

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
DECEMBER 4, 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 5:38 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. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mrs. Barbara Kupp and Dr. David May

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Lou Greco: Solicitor (arrived at 6:50 p.m.)

Mr. Ludwick arrived at 6:25 p.m.

**CORRESPONDENCE**

Dr. Cappelluti read a card which was sent from the Davies Girls Field Hockey team thanking the Board for their support during the season.

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mr. Anderson noted that several schools throughout the county are adding time to the school year.

Mrs. Capone attended the STEM meeting at ACCC. The meeting was very informative and interesting. It was good to see programs that we can offer at our schools for a minimal cost. The programs can add to the instruction of the students.

Dr. Erickson reminded the Board that the Atlantic County Meet Up will be held at the Wm. Davies School on Thursday, December 6, 2012.

### **SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. **December 4, 2012** – Policy Committee Meeting –Davies School – 5:00 p.m.
- b. **December 4, 2012** – Board of Education Meeting – Davies School – 5:30 p.m.
- c. **December 11, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **December 14, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **December 18, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- f. **December 18, 2012** – Board of Education Meeting – Davies School – 5:00 p.m.
- g. **December 24, 2012 – January 1, 2013** – Winter Recess – Schools Closed
- h. **January 8, 2013** – Regular and Re-Organization Meeting – Davies School – 7:00 p.m.

(B) Superintendent's/Principal's List for the 1<sup>st</sup> Marking Period, as per attachment X-B.

(C) New Homes and Certificates of Occupancy for the month of October, 2012, as per attachment X-C.

(D) Holiday Concerts:

Davies Holiday Concert:

♪ December 6, 2012 – 7:00 p.m. at the Hess School

Hess Holiday Concert:

♪ December 13, 2012 – 7:00 p.m. at the Hess School

### **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 Resolution #51 authorizing the submission of other Capital Project documents for the following project, as per attachment XI-A-1. **Resolution #51**

Toilet Room Renovations at Shaner  
Elementary School  
FVF #4358  
State DOE Plan #1940-060-13-1000

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

**CURRICULUM COMMITTEE – Mrs. Kupp**

None

**FINANCE COMMITTEE – Mr. Ludwick**

Motioned by Mr. Ludwick, seconded by Mrs. Befano, 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 October, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October, 2012, as per attachment XI-C-1. **Report of Receipts**
2. To approve the Board Secretary's Report for the period ending October 31, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of October 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. **Board Secretary's Report**

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 XI-C-2.

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

The following items have been included as informational items:

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

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

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| <b>Budget transfers</b>  | 10. | To approve budget transfers in the amount of \$46,700.00, as per attachment XI-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 XI-C-11. |

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|-----|---|---|
| 12. | To approve the continuation of the 2011-2012 Agreement with the Atlantic County Cooperative and to approve the 2012-2013 Agreement with Atlantic County Cooperative for custodial, food service and medical supplies as needed. | <b>Atlantic County Cooperative</b>                      |
| 13. | To approve the FY 2013 (School Year 2012-2013) Nonpublic School Technology Initiative Agreement, tentative budget and orders, as per attachment XI-C-13.  | <b>Nonpublic School Technology Initiative Agreement</b> |

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

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

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| 14. | To approve a tuition agreement with Katzenbach School for the Deaf for one (1) student, for the 2012-2013 school year, at a tuition cost of \$46,564.00 plus \$11,617.00 per year in dormitory charges, a total of \$58,181.00 per year.   | <b>Katzenbach School for the Deaf</b>                             |
| 15. | To approve two (2) tuition agreements with the Egg Harbor Township School District for two displaced students for the 2012-2013 school year as follows: <ul style="list-style-type: none"><li>• Grade 1 Student - \$63.26/diem, for a total estimated cost of \$11,387.00</li><li>• Spec. Ed. Student - \$71.93/diem, for a total estimated tuition cost of \$12,949.00 with additional special education services to be determined.</li></ul> | <b>Tuition Agreement with Egg Harbor Township School District</b> |

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

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| <b>District substitutes</b>               | 1. | To approve district substitutes for the 2012-2013 school year, as per attachment X-D-1.  |
| <b>Homebound instruction</b>              | 2. | To approve homebound instruction for the 2012-2013 school year, as per attachment XI-D-2.  |
| <b>Fieldwork placements</b>               | 3. | To approve fieldwork placements for the 2012-2013 school year, as per attachment XI-D-3.   |
| <b>In-house transfers</b>                 | 4. | To approve district in-house transfers for the 2012-2013 school year, as per attachment XI-D-4 for the following employees:<br><br>Helen D’Agostino, Teacher, from Grade 5 to Grade 2<br>Ashley Levari, Para, from Grade K to Grade 1<br>Sarah Bucknam, Para, from Grade 1 to Grade K  |
| <b>Regina Miller, School Psychologist</b> | 5. | To approve the start date of November 26, 2012 for Regina Miller, School Psychologist. Mrs. Miller was previously approved on September 18, 2012. She is a replacement for Kathleen Radetich.<br><br>Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mr. Ludwick, Mrs. Melton, and Dr. Erickson.<br>(7-0-0) |

