#### MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON MAY 1, 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 Davies Middle School by Mrs. Martha Jamison, Board Secretary.

Call To Order

Martha Jamison 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. A mechanical device is being used to both audio-tape and video-tape this meeting.

#### **ROLL CALL**

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Mr. Margaret Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick, Dr. David May (arrived 7:02 p.m.), and Dr. Anne Erickson. Quorum present.

Members Absent: Mrs. Kimberly Melton

Also present were: Mrs. Michelle Cappelluti, Superintendent of Schools

Mrs. Martha Jamison, Board Secretary

Mr. Louis Greco, Solicitor

#### A. Appointments

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following appointments for the period from May 1, 2012 to May 1, 2013:

1.	Position Business Administrator/Board Secretary	Name Martha J. Jamison
2.	Acting Board Secretary in absence of Board Secretary	Carol Bowen
3.	Solicitor	Louis J. Greco

4.	Bond Counsel	McManimon & Scotland, L.L.C.
5.	Affirmative Action Officer	Russell Clark
6.	Emergency Management Coordinator	Glenn Martins
7.	Section 504 Compliance Officers	Glenn Martins Jennifer Baldwin
8.	ADA Compliance Officer	Glenn Martins
9.	Public Agency Compliance Officer	Martha J. Jamison
10.	Purchasing Agent	Martha J. Jamison
11	Architect	Fraytak Veisz Hopkins and Duthie, P.C.
12.	Auditor	Ford, Scott & Associates
13.	Financial and Investment Advisors	ACACIA Financial Group
14.	Labor Relations Consultant	Taylor, Whelan & Hybbeneth
15.	Safety Coordinator	Ian Nelson
16.	Executive Safety Committee	lan Nelson Corey Imlay Business Administrator
17.	Integrated Pest Management Coordinator	Corey Imlay
18.	Broker of Record Health insurances	Helen Parker
19.	AHERA Compliance	Ian Nelson
20.	Title IX Coordinator	Michelle M. Cappelluti
21.	Anti-Bullying Coordinator	Russell Clark
	Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick,	

and Dr. Erickson (7-0-0)

#### B. Meeting Dates, Times and Place

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the dates and times of Regular Board of Education meetings, as per attachment V-B, as amended. These meetings will be held at the William Davies Middle School, 1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey.

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

#### C. Official Publication

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: The Press of Atlantic City and the Atlantic County Record and its affiliates.

#### D. Official Depositories

Motioned by Dr. Erickson, seconded by Mrs. Befano, to designate the following banks as legal depositories for the Hamilton Township School District: Ocean City Home Bank, Sun Bank, Wells Fargo Bank, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, Parke Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

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

#### E. Signatories

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the following signatories for the following accounts in Ocean City Home Bank for Hamilton Township School District:

<u>Account</u>	<u>Signatories</u>
General Account	President, Superintendent, Board Secretary, (3 of 3 signatures)
Payroll Account	Superintendent and Board Secretary (2 of 2 signatures)
Agency Account	Board Secretary, Superintendent

#### (2 signatures)

Shaner Activity Account	Principal, Superintendent, Board Secretary (2 of 3 signatures)		
Davies Activity Account	Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)		
Hess Activity Account	Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)		
Lunch Program Account	Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)		
Unemployment Account	Board Secretary, Superintendent, (2 signatures)		
Kids' Corner Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)		
Community Education Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)		
Camp Blue Star Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)		
Capital Reserve Account	Superintendent, Board Secretary (2 signatures)		
Capital Projects Account	Superintendent, Board Secretary (2 signatures)		
Poll Call Voto: All in favor: Mr. Aikon, Mr. Andorson			

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

#### F. **Wire Transfers**

Motioned by Dr. Erickson, seconded by Mrs. Befano, to appove the Business Administrator authorization to wire transfer funds between official depositories for investment purposes.

#### G. **Petty Cash Funds**

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve to establish Petty Cash Funds for the 2012-2013 school year as follows:

- a. Hess School \$100.00
- b. Shaner School \$100.00
- c. Davies School \$100.00
- d. Central Administration Office \$150.00
- e. Child Study Team \$50.00

#### H. Budgetary Accounting, Payroll, and Personnel Recordkeeping

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve Computer Solutions, Inc. CSI SMARTS educational software for the 2012-2013 school year for the following applications: budgetary accounting, payroll and personnel recordkeeping.

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

#### I. Pupils Records

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve as authorized by Board of Education Policy 8330, Pupil Records, to certify school personnel to collect and maintain the following pupil records; personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

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

#### J. Adoption of Curriculum

Motioned by Dr. Erickson, seconded by Mrs. Befano, to request to adopt the attached curriculum for all three schools, as per attachment V-J.

