

**MINUTES OF THE WORK SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 9, 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 7:03 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, Mrs. Kim Melton, Mr. John Sacchinelli, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: None

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

**APPROVAL OF MINUTES**

Minutes of the March 26, 2013 Board of Education Meeting and Public Hearing on the 2013-2014 Budget, as per attachment Minutes-1.

Minutes were distributed to Board members during the meeting.

**SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
1. **Dates to Remember**
    - a. **April 9, 2013** – Curriculum Committee Meeting – Board Office – 2:00 p.m.

- b. **April 9, 2013** – Board of Education Work Session Meeting – Davies School – 7:00 p.m.
- c. **April 10, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **April 10, 2013** – Board Retreat – Davies School – A-Wing, TPC2 Teacher Workroom - 6:00 p.m.
- e. **April 12, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- f. **April 17, 2013** – National Junior Honor Society Induction Ceremony – Davies School – 7:00 p.m.
- g. **April 23, 2013** – Board of Education Regular Meeting – Davies School – 7:00 p.m.

### **BOARD MEMBER COMMENTS**

Mrs. Capone asked if the minutes could be included in the packets at all times. Mr. Smith explained to Mrs. Capone that the minutes were behind at this time due to the preparation of the 2013-2014 budget and the fact that the school had been closed for a few days for spring break.

Dr. Erickson feels that they have to be approved in a timely manner so that items can be passed. Mr. Greco explained to Dr. Erickson that items are passed at the time of the motion. The motion does not change whether or not the minutes are typed or not.

Mrs. Capone would like to know if we could look into having water for the students instead of milk. Dr. Cappelluti responded that it is a requirement of the federal lunch program for milk to be served.

Mr. Anderson had a question for Mr. Greco regarding the assignments for teaching staff. Mr. Greco noted that there is a commissioner's decision which allows principals to assign staff as needed. Mr. Anderson asked why the art work was removed from the hallways. He stated this has happened in the past and the teaching staff was professional and put the artwork back up. He is hopeful that the staff will put the artwork back up.

Mrs. Capone agreed with Mr. Anderson and said parents have reached out to her about the artwork. She also spoke about the fact that the teachers are frustrated that their contract has not yet been settled.

Dr. Erickson noted that there is a Board policy regarding

what can be hung in the hallways. Mrs. Kupp stated that the words being hung in the hallways are character education words; which were approved by the Board.

Mr. Aiken thanked the PTA and the Shaner staff for helping out at family night.

Dr. Erickson informed the Board that the 8<sup>th</sup> Grade Dialogue and Reception was being held tonight. An eighth grade student was sent from the William Davies School to represent our district.

## **COMMITTEES AND RECOMMENDATIONS**

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

Mr. Sacchinelli met with Mr. Veisz during the facilities committee meeting and discussed the gym floor at the Davies School. They also discussed the restroom renovation at Shaner. He discussed using the balance of funds from this project, since it came in under budget, on the parking lot project at Hess or the ATC Project. He will talk to John Veisz to make sure we are on the same page on how the money will be used.

Dr. Erickson asked if we heard back about the expert who is evaluating the gym floor at Davies. Dr. Cappelluti stated that we are waiting for the report.

Mr. Sacchinelli informed the Board that there was discussion regarding the rental of the pool. The committee discussed charging Greater Egg Harbor Regional a fee for the use of the pool that would cover both high schools. There was also a question raised as to what is being charged to the Mariners Swim Team. Mrs. Capone stated that the cost of the pool is being passed down to parents when their children participate. Mr. Sacchinelli stated that the district wants to make sure we are covering our costs to maintain the pool.

Mr. Sacchinelli will discuss this with the facilities committee on Friday.

Mrs. Capone wanted to know if the facilities committee talked about PTA storage. Dr. Cappelluti responded that the committee had not met, but she will check into it.

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

1. Payment to staff members for professional development provided during the March 15, 2013 Professional Development Day (not to exceed 10 hours each) at the hourly rate of \$26.00 certificated staff and \$15.00 non-certificated staff) 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 Curriculum-1.

Mrs. Kupp reported that the curriculum committee met today and discussed curriculum for the gifted and talented program and how literacy coach involvement would be implemented in the program. Standards based report cards were also discussed and Dr. Cappelluti will meet with administrators to review them. Educator evaluations will be discussed at the May 7, 2013 meeting with Mrs. Dagit and Dr. Cappelluti.

Mrs. Kupp noted that the committee discussed two parent involvement programs. One being Mrs. Lawful-Trainer and the second is the Strengthening Families Program. The committee also discussed completing a staff survey.

Parent portal will begin shortly at the Davies School.

Dr. Erickson suggested that the gifted and talented program would be a good place to implement STEM. NJSBA has great resources for this.

Dr. Erickson asked if the gifted and talented teacher was just for Hess. Mrs. Kupp responded yes, and the literacy coach at Shaner will work with the outliers. The position created in the budget will be for 4<sup>th</sup> and 5<sup>th</sup> grade.

