

**MINUTES OF THE WORK SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON MAY 6, 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 7:00 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. Mechanical devices are 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 Ciambone, 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

**(A) APPOINTMENTS**

Motioned by Dr. Erickson, seconded by Mr. Aiken, to approve the following appointments for the period from July 1, 2014 to June 30, 2015:

	<u>Position</u>	<u>Name</u>
1.	Business Administrator/Board Secretary	Daniel Smith
2.	Solicitor	Law Firm of Nehmad, Perillo & Davis, P.C.



- |     |   |                        |
|-----|---|------------------------|
| 19. | Title IX Coordinator  | Michelle M. Cappelluti |
| 20. | Anti-Bullying Coordinator   | Russell Clark          |
| 21. | Homeless Liaison/Stability Liaison and Children in Court Advisory Contact (CICAC) | Gail Siegelman         |
| 22. | Student Assistance Coordinator (SAC)  | Barbara Graf           |
| 23. | Indoor Air Quality Coordinator  | Ian Nelson             |
| 24. | Right to Know Coordinator   | Corey Imlay            |

Mrs. Capone would like to pull #10 from the motion.

Mr. Sacchinelli would like to pull #17 from the motion.

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

Motioned by Dr. Erickson, seconded by Mr. Sacchinelli, to amend #10 to read for the period July 1, 2014 to December 31, 2014.

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

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to approve the appointment of Fraytak Veisz Hopkins and Duthie, P.C. as the Architect of Record for the period July 1, 2014 to December 31, 2014.

Roll Call Vote: All in favor: 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. Sacchinelli, seconded by Mrs. Buchanan, to table item #17:

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

(B) Official Publications

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to approve the official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: The Press of Atlantic City and the Atlantic County Record and its affiliates.

Dr. Erickson note a recent editorial printed in the Press of Atlantic City. She noted that the views expressed were not reflective of the Board, but as an individual.

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

(C) Official Depositories

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the designation of the following banks as legal depositories for the Hamilton Township School District: Ocean City Home Bank, Sun Bank, Wachovia Bank, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

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

(D) Tax Shelter Annuities

Motion by Dr. Erickson, seconded by Mr. Sacchinelli to approve the designation of the following companies as legal Tax Shelter Annuity Companies serving the Hamilton Township School District: AXA Equitable, Lincoln Investment Planning, Siracusa Benefits Program, and ING.

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

(E) Signatories

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the following signatories for the following accounts in Ocean City Home Bank for the Hamilton Township School District:

General Account	President, Superintendent, Board Secretary, (3 of 3 signatures)
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Payroll Account	Superintendent and Board Secretary
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	(2 of 2 signatures)
Agency Account	Board Secretary, Superintendent and Board Designee (2 of 2 signatures)
Shaner Activity Account	Principal, Superintendent, Board Secretary (2 of 3 signatures)
Davies Activity Account	Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)
Hess Activity Account	Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)
Lunch Program Account	Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)
Unemployment Account	Board Secretary, Superintendent and Board Designee (2 of 3 signatures)
Kids Corner Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Community Education Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Camp Blue Star Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Capital Reserve Account	Superintendent, Board Secretary (2 signatures)

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

(F) Wire Transfers

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Business Administrator to wire transfers between official depositories for investment purposes.

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

(G) Petty Cash Funds

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to approve to establish Petty Cash Funds for the 2014-2014 school year as follows:

- a. Hess School - \$100.00
- b. Shaner School - \$100.00
- c. Davies School - \$100.00
- d. Central Administration Office - \$150.00
- e. Child Study Team - \$50.00
- f. Food Services - \$250.00

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

(H) Budgetary Accounting, Payroll and Personnel Recordkeeping

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve Computer Solutions, Inc. CSI SMARTS educational software for the 2014-2015 school year for the following applications: budgetary accounting, payroll, and personal recordkeeping, as per attachment V-H.

(I) Pupil Records

Motion by Dr. Erickson, seconded by Mr. Aiken to approve as authorized by Board of Education Policy 8330, Pupil Records, to certify school personal to collect and maintain the following pupil records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

Motion by Mrs. Capone, seconded by Mrs. Buchanan to table Item H.

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

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

(J) Adoption of Curriculum

Motion by Dr. Erickson, seconded by Mr. Aiken to adopt the attached curriculum for all three schools, as per attachment V-J.

