

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
DECEMBER 18, 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 7:01 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, Dr. David May, Mrs. Kimberly Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: None

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

A moment of silence was held in memory of the staff and students who died in the shooting at the Sandy Hook Elementary School in Connecticut.

APPROVAL OF MINUTES

Motion by Mrs. Kupp, seconded by Mr. Ludwick to table the minutes of the Regular and Executive sessions of the meeting of November 13, 2012, as per Attachment V-A.

Amended by Board motion January 8, 2013 – Mr. Ludwick requested a verbatim transcript of the discussion concerning an email forwarded by Mr. Aiken. Mr. Smith will prepare a transcript and forward it to the Board for review.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. Abstained: Mrs. Befano. (8-0-1)

Motion by Dr. Erickson, seconded by Mr. Ludwick to approve the Regular and Executive session minutes of the meeting of December 4, as per Attachment V-B.

Roll Call Vote: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Abstained: Mrs. Kupp and Dr. May. (7-0-2)

CORRESPONDENCE

None

PUBLIC COMMENTS

A member of the audience asked why a Board member abstained from voting on the minutes.

BOARD MEMBER COMMENTS

Mrs. Kupp recognized Bill Trackman, Supervisor of Food Services for the hard work he put into the menu for the County Meet and Greet held at the Wm. Davies School on December 6, 2012. Dr. Erickson also commented on what a great job he did.

Dr. Erickson acknowledged the staff and the district on their work since the Connecticut incident. She stated that it is good to know we are ahead of the curve in the security preparedness.

Mr. Anderson thanked Dr. May and Mrs. Befano for the time and effort they have given to the school district as board members.

Dr. Cappelluti thanked Dr. May and Mrs. Befano and she presented each of them with a plaque in recognition of the time they have given to the district.

Mr. Ludwick said that he attended the Davies School holiday concert and recognized Mr. Siegel and Mrs. Berchtold for the excellent performance given by the choir. The show was great.

Dr. Erickson commented that many alumni students were in attendance for the concert at Davies, which is a great testament to the program.

Mrs. Capone wished the Board members, as well as everyone in attendance a happy holiday. She hoped everyone enjoys their winter break.

Mrs. Befano thanked everyone for their support during her time on the Board. She said that she enjoyed the experience. She also thanked Mr. Hausmann for his hard work.

SUPERINTENDENT/STAFF REPORTS

- (A) Information Items
1. **Dates to Remember**
 - a. **December 18, 2012** – Curriculum Committee Meeting – Davies School – 5:30 p.m.
 - b. **December 18, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
 - c. **December 24, 2012 – January 1, 2013** – Winter Recess – Schools Closed
 - d. **January 8, 2013** – Regular and Re-Organization Meeting – Davies School – 7:00 p.m.
- (B) Registration/Transfer Statistics for the Month of November, 2012, as per attachment IX-B.
- (C) Enrollment, as per attachment IX-C.
- (D) Student Discipline Reports for the month of November, 2012, as per attachment IX-D.
- (E) New Homes and Certificates of Occupancy for the month of November, 2012, as per attachment IX-E.
- (F) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-F.
- (G) Report on Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse:
- Presented by: Russell Clark, Affirmative Action Officer
and Anti-Bullying Coordinator
- (H) Synopsis of the Audit for FY2011-2012
Presented by: Carol Kiniry of Ford, Scott, Seidenburg & Kennedy
- (I) Recognition of outgoing Board Members, Dr. David May and Michelle Befano for their service to the Hamilton Township School District.

COMMITTEES AND RECOMMENDATIONS:

FACILITIES COMMITTEE – Mrs. Befano

None

CURRICULUM COMMITTEE – Mrs. Kupp

None

FINANCE COMMITTEE – Mr. Ludwick

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

- FY2011-2012 Audit** 1. To accept the FY2011-2012 Audit as presented.
- Budget transfers** 2. To approve budget transfers in the amount of \$5,000.00, as per attachment X-C-2.
- Superintendent's and Board Secretary's certification** 3. 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, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

The following item has been included as an informational item:

- Purchase orders** 4. Purchase orders issued for services, supplies and equipment in the amount of \$1,330,435.10, as per attachment X-C-4.

