

Mays Landing, NJ  
July 17, 2012

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
JULY 17, 2012  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
Hess School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:01 p.m. in the Library of the Hess Educational Complex 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 audiotape this portion of the meeting. The regular meeting will videotaped.

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, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mrs. Kim Melton

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Lou Greco: Solicitor

**APPROVAL OF MINUTES**

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the regular session minutes of the meeting of June 26, 2012, as per attachments V-A.

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

**CORRESPONDENCE**

None

## **PUBLIC COMMENTS**

Gail Harris asked for someone to explain the position of Teacher of Social Success.

## **BOARD MEMBER COMMENTS**

Mr. Anderson noted that three of our present Board members will not be seeking re-election. He noted the amount of time each of them has put into their position and that losing them will be a loss. He expressed his appreciation to each of them for their dedication to the district.

Mrs. Capone questioned who gets the Smart Start refund. Mrs. Befano informed her that it is a refund given to the District from the State Clean Energy Program for savings we have gained through the new lighting fixtures which have been installed.

Mr. Ludwick thanked Mr. Anderson for his comments. He also thanked the public for their support and good words.

Dr. Erickson informed the Board of the School Board training which will be held on August 14. There will no longer be any in person training; it will be done on line. Each county will have county meet ups and they will be open to the public. We will host the December 6, 2012 meeting.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. **Dates to Remember**

- a. **July 17, 2012** – Curriculum Committee Meeting – *Hess School Library* – 6:00 p.m.
- b. **July 17, 2012** – Board of Education Meeting – *Hess School Library* – 7:00 p.m.
- c. **August 7, 2012** – Policy Committee Meeting – *Hess School Library* – 6:00 p.m.
- d. **August 7, 2012** – Board of Education Meeting – *Hess School Library* – 7:00 p.m.
- e. **August 8, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **August 10, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- g. **August 21, 2012** – Curriculum Committee Meeting – *Hess School Library* – 6:00 p.m.
- i. **August 21, 2012** – Board of Education Meeting – *Hess School Library* – 7:00 p.m.

### (B) Registration/Transfer Statistics for the month of June, 2012, as per attachment IX-B.

Mays Landing, NJ  
July 17, 2012

- (C) Student Discipline Reports for the month of June, 2012, as per attachment IX-C.
- (D) Benchmark Update given by Jennifer Baldwin, Principal, Hess Educational Complex and Daniel Cartwright, Principal, Shaner School.
- (E) Hess School End of Year Presentation given by Jennifer Baldwin, Principal, Hess Educational Complex.

**COMMITTEES AND RECOMMENDATIONS:**

**FACILITIES COMMITTEE – Mrs. Befano**

None

**CURRICULUM COMMITTEE – Mrs. Kupp**

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

- 1. To approve staff to serve on the District's Local Professional Development Committee for the 2012-2013 school year, as per attachment X-B-1. **Local Professional Development Committee**

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

- 2. To approve staff to serve on the School Professional Development Committee for the 2012-2013 school year, as per attachment X-B-4. **School Professional Development Committee**

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 COMMITTEE – Mr. Ludwick**

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

**Budget transfers**

1. To approve budget transfers as follows, as per attachment X-C-1:

2011-2012 in the amount of \$90,132.00  
2012-2013 in the amount of \$125,794.00

**Superintendent's and Board Secretary's certification**

2. 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**

3. Purchase orders issued for services, supplies and equipment as follows, as per attachment X-C-3:

2011-2012 in the amount of \$164,840.20  
2012-2013 in the amount of \$1,269,272.41

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

**Bills and payroll**

4. To approve the following bills and payroll in the total amount of \$3,021,717.99, as per attachment X-C-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$8,244.00
10	General Fund/Payroll	226,063.79
11	Current Expense	253,715.88
11	Current Expense/Payroll	2,351,329.24
12	Capital Outlay	2,788.00
13	Special Schools/Payroll	199.02
18	Education Jobs/Payroll	72,921.61
20	Special Revenue	8,681.07
20	Special Revenue/Payroll	89,504.56
50	Cafeteria	8,270.82

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:

- |    |   |  |
|----|---|--|
| 5. | To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2012-2013 school year, as per attachment X-C-5.   | <b>Staff attendance at seminars, workshops and conferences</b> |
| 6. | To approve a tuition contract with Y.A.L.E. School Atlantic for three (3) students at a cost of \$291.09/each for a total of 210 days, including Extended School Year, effective July 9, 2012 through June 30, 2013 for a total cost of \$183,386.70. | <b>Y.A.L.E. School Atlantic</b>                                |
| 7. | To approve out-of-district placements for the 2012-2013, as per attachment X-C-7.   | <b>Out-of-district placements</b>                              |
| 8. | To approve Resolution #47 to Transfer to Debt Service, as per attachment X-C-8.   | <b>Resolution #47</b>  |

