

Mays Landing, NJ
July 19, 2011

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JULY 19, 2011
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. A mechanical device is being used to record this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Dr. David May, Mrs. Kimberly Melton and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mr. Mark Ludwick

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

APPROVAL OF MINUTES

Motioned by Mrs. Befano, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of June 28, 2011, as per attachment IV-A.

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

CORRESPONDENCE

None

PUBLIC COMMENTS

- Ms. Von Hess read a statement from several paraprofessionals thanking the Board for reinstating their full-time hours and health benefits.
- Ms. Fleming, HTEA President, introduced some of the new officers of the HTEA and expressed that she is looking forward to working together with the Board in the coming year. Dr. Erickson responded that she is also looking forward to working together.

BOARD MEMBER COMMENTS

Mr. Anderson asked if the additional state aid amount is firm. Mrs. Cappelluti responded that it is firm.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **July 19, 2011** – Curriculum Committee Meeting – Davies School – 5:30 p.m.
- b. **July 19, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **July 20, 2011** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.
- d. **July 27, 2011** – Personnel Committee Meeting – Board Office – 5:30 p.m.
- e. **August 2, 2011** – Policy Committee Meeting – Davies School – 5:00 p.m.
- f. **August 2, 2011** – Board Goals Workshop – Davies School – 6:00 p.m.
- g. **August 2, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **August 10, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- i. **August 12, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- j. **August 16, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- k. **August 16, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- l. **August 17, 2011** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.

(B) New Homes and Certificates of Occupancy for the month of June, 2011, as per attachment VIII-B.

(C) Memorandum from Glenn Martins, Supervisor of Special Education re: Special Education Medicaid Reimbursement FY-2011, as per attachment VIII-C.

(D) Leadership Academy Presentation for the 2011-2012 School Year: Given by Andrea Lawful Trainer.

(E) Hess and Shaner School Data Presentation: Given by Jennifer Baldwin.

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE – Mrs. Befano

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

1. To award the contract for the Metal Roof Replacement at William Davies Middle School (FVHD #4052E) to Noble Roofing & Sheet Metal, Inc. in the following amount, as per attachment IX-A-1: **Contract for Metal Roof Replacement**

Base Bid	172,745.00
Alternate #1	<u>38,000.00</u>
Total Award	\$210,745.00

2. To award the contract for the Building Security Upgrades at the William Davies Middle School, George L. Hess Complex and Joseph Shaner Memorial Elementary School (FVHD #4052B/C/D) to Maguire Electrical Construction, LLC in the following amount, as per attachment IX-A-2: **Contract for Building Security Upgrades**

Base Bid	\$102,500.00
Alternate #1	11,100.00
Alternate #2	6,835.00
Alternate #3	4,825.00
Alternate #4	<u>1,500.00</u>
Total Award	\$126,760.00

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

- Bilingual/ESL Program Plan** 1. To approve the Hamilton Township School District Bilingual/ESL Program Plan for the 2011-2014 school years, as per attachment IX-B-1.

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

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

- Submission of Bilingual/ESL Program Plan** 2. To approve the submission of the Hamilton Township School District's Bilingual/ESL Program Plan for the 2011-2014 school years to the Office of Student Achievement and Accountability, Bureau of Bilingual/ESL Education.

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

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

- Professional Development Committee** 3. To approve Maria Sarno to replace Amy Gold on the Hess School Professional Development Committee for the second year, 2011-2012, of a two year term, 2010-2012.

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

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

- District Calendar** 4. To approve the 2011-2012 School District Calendar, as per attachment IX-B-4.

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

FINANCE COMMITTEE – Mr. Ludwick

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

1. To approve budget transfers for the 2011-2012 school year in the amount of \$80,177.00, as per attachment IX-C-1. **Budget Transfers**
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. **Board Secretary's Report**

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

The following items have been included as informational items:

3. Purchase orders for the 2010-2011 school year issued for services, supplies and equipment in the amount of \$131,842.97, as per attachment IX-C-3. **Purchase orders**
4. Purchase orders for the 2011-2012 school year issued for services, supplies and equipment in the amount of \$1,418,838.28, as per attachment IX-C-4. **Purchase orders**

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

5. To approve the following bills and payroll in the total amount of \$896,296.26, as per attachment IX-C-5: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$ 31,154.00
11	Current Expense	784,863.20
20	Special Revenue	25,676.68
30	Special Projects	17,960.10
50	Kids' Corner	20,504.85
50	Camp Blue Star	16,137.43

Travel and Related Expense Reimbursement 6. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-6.

