MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION SEPTEMBER 18, 2012

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library

Call To Order

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 President Anne Erickson.

Pledge of Allegiance

Dr. Erickson led the 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.

Roll Call

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

Members Absent: Mrs. Michelle Befano and Mrs. Kimberly 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. Ludwick, to approve the regular and executive session minutes of the meeting of September 4, 2012, as per attachment V-A.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Dr. Erickson. Abstained: Dr. May. (6-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Aiken complimented the staff for the excellent job done during the evacuation. He also stated that Back to School Night at the Shaner School went well. He hopes the busing problems have been worked out. He thought that Sheppard Bus Company did not practice the routes and thought they could have been more professional.

Dr. Erickson agreed with Mr. Aiken and noted that we had a record number of new students register in August. We should take a look at the process now that the dust is settling. She felt the Shaner buses were running late and we could have tried to notify parents via text alert or telephone.

Mrs. Kupp thought the telephone calls for the evacuation at the Davies School through the automated system went well.

Mrs. Kupp stated that, in Atlantic County, there are 27 districts and we are at the bottom of the salary range with Charter Tech. The salaries here are low.

Mrs. Capone stated that the article Mrs. Kupp was referring to does not articulate the length of service. We have had a big turnover which will reduce our average salary.

Mrs. Capone requested that letters going home for parents should also be written in Spanish for some families. Back to school flyers were only done in English.

Lisa Dagit stated that many documents have been translated and sent home.

Mrs. Capone stated that there was a message at the Shaner School which stated that only parents of students can volunteer at the school. She wanted the Board to know what was being told to teachers and that we should try to keep the doors open for anyone who wants to help.

Dr. Cappelluti responded that the administration has never had that discussion and is always welcoming volunteers.

Dr. Erickson stated that the Board would like to see parent and community involvement, as long as we do not disrupt the student day.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

a. **September 18, 2012** – Curriculum Committee Meeting– Davies School – 6:00 p.m.
b. **September 18, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
c. **September 27, 2012** – Transportation Committee Meeting – Board Office - 4:30 p.m.
d. **October 2, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
e. **October 8, 2012** – Columbus Day – Schools Closed
g. **October 12, 2012** – Facilities Committee Meeting – Board Office - 7:30 a.m.
h. **October 16, 2012** – Board of Education Meeting – Davies School – 5:30 p.m.
I. **October 17, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
j. **October 19, 2012** – In-Service Day – No School for Students

(B) Back to School Nights:

- 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

(C) Registration/Transfer Statistics for the Month of August, 2012, as per attachment IX-C.

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

(E) Education Foundation Presentation to be given by Stephen Santilli, Principal, William Davies Middle School.

COMMITTEES AND RECOMMENDATIONS:

FACILITIES COMMITTEE – Mrs. Befano

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

1.	To approve the Hess School as an evacuation site for Woodview Estates in the event of an emergency.	**Evacuation Site**
2.	To approve a reciprocal arrangement between ACSSSD and the Hess	**Temporary Shelter**

Educational Complex to offer temporary shelter in the event of an emergency.

Temporary Shelter 3. To approve a reciprocal arrangement between St. Vincent dePaul School and Shaner School to offer temporary shelter in the event of an emergency.

Temporary Shelter 4. To approve a reciprocal arrangement between the Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency.

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

CURRICULUM COMMITTEE – Mrs. Kupp

None

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 $2,500.00, as per attachment X-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, Dr. May, and Dr. Erickson. (7-0-0)

The following item has been included as an informational item:

Purchase orders 3. Purchase orders issued for services, supplies and equipment in the amount of

$2,031,931.52, as per attachment X-C-3.

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

4. To approve the following bills and payroll in the total amount of $2,156,794.77, as per attachment X-C-4: **Bills and payroll**

Fund	Title	Amount
10	General Fund	$12,262.80
10	General Fund/Payroll	79,270.49
11	Current Expense	1,065,053.27
11	Current Expense/Payroll	530,302.36
12	Capital Outlay	132,787.09
20	Special Revenue	57,513.49
20	Special Revenue/Payroll	5,854.55
30	Building Projects	78,514.00
50	Cafeteria	54,819.45
50	Kids' Corner	6,488.77
50	Community Education	26,462.68
50	Camp Blue	107,465.82

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. **Staff attendance**

6. To accept the Federal FY2013 (School Year 2012-2013) IDEIA Grant Funds as indicated below: **IDEIA Grant Funds**

	Public Funds	Non-Public Funds	Total Funds
IDEIA-Basis	$727,324.00	$27,760.00	$755,084.00
IDEIA-Preschool	$32,126.00	$0.00	$32,126.00
	$759,450.00	$27,760.00	$787,210.00

7. To approve an Agreement between Gloucester County Special Services School District and the Hamilton Township School District for a one-on-one aide for the 2012 Extended School Year Program for one student, at a cost of $153.00/diem for 20 days at a total cost of $3,060.00. **Agreement with GCSSSD**

Agreement with BCSSSD 8. To approve a Professional Services Agreement for the 2012-2013 school year between Burlington County Special Services School District and the Hamilton Township Board of Education, as per attachment X-C-8.

SRI & ETTC 9. To approve a Professional Services Agreement between the Hamilton Township Board of Education and Southern Regional Institute and Educational Technology Training Center (SRI & ETTC) to provide onsite mathematics coach mentoring for the 2012-2013 school year for a total of 185 hours @$162.00/hour for a total of $30,000.00, as per attachment IX-C-9.

