

**MINUTES OF THE WORK SESSION MEETING
OF THE BOARD OF EDUCATION
HELD ON JULY 9, 2013
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Work Session 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, Mr. Carl Anderson, Mrs. Peggy Capone, Mrs. Amelia Francis, Mr. George Hassa, Mrs. Barbara Kupp, 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. Eric Goldstein: Solicitor

APPROVAL OF MINUTES

1. Regular and executive sessions of the meeting of June 4, 2013, as per attachment Minutes -1.

Mr. Aiken noted that a correction needed to be made in the June 4, 2013 minutes. The minutes indicated that Dr. Erickson opened the meeting, but Mr. Aiken had opened the meeting.

2. Regular and executive sessions of the meeting of June 12, 2013, as per attachment Minutes-2.

3. Regular and executive sessions of the meeting of June 25, 2013, as per attachment Minutes-3.

Mr. Aiken wanted the minutes of June 25, 2013 to reflect that he stated the change in solicitor was a personal and political move by some of the present board members. Mrs. Capone would like a copy of this statement of the minutes.

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Sacchinelli informed the Board that he listened to the meetings online and noted that it was hard to hear everyone. He would like to try to improve the audio of both the Board members, as well as the audience. Dr. Cappelluti will look into it. Dr. Erickson noted that the members should be cognizant to talk into the microphone. Dr. Cappelluti will follow up on this issue.

Dr. Erickson noted that the 200th anniversary celebration for the township was a very nice community event. Many of the Board members gave their time to help out.

Mrs. Capone noted that Bob Sandman's law firm paid for some of the inflatable bounce rides during the 200th celebration and she felt that was very generous. Mrs. Capone also welcomed Mr. Goldstein to the Board.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. **July 9, 2013** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. **July 9, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **July 10, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **July 12, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **July 23, 2013** – Board of Education Meeting – Davies School - 7:00 p.m.

Dr. Cappelluti informed the Board members that the staff and parent survey which was done through the Stockton College was given out in the packets tonight. She would like the Board to look over them and they will be discussed at a later time. She has already discussed this with her administrators.

Dr. Erickson noted she reached out to Charlene Zoerb from New Jersey School Boards Association to arrange a Goal Setting Workshop, possibly at the August 6, 2013 Board meeting. Dr. Cappelluti will follow-up with Ms. Zoerb.

- (B) *Presentation:* School 2012-2013 Discipline Reports
Given by: Vice Principals
- (C) *Presentation:* Gifted and Talented Presentation
Given by: Lisa Dagit, Director of Curriculum and Instruction

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

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

1. To award the bid for the removal of the Davies School gym floor to Ecoservices, LLC, in the total amount of \$58,900.00, as per attachment Facilities-1. **Removal of the Davies School Gym Floor**

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

2. To award the bid for the replacement of the Davies School gym floor to W.J. Gross, Inc. in the total amount of \$185,500.00 including two alternate bids, as per attachment Facilities-2. **Replacement of the Davies School Gym Floor**

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

CURRICULUM COMMITTEE – Mrs. Kupp

1. 2012-2013 Violence and Vandalism Report as presented on June 25, 2013, as per attachment Curriculum-1. **Violence and Vandalism Report**
2. 2012-2013 School Self- Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, as per attachment Curriculum-2. **School Self-Assessment for Determining Grades**

**Grade 8
Mathematics
Teacher**

3. Christine Lucca, Grade 8 Mathematics Teacher to pilot the following Geometry materials during the 2013-2014 school year:

| <u>Title</u> | <u>Publisher</u> | <u>Copyright</u> | <u>Constituency School's Use</u> |
|-----------------|---------------------|------------------|--------------------------------------|
| Geometry | Glencoe-McGraw Hill | 2014 | GEHRHSD |
| Geometry | McDougal Little | 2011 | Galloway |
| Larson Geometry | Holt McDougal | 2012 | |

**On-site
Professional
Development**

4. Staff members (names will be provided at the July 23rd or August 6th meeting) to participate in on-site professional development during the summer of 2013 (not to exceed 25 hours) and to be paid at the hourly rate of \$24.51 as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association (rate subject to change based on contract negotiations). This is funded through local funds.

**Curriculum &
Program
Evaluation**

5. Hamilton Township School District's revised Five Year Plan for Curriculum & Program Evaluation, as per attachment Curriculum-5.