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

#### K. Official Bargaining Units

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following bargaining units:

- a. Hamilton Township Education Association
- b. Hamilton Township Administrators' Association
- c. Hamilton Township Supervisors', Coordinators' and

#### Director's Association

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

#### **APPROVAL OF MINUTES:**

Minutes

A. Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of April 3, 2012, as per attachment VI-A.

#### **CORRESPONDENCE**

None

#### **PUBLIC COMMENTS**

#### **BOARD MEMBER COMMENTS**

#### **SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
  - 1. Dates to Remember
    - a. **May 1, 2012** Policy Committee Meeting Davies School 6:00 p.m.
    - b. May 1, 2012 Board of Education Meeting Davies School 7:00 p.m.
    - c. May 9, 2012 Personnel Committee Meeting Board Office 5:00 p.m.
    - d. May 11, 2012 Facilities Committee Meeting Board Office 7:30 a.m.
    - e. **May 15, 2012** Curriculum Committee Meeting Board Office 6:00 a.m.
    - f. May 15, 2012 Board of Education Meeting Davies School 7:00 p.m.
    - g. May 28, 2012 Memorial Day Schools Closed
- (B) Superintendent's/Principal's List for the 3<sup>rd</sup> marking period, as per attachment X-B.
- (C) Harassment, Intimidation and Bullying Incident Log, as per attachment X-C.
- (D) 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.
- (E) Davies School Concerts/Shows:

- May 9, 2012 Davies Band at NJ State Band Festival at Rowan
- May 17, 2012 Davies Spring Concert at Hess School 7:00 p.m.

#### (F) Shaner School Spring Concert:

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

#### **COMMITTEES AND RECOMMENDATIONS**

#### **BUILDING/FACILITIES COMMITTEE**

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 Falasca Mechanical in the deduct amount of (\$1,000.00) for unused allowance. This will reduce the total contract amount from \$35,950.00 to \$34,950.00, as per attachment XI-A-1.

Change Order #1 for Falasca Mechanical

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

#### **CURRICULUM COMMITTEE**

1.

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

#### Professional Development Plan

To approve the submission of the Hamilton Township School District 2012-2013 Professional Development Plan to the Atlantic County Professional Development Board for review, as per attachment XI -B-1.

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

#### **FINANCE/SUPPLY COMMITTEE**

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

 To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2012, as per attachment XI-C-1. Report of Receipts and Expenditures

2. To approve the Board Secretary's Report for the period ending March 31, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of March 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 XI -C-2.

**Board Secretary's Report** 

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

The following items have been included as informational items:

3. Interest Income for the month of March, 2012, as per attachment XI-C-3.

**Interest Income** 

4. Receipts for the month of March, 2012, as per attachment XI-C-4.

Receipts

5. Refunds for the month of March, 2012, as per attachment XI-C-5.

Refunds

6. Capital Reserve Interest for the month of March, 2012, as per attachment XI-C-6.

Capital Reserve Interest

**Rental Income** 7. Rental Income for the month of March, 2012, as per attachment XI-C-7.

## Miscellaneous Revenue

8. Miscellaneous Revenue for the month of March, 2012, as per attachment XI-C-8.

#### Budget Summary Report

9. The monthly Budget Summary Report for March, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment XI-C-9.

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

#### Budget Transfers

10. To approve budget transfers in the amount of \$57,500.00, as per attachment XI-C-10.

## Superintendent's and Board Secretary's certification

11.

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.

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

The following item has been included as an informational item:

## Purchase orders

12. Purchase orders issued for services, supplies and equipment in the amount of \$1,682,054.53, as per attachment XI-C-12.

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

#### Bills

13. To approve the following bills in the total amount of \$530,266.17, as per attachment XI-C-13:

<u>Fund</u>	$\underline{\text{Title}}$	$\underline{\mathbf{Amount}}$
11	Current Expense	\$496,044.20
20	Special Revenue	34,221.97

14. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment XI-C-14.

Travel and Related Expense Reimbursement

15. To approve to extend the contract with TSA Consulting Group through August 31, 2013 as Third Party Administrator for the Hamilton Township School District's tax sheltered investment plans. This is at no cost to the District or participants. All fees are paid by the investment companies, as per attachment XI-C-15.

**TSA Consulting Group** 

16. To approve a contract with Reliant Energy Northeast, LLC to provide electric generation services, effective with the May, 2012 meter read date for a 12 month term. These services were awarded to Reliant Energy by New Jersey School Boards Association, as lead agency for the Alliance for Competitive Energy Services (ACES) in which the Hamilton Township School District is a member, as per attachment XI-C-16. Reliant Energy Northeast, LLC

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

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

17. To approve an agreement with Atlantic County Special Services School District to provide a personal aide to one (1) student for the 2012-2013 fiscal year at a cost of \$39,500.00 for the Regular School Year and \$535.00/week for Extended School Year.

