

Mays Landing, NJ
December 6, 2011

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
DECEMBER 6, 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. Mechanical devices are being used to both audiotape and videotape this meeting.

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

**Roll
Call**

Members Absent: Mr. Carl Anderson and Mr. Mark Ludwick.

Also present Mrs. Michelle Cappelluti: Superintendent of Schools
were: Mrs. Martha Jamison: Board Secretary
 Mr. Louis Greco: Solicitor

APPROVAL OF MINUTES

Motioned by Mrs. Befano, seconded by Mr. Aiken, to approve the regular session minutes of the meeting of November 1, 2011, as per attachment IV-A.

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

Motioned by Mrs. Befano, seconded by Mr. Aiken, to approve the regular session of the meeting of November 15, 2011, as per attachment IV-B.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mrs. Kupp, and Dr. Erickson. Abstained: Dr. May and Mrs. Melton. (5-0-2)

CORRESPONDENCE

- Letter from the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBOJIF) informing us that we have been awarded \$2,250.00 for our safety program.
- Letter from Atlantic City Electric agreeing to refund us approximately \$32,000.00 for spikes at the Hess School.
- Letter from Mr. Santilli to Best Buy thanking them for supplies that were donated to the Davies School.

PUBLIC COMMENTS

- Mrs. Fleming, teacher, asked if the teacher evaluations would be changed this year. Mrs. Cappelluti responded that this is still being piloted by select districts, but there is not a date as to when it will be required state-wide. Dr. Erickson added that as some of the information is released, there could be changes to our evaluations. Mrs. Cappelluti stated that as she is on the state curriculum committee for Atlantic County she hears information first-hand and will pass that on as soon as she is aware.
- Mrs. Branca expressed her disapproval of the manner in which her daughter's bus referral was given and the lack of investigation by the administration. Dr. Erickson asked if our policies should be reviewed. Mrs. Cappelluti responded that the policies are in place, and that this was a matter of communication.

BOARD MEMBER COMMENTS

- Mrs. Capone informed the Board that the Hamilton Township Task Force has developed three goals, for which they are requesting input from the community:
 1. Promote Community
 2. Affordability
 3. Evolution of the Township Master Plan
- Dr. Erickson commented that the Dallas Brass will be back to perform in March and also that the Davies School chorus will be performing this Thursday morning on Lite Rock 96.9 followed by a performance in Atlantic City for a fundraiser for the MAPS Foundation (multiple sclerosis, Alzheimer's, and Parkinson's diseases).

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **December 6, 2011** – Policy Committee Meeting – Davies School –

- b. 6:00 p.m.
December 6, 2011 – Board of Education Meeting – Davies School – 7:00 p.m.
 - c. **December 9, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
 - d. **December 14, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
 - e. **December 20, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
 - f. **December 20, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
 - g. **December 23 – January 1, 2012** – Winter Recess – Schools Closed
- (B) Registration/Transfer Statistics for the Month of November, 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.
- (E) Superintendent's/Principal's List for the 1st Marking Period from Davies School, as per attachment VIII-E
- (F) New Homes and Certificates of Occupancy for the months of October and November, 2011, as per attachment VIII-F.
- (G) Holiday Concerts
- Hess Holiday Concert
♪ December 8, 2011 – 7:00 p.m. at the Hess School
- (H) Benchmarking update for Davies, Hess, and Shaner Schools, as per attachment VIII-H.

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE – Mrs. Befano

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

1. To award the contract for the Hess School ATC System Upgrade Project to Falasca Mechanical, as per their proposal in the amount of \$35,950.00, as per attachment IX-A-1. **ATC System Upgrade Project**

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

CURRICULUM COMMITTEE – Mrs. Kupp

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

Words Their Way

1. To approve Words Their Way to be piloted by Hess School teachers with students in grades 2-5 during the 2011-2012 school year for possible implementation in the 2012-2013 school year at a cost of \$3,500.00 for professional development to support the program.
(The District will receive pilot materials valued at \$30,000.00 at no cost to the District.)

Mrs. Capone commented that this program is in support of those parents who were concerned that the District was not focusing on the basics. Mrs. Cappelluti explained that this program focuses on phonics, vocabulary and spelling.

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

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

Student-Oakcrest Geometry

2. To approve that Student #243009 completes his grade eight mathematics course of study for the 2011-2012 school year at Oakcrest High School, by participating in their Geometry course offered from 8:17 a.m. to 9:02 a.m. every school day.