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 Mrs. Befano, to approve the following Motions as presented:

- |     |   |                                 |
|-----|---|---------------------------------|
| 9.  | To approve a tuition contract with Y.A.L.E. School East for one (1) student at a cost of \$256.87 per diem for a total of 210 days, including Extended School Year, effective July 9, 2012 through June 30, 2013 for a total cost of \$53,942.70. | <b>Y.A.L.E. School East</b>     |
| 10. | To approve tuition contracts for three (3) students with Pineland Learning Center at a cost of \$242.09 per diem for a total of 210 days,   | <b>Pineland Learning Center</b> |

including Extended School Year, effective July 9, 2012 through June 30, 2013 for a total cost of \$152,516.70.

**Gloucester  
County  
Special  
Services**

11. To approve the 2012-2013 tuition rates for the Gloucester County Special Services School District, as per attachment X-C-11.

**Preferred  
Home Health  
Care and  
Nursing  
Services, Inc.**

12. To approve a contract between the Hamilton Township School District and Preferred Home Health Care and Nursing Services, Inc. to provide nursing services for one special education student during the 2012-2013 school year, as per attachment X-C-12:

**Andrea  
Lawful-Trainer**

13. To approve a contract between the Hamilton Township School District and Andrea Lawful-Trainer to provide professional services during the 2012-2013 school year for a total contract amount of \$35,000.00 payable in four installments each in the amount of \$8,750.00, as per attachment X-C-13.

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 – 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 Motion as presented:

**District  
substitutes**

1. To approve district substitutes for the 2012 - 2013 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, Dr. May, and Dr. Erickson. (8-0-0)

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

2. To accept a resignation notice from Joanne E. Townsend, Hess School teacher effective July 5, 2012, as per attachment X-D-2. **Resignation of Joanne Townsend**

Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, and Dr. May. Nay: Mr. Ludwick and Dr. Erickson.  
(6-2-0)

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

3. To approve Louis Scattalon as a substitute painter during the summer of 2012 at the rate of \$20.00/hour. **Substitute painter**

4. To approve Jennifer Ottepkka as a part-time, 12 month, 29 hour a week Hess School Secretary for the period July 18, 2012 through June 30, 2013, Secretary Guide, Step 1, for a total annual salary of \$20,987.00, pro-rated, as per attachment X-D-4. **Jennifer Ottepkka, Hess School Secretary**

Ms. Ottepkka is a replacement for Kristine Ellison who has moved to the Davies School as the Child Study Team Secretary.

5. To approve Darlene Meneghetti as a full-time, 12 month Hess School Secretary for the period July 18, 2012 through June 30, 2013, Secretary Guide, Step 5, for a total annual salary of \$26,352.00, pro-rated, as per attachment X-D-5. **Darlene Meneghetti, Hess School Secretary**

Ms. Meneghetti is a replacement for Dianne Valiante who has moved to the Shaner School office.

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 Mrs. Befano, to approve the following Motions as presented:

**Amy Flagg,  
Paraprofessional**

6. To approve Amy Flagg as a part-time, 29 hours a week Hess School Paraprofessional for the 2012-2013 school year, Paraprofessional Guide, Step 1, for a total annual salary of \$13,382.00, as per attachment X-D-6.

Ms. Flagg is a replacement for Cynthia Grohman who was terminated.

**Alexandra  
Funk, Special  
Education  
Teacher**

7. To approve Alexandra Funk as a full-time Hess School special education teacher for the period September 1, 2012 through February 11, 2013, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment X-D-7.

Ms. Funk is a replacement for Kelly King who will be on a maternity leave.

**Kaitlin Bosch,  
Teacher**

8. To approve Kaitlin Bosch as a full-time Shaner School teacher for the 2012-2013 school year, B.A., Step 1, for a total annual salary of \$44,352.00, as per attachment X-D-8.

Ms. Bosch is a replacement for Sandra Santa Maria who has retired.

**Lisa Weber,  
BSI Teacher**

9. To approve Lisa Weber as a full-time Hess School BSI teacher for the 2012-2013 school year, B.A., Step 5, for a total annual salary of \$45,176.00, as per attachment X-D-9.

Ms. Weber is a replacement for Tara Warker who has resigned.

