

**MINUTES OF THE REGULAR SESSION MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 15, 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 5:38 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call
To
Order**

Dr. Anne 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: Mrs. Peggy Capone, Mrs. Amelia Francis, Mr. George Hassa, Mrs. Barbara Kupp, Mrs. Kim Melton, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mr. Aiken

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools
Mr. Daniel Smith: Board Secretary
Mr. Eric Goldstein: Solicitor (arrived at 6:52 p.m.)

GOAL SETTING WORKSHOP

Mrs. Zoerb, from New Jersey School Boards association, led the Board in a goal setting discussion. Mrs. Zoerb performed the following:

- Reviewed goal setting process and handout.
- Reviewed strengths and areas of focus in the following areas:
 - Curriculum and Instruction
 - Finance and Facilities
 - School Culture/Community and Family Support
- Reviewed test scores and SGP's (student growth percentiles).
- Reviewed proficiency levels of students.
- Reviewed SGO's (student growth objectives) and how they are used.

- Reviewed proposed district goals for 2013
 - Implementation of SGO's
 1. Discussed SGP's being incorporated into this goal. The Board discussed the level of growth that would be desired.
 2. The Board will meet prescribed state targets through various activities in preparation for all students to be proficient or advanced proficient.

Mr. Goldstein arrived at 6:52 p.m.

Mrs. Zoerb spoke about fixed targets. She asked the Board to look at potential district goals, and then reconvene to discuss and look at the goals. Mrs. Zoerb suggested making some goals three year goals.

Mrs. Zoerb suggested meeting as a Board in December. She asked everyone to look at the district's mission and vision statements. She noted that the December meeting should be a stand-alone meeting.

The Board took a short break at 7:00 p.m.

Mr. Anderson arrived at 7:02 p.m.

The Board reconvened at 7:08 p.m.

PRESENTATIONS

Recognition of Bill Schmitz for the donation of text books to the Lamia Afghan Foundation
Given by: Janet Yunghans, Hess School Librarian

Recognition of the top 20 Readers who participated in the Scholastic Summer Reading
Challenge at the Hess School

Given by: Janet Yunghans, Hess School Librarian

APPROVAL OF MINUTES

Motion by Mr. Sacchinelli, seconded by Mr. Hassa, to approve the regular and executive session minutes of the meeting of September 3, 2013.

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

(8-0-0)

Motion by Mr. Sacchinelli, seconded by Mr. Hassa, to approve the regular session minutes of the meeting of September 17, 2013.

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

CORRESPONDENCE

Dr. Cappelluti noted a letter written by Marylynn Stecher to the Mizpah Volunteer Fire Co. thanking them for hosting the Books in Your Backyard event.

PUBLIC COMMENTS

Shannon Branca asked how the amount teachers are paid for stipends is decided. Dr. Cappelluti stated that it is based on their contract. It depends on how many contact hours they have with the students. Mrs. Branca also asked if it were possible to bring the morning reading back to two days instead of one. Dr. Cappelluti said she would speak to the principals regarding this.

Margaret Erickson who is a student in the district asked the Board to consider the new dyslexia laws when they are determining their Board goals.

BOARD MEMBER COMMENTS

Mrs. Kupp noted the skating party hosted this past weekend by the Education Foundation. This was attended by many families and she wanted to thank the volunteers who helped out.

Mrs. Capone thanked Mrs. Kupp for volunteering her time at the skating party, as well as other charitable events for the school. She also thanked Ms. Lamanteer for taking part in the event.

Mrs. Capone then thanked Mr. Schmitz for organizing the book drive. She noted females in Afghanistan are not receiving an education and what Mr. Schmitz did is very important. She complimented him for all of his efforts in the community.

John Sacchinelli also thanked Mr. Schmitz and noted his time working with the Boy Scouts.

Dr. Erickson asked if the issue with the copy paper has been resolved. Dr.

Cappelluti responded that the issue was taken care of.

Dr. Erickson wanted to remind the Board about the NJSBA Workshop in Atlantic City on October 22, 23 and 24, 2013.