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

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| <b>Kelly Ho, Paraprofessional</b> | 6. | To approve Kelly Ho as a part-time, 29 hours/week Shaner School Paraprofessional for the period December 5, |
|-----------------------------------|----|---|

2012 through June 30, 2013, Para, Step 1, for a total annual salary of \$13,382.00, pro-rated, as per attachment XI-D-6.

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

Miss Ho is a replacement for Deborah Cantz who has transferred to Hess School.

7. To approve a revised retirement date for Maureen Maxwell, Hess School Teacher to be effective July 1, 2013 with her last date of employment to be June 30, 2012, as per attachment XI-D-7.

**Revised retirement  
for Maureen  
Maxwell**

Mrs. Maxwell's retirement was previously approved on November 13, 2012.

8. To approve MaryLynn Stecher as the District's Supervisor of Special Education and Child Study Team for the period December 5, 2012 through June 30, 2013, Administrative Guide A, Step 1, for a total annual salary of \$102,250.00, pro-rated, as per attachment XI-D-8.

**Supervisor of  
Special Education  
and Child Study  
Team**

Mrs. Stecher is a replacement for Glenn Martins who is retiring.

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

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

9. To approve Jayne Carmen as a full-time Davies Child Study team secretary for the period December 6, 2012 through June 30, 2013, Secretarial Guide, Step 12, for a total annual salary of \$42,112.00, pro-rated as per attachment XI-D-9.

**Davies Child Study  
Team Secretary**

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

Mrs. Carmen is a replacement for Kristine Ellison who has moved to a secretarial position at the Hess.

- Shaner School secretary** 10. To approve Linda Clegg as a full-time Shaner School secretary for the period December 5, 2012 through June 30, 2013, Secretary Guide, Step 6, for a total annual salary of \$26,621.00, pro-rated, as per attachment XI-D-10.

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

Ms. Clegg is a replacement for Jayne Carmen who has moved to the Davies School as a Child Study Team secretary.

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

**POLICY COMMITTEE – Mr. Aiken**

None

**TRANSPORTATION COMMITTEE**

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

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| <b>Club/activity trips</b>                       | 1. | To approve club/activity trips for the 2012-2013 school year, as per attachment X-F-1.  |
| <b>Bus stop list</b>                             | 2. | To approve the complete transportation bus stop list for the 2012-2013 school year, as per attachment XI-F-2.   |
| <b>Jointure contract between ACSSSD and HTSD</b> | 3. | To approve a jointure contract between the Atlantic County Special Services School District and the Hamilton Township School District for the transportation of non-public students for the period September 1, 2012 through June 30, 2012 at an annual cost of \$25,636.00 as follows: |



<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
272B	Assumption	17	\$15,028.00
294	Pilgrim Academy	11	\$9,724.00
298	Pilgrim Academy	1	\$884.00

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

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

Mrs. Capone asked if the District could look into printing problems in each of the schools.

Mr. Anderson would like to know if there is an update on suspended students who are coming back to school for instruction. Dr. Cappelluti responded that the first case has just come in to the district this week. She will see how things progress and report back to the Board.

Mrs. Capone would like to see a report for the Teacher of Social Success. Dr. Cappelluti responded that Mr. Cartwright will be doing a presentation for this in January.

### **NEW BUSINESS**

Mrs. Capone noted that the touch pads for the pool are not working properly. She stated that we should make sure the equipment is in working condition, if we are renting it. She also wanted to know if the district was checking to be sure all buses are equipped with walkie talkies.

Dr. Erickson welcomed Marylynn Stecher as the new Supervisor of Special Education.

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Mr. Anderson to enter into Executive session for the discussion of 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 personnel matters. 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: (7-0-0) Motion carried.

The Board entered into Executive session at 7:30 p.m.

Mr. Ludwick left the meeting during Executive session.

The Board reconvened the regular meeting at 7:53 p.m.

**ADJOURNMENT**

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

Voice Vote: All in favor: (6-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 7:54 p.m.

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Daniel Smith  
Board Secretary