

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MAY 26, 2015
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 Davies Middle School by Mr. Eric Aiken, Board President.

**Call
To
Order**

Mr. Aiken 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 a notice posted with the Township Clerk on the Bulletin Board at the following locations: 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 record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

ROLL CALL

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Cassidy, Mr. Greg Ciambone, Mrs. Amelia Francis, Mr. Derek Haye, Mrs. Barbara Kupp, Mrs. Kimberly Melton, Mr. John Sacchinelli, and Mr. Eric Aiken. Quorum present.

**Roll
Call**

Absent: None

Also present
were:

Dr. Michelle Cappelluti: Superintendent of Schools
Mr. Daniel Smith: Board Secretary
Mr. Eric Goldstein: Solicitor

V. Moment of silence for private reflection

APPROVAL OF MINUTES

None

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Francis thanked the PTA for hosting the recent HIB meeting. She noted that this meeting was very informative for parents.

Mr. Ciambrone noted that he attended the boy's bar-be-que recently and he felt it was a good experience for the students. He noted that many members of the community participated.

Mrs. Kupp complimented the Davies Band for their performance at their Spring Concert last week. Mrs. Kupp also noted that June 1, 2015 is the last skating party to benefit the Education Foundation. She noted that \$11,000 in grants has been given out this year.

Mrs. Buchanan attended the I-Mom Breakfast at the Shaner School last week. She noted what a wonderful event this was.

Mrs. Francis also noted that the 5th Grade Welcome Dance recently held was a phenomenal event. She stated that the students were very well behaved and seemed to have a good time.

Mr. Sacchinelli noted that the 8th grade dinner dance will be held on June 8, 2015 and Davies is looking for volunteers.

Mr. Aiken attended the Davies Band concert and noted how amazing the students were. He also attended the Memorial Day Services in the park on Monday and stated how nice it was to see the young students involved in the Boy Scouts, Cub Scouts, Girl Scouts, and Brownies.

Mr. Aiken thanked Mr. Rothkopf for his time in the District. He stated that the Board had a tough decision to make with this year's budget. Mr. Aiken wished Mr. Rothkopf the best of luck.

SUPERINTENDENT/STAFF REPORTS

Dr. Cappelluti also commented on an excellent job done by the students in each of the functions recently held. She feels that these programs will continue to do well in the future. Dr. Cappelluti noted that the staff will work hard not to forfeit anything for the children.

Dr. Cappelluti noted that the budget was approved by the County Superintendent, as previously submitted at the public hearing.

(A) Information Items

1. **Dates to Remember**

- a. May 25, 2015 – Schools Closed – Memorial Day
- b. May 26, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. May 28, 2015 – Transportation Committee Meeting – Board Office – 4:30 p.m.
- d. May 29, 2015 – H.T.E.A. Retirement Dinner – Buena Vista Country Club – 6:00 p.m.
- e. June 2, 2015 – Hess School 2015 Science Fair – Hess School, Cafeteria B, 6:00-8:00 p.m.
- f. June 3, 2015 – Academic Excellence Luncheon – Carriage House
- g. June 4, 2015 – Davies 8th Grade Awards Night – Davies Cafeteria – 7:00-8:30 p.m.
- h. June 5, 2015 – Davies 8th Grade Dinner Dance – Davies Cafeteria/Gym – 6:00 – 9:00 p.m.
- i. June 8, 2015 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- j. June 8, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- k. June 16, 2015 – Policy Committee Meeting – Board Office – 4:00 p.m.
- l. June 17, 2015 – Davies 8th Grade Graduation – Oakcrest High School – 4:00 p.m.
- m. June 22, 2015 – Board of Education Meeting – Davies School – 5:30 p.m.

(B) Harassment, Intimidation and Bullying Incident Log, as per attachment X-B₂

(C) Student Discipline Reports for the month of April, 2015, as per attachment X-C.

