

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON MARCH 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 7:01 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, Mrs. Peggy Capone, Mrs. Amelia Francis, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kim Melton, Mr. John Sacchinelli, and Dr. Anne Erickson.  
Quorum present.

**Roll  
Call**

Members Absent: Mr. Carl Anderson

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

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mr. Aiken thanked everyone who made dodge ball night a success.

Mrs. Kupp announced that Vince Witmer passed away. Mr. Witmer was a former Board member.

**SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. **March 4, 2013** – Special Meeting (2013-2014 Preliminary Budget Review) – Davies School – 7:00 p.m.
- b. **March 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **March 8, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **March 12, 2013** – Curriculum Committee Meeting – Board Office – 2:00 p.m.
- e. **March 12, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **March 26, 2013** – Board of Education Meeting and Public Hearing on the 2013-2014 Budget – Davies School – 7:00 p.m.

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

(C) Superintendent's/Principal's List for the 2<sup>nd</sup> Marking Period, as per attachment IX-C.

(D) Registration/Transfer Statistics for the Month of February, 2013, as per attachment IX-D.

(E) School Concert Dates

Hurricane Sandy Benefit Relief Concert

March 7, 2013 – 7:00 p.m. – Hess School Auditorium

Featuring the Hess, Davies and Oakcrest Choirs, along with Miss New Jersey, Lindsey Petrosch

Davies School Concerts:

♪ Davies Performing Arts Night  
March 20, 2013 – 7:00 p.m.

Vocal and Instrumental Soloists, Small Ensembles,  
Jazz and Percussion Ensembles

♪ 25th Annual Davies Sock Hop Dance  
March 22, 2013 – 2:30 p.m. to 5:00 p.m.

Sponsored by the Music Department

Hess School Concerts

♪ Hess Choir Concert – April 11, 2013 – 7:00 p.m.  
♪ Hess Band Concert – April 25, 2013 – 7:00 p.m.

These will be in the Hess Auditorium.

Shaner School Kindergarten Spring Concerts:

All performances will be held in the Multipurpose Room at 10:00 a.m. as follows:

- ♪ Team C: Wednesday, April 24, 2013
- ♪ Team B: Thursday, April 25, 2013
- ♪ Team A: Friday, April 26, 2013

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

None

### **CURRICULUM COMMITTEE – Mrs. Kupp**

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

1. To approve the Davies School Progress Target Action Plans (literacy & math) for the 2012-2013 School Year to document the district's work to assist the selected subgroups that did not meet their NJDOE identified progress targets, as per attachment X-B-1. **Davies School Progress Target Action Plans**
2. To approve the Hess School Progress Target Action Plan (literacy) for the 2012-2013 School Year to document the district's work to assist the selected subgroups that did not meet their NJDOE identified progress targets, as per attachment X-B-2. **Hess School Progress Target Action Plan**
3. To approve the submission of the One Year Pre-School Program Plan Update for 2013-2014 to the New Jersey Department of Education, Division of Early Childhood, as per attachment X-B-3. **Pre-School Program Plan Update**

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

### **FINANCE COMMITTEE – Mr. Ludwick**

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

1. Motion to approve the following:

**2013-2014  
Budget**

BE IT RESOLVED to approve the 2013-2014 school district budget as follows:

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$42,095,697	\$16,621,103
Special Revenue Fund	1,360,978	
Debt Service Fund	<u>4,624,331</u>	<u>3,054,898</u>
Total Base Budget	\$48,081,006	\$19,676,001

Dr. Cappelluti discussed different scenarios as to what would be cut if the Board does not increase the tax levy. She noted one option would be to cut six teachers which would save the district ~\$390,000 including benefits. A second scenario was to group different personnel to cut ~\$387,000 which included two part time secretaries, 8 part time custodians, three teachers and one part time teacher.

Dr. Cappelluti noted a few changes that were made to budget based on the discussion from March 4, 2013. The changes include:

- Eliminate three literacy coaches and add one BSI and one enrichment teacher to Shaner. Add one enrichment teacher to Hess.
- Reduce maintenance supplies and add two after school activities to Shaner and Hess.
- Reduce capital outlay and increase the current part-time ELL teacher to full-time status.

