

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JANUARY 22, 2013
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 7:05 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. David May.

**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. Peggy Capone, Mrs. Amelia Francis, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. John Sacchinelli, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: None

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

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the regular session minutes of the meeting of November 13, 2013, as per attachment V-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson.
Abstained: Mr. Sacchinelli (8-0-1)

CORRESPONDENCE

Dr. Erickson read a Proclamation from Governor Christie regarding School Board Recognition Month of January 13, 2013. She also noted a Certificate of Appreciation from Dr. Cappelluti.

PUBLIC COMMENTS

April Perone and Danielle Bott, members of the Hamilton Township PTA thanked the Board for their support. They look forward to continuing the relationship between the Board and the PTA.

BOARD MEMBER COMMENTS

Mr. Ludwick thanked the principals for taking the time to allow him to walk through each school. He also had some discussion regarding the upcoming budget.

Dr. Erickson told the Board that she will be attending a Leadership Workshop in Washington, D.C. She will discuss financial issues, security, etc... with other school district representatives. She will be speaking with local Representatives along with other NJSBA members.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **January 22, 2013** – Curriculum Committee Meeting – Davies School – 5:30 p.m.
- b. **January 22, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **January 24, 2013** – Finance Committee Meeting – Board Office – 7:30 a.m.
- d. **February 5, 2013** – Policy Committee Meeting – Davies School – 6:00 a.m.
- e. **February 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- f. **February 8, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- g. **February 13, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- h. **February 19, 2013** - Curriculum Committee Meeting – Davies School – 6:00 p.m. (Tentative)
- i. **February 19, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **February 20, 2013** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.

(B) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-B.

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

(D) Shaner Winter Concert Dates:

♪ February 6, 7 and 8, 2013 – 10:00 a.m. in the Shaner School Cafeteria

(E) *Presentation:* January is Board Recognition Month

A special presentation will be given to the Board of Education members in honor of their service to our schools.

(F) *Presentation:* Teacher of Success

Given by: Daniel Cartwright, Shaner School Principal

(G) *Presentation:* Evaluation Tools for Teachers

Given by: Dr. Michelle M. Cappelluti, Superintendent and Lisa Dagit, Director of Curriculum and Instruction

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

None

CURRICULUM COMMITTEE – Mrs. Kupp

None

FINANCE COMMITTEE – Mr. Ludwick

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

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

**Report of Receipts
and Expenditures**

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

**Board Secretary's
Report**

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.

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

The following items have been included as informational items:

- | | | |
|---------------------------------|----|---|
| Interest Income | 3. | Interest Income for the month of December, 2012, as per attachment X-C-3. |
| Receipts | 4. | Receipts for the month of December, 2012, as per attachment X-C-4. |
| Refunds | 5. | Refunds for the month of December, 2012, as per attachment X-C-5. |
| Capital Reserve Interest | 6. | Capital Reserve Interest for the month of December, 2012, as per attachment X-C-6. |
| Rental Income | 7. | Rental Income for the month of December, 2012, as per attachment X-C-7. |
| Miscellaneous Revenue | 8. | Miscellaneous Revenue for the month of December, 2012, as per attachment X-C-8. |
| Budget Summary Report | 9. | The monthly Budget Summary Report for the month of December, 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 Dr. Erickson, to approve the following Motions as presented:

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|-------------------------|-----|--|
| Budget Transfers | 10. | To approve budget transfers in the amount of \$405,741.00, as per attachment X-C-10. |
|-------------------------|-----|--|

11. 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.

**Superintendent's
and Board
Secretary's
certification**

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

The following item has been included as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$1,875,660.28, as per attachment X-C-12.

Purchase orders

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

13. To approve the following bills and payroll in the total amount of \$6,765,367.36, as per attachment X-C-13:

Bills and payroll

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$6,706.00
10	General Fund/Payroll	193,860.30
11	Current Expense	1,596,159.03
11	Current Expense/Payroll	2,034,721.70
20	Special Revenue	38,835.62
20	Special Revenue/Payroll	44,573.12
30	Building Projects	18,532.00
40	Debt Service	2,680,271.88
50	Cafeteria Bills	130,761.66
50	Kids' Corner	16,091.15
50	Community Education	3,881.31
50	Camp Blue Star	973.59

14. 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-14.

Staff attendance

Agreement between HTBE and CMCSSD 15. To approve an Agreement between the Hamilton Township Board of Education and the Cape May 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-15.

Shared paraprofessional 16. To approve a shared paraprofessional for two multiply disabled students at Atlantic County Special Services School District for the period January 23, 2013 through June 25, 2013 at a cost of \$219.44/day for 98 days for a total cost of \$21,505.12, as per attachment X-C-16.

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

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

Motioned by Mr. Aiken, seconded by Mrs. Kupp, 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.