**Instructional
Technology
Integration
Coach**

6. Kimberly Mattina, WDMS Instructional Technology Integration Coach to provide Google Apps for Education professional development during the summer of 2013 (not to exceed 15 hours) and to be paid at the hourly rate of \$26.00 as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association (rate subject to change based on contract negotiations). This is funded via local funds and/or NCLB Title One Funds.

**Google Apps
for Education**

7. Staff members to participate in on-site Google Apps for Education professional development during the summer of 2013 (not to exceed 10 hours each) and to be paid at the hourly rate of \$24.51 as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the

Hamilton Township Education Association
 (rate subject to change based on contract negotiations). This is funded via local funds and/or NCLB Title One Funds.

| | |
|------------------|-------------------|
| Michele Petrucci | AnneMarie Benson |
| Nicole Meile | John Mason |
| Beth Steinin | Heather Lilly |
| Debbi Conrad | Meghan Fitzgerald |
| Malika Green | Stephanie Gibbons |

FINANCE COMMITTEE – Mrs. Melton

- | 1. | Budget transfers in the amount of \$237,513.00, as per attachment Finance-1. | Budget Transfers | | | | | | | | | | | | | | | | | | | | | |
|-------------|--|---|--------------|---------------|----|-----------------|----------------|----|-----------------|-----------|----|--------------|------------|----|--------------|-----------|----|---------------------|----------|----|----------------|--------|--|
| 2. | 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 | | | | | | | | | | | | | | | | | | | | | |
| 3. | Purchase orders issued for services, supplies and equipment as follows, as per attachment Finance-3: 2012-2013 school year in the amount of \$359,845.74 2013-2014 school year in the amount of \$1,360,179.79 | Purchase orders | | | | | | | | | | | | | | | | | | | | | |
| 4. | Bills and payroll in the total amount of \$1,382,912.58, as per attachment Finance-4: | Bills and payroll | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Fund</u></th> <th style="text-align: left;"><u>Title</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Current Expense</td> <td style="text-align: right;">\$1,183,315.51</td> </tr> <tr> <td>20</td> <td>Special Revenue</td> <td style="text-align: right;">33,521.08</td> </tr> <tr> <td>40</td> <td>Debt Service</td> <td style="text-align: right;">130,895.16</td> </tr> <tr> <td>50</td> <td>Kids' Corner</td> <td style="text-align: right;">27,724.00</td> </tr> <tr> <td>50</td> <td>Community Education</td> <td style="text-align: right;">6,826.83</td> </tr> <tr> <td>50</td> <td>Camp Blue Star</td> <td style="text-align: right;">630.00</td> </tr> </tbody> </table> | <u>Fund</u> | <u>Title</u> | <u>Amount</u> | 11 | Current Expense | \$1,183,315.51 | 20 | Special Revenue | 33,521.08 | 40 | Debt Service | 130,895.16 | 50 | Kids' Corner | 27,724.00 | 50 | Community Education | 6,826.83 | 50 | Camp Blue Star | 630.00 | |
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| 11 | Current Expense | \$1,183,315.51 | | | | | | | | | | | | | | | | | | | | | |
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| 50 | Kids' Corner | 27,724.00 | | | | | | | | | | | | | | | | | | | | | |
| 50 | Community Education | 6,826.83 | | | | | | | | | | | | | | | | | | | | | |
| 50 | Camp Blue Star | 630.00 | | | | | | | | | | | | | | | | | | | | | |
| 5. | Contract from Rutgers for nursing students to complete their clinical education at the Hess School during the 2013-2014 year, as per attachment Finance-5. | Rutgers Nursing Students | | | | | | | | | | | | | | | | | | | | | |

Personal Aide Agreement with ACSSSD 6. Personal Aide Agreement between Atlantic County Special Services School District (ACSSSD) and the Hamilton Township Board of Education for a one-on-one aide for the 2013-2014 school year at a cost of \$40,320.00 and \$550.00 per week for the 2014 extended school year, as per attachment Finance-6.

Two Personal Aide Contracts with ACSSSD 7. Two Personal Aide contracts between Atlantic County Special Services School District (ACSSSD) and the Hamilton Township Board of Education for two (2) students with shared-time aides for the 2013-2014 school year at a cost of \$20,160.00 per aide and \$500.00 a week per student for the 2014 extended school year, as per attachment Finance-7.

