

Mays Landing, NJ
September 4, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
SEPTEMBER 4, 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 5:35 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Mr. Eric Aiken.

**Call
To
Order**

Mr. Aiken 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, and Mrs. Kim Melton. Quorum present.

**Roll
Call**

Members Absent: Dr. David May

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

GOALS SETTING WORKSHOP

Charlene Zoerb from New Jersey School Board Assoc. was present for a Goal Setting Workshop for the Board members.

Mr. Ludwick entered the meeting at 6:50 p.m.

Mr. Greco entered the meeting at 6:55 p.m.

Dr. Erickson entered the meeting at 7:00 p.m.

APPROVAL OF MINUTES

Motioned by Mr. Aiken, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of August 21, 2012, as per attachment V-A.

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

CORRESPONDENCE

None

PUBLIC COMMENTS

Jeff Gilder spoke about the loss of teachers due to the staff being among the lowest paid. He stated that he disagrees with the person on the agenda coming in at Step 10. This person will be ahead of a lot of the HTEA members.

Patty Fleming had a question on the policy regarding the social networking site. What is the Board's stance on what is bad use of social networking? Dr. Cappelluti responded that this would mean anything that shows disrespect or unprofessionalism towards the district, including pictures, not just words.

BOARD MEMBER COMMENTS

Dr. Erickson was able to meet with the staff to kick off the school year.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

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

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

(C) 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

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 English as a Second Language Curriculum for kindergarten through grade 8. **English as a Second Language Curriculum**

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

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

**Teacher of
Social
Success
Curriculum**

2. To approve the revised Hamilton Township School District Teacher of Social Success Curriculum.

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

FINANCE COMMITTEE – Mr. Ludwick

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

**Report of
Receipts**

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2012, as per attachment XI-C-1.

**Board
Secretary's
Report**

2. To approve the Board Secretary's Report for the period ending July 31, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of July 31, 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 XI-C-2.

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

The following items have been included as informational items:

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| 3. | Interest Income for the month of July, 2012, as per attachment XI-C-3. | Interest Income |
| 4. | Receipts for the month of July, 2012, as per attachment XI-C-4. | Receipts |
| 5. | Refunds for the month of July, 2012, as per attachment XI-C-5. | Refunds |
| 6. | Capital Reserve Interest for the month of July, 2012, as per attachment XI-C-6. | Capital Reserve Interest |
| 7. | Rental Income for the month of July, 2012, as per attachment XI-C-7. | Rental Income |
| 8. | Miscellaneous Revenue for the month of July, 2012, as per attachment XI-C-8. | Miscellaneous Revenue |
| 9. | The monthly Budget Summary Report for July, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment XI-C-9. | Budget Summary Report |

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

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| 10. | To approve budget transfers in the amount of \$16,594.50, as per attachment XI-C-10. | Budget Transfers |
| 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 XI-C-11. | Staff attendance at seminars, workshops and conferences |
| 12. | To approve a Contract to participate in the Alliance for Competitive Telecommunications (ACT) with the Middlesex Regional Educational Services Commission and the New Jersey Association of School Business Officials (NJASBO) for the period July 1, 2012 through June 30, 2017, as per attachment XI-C-12. | ACT with MRESC |

- NCLB Grant Application** 13. To approve and submit the FY2013 (School Year 2012-2013) No Child Left Behind (NCLB) Grant Application, as per attachment XI-C-13.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, 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 Mrs. Befano, 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.
- Resignation from Kathleen Radetich** 2. To accept a resignation notice from Kathleen Radetich, School Psychologist effective August 18, 2012, as per attachment XI-D-2.
- Maternity leave for Michelle Miller** 3. To approve a maternity leave of absence for Michelle Miller, Davies School Special Education teacher. Ms. Miller is requesting to use sick time from September 24, 2012 through October 22, 2012 and New Jersey Family Leave from October 23, 2012 through January 11, 2013 with a return to work date of January 14, 2013, as per attachment XI-D-3.
- Fieldwork placement** 4. To approve a Stockton College fieldwork placement for the 2012-2013 school year, as per attachment XI-D-4.

