

Mays Landing, NJ
August 7, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
AUGUST 7, 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 7:02 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. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick, Dr. David May, Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: None

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

APPROVAL OF MINUTES

Motioned by Mrs. Befano, seconded by Mr. Anderson, to approve the regular and executive session minutes of the meeting of July 17, 2012, as per attachments V-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Dr. Melton, and Dr. Erickson. (9-0-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

A member of the audience had a question regarding the position of Teacher of Social Success. She wanted to know the qualifications of the position. She also questioned the Speech and Language Interns from Stockton College. She wanted to know if anyone of them were related to anyone in the district administration. She asked why there are so many half day sessions on the district calendar.

BOARD MEMBER COMMENTS

Mr. Anderson commented on what a great job the maintenance staff did in the Davies School library. He noted how nice the new environment was.

Mrs. Capone read an article about homebound instruction staff being arrested for fraud. She asked if the parents were allowed to choose the tutoring service which would be used to instruct their child and how does the school know what the students are learning.

Dr. Cappelluti responded that the students are evaluated when they return to school. Many times, our own staff will do the homebound instruction and the time sheets are verified.

Mr. Greco stated that this discussion should be held in executive session, since names of certain people were being discussed.

Mrs. Capone also questioned which students were being sent to OOD placements. She wanted to know if we were retaining students who start in our district and get sent to OOD.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **August 7, 2012** – Policy Committee Meeting – Davies School – 6:00 p.m.
- b. **August 7, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **August 8, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **August 9, 2012** – Summer Band Concert – Hess Auditorium – 7:00 p.m.
- e. **August 21, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- f. **August 21, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- g. **September 3, 2012** – Labor Day – Schools Closed
- h. **September 4, 2012** – Board of Education Meeting – Davies School –

7:00 p.m.

- i. **September 4 & 5, 2012** – Teacher In-Service Days
- j. **September 6, 2012** – First Day for Students

(B) New Homes and Certificates of Occupancy for the month of June, 2012, as per attachment IX-B.

(C) Student Orientation/Open House

- Davies School Grade 6 Orientation – August 8, 2012

Groups A-L – 6:00 p.m. to 7:00 p.m.

Groups M-Z – 7:15 p.m. to 8:15 p.m.

- Shaner Kindergarten 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.

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 21st Century Life & Careers for kindergarten through grade 8. This curriculum is comprised of organizational frameworks and supporting information documents that were created from and are aligned with the 2009 Common Core Standards for 21st Century Life & Careers. **21st Century Life & Careers**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

- Technology Curriculum** 2. To approve the revised Hamilton Township School District Technology Curriculum for pre-kindergarten through grade 8. This curriculum is comprised of horizontal matrixes and integration documents that were created from and are aligned with the 2009 New Jersey Core Curriculum content Standards for Technology.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

- English Language Arts (ELA) Curriculum** 3. To approve the revised Hamilton Township School District English Language Arts (ELA) Curriculum for kindergarten through grade 8. This curriculum is comprised of a horizontal matrix, organizational frameworks and supporting information documents that were created from and are aligned with the 2009 Common Core Curriculum Standards for the ELA.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

- World Languages Curriculum** 4. To approve the revised Hamilton Township School District World Languages 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 Common Core Standards for

World Languages.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

FINANCE COMMITTEE – Mr. Ludwick

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

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| 1. | To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of June, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of June, 2012, as per attachment X-C-1. | Report of Receipts and Expenditures |
| 2. | To approve the Board Secretary's Report for the period ending June 30, 2012. Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, the Hamilton Township Board of Education certifies that, as of June 30, 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 X-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, Mrs. Melton, and Dr. Erickson. (9-0-0)

The following items have been included as informational items:

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| 3. | Interest income for the month of June, 2012, as per attachment X-C-3. | Interest Income |
| 4. | Receipts for the month of June, 2012, as per | Receipts |

attachment X-C-4.

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| Refunds | 5. | Refunds for the month of June, 2012, as per attachment X-C-5. |
| Capital Reserve Interest | 6. | Capital Reserve Interest for the month of June, 2012, as per attachment X-C-6. |
| Rental Income | 7. | Rental Income for the month of June, 2012, as per attachment X-C-7. |
| Miscellaneous Revenue | 8. | Miscellaneous Revenue for the month of June, 2012, as per attachment X-C-8. |
| Budget Summary Report | 9. | The monthly Budget Summary Report for June, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-9. |

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

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| Budget Transfers | 10. | To approve the following budget transfers, as per attachment X-C-10:

2011-2012 in the amount of \$17,500.00
2012-2013 in the amount of \$184,182.00 |
| Staff attendance at seminars, workshops and conferences | 11. | 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-11. |
| FY2013 NCLB Grant | 12. | To accept the Federal FY 2013 (School Year 2012-2013) No Child Left Behind Grant in the amount of \$464,383.00, as per attachment X-C-12. |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

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| 13. | To approve a tuition contract with Katzenbach School for the Deaf for one (1) student for the Extended School Year Program, July 9, 2012 through August 10, 2012, at a cost of \$4,500.00. | Contract with Katzenbach School for the Deaf |
| 14. | To approve a Professional Services Agreement between The Center for Neurological and Neurodevelopmental Health (CNNH) and the Hamilton Township School District for the period July 1, 2012 through June 30, 2013 to provide neuropsychological, behavioral and consulting services to the district at a total cost of \$98,000.00, as per attachment X-C-14. | Agreement with CNNH |
| 15. | To dispose a Savin Copier, Model #9150, Serial #7211200137. The copier is obsolete and of no use to the district. | Dispose Savin Copier |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

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| 16. | To approve an Agreement between the Hamilton Township Board of Education and the Atlantic County Special Services School District Board of Education for Itinerant/Shared Services, for the period July 1, 2012 through June 30, 2013 in the amounts listed, as per attachment X-C-16. | Itinerant/Shared Services Agreement |
| 17. | To approve the following Extraordinary Unspecified Services (EUS) contract in an amount greater than \$36,000.00 in accordance with N.J.S.A. 18A:18A-5a(2), as per attachment X-C-17:

A. Scholastic, Inc. - \$60,000.00 | EUS Contract |

**Petty Cash
Funds for
Food Services**

18. To establish Petty Cash Funds for the Food Services Department for the 2012-2013 school year in the amount of \$250.00, as per attachment X-C-18.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

**Genesis
Student
Information
System**

19. To approve a Product and Services Agreement for the Genesis Student Information System Software Program provided by Genesis Educational Services, Inc. for the period July 1, 2012 through June 30, 2013 for a total cost of \$75,000.00, as per attachment X-C-19.

**Y.A.L.E.
School
Atlantic**

- 20.. To approve a revised 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 5, 2012 through June 30, 2013 for a total cost of \$183,386.70.

(Contract was revised due to the correction of the original start date.)

**Y.A.L.E.
School East**

21. To approve a revised 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 5, 2012 through June 30, 2013 for a total cost of \$53,942.70.

(Contract was revised due to the correction of the original start date.)

**Pineland
Learning
Center**

22. To approve tuition contracts with Pineland Learning Center for the 2012-2013 school year for two (2) students, for 210 days including extended school year at a cost of \$242.09 per diem for a total cost of \$50,838.90 per student for the period July, 2012 through June 30, 2013.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

The following item has been included as an informational item:

23. Special Education Medicaid Initiative Revenue Report (SEMI), as per attachment X-C-23. **SEMI**

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 Motions as presented:

1. To approve district substitutes for the 2012 - 2013 school year, as per attachment X-D-1. **District substitutes**
2. To approve staff members to participate in Professional Development Workshops during the summer of 2012 (not to exceed 20 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-2. **Professional Development Workshops**
3. To approve Amy Gold, Grade 3 Teacher and Ken Berardis, Teacher of Social Success to complete curriculum work (not to exceed 30 hours) at 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. **Amy Gold, Grade 3 Teacher and Ken Berardis, Teacher of Social Success**
4. To approve Octavio Jimenez as a Davies School part-time, 25 hours/week Custodian for the 2012-2013 school year, Custodial Guide Step 1, with a total annual salary of \$19,916.00, as per attachment X-D-4. **Octavio Jimenez, Custodian**

Mr. Jimenez is a replacement for Valerie Durr who has taken another position in the District.

Leave of Absence for Echevarria

5. To approve a leave of absence for Nancy Echevarria, Hess School Custodian from July 27, 2012 through August 3, 2012. Ms. Echevarria requested to use her sick days from July 27, 2012 to August 3, 2012 with FMLA to run concurrent with those days, with a return to work date of August 6, 2012, as per attachment X-D-5.

Speech and Language Interns

6. To approve Speech and Language interns from Stockton College for the Fall 2012 semester, as per attachment X-D-6.

Resignation of Lauren Potts

7. To accept a resignation notice from Lauren Potts, Hess School Special Education teacher effective July 26, 2012, as per attachment X-D-7.

Katie Huenke, Special Education teacher

8. To approve Katie Huenke as a full time Hess School Special Education teacher for the 2012-2013 school year, B.A., Step 3, with a total annual salary of \$44,764.00, as per attachment X-D-8.

Ms. Huenke is a replacement for Lauren Potts who has resigned.

