

Mays Landing, NJ
August 21, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
AUGUST 21, 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 7:04 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 audiotape this portion of the meeting. The regular meeting will videotaped.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mrs. Michelle Befano
Dr. David May

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

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of August 7, 2012, as per attachments VI-A.

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

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Kupp read a statement regarding moving the picture of Mr. Slota from the foyer at the Shaner School to the Preschool entrance. Mrs. Kupp mentioned that there were some concerns about the picture being damaged by the sunlight coming through the window.

Dr. Cappelluti responded that Mr. Cartwright has had requests from parents to make the front of the Shaner School more welcoming. She said they would reconsider the placement of the picture.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **August 21, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. **August 21, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **September 3, 2012** – Labor Day – Schools Closed
- d. **September 4, 2012** – Board of Education Meeting – Davies School – 5:30 p.m.
- e. **September 4 & 5, 2012** – Teacher In Service Days
- g. **September 6, 2012** – First Day for Students
- h. **September 12, 2012** – Personnel Committee – Board Office – 5:00 p.m.
- i. **September 14, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- j. **September 18, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- k. **September 18, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Student Orientation/Open House

- Shaner School Orientation – September 5, 2012
9:30 a.m. to 10:30 a.m.
- Hess School Pre-School Orientation – September 5, 2012

AM Students – 11:00 a.m. to 12:00 p.m.
PM Students – 1:30 p.m. to 2:30 p.m.

(C) Back to School Nights

- Shaner School – September 12, 2012 – Grades K & 1
- Hess School – September 19, 2012 – Green, Blue, Purple and Silver Houses
- Hess School – September 20, 2012 – Red, Orange, Yellow and Gold Houses
- Davies School – September 24, 2012 – Grade 6
- Davies School – September 25, 2012 – Grades 7 & 8

(D) Registration/Transfer Statistics for the month of July, 2012, as per attachment X-D.

(E) Davies Scheduling and Data Presentation by Stephen Santilli, Davies School Principal

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 the revised Hamilton Township School District Social Studies Curriculum for pre-kindergarten through grade 8. This curriculum is comprised of a horizontal matrix, year-long plans, unit plans and common assessments that were created from and are aligned with the 2009 New Jersey Core Curriculum Content Standards for Social Studies. **Social Studies Curriculum**

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

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

**Visual &
Performing
Arts
Curriculum**

2. To approve the revised Hamilton Township School District Visual & Performing Arts Curriculum for kindergarten through grade 8. This curriculum is comprised of organizational frameworks and modules that were created from and are aligned with the 2009 New Jersey Core Curriculum Content Standards for Visual & Performing Arts.

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

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

**Comprehensive
Health &
Physical
Education
Curriculum**

3. To approve the revised Hamilton Township School District Comprehensive Health & Physical Education Curriculum for pre-kindergarten through grade 8. This curriculum is comprised of a year-long plan, unit plans and common assessments that were created from and are aligned with the 2009 New Jersey Core Curriculum Content Standards for Comprehensive Health & Physical Education.

FINANCE COMMITTEE – Mr. Ludwick

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

**Budget
Transfers**

1. To approve budget transfers in the amount of \$20,596.22, as per attachment XI-C-1.

**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. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson.
(7-0-0)

The following item has been included as an informational item:

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

2011-2012 in the amount of \$215,341.39
2012-2013 in the amount of \$2,291,333.54

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

4. To approve the following bills and payroll in the total amount of \$4,481,339.41, as per attachment XI-C-4: **Bills and Payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$7,506.00
10	General Fund/Payroll	71,723.25
11	Current Expense	2,230,637.42
11	Current Expense/Payroll	495,270.28
12	Capital Outlay	11,981.69
20	Special Revenue	31,541.52
20	Special Revenue/Payroll	2,718.19
30	Building Projects	58,445.00
49	Debt Service	1,505,155.63
50	Cafeteria Bills	17,457.58
50	Kid's Corner	33,117.81
50	Community Education	8,231.49
50	Camp Blue Star	7,553.55

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 XI-C-5. **Staff attendance at seminars, workshops and conferences**
6. To approve a tuition contract with Atlantic County Special Services School District for the 2012 Extended School Year Program at a cost of \$2,000 per student for 15 students for a total cost of \$30,000.00 and one Aide at a cost of \$2,140.00. **Contract with ACSSSD**

- Contract with Vineland Public School District**
7. To approve a tuition contract with the Vineland Public School District for the 2012 Extended School Year Program for one special needs student at a total cost of \$3,339.00.

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

All personnel actions are being taken by the recommendation of the Superintendent.

