

Mays Landing, NJ
March 6, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
MARCH 6, 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 6:13 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, Mrs. Kim Melton (arrived 6:20 p.m.), and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Dr. David May

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

Budget Discussion

There was discussion regarding the 2012-2013 Budget. Mrs. Cappelluti and Mrs. Jamison explained our funding sources, the net decrease in the tax rate, adjustments which were made following the release of the state aid amounts by the State, as well as capital and technology items which have been included in the budget. Mr. Ludwick also advised the Board that he will be out of town on Tuesday, March 27, the scheduled date for the Public Hearing on the Budget, and asked the Board if they would be open to changing it to Wednesday or Thursday night. Dr. Erickson asked that everyone let her know their availability on those dates.

Mrs. Melton arrived during the budget discussion at 6:20 p.m.

The Board then recessed the meeting for a short break from 6:50 p.m. to 7:00 p.m. The regular session of the meeting resumed at 7:00 p.m. with a flag salute led by Dr. Erickson. Mrs. Jamison again read the Notice of Advertisement of Meeting.

APPROVAL OF MINUTES

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the regular minutes of the meeting of February 7, 2012, as per attachment V-A.

Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Abstained: Mr. Anderson (7-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

Mr. Strigh asked questions about the award of the Door Replacement Project at the Shaner School. Mrs. Jamison responded to his questions.

Mrs. Sandman spoke about the motion regarding Energy Education, Inc., and asked the Board not to move it.

BOARD MEMBER COMMENTS

Mr. Ludwick responded that the Board will not move the motion regarding Energy Education, Inc. until later, as there are representatives from Stockton College coming to present their energy saving program before a decision is made.

Mrs. Capone commented on and thanked the paraprofessionals who went to local stores asking for donations of underwear for the Shaner School.

Mrs. Kupp noted the wonderful article on the front page of the Atlantic City Press regarding our Readers/Writers Workshop curriculum.

SUPERINTENDENT/STAFF REPORTS

Mrs. Cappelluti reminded everyone of the following important events coming up soon:

- Dallas Brass will be performing in the Hess School Auditorium on Thursday, March 8, 2012 with many of our students, as well as others from neighboring districts.
- Shaner School is hosting its Family Night this Friday, as well as a Blood Drive on the following Monday.
- A Parent Workshop with a representative from Teacher's College will be

held on April 2nd for parents, teachers and Board members.

- Representatives from the County office will be here on Monday, March 12, 2012 for the District's QSAC evaluation.
- Kaitlin Bond, a Grade 8 student, will be recognized by New Jersey School Boards Association at a meeting on the 14th. A student from each school was selected to attend and share their thoughts about their elementary and middle school experiences, their aspirations, and their recommendations about how to improve schools. Dr. Erickson advised that all Board members are invited to attend.

(A) Information Items

1. **Dates to Remember**

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

(B) Registration/Transfer Statistics for the Month of February, 2012, as per attachment IX-B.

(C) Enrollment, as per attachment IX-C.

(D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.

(E) Candidates selected for the 2012 Teacher and Paraprofessional of the Year along with the choice for County Teacher of the Year:

Educator Recipients:

Shaner School – *Ginger Fisher*
Hess School – *Amy Gold*
Davies School – *Michael Diorio*

Paraprofessional Recipients:

Shaner School – *Debbie Hackley*
Hess School – *Jill Fluharty*
Davies School – *Terri Quidachay*

District County Teacher of the Year Candidate: *Amy Gold*

- (F) PTA Presentation given by Carol Huber, President of the Hamilton Township PTA, and April Perrone, Vice President. Mrs. Huber announced that the PTA will be donating \$5,000.00 to each of the schools for designated projects or areas. She spoke about the importance of the PTA and their difficulty getting members who have time to contribute and asked everyone to get involved.

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE – Mrs. Befano

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

- Change Order #1** 1. To approve Change Order #1 to the contract with Maguire Electrical Construction, L.L.C. in the deduct amount of (\$310.00) for unused allowance. This will reduce the total contract amount from \$126,760.00 to \$126,450.00, as per attachment X-A-1.

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

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

- Levy Construction** 2. To award the door replacement project to Levy Construction in the amount of \$199,400.00, subject to attorney review, as per attachment X-A-2. This project is funded with Capital Reserve funds.

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

CURRICULUM COMMITTEE – Mrs. Kupp

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

1. To approve the Maintenance/Custodial Calendar for the 2012-2013 School year, as per attachment X-B-1. **Maintenance/
Custodial Calendar**

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

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

After some discussion, the Board agreed to Draft A.

