

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
FEBRUARY 21, 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 7:00 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, Mr. Mark Ludwick, Dr. David May, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mr. Carl Anderson and Mrs. Kim Melton

Also present Mrs. Michelle Cappelluti: Superintendent of Schools  
were: Mrs. Martha Jamison: Board Secretary

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mrs. Capone asked the other Board members if they had received information on preschool from Mr. Byers of Barbarito & Byers. As nobody had received that information, Mrs. Cappelluti asked Mrs. Capone to forward it to her for review before distributing to the Board. She then asked what "ATC" on the facilities minutes is for. Mr. Ludwick responded that it stands for Automatic Temperature Control.

Dr. Erickson asked the Board members to let the Board office know if they will be able to attend the Lighthouse Project on March 23-24.

Mrs. Kupp asked a question about the HIB log. Mrs. Cappelluti will check on it and let her know.

Mrs. Capone asked some questions about the facilities minutes, with Mr. Ludwick responding. She then asked about the motion to approve Energy Education, Inc., costing the District \$600,000. Mr. Ludwick explained that he had asked for this to be placed back on the agenda for Board approval at the last facilities meeting. There was some discussion.

Mr. Martins, CST Supervisor, asked to speak to the Board. He asked that the Board recognize the recent passing of Christian Clopp, a grade one student, with a moment of silence.

There was a moment of silence for Christian Clopp.

### **SUPERINTENDENT/STAFF REPORTS**

Mrs. Cappelluti informed the Board that the bond sale closed successfully today. She also thanked Mrs. Kupp for her work at the skating party last Sunday.

#### (A) Information Items

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

- a. **February 21, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. **February 21, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **March 6, 2012** – Board of Education Meeting – Davies School – 6:00 p.m.
- d. **March 9, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **March 14, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **March 21, 2012** – Transportation Committee Meeting – Board Office – 5:00 p.m. – Board Office – 5:00 p.m. - *TENTATIVE*
- g. **March 27, 2012** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- h. **March 27, 2012** – Board of Education Meeting and Public Hearing on the Budget – Davies School – 7:00 p.m.
- i. **April 3, 2012** – Policy Committee Meeting – Davies School - 6:00 p.m.
- j. **April 3, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

- (B) Harassment, Intimidation and Bullying Incident Log, as per attachment VIII-B.
- (C) Student Discipline Reports for the month of January, 2012, as per attachment VIII-C.
- (D) Superintendent's/Principal's List for the 2<sup>nd</sup> Marking Period, as per attachment VIII-D.
- (E) New Homes and Certificates of Occupancy for the month of January, 2012, as per attachment VIII-E.

## **COMMITTEES AND RECOMMENDATIONS**

### **FACILITIES COMMITTEE – Mrs. Befano**

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

1. To approve Change Order #1 to the contract with Noble Roofing and Sheet Metal, Inc. in the deduct amount of (\$2,909.20) for unused allowance. This will reduce the total contract amount from \$210,745.00 to \$207,835.80, as per attachment IX-A-1. **Change Order #1 for Noble Roofing and Sheet Metal, Inc.**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, 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 budget transfers in the amount of \$79,732.00, as per attachment IX-C-1. **Budget Transfers**
2. 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 **Superintendent's and Board Secretary's certification**

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, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and Dr. Erickson. (7-0-0)

The following item has been included as an informational item:

- Purchase orders**            3.    Purchase orders issued for services, supplies and equipment in the amount of \$1,198,845.54, as per attachment IX-C-3.

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

- Bills and payroll**            4.    To approve the following bills and payroll in the total amount of \$4,643,784.79, as per attachment IX-C-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$29,720.00
10	General Fund/Payroll	214,949.74
11	Current Expense	1,193,772.74
11	Current Expense/Payroll	2,134,201.96
12	Capital Outlay	50,812.12
18	Education Jobs/Payroll	76,131.07
20	Special Revenue	45,120.75
20	Special Revenue/Payroll	44,362.48
30	Building Projects	103,541.99
40	Debt Service	585,245.63
50	Cafeteria	136,819.72
50	Kids' Corner	20,151.50
50	Community Education	6,760.62
50	Camp Blue Star	2,194.47

- Travel and Related Expense Reimbursement**            5.    To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-5.

- Staff attendance at seminars, workshops & conferences**            6.    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-6.

7. To approve out-of-district placements for the following students for the 2011-2012 school year, as per attachment IX-C-7: **Out of District Placements**

Student #11-12-16 – Atlantic County Special Services School District at a cost of \$34,020.00/year, prorated.

Student #11-12-35 – Atlantic County Special Services School District at a cost of \$34,020.00/year, prorated.

