

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON FEBRUARY 19, 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 6:33 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 both audio-tape and video-tape 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

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools
Mr. Daniel Smith: Board Secretary
Mr. Louis Greco: Solicitor (arrived at 6:50 p.m.)

EXECUTIVE SESSION

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to enter into executive session for discussion of litigation 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 litigation 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.

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)

The Board entered into Executive session at 6:35 p.m.

The Board reconvened the regular meeting at 7:25 p.m.

CORRESPONDENCE

Correspondence from the New Jersey Department of Education announcing that Suzanne Burnetta, Shaner teacher was chosen to be on the panel for Educational Issues and Concerns. She was chosen from 200 applicants for a panel of 30 teachers.

PUBLIC COMMENTS

Jeff Gildiner read a statement from the staff. They feel it is time to address the economic welfare of the staff. Salaries in Hamilton Township have fallen drastically and they feel that the district can pay higher salaries. He will submit additional information to the board members in the next few days for their review.

Karen Petrongolo spoke to the Board on behalf of her son and other students who have gifted and talented abilities. She read a statement and quoted an article from the Press. She would like to see a gifted and talented program put back into the budget.

April Perone spoke about taking part in the gifted and talented program. She would like to give her support to put it back into the budget, as she feels it is needed and does help the students.

Amy Reingruber was in the gifted and talented program, when she was a student, with Ms. Perone. She has children in the district who would qualify for the program. She cited test scores and rationale of what scores mean. She stated that her son is often teaching other students and he is teased for being bright. She thinks the gifted and talented program would help her son, as well as other students.

Dr. Erickson wanted to note that the district does offer programs and classes for all students. If a child is being harassed, there are procedures in place and the parent should contact the school.

Dr. Cappelluti stated that the curriculum is a push-in program. We will look at rescheduling to see what can be done.

Heather Wolfslayer spoke about a parent group formed after attending a meeting with Andrea Lawful-Trainer. There are eight strong members and they are here to help teachers and students. The group meets every second Thursday of the month in the **public (Amended by Board motion March 26, 2013)** library.

Dr. Erickson introduced the PTA members in the audience.

Karen Petrongolo asked the Board about item #1 in Curriculum on the agenda. Dr. Cappelluti explained that it is a contract with ETTC to extend the math coaching to the Hess School, in addition to Davies School.

BOARD MEMBER COMMENTS

Mrs. Kupp commented on the great job Sue Malone did with the Shaner first grade students and the first grade winter musical. She also commented on the production of "Annie" performed at Oakcrest High School over the weekend. Many of our former students took part in the performance and did a great job. The Education Foundation held a skating party on Sunday and did a great job.

Dr. Erickson noted that Absegami is performing "Seussical the Musical" in March. She also attended the Shaner winter concert. Dr. Erickson also noted that while at Shaner the fire alarm was pulled and the staff did an excellent job with all of the students.

Mrs. Capone attended a student achievement workshop and she said it was an excellent workshop. It was recommended at the workshop for Board members to go into the classrooms to observe. Board members can learn what is happening in the schools by going into the classrooms.

Mrs. Capone also questioned whether or not a person can begin work before the minutes with that motion are board approved. Mr. Greco replied that your vote is effective when the vote is taken at the meeting. Mr. Greco stated that a Board member can change their vote prior to the minutes being approved. If the vote awarded someone or a vendor a property interest in something; then a change in vote cannot retract that contract or offer made to that individual or vendor.

SUPERINTENDENT/STAFF REPORTS

- (A) Information Items
1. **Dates to Remember**

- a. **February 19, 2013** – Finance Committee Meeting – Board Office – 5:30 p.m.
- b. **February 19, 2013** – Board of Education Meeting – Davies School – 6:30 p.m.
- c. **February 20, 2013** – Board Retreat – Davies School – A-Wing, TPC2 Teacher Workroom – 6:00 p.m.
- d. **March 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- e. **March 8, 2013** – Facilities Committee Meeting – Board Office - 7:30 a.m.
- f. **March 12, 2013** – Curriculum Committee Meeting – Board Office 2:00 p.m.
- g. **March 13, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- h. **March 18, 2013** – Ricky’s Blood Drive – Shaner School
- i. **March 26, 2013** - Board of Education Meeting and Public Hearing on the 2013-2014 Budget – Davies School – 7:00 p.m.