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

- District substitutes**

1. To approve district substitutes for the 2012-2013 school year, as per attachment XI-D-1.
- Danielle Grimaldi**

2. To approve tenure for Danielle Grimaldi, Hess School teacher effective February 4, 2013.
- Provisional Teacher Program Mentors**

3. To approve Provisional Teacher Program Mentors for the 2012-2013 school year, as per attachment XI-D-3.
- Karl Kelchner, P.E. Teacher**

4. To approve Karl Kelchner as a full-time Hess School P.E. teacher for the 2012-2013 school year, B.A., Step 1, for a total annual salary of \$44,352.00, as per attachment XI-D-4.

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Mr. Kelchner is a replacement for Kenneth Berardis who has taken a position at the Shaner School.
- Angela Virone, Paraprofessional**

5. To approve Angela Virone as a part-time, 29 hours/week Hess School Paraprofessional for the 2012-2013 school year, Paraprofessional Step 1, for a total annual salary of \$13,382.00, as per attachment XI-D-5.

Salary subject to change at the conclusion of the H.T.E.A negotiations.

Ms. Virone is a replacement for Marci Arcinese who has resigned.

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

**Caroline Muller,
Paraprofessional**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Muller is a replacement for Theresa Valiante who has resigned.

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

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

7. To approve Jessica O'Brien as a part-time, 29 hours/week Shaner School Paraprofessional for the 2012-2013 school year, Paraprofessional Step 1, for a total annual salary of \$13,382.00, as per attachment XI-D-7.

**Jessica O'Brien,
Paraprofessional**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. O'Brien is a replacement for Shaun Laurito who has resigned.

8. To approve Deanna Haring as a part-time, 29 hours/week Hess School Paraprofessional for the 2012-2013 school year, Paraprofessional Step 1, for a total annual salary of \$13,382.00, as per attachment XI-D-8.

**Deanna Haring,
Paraprofessional**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Harring is a replacement for Kira Pepek who has resigned.

Janice Bokma, substitute School Nurse

9. To approve Janice Bokma as a substitute School Nurse for the Extended School Year Program during the Summer of 2012, at the rate of \$49.60/hour in accordance with the H.T.E.A. Contract.

Hourly rate subject to change at the conclusion of the H.T.E.A. negotiations.

Jeanne Petrillo, Paraprofessional

10. To approve Jeanne Petrillo, Paraprofessional, to serve in the capacity of Spanish Interpreter for the Child Study Team during the Summer of 2012, at the rate of \$14.00/hour in accordance with the H.T.E.A. Contract.

Hourly rate subject to change at the conclusion of the H.T.E.A. negotiations.

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

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

Laurie Surman, Food Service worker

11. To approve Laurie Surman as a part-time, 25 hours/week Davies Food Service worker for the 2012-2013 school year, Food Service Guide, Step 3, for a total annual salary of \$16,188.00, as per attachment XI-D-11.

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Surman is a replacement for Karen Lutgen who has resigned.

Resignation of Coats

12. To approve a resignation notice from Courtney Coats, Davies School part-time Instrumental Music Teacher effective

August 14, 2012, as per attachment
XI-D-12.

13. To approve a revised maternity leave of absence for Heather Berardi, Hess School teacher. Ms. Berardi is requesting to use her sick time from September 1, 2012 through November 16, 2012 and NJ Family Leave from November 19, 2012 through February 25, 2013 and Child Rearing leave from February 26, 2013 through the end of the school year with a return to work date of September 1, 2013, as per attachment XI-D-13.

**Maternity Leave of
absence for Heather
Berrardi**

14. To approve Staci Zitomer as a full-time Hess School Special Education teacher for the period September 1, 2012 through February 1, 2013, B.A. +15, Step 3, with a total annual salary of \$45,726.00, pro-rated, as per attachment XI-D-14.

**Staci Zitomer,
Special Ed Teacher**

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Zitomer is a replacement for Jennifer Travis who is on a maternity leave of absence.

Roll Call Vote: All in favor #11, #12 & #13: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton and Dr. Erickson. (7-0-0)

Three in favor #14: Mr. Aiken, Mr. Anderson, and Mrs. Melton. Nay: Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Dr. Erickson. (3-4-0).

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

15. To approve Kenya Long as a part-time 25 hours/week Davies School Custodian for the 2012-2013 school year, Custodial Guide, Step 1, for a total annual salary of

**Kenya Long, part-
time Custodian**

\$15,349.00, as per attachment XI-D-15.

Salary subject to change at the conclusion of the H.T.E.A. negotiations.

Ms. Long is a replacement for Angelic Reyes who is a non-renewal.