8. To approve to re-bid the public sale of the Acrosonic Spinet Piano, which is no longer of use to the District. **Public Sale of Spinet Piano**

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

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

9. To approve a contract to continue telephone service with Xtel Communications for the period from July 1, 2012 through June 30, 2015. Xtel was awarded the contract to provide this service by ACT, the Alliance for Competitive Telecommunications, of which the District is a member, as per attachment IX-C-9. **Xtel Communications**

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

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

10. To approve a contract with the NJ Commission for the Blind and Visually Impaired to provide Level 1 services to a student at a cost of \$1,700.00, as per attachment IX-C-10. **NJ Commission for the Blind and Visually Impaired**
11. To approve the donation of a Peavey XR600 Mixer Amp, District ID #149, to the CharterTech High School. This equipment is **Peavey XR600 Mixer Amp**

no longer of any use to the District.

**Disposal of  
obsolete/  
broken  
equipment**

12. To approve the disposal of equipment which has been determined to be obsolete or broken and no longer of use to the District, as per attachment IX-C-12.

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

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

**Energy  
Education,  
Inc.**

13. To approve a contract with Energy Education, Inc. to provide energy conservation services to the district at a cost of \$12,450.00 a month beginning September, 2012 for a period of 48 months, as per attachment X-C-13.

There was discussion by the Board of this motion. Mrs. Capone requested that this be held until the next meeting so that she may contact Stockton College about their energy savings program.

Motioned by Mrs. Capone, seconded by Dr. Erickson, to table #13 as presented:

Roll Call Vote: Four in favor: Mr. Aiken, Mrs. Capone, Mr. Ludwick, and Dr. Erickson.  
Nay: Mrs. Befano, Mrs. Kupp, and Dr. May.  
(4-3-0)

**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 2011-2012 school year, as per attachment IX-D-1.

**Fieldwork  
placements**

2. To approve fieldwork placements for the 2011-2012 school year, as per attachment IX-D-2.

3. To amend the start date for Jessica Kempton, Davies School Special Education teacher, from March 17, 2012 to March 5, 2012, B.A. Step 1, for a total annual salary of \$44,352.00, pro-rated.  
(Ms. Kempton was previously approved on December 20, 2011 as a maternity leave replacement for Michele Sutley.) **Kempton, Special Education teacher**
  4. To amend the return to work date for Ashley Demmy, Davies School Special Education teacher, from February 1, 2012 to January 27, 2012, as per attachment IX-D-4.  
(Ms. Demmy was previously approved on May 3, 2011.) **Return to work for Demmy**
  5. To approve Felicia Barber as a part-time, 29 hour/week Shaner School paraprofessional beginning February 22, 2012 through June 30, 2012, Step 1, for a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-5. **Barber, part-time Paraprofessional**
  6. To accept a resignation notice from Jessica Myers, Davies School paraprofessional, effective February 13, 2012 with her last day of employment to be on March 8, 2012, as per attachment IX-D-6. **Resignation notice from Myers**
  7. To approve Raymond Harris as the District Translator for the 2011-2012 school year. Mr. Harris will be paid in accordance with the HTEA Contract at the curriculum rate of \$31.15/hour, not to exceed 90 hours. **Harris, District Translator**
- Item #1: Six in favor: Mr. Aiken, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Dr. May, and Dr. Erickson. Nay: Mrs. Capone (6-1-0)
- Items #2-#7: All in favor: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and Dr. Erickson. (7-0-0)

**POLICY COMMITTEE – Mr. Aiken**

None

### **TRANSPORTATION COMMITTEE – Mr. Anderson**

Motioned by Mr. Ludwick, 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, Mr. Ludwick, Dr. May, and Dr. Erickson. (7-0-0)

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

Mr. Ludwick informed the Board that we closed on the Bond refinancing today at a net present value savings of \$525,266.89.

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

A parent commented on how beneficial the classes are with Mrs. Lawful-Trainer and that he hopes the District continues with this program next year.

Mr. Cartwright commented that the Shaner School has a twitter account now. He also added that the Book Fair is next week followed by Family Night on March 9. The next Parent Meeting will be on March 14, focusing on Technology at the Shaner School, and there will be a Blood Drive on March 26. He then thanked Bassetti Photographers for donating student photos to the school for display.



Mr. Ludwick asked about the date for Read Across America, with Mr. Cartwright responding that it will be held on March 23.

Mrs. Frances asked if the 6:00 p.m. start time for the March 6 meeting would be for Executive Session, which the Board confirmed. She then asked about the club and activity trip approvals. Dr. Erickson explained how the District approves busses for these activities.

### **EXECUTIVE SESSION**

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to enter into Executive session for the purpose of possible litigation and student placement.

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 matters of possible litigation and student placement. 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 Executive Session at 8:07 p.m.

The Board reconvened the regular meeting at 8:53 p.m.

### **NEW BUSINESS**

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

- A. To approve Resolution #37 and Certification to approve placement of Student #HB 2011-2012-2 in accordance with an Agreement between the Hamilton Township Board of Education and the parents of the student, as per attachment XIII-A.

**Resolution  
#37**

Mays Landing, NJ  
February 21, 2012

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

The Hamilton Township Board of Education meeting adjourned at 8:55 p.m

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Martha J. Jamison, CPA  
Board Secretary