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

(K) Official Bargaining Units

Motion by Dr. Erickson, seconded by Mr. Aiken to approve the District's bargaining units:

- a. Hamilton Township Education Association
- b. Hamilton Township Administrator's Association
- c. Hamilton Township Supervisors', Coordinators' and Director's Association

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

(L) District Policies

Motion by Dr. Erickson, seconded by Mrs. Buchanan to approve Policies and Regulations in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.)

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

(M) District Procedures

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve District Standard Operating Procedures.

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

(N) Use of Facilities

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Fee Schedule for Use of Facilities, as per attachment V-N.

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

(O) Special Education Programs for the 2014-2015 school year:

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve Special Education Programs for the 2014-2015 school year:

- Multiply Disabled at Shaner, Hess and Davies
- Resource In-Class at Shaner, Hess
- Pre-School Students w/Disabilities-PT at Hess
- Autism at Hess and Shaner

and Davies

- Resource Pull-Out at Shaner, Hess and Davies

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

(P) District Organizational Chart

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the District Organization Chart, as per attachment V-P.

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

**MINUTES**

Motion by Dr. Erickson, seconded by Mr. Aiken to approve the Regular and Executive session minutes of the meeting of February 18, 2014, as per attachment Minutes-1.

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

Motion by Dr. Erickson, seconded by Mrs. Buchanan to approve the Regular and Executive session minutes of the meeting of April 1, 2014, as per attachment Minutes-2.

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

Discussion was held on the Regular session minutes of the meeting of April 15, 2014, as per attachment Minutes-3. Revised minutes will be provided for the May 20, 2014 meeting.

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

Roger Booth wanted to address the 8<sup>th</sup> grade graduation which will be held at the Hess School this year. He has heard that only two tickets will be given to each student. Dr. Cappelluti explained that two people per student will be allowed in the auditorium, but there will be extra room in each of the cafeterias



with screens provided. Mr. Booth asked what the reasons were for moving the graduation. Dr. Cappelluti explained that it is hard to adjust graduation with the Oakcrest graduation when a rain date is needed. The inside graduation was done last year and it worked out well.

Mr. Booth asked what the additional cost is for holding the graduation outside. Mr. Smith explained that the cost is approximately \$6,000. Mr. Booth does not feel that this is an unreasonable expense considering the amount of the budget.

Mr. Booth was also concerned about the music teacher being removed from the budget next year. He feels that music education is important for the students. Students who participate in this program do well in the classroom. He cited enrollment and budget costs from NJDOE. He would like the board to reconsider the elimination of the music teacher. There are parents who cannot afford private lessons for their children.

Mr. Booth noted that advertising in the Current newspaper is an excellent idea. He would like to see the Board settle their differences and look to the welfare of the children.

Gayle Luderitz who is a parent and taxpayer does not want to see Mr. Rothkopf's position cut from the music program. She feels the District has an excellent music program and feels that Mr. Rothkopf is an inspiration to the students. She noted that the students with whom Mr. Rothkopf works with were selected for both honors choir and honors band. He has been an excellent addition to the program.

Jeff Gildiner noted how involved the District is with the music program and sports. He feels the music department is just as important as the sports program. He feels that Mr. Rothkopf has made a tremendous impact on the music department and does not want to see this position cut from the budget.

Jennifer Post, a parent in the District also noted how important the music program is to the district. She noted how passionate Mr. Rothkopf is about what he does every day. It would be unfortunate to lose him.

### **BOARD MEMBER COMMENTS**

Dr. Erickson noted how successful the Hess concert was. Books in Your Backyard which was recently held at the Davies School was well attended. She also noted the support from the staff in participating in the Ricky McAvaddy Blood Drive.

Dr. Erickson recently attended two county meetings sponsored by NJSBA.

Mr. Aiken congratulated the Hess School for reaching their goal of book

purchases. He wanted to thank Mrs. Lamanteer for the work done for this event. Mr. Aiken also thanked the Board for voting to have Veteran's Day off for the 2014-2015 school year.

Mrs. Capone noted that Cindy Baghat was voted as Teacher of the Month for a local radio station. She noted the recommendation letter was written by a parent in the school district. **Mrs. Capone noted that Mrs. Baghat has been teaching in the district for 27 years and has never been named Teacher of the Year. (Amended as per Board discussion)**

Mr. Sacchinelli wanted to thank the Davies School for inviting him to the Spring Dance. He noted that it was a fun night for the students.