Roll Call Vote: All in favor #1, #2, #3, #4, #5.
#7 and #8: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

Eight in favor #6: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, and Mrs. Melton.
Nay: Dr. Erickson. (8-1-0)

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

Kids Corner staff

9. To approve the 2012-2013 Kids Corner staff, as per attachment X-D-9.

10. To approve additional hours for Mary Romagnino, Food Service Secretary on an as needed basis during the summer, not to extend 40 hours with an estimated cost of \$717.20, as per attachment X-D-10. **Additional hours for Mary Romagnino**
11. To extend a child rearing leave of absence for Jennifer Travis, Hess School Special Education teacher from September 1, 2012 through January 31, 2013, as per attachment X-D-11. **Child rearing leave of absence for Jennifer Travis**
- (Ms. Travis' leave of absence was previously approved on March 27, 2012.)
12. To approve nursing students from Rutgers University to complete their clinical education at the Hess School during the 2012-2013 school year, as per attachment X-D-12. **Clinical Education for Nursing Students**
13. To approve Frederick Conlow as the District's Transportation Coordinator beginning August 8, 2012 through June 30, 2013, with a total annual salary of \$55,000.00, pro-rated, as per attachment X-D-13. **Transportation Coordinator**
- Mr. Conlow is a replacement for Kathleen Hyer who has resigned.
14. To approve the following applicant for emergent hiring and applicants attestation that he has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1: **Emergent Hiring**
- Frederick Conlow – Transportation Coordinator
- Roll Call Vote: All in favor #9, #10, #11, #12, and #14: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

Eight in favor #13: Mr. Aiken, Mr. Anderson,
Mrs. Befano, Mrs. Kupp, Mr. Ludwick,
Dr. May, Mrs. Melton, and Dr. Erickson.
Nay: Mrs. Capone (8-1-0)

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

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| Resignation
from Karen
Lutgen | 15. | To accept a resignation letter from Karen Lutgen, Davies School Food Service worker effective August 2, 2012, as per attachment X-D-15. |
| Resignation
from Kira
Pepek | 16. | To accept a resignation letter from Kira Pepek, Hess School paraprofessional effective August 1, 2012, as per attachment X-D-16. |
| Resignation
from Theresa
Valiante | 17. | To accept a resignation letter from Theresa Valiante, Hess School paraprofessional effective August 2, 2012, as per attachment X-D-17. |
| Tammy
Steelman,
Grade 2
Teacher and
Jennifer Polo,
Grade 3
Teacher | 18. | To approve Tammy Steelman, Grade 2 Teacher and Jennifer Polo, Grade 3 Teacher to participate in Words Their Way Training during the summer of 2012 (not to exceed 6 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education Association. This is funded through local funds. |
| Johanna
Scannell,
Grade 2
Teacher | 19. | To approve Johanna Scannell, Grade 2 teacher to complete Curriculum Work (not to exceed 30 hours) at 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. |

(Johanna Scannell is replacing Jennifer Mettler who was previously approved to

write curriculum but has been unable to do so due to personal reasons.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton and Dr. Erickson. (9-0-0)

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE – Mrs. Melton

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

1. To approve the revised 2012-2013 School District Calendar, as per attachment XIV-1 **Revised District Calendar**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton and Dr. Erickson. (9-0-0)

The following item has been included as an informational item:

2. Discussion to schedule a Board Goals Workshop at 5:30 p.m. on Tuesday , September 4, 2012 with Charlene Zoerb, NJ School Board Representative. This will take place prior to the regularly scheduled Board of Education meeting. **Board Goals Workshop**

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

Mays Landing, NJ
August 7, 2012

presented:

**Board Goals
Workshop**

3. To approve to have a Board Goals Workshop on September 4, 2012 at 5:30 p.m.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Dr. May, Mrs. Melton and Dr. Erickson. Nay: Mr. Ludwick. (8-1-0)

PUBLIC COMMENTS

- Mr. Kruger wanted to know the process to determine who provides homebound instruction.
- Mrs. Francis asked what the difference is between a guidance counselor and a teacher of social success. Will they collaborate together? She also had a question on the world language curriculum revision and why we do not have a world language teacher at Shaner.
- Mr. Kruger asked how long Ken Berardis has been a teacher in the district. Was he a gym teacher the entire time? He believes there are other teachers who could have been a better choice for the position of Teacher of Social Success.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Aiken, 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 contract negotiations, personnel and litigation 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)

The Board entered into Executive Session at 7:50 p.m.

The Board reconvened the regular meeting at 9:22 p.m.

Mays Landing, NJ
August 7, 2012

ADJOURNMENT

Motioned by Mr. Ludwick, seconded by Dr. May, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 9:23 p.m.

Daniel M. Smith
Board Secretary