Agreement with ACSSSD

18. Request approval of the following resolution for requisition for taxes for the 2012-2013 school year, as per attachment XI-C-18:

Resolution for requisition for taxes

General Fund \$16,235,299.00 Debt Service \$3,054,898.00

## REQUISITION FOR TAXES (Other than Debt Service)

RESOLVED, that the amount of district taxes, exclusive of debt service requirements, needed to meet the obligations of this Board for the 2012-2013 school year is \$16,235,299.00 and that the Township of Hamilton is hereby requested to place in the hands of the School Business Administrator that amount within the 2012-2013 school year in accordance with the attached schedule and with the statutes relating thereto:

Amount of District Tax Voted (Exclusive of Debt Service) - \$16,235,299.00

#### REQUISITION FOR DEBT SERVICE TAXES

RESOLVED, that the amount of district taxes needed to meet all interest and debt redemption charges for the 2012-2013 school year is \$3,054,898.00 and that the Township of Hamilton is hereby requested to place in the hands of the School Business Administrator that amount within the 2012-2013 school year in accordance with the statutes relating thereto:

Amount of District Tax Appropriated for Debt Service - \$3,054,898.00

## Resolution #41

19. To approve Resolution #41 approving free meals for students at Yale School East, as per attachment XI-C-19.

## Resolution #42

20. To approve Resolution #42 approving free meals for students at Coastal Learning Center, as per attachment XI-C-20.

## Resolution #43

21. To approve Resolution #43 approving free meals for students at Pineland Learning Center, as per attachment XI-C-21.

22. To authorize Martha Jamison to enter into a contract for the sale of SRECs with Board ratification in May or June following receipt of contract. (This is because the price of SRECS is falling rapidly due to a surplus created by the increase in number of solar generators.)

Sale of SRECs

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and

Dr. Erickson (8-0-0)

#### PERSONNEL/NEGOTIATIONS COMMITTEE

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

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

1. To approve Yenis Jefferies to act as a translator at an IEP meeting for the Child Study Team after her regular hours at the rate of \$33.68/hour, as per attachment XI-D-1.

Yenis Jefferies, Translator

2. To approve a request for a Family Medical Leave of Absence for Angelic Reyes, Parttime Custodian for the period April 11, 2012 through April 13, 2012 with a return to work day of April 16, 2012, as per attachment XI -D-2.

FMLA for Reves

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and

Dr. Erickson (8-0-0)

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

3. To accept a notice of retirement from Evelyn Hagel, Hess School Teacher with her last day of employment to be June 30, 2012, as per attachment XI-D-3.

Retirement of Hagel

## Retirement of McCreery

4.

5.

To accept a notice of retirement from Barbara McCreery, Hess School Teacher with her last day of employment to be June 30, 2012, as per attachment XI-D-4.

## Retirement of Bugni

To accept a notice of retirement from Raechelle Bugni, Hess School Teacher with her last day of employment to be June 30, 2012, as per attachment XI-D-5.

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

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

## Homebound instruction

6. To approve homebound instruction for the 2011-2012 school year, as per attachment XI-D-6.

## District substitutes

7. To approve district substitutes for the 2011-2012 school year, as per attachment XI-D-7.

## Certificated staff

8. To approve certificated staff acquiring tenure for the 2012-2013 school year, as per attachment XI-D-8.

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

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

# Daniel M. Smith, School Business Administrator/ Board Secretary

9.

To approve Daniel M. Smith as the District's School Business Administrator/Board Secretary beginning May 25, 2012 through June 30, 2012, with a salary of \$100,000.00, pro-rated, pending Executive County Superintendent contract approval, as per attachment XI-D-9.

Mr. Smith is a replacement for Martha Jamison who has resigned.

10. To approve Daniel M. Smith as the District's School Business Administrator/Board Secretary beginning July 1, 2012 through June 30, 2013, with a salary of \$100,000.00, pending Executive County Superintendent contract approval.

Daniel M. Smith, School Business Administrator/Boar d Secretary

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

#### **POLICY COMMITTEE**

None

#### TRANSPORTATION COMMITTEE

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

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

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

#### **RESOLUTIONS**

None

#### SOLICITOR'S REPORT

None

#### **UNFINISHED BUSINESS**

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#### **NEW BUSINESS**

None

#### PUBLIC COMMENTS

#### EXECUTIVE SESSION

Motioned by Mr. Ludwick, seconded by Mrs. Befano, to enter into Executive Session.

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 student matters 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: All in favor (8-0-0). Motion carried.

The Board entered into Executive Session at 8:25 p.m.

The Board reconvened the regular meeting at 9:30 p.m.

#### <u>ADJOURNMENT</u>

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

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 9:30 p.m.

Martha J. Jamison, CPA Board Secretary