Fieldwork placements 2. To approve fieldwork placements for the 2012-2013 school year, as per attachment X-D-2.

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

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

Maternity leave for 3. To revise the maternity leave of absence for Yenise Jefferes, Shaner School Bilingual

Yenis Jefferes

teacher which was previously approved on December 18, 2012. Due to complications, Ms. Jefferes has requested to use her unused sick time from January 4, 2013 through January 31, 2013, then a Family Medical Leave of Absence, from February 1, 2013 through February 25, 2013, then a New Jersey Family Leave of Absence, from February 26, 2013 through May 24, 2013 with a return to work date of May 28, 2013.

4. To accept a resignation from Tannette Medica, Hess School Paraprofessional effective December 19, 2012, with her last day of employment to be January 15, 2013, as per attachment X-D-4. **Resignation of Tannette Medica**

5. To approve Katarzyna Lui as a full-time Hess School ESL teacher for the period January 23, 2013 through April 17, 2013, M.A., Step 1, with a total annual salary of \$47,257.00, pro-rated, as per attachment X-D-5. **Hess School ESL Teacher**

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

Ms. Lui is a replacement for Megan Ferguson who has resigned.

6. To approve Janet Yunghans as a mentor for Kristen Mulraney, Hess School Librarian beginning January 2, 2013. **Librarian Mentor**

7. To approve homebound instruction for the 2012-2013 school year, as per attachment X-D-7. **Homebound instruction**

8. To accept a retirement notice from Lisa McLeod, Hess School teacher, effective July 1, 2013 with her last day of employment to be June 30, 2013 attachment X-D-8. **Retirement of Lisa McLeod**

9. To revise the last day of employment for Megan Ferguson, Hess School ESL teacher to January 22, 2013. Ms. Ferguson's **Resignation of Megan Ferguson**

resignation was previously approved on December 18, 2012.

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

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

- Retirement of Kathleen Magee** 10. To accept a retirement notice from Kathleen Magee, Davies School teacher, effective July 1, 2013 with her last day of employment to be June 30, 2013, as per attachment X-D-10.

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

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

- Retirement of Lee Ann Ryder** 11. To accept a retirement notice from Lee Ann Ryder, Davies School teacher, effective July 1, 2013 with her last day of employment to be June 30, 2013, as per attachment X-D-11.

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

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

- Jayne Leonetti, part time paraprofessional** 12. To approve Jayne Leonetti as a part-time 29 hour/week, Hess School Paraprofessional for the period January 23, 2013 through June 30, 2013, Paraprofessional Guide, Step 1, for a total annual salary of \$13,382.00, pro-rated, as per attachment X-D-12.

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

Ms. Leonetti is a replacement for Tannette Medica who has resigned.

13. To approve a maternity leave of absence for Natalie James, Hess School Pre-K teacher. **Maternity leave for Natalie James**
Mrs. James is requested to use her accumulated sick time from April 18, 2013 through May 28, 2013 then be placed on a NJ Family Leave from May 29, 2013 to the end of the school year with a return to work date of September 1, 2013, attachment X-D-13.
14. To inactivate Position Control #19.09.18 AVE, Part-Time Board Office/Food Service Secretary position. **Position Control #19.09.18 AVE**

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

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

15. To create Position Control #19.09.29 BLZ, Full-Time Board Office/Technology Secretary position. **Position Control #19.09.29 BLZ**
16. To approve Leanna Mullen as a full-time, Board Office/Technology Secretary for the period January 23, 2013 through June 30, 2013, Secretary Guide, Step 1, for a total annual salary of \$25,329.00, pro-rated, as per attachment X-D-16. **Board Office/Technology Secretary**
- Salary subject to change at the conclusion of the H.T.E.A. negotiations.
17. To approve a maternity leave of absence for Lauren Kreifus, Davies School teacher. Mrs. Kreifus is requesting to use her accumulated **Maternity leave for Lauren Kreifus**

sick time from April 15, 2013 to June 30, 2013. She is also requesting a sixty (60) day New Jersey Family Leave beginning the first day of school and a child rearing leave of absence until the end of the 2nd marking period with a return to work date on the 1st day of the third marking period of the 2013-2014 school year, as per attachment X-D-17.

(More specific dates will be determined upon the approval of the 2013-2014 district calendar.)

- Grant funded activities** 18. To approve local and grant funded extra-curricular activities and staff stipends for the 2012-2013 school year, as per attachment X-D-18.

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

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

Motioned by Mr. Anderson, seconded by Dr. Erickson, to table #1.

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Ludwick discussed a PowerPoint presentation received from the booster club at Oakcrest High School. Mr. Ludwick reviewed the need to have a properly

operating timing and scoring system for the swim teams.

Mrs. Capone noted that the maintenance of the equipment was not being completed properly.