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

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

- Staci Zitomer, Spec. Ed. Teacher** 5. 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 1, with a total annual salary of \$45,305.00, pro-rated, as per attachment XI-D-5.

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 maternity leave of absence.

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| 6. | To approve Board Office Support Staff salaries for the period July 1, 2012 through June 30, 2015, as per attachment XI-D-6. | Board Office
Support Staff
salaries |
| 7. | To approve the salary for Elen Manalang, Personnel Director for the period July 1, 2012 through June 30, 2015, as per attachment XI-D-7. | Personnel Director
salary |
| 8. | To approve Nathanael Sooy as a part-time, 10 month, Hess School Custodian for the period September 5, 2012 through June 30, 2013, Custodial Guide, Step 1, for a total annual salary of \$15,349.00, pro-rated, as per attachment XI-D-8. | Nathanael Sooy,
Custodian |

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

Mr. Sooy is a replacement for Mary Sommer who has retired.

Roll Call Vote: Seven in favor #5 & #6: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson.
Nay: Mrs. Capone. (7-1-0)

All in favor #7 & #8: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (8-0-0)

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

**David Rothkopf,
Music Teacher**

9. To approve David Rothkopf as a part-time, 10 month, 29.5 hour/week Davies School Music Teacher for the 2012-2013 school year, B.A., Step 1, for a total annual salary of \$36,093.00, pro-rated, as per attachment XI-D-9.

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

Mr. Rothkopf is a replacement for Courtney Coats who has resigned.

Emergent hiring

10. To approve the following applicants for emergent hiring and applicants attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6 7.1:

Nathanael Sooy – Custodian
David Rothkopf – Part-time Music Teacher

Maternity leave for Ashley Noll

11. To approve a maternity leave of absence for Ashley Noll, part-time Shaner School Paraprofessional. Ms. Noll is requesting to use her sick time for the period September 4, 2012 through September 17, 2012 and to be placed on a New Jersey Family Leave of absence for the period September 18, 2012 through November 30, 2012 with a return to work date of December 3, 2012, as per attachment XI-D-11.

Mentor Training

12. To approve staff members to participate in a Mentor Training during the summer of 2012 (not to exceed 2 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 local funds, as per attachment XI-D-12.

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. Befano, Mrs. Capone,
Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and
Dr. Erickson. (8-0-0)

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

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| 13. | To approve staff members to provide professional development during the September 2012 Professional Development Days (not to exceed 8 hours) at the rate of \$26.00/hour as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds, as per attachment XI-D-13.

Hourly rate subject to change at the completion of the H.T.E.A. negotiations. | Professional Development |
| 14. | To accept a resignation notice from Janel Schafer, Davies School teacher, effective August 28, 2012, as per attachment XI-D-14. | Resignation of Janel Schafer |
| 15. | To accept a resignation notice from Janis Bokma, Davies School Nurse effective August 30, 2012, as per attachment XI-D-15. | Resignation of Janis Bokma |
| 16. | To approve the following Evening Swim lifeguards at the rate of \$10.00/hour not to exceed 10 hours/week:

Jessica Fraone
Tyler Boney
Ryan Rimmele
Devin Hausman | Evening swim lifeguards |

Roll Call Vote: All in favor #13, #14 & #15:
Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton and Dr. Erickson. (8-0-0)

Seven in favor #16: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton. Nay: Dr. Erickson. (7-1-0).

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

Paraprofessional transfers 17. To approve Paraprofessional transfers for the 2012-2013 school year, as per attachment XI-D-17.

Paraprofessional Position Control 18. To inactivate Paraprofessional Position Control #'s for the 2012-2013 school year, as per attachment XI-D-18.

Occupational Therapist 19. To approve Ashley Galbiati as a district Occupational Therapist for the 2012-2013 school year, M.A., Step 10 with a total annual salary of \$58,478.00, as per attachment XI-D-19.