Dr. Erickson noted the upcoming county meeting to be held in Galloway on Thursday, the Board will be recognized at this meeting. She also noted the STEM Workshop to be held on May 15, 2014 at Stockton College, as well as the meeting to be held in Cape May. Dr. Erickson noted that NJSBA will present its' report on special education in the State.

Dr. Cappelluti recognized all of the educators of the District for the wonderful job they do throughout the year and noted that this week is Teacher Appreciation Week.

Dr. Cappelluti also recognized four students who were selected for the Atlantic County Teen Arts Festival for 2013-2014. The students are Cody Bitler, Isaiah Almodovar, Gabrielle Ade, and Christian Rocco. These are the only middle school students selected in the county. Their art will be displayed at Stockton College.

Dr. Cappelluti noted the Margaret Stringer 5K Race will be held on September 6, 2014.

Dr. Cappelluti also noted how wonderful the Hess School Concert was which was recently held.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

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

- a. **May 8, 2014** – Policy Committee Meeting – Board Office – 4:30 p.m.
- b. **May 9, 2014** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- c. **May 14, 2014** – Personnel Committee Meeting – Board Office – 4:15 p.m.
- d. **May 20, 2014** – Board Workshop – Davies School – 5:30 p.m.
- e. **May 20, 2014** – Board of Education Meeting – Davies School – 7:00 p.m.
- f. **June 24, 2014** – Board of Education Meeting - Davies School – 7:00 p.m.

### (B) Upcoming Spring Concert Dates for Davies and Shaner

- ♪ May 8, 2014 – 26<sup>th</sup> Annual Davies Spring Concert – Hess School – 7:00 p.m.
- ♪ May 14, 15 and 16, 2014 – Shaner School Spring Concerts – Shaner School – 9:30 a.m.

(C) Round-Up Registration/Pre-School and Kindergarten:

Joseph C. Shaner School

- May 20, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.
- May 21, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-5:00 p.m.
- May 22, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.

(D) Presentation of the 2014-2015 Budget

Given by: Michelle Cappelluti, Superintendent and  
Dan Smith, Business Administrator/Board Secretary

Mr. Sacchinelli asked about the administrative position that was to be eliminated in the budget earlier. Dr. Cappelluti responded that the initial plan was to eliminate an administrative position and to add a school psychologist.

Mrs. Capone asked a question regarding the student to support staff ratio being 20 students higher than the State average. She asked why this is different from the DOE ratio. Mr. Smith answered that this is compared to like districts and not the entire State.

Mr. Aiken had questions regarding the amount to be spent for the tutoring program. Dr. Cappelluti noted that this is an estimate and we will not know the final cost until students sign up for the program.

Mr. Cassidy asked if the field trip busing was to be eliminated. Dr. Cappelluti stated that will be discussed further with GEHRHSD when all of the bus routes are finalized for the 2014-2015 school year.

(E) Presentation of the 2014-2015 School Programs

Given by: Administrators

**COMMITTEES AND RECOMMENDATIONS**

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

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

1. To approve to go out to bid for the Shaner School window replacement project.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr.

Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**CURRICULUM COMMITTEE – Mrs. Melton**

1. Designation of Dr. Michelle M. Cappelluti as Chief School Administrator for the Title I program in the Hamilton Township School District for the FY 2014-2015. No Title I funding is expended for this administrative cost.
2. Designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2014-2015.

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

3. To approve Clintona Richardson for providing professional development during the March Professional Development Days (not to exceed 6 hours) at the hourly rate of \$26.00 for certificated staff 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.

Note: Ms. Richardson was left off the list approved at the last BOE meeting in error.

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

**FINANCE COMMITTEE – Mrs. Capone**

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

1. To approve Resolution #80 of the Hamilton Township Board of Education to adopt the 2014-2015 budget, as per attachment

Finance-1.

Mr. Sacchinelli noted his disappointment that the two positions he thought were to be removed from the budget were not.

Mrs. Capone wanted to share that the Board members do not make the changes to the budget; they only approve or disapprove what the Superintendent recommends. Mrs. Capone noted that the Board approved a 1% tax increase to offset privatizing the custodial staff; which including reducing an administrator and one other position. Mrs. Capone stated that the budgeted tax increase should be reduced to 3 cents. She feels the cuts should be across the board to alleviate the burden on the taxpayer.