Mrs. Kupp asked if the district was continuing the Wilson Program at Shaner and Words Their Way at the Hess School. Dr. Cappelluti responded yes and stated that there will be more discussion on this at the next curriculum meeting.

**FINANCE COMMITTEE – Mr. Ludwick**

1. 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.
2. Purchase orders issued for services, supplies and equipment in the amount of \$8,930.34, as per attachment Finance-2.
3. Bills and payroll in the total amount of \$2,907,494.50, as per attachment Finance-3:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$4,373.00
10	General Fund/Payroll	195,648.71
11	Current Expense	604,804.25
11	Current Expense/Payroll	2,035,108.90
20	Special Revenue	15,571.46
20	Special Revenue/Payroll	51,988.18

4. Budget transfers in the amount of \$20,000.00, as per attachment Finance-4.
5. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2012-2013 school year, as per attachment Finance-5.
6. Out of District Placement with Atlantic County Special Services School District, as per attachment Finance-6.

Mr. Ludwick discussed RFP's for both legal services and the health insurance broker.

There was a discrepancy in a late fee for textbooks from 2007, which is presently being paid. There was discussion on why this occurred and how it was handled.

Discussion was held on the purchase of hand held radios to

be distributed to administrators and staff for emergency situations. The radios would allow all of the schools to communicate with each other and eliminate dead zones in some sections of the school. Mrs. Capone did not feel this purchase was necessary due to the fact that all administrators had a cell phone for communication. Dr. Cappelluti explained that her cell phone did not always have service available in certain areas of the school. Mr. Aiken explained that a radio would communicate with more than one person at a time in the case of an emergency situation. Cell phones are not always reliable. Mr. Anderson noted that the radios should be inventoried and kept track of. Dr. Erickson suggested looking into trading in the current radios or selling them to offset the cost of the new radios.

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

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

1. Homebound instruction for the 2012-2013 school year, as per attachment Personnel-1.
2. Hiring of School Resource/Attendance Officer

Mr. Aiken reported that the position of the SRAO was discussed at the personnel committee meeting. The committee spoke about the position being full time and brought the item back to the Board for salary discussion. Dr. Cappelluti informed the Board that this position was also discussed during the finance committee meeting. There was discussion regarding either two part-time or one full-time position. There was also discussion regarding what the responsibilities of the position would involve.

Mr. Anderson asked why we would consider two part-time employees. Dr. Erickson noted that the district could receive two employees for the price of one and get better results from the staff. She also noted that the two employees might be assigned to specific schools and can be available to cover different areas during the day.

Mrs. Capone noted the fact that the position was originally a part time 29 hours per week job beginning at \$29,000.00. The hours then increased to 40 hours per week with a salary of **\$48,000.00 (Amended by Board discussion May 7, 2013)**. She feels that the position is offensive to the teachers to jump over their salaries. She is against the position being full time and noted a full time position adds pension and benefit costs to the district. Mrs. Capone stated that the district should hire one part time person for the position and see what happens.

Mr. Aiken asked Mrs. Capone **if (Amended by Board discussion May 7, 2013)** she just wants an attendance officer. Dr. Cappelluti noted that the position was created as a school resource and attendance officer. Mrs. Capone noted that the rationale was to hire someone who would investigate families not living in the district. Mr. Anderson noted that was not the case.

Dr. Erickson commented that the position began as a shared service with Oakcrest and she thinks we can utilize this position better on our own. She feels that the board needs more information on what the position involved with the first SRAO.

Mr. Sacchinelli noted if you look at the salary and benefits of the full time SRAO and hire two part time positions, we can still save money and accomplish what needs to be done.

Dr. Erickson took a poll of the board members, Mr. Aiken asked for one full time, Mrs. Melton asked for three full time, Mrs. Capone asked for one part time, and the remainder of the board asked for two part time employees.

Dr. Erickson noted the position should be reposted as a part-time position. Anyone who has already applied will be considered.

Mr. Anderson wants to make it known that we need someone with experience or we will require the employee to obtain the proper training.

### 3. Hiring of the Hess School Principal

Dr. Cappelluti asked the Board when they would be available to review the applicants chosen for the principal's position. She feels this should be done before the April 23 meeting. After some discussion, the Board agreed to meet

on Thursday, April 18<sup>th</sup> at 5:00 p.m. to discuss the position in executive session. Dr. Erickson also noted that the Board had to discuss another matter on April 18<sup>th</sup>.

Mr. Aiken noted that the personnel committee would be meeting tomorrow at 5:00 p.m.

### **POLICY COMMITTEE – Mrs. Capone**

Mrs. Capone addressed the late fee assessed by Kids Corner to parents for turning in a late calendar. She wanted to know if this was approved by the Board. She does not feel that this fee is fair to the parents.

Dr. Cappelluti reported that Mr. Melder did discuss this with her. She will look into it further and report back to the Board.

Mr. Ludwick stated that the Board needs to see current policies and what fees have been assessed so far. Mrs. Capone noted that the Board sets policies and any changes should go through the policy committee.