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

Ms. Galbiati is a replacement for Judy Testa who has retired.

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

POLICY COMMITTEE – Mr. Aiken

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

Bylaw #0151 1. To approve Bylaw #0151 – Organization Meeting on second reading.

Bylaw #0153 2. To approve Bylaw #0153 – Annual Appointments on second reading.

Bylaw #0167 3. To approve Bylaw #0167 – Public Participation in Board Meetings on second

reading.

4. To approve Policy #2361 – Acceptable Use of Computer Networks/Computers and Resources on second reading. **Policy #2361**
5. To approve Regulation #2361 – Acceptable Use of Computer Networks/Computers and Resources on second reading. **Regulation #2361**
6. To approve Policy #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on second reading. **Policy #2431.4**
7. To approve Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on second reading. **Regulation #2431.4**

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

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

8. To approve Policy #2481 – After School Instruction for General Education Students on first reading, as per attachment XI-E-8. **Policy #2481**

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

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

9. To approve Regulation #2481 – After School Instruction for General Education Students on first reading, as per attachment XI-E-9. **Regulation #2481**

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

Erickson. (8-0-0)

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

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

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

TRANSPORTATION COMMITTEE – Mrs. Melton

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

- Jointure contract between ACSSSD and HTSD** 1. To approve a jointure contract between Atlantic County Special Services School District and the Hamilton Township School District for the Extended School Year program, for the period July 1, 2012 through July 31, 2012. Twelve Hamilton Township students were transported to ACSSSD to attend the ESY program. Total cost \$16,080.00 with the breakdown as follows:

<u>Route #</u>	<u>Destination</u>	<u># of HT Students</u>	<u>Cost</u>
ELEM 3	ACSSSD	8	\$10,720.00

ELEM10	ACSSSD	1	1,340.00
HS1	ACSSSD	1	1,340.00
ELEM5	ACSSSD	1	1,340.00
HS2	ACSSSD	1	1,340.00

(Note: This contract was just received by the Transportation office, although services have been rendered.)

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone visited Shaner to look at the picture of Mr. Slota. She thinks the move would be a good one. She thinks it would bring professionalism to the entrance of the school.

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve moving the picture of Mr. Slota to the entrance of the Shaner School.

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

NEW BUSINESS

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

1. To approve the 2012-2013 Uniform State Memorandum of Agreement between the Hamilton Township Board of Education and the Hamilton Township Police Department.

**Uniform State
Memorandum of
Agreement**

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

Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and
Dr. Erickson. (8-0-0)

PUBLIC COMMENTS

Patty Fleming stated that the HTEA did a cursory review of the district budget of 2011-2012 and they saw a surplus of over 2% of the State limit. 6.7% was budgeted over teacher salaries in 2011-2012.

Jeff Gildner approved resignations for staff because the salaries are so low. He noted that the Board office staff was given raises. We need to get back to the table and work on contract.

Gail Harris states that she liked the move of Mr. Slota's picture at Shaner.

Ms. Winters is a substitute in the district and has a CE in Finance and Economic teaching. She is studying for her K-8 certification. Wanted to make sure she was still on the active substitute list.

Terry Kruger questioned if Devon Hausmann is related to another full-time district employee. She also questioned what the Uniform State Memorandum of Agreement with the police department is.

A member of the audience stated that she felt moving the paraprofessionals was a huge undertaking. Some of the paraprofessionals wanted to move with their teacher from last year.

Amelia Francis had a question on the Social Services curriculum. Who completed the curriculum work? She would like to see the curriculum.

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: (8-0-0)

Mays Landing, NJ
September 4, 2012

The Board entered into Executive Session at 7:58 p.m.

The Board reconvened the regular meeting at 8:50 p.m.

ADJOURNMENT

Motioned by Mr. Ludwick, seconded by Mr. Aiken, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 8:51 p.m.

Daniel M. Smith
Board Secretary