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

- Bills and payroll** 5. To approve the following bills and payroll in the total amount of \$7,795,022.97, as per attachment X-C-5:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$3,573.00
10	General Fund/Payroll	495,192.09
11	Current Expense	1,880,723.11
11	Current Expense/Payroll	5,055,584.69
20	Special Revenue	29,759.73
20	Special Revenue/Payroll	114,895.90
50	Cafeteria	156,371.60
50	Kids' Corner	46,911.37
50	Community Education	9,555.12
50	Camp Blue Star	2,456.36

- | | | |
|-----|--|--|
| 6. | 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-6. | Staff attendance at seminars, workshops and conferences |
| 7. | To approve a tuition contract with Moorestown Board of Education for one (1) student for the 2012-2013 school year at a tuition cost of \$12,871.00. | Tuition contract with Moorestown BOE |
| 8. | To approve out-of-district placements for the 2012-2013 school year, as per attachment X-C-8. | Out-of-district placements |
| 9. | To approve interpreter services for one (1) out-of-district student at Gloucester County Special Services School District in the amount of \$9,000.00/year. | Interpreter services |
| 10. | To approve tuition contracts with Runnemede Board of Education for two (2) students for the 2012-2013 school year with tuition costs as follows:
1- Special Education Student with one-to-one aide, \$36,862.80
1- Regular Education Student \$10,864.00 | Tuition contracts with Runnemede BOE |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

- | | | |
|-----|---|------------------------------------|
| 11. | To approve a Memorandum of Understanding with Stockton College of New Jersey to complete an energy Evaluation and Assessment of the George L. Hess Complex at a cost of \$525.00, as per attachment X-C-11. | Memorandum of Understanding |
|-----|---|------------------------------------|

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and

Dr. Erickson. (9-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken

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 2012-2013 school year, as per attachment X-D-1.

Amended by Board motion January 8, 2013
– The personnel and finance committees will review the current substitute paraprofessional rates and look to increase them. Mr. Smith will gather information from surrounding districts and review with the personnel committee for possible Board action.

2. To approve a maternity leave of absence for Yenismaili Jefferes, Shaner School Bilingual Teacher. Ms. Jefferes has requested to use her accumulated sick leave for the period March 4, 2013 through April 3, 2013 and a NJ Family Leave for the period April 4, 2013 through May 24, 2013 with a return to work date of May 28, 2013, as per attachment X-D-2.

**Fieldwork
placements**

3. To approve fieldwork placements for the 2012-2013 school year, as per attachment X-D-3.

**Kid's Corner
Substitute**

4. To approve Diana Franco as a Kid's Corner Substitute at the rate of \$10.00/hour.

**Resignation of
Megan
Ferguson**

5. To accept a resignation from Megan Ferguson, Hess School teacher effective December 10, 2012 with her last day of employment to be February 5, 2013, as per attachment X-D-5.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton,

and Dr. Erickson. (9-0-0)

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

6. To approve Alexandra Funk as a full-time Shaner School Special Education Teacher for the period February 12, 2013 through June 30, 2013, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment X-D-6.

**Alexandra Funk,
Special Ed Teacher**

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

Miss Funk is a replacement for Marylynn Stecher who has taken the position of Supervisor of Child Study Team and Special Education.
7. To approve homebound instruction for the 2012-2013 school year, as per attachment X-D-7.

**Homebound
instruction**
8. To approve local and grant funded extra-curricular activities and staff stipends for the 2012-2013 school year, as per attachment X-D-8.