(D) Presentation:

Region Honors Ensemble Students
Given by: The Davies and Hess Music Departments

(E) Presentation:

In Recognition of the 2015 Hamilton Township
District Retirees

Janice Barber	15 Years of Service
Mary Hershman	15 Years of Service
Patty Carmen	18 Years of Service
Virginia Baldwin	19 Years of Service
Chun-An Chen	19 Years of Service
Diane Scott	11 Years of Service
Lee Ann Campbell	25 Years of Service
Donna Reese	25 Years of Service
Lisa Strother	25 Years of Service

(F) Presentation:

In Recognition of the 2015 Teachers of the Year

Cheryl Mischlich	Shaner School
Nancy Barrall	Hess School
Lea Pickering	Davies School

(G) Presentation:

In Recognition of the 2015
Educational Service Professionals of the Year

Beth Connor	Shaner School
Kristen Mulraney	Hess School
Dawn Duelly	Davies School

H. Presentation:

In Recognition of the 2015
Paraprofessionals of the Year

Ashley Levari	Shaner School
Eileen O'Sullivan	Hess School
Marla Kanevsky	Davies School

I. Presentation:

PTA Fund Distribution
Given by: Tara Lyn VanSeters. PTA President

J. Presentation:

Springboard Education in America
Given by: Kim Jennings

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE - Mr. Ciambrone

None

CURRICULUM COMMITTEE – Mrs. Kupp

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

1. To approve the submission of the District’s Early Childhood Preschool Plan to the New Jersey Department of Education. **Early Childhood Preschool Plan**

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

FINANCE/SUPPLY COMMITTEE – Mrs. Melton

The following item is included as an informational item:

1. Purchase orders issued for services, supplies and equipment in the amount of \$42,635.37, as per attachment Finance -1. **Purchase orders**

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

2. To approve the following bills and payroll in the total amount of \$910,518.78, as per attachment Finance -2: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$869,600.61
20	Special Revenue	121.17
50	Kids’ Corner	21,491.61
50	Community Education	4,899.49
50	Camp Blue Star	14,405.90

3. To accept the funds from the Hamilton Township PTA in the amount of \$3,000.00 for the 2014-2015 school year as follows (attachment Finance-3): **Funds from PTA**

Shaner School: \$500.00

Hess School: \$500.00

Davies School: \$2,000.00

**AtlantiCare
Physician
Group, P.A.**

4. To approve an Agreement between AtlantiCare Physician Group, P.A. and its Occupational Medicine Division and Hamilton Township School District for the period July 1, 2015 through June 30, 2016, as per attachment Finance-4.

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

PERSONNEL/NEGOTIATIONS COMMITTEE - Mr. Sacchinelli

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

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

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| District substitutes | 1. | To approve district substitutes for the 2014-2015 school year, as per attachment Personnel-1. |
| Homebound instruction | 2. | To approve homebound instruction for the 2014-2015 school year, as per attachment Personnel-2. |
| Fieldwork placements | 3. | To approve fieldwork placements for the 2015-2016 school year, as per attachment Personnel-3. |
| ESY staff | 4. | To approve the Extended School Year program and staff for the 2015-2016 school year, as per attachment Personnel-4. |
| Longevity for HTSCDA | 5. | To approve longevity Hamilton Township Supervisors, Coordinators and Director's Association for the 2015-2016 school year, as per attachment Personnel-5. |
| Certificated staff | 6. | To approve Certificated staff for the 2015-2016 school year, as per attachment Personnel-6. |

Tenured
Acquiring Tenure
Non-Tenured

Salaries subject to change at the conclusion
of contract negotiations.

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

All in favor #2, #3, and #4: Mrs. Buchanan,
Mr. Cassidy, Mr. Ciambrone, Mrs. Francis,
Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr.
Sacchinelli, and Mr. Aiken. (9-0-0)

Seven in favor #5: Mr. Cassidy, Mr.
Ciambrone, Mr. Haye, Mrs. Kupp, Mrs.
Melton, Mr. Sacchinelli, and Mr. Aiken. Nay:
Mrs. Buchanan and Mrs. Francis. (7-2-0)

Eight in favor #6: Mrs. Buchanan, Mr.
Cassidy, Mrs. Francis, Mr. Haye, Mrs. Kupp,
Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken.
Abstained: Mr. Ciambrone. (8-0-1)

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

7. To approve Administrative staff for the 2015-2016 school year, as per attachment Personnel-7. **Administrative staff**

Salaries subject to change at the conclusion
of contract negotiations.