There was discussion regarding the upcoming meetings in October, as well as possibly moving the November 5, 2013 meeting to another date.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **October 15, 2013** - Goal Setting Workshop – Davies School – 5:30 p.m.
- b. **October 15, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 25, 2013** – In-Service Day – No School for Students
- d. **October 28, 2013** – Finance Committee Meeting – Board Office – 4:30 p.m.
- e. **October 30, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **November 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Registration/Transfer Statistics for the Month of September, 2013, as per attachment X-B.

(C) Enrollment for the month of September, 2013, as per attachment X-C.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

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

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|---------------------------------------|--|
| Emergency Management Plan | 1. To approve the 2013-2014 Emergency Management Plan. |
| Comprehensive Maintenance Plan | 2. To approve the 2014-2015 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2014-2015 Budget. |
| Change Order | 3. To approve Change Order #1 to the contract with Joseph Porretta Builders, Inc. in the |

deduct amount of (\$-4,851.34) for unused allowance. This will reduce the total contract from \$114,025.00 to \$109,173.66, as per attachment Facilities-3.

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

Mr. Sacchinelli noted that a memo was sent to all schools regarding the recycling process.

CURRICULUM COMMITTEE – Mrs. Kupp

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

1. District's Nursing Services Plan for the 2013-2014 school year, as per attachment Curriculum-1. **Nursing Services Plan**

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

FINANCE COMMITTEE – Mr. Melton

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

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2013. **Report of Receipts and Expenditures**
2. Board Secretary's Report for the period ending August 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of August 31, 2013, and after review of the Secretary's Monthly Financial appropriations **Board Secretary's Report**

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.

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

The following items have been included as informational items:

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| Interest Income | 3. | Interest Income for the month of August, 2013. |
| Receipts | 4. | Receipts for the month of August, 2013. |
| Refunds | 5. | Refunds for the month of August, 2013. |
| Capital Reserve Interest | 6. | Capital Reserve Interest for the month of August, 2013. |
| Rental Income | 7. | Rental Income for the month of August, 2013. |
| Miscellaneous Revenue | 8. | Miscellaneous Revenue for the month of August, 2013. |
| Budget Summary Report | 9. | The monthly Budget Summary Report for August, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education. |

Motion by Mrs. Melton, seconded by Mr. Anderson, to approve the following motions as presented:

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|-------------------------|-----|---|
| Budget transfers | 10. | Budget transfers in the amount of \$510,332.00. |
|-------------------------|-----|---|

11. 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**

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

The following item has been included as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$3,702,610.60. **Purchase orders**

Motion by Mrs. Melton, seconded by Mr. Anderson, to approve the following motions as presented:

13. Bills and payroll in the total amount of \$4,366,816.63: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$193,512.99
11	Current Expense	1,731,958.53
11	Current Expense/Payroll	1,983,667.52
12	Capital Outlay	209,321.54
20	Special Revenue	53,057.01
20	Special Revenue/Payroll	48,130.02
50	Cafeteria	72,696.21
50	Kid's Corner	6,472.23
50	Community Education	14,068.38
50	Camp Blue Star	53,932.20

14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year. **Staff attendance at seminars, workshops and conferences**
15. Tuition Contract between Hamilton Township School District and Bancroft for one (1) student for the 2013-2014 school year beginning September 9, 2013 for 177 days, \$253.66 per diem, at a total cost of **Tuition Contract with Bancroft**

\$44,897.82.

**Tuition
Contracts with
ACSSSD**

16. Tuition Contracts with Atlantic County Special Services School District for the 2013-2014 school year in the following amounts:

Multiply Disabled	\$35,640.00 (8 students currently enrolled)
Autistic	\$40,860.00 (2 students currently enrolled)
Severe Cognitive Impaired	\$28,160.00 (2 students currently enrolled)
Pre-School (full-time) Disabled	\$34,920.00 (3 students currently enrolled)

EUS Contract

17. Extraordinary Unspecified Service (EUS) contract in an amount greater than \$36,000.00 in accordance with N.J.S.A. 18A:18A-5a(2).

