

Mays Landing, NJ  
February 7, 2012

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
FEBRUARY 7, 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, Mrs. Kimberly Melton, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mr. Carl Anderson and Dr. David May

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

**APPROVAL OF MINUTES**

Motioned by Mr. Aiken, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of January 17, 2012, as per attachment IV-A.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Abstained: Mrs. Befano (6-0-1)

**CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

- Mrs. Frances asked about Door Replacement Project, and how many doors are included. Mrs. Cappelluti responded that this project includes classrooms doors in the older section of the building as well as some outside doors. She also asked about the motion to move the Board election to November. Dr. Erickson responded that the Township deprived the District of deciding this, but it will be discussed during new business.
- Mr. Strigh questioned the Door Replacement Project, asking how many doors are involved. Mrs. Cappelluti responded that it's probably about 40. He asked about the architect's agreement. Mr. Ludwick explained that this project has safety issues and is a priority. Mr. Strigh questioned whether committee meetings are open to the public. Dr. Erickson responded that it has not been discussed by the Board at this time. There was some discussion of committee minutes being provided online.

### **BOARD MEMBER COMMENTS**

- Dr. Erickson expressed disappointment over the Township's decision to move the election to November. She then thanked the Girl Scouts for coming to the meeting, as well as the rest of the community members. She also mentioned that she spent the weekend in Washington, DC with NJ School Boards and National School Boards which was fun and exciting and that she learned a lot.
- Mrs. Kupp stated that she went to the recent music program at Shaner School, put on by Mrs. Milone and the related arts staff, which was fantastic. She added that they could use a portable stage.
- Mrs. Capone also commended Mrs. Milone for the wonderful production at Shaner.
- Barbara Kupp mentioned that she attended Andrea Lawful-Trainer's meeting with the parents last week and hopes that we can continue this program next year.

### **SUPERINTENDENT/STAFF REPORTS**

Mrs. Cappelluti commented on the wonderful show at the Shaner School and also the South Jersey Choral Festival, which she was able to attend. She then mentioned the letter from the County office regarding the preliminary budget review. We are under adequacy by a large amount and are within all recommended efficiency standards. The only comment was that we must budget for professional development regarding the new teacher evaluations. She also advised that the Board members have been provided with a current report on our meeting of goals in grades K-5. Dr. Erickson asked that the Board and public be provided with our progress at every meeting. She then thanked the Girl Scouts for coming tonight for Women in Career Night.

(A) Information Items

1. **Dates to Remember**

- a. **February 7, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **February 10, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- c. **February 21, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- d. **February 21, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- e. **March 6, 2012** – Policy Committee Meeting – Davies School – 6:00 p.m. - *TENTATIVE*
- f. **March 6, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Registration/Transfer Statistics for the Month of January, 2012, 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) Stephen Santilli, Davies School Principal, acknowledged contributions from Tilton Fitness and the Davies School Student Council toward our new fitness program, as per attachment VIII-E. Members of Student Council were present and recognized.

(F) William Trackman, Supervisor of Food Services, presented information on the District's meal program and the new USDA regulations which will be effective for the 2012-2013 school year. The program was followed by questions and comments from the Board and public.

**COMMITTEES AND RECOMMENDATIONS**

**FACILITIES COMMITTEE – Mrs. Befano**

None

**CURRICULUM COMMITTEE – Mrs. Kupp**

None

**FINANCE COMMITTEE – Mr. Ludwick**

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

**Report of Receipts**

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of December, 2011. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of December, 2011, as per attachment IX-C-1.

**Board Secretary's Report**

2. To approve the Board Secretary's Report for the period ending December 31, 2011. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of December 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.

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

The following items have been included as informational items:

**Interest Income**

3. Interest Income for the month of December, 2011, as per attachment IX-C-3.

**Receipts**

4. Receipts for the month of December, 2011, as per attachment IX-C-4.

**Refunds**

5. Refunds for the month of December, 2011, as per attachment IX-C-5.

**Capital Reserve Interest**

6. Capital Reserve Interest for the month of December, 2011, as per attachment IX-C-6.

**Rental Income**

7. Rental Income for the month of December, 2011, as per attachment IX-C-7.

- |    |  |                              |
|----|--|------------------------------|
| 8. | Miscellaneous Revenue for the month of December, 2011, as per attachment IX-C-8.   | <b>Miscellaneous Revenue</b> |
| 9. | The monthly Budget Summary Report for December, 2011, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-9. | <b>Budget Summary Report</b> |

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

- |     |  |  |
|-----|--|--|
| 10. | To approve budget transfers in the amount of \$196,383.95, as per attachment IX-C-10.  | <b>Budget Transfers</b>                          |
| 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.  | <b>Staff attendance</b>                          |
| 12. | To approve to solicit bids for the Door Replacement Project at the Joseph C. Shaner School.  | <b>Solicit Bids</b>                              |
| 13. | To approve an Amendment to the Professional Services Agreement, AIA Document G802-2007 with Fraytak Veisz Hopkins Duthie, P.C., for the 2012 Door Replacement Project at the Shaner School, FVHD Project #4240, in the amount of \$16,475.00, as per attachment IX-C-13. | <b>Professional Services Agreement with FVHD</b> |
| 14. | To approve to terminate the placement of a special needs student, as per attachment IX-C-14.   | <b>Termination of placement</b>                  |

