

**MINUTES OF THE REORGANIZATION/REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON JANUARY 8, 2013  
HAMILTON TOWNSHIP PUBLIC SCHOOLS  
Mays Landing, New Jersey  
William Davies Middle School Library**

The Reorganization/Regular Meeting of the Hamilton Township Board of Education was called to order at 7:00 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mr. Daniel Smith, Board Secretary. **Call To Order**

Daniel Smith 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.

At this time the Board Secretary administered the oath of office to the newly elected Board Members:

Amelia Francis	3 year term
Mark Ludwick	3 year term
John Sacchinelli	3 year term

**ROLL CALL**

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mr. Margaret Capone, Mrs. Amelia Francis, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly 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

**ELECTION OF NEW PRESIDENT**

Motion by Mrs. Capone, seconded by Mark Ludwick, to nominate Anne Erickson for the position of President.

Motion by Mr. Anderson to nominate Mark Ludwick for the position of President.

Mr. Ludwick respectfully declined.

Motion by Mrs. Melton to nominate Eric Aiken for the position of President.

There were no other nominations for the position of President.

Roll Call Vote for Anne Erickson: In favor:  
Mrs. Capone, Mrs. Francis, Mr. Ludwick, Mr. Sacchinelli, and Dr. Erickson.  
Nay: Mr. Aiken, Mr. Anderson, Mrs. Kupp, and Mrs. Melton. (5-4-0)

Dr. Erickson received the majority of votes and is elected as President.

The meeting was then turned over to the President.

#### **ELECTION OF VICE PRESIDENT:**

Motion by Mr. Aiken to nominate Mark Ludwick for the position of Vice President.

Mr. Ludwick respectfully declined.

Motion by Mrs. Capone to nominate John Sacchinelli for the position of Vice President.

Motion by Mr. Ludwick to nominate Eric Aiken for the position of Vice President.

Motion by Mrs. Francis to nominate Peggy Capone for the position of Vice President.

Mrs. Capone respectfully declined.

There were no other nominations for the position of Vice President.

Roll Call Vote for Mr. Sacchinelli: In favor:  
Mrs. Capone and Mrs. Francis. Nay:

Mr. Aiken, Mr. Anderson, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton. Abstained: Mr. Sacchinelli and Dr. Erickson. (2-5-2)

Roll Call Vote for Mr. Aiken: Four in favor: Mr. Anderson, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton. Nay: Mrs. Capone and Mrs. Francis. Abstained: Mr. Aiken, Mr. Sacchinelli and Dr. Erickson. (4-2-3)

Mr. Aiken received the majority of votes and is elected as Vice President.

**A. Reorganization**

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the dates and times of Regular Board of Education meetings as per attachment IX-A. These meetings will be held at the William Davies Middle School, 1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey

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)

**B. New Jersey School Board Member Code of Ethics**

Motion by **Mr.** Sacchinelli, seconded by Mr. Ludwick, to table Item B.

Roll Call Vote: Eight in favor: Mr. Aiken, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Anderson. (8-1-0)

**C. Election Results**

Motion by Dr. Erickson, seconded by Mr. Ludwick, to accept the final results of the Annual School Board Election held November 6, 2012, as per attachment IX-C.

	<u>Name</u>	<u># of Votes</u>
Three Year Term:	Amelia Francis	4,687
	John Sacchinelli	4,394
	Mark Ludwick	148

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)

**D. Appointments**

Motion by Dr. Erickson, seconded by Mr. Aiken to approve the following changes in Appointments for the period January 1, 2013 through June 30, 2013:

- |    |                                  |  |
|----|----------------------------------|--|
| 1. | Section 504 Compliance Officer   | Marylynn Stecher   |
| 2. | ADA Compliance Officer           | Dana Kozak   |
| 3. | Public Agency Compliance Officer | Daniel Smith   |
| 4. | Emergency Management Team        | Stephen Santilli, Davies<br>School Principal<br>Daniel Cartwright, Shaner<br>School Principal<br>Janet Wilbraham, Interim<br>Hess School Principal |

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)

**APPROVAL OF MINUTES:**

- A. Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular session minutes of December 18, 2012, as amended by Board motion on December 18, 2012.

Roll Call Vote: Five in favor: Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Nay: Mr. Aiken and Mr. Anderson. Abstained: Mrs. Francis and Mr. Sacchinelli. (5-2-2)

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

Robert Campbell, Sr. congratulated the Board members. He does not feel school should be open on MLK Day or President's Day. He hopes that the Board will decide to allow the staff and students to be off that day.

Michelle Giardino, an employee at Davies, would like the Board to consider not taking the holidays away. The students need a break and need the two days off. We have students who will be upset if they miss a day of school if it is open. The students will not have a day off for ten weeks in a row.

Judy Link, owner of Young's Skating Center objected to having the two days off, as it is one of the busiest days of the year for the skating center. She feels the Board should keep local businesses in mind when deciding when school will be open.