Dr. Cappelluti noted that the tax rate has gone up once in the last five years, and the district reduced the tax rate in the current budget.

Dr. Erickson wanted to clarify that the BSI teacher and two enrichment teachers being

added are coming from reducing the literacy coaches.

The behavior classroom, teacher of social success, and BSI teacher at Shaner was discussed. Dr. Cappelluti clarified that the teacher of social success will be intact for September. She feels the BSI and enrichment teachers will be great additions to Shaner.

Mr. Aiken asked how many students are served by the teacher of social success. Mrs. Capone noted that she has asked for that information. She also noted she would rather see more activities for Hess and Shaner in place of the teacher of social success position.

Mrs. Capone noted that the parent academy is not in the budget and she felt it should be in the budget since it was an initiative of the Board. Mrs. Capone feels that the parental involvement is important and needed. Dr. Erickson concurred. Dr. Cappelluti noted that there are seven families currently in the program and we have to look at the price we are paying.

Dr. Erickson asked what the capital outlay reduction was for. Mr. Ludwick stated that the district has gone without increases in the levy and the district has gone through and reduced the budget over and over. We have reduced supplies, we use part-time versus full-time whenever possible. There is no room to cut the budget anymore. The increase is needed.

Mrs. Kupp asked if increasing the tax levy would keep all staff in place, no cuts. Dr. Cappelluti responded yes.

Mrs. Capone noted that no board members mentioned cutting teachers.

Mrs. Capone spoke about the State being broke and it trickles down to the communities.

The taxpayers cannot afford more taxes. She noted that the budget has grown over the last ten years, and so has the tax levy. Our budget is growing every year, we are growing with it.

Dr. Erickson asked about the reduction in capital outlay. Mr. Smith noted that the district was able to reduce a portion of the project.

Mrs. Capone asked if we can add a couple more clubs to Hess and provide transportation.

Dr. Erickson asked why we are reducing the transportation budget by \$23,000. Mr. Smith noted that we cut the transportation budget to balance the budget. We are also in the middle of bidding out our current bus routes and are hopeful the district will realize a cost savings for 2013-2014. We will have a better idea by the end of April.

Mrs. Capone asked how the capital outlay expenses budgeted will add to our current interest level. Mr. Smith noted that the principal and interest payments are related to debt service and bond referendums. The projects budgeted are being funded through the capital reserve account.

Mrs. Kupp asked if all three literacy coaches are being reduced. Dr. Cappelluti noted that yes, all three are being reduced, but we have time to make adjustments if needed. Mrs. Kupp asked what grade level the enrichment teacher Shaner would be assigned to. Dr. Cappelluti noted it would be shared between both grade levels.

Mrs. Capone asked if anyone agreed with adding more clubs at Hess and Shaner and adding transportation. Mrs. Kupp and Mr. Ludwick noted that we should continue with what is budgeted for now.

Mrs. Capone asked about the parent

academy and if we should include that. She noted that the SRAO has given his notice for retirement and we could roll back the position to part-time. Dr. Cappelluti noted that the position is important to the district and is needed. She did note that the position could be filled with a part-time employee.

Mrs. Capone noted that the parent academy is also important. Mr. Aiken asked if there is something we can change to service more than 12 parents. Dr. Erickson stated we should look at the program and determine why parents weren't coming out. Mr. Ludwick noted that he would be in favor of allocating \$15,000 for Ms. Trainer and having her attend back to school night.

Dr. Erickson discussed other items that were requested by principals and supervisors that did not get put in the budget. She asked if the enrichment teachers would help meet the needs of our Title I students. She said the Board discussed having more teachers with contact time with students. Dr. Cappelluti noted that the previous enrichment program at Shaner ran well and the teacher was in the classroom every day, serving all of the children.

Mr. Ludwick noted that Board is approving the money piece of the budget and not necessarily the position piece. He noted positions could be shuffled prior to school starting.

Mrs. Capone noted that the Board has to be aware that we may be creating positions, but is not in favor of cutting positions that do not have direct contact time with students. She also noted that she would rather not have a tax increase.

Dr. Erickson noted that as positions become available in the district we should look at each one and determine if it is needed before we fill

it. We should look at including more contact time with students.