8. To approve district Supervisors for the 2015-2016 school year, as per attachment Personnel-8. **Supervisors**

9. To approve non-certificated staff for the 2015-2016 school year, as per attachment Personnel-9. **Non-certificated staff**

Paraprofessionals – F/T-P/T
Technology
Maintenance
Custodial
Hess School Nurse and SRAO's
Secretaries
Food Service

Salaries subject to change at the conclusion of contract negotiations.

Board office staff

10. To approve Board office staff for the 2015-2016 school year, as per attachment Personnel-10.

Salaries subject to change at the conclusion of contract negotiations.

Community Education Summer Swim staff

11. To approve the 2015 Community Education Summer Swim staff, as per attachment Personnel-11:

Summer Band staff

12. To approve the 2015 Summer Band staff as follows:

Fred Rushmore - \$40.00/Hour
Andrea Dixon - \$30.00/Hour
David Rothkopf - \$30.00/Hour
Richard Schwartz - \$30.00/Hour

Roll Call Vote: Seven in favor #7: Mr. Cassidy, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Buchanan and Mrs. Francis. (7-2-0)

All in favor #8 through #12: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

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

13. To approve the 2015 Camp Blue Star staff, as per attachment Personnel-13. **Camp Blue Star staff**
14. To approve the 2015 Shaner Summer Reading and Writing Program staff as follows: **Shaner Summer Reading and Writing Program**
- Jessica Newkirk
Christine Reed
Stephanie Andrus
Sue Burnetta
Beth Connor
- Substitute:
Kristen Meiklejohn
15. To approve a NJ Family Leave of Absence for Alexandra DePamphilis, Shaner School teacher for the period September 1, 2015 through December 1, 2015 with a return to work date of December 2, 2015, as per attachment Personnel-15. **NJ Family Leave of Absence for DePamphilis**
16. To approve Jenny Paulino as a full-time, 10/month, Hess School teacher for the 2015-2016 school year, BA+30, Step 1, with a total annual salary of \$52,175.00 (attachment Personnel-16). **Hess School Teacher**
- Ms. Paulino is a replacement for Chun-An Chen who has retired.
- Salary subject to change at the conclusion of contract negotiations.
17. To accept a notice of retirement from LeeAnn Campbell, Davies School teacher effective June 30, 2015, as per attachment Personnel-17. **Retirement of LeeAnn Campbell**
18. To accept a resignation letter from Emma Altman, Shaner School Paraprofessional effective May 14, 2015 with her last day of employment to be May 27, 2015, as per attachment Personnel-18. **Resignation of Emma Altman**

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

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

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| Position Control #20.04.00 AAV | 19. | To approve a new position of Master Teacher as part of the Preschool Grant – Position Control #20.04.00 AAV. |
| Job Description for Master Teacher | 20. | To approve the Job Description for Master Teacher, as per attachment Personnel-20. |
| Position Control #19-01-29 BMK | 21. | To approve a new position of Part-time, 12 month Secretary as part of the Preschool Grant – Position Control #19-01-29 BMK. |
| Position Control #01-01-26 BML | 22. | To approve a new position of Part-time, 10 month + plus 10 days, School Resource Attendance Officer (SRAO) as part of the Preschool Grant – Position Control #04-01-26 BML. |
| Resignation of Heather Lilly | 23. | To accept of resignation notice from Heather Lilly, Davies School teacher effective May 21, 2015 with her last day of employment to be June 19, 2015, as per attachment Personnel-23. |
| Reduce hours of employment | 24. | To reduce the hours of employment for Colleen McKeivith, part-time, 10/month Custodian from 29.5 hours to 25 hours for the 2015-2016 school year, as per attachment Personnel-24. |