## **BOARD MEMBER COMMENTS**

Dr. Erickson welcomed everyone to 2013 and thanked everyone for attending tonight's meeting.

Mrs. Capone congratulated Mr. Ludwick, Mrs. Francis and Mr. Sacchinelli for volunteering their time to help the children of the district. She thanked Dr. Erickson for accepting the nomination and for filling the President's position.

## **SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. **January 8, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **January 22, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.

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

(C) Student Discipline Reports for the month of December, 2012, as per attachment XV-C.

(D) Registration/Transfer Statistics for the Month of December, 2012, as per attachment XV-D.

(E) A representative from Cooper, Levenson Law Firm presented an award to Davies School Student, Haleigh Whitcraft whose design was one of many chosen to be placed on their holiday cards.

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE**

None

### **CURRICULUM COMMITTEE**

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

1. To approve the designation of Dr. Michelle M. Cappelluti as Chief School Administrator for the Title I program in the Hamilton Township School District for the period January 1, 2013 through June 30, 2013. No Title I funding is expended for

**Chief School  
Administrator**

this administrative cost.

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)

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

- Project Director for Title I Program**            2.     To approve the designation of Mrs. Lisa Dagit as Project Director for the Title I Program in the Hamilton Township School District for the FY 2012-2013.

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)

#### **FINANCE/SUPPLY COMMITTEE**

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

- Report of Receipts**            1.     To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of November, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of November, 2012, as per attachment XVI-C-1.

- Board Secretary's Report**            2.     To approve the Board Secretary's Report for the period ending November 30, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of November 30, 2012, 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 XVI-C-2.

Mrs. Capone raised questions regarding invoices for the solicitor. Mr. Greco stated that he is willing to meet with the negotiations committee to discuss contract changes, if needed.

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 following items have been included as informational items:

- |    |   |                                 |
|----|---|---------------------------------|
| 3. | Interest Income for the month of November, 2012, as per attachment XVI-C-3.   | <b>Interest Income</b>          |
| 4. | Receipts for the month of November, 2012, as per attachment XVI-C-4.  | <b>Receipts</b>                 |
| 5. | Refunds for the month of November, 2012, as per attachment XVI-C-5.   | <b>Refunds</b>                  |
| 6. | Capital Reserve Interest for the month of November, 2012, as per attachment XVI-C-6.  | <b>Capital Reserve Interest</b> |
| 7. | Rental Income for the month of November, 2012, as per attachment XVI-C-7.   | <b>Rental Income</b>            |
| 8. | Miscellaneous Revenue for the month of November, 2012, as per attachment XVI-C-8.   |                                 |
| 9. | The monthly Budget Summary Report for November, 2012, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment XVI-C-9. | <b>Budget Summary Report</b>    |

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

- |     |   |                         |
|-----|---|-------------------------|
| 10. | To approve budget transfers in the amount of \$35,500.00, as per attachment XVI-C-10. | <b>Budget Transfers</b> |
|-----|---|-------------------------|

**Staff attendance**

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 XVI-C-11.

**Tuition contract between Linwood Board of Education office and HTBOE**

12. To approve a tuition contract between the Linwood Board of Education and the Hamilton Township Board of Education for one (1) special education student to enter into our On the Horizons Program at the Shaner School for the period January 9, 2013 through June 30, 2013 at an estimated tuition cost of \$4,130.20 which will be adjusted accordingly at the close of the school year. It is estimated that the adjusted tuition will be approximately \$11,200.00.

**Corrective Action Plan**

13. To approve the Corrective Action Plan after review and discussion of the recommendations as listed in the Auditor's Management Report on Administrative Findings, Financial Compliance and Performance, dated June 30, 2012, as per attachment XVI-C-13.

The Board discussed the recommendation concerning individuals providing instruction or coaching for the Community Education Program. These individuals will no longer be paid as vendors, but will be paid through the district payroll system and will be responsible to submit timesheets as necessary, as outlined in the Corrective Plan.

**FY2013 NCLB Application**

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

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
Title 1	\$380,278	\$42,285	\$422,563
Title IIA	69,745	2,561	72,306
Title III	14,360	0	14,360
Title III-IMM	0	15,745	15,745
	<u>\$464,383</u>	<u>\$60,951</u>	<u>\$524,974</u>



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)

**PERSONNEL/NEGOTIATIONS COMMITTEE**

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

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

1. To approve district substitutes for the 2012-2013 school year, as per attachment XVI-D-1. **District substitutes**
2. To approve fieldwork placements for the 2012-2013 school year, as per attachment XVI-D-2. **Fieldwork placements**
3. To approve the following mentors: **Mentors**
  1. Raechel Weiner, mentor for Alexandra Southrey, Shaner School Special Education Teacher – effective January 2, 2013
  2. Mitzi Tolson, mentor for Alexandra Funk, Shaner School Special Education Teacher – effective February 12, 2013
4. To approve a medical leave of absence for Gayle Luderitz, Hess School part-time Paraprofessional. Mrs. Luderitz has used all of her accumulated sick time during the period of November 16, 2012 through December 14, 2012 and is requesting to be placed on a Federal Family Medical Leave (FMLA) on an intermittent basis to commence on December 17, 2012 through December 21, 2012, as per attachment XVI-D-4. **Medical Leave of Absence for Gayle Luderitz**
5. To approve the termination of employment of Christine Martinez, Hess School **Termination of Christine Martinez**

Paraprofessional effective December 19,  
2012.

