

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON SEPTEMBER 2, 2014  
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 7:05 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

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: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Cassidy, Mr. Greg Ciambrone, Mrs. Amelia Francis, 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. Eric Goldstein: Solicitor

**V. APPROVAL OF MINUTES**

Regular session minutes of the meeting of the meeting of August 5, 2014, as per attachment Minutes-1.

**VI. CORRESPONDENCE**

None

**VII. PUBLIC COMMENTS**

Gail Harris asked why there is an item on the agenda removing substitutes from the list. Dr. Cappelluti responded that it is because of a new law being enforced by the State which requires a retired employee to have a separation period before

returning to be a substitute. The Board office is trying to get more information regarding this and it will be passed along as it is received.

### **VIII. BOARD MEMBER COMMENTS**

Dr. Erickson complimented Dr. Cappelluti and her staff for all of the information distributed to the staff on their return to school today. She also noted that the recycling cans have been distributed to each of the schools and the teachers were asking for the guidelines regarding this.

Dr. Erickson attended the Read 180 and Systems 44 training provided by Amy Carter which she felt was handled very well. She noted Ms. Carter was able to hand down to the teachers what she recently learned from the workshop she attended in Florida.

Mr. Aiken thanked the Volunteers of America for the bus trip to visit the other facilities which have been rehabbed by this company. The trip was very informative for him. He also wanted to thank Mr. Neff for the bus meeting recently held to inform Sheppard Bus Co. of what the district would like to see this year.

Mr. Aiken wanted to welcome the staff and students back to school for a new school year. He hopes for a great and prosperous year.

Dr. Erickson noted the mandated training which will be held in September and October for those members who still need to attend. She also noted other meetings which will be held within the next few weeks. The NJSBA Workshop will be held in Atlantic City from October 28, 2014 through October 30, 2014 and it should be very informative.

### **SUPERINTENDENT/STAFF REPORTS**

Dr. Cappelluti noted that Rev. Ash has asked if one of the teachers would like to speak at the September 11<sup>th</sup> Memorial Service to be held at Gaskill Park this year. She said that Mr. Daniels has offered to speak about what happened on that day and how the children reacted.

#### **(A) Information Items**

##### **1. Dates to Remember**

- a. September 2, 2014 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- b. September 2, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. September 2 & 3, 2014 – Teacher In Service Days
- d. September 4, 2014 – First Day for Students
- e. September 10, 2014 – Personnel Committee Meeting – 4:15 p.m.
- f. September 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

- g. September 30, 2014 – Transportation Committee Meeting – Board Office – 4:15 p.m.

(B) Student Orientation/Open House

- Shaner School Orientation – September 3, 2014  
9:30 a.m. to 10:30 a.m.
- Hess Pre-School Orientation – September 5, 2014  
AM Students – 10:00 a.m. to 11:00 a.m.  
PM Students – 11:30 a.m. to 12:30 a.m.

(C) Back to School Nights:

- Shaner School – September 10, 2014, Grades K-1
- Davies School – September 17, 2014, Grade 6
- Davies School – September 18, 2014, Grade 7-8
- Hess School – September 22, 2014, House A and Gold House (Pre-K)
- Hess School – September 23, 2014 – Houses B and C

**COMMITTEES AND RECOMMENDATIONS**

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

Mr. Sacchinelli noted the change order which is on tonight's agenda in Finance in the amount of \$12,000 for the Shaner Window Project. He noted it is a savings for the district.

**CURRICULUM COMMITTEE – Mrs. Melton**

1. Compensation for Jeff Wellington for preparation time necessary to properly prepare for Non-Crisis Intervention Training scheduled to be provided to selected staff members during the month of October 2014. Compensation is for 9 hours (instruction was for 18 hours) at the hourly rate of \$26.00 as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

**Non-Crisis  
Intervention  
Training**

2. Hamilton Township School District's Gifted Education Program Curriculum, as per

**Gifted Education  
Program**

attachment Curriculum-2.

- Financial Literacy Curriculum**
3. Hamilton Township School District's Financial Literacy Curriculum, as per attachment Curriculum-3.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mrs. Capone to enter into Executive session:

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:

- Personnel
- Transfer of Funds

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 20 minutes.

Roll Call Vote: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

The Board entered into executive session at 7:22 p.m.

The Board reconvened the regular meeting at 7:54 p.m.

### **FINANCE COMMITTEE – Mrs. Capone**

- Report of Receipts and Expenditures**
1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2014. The Report of Receipts and Expenditures and the Secretary's Report

are in agreement for the month of July, 2014,  
as per attachment Finance-1.