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

The following item has been included as an informational item:

Student transfers 10. Student transfers out of district, as per attachment X-C-10.

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:

District substitutes 1. To approve district substitutes for the 2012-2013 school year, as per attachment X-D-1.

Homebound instruction 2. To approve homebound instruction for the 2012-2013 school year, as per attachment X-D-2.

Start dates for Sooy, Long and Galbiati 3. To change a start date or approve a start date for the following individuals:

- Nathanael Sooy, part-time Custodian from September 5, 2012 to September 17, 2012 (previously approved on 9/4/12)
- Kenya Long, part-time Custodian,

September 6, 2012 (previously approved on 8/21/12)

- Ashley Galbiati, Occupational Therapist, October 4, 2012 (previously approved on 9/4/12)

4. To approve a New Jersey Family Leave of Absence for Diana Franco, part-time Shaner School Paraprofessional on an intermittent basis beginning September 6, 2012 through September 14, 2012, as per attachment X-D-4. **NJ Family Leave for Franco**

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

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

5. To approve Andrew Seigel as a mentor for David Rothkopt, Davies School, part-time Music Teacher. **Mentor for David Rothkopt**

6. To approve grant salaries for the 2012-2013 school year, as per attachment X-D-6. **Grant salaries**

7. To approve Certificated Staff transfers for the 2012-2013 school year, as per attachment X-D-7. **Certificated staff transfers**

8. To approve Custodial Staff transfers for the 2012-2013 school year, as per attachment X-D-8. **Custodial Staff transfers**

9. To approve fieldwork placements for the 2012-2013 school year, as per attachment X-D-9. **Fieldwork placements**

10. To approve a settlement payment to an employee for back wages; whose name and amount is on file with the Board Secretary. The Hamilton Township School District and the employee mutually agree to the settlement amount, as per attachment X-D-10. **Settlement payment**

Hess School Psychologist

11. To approve Regina Miller as a full-time Hess School Psychologist, M.A., +30, Step 3, for a total annual salary of $49,733.00, as per attachment X-D-11. Start date to be determined.

Ms. Miller is a replacement for Kate Radetich who has resigned.

Maternity Leave for Kimberly Chait

12. To approve maternity leave request of Kimberly Chait, Hess School Teacher. Ms. Chait is requesting to use sick time from December 3, 2012 through December 21, 2012. Ms. Chait is also requesting to use Federal Family Medical Leave from January 2, 2013 through February 8, 2013, and be placed on NJ Family Leave from February 11, 2013 through May 10, 2013 with a return to work date of May 13, 2013, as per attachment X-D-12.

Davies School Nurse

13. To approve Toby Alexander as a full-time Davies School Nurse, M.A., Step 6, for a total annual salary of $48,354.00, as per attachment X-D-13. Start date to be determined.

Ms. Alexander is a replacement for Janis Bokma who has resigned.

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

POLICY COMMITTEE – Mr. Aiken

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

Policy #2481

1. To approve Policy #2481 – After School Instruction for General Education Students on second reading.

Regulation #2481

2. To approve Regulation #2481 – After School Instruction for General Education Students

on second reading.

3. To approve Policy #2415.04 – Title I-District-Wide Parental Involvement, as per attachment X-E-3. **Policy #2415.04**

(In accordance with the No Child Left Behind Consolidated Grant Application, this Policy must be approved annually. No changes have been made to this Policy since its last approval on March 1, 2011.)

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

TRANSPORTATION COMMITTEE – Mrs. Melton

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

1. To approve club/activity trips for the 2012-2013 school year, as per attachment X-F-1. **Club/Activity Trips**

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

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

(Changes were made to the NJASK

Standardized Testing Dates.)

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

PUBLIC COMMENTS

Gigi Seaburg: First student has the capability to scan student ID cards. It can track student times and where they are. Can assist with daily routes and substitute drivers.

Jeff Gildner: Noted that a recent news article listed education as a low paying career. Hamilton Township is the lowest in the county and one of the lowest in the state. He wanted to know why the Board is not at the table negotiating with HTEA. Teachers are working hard and good teachers are leaving the district. He has been in the district for twelve years and his salary of $49,808 is the 7th lowest in the state. Many teachers are working more than one job. The staff wants to be respected.

Shavonne Parenti: Stated that she is upset about the dress code being enforced at Davies. Her daughter was told to change her pants one hour before the school day ended. Her daughter was told to sit in detention due to a tear in her jeans, which happened at school. In her opinion, the school vice principal abused her power and the treatment was excessive and uncalled for.

Dr. Cappelluti will review the policy and make sure it is followed by the school. She will talk to administration to make sure all students know what the dress code is.

Gigi Seaburg: Asked Mrs. Kupp if she thought all bus drivers should know their students school start times. Mrs. Kupp said, no, she thought the drivers should know their routes before the year starts.

EXECUTIVE SESSION

Motioned by Mr. Ludwick, seconded by Mr. Aiken, to enter into Executive session for the purpose of negotiations and 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 negotiations and 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: (7-0-0)

The Board entered into Executive Session at 8:20 p.m.

The Board reconvened the regular meeting at 9:21 p.m.

Motioned by Dr. Erickson, seconded by Dr. May to terminate Darlene Meneghetti, Hess School Secretary effective September 18, 2012.

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

ADJOURNMENT

Motioned by Mr. Ludwick, 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 9:23 p.m.

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Daniel M. Smith
Board Secretary