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)

### **POLICY COMMITTEE**

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

- Policy #6641**      1.      To approve Policy #6641 – Pupil Lunch  
Charges on second reading.

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)

### **TRANSPORTATION COMMITTEE**

None

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

Dr. Cappelluti asked about finalizing retreat dates with Charlene Zoerb from New Jersey School Board Association. The Board does not want to schedule on a day of a regular meeting. The Board will get back to Dr. Cappelluti on which dates work best.

Dr. Cappelluti reviewed three options for changing the school calendar. Option one is to have half days on January 21, February 18 and June 16. Option two is to shorten spring break. Option three would be to have abbreviated days on June 17, 18 and 19.

Mrs. Kupp stated that the Curriculum Committee was looking at instructional time for students. Mrs. Capone stated that the audience made valid points and we also have to consider students who want to have perfect attendance. The Board discussed various options. It was decided that June 17, 18 and 19 would be added as

abbreviated days.

Mrs. Capone asked about the status of PTA memberships and Dr. Cappelluti responded that it was being worked on.

Mrs. Capone also asked about putting more detailed information on the volunteer list. Dr. Cappelluti will look into the list and see if the schools have more information.

Mrs. Capone spoke about the audit and fund balance. She discussed surplus of 1.6 million. Mr. Ludwick stated that the Finance Committee will look at the possibility of expanding activities at Hess. Mr. Smith stated the restricted fund balance consists of reserve accounts and allowed surplus. The 1.6 million in excess will go to the 2013-2014 budget as revenue. It is replacing 2.2 million in the current budget. Mr. Anderson discussed changing summer school and other programs that are not working properly.

Dr. Erickson wanted to make a motion to allow Board members to request a printed copy of the policy manual. Mrs. Capone feels that, if a Board member wants a copy, they should have one.

Mr. Aiken wanted to make a motion to approve the minutes from the 11/13/12 Board meeting as originally written. Dr. Erickson stated that the minutes would be on the January 22, 2013 agenda for approval.

Mrs. Capone said that RFP's for the next fiscal year will be discussed at this meeting. Mr. Smith gave a listing to the Board for their review. Mrs. Capone requested copies of professional service contracts.

## **NEW BUSINESS**

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

To approve changes to the 2012-2013 District calendar, as amended.

**District  
calendar**

Revisions were necessary due to the emergency closings for Hurricane Sandy.

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)

Motion by Dr. Erickson, seconded by Mr. Sacchinelli to allow Board members to request a printed copy of the policy manual.

Roll Call Vote: Eight in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson.  
Nay: Mr. Aiken (8-1-0)

### **PUBLIC COMMENTS**

Maureen Bugdon feels there are report card issues at the Shaner and Hess Schools. She stated that she sees disparity between the two schools.

Dr. Cappelluti responded that you cannot equate letter grades to number grades on report cards. There are state guidelines on standard based report cards.

Mrs. Budgon also senses that there are issues between the Board members and they need to work together for the children. She also spoke about the recent lockdown at the Hess School. There was fear felt by parents, but she feels the communication from the school was excellent. She would like to see the Board members continue to work together for the safety of the students.

Karen Petrolongo presented a check to Mr. Santilli for the flyers he submitted for the Christmas tree fundraiser. The check was made out to the Hamilton Township Education Foundation.

Mrs. Petrolongo also noted that there are no gifted and talented programs at the Hess School. She would like to know what the district is doing for this. She said that the state mandates programs for gifted and talented students be offered. She feels that her son has discipline issues because he is bored during the school day.

Dr. Erickson responded that the district is aware that we need programs for the gifted and talented students. She said that there will be more discussion on this topic. She also spoke about the STEM program initiated by the state.

### **New Jersey School Board Member Code of Ethics**

Mr. Greco stated that the agenda item from 1975 matches the current statute word for word. The Board must adopt a Code of Ethics.

Motion by Mr. Anderson, seconded by Mrs. Melton, to approve the New Jersey School

Mays Landing, NJ  
January 8, 2013

Board Member Code of Ethics, as per attachment IX-B.

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)

**ADJOURNMENT**

Motioned by Dr. Erickson, seconded by Mr. Anderson, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:55 p.m.

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Daniel Smith  
Board Secretary