

Mays Landing, NJ
April 3, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
APRIL 3, 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 6:08 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, Dr. David May (arrived 7:29 p.m.), Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: None

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

EXECUTIVE SESSION

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to enter into Executive session for the purpose of a Board Member Workshop.

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 Board Member Workshop. Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when

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formal action is taken on such subject matter or at any other appropriate time.

Voice Vote: (8-0-0) Motion carried.

The Board entered Executive Session at 6:11 p.m.

The Board reconvened the regular meeting at 6:58 p.m. The Flag Salute was again conducted and the Notice of Advertisement of Meeting was read.

APPROVAL OF MINUTES

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the minutes of the regular and executive sessions of the meetings of March 6, 2012, and March 12, 2012.

Motioned by Mrs. Capone, seconded by Dr. Erickson, to table the minutes of the regular and executive session of the meetings of March 6, 2012 and March 12, 2012.

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)

CORRESPONDENCE

None

PUBLIC COMMENTS

Prior to public comment Dr. Erickson informed the public that the issues concerning school safety and climate, which have been raised at prior meetings, are being addressed by the Superintendent and Administration and a report will be given to the Board. She asked that comments at this time be on tonight's agenda items.

A member of the public asked what was discussed during Executive Session. Dr. Erickson explained, with Mr. Greco adding that it was personnel related, discussing interactions and interrelationships among Board members, which is recognized as a personnel discussion. There was no discussion of substantive issues of school operations and business. He then asked about the legality of this discussion in closed session. Dr. Erickson offered to contact New Jersey School Boards Association for a more detailed explanation.

BOARD MEMBER COMMENTS

Mrs. Capone advised that she recently attended the literacy program at the Hess School and asked if another session could be offered, giving more time

for the parents to ask questions.

SUPERINTENDENT/STAFF REPORTS

Mrs. Cappelluti informed the Board of the following:

- She recently attended Performing Arts Night at the Davies School and thanked Mr. Daniels, Mr. Seigle, Mrs. Berchtold and Ms. Coats for their work.
- She attended a NJ Title I conference last Friday with Mrs. Baldwin, Mrs. Farrell and Mrs. Bonomo, who were invited to present at the conference.
- The QSAC report is in and we have been designated as a High Performing District.
- Transportation bids were recently opened, with three new companies bidding. Mrs. Hyer will prepare a report showing the savings.
- She advised that she has met with all the Principals and Leadership Teams and we are working on all the issues which have been brought to our attention.

(A) Information Items

1. **Dates to Remember**

- a. **April 3, 2012** – Board of Education Meeting – Davies School –
 - 6:00 p.m. – Board Member Workshop – Executive Session
 - 7:00 p.m. – Board Meeting
- b. **April 17, 2012** – National Junior Honor Society Induction Ceremony – Davies School – 7:00 p.m.
- c. **April 24, 2012** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- d. **April 24, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- e. **May 1, 2012** – Policy Committee Meeting – Davies School – 6:00 p.m.
- f. **May 1, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Enrollment, as per attachment VIII-B.

(C) Academic Achievement Lists for the 2nd Trimester – Grades 4 and 5, as per attachment X-C.

(D) Round-Up Registration/Pre-School and Kindergarten:

Joseph C. Shaner School

- 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.

(E) Davies School Concerts/Shows

- April 18, 2012 – Davies Choir at NJ State Choral Festival at Rowan Univ.
- April 20, 2012 – Davies “Swing Kids” Jazz Band @ Mainland Jazz Festival
- May 9, 2012 – Davies Band at NJ State Band Festival at Rowan Univ.

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- May 17, 2012 – Davies Spring Concert at Hess School – 7:00 p.m.

(F) Hess School Spring Concert

- April 19, 2012 – 7:00 p.m.

(G) Shaner School Spring Concert

- May 3, 2012 – 10:00 a.m.
- May 4, 2012 – 10:00 a.m.