Tuition contract with Pineland Learning Center 8. To approve a tuition contract with Pineland Learning Center for the 2011-2012 school year for one (1) student, effective July 1, 2011 through June 30, 2012, at a total cost of \$48,869.10 (\$232.71 per diem for 210 days).

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

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

Budget Transfers 7. To approve budget transfers for the 2010-2011 school year in the amount of \$13,788.00, as per attachment IX-C-7.

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

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

Reinstate Cross Country and Track and Field 9. To approve the reinstatement of the following interscholastic sports programs at the Davies School, as per attachment IX-C-9 :

Cross Country
Track and Field

These sports will include both boys and girls and transportation will be provided using funds budgeted for after school busses.

10. To approve a tuition contract with Atlantic County Special Services School district for the 2011 Extended School Year Program at a cost of \$2,000/student for the 20 day program, not including one-on-one aides. The district anticipates 13 students attending at a total cost of \$26,000.00. **Contract with ACSSSD**
11. To ratify the contract with PSEG Energy Resources & Trade LLC for the purchase and sale of one hundred and twenty-one (121) Solar Renewable Energy Credits (SRECs) at a price of \$610.00/each, for a total of \$73,810.00, as per attachment IX-C-11. **Contract with PSEG Energy**

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

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

1. To approve Maria Sarno, Christine Scarano and Mary Lou Higbee to participate in Professional Development relative to the Wilson Strategies Training during the summer of 2011 (not to exceed 3 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 a combination of NCLB & local funds. **Wilson Strategies Training**
2. To approve Tara Warker to provide the Wilson Strategies Training during the summer of 2011 (not to exceed 4.5 hours) and to be paid at the rate of \$26.00/hour as **Wilson Strategies Training**

indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through a combination of NCLB & local funds.

Duffy, Hess School Secretary 3. To approve Laurie Duffy as a Hess School part-time secretary, 10 months, 29 hours/week, beginning August 23, 2011 through June 30, 2012, Secretary Guide, Step 1, for a total annual salary of \$16,177.00 (pro-rated amount) plus an additional 10 days for a total amount of \$875.00, as per attachment IX-D-3.

Ellison, Hess School Secretary 4. To approve Kristine Ellison as a Hess School part-time secretary, 12 months, 29 hours/week, beginning July 20, 2011 through June 30, 2012, Secretary Guide, Step 1 for a total annual salary of \$20,987.00 (pro-rated amount), as per attachment IX-D-4.

Fieldwork Placement 5. To approve a Stockton College fieldwork placement, as per attachment IX-D-5.

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

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

Hours for Romagnino 6. To approve additional hours for Mary Romagnino, food service secretary, on an as needed basis during the summer not to exceed 40 hours, at a total estimated cost of \$717.20, as per attachment IX-D-6.

Schafer, ETIS 7. To approve to pay Janel Schafer, Educational Technology Integration Specialist (ETIS) for the TALENT21 Grant, for working during summer 2011, not to exceed 39 days at the per diem rate of \$278.67 in June and \$287.03 in July and

August, as stated in the NJDOE approved TALENT21 Grant budget. This is funded through the TALENT21 Grant.