Dr. Cappelluti noted that the equipment was originally purchased jointly between the swim teams and the district. Dr. Cappelluti instructed the Booster Club to contact Mr. Nelson with any issues that may arise.

It was decided that the district would purchase the touchpads and verify that the timing system is working properly. The district will issue a purchase order to the vendor.

Mrs. Capone outlined that the proper licensed professionals should be working on the system. Mr. Ludwick noted that a warranty should be supplied with the new touchpads.

NEW BUSINESS

Discussion was held to change the March 19, 2013 Board Meeting to March 26, 2013 to include the Public Hearing on the Budget.

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

To approve March 26, 2013 as the Board of Education Meeting and Public Hearing on the Budget.

**Meeting
change**

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

Dr. Erickson noted that the ESL program at Shaner is understaffed. She proposed to hire a full-time paraprofessional with benefits for the

Shaner School to work in collaboration with the staff already in place. The position would also work as a translator for parent meetings and correspondence.

Mrs. Capone has received additional information from Mrs. Dagit. She noted that the students at the Hess School also are in need of a good support system. Dr. Erickson noted those concerns but stated that the Shaner School is in greater need of assistance at this time.

Mrs. Dagit clarified that we are talking about our ELL Program and not bilingual. She also noted that the district has made an effort to increase the Basic Skills Instruction (BSI) at Shaner. The State would like bilingual teachers at each school, but the district is not in a financial position to do that. CAPA has recommended that Bilingual teachers be placed at the lower grade levels if they cannot reach the entire district. The ESL program uses push-in and pull-out programs to service the students. The ESL program at Shaner is serviced by an ESL teacher who services both Kindergarten and First Grade. The ESL program at Hess is run a little differently. The district tries to avoid having ESL and BSI students in the same classroom, but it does happen.

Mrs. Capone asked if there are any BSI students in the ESL program at Shaner.

Mrs. Dagit responded that there may be a few, but she has to check the enrollment of the program. The Basic Skills Program at Shaner is a little different than Hess. The district tried to distribute the students evenly so the same number of BSI students is in each class.

Dr. Erickson noted that there are 3 BSI teachers for each grade level at Hess but there are 2 BSI teachers for two grade levels at Shaner.

Mrs. Dagit noted that there is no BSI for kindergarten, and a new plan was developed for 1st grade. We were able to take one teacher back

to help from kindergarten this year to make two BSI teachers in 1st grade.

Mrs. Kupp noted that the Hess School has push-in everyday and Shaner does not. Mrs. Dagit noted that the distribution of children does not always fall exactly into place. Not all teachers will have the same number of BSI students.

Mrs. Capone noted there is one bilingual classroom at Shaner which receives ESL support. She noted that the students will be moving up and will be faced with a harder curriculum.

Mrs. Kupp noted that the committee did not have time to review this and stated that the committee needs to review all of the information before making recommendations.

Dr. Erickson noted that the point of the discussion was to talk about the program and to make sure we are doing what needs to be done to meet our goal for the program and the goals of the Board. We have to support the students who are English language learners.

Mrs. Capone asked about the professional services contracts that were approved in May and requested copies of the minutes to see how the Board voted.

Mr. Smith stated the copies of professional service contracts are being handed out to the Board tonight.

Dr. Erickson asked if we could review the tape from that meeting in May. Mr. Smith responded that regardless of the discussion that took place, the Board voted to approve contracts dated for 12 months.

Dr. Erickson noted that there would be some growing pains with the date change, but it is important to note that we are developing a schedule to follow for the future.

The Board discussed the difference of the Board reorganization in January and the Finance “reorganization” that takes place in May.

PUBLIC COMMENTS

Mrs. Shipman asked why she was locked out of the Karate Club at the Hess school on January 8. The winter session was supposed to begin on this date and there was a notice on the door stating that the class was cancelled until further notice. The students were told by a karate association that they could not participate in the January 26th tournament and that there would be a belt test in February.

Anthony Jacoby told the Board that his son has been involved with the karate program for eight years and, when he came in to register this year, he was told that the program was in suspension at this time.

Dr. Cappelluti will follow up with Mr. Melder.

Jeff Gildiner told the Board that the HTEA appreciates everything the Board has done for the students and staff. He attended a workshop, spoke to his peers from other districts, and he does realize that the district is doing much better than others. Salaries make Hamilton Township a stepping stone for good teachers to move on. He would like the Board to fix the salary guide. Every staff member is making less now than a year ago. He would like to move forward.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Aiken, to enter into executive session for discussion of contract negotiations.

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. 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) Motion carried

Mays Landing, NJ
January 22, 2013

The Board entered into Executive Session at 9:41 p.m.

The Board reconvened the regular meeting at 10:48 p.m.

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

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

The Hamilton Township Board of Education meeting adjourned at 10:49 p.m.

Daniel Smith
Board Secretary