Tuition contracts with Y.A.L.E. School Atlantic 8. Tuition contracts with Y.A.L.E. School Atlantic for two (2) students at a cost of \$298.50/each for a total of 210 days, including extended school year, effective July 8, 2013 through June 30, 2014 for a total cost of \$125,370.00, as per attachment Finance-8.

Risk Management Consultant 9. Resolution #58 appointing Dennis Brown of Glenn Insurance as Risk Management Consultant for the 2013-2014 school year at a fee of \$7,000.00. This fee has remained the same since the 2002-2003 school year, as per attachment Finance-9.

IDEA Grant Funds 10. Federal FY2014 (School Year 2013-2014) IDEA Grant Funds as indicated below:

| | <u>Public Funds</u> | <u>Non-Public Funds</u> | <u>Total Funds</u> |
|----------------|---------------------|-------------------------|--------------------|
| IDEA-Basis | \$717,604.00 | \$30,360.00 | \$747,964.00 |
| IDEA-Preschool | <u>30,699.00</u> | <u>0.00</u> | <u>30,699.00</u> |
| | \$748,303.00 | \$30,360.00 | \$778,663.00 |

Bancroft NeuroHealth 11. Tuition contract with Bancroft NeuroHealth for one (1) student effective July 1, 2013 through June 30, 2014, at a cost of \$278.55 per diem plus \$176.00 per diem for extraordinary services for a total of 212 days, including extended school year, for a total cost of \$96,364.60, as per attachment Finance-11.

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

12. To approve a proposal from Ford, Scott and Associates, L.L.C., to provide services to the District for the 2013-2014 school year in the amount of \$24,000.00, as per attachment Finance-12. **Ford, Scott and Associates, L.L.C.**

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

13. To approve a peer review report prepared for Ford, Scott and Associates, L.L.C. for the 2013-2014 Audit, as per attachment Finance-13. **Peer Review Report**

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, 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.

1. District substitutes for the 2013-2014 school year, as per attachment Personnel-1. **District substitutes**

Motion by Dr. Erickson, seconded by Mrs. Kupp , to approve the following motion as presented:

2. Revise the hourly rate for Jessica Fraone, Lifeguard, from \$10.00/hour to \$11.00/hour. **Lifeguard**

Ms. Fraone was previously approved on March 26, 2013 at the incorrect rate of \$10.00/hour.

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr.

Erickson. (8-0-0)

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

- Resignation of Stephanie Sonnak** 3. Resignation of Stephanie Sonnak, Davies School teacher effective June 27, 2013, as per attachment Personnel-3.

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

Mrs. Kupp noted the respect Ms. Sonnak has for the students in her class, and the respect the students have for her. Her curriculum was well thought out and the program worked out well. Many parents chose to send their children on to Oakcrest because the program would be continued there. Mrs. Kupp noted how sad she was to see this teacher leave the district.

- Field Placements** 4. Stockton Field Placements for the 2013-2014 Fall Semester, as per attachment Personnel-4.

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

- District Transfers** 5. To approve the following district transfers for the 2013-2014 school year, as per attachment Personnel-5:

- Thelma Trego – Learning Disabilities Teacher Consultant - from Shaner to Hess
- Karen Fink – Speech Language Specialist – from Shaner to Hess
- Norma Sullivan – Custodian – from Hess to Davies

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

6. To approve the following summer Maintenance/ Custodial workers beginning July 1, 2013: **Summer Maintenance/ Custodial workers**
- Michael Guedes, Maintenance - \$15.00/hour
- Heather Jenigen, Custodian - \$10.00/hour
- The names of these two employees were inadvertently omitted from the original list of maintenance/custodial employees previously approved on June 25, 2013.
- Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

7. To approve Kristopher Cleary as a full-time, Shaner School Speech and Language Specialist for the 2013-2014 school year, B.A.+15, Step 1, with a total annual salary of \$45,305.00, as per attachment Personnel-7. **Speech and Language Specialist**
- Salary subject to change at the completion of the H.T.E.A. negotiations.
- Mr. Cleary is a replacement for Erin Hodavance who has resigned.
- Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

8. To approve Ashley Kirschmann as a full-time, Davies School teacher for the 2013-2014 school year, B.A., Step 1, with a total **Davies School Teacher**

annual salary of \$44,352.00, as per attachment Personnel-8.

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

Ms. Kirschmann is a replacement for LeeAnn Ryder who has retired.