Mrs. Melton noted that the Board has already approved the tax rate. Mrs. Capone stated that things have changed. She feels the Board needs to demonstrate to the parents that they are getting something in return for the increase in taxes.

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve to amend Finance #1 to reduce the tax rate increase to 3 cents.

Dr. Cappelluti stated that the Board wanted her recommendation and what is being presented is her recommendation. You cannot run all of the programs just presented without administrators.

Dr. Erickson stated an extra percentage was given for the custodians. This lead to an increase in the administrative line.

Dr. Cappelluti noted that we are two administrators short from two years ago and now the Board wants to decrease two more administrators.

Mrs. Capone noted that the elimination was to be one administrator and one non-teaching

position. This was in exchange for the board moving to 4.1 cents.

Mr. Ciambrone noted that there was discussion of having an administrator put back into the budget when the Board met on March 18, 2014.

Mr. Sacchinelli noted that the 1% increase was approved to keep as many custodians that the district could keep.

Mrs. Capone noted that the budget deficit had grown **from \$400,000 to \$2.7 million over six weeks (Amended by Board discussion)**. This leaves the Board to absorb a tremendous shortfall. She does not feel there is any compromise on the part of the administrators. Mrs. Capone noted that the 1% increase is insulting to the 53% of families on free and reduced lunch.

Mrs. Melton noted that the Board agreed to a 1% increase. Mrs. Capone stated that this was with the agreement that other cuts would be made.

Mr. Goldstein clarified that there is one motion to amend the original motion, and a second motion to approve the final budget amount.

Dr. Erickson asked if everyone was clear on what they are voting for. She explained that voting yes would be in agreement with the 3 cent amendment.

Mr. Goldstein noted there was a motion to approve the budget, then there was discussion on the budget, and now there is a motion to amend the original budget motion to reduce the increase from 4.1 cents to 3 cents. He noted that a vote in the affirmative is a vote to reduce the budget increase to 3 cents.

Mr. Ciambrone stated that he came to this Board to make a difference, but the Board is moving backwards. He is embarrassed for everyone. He noted the Board left the decision on cuts to be made by the Superintendent and Business Administrator and he feels they did a good job. Mr. Ciambrone stated that if administrators are cut, there will be total chaos.

Mrs. Capone noted that we have more administrators and fewer students than ten years ago.

Dr. Cappelluti disagreed with this statement.

Dr. Erickson asked if anyone else would like to speak on this topic.

Mr. Cassidy noted he needed to know the amount that would be cut. Dr. Erickson noted that it would be around \$236,000 as Mr. Smith stated.

Mrs. Francis wanted to be sure she understood the amendment. She noted the reason for this amendment is because the Board gave more money, but there were some stipulations involved. Mrs. Francis stated that it seems like the stipulations were being taken back.

Dr. Cappelluti noted that the part-time administrator was put back in and the school psychologist was taken out, with no change to the budget amount.

Dr. Erickson noted some people may be confused because the budget reductions keep changing. Dr. Cappelluti noted that the Board keeps changing its' mind on what it wants to do.

Mrs. Francis noted that there should be no surprises with the information given to the Board. Dr. Cappelluti noted she was

surprised by the budget discussion tonight about the 3 cents.

Mr. Sacchinelli asked Mr. Smith if the positions in question were on the cut list when the budget was discussed. Mr. Smith noted that they were on the list until the March 18<sup>th</sup> meeting and then were discussed in executive session that evening.

Mr. Sacchinelli noted the various positions and programs should have been discussed at the beginning of the process. Dr. Cappelluti noted that the finance committee met several times and discussed the budget.

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

Vote on original motion, Finance #1, as amended:

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

**Mr. Aiken noted the vote fell to the party lines. (Amended as per Board discussion)**

2. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2014, as per attachment Finance-2.
3. Board Secretary's Report for the period ending March 31, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of March 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: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 Finance-3.

4. Interest Income for the month of March, 2014, as per attachment Finance-4.
5. Receipts for the month of March, 2014, as per attachment Finance-5.
6. Refunds for the month of March, 2014, as per attachment Finance-6.
7. Capital Reserve Interest for the month of March, 2014, as per attachment Finance-7.
8. Rental Income for the month of March, 2014, as per attachment Finance-8.
9. Miscellaneous Revenue for the month of March, 2014, as per attachment Finance-9.
10. The monthly Budget Summary Report for March, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-10.
11. Budget transfers in the amount of \$33,583.00, as per attachment Finance-11.
12. 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.
13. Purchase orders issued for services, supplies and equipment in the amount of

\$2,011,115.22, as per attachment  
Finance-13.

