

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 5, 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 7:02 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**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, Mr. John Sacchinelli, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mrs. Kim Melton  
Mr. Louis Greco, Solicitor

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. William Donio, Esquire

**COMMITTEE ASSIGNMENTS**

Facilities: Chairperson: John Sacchinelli  
Member: Carl Anderson  
Member: Mark Ludwick

Curriculum: Chairperson: Barbara Kupp  
Member: Peggy Capone  
Member: Amelia Francis

Finance: Chairperson: Mark Ludwick  
Member: Kim Melton

Member: John Sacchinelli

Personnel/Negotiations: Chairperson: Eric Aiken  
Member: Kim Melton  
Member: John Sacchinelli

Policy: Chairperson: Peggy Capone  
Member: Amelia Francis  
Member: Barbara Kupp

Transportation/Discipline: Chairperson: Carl Anderson  
Member: Eric Aiken  
Member: Kim Melton

### **APPOINTMENTS:**

Motion by Dr. Erickson, seconded by Mr. Ludwick, to approve the following appointment for the 2012-2013 school year:

<u>Position</u>	<u>Person</u>
Educational Stability Liaison/Child in Court Advisory Contact (CICAC)	Gail Siegelman

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

### **APPROVAL OF MINUTES**

Motioned by Mr. Anderson, seconded by Mrs. Capone, to approve to table the minutes of January 8, 2013.

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

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

Shannon Branca asked why there were no fourth graders from the red, yellow or orange houses at Hess listed on the honor roll. She also asked who would replace her child's teacher who will be going out on maternity leave.

Dr. Cappelluti responded to Ms. Branca and told her she would find out why the lists of students from the red, yellow and orange houses were omitted from the agenda. She felt there were students who did earn honor roll status from those houses. Mr. Donio told Ms. Branca that the Board could not comment on a teacher replacement for her child's teacher until it is Board approved.

Karen Petrongolo asked why the HIB Report was missing from the attachments distributed to the audience. She also asked how the committees operate.

Dr. Erickson responded that the HIB Report is not released to all, as it contains student information. She also explained that the committees are divided between all of the Board members and each consists of three members. The President can sit on each committee if he/she desires.

### **BOARD MEMBER COMMENTS**

Dr. Erickson informed everyone that the Oakcrest drama play will be performed next week. She also mentioned the Shaner Winter Concert to be held on February 6, 7 and 8. The event at the Hess School last week was well attended by parents.

Mr. Ludwick attended the County School Board meeting last week. At the meeting financial information and legal information was reviewed. He thanked the county school board association for the meeting.

Mrs. Kupp mentioned the Skating Party on February 16 at Young's Skating Center which will benefit the Education Foundation. She also mentioned the blood drive at the Shaner School on March 18 from 3:30 p.m. until 8:30 p.m.

Dr. Erickson told the Board that she attended the Leadership Conference in Washington. She said she met with other districts, as well as Senator's aides. The group was able to meet with Commissioner Cerf and he answered questions from the group. Many concerns and ideas were shared.

Mrs. Capone wanted to thank the Board for the opportunity to attend the workshop on bargaining. She also attended the Student Achievement Workshop with the Dept. of Education. Mrs. Capone reviewed that the DOE said for every \$1.00 invested in education, we receive a return of \$7.00.

Mrs. Capone asked if items on the finance committee minutes were on the budget for voting this evening, more specifically the increase of pool rentals and the uniforms for the School Resource & Attendance Officer.

Mr. Anderson spoke about an article printed in the Atlantic City Press regarding the ratables in Linwood. He also thanked Mr. Wellington for the report that was given to the Board members regarding school security. One area that stood out

was the recommendation for regular police officers to be on campus.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. **Dates to Remember**

- a. **February 5, 2013** – Policy Committee Meeting – Davies School – 6:00 p.m.
- b. **February 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **February 8, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **February 12, 2013** – Curriculum Committee Meeting – Board Office – 3:00 p.m. (*TENTATIVE*)
- e. **February 13, 2013** – Transportation/Discipline Committee Meeting – Board Office – 4:30 p.m. – (*TENTATIVE*)
- f. **February 13, 2013** – Personnel Committee Meeting – Board Office 5:00 p.m.
- g. **February 19, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **February 20, 2013** - Board Retreat – Board Office Conference Room - 6:00 p.m.

