30, 2012, B.A., Step 1 for a total annual salary of \$44,352.00, pro-rated, as per attachment IX-D-6. **Alton, Grade 6 Davies Science Teacher**
(Ms. Alton is a replacement for Loretta Leyrer who will be retiring.)

Roll Call Vote: Item #1 to #5: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Dr. Erickson. (7-0-0)
Item # 6: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, and Dr. Erickson. Nay: Mrs. Capone: (5-1-0)

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

7. To accept and approve a notice of retirement from Margaret Anderson, Hess School teacher, effective January 1, 2012 with her last date of employment on December 30, 2011, as per attachment IX-D -7. **Retirement of Anderson**

Myers, Grade 4 Hess School Special Education Teacher 8. To approve Rachel Myers as a full-time, Grade 4, Hess School Special Education teacher for the 2011-2012 school year, beginning November 21, 2011 through June 30, 2012, B.A.+15, Step 1, for a total annual salary of \$45,305.00, pro-rated, as per attachment IX-D-8.
(Ms. Myers is a replacement for Laurie Feldman who has resigned.)

Extra-curricular activities and staff stipends 9. To approve the revised local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2011-2012 school year for the Shaner, Hess and Davies Schools, as per attachment IX-D-9.

Verzi-Aleszczyk, Hess School Special Education Teacher 10. To approve Laura Verzi-Aleszczyk as a full-time Hess School Special Education teacher for the 2011-2012 school year beginning December 14, 2011(or sooner, if needed) through May 1, 2012, M.A., Step 3, for a total annual salary of \$47,696.00, pro-rated, as per attachment IX-D-10.
(Ms. Verzi-Aleszczyk is a replacement for Jennifer Travis who will be on a maternity leave of absence.)

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

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

Huenke, Hess School Special Education Teacher 11. To approve Katie Huenke as a full-time Davies School Special Education teacher for the 2011-2012 school year, beginning December 14, 2011 (or sooner, if needed) through April 23, 2012, B.A., Step 3, for a total annual salary of \$44,764.00, pro-rated, as per attachment IX-D-11.
(Ms. Huenke is a replacement for Amy Carter who will be on a maternity leave of absence.)

12. To approve Susan Wolfe as a part-time, 29 hour/week Davies School paraprofessional for the 2011-2012 school year, beginning November 16, 2011 through June 30, 2012, Step 9, for a total annual salary of \$16,811.00, pro-rated, as per attachment IX-D-12.
(Ms. Wolfe is a replacement for Debra Bond who has resigned.) **Wolfe, Davies School Paraprofessional**
13. To approve Kimberly Pennington as a part-time, 29 hour/week Shaner School paraprofessional for the 2011-2012 school year beginning November 16, 2011 through June 30, 2012, Step 1, for a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-13.
(Ms. Pennington is a replacement for Susan Wolfe who is moving to the William Davies School.) **Pennington, Shaner School Paraprofessional**
14. To approve Amanda Greenberg-Fortune as a full-time Hess School teacher for the 2011-2012 school year beginning November 16, 2011 through June 30, 2012, M.A., Step 5, for a total annual salary of \$48,135.00, pro-rated, as per attachment IX-D-14.
(Ms. Greenberg-Fortune is a replacement for Helen D'Agostino who will be on a maternity leave of absence.) **Greenberg-Fortune, Hess School Teacher**

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

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

15. To approve Julie Morris as a full-time Hess School teacher for the 2011-2012 school year, beginning January 18, 2012 through June 30, 2012, M.A., Step 3, for a total annual salary of \$47,696.00, pro-rated, as per attachment IX-D-15.
(Ms. Morris is a replacement for Melissa **Morris, Hess School Teacher**)

Olkowski who will be on a maternity leave of absence.)

**Flanagan,
Hess School
Teacher**

16. To approve Michael Flanagan as a full-time Hess School teacher for the 2011-2012 school year, beginning November 16, 2011 through June 30, 2012, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment IX-D-16.
(Mr. Flanagan is a replacement for Margaret Anderson who is retiring.)

**McKensie,
Hess School
Teacher**

17. To approve Stephanie McKensie as a full-time Hess School teacher for the 2011-2012 school year, beginning November 16, 2011 through June 30, 2012, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated (attachment IX-D-17).
(Ms. McKensie is a replacement for Kristine Patron.)

**Patron, ESL
Teacher**

18. To approve Kristin Patron as a full-time ESL teacher at the Hess School for the 2011-2012 school year, beginning November 28, 2011 through June 30, 2012, B.A., Step 11, for a total annual salary of \$60,549.00, as per attachment IX-D-18.
(Ms. Patron is a replacement for Yenis Jefferes.)

**Miller, Special
Education
Teacher**

19. To approve Michele Miller as a full-time Davies School Special Education teacher for the 2011-2012 school year, beginning March 17, 2012 (or sooner, if needed) through June 30, 2012, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment IX-D-19.
(Ms. Miller is a replacement for Donnalee Stickle who will be on a maternity leave of absence.)

**Emergency
Hiring**

20. 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:

- Michael Flanagan, IV
- Amanda Greenberg-Fortune
- Laura Verzi-Aleszczyk
- Katie Huenke
- Rachel Myers

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

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE – Mr. Anderson

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

1. To approve club/activity trips for the 2011-2012 school year, as per attachment IX-F-1. **Club/activity trips**

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

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

2. To approve bus stops added to established routes for the 2011-2012 school year, as per attachment IX-F-2. **Bus stops for 2011-2012**

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

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

3. To approve a jointure contract between Atlantic County Special Services School District and the Hamilton Township School District for the transportation of special **Jointure contract between ACSSSD and Hamilton Township**

education students, beginning September 1, 2011 through June 30, 2012 at an annual cost of \$214,741.50, as per attachment IX-F-3.

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone asked Mrs. Cappelluti if she has received any information from the food service company. Mrs. Cappelluti responded that she has not, but will look into it before the next meeting.

NEW BUSINESS

A taxpayer commented on the high tax rate in Hamilton Township and requested that more financial information be provided on the District's website. Dr. Erickson and Mr. Ludwick responded that there has been a lot of financial information recently posted on the website and more will be added in the future.

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

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

The Hamilton Township Board of Education meeting adjourned at 8:09 p.m.

Martha J. Jamison, CPA
Board Secretary