Scholastic, Inc. - \$85,000.00

**Tuition
Contract with
Vineland
Board of
Education**

18. Tuition contract with Vineland Board of Education for one (1) student for the 2013-2014 school year at a cost of \$289.00 per diem for 180 days for a total annual cost of \$52,000.00.

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

Motion by Mrs. Melton, seconded by Mr. Anderson, to approve the following motions as presented:

**District
substitutes**

1. To approve homebound instruction for the 2013-2014 school year, as per attachment Personnel-1.

**Homebound
instruction**

2. To amend the last day of employment for Cheri Steele, Hess School Pre-K Autism

teacher to October 31, 2013. Ms. Steele's resignation was previously approved on September 17, 2013.

3. To approve Michelle Nilan as a Hess School Pre-K Autism teacher, for the period October 16, 2013 through June 30, 2014, B.A., Step 1, with a total annual salary of \$44,352.00, pro-rated, as per attachment Personnel-3. **Pre-K Autism Teacher**

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

Ms. Nilan is a replacement for Cheri Steele who has resigned.

4. To approve local and grant funded extra-curricular activities and staff stipends for the 2013-2014 school year for the Shaner, Hess and Davies Schools, as per attachment Personnel-4. **Extra-curricular activities and staff stipends**

5. To approve a start date of October 15, 2013 for Annetta Zaremba, Davies School teacher. Ms. Zaremba was previously approved on October 1, 2013 with a start date TBD. **Annetta Zaremba, Davies teacher**

6. To approve a Federal Family Leave of Absence (FMLA) return to work date of October 7, 2013 for Yenis Jefferes, Shaner School teacher. Ms. Jefferes' FMLA was previously approved on October 1, 2013 with a return to work date TBD. **FMLA for Yennis Jefferes**

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

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

7. To approve a Federal Family Leave of Absence (FMLA) for Donald Cavileer, Hess School Custodian beginning September 18, 2013, with a return to work date to be **FMLA for Donald Cavileer**

determined. His vacation days will run concurrent with his FMLA, as per attachment Personnel-7.

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

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

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

- Bus Stop List** 1. To approve the transportation bus stop list for the 2013-2014 school year.

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

- Resolution #68** 1. To approve Resolution #68 to Submit the District's Statement of Assurances required by NJQSAC to the State of New Jersey on November 15, 2013, as per attachment XV-1.

Roll call vote: All in favor: Mr. Anderson, Mrs.

Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp,
Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson.
(8-0-0)

Mrs. Capone was not sure what the Board was approving.

Dr. Cappelluti responded that the report shows that we are compliant in all areas.

Mrs. Capone noted she was contacted by a resident who is trying to get the Boy Scouts involved in the Veteran's Day activities. She also questioned whether or not the students would be given an excused absence if they were to attend the activities. Dr. Cappelluti responded that they would.

Mr. Sacchinelli noted he was contacted as well to get the students involved in the Veteran's Day activities. The Board agreed that it would be nice to have the students more involved in the activities.

Mrs. Capone asked about recycling in the schools. Mr. Sacchinelli explained how it was to be done. He noted the recycling dumpster is picked up twice a week.

Mrs. Capone also had a question regarding the stipends. She wanted to know how many occur when a teacher is taken out of a classroom. Dr. Cappelluti responded that they are not allowed to be taken out, as they cannot miss their class.

PUBLIC COMMENTS

Shannon Branca asked when the Fact Finding report would become public. Dr. Cappelluti stated that it will be advertised when available. Mr. Sacchinelli noted that it should be available within ten days.

Mrs. Branca wanted to know who Mr. Taylor was and what is going to be discussed at the special meeting. Dr. Erickson responded that it was to talk about negotiations.

Margaret Erickson who is involved with Oakcrest Student Council asked if the Books for Afghanistan would be an annual event. Would they possibly reach out to Oakcrest or other schools? Dr. Cappelluti stated that it has been done before and it would be a good project for the Oakcrest Student

Mays Landing, NJ
October 15, 2013

Council.

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

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

The Hamilton Township Board of Education meeting adjourned at 8:25 p.m.

Daniel Smith
Board Secretary