Roll Call Vote: Items #10, #11, #12 and #14:  
All in favor: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (7-0-0)  
Item #13: Six in favor: Mr. Aiken, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Capone. (6-1-0)

**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:

- |                              |    |  |
|------------------------------|----|--|
| <b>District substitutes</b>  | 1. | To approve district substitutes for the 2011 - 2012 school year, as per attachment IX-D-1. |
| <b>Fieldwork placements</b>  | 2. | To approve fieldwork placements for the 2011-2012 school year, as per attachment IX-D-2.   |
| <b>Homebound instruction</b> | 3. | To approve homebound instruction for the 2011-2012 school year, as per attachment IX-D-3.  |

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

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

- |                                    |    |  |
|------------------------------------|----|--|
| <b>Position Control #24.04.06</b>  | 4. | To inactivate Position Control #24.04.06, Hess School grade 4 self-contained paraprofessional. This position was occupied by Traci Brittain who has transferred to grade 5 self-contained. |
| <b>Position Control #24.01.02</b>  | 5. | To create Position Control #24.01.02, Shaner School kindergarten self-contained paraprofessional. This is required for a student in Mrs. Stecher's classroom.                              |
| <b>Mentor for Bachinsky</b>        | 6. | To approve Tara Thies as a Mentor for Maria Bachinsky at the Hess School.  |
| <b>Kid's Corner Substitute</b>     | 7. | To approve Theresa Valiante as a Kid's Corner substitute at the rate of \$10.00/hour.  |
| <b>Resignation from Jankiewicz</b> | 8. | To accept a letter of resignation from Claire Jankiewicz, Hess School paraprofessional, effective January 19, 2012, with her last day of employment to be February 3, 2012, as             |

per attachment IX-D-8.

9. To approve a maternity leave of absence for Donna Lee Stickle, Davies School teacher. Ms. Stickle has requested to use 31 accumulated sick days beginning March 5, 2012 through April 20, 2012, then be placed on a New Jersey Family Leave from April 23, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment IX-D-9. **Maternity Leave of Absence for Stickle**

10. To approve Leanna Mullen as a part-time, 29 hours/week, Shaner School paraprofessional, beginning February 8, 2012 through June 30, 2012, Paraprofessional Guide, Step 1, with a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-10. Ms. Mullen is a replacement for Dawn Lynch who has resigned. **Mullen, part-time paraprofessional**

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

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

11. To approve Shaun Laurito as a part-time, 29 hours/week, Shaner School self-contained paraprofessional, beginning February 8, 2012 through June 30, 2012, Paraprofessional Guide, Step 1, with a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-11. **Laurito, part-time Paraprofessional**
12. To approve Lawrence Laskowski as a part-time, 29 hours/week, Davies School ICS paraprofessional beginning February 8, 2012 through June 30, 2012, Paraprofessional Guide, Step 1, with a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-12. Mr. Laskowski is a replacement for Anne **Laskowski, part-time Paraprofessional**

Christiansen who has resigned.

**Grohman, PT Paraprofessional** 13. To approve Cynthia Grohman as a part-time, 29 hours/week, Hess School ICS paraprofessional, beginning February 8, 2012 through June 30, 2012, Paraprofessional Guide, Step 1, with a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-13.  
Ms. Grohman is a replacement for Claire Jankiewicz who has resigned.

**Kolli, PT Paraprofessional** 14. To approve Nikhita Kolli as a part-time, 29 hours/week, Shaner School paraprofessional, beginning February 8, 2012 through June 30, 2012, Paraprofessional Guide, Step 1, with a total annual salary of \$13,382.00, pro-rated, as per attachment IX-D-14.  
Ms. Kolli is a replacement for Carolyn Creech who has resigned.

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

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

**Applicants for emergency hiring** 15. 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:

1. Robin Dickson – Payroll Coordinator
2. Shaun Laurito – Paraprofessional
3. Kelly Angelina – Paraprofessional

**Science/Social Studies Coordinator** 16. To approve Amy Gold as the Science/Social Studies Coordinator from February, 2012 through June, 2012. Ms. Gold is a replacement for Melissa Olkowski who served in this position from September, 2011 through January, 2012.