14. Bills and payroll in the total amount of  
\$4,492,164.83, as per attachment  
Finance-14:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$212,335.86
11	Current Expense	1,823,951.22
11	Current Expense/Payroll	2,165,175.93
12	Capital Outlay	19,184.00
20	Special Revenue	52,859.79
20	Special Revenue/Payroll	47,924.80
50	Cafeteria	145,534.21
50	Kid's Corner	21,047.68
50	Community Education	3,491.34
50	Camp Blue Star	660.00

15. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per attachment Finance-15.
16. Unspecifiable contract for the 2014-2015 school year with CM3 – for environmental controls at the Hess, Davies and Shaner schools for a total amount of \$60,000.00, as per attachment Finance-16.
17. Renewal in the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund for a three year period from July 1, 2014 through June 30, 2017, as per attachment Finance-17.

Motion by Mrs. Capone, seconded by Mr. Cassidy, to approve the following motion as presented:

18. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per attachment Finance-18.

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

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

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

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

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

Roll Call Vote: All in favor: 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 Mr. Sacchinelli, to approve the following motion as presented:

2. To accept a retirement notice from Edwin Stewart, Davies School Physical Education teacher effective June 30, 2014, as per attachment Personnel-2.

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

**POLICY COMMITTEE – Mrs. Buchanan**

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

1. To approve Policy 0164.1 – Role of the Board Chair on second reading.
2. To approve Policy #0167 – Public Participation in Board Meetings on second reading.
3. To approve Policy #8451.1 Pediculosis on second reading.
4. To approve Regulation #8451.1 Pediculosis on second reading.

Roll Call Vote: All in favor #1, #3 and #4: Mr.

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

Seven in favor #2: Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken and Mr. Ciambrone. (7-2-0)

### **TRANSPORTATION COMMITTEE – Mr. Ciambrone**

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

1. To approve club/activity trips for the 2013-2014 school year, as per attachment Transportation-1.

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

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

Mr. Goldstein reported that he received another telephone call from the interested party of the Duberson School. He noted he will inform the party the position of the Board has not changed.

### **UNFINISHED BUSINESS**

1. Advisory Opinion 1 – Board Member Ciambrone, as per attachment XIV-1
2. Advisory Opinion 2 – Board Member Aiken, as per attachment XIV-2

Mrs. Buchanan asked if a statement could be added to include the hiring of the building principal by a Board member whose family member works for the district.

Mr. Aiken noted that this same issue came up with this Board a year ago. He read a statement from NJSBA from 2006 regarding another Board member from

another district in a similar situation. This statement did not indicate any conflict of him voting with his sibling being an on-call, at will substitute.

Mr. Goldstein agreed that, according to the opinion he read, Mr. Aiken has not violated any Board regulations. He noted that unless the position of his sister changes, the advisory opinion should apply.

Dr. Erickson did note that the commission does change over time and that could lead to different advisory opinions being issued.

Mrs. Francis noted that the amount of days Mr. Aiken's sister worked last year seems like a lot of days. Mr. Goldstein stated that the number of days does not have an impact on the ruling of the commission. He noted Mr. Aiken's sister is an on call, at will employee who is not represented in the district.

Mrs. Francis stated that she does not see any harm in getting a free opinion from the commission. Mr. Aiken noted he is not debating that, he wanted to inform the new board members of what happened a year ago.

Mrs. Melton does not understand why the Board needs to go through this process again. It was done at length last year with the solicitor and the Board is going through it again because it did not like the answer.

Mrs. Capone would like to see this looked into further. She noted that the term of the board member should be compared to the time Mr. Aiken's sister has worked in the district. Dr. Cappelluti noted that Mr. Aiken's sister is a great substitute.

Dr. Erickson asked if how the employees are evaluated should be included in the request.

Mrs. Capone noted she would like to add the number of employees in the union. Mrs. Francis asked why that would be relevant. Mrs. Capone cited the example of privatizing custodians and feels the number of custodians would be relevant if the board member was voting on that issue.

Dr. Erickson noted she would like to add the hiring of the labor relations consultant to the request.