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|----|--|---------------------------------|
| 2. | Board Secretary's Report for the period ending July 31, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2014, 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:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2. | <b>Board Secretary's Report</b> |
| 3. | Interest Income for the month of July, 2014, as per attachment Finance-3.  | <b>Interest Income</b>          |
| 4. | Receipts for the month of July, 2014, as per attachment Finance-4.   | <b>Receipts</b>                 |
| 5. | Refunds for the month of July, 2014, as per attachment Finance-5.  | <b>Refunds</b>                  |
| 6. | Capital Reserve Interest for the month of July, 2014, as per attachment Finance-6.   | <b>Capital Reserve Interest</b> |
| 7. | Rental Income for the month of July, 2014, as per attachment Finance-7.  | <b>Rental Income</b>            |
| 8. | Miscellaneous Revenue for the month of July, 2014, as per attachment Finance-8.  | <b>Miscellaneous Revenue</b>    |
| 9. | The monthly Budget Summary Report for July, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.  | <b>Budget Summary Report</b>    |

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

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| 10. | Budget transfers in the amount of \$9,486.70, as per attachment Finance-10. | <b>Budget transfers</b> |
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Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone and Mrs. Francis. Abstained: Dr. Erickson.  
(6-2-1)

**Superintendent's and Board Secretary's certification**

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.

**Purchase orders**

12. Purchase orders issued for services, supplies and equipment in the amount of \$1,734,853.22, as per attachment Finance-12.

**Bills and payroll**

13. Bills and payroll in the total amount of \$1,755,032.84, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$787.00
10	General Fund/Payroll	71,656.24
11	Current Expense	1,009,083.50
11	Current Expense/Payroll	490,911.73
20	Special Revenue	46,990.27
20	Special Revenue/Payroll	2,803.21
50	Cafeteria	11,486.12
50	Kid's Corner	5,861.22
50	Community Education	16,012.40
50	Camp Blue Star	49,954.90

**Staff attendance at seminars, workshops and conferences**

14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year, as per attachment Finance-14.

**Tuition Contract with Y.A.L.E. School East**

15. Tuition Contract with Y.A.L.E. School East for one student effective July 7, 2014 at a cost of \$272.69 per diem, for 212 days including extended school year, for a total cost of \$57,264.90.

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|---|--|
| 16. Agreement between the Hamilton Township Board of Education Schools and Bayada Nurses, Inc. for one (1) student for the period September 2, 2014 through June 30, 2015.  | Agreement with Bayada Nurses, Inc.                       |
| 17. Agreement between Hamilton Township Board of Education and Gloucester County Special Services School District for two (2) students for extended school year for the period of July 7, 2014 through August 7, 2014 at a cost of \$195.00/per diem per student for 20 days and \$159.00/per diem per student for 20 days for one-on-one aides for each student. | <b>Agreement with GCSSSD</b>                             |
| 18. Atlantic County Special Services School District 2014 Extended School Year Program Agreement, as per attachment Finance-18.   | <b>Agreement with ACSSSD</b>                             |
| 19. Tuition Contract with Vineland Board of Education for one student for the period July 7, 2014 to August 1, 2014 Extended School Year for a total amount of \$6,376.71.  | <b>Tuition Contract with Vineland Board of Education</b> |
| 20. Resolution #84 to Authorize a Disclosure Audit, as per attachment Finance-20.   | <b>Resolution #84</b>                                    |
| 21. Change Order #1 to the contract with Levy Construction Company in the deduct amount of (\$12,000.00) for a change in the material to manufacture the window sills. This will reduce the total contact from \$667,800.00 to \$655,800.00, as per attachment Finance-21.  | <b>Change Order #1</b>                                   |

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

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

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

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|---|---|
| 1. To approve Wendy McKensie as a Davies School Guidance Counselor for the 2014-2015 school year, M.A. +15, Step 7, with a total annual salary of \$55,028.00.. | <b>Wendy McKensie, Guidance Counselor</b> |
|---|---|

**Stephanie  
Cords, Hess  
School  
Teacher**

2. To approve Stephanie Corda as a full-time, Hess School teacher for the 2014-2015 school year, B.A., Step 3, with a total annual salary of \$50,200.00.

Ms. Corda is a replacement for Wendy McKensie who has transferred to Davies School.

**In-house  
transfer of  
Greg Bradley**

3. To approve the in-house transfer of Greg Bradley, Physical Education teacher, from Shaner School, to the William Davies Middle School for the 2014-2015 school year, Position Control #20.03.28 AKR.

