

Mays Landing, NJ
April 24, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
APRIL 24, 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, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick (left the meeting at 9:30 p.m. during Executive Session), Dr. David May, Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: None

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools (left the meeting at 9:45 p.m. during Executive Session)
Mrs. Martha Jamison: Board Secretary
Mr. Louis Greco: Solicitor (left the meeting at 9:45 p.m. during Executive Session)

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of March 6, 2012, as per attachment IV-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

Mays Landing, NJ
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Motioned by Mrs. Befano, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the Special meeting of March 12, 2012 and the regular and executive session minutes of the meeting of March 27, 2012, as per attachments IV-B and IV-C. Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

Mrs. Branca thanked Mrs. Befano, Mrs. Kupp, Mrs. Capone, Dr. Cappelluti and Mrs. Jamison for speaking to the local Daisy and Junior Girl Scout troops and presented each with a box of girl scout cookies and a photograph.

BOARD MEMBER COMMENTS

Mrs. Befano commented that the recent meeting with the Davies School staff was very productive and beneficial. She also congratulated the Davies School track team who won their meet yesterday, with special congratulations to Dakota Ade for her 110 foot discus throw.

Dr. Erickson also commented on the staff meetings, saying that the meetings at Shaner and Hess Schools were equally beneficial and enlightening and that it was an excellent opportunity to listen to the staff.

Mrs. Capone congratulated Dr. Cappelluti on her great achievement. She then commented that she believes the Curriculum Committee should have been consulted on the summer school program as she believes the students with the greatest needs are not being addressed in this program. She also suggested rotating the staff working in the summer program. She then asked that at the policy committee meeting next week she would like to discuss amending our student dress policy to allow the students to wear shorts based on the temperature and not a date. In closing, she expressed her concerns about our bus drivers and questioned whether they all receive criminal background checks. Dr. Cappelluti advised that all bus drivers must be cleared before they receive their CDL license and are allowed to drive a school bus. Mrs. Capone then asked that the Administrators ride the busses occasionally when problems exist with student behaviors.

Mrs. Kupp commented on the wonderful Hess School concert last week.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **April 24, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

- b. **April 26, 2012** – Finance Committee Meeting – Board Office – 7:45 a.m.
 - c. **May 1, 2012** – Policy Committee Meeting – Davies School – 5:30 p.m.
 - d. **May 1, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- (B) Registration/Transfer Statistics for the Month of March, 2012, as per attachment VIII-B.
- (C) Harassment, Intimidation and Bullying Incident Log, as per attachment VIII-C.
- (D) Student Discipline Reports for the month of March, 2012, as per attachment VIII-D. There was some discussion as to the discrepancies in the number of referrals in the different houses at Hess School.
- (E) New Homes and Certificates of Occupancy for the month of March, 2012, as per attachment VIII-E.
- (F) New Jersey Quality Single Accountability Continuum (NJQSAC) results, as per attachment VIII-F.
- (G) Round-Up Registration/Pre-School and Kindergarten:
- May 15, 2012 – 9:00 a.m. – 12:00 p.m./1:00 p.m. – 3:00 p.m.
 - May 16, 2012 – 9:00 a.m. – 12:00 p.m./1:00 p.m. – 5:00 p.m.
 - May 17, 2012 – 9:00 a.m. – 12:00 p.m./1:00 p.m. – 3:00 p.m.
- (H) Davies School Concerts/Shows:
- May 9, 2012 – Davies Band at NJ State Band Festival at Rowan University
 - May 17, 2012 – Davies Spring Concert at Hess School – 7:00 p.m.
- (I) Shaner School Spring Concert:
- May 3, 2012 – 10:00 a.m.
 - May 4, 2012 – 10:00 a.m.
- (J) Board Goals Update – Dr. Cappelluti will provide an update once the third trimester is completed.
- (K) Presentation of New Jersey Department of Education changes given by:
- Michelle M. Cappelluti, Superintendent
Lisa Dagit, Director of Curriculum and Instruction
Principals

The presentation was followed by questions from the Board and public.

Dr. Cappelluti also commented on the following:

- Luncheon held today for the Teachers of the Year
- Hess Spring Concert
- National Junior Honor Society Ceremony
- Davies School CAPA visit
- Two recent bus accidents, with no injuries to our students
- Meetings at all schools, which were very productive

COMMITTEES AND RECOMMENDATIONS:

FACILITIES COMMITTEE – Mrs. Befano

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

Modification of Driveway Easement

1. To approve a Modification of Driveway Easement allowing permission to use the rear driveway onto Dr. Dennis Foreman Drive to access St. Vincent dePaul Church during Sunday Masses, as per attachment IX-A-1.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

CURRICULUM COMMITTEE – Mrs. Kupp

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

Nursing Services Plan

1. To approve the Nursing Services Plan for the 2011-2012 school year, as per attachment IX-B-1.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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 \$500.00, as per attachment IX-C-1. **Budget transfers**
2. 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-2. **Staff attendance at seminars, workshops, conferences**
3. 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. **Superintendent's and Board Secretary's certification**
4. To approve the following bills and payroll in the total amount of \$3,786,948.81, as per attachment IX-C-4: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$15,830.00
10	General Fund/Payroll	216,579.01
11	Current Expense	1,123,553.50
11	Current Expense/Payroll	2,042,944.14
18	Education Jobs/Payroll	74,930.27
20	Special Revenue	35,939.78
20	Special Revenue/Payroll	44,362.48
30	Building Projects	30,965.00
50	Cafeteria	162,370.82
50	Kids' Corner	25,073.95
50	Community Education	3,904.86
50	Camp Blue Star	10,495.00