- |     |  |  |
|-----|--|--|
| 17. | To approve Stephanie Andrus as Kindergarten Grade Level Chair from February, 2012 through June, 2012. Ms. Andrus is a replacement for Sandy Santa Maria who served in this position from September, 2011 through January, 2012.  | <b>Kindergarten Grade Level Chair</b>    |
| 18. | 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 and Hess Schools, as per attachment IX-D-18.  | <b>Staff stipends</b>                    |
| 19. | To approve staff members to provide in-house professional development to staff during the February In-Service at the rate of \$26.00/hour as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through a combination of NCLB FY12 and Local Funds, as per attachment IX-D-19. | <b>In-house professional development</b> |

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

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

- |     |   |                      |
|-----|---|----------------------|
| 20. | To approve an intermittent medical leave of absence for Kathleen Hyer, Transportation Coordinator, for the period January 30, 2012 through March 9, 2012. Mrs. Hyer will be using her accumulated sick, personal and vacation days from January 30, 2012 through February 17, 2012 (1/2 day). Mrs. Hyer has also requested FMLA on February 17 <sup>th</sup> (1/2 day), 24 <sup>th</sup> and 28 <sup>th</sup> , and March 2 <sup>nd</sup> , 6 <sup>th</sup> and 9 <sup>th</sup> , with a return to work date of March 12, 2012, as per attachment IX-D-20. (Vacation and FMLA will run concurrently.) | <b>FMLA for Hyer</b> |
|-----|---|----------------------|

**FFLA for  
Rodriguez**

21. To approve a Federal Family Leave of Absence for Miguel Rodriguez, Custodian, for the period January 30, 2012 through February 1, 2012 with a return to work date of February 2, 2012. Mr. Rodriguez has requested the leave to care for his wife after surgery, as per attachment IX-D-21.

After some discussion, it was motioned by Mrs. Capone, seconded by Dr. Erickson, to table #20 as presented:

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

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve Item #21 (above) as presented:

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

**POLICY COMMITTEE – Mr. Aiken**

None

**TRANSPORTATION COMMITTEE – Mr. Anderson**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Capone advised that the Atlantic County Board of Elections has agreed to provide voting machines in March for our students to learn about voting.

## **NEW BUSINESS**

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

### **Resolution #36**

To approve Resolution No. 36 Establishing the Election of Members of the Hamilton Township Board of Education as the First Tuesday after the First Monday in November, as per attachment XIII-A.

The Board discussed at length the Township's decision to move the Board election to November, explaining some of their concerns with this legislation.

Roll Call Vote: One in favor: Mrs. Kupp  
Nay: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (1-6-0)

## **PUBLIC COMMENTS**

Mrs. Baldwin noted that there were articles in the Press and Current about a local author, Jarrett Krosoczka, who visited the Hess School. She thanked Mrs. Yunghans for arranging this visit and Mr. Trackman and his staff for their assistance. She also recognized Stacy Weiner who spearheaded Pennies for Patients, which raised over \$1700. She then reminded everyone that Jump Rope for Heart will be on February 15, as well as a Preschool Walk-a-Thon for Heart. She also advised that the family of Christian Clopp is asking for everyone's prayers, as he has taken a turn for the worse and is very ill.

Mr. Laskowski commented on the district's timely and useful communications regarding the escaped prisoner. Mr. Martins acknowledged Officer Hausmann for his work on that day and all the law enforcement personnel involved.

Mr. Rogers spoke of the election costs for holding a school election and how it affects the Board. He suggested the employment contracts be

renewed for one year only until a new Board is in place. He then commented on the paraprofessional issue and stated the reason for their resignations was because of their loss of health benefits.

Mr. Strigh spoke on the issue of moving the election, expressing his agreement with the Township's decision. He also stated that he was glad the Board did vote on this resolution, even though it was symbolic.

Mrs. Harris spoke about the paraprofessionals, expressing her support for them and asked that they be provided more work hours and health benefits.

Mr. Santilli asked the Board and the public for their support in the Teens for Jeans fundraiser. There is also a Valentine's dance this Friday night as well as a Parent Involvement Committee meeting. He then updated the Board on activities for the Education Foundation. On February 24 there will be a dodgeball tournament, which will include games between the students. They are also sponsoring a skating party on February 19. Their next meeting is next Wednesday night and open to the community.

Mrs. Frances questioned Personnel agenda item #18. Dr. Erickson and Mrs. Dagit explained that Shaner School pays stipends for academic activities.

Several parents who are attending Mrs. Lawful-Trainer's sessions spoke on how wonderful the program is.

Mrs. Harris commented on how much she enjoyed the Shaner music program and commended Mr. Cartwright and Mrs. Milone.

### **EXECUTIVE SESSION**

Motioned by Mr. Ludwick, seconded by Mrs. Kupp, to enter into Executive session for the purpose of personnel matters.

Mays Landing, NJ  
February 7, 2012

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 9:28 p.m.

The Board reconvened the regular meeting at 10:25 p.m.

**PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May**

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

To approve an intermittent medical leave of absence for Kathleen Hyer, Transportation Coordinator, for the period January 30, 2012 through March 9, 2012. Mrs. Hyer will be using her accumulated sick, personal and vacation days from January 30, 2012 through February 17, 2012 (1/2 day). Mrs. Hyer has also requested FMLA on February 17<sup>th</sup> (1/2 day), 24<sup>th</sup> and 28<sup>th</sup>, and March 2<sup>nd</sup>, 6<sup>th</sup> and 9<sup>th</sup>, with a return to work date of March 12, 2012, as per attachment IX-D-20. (Vacation and FMLA will run concurrently.)

**FMLA for Hyer**

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

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 10:28 p.m.

---

Martha J. Jamison, CPA  
Board Secretary