**Emergency  
Hiring**

4. To approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

- Alexandria Eick
- Amanda Campor
- Emma Altman

**Substitute  
list**

5. To remove the following individuals from the District Substitute list:

- Miranda Levy
- Loretta Leyrer
- Lisa McLeod
- Sandra Santa Maria
- Rose Rhine
- Donna Martin

Roll Call Vote: Five in favor #1: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mrs. Francis, and Dr. Erickson. Abstained: Mr. Cassidy. (5-3-1)

Six in favor #2: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mrs. Francis, and Dr. Erickson. (6-3-0)



Five in favor #3: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli.  
Nay: Mrs. Capone, Mr. Cassidy, Mrs. Francis, and Dr. Erickson. (5-4-0)

All in favor #4 & #5: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

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|-----|--|---|
| 6.  | To approve District Substitutes for the 2014-2015 school year, as per attachment Personnel-6.  | <b>District Substitutes</b>             |
| 7.  | To accept a resignation notice from Bianca Herrmann, Shaner School Paraprofessional effective August 28, 2014, as per attachment Personnel-7.  | <b>Resignation from Bianca Herrmann</b> |
| 8.  | To approve the transfer of Alexandria Eick, Paraprofessional, from Hess School to Shaner School for the 2014-2015 school year.<br><br>Ms. Eick is a replacement for Bianca Herrmann who has resigned.  | <b>Transfer of Alexandria Eick</b>      |
| 9.  | To approve Andrew Castellano as a part-time, 29 hours/week Hess School Paraprofessional for the 2014-2015 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-9.<br><br>Mr. Castellano is a replacement for Alexandria Eick who has transferred. | <b>Part time Paraprofessional</b>       |
| 10. | To approve additional hours up to seven days for Dana Kozak at her daily rate.   | <b>Additional hours For Dana Kozak</b>  |

Roll Call Vote: Seven in favor #6: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr.

Erickson. (7-2-0)

All in favor #7, 8 and #10: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Eight in favor #9: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone (8-1-0)

### **Policy Committee – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mr. Aiken, to approve the following motions, as presented:

**Policy #5200** 1. To approve Policy #5200 – Attendance on second reading.

**Regulation #5200** 2. To approve Regulation #5200 – Attendance on second reading, as per revised attachment-Policy-2.

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

### **Transportation Committee – Mr. Ciambrone**

**Club/activity trips** 1. Club/activity trips for the 2014-2015 school year, as per attachment Transportation-1.

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

Mr. Goldstein received an e-mail from the Volunteers of America Organization asking what the Board's reaction was to the organization of the bus trip recently held. He would like to respond to them with the Board's comments.

Mrs. Capone feels the bus trip was worthwhile, but would like to see the public involved with the decision as well. Mr. Ciambrone agreed with Mrs. Capone that the community needs to be involved as well.

Dr. Erickson felt the trip was very informative to the Board. She felt seeing the site in Camden was especially interesting to see how the area grew around the housing project.

Mrs. Francis felt the trip was informative and gave a different view of the organization. They tended to be the center of a growing community. Mrs. Buchanan agreed with Mrs. Francis' comments. The organization does a lot to maintain their buildings.

### **UNFINISHED BUSINESS**

Mrs. Capone asked when the board evaluation will be done. Dr. Erickson asked Mr. Smith to send out updates on Board attendance and training for the Board to review. She asked if the Board needed any other information which they felt would be useful.

Dr. Erickson stated that she will speak to Ms. Zoerb to see when she is available for the board evaluation.

Mrs. Capone asked about the status of e-mailing agendas with attachments. Mr. Smith stated that there has been a quote from a vendor.

Mrs. Capone noted that the quote is a ridiculous price. She does not understand why this cannot be done in house. Mrs. Capone noted that the Board is looking for something more basic than what the vendor is offering. Mr. Smith will look into it and report back to the committee.

Mrs. Capone had a question regarding the meetings being held at the Shaner School before the start of the school day. She has heard that they involve religious topics. Dr. Cappelluti stated that she is not aware of these meetings and she will look into it. **Mrs. Capone noted she has mentioned this before and is concerned that the district is setting a dangerous precedence.** (Amended by Board Member request at the 10/7/14 Board meeting)

Mrs. Capone would also like an updated list of who is assigned a cell phone and what the cost is. She feels we need to be more fiscally responsible with money being spent.

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

Amy Hassa wanted to thank the Board for opening up the bus trip to the public. She felt it

was very beneficial.

Janine Roberts, who is a parent in the District, asked about the teacher who will be replacing Mrs. McKensie because one of her children will be in that class. Dr. Cappelluti responded that she cannot answer her question at a public meeting, but assured Ms. Roberts that the class will be fine.

### **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Cassidy to adjourn the meeting.

Voice vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:56 p.m.

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Daniel Smith  
Board Secretary