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

5. To approve an agreement between the Hamilton Township Board of Education and **Invo HealthCare Associates, Inc.**

Invo HealthCare Associates, Inc. for speech and language services at \$88.00/hour, beginning on or about April 23, 2012 through June 30, 2012, as per attachment IX-C-5. (These services are necessary due to a maternity leave of absence.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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:

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| 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. |
| Homebound instruction | 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, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

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| Retirement of Farrow | 4. | To accept a notice of retirement from Cheryl Farrow, Davies School teacher, effective July 1, 2012 with her last day of employment to be on June 30, 2012, as per attachment IX-D-4. |
|-----------------------------|----|--|

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

Kupp, Mr. Ludwick, Dr. May, Mrs. Melton,
and Dr. Erickson. (9-0-0)

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

5. To accept a resignation notice from Rachel Myers, Hess School teacher, effective April 16, 2012 with her last day of employment to be June 30, 2012, as per attachment IX-D-5. **Resignation of Myers**
6. To accept a resignation notice from Jill Fluharty, Hess School paraprofessional, effective March 30, 2012 with her last day of employment to be April 24, 2012, as per attachment IX-D-6. **Resignation of Fluharty**
7. To accept a resignation notice from Danielle Dzierwinski, Speech Language Pathologist, effective April 19, 2012 with her last day of employment to be the end of the school year, as per attachment IX-D-7. **Resignation of Dzierwinski**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE

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

1. To approve club/activity trips for the 2011-2012 school year, as per attachment IX-F-1. **Club/activity trips**
2. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District, Contract CM12, Bid #12-1, for regular education to and from routes as listed below, for the period September 1, **Contract CM12, Bid #12-1**

2012 through June 30, 2013 at a cost of \$2,945.60 per diem for a total cost of \$530,208.00, as per attachment IX-F-2.

Routes covered under this contract are as follows:

- Shaner – SR01, SR02, SR03, SR04, SR05, SR06, SR07, SR08, SR09, SR10
- Hess - HS07, HS08, HS09, HS11, HS12, HS13, HS14, HS17, HS18, HS19
- Davies - DA02, DA04, DA07, DA10, DA12, DA16, DA19, DA22, DA23, DA24
- St. Vincent - SV01, SV02, SV03

Quote DJB12

3. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District, Quote DJB12 for the transportation of one Davies School student placed by DYFS in Pleasantville beginning April 23, 2012 through June 30, 2012 at a cost of \$80.00 per diem for a total cost of \$2,880.00.

(The total cost of this route is \$160 per diem and is being shared equally with GEHR who also has a student on this route.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Dr. Erickson confirmed with Mr. Strigh and the Board members that they have received a copy of the letter from Mr. Veisz regarding his fees. All confirmed that it has been received.

Mrs. Capone asked about the report regarding the number of students who have been removed from the District. Dr. Cappelluti responded that she has the spreadsheet and will send it to the Board. Mrs. Capone then asked to discuss the salary of the School Resource/Attendance Officer. Mr. Greco advised that it must first be negotiated with the employee and then brought to the Board. She then asked about a payment to Washington Township Board of Education. Mrs. Jamison advised it is tuition for a homeless student.

NEW BUSINESS

Dr. Erickson advised that there will be a Special Meeting at 6:00 p.m. on Monday, April 30, 2012 for the purpose of conducting the Superintendent's Evaluation. This meeting will be held in executive session.

Special Meeting

Mrs. Capone asked about the process the Board will use regarding their professional contracts. Dr. Erickson responded that she spoke to our representative with New Jersey School Boards Association who advised that the Board has the option to renew until January or continue through the school year, it's at the Board's discretion. There was some discussion, with a decision to renew our current professional contracts and wait until the new Board is formed in January to decide which services will be solicited.

PUBLIC COMMENTS

Various staff members and members of the public commented on the following concerns:

- Summer school, asking that the selection criteria be changed
- Professional contracts, asking that we

solicit proposals every year for all our professionals

- Absence of the Administrators from the last meeting, with a response from Dr. Cappelluti explaining that they are not required to attend and will occasionally be excused from a meeting.
- Election of Board members, with Mrs. Jamison responding that a letter has been sent to all those who submitted petitions last month.

The Principals gave the following updates:

Mr. Cartwright –

- The Kindergarten concert is coming up next Thursday and Friday.
- Congratulations to John Billick and Greg Bradley for their work during PE Week.
- Thanked many staff members for aiding a mother and daughter who were in need of assistance.

Mr. Santilli –

- Thanked Dan Weber and Michelle Giardino for their work with the Junior Honor Society ceremony and congratulated all the new members.
- Thanked everyone who assisted with the Davies Got Talent program and commented on our very talented students.
- The Davies Track & Field team did well at the Woodbury Relays and came home with many medals.
- The next Parent Involvement meeting is on April 30 at 7:00 p.m.
- Next week is NJASK testing and asked that parents please make sure their children are prepared.
- The dedication of the Wings and Water Garden in memory of Susan Mantovani will be May 8.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to enter into Executive session for the purpose of personnel matters/negotiations, as well as Superintendent's evaluations.

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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 discussion of personnel, negotiations, student matters rendered confidential by operation of law, and the Superintendent's evaluation. 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: (9-0-0) Motion carried.

The Board entered Executive session at 8:50 p.m.

The Board reconvened the regular meeting at 10:55 p.m.

ADJOURNMENT

Motioned by Dr. Erickson, 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 10:55 p.m.

Martha J. Jamison, CPA
Board Secretary