- (B) Registration/Transfer Statistics for the Month of January, 2013, as per attachment X-B.
- (C) Harassment, Intimidation and Bullying Incident Log, as per attachment X-C.
- (D) Student Discipline Reports for the month of January, 2013, as per attachment X-D.
- (E) Corrected Academic Achievement Lists for the 1st Trimester – Grades 4 and 5, as per attachment X-E.
- (F) New Homes and Certificates of Occupancy for the month of January, 2013, as per attachment X-F.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

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

1. To approve to go out to bid for the following project:
 - 2013 Automatic Temperature Control System at the George L. Hess Educational Complex

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)

CURRICULUM COMMITTEE – Mrs. Kupp

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

- SRI & ETTC**
1. To approve an addendum to the Professional Services Agreement between the Hamilton Township Board of Education and Southern Regional Institute and Educational Technology Training Center (SRI & ETTC) to include mathematics coach mentoring for the Hess School for an additional 185/hours @\$162.00/hour for a total additional amount of \$30,000.00, as per attachment XI-B-1.

(The original contract with SRI & ETTC was approved on September 18, 2012 for the 2012-2013 School Year.)

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)

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**
\$35,282.07 as per attachment XI-C-1.

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 Mr. Anderson, to approve the following Motion as presented:

2. To approve the following Resolution to **Transfer Debt**
transfer debt service: **Service**

RESOLUTION TO
TRANSFER DEBT SERVICE

WHEREAS, NJSA 18A:24-54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and

WHEREAS the Hamilton Township Board of Education has determined that \$12,750.00 is available for such transfer;

Now therefore be it resolved by the Hamilton Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer to the debt service fund consistent with all applicable laws and regulations.

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 Mr. Anderson, to approve the following Motion as presented:

3. 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 Secretary's
certification**

Mrs. Capone requested the purchase order to

Comp-E-Ware be pulled for further review. Mr. Smith will pull the purchase order and provide additional information to the Board.

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)

The following item has been included as an informational item:

4. Purchase orders issued for services, supplies and equipment in the amount of \$1,269,037.42, as per attachment XI-C-4. **Purchase orders**

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

Bills and payroll

5. To approve the following bills and payroll in the total amount of \$4,172,435.34, as per attachment XI-C-5:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$6,706.00
10	General Fund/Payroll	201,484.94
11	Current Expense	1,245,140.85
11	Current Expense/Payroll	2,135,167.63
20	Special Revenue	33,414.47
20	Special Revenue/Payroll	48,280.65
40	Debt Service	315,636.25
50	Cafeteria	146,667.80
50	Kids' Corner	23,388.80
50	Community Education	5,732.95
50	Camp Blue Star	10,815.00

Staff attendance

6. 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-6.

Contract with Coastal Learning Center, Inc.

7. To approve a tuition contract with Coastal Learning Center, Inc. for one (1) student at a cost of \$246.21 per diem for 138 days for the period November 16, 2012 through June 30, 2013, for a total cost of \$33,976.98.

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. 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.

**Fieldwork
placements**

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

3. To accept a resignation notice from Amber Miskovic, Hess School Paraprofessional effective February 8, 2013 with her last day of employment to be February 22, 2013, as per attachment XI-D-3.

**Resignation from
Amber Miskovic**

Roll Call Vote to table Item #1: Four in favor: Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken, Mr. Anderson, Mrs. Kupp, and Mr. Ludwick. (4-4-0). Motion to table does not pass.

Roll Call Vote: Four in favor #1: Mr. Aiken, Mr. Anderson, Mrs. Kupp, and Mr. Ludwick. Nay: Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (4-4-0). Motion does not carry.

All in favor #2 and #3: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mr. Sacchinelli, and Dr. Erickson.
(8-0-0)

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

4. To approve staff members to provide professional development during the February 15, 2013 Professional Development Day (not to exceed 6 hours each) at the hourly rate of \$26.00 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-4.

Professional Development

5. To approve an increase in the paraprofessional and clerical substitute rates from \$55.00/day to \$67.50/day effective February 19, 2013.

Increase sub rates

6. To extend the employment contract for Katarzyna Liu, Hess School ESL Teacher, from April 18, 2013 to the end of the school year.

Katarzyna Liu, ESL Teacher

Ms. Liu was previously approved on January 22, 2013 as a replacement for Megan Ferguson.

NJFLA for Lawrence Laskowski

7. To approve an intermittent NJ Family Leave of Absence for Lawrence Laskowski, part-time Davies School Paraprofessional at a start date to be determined, as per attachment XI-D-7.

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

Motioned by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following Motions as presented:

Policy #2200

1. To approve Policy #2200 – Curriculum Content on first reading, as per attachment XI-E-1.

- Policy #2415** 2. To approve Policy #2415 – No Child Left Behind Programs on first reading, as per attachment XI-E-2.

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)

Motion by Mrs. Capone, seconded by Mr. Anderson, to table motion #3.