Mrs. Buchanan asked about the date of the letter being 2006. Mr. Aiken noted it was a letter given to another board member in another school district who requested the opinion.

Mrs. Capone asked if the budget approval could be included.

Dr. Erickson noted since the Board has already begun the process of seeking the Advisory Opinion, they should continue with it. Mr. Smith will make revisions to the letters and add them to the May 20, 2014 board agenda.

Mrs. Capone noted that there are presently two Board members who are not members of the PTA.

Dr. Cappelluti clarified that the budget is due to the county office by May 14, 2014. Mr. Ciambone noted that he is concerned that good programs are going to be cut to balance the budget.

Dr. Cappelluti noted that she makes recommendations based on individual situations.

Mrs. Capone noted that at the last meeting board members objected to the budget and it wasn't a problem. She stated that now different board members are objecting to the budget and it is a problem.

Mr. Ciambone noted that Dr. Cappelluti and Mr. Smith will make changes to the budget and submit it to the County.

### **NEW BUSINESS**

Mr. Ciambone wanted to make a motion to request an Advisory Opinion for a Board member who distributes flyers to the students through the school for financial gain. He stated that he feels this is unethical.

Motion by Mr. Ciambone, seconded by Mr. Aiken to seek an Advisory Opinion for a Board member who distributes flyers for financial gain.

Mrs. Capone feels that it is okay for a Board member to issue flyers for a business when there is gain for the students in the district. The benefit is for the students.

Dr. Cappelluti noted that she approves all flyers before they are sent to the students, **and verifies the school receives some form of compensation for the event (Amended as per Board discussion)** She noted that she forwarded Mrs. Buchanan's information to Mr. Goldstein for review.

Mr. Goldstein noted that he has the opinion that there is no issue with what Mrs. Buchanan is doing with the flyers.

Mr. Goldstein stated that the issue on the table is whether or not to approve the Advisory Opinion, not whether or not the Board member made the appropriate decision to have the flyers sent.

Mr. Goldstein noted that when the Board asks for an advisory opinion it cannot pick and choose what opinions it asks for. He noted the Board should treat all members the same.

Dr. Erickson feels it might be a good idea to get an opinion for the future. She asked is anyone objected to the advisory opinion.

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

Mrs. Capone noted that the training to be held by NJSBA on May 15, 2014 is very beneficial and should be attended by all Board members.

Mrs. Capone asked for information concerning how many students have been removed from the district by the SRAO's. She also asked about information concerning students who tried out for the athletic teams and did not make it. Mr. Smith will gather the information and forward it to the Board.

## **PUBLIC COMMENTS**

Margaret Erickson spoke and noted that the Board needs to improve communication. She feels the Board needs to stop bringing up old issues and move on. She feels the meetings are going on too late.

Gayle Luderitz spoke as a parent and noted that she is appalled that the issues with the budget are moving backwards. She feels the nepotism issue has been beaten to death. There are good substitutes in the classroom and they are needed in the classroom. She also feels that the safety of the school is important enough to spend money for a \$500 plane ticket to send our school resource officer for training. Mrs. Luderitz noted that another liberty has been taken away from the public by restricting public comments to three minutes.

Lisa Dagit, an administrator of the district noted that she thought about leaving earlier in the evening following the amended motion to decrease the budget, however, she felt she wanted to stay to support her Superintendent. She noted that reducing another administrator would have a direct correlation on the effectiveness of the district. She feels that all of the administrators work very hard.

Mrs. Dagit noted that as an employee of this district and a Board member of another district, she feels that the Board needs to allow the Superintendent to make decisions for the district with funds approved in the preliminary budget. She understands that Board members would like to see a different dollar amount, but the Board must also be fair.

Mrs. Melton left the meeting at 11:09 p.m.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mr. Sacchinelli 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 Professional Services/Labor Relations.

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. The Board may be in executive session for approximately 30 minutes.

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

The Board entered into Executive session at 11:10 p.m.

The Board reconvened the regular meeting at 11:49 p.m.

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

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

Motion by Dr. Erickson, seconded by Mr. Cassidy, to terminate Gina Vitullo as per the Superintendent's recommendation.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis. (6-1-0)

**ADJOURNMENT**

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

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

The Hamilton Township Board of Education meeting adjourned at 11:49 p.m.

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Daniel Smith  
Board Secretary

Mays Landing, NJ  
May 6, 2014