### **TRANSPORTATION COMMITTEE – Mr. Anderson**

1. Club/activity trips for the 2012-2013 school year, as per attachment Transportation-1.

Mr. Anderson stated that the 45 day time frame is not always best to submit requests to take part in some student activities, but feels the experiences are good for the students.

Dr. Erickson asked if there were any laws for turning a bus around on the road. Mr. Greco stated that there are not any laws in place, but there are safety guidelines in place. She had some concerns regarding one of the buses and will discuss this with Mr. Conlow.

### **NEW BUSINESS**

Mr. Anderson would like Mr. Smith to look into working with the Township for vehicle services. We could possibly save money by working with the Township. The MUA is already sharing this service with the Township.



Dr. Cappelluti informed the Board that Sue Marks from the Atlantic County Library sent an e-mail asking the Board to take part in the a reading session during the Hometown Celebration in June. Ms. Marks was also asking to utilize the Shaner and Hess parking lots for parking.

### **OLD BUSINESS**

Mrs. Capone asked if the district was going to take part in the Iowa Lighthouse Project. Dr. Erickson stated that it would be hard to get Dr. Severus from NJSBA. We can look at doing this sometime in the summer.

Mrs. Capone noted that 99% of the Board members are PTA members.

Dr. Erickson spoke about doing a survey of the staff and parents to see what help is needed on each subject and how to deliver it. She looked at EIRC and ETTC, and noted that Stockton can do the survey as well to help the district. Dr. Cappelluti noted that this was being done in house through the curriculum department. She will reach out to Stockton and report back to the Board.

Mrs. Capone noted that the PTA will have ice cream parties for all classes if the survey goal is reached.

Mrs. Francis is not clear on the two parent minimum for class parties. A flyer was sent home from the Hess School. Dr. Cappelluti told her that the parents need to ask the administrators in each school. The school is to have a list of parents beforehand who will be attending each activity within the school. We do not want to hold parents back from attending these activities, but we still have to be cognizant of safety issues.

Mrs. Capone asked if there was a limit on the number of parents that can come in. Dr. Cappelluti said the principals do not want to turn any parents away, but they need to go through the proper procedures to sign up.

### **PUBLIC COMMENTS**

Patty Fleming, HTEA President who has been teaching for 43 years noted that the radios are a good idea. She

invited the Board to visit the school to see why SRAO is needed. She read the districts' mission statement and feels that the years of the Board being fiscally responsible to taxpayers has caused the elimination of many programs in the school. Many teachers are hired in this district, but leave for a higher paying job in another district. She noted that HTEA was able to fund activities in the schools when there were no funds available.

Carolyn Connolly has been a teacher since 1996. She feels that teaching is what she was meant to do. After 17 years, she is on Step 9 of the salary guide and has not reached \$50,000.00. She understands the responsibility to the taxpayers, but also feels there is a responsibility to the teachers. The cost of paying for benefits will continue to rise. Teachers deserve to be treated better than a bargain basement deal.

Jeff Gildiner spoke about the HTEA negotiations and the Board's offer of 6%. He noted that the Board settled contracts with the board secretaries and administrators. He noted that taking 6% would force the staff to freeze for a third consecutive year. He stated that teachers are promised an expectation of a salary in the form of the salary guide. Mr. Gildiner pointed out that the staff is dedicated to the students of the district and noted that surrounding districts increased their tax levies more than 2% for the upcoming school year. He compared starting salaries for teachers and paraprofessionals in our district to other districts. The staff makes considerably less than other districts in our county. He also noted that the salary demands are not linked to the increase in health benefit contributions for the staff. Mr. Gildiner urged the Board to settle the contract now.

Dr. Erickson noted that the Board office secretaries received raises to help them catch up to the HTEA secretaries. She wanted to clarify the raises to the HTEA. She also noted the pay increase was 6% over a three year period for the Superintendent, not 9%.

Shannon Branca who is a mother of four children, three oldest are in the school system, spoke regarding the status of the HTEA contract. Ms. Branca noted that she is also a union employee who is working without a contract. She noted her husband and county jail workers

just settled a contract and then it expired. HTEA is not the only group working without a contract. She noted her children do not know that she is working without a contract, but they know the teachers are working without a contract. She asked for the teachers to support the children and put their hard work up in the hallways. She stated her older children were upset for missing the dance and asked the staff not to take out their frustration on the children.

Kathy Magee stated that she worked in the district for 36 years. She commented regarding the SRAO position. She told the Board to come into the building and see what happens in schools. She asked the Board to leave the decision up to the administration and the principals. She noted that the SRAO position is needed all the time, not part time.

### **EXECUTIVE SESSION**

Motioned by Mr. Aiken, 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. Further resolved that the board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 15 minutes.

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 Board entered into Executive Session at 9:20 p.m.

The Board reconvened the regular meeting at 10:15 p.m.

Mays Landing, NJ  
April 9, 2013

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 10:16 p.m.

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Daniel Smith  
Board Secretary