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

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

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| 25. | To approve Gregory Laubert as Sound and Lighting Technician on an as needed basis, effective immediately at the rate of \$35/hour. | Sound and Lighting Technician |
| 26. | To approve a maternity leave of absence for Kimberly Smith, Hess School teacher. Mrs. Smith is requesting to use her sick time for the period September 24, 2015 through October 21, 2015 and New Jersey Family Leave from October 22, 2015 through January 29, 2016 with a return to work date of February 1, 2016, as per attachment Personnel-26. | Maternity Leave for Kimberly Smith |
| 27. | To approve the elimination of the following positions for the 2015-2016 school year: <ul style="list-style-type: none">• Music Teacher – Hess/Davies – 20.03.24 BHV• Health & PE Teacher - Shaner – 20.01.28 AXC• World Language – Hess – 20.04.07 AHH | Eliminate positions |
| 28. | To approve the Job Description for Confidential Personnel Secretary, as per attachment Personnel-28. | Confidential Personnel Secretary |
| 29. | To approve an Agreement between Frontline/Aesop, a Personnel Substitute software program for the 2015-2016 school year at a cost of \$16,812.50, as per attachment Personnel-29. | Agreement for Frontline/Aesop |
| 30. | To accept a notice of retirement from Janice Barber, Hess School Paraprofessional, effective June 30, 2015, as per attachment Personnel-30. | Retirement of Janice Barber |
| 31. | To approve the non-renewal of Robert Parsons, part-time, 12/month custodial effective June 30, 2015 | Non-renewal part-time custodian |

Roll Call Vote: All in favor #25 through #28 and #30 and #31: Mrs. Buchanan, Mr.

Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

Eight in favor #29: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Sacchinelli. Abstained: Mr. Aiken. (8-0-1)

POLICY COMMITTEE – Mrs. Buchanan

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

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| Policy #2431 | 1. | To approve Policy #2431 – Athletic Competition on second reading. |
| Policy #8602 | 2. | To approve Policy #8602 – Transportation Change Request second reading. |
| Policy #8603 | 3. | To approve Policy #8603 – Emergency Bus Change second reading. |
| Policy #2622 | 4. | To approve Policy #2622 – Student Assessment on second reading. |
| Procedure #2622 | 5. | To approve Procedure #2622 - Student Assessment on second reading. |
| Revised Kids’ Corner Program Parent Handbook | 6. | To approve the revised Kids’ Corner Program Parent Handbook on second reading. |

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

TRANSPORTATION COMMITTEE – Mr. Cassidy

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

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| Club/activity trips | 1. | To approve club/activity trips for the 2014-2015 school year, as per attachment |
|----------------------------|----|---|

Transportation-1.

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Francis informed the Board that a parent asked her about being notified when a teacher would be on an extended leave. Dr. Cappelluti noted that she will look into it and get back to Mrs. Francis.

Dr. Cappelluti asked Mr. Goldstein about voting on longevity. Mr. Goldstein responded that everyone has a right to vote as they wish. The motion is really just a formality.

Mrs. Kupp also responded that longevity is contractual.

NEW BUSINESS

Mr. Sacchinelli noted that he recently spoke with Dr. Kessellman, who was on the Township committee for many years. Mr. Kessellman is willing to meet with the Board to help in forming a strategic planning committee. Mr. Sacchinelli noted that this would help the district plan for the future and begin thinking about ways to balance the budget without tax increases.

PUBLIC COMMENTS

Mr. Santilli thanked the P.T.A. for their generous donation to the schools.

EXECUTIVE SESSION

Motion by Mr. Sacchinelli, seconded by Mrs. Buchanan, to enter into executive session.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken.

(9-0-0)

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:

- Matters rendered confidential in nature:
 1. HIB Report
 2. Employment Contract for Business Administrator

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 30 minutes.

The Board entered into executive session at 8:25 p.m.

The Board resumed the regular meeting at 9:02 p.m.

PERSONNEL/NEGOTIATIONS COMMITTEE - Mr. Sacchinelli

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

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

- Contract for Daniel M. Smith** 32. To approve an employment Contract for Daniel M. Smith, Business Administrator for the 2015-2016 school year, as per attachment Personnel-32.

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

ADJOURN

Motion by Mr. Sacchinelli, seconded by Mrs. Kupp, to adjourn the meeting.

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

Mays Landing, NJ
May 26, 2015

The Hamilton Township Board of Education meeting adjourned at 9:05 p.m.

Daniel Smith
Board Secretary