Mr. Sacchinelli asked if this was the preliminary budget. Mrs. Capone noted that we are approving the 2% increase. Dr. Erickson noted that the key process for tonight's approval was to set the tax rate for the county.

Mr. Greco noted that submitting the budget to the County Office does not bind Board members to vote one way or another after the public hearing. The budget becomes adopted after five yes votes are recorded after the public hearing.

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

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

**Report of Receipts and Expenditures**

2. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of January, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2013, as per attachment X-C-2.

**Board Secretary's Report**

3. To approve the Board Secretary's Report for the period ending January 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of January 31, 2013, 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 X-C-3.

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

The following items have been included as informational items:

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|-----|---|---------------------------------|
| 4.  | Interest Income for the month of January, 2013, as per attachment X-C-4.  | <b>Interest Income</b>          |
| 5.  | Receipts for the month of January, 2013, as per attachment X-C-5.   | <b>Receipts</b>                 |
| 6.  | Refunds for the month of January, 2013, as per attachment X-C-6.  | <b>Refunds</b>                  |
| 7.  | Capital Reserve Interest for the month of January, 2013, as per attachment X-C-7.   | <b>Capital Reserve Interest</b> |
| 8.  | Rental Income for the month of January, 2013, as per attachment X-C-8.  | <b>Rental Income</b>            |
| 9.  | Miscellaneous Revenue for the month of January, 2013, as per attachment X-C-9.  | <b>Miscellaneous Revenue</b>    |
| 10. | The monthly Budget Summary Report for January, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-10. | <b>Budget Summary Report</b>    |

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

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|-----|---|--|
| 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 X-C-11.                          | <b>Staff attendance at seminars, workshops and conferences</b> |
| 12. | To approve two tuition contracts between the Hamilton Township Board of Education and the Somers Point Board of Education for two homeless students for the period January 30, 2013 through June 30, 2013 for a total | <b>Tuition contracts between HTBOE and Somers Point BOE</b>    |

tuition cost of \$11,340.00 per student, pro-rated for 97 days for a cost per student of \$6,111.00.

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

Motioned by Mrs. Capone, seconded by Mr. Sacchinelli to table #13.

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

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

**NCLB  
Application**

14. To approve the FY2013 revised NCLB Application to include FY2012 Carryover Funds in the following amounts, as per attachment X-C-14:

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
Title I	\$380,278	\$42,285	\$422,563
Title IIA	69,745	2,561	72,306
Title III	14,360	0	14,360
Title III-IMM	<u>0</u>	<u>15,745</u>	<u>15,745</u>
	\$464,383	\$60,591	\$524,974

**Resolution  
#52**

15. To approve Resolution #52 Authorizing Withdrawal from Capital Reserve, as per attachment X-C-15.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, 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. Sacchinelli, to approve the following Motion as presented:

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

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

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

2. To approve Maureen Bruner as a full-time, Grade 3 Hess School teacher for the period March 19, 2013 through April 8, 2013, B.A. Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment X-D-2. **Bruner, Grade 3 Hess School Teacher**

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

Ms. Bruner is a replacement for Patricia Carmen who is on a medical leave of absence.

3. To accept a resignation notice from Glenn Hausmann, SRAO, effective March 1, 2013 with his last day of employment to be March 27, 2013, as per attachment X-D-3. **Resignation of Glenn Hausmann**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, 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 #2431**
- Policy #2200**
- Policy #2415**
- Roll Call Vote: All in favor: Mr. Aiken, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)
- Motioned by Mrs. Capone, seconded by Mr. Ludwick, to approve the following Motions as presented:
- Regulation #2431.1**
- Regulation #2431.2**
- Policy #2468**
- Policy #3230**
- Regulation #3230**
- Policy #3281**
- Regulation #3281**
1. To approve Policy #2431 – Athletic Competition on first reading, as per attachment X-E-1.
  2. To approve Policy #2200 – Curriculum Content on second reading.
  3. To approve Policy #2415 – No Child Left Behind Programs on second reading.
  4. To approve Regulation #2431.1 – Emergency Procedures for Athletic Practices and Competitions on second reading.
  5. To approve Regulation #2431.2 – Medical Examination to Determine Fitness for Participation in Athletics on second reading.
  6. To approve Policy #2468 – Independent Educational Evaluations on second reading.
  7. To approve Policy #3230 – Outside Activities – Teaching Staff Members on second reading.
  8. To approve Regulation #3230 – Outside Activities – Teaching Staff Members on second reading.
  9. To approve Policy #3281 – Inappropriate Staff Conduct – Teaching Staff Members on second reading
  10. To approve Regulation #3281 – Inappropriate Staff Conduct – Teaching Staff Members on second reading.