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

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Sacchinelli wanted to pass on to Mr. Nelson that he has noticed some damage to the entrance of the Duberson School gym. He would also like to see the picnic table removed from the premises, as well as the bicycle rack to control the children in the area. Dr. Cappelluti will look into removing the items.

Mrs. Capone asked if the Oakcrest Booster Club was reimbursed for the fee they paid for the timing system at Hess. Mr. Smith will look into the reimbursement.

Mr. Sacchinelli asked Mr. Smith to send out a summary of funds remaining from capital projects. He would like to see the balance used for the completion of the resurfacing project at the Hess School parking lot.

PUBLIC COMMENTS

Harry Rogers spoke to the Board about his disappointment in their acceptance of the presentation on discipline. He did not feel enough facts were given about what the offenses pertained to. He also did not see a comparison from last year. He feels that the discipline in the school is fundamental to learning.

Mr. Rogers also congratulated the Board for choosing a new solicitor this year. He did, however want to know if it has been the practice of the Board to accept invoices from previous solicitors which were not itemized. He feels there are regulations which need to be followed in order to pay these invoices.

Dr. Erickson replied that there is a policy which has been followed to pay these services. Mr. Goldstein also replied that he will be following the guidelines set by the State when providing invoices to the Board. The State has a Best Practices Guide as to what should be provided. He stated that he cannot speak for the services of the past solicitor, but does not feel that Mr. Greco would bill for any services not performed. It is the Board's discretion of whether or not to pay a bill, whether it is itemized or not.

Dr. Erickson noted that the Board was not given the discipline information before the meeting, but they will be sure to follow up on any problems with the administration. The safety of the staff and students is an ongoing concern of the Board.

Jeff Gildiner stated that it has been almost two years of negotiations without a contract. Positions are opening in other districts and many of the staff will be applying. Settlements are increasing. He noted we are losing an excellent teacher because of the salaries here. He is looking forward to the meeting on July 25, 2013 with the hopes of reaching a settlement.

Vicky Meyers is a 7th grade teacher who is living in the district. She stated that the school district is the reason why her family moved here. She understands that the Board wants to keep costs

low, but she has bills to pay as well. She did leave the district for a short time, however wanted to come back to this district after being RIF'd. She is now at Step 11 and feels this is a good place to be at this time, but would like to see herself moving up eventually. She thought this would happen after the last contract settlement. However, this does not seem to be the case. She would hope that the Board will settle a fair contract before the beginning of the school year, so that the teachers can come back to school with a renewed feeling.

Stephanie Sonnak thanked Dr. Cappelluti and the Board for giving her the opportunities that she has had over the past 11 years. She has grown as an educator in this district. She does want to bring to the attention of the Board that many other districts envy Hamilton Township because of the technology and professional development offered. However, she has been through four negotiations and has not seen a fair contract. She stated that the teachers in this district are very dedicated workers and the Board is choosing not to settle a fair contract. After 11 years she is on step 6 making \$45,382 and she is being hired on step 10 in her new district at a salary of \$56,765 Ms. Sonnak hopes that leaving will be a wakeup call for the Board. She never wanted to leave the district.

Dr. Erickson exited the meeting at 8:53 p.m.

Patty Fleming noted openings in other districts which will be posted for the current staff. She also noted that nine teachers left the district in June and one already left in July.

Eric Aiken mentioned that Mr. Smith met today with Mr. Willoughby, who is the NJEA representative, to discuss the financial position of the district. There will be a fact finding meeting on July 25, 2013 and these issues will be discussed.

Mrs. Petrongolo wanted to know how to approach the Board with a question. Dr. Cappelluti answered that questions should be directed to

her.

Mrs. Petrongolo wanted to know why the students are required to bring a flash drive and ear buds to school in September. Mrs. Dagit said she will look into this.

Mrs. Petrongolo also had questions on the presentation of the gifted and talented program. She will speak to Mrs. Dagit regarding this via e-mail. She noted that many students need to be challenged with the gifted and talented program, even in the lower grades. Mrs. Petrongolo feels the need is present at the K-1 level.

EXECUTIVE SESSION

Motion by Mr. Anderson, seconded by Mr. Hassa, to enter into executive session for the purpose of legal 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 legal 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. Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 60 minutes.

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

The Board entered into executive session at 9:00 p.m.

The Board reconvened the regular meeting at 10:07 p.m.

Motioned by Mr. Hassa, seconded by Mr. Anderson to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 10:08 p.m.

Daniel Smith
Board Secretary

Mays Landing, NJ
July 9, 2013