(B) Enrollment, as per attachment XI-B.

(C) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-C.

(D) Academic Achievement Lists for the 1<sup>st</sup> Trimester, 2012 – Grades 4 and 5, as per attachment XI-D.

(E) Candidates selected for the 2013 Teacher and Paraprofessionals of the Year, along with the choice for District Teacher of the Year:

#### Educator Recipients:

*Shaner:* Tara Sutton  
*Hess:* Traci Schubert  
*Davies:* Donna Franks

#### Paraprofessional Recipients:

*Shaner:* Anmarie Barrett  
*Hess:* Susan Wolfe  
*Davies:* Lois Townsend

*District Teacher of the Year Selection:* Donna Franks

The District Teacher of the Year will be invited to participate in the running for County Teacher of the Year by the NJDOE.

## **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. Anderson, to approve the following Motion as presented:

1. To approve budget transfers in the amount of **Budget transfers** \$142,028.00, as per attachment XII-C-1.

(The original amount of transfers totaled \$164,588 and was reduced by \$22,560 to remove the transfer to capital outlay)

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

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

**Staff attendance at seminars, workshops, conferences**

2. 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 XII-C-2.

**FY2013 Amended IDEA Application**

3. To approve the FY2013 Amended IDEA Application to include FY2012 carryover funds in the following amounts (all carryover funds are non-public), as per attachment XII-C-3:

	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEA-Basic	\$755,084.00	\$31,778.00	\$786,862.00
IDEA - Preschool	<u>32,126.00</u>	<u>0.00</u>	<u>32,126.00</u>
	\$787,210.00	\$31,778.00	\$818,988.00

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

**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 Mr. Ludwick, to approve the following Motions as presented:

- |                              |   |  |
|------------------------------|---|--|
| <b>District Substitutes</b>  | 1. To approve district substitutes for the 2012–2013 school year, as per attachment XII-D-1.  |  |
| <b>Homebound instruction</b> | 2. To approve homebound instruction for the 2012-2013 school year, as per attachment XII-D-2.   |  |
| <b>Fieldwork placements</b>  | 3. To approve fieldwork placements for the 2012-2013 school year, as per attachment XII-D-3.  |  |
|                              | 4. To approve a maternity leave of absence for Stacie Becker, Davies School teacher. Mrs. Becker is requesting to use her accumulated sick time from April 15, 2013 through June 30, 2013 and be placed on a New Jersey Family Leave for seven weeks beginning the first day of the 2013-2014 school year, returning to work at the conclusion of the seven weeks, as per attachment XII-D-4.<br>(More specific dates will be determined upon the approval of the 2013-2014 district calendar.) | <b>Maternity leave for Stacie Becker</b>     |
|                              | 5. To approve a Federal Family Medical Leave of Absence (FMLA) for Marcia Erickson, part-time Hess School Food Service worker on an intermittent basis beginning January 30, 2013, as per attachment XII-D-5.   | <b>FMLA for Marcia Erickson</b>              |
|                              | 6. To approve an in-house transfer for Jessica O'Brien from a Paraprofessional in the Shaner School on the Horizons Program to a Shaner School Kindergarten Paraprofessional effective January 28, 2013, as per attachment XII-D-6.   | <b>In-house transfer for Jessica O'Brien</b> |

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

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

**POLICY COMMITTEE – Mrs. Capone**

None

**TRANSPORTATION COMMITTEE – Mr. Anderson**

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

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

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mr. Sacchinelli is looking for the minutes from May 2012 in which the professional service contracts were approved. Mr. Smith will forward that information to the Board.

Mrs. Capone asked for an update on the karate program. Dr. Cappelluti reported that Hamilton Township has not collected any money, as there is no one to run the program. Mr. Anderson suggested that, if the program is started again, we need to look into how it is run.