**Leave of
Absence for
Nancy
Armatuzio**

16. To approve a leave of absence for Nancy Armatuzio, Davies School part-time Paraprofessional. Ms. Armatuzio is requesting a NJ Family Leave on an intermittent basis to take care of her mother in South Carolina. The leave will commence on September 4, 2012, as per attachment XI-D-16.

**Non-Violent
Crisis
Prevention
and
Intervention
Training**

17. To approve the following staff members to participate in a Non-Violent Crisis Prevention and Intervention Training which will take place on August 28 and 29, 2012 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:

Instructor: Jeff Wellington

Participants:

Alee Southrey (new teacher–Shaner, day 2 only)
Jessica O'Brien (para-Shaner)
Melanie Piskun (para-Shaner)
Kate Huenke (new teacher-Hess)
Kate Peterson (para-Hess)
Kim Goerlach (new teacher-Hess)
Karl Kelchner (new teacher-Hess)
Sue Wolfe (para-Hess)

Hourly rate subject to change at the completion of the H.T.E.A. negotiations.

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

POLICY COMMITTEE – Mr. Aiken

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

1. To approve Bylaw #0151 – Organization Meeting on first reading, as per attachment XI-E-1. **Bylaw #0151**
2. To approve Bylaw #0153 – Annual Appointments on first reading, as per attachment XI-E-2. **Bylaw #0153**
3. To approve Bylaw #0167 – Public Participation in Board Meetings on first reading, as per attachment XI-E-3. **Bylaw #0167**
4. To approve Policy #2361 – Acceptable Use of Computer Networks/Computers and Resources on first reading, as per attachment XI-E-4. **Policy #2361**
5. To approve Regulation #2361 – Acceptable Use of Computer Networks/Computers and Resources on first reading, as per attachment XI-E-5. **Regulation #2361**
6. To approve Policy #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on first reading, as per attachment XI-E-6. **Policy #2431.4**
7. To approve Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on first reading, as per attachment XI-E-7. **Regulation #2431.4**

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

Items #8 & 9 were tabled at this time.

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

Mays Landing, NJ
August 21, 2012

- Policy #2622** 10. To approve Policy #2622 – Pupil Assessment on first reading, as per attachment XI-E-10.
- Policy #3282** 11. To approve Policy #3282 – Use of Social Networking Sites – Support Staff Members on first reading, as per attachment XI-E-12.
- Policy #4282** 12. To approve Policy #4282 – Use of Social Networking Sites – Support Staff Members on first reading, as per attachment XI-E.12.
- Policy #5330** 13. To approve Policy #5330 – Administration of Medication on first reading, as per attachment XI-E-13.
- Policy #6470** 14. To approve Policy #6470 – Payment of Claims on first reading, as per attachment XI-E-14.
- Regulation #6470** 15. To approve Regulation #6470 – Payment of Claims on first reading, as per attachment XI-E-15.

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

TRANSPORTATION COMMITTEE – Mrs. Melton

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

- Special Education Routes** 1. To approve and award the special education routes for the 2012-2013 school year to Sheppard Bus Service, as per attachment XI-F-1.
- Jointure contract with GEHRHSD** 2. To approve jointure contracts between the Greater Egg Harbor Regional High School District and the Hamilton Township School District. All contracts begin September 1, 2012 and end June 30, 2013.

<u>Contract #</u>	<u>Total Cost</u>	<u>Description</u>
CM06	\$261,003.60	To & From Routes
CM06B	304,830.00	To & From Routes
CM06C	505,580.40	To & From Routes

Mays Landing, NJ
August 21, 2012

CM06D	75,252.80	Activity Routes
CM06E	226.93	Field/Athletic Trips
	For 1 st 4 hours and \$52.00 for each additional hour	
CM07B	20,723.40	To & From Routes
CM09H	30,630.60	To & From Routes
CM11E	43,281.00	To & From Routes
CM11F	43,217.10	Out of District
CM12	530,208.00	To & From Routes
CM12A	90,900.00	To & From Routes
CM12B	37,800.00	To & From Routes
CM12E	353,628.00	To & From Routes

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone stated that she was looking for revised numbers for preschool students who are now attending kindergarten. Dr. Cappelluti said she would check into it.

NEW BUSINESS

None

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Motioned by Mr. Ludwick, seconded by Mr. Anderson, 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 discussion of 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

Mays Landing, NJ
August 21, 2012

or at any other appropriate time.

Voice Vote: (7-0-0)

The Board entered into Executive Session at 8:27 p.m.

The Board reconvened the regular meeting at 9:17 p.m.

ADJOURNMENT

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

Voice Vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 9:18 p.m.

Daniel M. Smith
Board Secretary