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

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

- Regulation #2431.1** 4. To approve Regulation #2431.1 – Emergency Procedures for Athletic Practices and Competitions on first reading, as per attachment XI-E-4.
5. To approve Regulation #2431.2 – Medical Examination to Determine Fitness for Participation in Athletics on first reading, as per attachment XI-E-5. **Regulation #2431.2**
6. To approve Policy #2468 – Independent Educational Evaluations on first reading, as per attachment XI-E-6. **Policy #2468**
7. To approve Policy #3230 – Outside Activities – Teaching Staff Members on first reading, as per attachment XI-E-7. **Policy #3230**
8. To approve Regulation #3230 – Outside Activities – Teaching Staff Members on first reading, as per attachment XI-E-8. **Regulation #3230**
9. To approve Policy #3281 – Inappropriate Staff Conduct – Teaching Staff Members on first reading, as per attachment XI-E-9. **Policy #3281**

- 10. To approve Regulation #3281 – Inappropriate Staff Conduct – Teaching Staff Members on first reading, as per attachment XI-E-10. **Regulation #3281**
- 11. To approve Policy #4230 – Outside Activities – Support Staff Members on first reading, as per attachment XI-E-11. **Policy #4230**
- 12. To approve Regulation #4230 – Outside Activities Support Staff Members on first reading, as per attachment XI-E-12. **Regulation #4230**

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 Mrs. Capone, seconded by Mr. Anderson, to approve the following Motions as presented:

- 13. To approve Policy #4281 – Inappropriate Staff Conduct – Support Staff Members on first reading, as per attachment XI-E-13. **Policy #4281**
- Regulation #4281** 14. To approve Regulation #4281 – Inappropriate Staff Conduct – Support Staff Members on first reading, as per attachment XI-E-14.
- Policy #6113** 15. To approve Policy #6113 – E-Rate on first reading, as per attachment XI-E-15.
- Policy #6480** 16. To approve Policy #6480 – Purchase of Food Supplies on first reading, as per attachment XI-E-16.
- Policy #8505** 17. To approve Policy #8505 – School Nutrition on first reading, as per attachment XI-E-17.

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)

TRANSPORTATION COMMITTEE – Mr. Anderson

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Dr. Erickson gave an update that the touchpads have arrived for the pool. Mr. Smith stated that the installer will be onsite to install and test the touchpads.

Dr. Erickson asked Dr. Cappelluti for an update on the ESL program at Shaner. Dr. Cappelluti met with Mrs. Dagit, Mrs. Wilbraham, and Mr. Cartwright to adjust the daily schedule. Minor changes are happening now and we will revisit the program for September.

Dr. Erickson asked where the additional schedule time came from. Dr. Cappelluti stated that the ESL Teacher is spending 40 minutes a day more in the program. Dr. Erickson noted that Ms. Ferrese does an excellent job.

Mr. Ludwick spoke to the Board about the possibility of combining the Facilities Committee meetings with the Finance Committee.

Dr. Erickson read the minutes and looked at our policy which states we have to hold each meeting separate. She said she has spoken to Charlene Zoerb from New Jersey School Boards Association who said the committee meetings should not be combined.

Mr. Anderson noted that we could try combining the committees for the remainder of the year and see how it goes.

Dr. Cappelluti stated that there were similar members on each committee and it would be good to meet together. Dr. Erickson said we could schedule the meetings back to back.

Mr. Sacchinelli stated that his one concern was that there would be someone left out if we combined the committees.

Mr. Ludwick stated that it was brought just as discussion and we were not trying to change any committees.

NEW BUSINESS

Mrs. Capone asked if we could have a list of what is being negotiated. She would also like to list all employees and their salaries on the school website. The district should be as transparent as possible.

Mr. Sacchinelli suggested putting a link on our website for the Asbury Park Press website.

Mrs. Capone noted the Township has salary and benefit information on its website. Mrs. Kupp noted that the Township lists titles and not employee names. Mrs. Capone said she understands that some names should be held off of the website; like law enforcement officials.

Dr. Erickson referenced Massachusetts; which prints a book with city employees that shows salaries and benefits for all employees.

Mrs. Capone agreed that Mr. Sacchinelli's idea of adding a link to our website was agreeable. It makes a statement to the public that we are being transparent and open.

Dr. Erickson polled the Board and noted that the majority was in favor of adding salary and benefit information to the district website.

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following Motion as presented:

- A. To add the Asbury Park link to the Board of Education website with the caveat to add how much is paid for benefits for each participant.

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

- A. To deny the grievance heard earlier in the evening in executive session.

Roll Call Vote: Four in favor: Mr. Aiken, Mr. Anderson, Mrs. Kupp and Dr. Erickson. Nay: Mrs. Capone, Mrs. Francis and Mr. Sacchinelli. Abstained: Mr. Ludwick (4-3-1)

PUBLIC COMMENTS

Brian Beck asked if the Board could add information to the website indicating that not all employees accept benefits or are eligible for benefits.

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 9:23 p.m.

Daniel Smith
Board Secretary