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

FINANCE COMMITTEE – Mr. Ludwick

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

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|----|---|--|
| 1. | To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of October, 2011. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October, 2011, as per attachment IX-C-1. | Report of Receipts and Expenditures |
| 2. | To approve the Board Secretary's Report for the period ending October 31, 2011. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of October 31, 2011, 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 fiscal year, as per attachment IX-C-2. | Board Secretary's Report |

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

The following items have been included as informational items:

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|----|--|---------------------------------|
| 3. | Interest Income for the month of October, 2011, as per attachment IX-C-3. | Interest Income |
| 4. | Receipts for the month of October, 2011, as per attachment IX-C-4. | Receipts |
| 5. | Refunds for the month of October, 2011, as per attachment IX-C-5. | Refunds |
| 6. | Capital Reserve Interest for the month of October, 2011, as per attachment IX-C-6. | Capital Reserve Interest |

- Rental Income** 7. Rental Income for the month of October, 2011, as per attachment IX-C-7.
- Miscellaneous Revenue** 8. Miscellaneous Revenue for the month of October, 2011, as per attachment IX-C-8.
- Budget Summary Report** 9. The monthly Budget Summary Report for October, 2011, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-9.

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

- Budget Transfers** 10. To approve budget transfers in the amount of \$20,332.47, as per attachment IX-C-10.
- Staff attendance at seminars, workshops & conferences** 11. 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-11.
- Out-of-District Placement** 12. To approve an out-of-district placement, as per attachment IX-C-12.
- Cultural Sensitivity Training for School Leaders** 13. To approve Andrea Lawful-Trainer, an educational consultant, to provide Cultural Sensitivity Training for School Leaders to the administration of Hamilton Township School District during the 2011-2012 school year in the amount of \$1,500.00, as per attachment IX-C-13.
- Title I mandated SES** 14. To approve the following New Jersey Department of Education approved providers to provide Title I mandated Supplementary Educational Services (SES) to students eligible for these services by virtue of their economic disadvantage at both the Hess and Davies Schools, as per attachment IX-C-14:

<u>Providers</u>	<u>Instructional Environment</u>
Let Me Learn Glassboro, NJ 08028	On-Line

Club Z Tutoring Palermo, NJ 08230	In-Home
Regional Enrichment and Learning Center (REAL) Laurel Springs, NJ 08021	On site at our schools
Child & Family Solutions Marlton, NJ 08053	In-Home
ATS Project Success Clinton Twp., MI 48038	On-Line
Sankofu Galloway, NJ 08205	On site at our schools
Educational Information & Resource Center (EIRC) Mullica Hill, NJ 08062	On site at our schools

This is funded under the NCLB mandates of Title I funding for the 2011-2012 grant year.

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

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

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|-----|---|--|
| 15. | To approve a tuition agreement with Katzenbach School for the Deaf for one (1) student, effective for the 2011-2012 school year, at a tuition cost of \$45,651.00 plus \$11,389.00 per year in dormitory charges, a total of \$57,040.00. | Tuition agreement with Katzenbach |
| 16. | To approve additional Federal Education Jobs Act Funds in the amount of \$23,492.00 for a total Ed Jobs allocation of \$773,364.00, as per attachment IX-C-16. | Federal Education Jobs Act Funds |
| 17. | To amend the 2011-2012 Budget as follows: | 2011-2012 Budget |

<u>Revenue</u>		<u>Increase</u>
18-4522-397	Education Jobs Fund Federal Grant	\$23,492.00
<u>Appropriation</u>		
18-212-100-106	Salaries-Multiply Disabled Program-Paraprofessionals	\$23,492.00

**Ed Jobs Fund
additional
funding**

This will increase the total Ed Jobs Fund Grant from \$749,872.00 to a total of \$773,364.00. The 2011-2012 Budget will increase from \$46,272,121.00 to \$46,295,613.00.

**Metropolitan
Life Insurance**

18. To approve the Proposal from Metropolitan Life Insurance Company to provide life insurance services to the employees of Hamilton Township School District. This is a voluntary program provided at no cost to the District, as per attachment IX-C-18.

**Overhead
projectors and
wall mount
screens**

19. To approve the public sale of overhead projectors and wall mount screens which are no longer of use to the District. The projectors and screens will be offered at \$10.00 each.

**Superintendent's
and Board
Secretary's
certification**

20. 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.

Approve bills

21. To approve the following bills in the total amount of \$750.00, as per attachment IX-C-21:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$750.00

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 Dr. May, 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 IX-D-1. **District substitutes**
2. To approve fieldwork placements for the 2011-2012 school year, as per attachment IX-D-2. **Fieldwork placements**
3. To approve the following mentors: **Mentors**

Kelly Filoon – Mentor for Rachel Myers
Kim Chait – Mentor for Michael Flanagan
Tara Thies – Mentor for Stephanie McKensie
4. To approve homebound instruction for the 2011-2012 school year, as per attachment IX-D-4. **Homebound instruction**
5. To approve Michael DiOrio to serve as the Substitute Administrative Detention Proctor at the William Davies Middle School for the 2011-2012 school year at the rate of \$30.17/hour, as indicated in 2009 – 2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. **Substitute Administrative Detention Proctor**

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

6. To approve Jessica Ferrese, Yenis Jefferes and Virginia Dzialo to complete curriculum work relative to the revision of the English Language Learner (ELL) Progress Report at the rate of \$31.15/hour (not to exceed 5 hours per person). This rate is the identified rate for Curriculum Development in the 2009–2012 Agreement between the **Curriculum Work**

Hamilton Township Board of Education and
the Hamilton Township Education
Association.