2. To approve Draft A as the approved Hamilton Township School District Calendar for the 2012-2013 school year, as per attachment X-B-2. **District Calendar**

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

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

3. To approve the submission of the One Year Pre-School Program Plan Update for 2012-2013 to the New Jersey Department of Education, Division of Early Childhood, as per attachment X-B-3. **Pre-School
Program Plan
Update**

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

FINANCE COMMITTEE – Mr. Ludwick

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

1. To approve the following: **2012-2013 Budget**

BE IT RESOLVED to approve the 2012-2013 school district budget as follows:

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$41,323,999	16,235,299
Special Revenue Fund	1,772,917	-
Debt Service Fund	<u>4,619,057</u>	<u>3,054,898</u>
Total Base Budget	47,715,973	19,290,197

Report of Receipts and Expenditures

2. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of January, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2012, as per attachment X-C-2.

Board Secretary's Report

3. To approve the Board Secretary's Report for the period ending January 31, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of January 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. 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 X-C-3.

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

The following items have been included as informational items:

Interest Income

4. Interest Income for the month of January, 2012, as per attachment X-C-4.

Receipts

5. Receipts for the month of January, 2012, as per attachment X-C-5.

Refunds

6. Refunds for the month of January, 2012, as per attachment X-C-6.

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|-----|---|---------------------------------|
| 7. | Capital Reserve Interest for the month of January, 2012, as per attachment X-C-7. | Capital Reserve Interest |
| 8. | Rental Income for the month of January, 2012, as per attachment X-C-8. | Rental Income |
| 9. | Miscellaneous Revenue for the month of January, 2012, as per attachment X-C-9. | Miscellaneous Revenue |
| 10. | The monthly Budget Summary Report for January, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-10. | Budget Summary Report |

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

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|-----|--|-------------------------|
| 11. | To approve budget transfers in the amount of \$14,020.00, as per attachment X-C-11. | Budget Transfers |
| 12. | 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 X-C-12. | Staff attendance |
| 13. | To approve a letter agreement between Big Brothers Big Sisters of Atlantic & Cape May Counties and the William Davies Middle School. Davies School will serve as a Bin Sponsor for the collection of clothing. The District will receive \$50.00/month for each month the bin remains in the school, as per attachment X-C-13.
(Proceeds will go into the Davies Student Activity account to assist the music program.) | Bin Sponsor |

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

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

- Extraordinary Aid Application** 14. To approve the submission of the Extraordinary Aid Application for Special Education costs for the 2011-2012 School Year, as per attachment X-C-14.
- Funds from PTA** 15. To accept funds from the Hamilton Township PTA in the amount of \$15,000.00 for the 2011-2012 school year:
- Shaner School - \$5,000.00
 - Hess School - \$5,000.00
 - Davies School - \$5,000.00

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

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

- Superintendent's and Board Secretary's certification** 16. 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.

- Bills and payroll** 17. To approve the following bills and payroll in the total amount of \$260,131.17, as per attachment X-C-17:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$260,131.17

- Resolution #38** 18. To approve Resolution #38 authorizing withdrawal from Capital Reserve for funding the Shaner School Door Replacement Project, as per attachment X-C-18.

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

All personnel actions are being taken by the recommendation of the Superintendent.

Motioned by Mr. Aiken, seconded by Mr. Anderson, 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 an extension to a Federal Medical Leave of Absence (FMLA) for Melanie Cradock, Hess School secretary, from February 21, 2012 to March 2, 2012 with a return to work date of March 5, 2012, as per attachment X-D-2. **FMLA for Cradock**
3. To revise a maternity leave of absence for Jennifer Polo, Hess School teacher. Ms. Polo will use accumulated sick days for the period March 8, 2012 through March 30, 2012 and will be placed on a New Jersey Leave of Absence for the period April 2, 2012 through April 19, 2012 and on a child rearing leave of absence for the period April 20, 2012 through the end of the school year, as per attachment X-D-3. **Maternity leave of absence for Polo**
(Ms. Polo's leave of absence was previously approved at the January 17, 2012 Board of Education meeting.)

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

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

4. To extend an employment contract for Lauren Valentine, Shaner School teacher, from April 25, 2012 to June 30, 2012, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated. **Employment contract for Valentine**
(Ms. Valentine was previously approved on September 20, 2011.)