- Policy #4230**
11. To approve Policy #4230 – Outside Activities – Support Staff Members on second reading.
  12. To approve Regulation #4230 – Outside Activities Support Staff Members on second reading. **Regulation #4230**
  13. To approve Policy #4281 – Inappropriate Staff Conduct – Support Staff Members on second reading. **Policy #4281**

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

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

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

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

**TRANSPORTATION COMMITTEE – Mr. Anderson**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Capone asked if any Board members were interested in bringing in the Iowa Lighthouse Project to speak to the district and possibly other districts. Dr. Erickson noted that NJSBA was trying to turnkey the training.

Dr. Erickson stated that possibly the county school board association could host a meeting on the project and offer it to all districts in the county. The Board members noted that they would be open to listening to a presentation.

**NEW BUSINESS**

Discussion was held on the Gym Floor Project. Mr. Ludwick suggested that Mr. Bucco attend the next facilities committee meeting. Mr. Sacchinelli asked if we want to move forward with this project. He also stated that the Board must decide by the next meeting if it definitely wants the floor to be repaired.

Mr. Smith noted that the motion on the agenda was to authorize Mr. Veisz to move forward with application to the State for project approval.

Motion by Dr. Erickson, seconded by Mr. Ludwick, to approve to proceed with the Davies Gym Floor Project.

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

Mrs. Capone asked why the Shaner School was not having the Easter parade this year. Dr. Cappelluti replied that it was because of other activities that were being held at the school that week. Dr. Erickson stated that it would be ending a 40 year tradition. She felt it would be eliminating an event that parents attend and kids really enjoy. She feels it is something nice for the students to take part in.

Dr. Cappelluti stated that it was Mr. Cartwright's decision and she trusts his judgment and will not overstep his role. She reviewed the March calendar and was very satisfied with the activities that are planned for the school. Mrs. Francis asked if this is going to be cancelled just this year or is it permanent. Dr. Cappelluti was not sure.

Mrs. Capone felt the students really took pride in the parade. Mrs. Francis stated that it seems like we are taking things away from the students that they enjoy. She noted that the students take pride in these events. Mrs. Kupp noted that she agreed and voiced her opinion to Dr. Cappelluti.

### **PUBLIC COMMENTS**

Terry Kruger spoke about the Easter parade at the Shaner School. It is a simple activity that takes about ten minutes. Mrs. Kruger also had a question regarding Regulation #4281. She wanted to know what the regulation entailed.

Dr. Cappelluti informed Mrs. Kruger that the policy will be on the district website within two days. Mrs. Kupp responded that the parade was not taken away by the Board.

Gail Harris spoke regarding the Easter parade at the Shaner School. She felt the children should be allowed to have fun, as they work hard all day. She also spoke regarding the teacher's contract. She hopes that the Board will consider the fact that the teachers work hard and will work even harder with a new contract.

Mrs. Harris also wanted to bring to the Board's attention that there was a former student of the school who recently passed away. She also spoke about the Mr. Cedar Creek contest which will be coming up soon. One of her former special education students will be competing.

Dr. Erickson thanked Mrs. Harris for taking part in many of the district activities.

Gail Luderitz spoke to the Board. She stated that she is very upset that there is still no contract for the HTEA. An increase was approved for the substitute paraprofessionals and their commitment is not the same. She noted the cost of healthcare is the same no matter where you work, and there are many employees in the district who are not entitled to benefits. She would also like to see the gifted and talented program brought back.

Dr. Erickson noted that there are enrichment teachers in the budget for next year. Mrs. Capone noted that over 300 students have qualified for the John Hopkins Program, those students went through our school district.

### **EXECUTIVE SESSION**

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

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

Motioned by Dr. Erickson, seconded by Mrs. Kupp, to adjourn the meeting.

Voice Vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 9:26 p.m.

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Daniel Smith  
Board Secretary