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:

- | | | |
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| Budget Transfers | 1. | To approve budget transfers in the amount of \$185,961.14, as per attachment X-C-1. |
| Staff attendance at seminars, workshops & conferences | 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 X-C-2. |
| VSP Renewal | 3. | To approve the renewal of the District's Vision Insurance with VSP for the period July 1, 2012 through June 30, 2014 at no increase, 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)

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

4. To approve tuition contracts with Egg Harbor Township Board of Education for two (2) Hamilton Township students (one is a special education student) who have been placed by the New Jersey Division of Youth and Family Services (DYFS) with a family residing in EHT, effective September 6, 2011 through June 30, 2012. The first contract is at a cost of \$54.39 per diem, for a total cost of \$9,789.00. The second is at a cost of \$90.38 per diem, for a total cost of \$16,268.00, plus costs for related services. (These students are siblings.) **Tuition contracts with EHT**
5. To approve a tuition contract with Washington Township Board of Education for one (1) student at a cost of \$70.74 per diem for 44 days, a total of \$3,112.56, effective September 6, 2011 through November 7, 2011. This student was homeless from Hamilton Township. **Tuition contract with Washington Township BOE**
6. To approve a tuition contract with Pineland Learning Center for one (1) student at a cost of \$232.71 per diem for 70 days, a total of \$16,289.70, effective March 6, 2012 through June 30, 2012. This placement was approved on March 27, 2012. **Tuition contract with Pineland Learning Center**
7. To approve a tuition contract with Marie H. Katzenbach School for the Deaf for one (1) student at a cost of \$30,168.00 for educational services and \$16,152.00 for dormitory charges, a total of \$46,320.00, effective March 12, 2012 through June 30, 2012. This placement was approved on March 27, 2012. **Tuition contract with Marie H. Katzenbach**

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

- District substitutes** 1. To approve district substitutes for the 2011-2012 school year, as per attachment X-D-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:

- Retirement of Testa** 2. To accept a notice of retirement from Judith Testa, District Occupational Therapist, effective July 1, 2012 with her last day of employment to be on June 30, 2012, as per attachment X-D-2.

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:

- Food Service Job Descriptions** 3. To approve revised job descriptions for the following positions, as per attachment X-D-3:

- Food Service Worker
- Food Service Cashier

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:

4. To approve homebound instruction for the 2011-2012 school year, as per attachment X-D-4. **Homebound instruction**

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)

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE

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

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

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 item has been included as an informational item:

2. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment X-F-2. **School Bus Emergency Evacuation Drill**

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone asked about the following issues:

- Voting machines - Mrs. Cappelluti responded that the schools are very busy preparing for testing and do not want them at this time.
- Viewing our meetings on Channel 2. Mrs. Cappelluti will speak to Mr. Scott

about this.

- Professional contracts for 2012-2013. Dr. Erickson responded that New Jersey School Boards Association will be getting information out to districts.
- Gang bathrooms at Shaner School – Mrs. Cappelluti advised that Mr. Nelson will have his staff clean then thoroughly during the spring break and we will plan to budget this next year.
- Mrs. Cappelluti's contract – Mrs. Cappelluti responded that it ends June 30 and the Board will have an opportunity to discuss it, followed by a review and approval by the Executive County Superintendent. Mr. Greco advised that it does not need to be advertised.
- Nepotism Policy, asking that possible changes be discussed during the next committee meeting.

Dr. May arrived during unfinished business at 7:29 p.m.

NEW BUSINESS

None

PUBLIC COMMENTS

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

- Comment concerning the bidding of contracts
- Questions concerning the topic of tonight's closed session meeting
- Request for information regarding the architect's fees
- Comments concerning statements made at prior meetings regarding the safety in our schools and the treatment of our staff
- Questions concerning state requirements and the legalities of actions taken by staff.
- Comments from a teacher concerning actions taken by Administrators regarding classroom changes made without her knowledge.
- Comments concerning the disrespectful attitude of the students and lack of support for the staff from the administration.
- An incident that occurred a couple years ago regarding a complaint made to the administration regarding the increased student testing, in which she was asked by the Principal a few weeks later to refrain from expressing her opinions.
- Requests from staff for Mrs. Cappelluti to meet with them to discuss these issues and open communication.
- Comment that we need some respect and cohesiveness.

EXECUTIVE SESSION

Motioned by Mr. Ludwick, seconded by Dr. Erickson, 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: (9-0-0) Motion carried.

The Board entered Executive session at 8:28 p.m.

The Board reconvened the regular meeting at 9:58 p.m.

ADJOURNMENT

Motioned by Dr. Erickson, seconded by Mr. Anderson, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 9:58 p.m.

Martha J. Jamison, CPA
Board Secretary