Stipends
9. To revise a maternity leave of absence for Lauren Graff, Shaner School teacher. Mrs. Graff has requested to use her accumulated sick time from January 2, 2013 through May 3, 2013 and be placed on a NJ Family Leave of Absence from May 6, 2013 through the end of the school year with a return to work date of September 1, 2013, as per attachment X-D-9.

**Maternity Leave for
Lauren Graff**

This was previously approved on October 12, 2012.
10. To approve a Federal Family Leave of Absence for Robert Parsons, Sr., Hess School Food Service Worker. Mr. Parsons has used all of his accumulated sick and

**Federal Family
Leave of Absence
for Robert Parsons,
Sr.**

personal time during the period November 26, 2012 through December 5, 2012 and will be placed on a Family Medical Leave of Absence for the period December 6, 2012 through December 7, 2012 with a return to work date of December 10, 2012, as per attachment X-D-10.

Additional hours for Mary Romagnino

11. To approve an additional 3.75 hours/week (45 minutes/day) for Mary Romagnino, Clerk, Food Service Department effective December 19, 2012, for a total annual salary of \$23,219.00, Food Service Guide, Step 5, pro-rated.

NJFLA for Patricia Carmen

12. To approve a New Jersey Family Leave of Absence for Patricia Carmen, Hess School Teacher for the period December 12, 2012 through February 1, 2013, with a return to work date of February 4, 2013, as per attachment X-D-12.

Roll Call Vote: Seven in favor #6: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Dr. May, and Mrs. Melton. Nay: Mrs. Capone and Dr. Erickson. (7-2-0)

All in favor #7, #8, #9, #10, #11 and #12: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

POLICY COMMITTEE – Mr. Aiken

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

Policy #6641

1. To approve Policy #6641 – Pupil Lunch Charges on first reading, as amended.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

TRANSPORTATION COMMITTEE – Mrs. Melton

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

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

2. To approve a Jointure Agreement between Atlantic County Special Services School District and the Hamilton Township School District for the following special education routes for the 2012-2013 school year at a total cost of \$166,877.00: **Jointure Agreement**

<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
ELE13B	ACSSSD	1	\$9,158.40
ELEM3	ACSSSD	8	80,870.30
ELEM5M	ACSSSD	1	8,164.80
HS1	ACSSSD	1	4,967.10
HS13	ACSSSD	2	11,344.00
HS6	ACSSSD	1	7,855.10
HS7N4	ACSSSD-with Nurse	1	21,178.80
KATZ	KATZENBACH	2	6,249.80
YALE2	YALE SCHOOL	2	17,088.70

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Befano gave an update on the touchpads for the pool at the Hess School. Mr. Nelson will get prices to replace them and it will be discussed at the next Finance Committee meeting.

Mrs. Capone asked if there was a tally of PTO membership for the Board and central office. She also asked that the Board look at the professional

services we have and determine which ones we should do RFP's for.

Mr. Ludwick suggested waiting for the new Board to be sworn in and then decide what should be done.

Mr. Anderson spoke about rotating RFP's.

NEW BUSINESS

Dr. Erickson asked about sending text messages to parents and community members. Can we pinpoint specific areas: i.e., certain buses leaving the school late?

Dr. Cappelluti responded that we are about 75% complete and are trying to obtain the remainder of the contact information.

Dr. Erickson asked if parents could register themselves.

PUBLIC COMMENTS

A female member of the audience spoke about kindergarten classes. She volunteers and sees students taking about 40 minutes to complete writing tests. She also sees some of the students reading the same books over and over again. She feels there is not enough time to have fun and do kindergarten work. She feels that kindergarten is too rigorous. She then asked if the public had any input in the election of the new school board president.

Dr. Erickson responded that she has a kindergarten student who is enjoying every day of school.

A male member of the audience had questions regarding the energy audit.

ADJOURNMENT

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

Voice Vote: All in favor: (9-0-0) Motion carried.

Mays Landing, NJ
December 18, 2012

The Hamilton Township Board of Education meeting adjourned at 9:07 p.m.

Daniel Smith
Board Secretary