**Terminate
employment of
Grohman**

5. To terminate the employment of Cynthia Grohman, part-time Hess School paraprofessional, effective February 23, 2012.

**Fraone Evening
lifeguard**

6. To approve Jessica Fraone as an evening Lifeguard at the rate of \$10.00/hour.

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

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

**Melder Light
and sound
technician**

7. To approve Cliff Melder as the light and sound technician for the 2011-2012 school year at the rate of \$30.00/hour.

Dr. Erickson and Mrs. Capone expressed their concerns that Mr. Melder has no certifications to provide this service. There was some discussion.

Roll Call Vote: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton.
Nay: Dr. Erickson. (7-1-0)

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE

Motioned by Mr. Anderson, seconded by Mr. Aiken, 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, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (8-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone asked how Energy Education, Inc. was first introduced to the District. Mrs. Jamison explained that they were initially brought in by Mr. Donatucci who had a personal contact with one of their representatives. When Mr. Morris retired last June he gave Mr. Nelson some information about them and it was brought back to the Facilities Committee for discussion.

Patrick Hossay from Stockton College spoke regarding the proposed contract from Energy Education, Inc., explaining the reasons why he believed the District should not accept this contract. He then explained what his energy program through Stockton College could offer the district.

Ross Kelly of Energy Education, Inc. then explained what his company would offer the District, how they manage the District's energy savings program, and the guarantees given to the District. A parent asked Mr. Kelly if the District would save \$150,000 in the first year. He responded saying he could not guarantee the amount of savings, but that their other clients have had success.

Dr. Erickson then asked Mr. Veisz, Architect of Record for the District, for his thoughts on these programs. He replied that the District has always given energy savings a priority and either program will continue the efforts in that end.

There was then extensive discussion with many questions from the audience and Board members.

NEW BUSINESS

None

PUBLIC COMMENTS

Mrs. Baldwin commended Carol Bennett and Carol Tomasello for their work with Jump Rope for Heart in which we raised over \$10,000 this year. The Preschool Program raised over \$1,000 for the American Heart Association with its first walk-a thon. Mrs. Baldwin thanked Kristin Marr for her efforts with this program. She then advised that the Green House is collecting old sneakers for their community service project. They are working with Nike on this project in which the old sneakers will be recycled and used to refurbish track and playground surfaces in schools across the country. In closing, she reminded everyone that the next parent meeting will be on April 2, 2012.

Mr. Cartwright advised that their school-wide service project to raise funds for the Leukemia and Lymphoma Society, raised over \$5,900. He also reminded everyone that the blood drive is coming up next Monday.

Mr. Santilli thanked the PTA for their generous donation and Carol Huber, PTA President, for her hard work. He advised that there are only a few tickets remaining for the Dallas Brass concert to be held this Thursday at the Hess School. He then invited the Board to the Think Day competition which will be held March 10 at Mainland High School. Parent Conferences will be held March 13 and 14, 2012. He advised that the Environmental Club received \$1,500.00 from AtlantiCare to build a raised garden bed here at Davies School. He thanked everyone who participated in the Teens for Jeans project, with about 775 pair of jeans collected here and over one million in total nationwide. In closing, Mr. Santilli thanked all the volunteers who helped with the Education Foundation fund-raising projects, the Dodgeball Tournament and the Movie Night,

and reminded everyone that the first round of grant applications are due by March 15, 2012.

Mr. Strigh suggested getting Requests for Proposals from companies providing energy saving consultative services. He also asked that documents be provided to Board members prior to meetings.

Mrs. Shankle asked about getting a raise as a substitute paraprofessional. She then described a difficult incident that recently occurred at the Shaner School.

Mrs. Gigliotti reported that there are problems at the Shaner School with students who are exhibiting emotional outbursts and bad behaviors.

EXECUTIVE SESSION

Motioned by Mr. Ludwick, seconded by Mr. Aiken, to enter into Executive session for the purpose 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: (8-0-0) Motion carried.

The Board entered into Executive Session at 9:43 p.m.

Mrs. Jamison left the meeting at 9:43 p.m. prior to the start of Executive Session.

The Board reconvened the regular meeting at 12:10 a.m., March 7, 2012.

NEW BUSINESS

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

Mays Landing, NJ
March 6, 2012

**Kruger
Grievance**

- A. To deny a request from the Hamilton Township Education Association on behalf of Terry Kruger that reprimand letters be removed from all District files.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton. Nay: Mr. Anderson, Mrs. Capone, and Dr. Erickson. (5-3-0)

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 motion as presented:

**Homebound
instruction**

8. To approve homebound instruction for the 2011-2012 school year, as per attachment X-D-8.

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

Motioned by Mr. Ludwick, seconded by Mr. Aiken, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 12:15 a.m., March 7, 2012.

Martha J. Jamison, CPA
Board Secretary