Roll Call Vote: All in favor #6 and #7: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and Dr. Erickson. (8-0-0)

Five in favor #8: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, and Dr. May. Nay: Mrs. Capone. Abstained: Mr. Ludwick and Dr. Erickson. (5-1-2)



Seven in favor #9: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Dr. May, and Dr. Erickson. Nay: Mrs. Capone. (7-1-0)

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

10. To approve Julie Morris as a full-time Hess School Pre-school teacher for the 2012-2013 school year, M.A., Step 4, for a total annual salary of \$47,915.00, as per attachment X-D-10. **Julie Morris, Pre-School Teacher**  
  
Ms. Morris is a replacement for Joanne Townsend who has resigned.
11. To approve Jacqueline Lautato as a full-time Hess School Special Education Teacher for the 2012-2013 school year, B.A., Step 2, for a total annual salary of \$44,558.00, as per attachment X-D-11. **Jacqueline Lautato, Special Education Teacher**  
  
Ms. Lautato is a replacement for Cheri Steele who has moved to a Pre-K autism classroom.
12. To approve Carolyn Swan as a full-time Davies School teacher for the 2012-2013 school year, M.A., Step 1, for a total annual salary of \$47,257.00, as per attachment X-D-12. **Carolyn Swan, Teacher**
13. To approve Erin Hodavance as a full-time Hess School Speech and Language Specialist for the 2012-2013 school year, M.A., Step 1, for a total annual of \$47,257.00, as per attachment X-D-13. **Erin Hodavance, Speech and Language Specialist**
14. To eliminate the following Position Control Numbers: **Eliminate positions**  
  
20.01.02 AXX – BSI English – 0.5 – (Jane Ralph’s previous position).  
  
20.01.ACQ – BSI Math – 0.5 – (Jane

Ralph's previous position).

20.01.03 BLJ – BSI – 1.0 – (Kelley  
Graham's previous position).

Roll Call Vote: All in favor #10, #12, #13,  
and #14: Mr. Aiken, Mr. Anderson, Mrs.  
Befano, Mrs. Capone, Mrs. Kupp, Mr.  
Ludwick, Dr. May, and Dr. Erickson. (8-0-0)

Six in favor #11: Mr. Aiken, Mr. Anderson,  
Mrs. Befano, Mrs. Kupp, Mr. Ludwick, and  
Dr. May. Nay: Mrs. Capone and Dr.  
Erickson. (6-2-0)

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

**Teacher of  
Social  
Success**            15.    To approve the creation of Position Control  
Number 20.01.26 BLQ – Teacher of Social  
Success.

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 Mrs. Befano, to approve the following Motion as  
presented

**Approve  
Kenneth  
Berardis**            16.    To approve Kenneth Berardis as a full-time  
Shaner School Teacher of Social Success  
teacher for the 2012-2013 school year, B.A.  
+30, Step 3, for a total annual salary of  
\$46,711.00, as per attachment X-D-16.

Roll Call Vote: Six in favor: Mr. Aiken, Mr.  
Anderson, Mrs. Befano, Mrs. Kupp, Mr.  
Ludwick, and Dr. May. Nay: Mrs. Capone  
and Dr. Erickson. (6-2-0)

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

**Professional  
Development  
Workshops**        17.    To approve staff members to participate in  
Professional Development Workshops during  
the summer of 2012 (not to exceed 15 hours  
each) and to be paid at the rate of

\$24.51/hour as indicated in the 2009-2012 agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through NCLB funds, as per attachment X-D-17.

18. To approve Rebecca McErlane as a full-time 10 month Davies School teacher for the 2012-2013 school year, B.A., Step 1, for a total annual salary of \$44,352.00, as per attachment X-D-18. **Rebecca McErlane, Teacher**

Ms. McErlane is a replacement for Erica Pitman who has resigned.

19. To approve John Mason as a full-time Davies School teacher for the 2012-2013 school year, B.A., Step 1, for a total annual salary of \$44,352.00, as per attachment X-D-19. **John Mason, Teacher**

Mr. Mason is a replacement for Patricia Stard.

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)

**POLICY COMMITTEE – Mr. Aiken**

None

**TRANSPORTATION COMMITTEE – Mrs. Melton**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

## **PUBLIC COMMENTS**

- Anthony Germano introduced himself as a candidate for the school board. His one goal is to make things better. He asked the principals if there were any reports he could review to see student progress.
- Gail Harris commented on hiring of new teachers and substitutes. She wants to make sure the current substitutes are aware of any job postings.

## **EXECUTIVE SESSION**

Motioned by Mr. Anderson, seconded by Mrs. Befano, 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)

The Board entered into Executive Session at 9:02 p.m.

Mr. Ludwick left the meeting at this time due to conflict of interest in discussion of personnel matters.

The Board reconvened the regular meeting at 9:45 p.m.

## **ADJOURNMENT**

Motioned by Dr. May, 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 9:46 p.m.

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Daniel M. Smith  
Board Secretary

Mays Landing, NJ  
July 17, 2012