**Creech
resignation**

7. To approve and accept a notice of resignation from Carolyn F. Creech, Shaner School paraprofessional, effective November 29, 2011, with her last day of employment to be December 7, 2011, as per attachment IX-D-7.

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

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE – Mr. Anderson

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

**Club/activity
trips**

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

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

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

Route #MV11

2. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District, Quoted Route #MV11, for transportation of one student, one-way, from Oakcrest High School to William Davies Middle School, beginning December 7, 2011 through June 12, 2012 at a cost of \$12.00 per diem for 120 days, for a total cost of \$1,440.00.

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

Befano, Mrs. Capone, Mrs. Kupp, Dr. May,
and Mrs. Melton. Nay: Dr. Erickson. (6-1-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

Mr. Greco informed the Board that the Deed for the Mizpah property transfer has been signed and hopefully will be recorded soon.

UNFINISHED BUSINESS

Mrs. Capone asked Mrs. Cappelluti if she has received the lunch comparison. Mrs. Cappelluti responded that she does not have it yet. She then asked if file cabinets have been moved from the boiler room to Duberson. Mrs. Cappelluti will check on that. Lastly, she asked if there has been any news on the free newspapers for the schools. Mrs. Cappelluti stated that she has not heard anything from the Principals.

Dr. Erickson asked if we should replace the Davies School gym floor to get our money from the state. Mrs. Cappelluti has asked Mr. Bucco to speak to the Board before the January meeting.

Mrs. Kupp expressed her concerns about the hiring of 2 paraprofessionals on Step 3. Mrs. Cappelluti explained that depending on the qualifications of the individual, she has the authority to hire someone on other than step 1.

NEW BUSINESS

Motioned by Dr. Erickson, seconded by Mrs. Capone, to approve the following Motion as presented:

1. To approve that the Hamilton Township School District's Board of Education meetings be streamed via the internet. **Meetings via internet**

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

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following Motion as presented:

**Safe Routes
to Schools
grant**

2. To approve the Hamilton Township Board of Education's support of the application written by the Township of Hamilton for the *Safe Routes to Schools* grant sponsored by the New Jersey Department of Education. This funding will allow construction of a pedestrian/bicycle path through Underhill Park between Meadowbrook Condominium and the 3rd Street Pedestrian Bridge.

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

Mrs. Capone asked if the teachers' e-mails could be more user friendly. Mrs. Cappelluti offered to show her an easier way to email the staff. She then asked if the PTA could use our copy machines. Mrs. Jamison responded that our copier leases allow for a certain number of copies, and are charged if that allowance is exceeded. Lastly, she asked for a report as to the number of printers at Shaner School and those which are not working.

PUBLIC COMMENTS

- Mr. Martins congratulated the District on the great story in yesterday's Press of Atlantic City about the Hess School.
- Mrs. Fleming commented that she is not in favor of hiring paraprofessionals at other than step 1.
- Mrs. Francis asked if there has been a policy change regarding head lice. Mrs. Cappelluti answered that she will check with Mrs. Graf, as the policy was being amended. She then asked how many students will be piloting the Words our Way program. Mrs. Baldwin explained that there will be 10 students each in grades 2-5, with a total of 40. She also reiterated Mrs. Branca's comment that we must listen to our students before they are disciplined. In conclusion, she

commented that while she was observing in a classroom there was little interaction between the teacher and the students and expressed her concerns about the program. Mrs. Cappelluti responded to her comments, saying that the Readers/Writers Workshop model is much more interactive than a traditional program and that she has received many positive comments about it.

- Mr. Rogers thanked the Board for allowing the meetings to be available on the internet. He then asked that the agenda be more user-friendly and not contain acronyms. He asked about the motion regarding the Words our Way program, questioning the free materials. Dr. Erickson explained that the vendor is providing the free materials, which is typical when piloting a program. The District is under no obligation to purchase anything. In conclusion, he asked that more financial information be included in the motion.

EXECUTIVE SESSION

Motioned by Dr. Erickson, seconded by Mrs. Befano, to enter into Executive session for the purpose of confidential 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 a confidential matter. 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)

The Board entered into Executive Session at 8:45 p.m.

The Board reconvened the regular meeting at 9:16 p.m.

Motioned by Dr. Erickson, seconded by Mrs. Befano, to adjourn the meeting.

Mays Landing, NJ
December 6, 2011

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

The Hamilton Township Board of Education meeting adjourned at 9:16 p.m.

Martha J. Jamison, CPA
Board Secretary