Mrs. Capone spoke about the ELL teacher at Shaner that was discussed in committee. Dr. Cappelluti noted that the schedule at the Hess School is being revised so that the students have more time for math. The schedule at Shaner will be looked at as well. Mrs. Capone also discussed the time constraints that the teacher is being faced with to complete pull-out instruction. Dr. Erickson suggested bringing in additional help to finish out the year instead of waiting until September to make adjustments. Mrs. Capone stressed the importance of having additional help for these students.

Dr. Erickson suggested reaching out to the textbook vendors about getting

information translated into other languages. Dr. Erickson also requested information on ELL students across different populations.

### **NEW BUSINESS**

Mrs. Kupp asked why the Board was not getting Shaner's monthly calendar. Dr. Cappelluti will make sure all school calendars go out with the Board packet.

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

#### **Organizational Chart**

- A. To approve the revised district Organizational Chart, as amended, as per attachment XVI-A. (The line connecting the SRAO and School Principals was removed as per Board discussion)

Dr. Erickson raised questions about who certain employees report to and stated that all employees should be reporting to the Superintendent, regardless of their job.

Mr. Ludwick stated that Dr. Erickson is over-thinking the chart. Ultimately all employees report to the Superintendent and the Superintendent is responsible for all employees.

Mrs. Capone asked what changes were made. Dr. Cappelluti responded that the SRAO was added to the chart.

Dr. Erickson suggested removing the line going from the SRAO to the school principals.

Mrs. Capone discussed the potential energy audit that made it on an agenda and was not placed there by the Superintendent. Mrs. Capone wants to ensure that this issue does not happen in the future.

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

Mrs. Capone feels that the Transportation Dept. needs to follow up on bus



referrals. Dr. Erickson feels that it is important for bus drivers to know what is happening in the building.

Mrs. Capone questioned why we would reimburse the SRAO for his uniform. She understands the need for a uniform, but feels he should buy his own. She also does not feel we should be raising rental fees for the people who use the Hess pool.

Mr. Ludwick spoke about the call that the SRAO was mistaken for an intruder in the school. If we want the SRAO to look a certain way, we should reimburse him for that. If we want to govern the way the SRAO looks then we have to pay for the uniform. Mrs. Capone stated that the Township offers their employees an allowance and tells the employees what to purchase. Mrs. Capone feels that the SRAO is highly compensated and we are also contributing to his pension costs.

Mr. Sacchinelli feels that if we pay for the uniform then we are in control of what is bought. He also reviewed the discussion the committee had regarding the look of the uniform and the reasons for wanting a uniform.

Mr. Ludwick also stated that there is a disparity between the different swim teams that utilize the pool. The committee wants to review the fees charged and determine a more consistent schedule.

Dr. Erickson stated that if we incur an excessive fee in the future then we would look at charging additional fees to recoup some of the costs.

Mr. Ludwick stated that the root of the discussion was why some teams are paying more than others. Dr. Erickson suggested getting pricing from other pools to see how their fee structures work.

Mrs. Capone questioned the need for a new phone system. Dr. Cappelluti stated that the phone system has needed an upgrade for years but it was always removed from the budget.

### **PUBLIC COMMENTS**

None

### **EXECUTIVE SESSION**

Motioned by Dr. Erickson, seconded by Mrs. Capone, to enter into executive session for discussion of personnel matters and 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: (8-0-0) Motion carried

The Board entered into Executive Session at 8:30 p.m.

The Board reconvened the regular meeting at 10:46 p.m.

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken**

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

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

To continue suspension of Ms. Charlotte Morey from a stipend co-coaching position, for the reasons discussed in executive session, with pay for the remainder of the year.

**Suspension of  
Charlotte Morey**

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Kupp, Mr. Ludwick, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone. Abstained: Mr. Anderson and Mrs. Francis (5-1-2)

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

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

The Hamilton Township Board of Education meeting adjourned at 10:50 p.m.

---

Daniel Smith  
Board Secretary