8. To approve to pay Michael Draper, Educational Technology Integration Specialist (ETIS) for the TALENT21 Grant, for working during summer 2011, not to exceed 37 days at the per diem rate of \$353.03 in June and \$363.62 in July and August, as stated in the NJDOE approved TALENT21 Grant budget. This is funded through the TALENT21 Grant. **Draper, ETIS**

9. To approve Laura Mulder, Hess School guidance counselor, and Sonya Bertini, Shaner School bilingual teacher, to complete curriculum work at the rate of \$31.15/hour during the months of July and August, 2011, not to exceed 35 hours per person. This rate is the identified rate for Curriculum Development in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds. **Mulder, Guidance Counselor and Bertini, Bilingual Teacher**

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

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

10. To approve Michelle Giardano and Lori Obriski to participate in Professional Development Workshops (International Society for Technology in Education (ISTE) Conference in Philadelphia, Pa.) relative to the TALENT21 Grant in June, 2011, not to exceed 30 hours each and to be paid at the rate of \$23.80/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 the TALENT21 Grant. **Professional Development Workshops**
Note: Michelle and Lori replaced two staff members (Todd Morey and Eva Marie

Quattrochi) that were previously approved at the June 7, 2011 Board of Education meeting to attend ISTE. Both Todd and Eva Marie (St. Vincent's) were unable to attend ISTE because of family emergencies.

**Summer
School Parent
Meetings**

11. To approve payment to the teachers listed below who attended the summer school parent meeting on June 15, 2011, at the rate of \$23.80/hour for a total of 3 hours each, as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the Title I funds.
- Tammy Steelman
 - Jennifer Provenzano Farrell
 - Carrie Connolly
 - Jessica Ferrese
 - Carolyn Scianni
 - Stephanie Green

**Part-time
Music Teacher**

12. To create the new position of part-time Davies School Music Teacher, 29.5 hours/week, Position Control #20.03.24 BHV.

**Paraprofessional
transfers**

13. To approve paraprofessional transfers for the 2011-2012 school year, as per attachment IX-D-13.

**LoPresto, Vice
Principal**

14. To approve Christine LoPresto as the Hess School Pre-K, 2-3 Vice Principal beginning July 21, 2011 through June 30, 2012, at a total annual salary of \$81,500.00, as per attachment IX-D-14.

**Luderitz,
paraprofessional**

15. To approve Gayle Luderitz as a Hess School part time, 10 month, 29 hours/week paraprofessional for the period September 1, 2011 through June 30, 2012, Step 1, for a total annual salary in the amount of \$13,382.00 (pro-rated amount), as per attachment IX-D-15.

**Stipend for
Von Hess**

16. To approve payment of a stipend to Curtis Von Hess in the amount of \$750.00 for the 2010-2011 school year for possessing a Black Seal License.

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

POLICY COMMITTEE – Mr. Aiken

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

1. To approve Policy #1110 – Organizational Chart - on second reading. **Policy #1110**

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

TRANSPORTATION COMMITTEE – Mr. Anderson

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Anderson asked if the District has received any comments from NJSBA regarding our salary guides. Dr. Erickson responded that it was forwarded to the Board members by email. He requested a copy be sent to him.

Dr. Erickson read from an update from Scott Scott regarding technology issues. Mrs. Cappelluti added that he will be providing a presentation to the Board on August 2.

Mrs. Capone asked about Mr. Anderson's suggestion that the District get books to the students at the beginning of the school year. Mrs. Cappelluti will discuss this at her upcoming administrators' meeting. Dr. Erickson added that we also need more parent training.

Mrs. Kupp asked about the District's phone numbers and if they have been changed for the new phone books. Mrs. Cappelluti is not sure, but will look into it.

NEW BUSINESS

Mrs. Cappelluti welcomed Mrs. LoPresto, who then thanked the Board for their support in approving her appointment as Hess School Vice Principal.

Mrs. Capone advised that she feels the instructional DVDs should be on the District's website.

PUBLIC COMMENTS

Ms. Harris asked if the Board could speak up as it's hard for the audience to hear. Dr. Erickson asked her to please let the Board know when they can't hear and they will speak louder.

A parent asked a question about payment to staff members for parent meetings and why it was being paid out of Title I funds. Mrs. Baldwin and Dr. Erickson explained.

EXECUTIVE SESSION

Motioned by Dr. Erickson, seconded by Mr. Aiken, to enter into executive session for discussion of personnel.

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. 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 8:50 p.m.

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

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

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

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

Mays Landing, NJ
July 19, 2011

Martha J. Jamison, CPA
Board Secretary