

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JUNE 22, 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 5:37 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, Mrs. Amelia Francis, Mrs. Barbara Kupp, Mr. John Sacchinelli, and Mr. Eric Aiken. Quorum present.

**Roll
Call**

Absent: Mr. Greg Cassidy, Mr. Greg Ciambrone, Mr. Derek Haye, and Mrs. Kim Melton

Also present were:

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

X. **EXECUTIVE SESSION**

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

Roll Call Vote: All in favor: Mrs. Buchanan, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (5-0-0)

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:

- Superintendent Evaluation

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 80 minutes.

Mr. Aiken exited the meeting.

The Board entered into executive session at 5:40 p.m.

The Board resumed the regular meeting at 7:00 p.m.

Mr. Aiken returned to the meeting.

ROLL CALL

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambrone, Mrs. Amelia Francis, Mrs. Barbara Kupp, Mr. John Sacchinelli, and Mr. Eric Aiken.

Absent: Mr. Greg Cassidy, Mr. Derek Haye, and Mrs. Kim Melton.

V. Moment of silence for private reflection

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the minutes of the regular session meeting of May 11, 2015, as per attachment Minutes-1.

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Abstained: Mr. Ciambrone. (5-0-1)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the regular and executive session minutes of the meeting of May 26, 2015, as per attachment Minutes-2.

Roll Call Vote: All in favor for regular session minutes: Mrs. Buchanan, Mr.

Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

Five in favor for executive session minutes: Mrs. Buchanan, Mr. Ciambrone, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (5-1-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Kupp congratulated Nancy Barrall and the other math teachers in grades 2, 3, 4 and 5 who helped with the Math Bowl this year. She also thanked the Hamilton Township Police Department and the Atlantic Co. Sheriff's Department for their help during the 8th grade graduation.

Mr. Aiken noted how wonderful the graduation ceremony was with the exception of the mishap at the end. He noted how much it bothered him to see how adults acted after the ceremony.

Mr. Aiken read a letter written by a grandparent who volunteers at the Shaner School. The grandparent thanked Cindy Baghat for the wonderful experience her grandchild had this year. She noted what a great job this teacher does with her classroom.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. June 22, 2015 – Board of Education Meeting – Davies School – 5:30 p.m.
- b. July 3, 2015 – Schools Closed
- c. July 13, 2015 – Board of Education Meeting – Davies School – 6:00 p.m.
- d. June 17, 2015 – Davies 8th Grade Graduation – Oakcrest High School – 4:00 p.m.
- e. July 27, 2015 – Board of Education Meeting – Davies School – 5:30 p.m.

(B) Discipline Reports for the month of May, 2015, as per attachment XI-B.

(C) Academic Achievements Lists for the Third Trimester – Grades 4 and 5, as per attachment XI-C.

(D) Report on Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse, as per attachment XI-D:

Presented by: Russell Clark, Affirmative Action Officer and
Anti-Bullying Coordinator

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:

- | | | |
|---|----|--|
| Curriculum Development | 1. | To approve staff members to complete Curriculum work at the rate of \$39.00/hour during the summer of 2015 (staff have been assigned various hours based on need and no one has been assigned more than 30 hours; therefore, no one should exceed 30 hours). This rate is the identified rate for Curriculum Development in the 2012 – 2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association This is funded through Local funds, as per attachment Curriculum-1. |
| Professional Development Workshops | 2. | To approve staff members to participate in Professional Development Workshops during the summer of 2015 (not to exceed 10 hours each) and to be paid at the rate of \$24.51/hour as indicated in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds, as per attachment Curriculum-2. |
| AED/CPR Re-Certification Training | 3. | To approve Ed Aleszczyk to provide professional development (AED/CPR Re-Certification Training) on July 7, 2015 at the rate (not to exceed 10 hours) of \$26.00/hour, 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. |

Roll Call Vote: All in favor #1 and #2: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken (6-0-0)

Five in favor #3: Mrs. Buchanan, Mrs. Francis,
Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken.
Abstained: Mr. Ciambrone. (5-0-1)

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

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|----|--|---|
| 4. | To approve Deborah Donio to provide professional development (Foundations) on August 12 & 13, 2015 at the rate (not to exceed 10 hours) of \$26.00/hour, 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. | Foundations |
| 5. | To approve Beth Connor & Tammy Welsey to provide professional development (Readers & Writers Workshop Model) on August 11, 2015 at the rate (not to exceed 10 hours) of \$26.00/hour, 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. | Readers & Writers Workshop Model |

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

FINANCE/SUPPLY COMMITTEE – Mrs. Melton

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

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|----|--|---|
| 1. | To approve budget transfers in the amount of \$68,850.00, as per attachment Finance -1. | Budget Transfers |
| 2. | To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. | Superintendent's and Board Secretary's certification |

Roll Call Vote: Five in favor #1: Mrs. Buchanan, Mr. Ciambrone, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Abstained: Mrs. Francis. (5-0-1)

All in favor #2: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

The following motion has been included as an informational item:

- Purchase orders** 3. Purchase orders issued for services, supplies and equipment in the amount of \$50,708.60 for the 2014-2015 school year and \$2,258,265.19 for the 2015-2016 school year, as per attachment Finance -3.

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

- Bills and payroll** 4. To approve the following bills and payroll in the total amount of \$4,933,595.29, as per attachment Finance-4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$323,052.40
11	Current Expense	921,465.20
11	Current Expense/Payroll	3,279,235.04
12	Capital Outlay	13,183.00
20	Special Revenue	2,815.11
20	Special Revenue/Payroll	69,824.49
40	Debt Service	27,614.00
50	Cafeteria	296,406.05

- Travel and Related Expense Reimbursement** 5. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment Finance-5.

- Professional Services Agreement with GCSSD** 6. To approve a Professional Services Agreement between the Hamilton Township Board of Education and Gloucester County Special Services School District for an Educational Interpreter with Sign Language, for one student for 2.5 days/week, (1/2 day, 5/days week), at the rate of \$437.00/day for 90/days for a total cost of \$39,330.00 for the 2015-2016 school year.

7. To approve a Professional Services Agreement between the Hamilton Township Board of Education and Gloucester County Special Services School District for an Educational Interpreter, for the summer 2015 Extended School Year for one student, at the rate of \$74.00/hour, 11 hours/week, not to exceed 55/hours, for a total amount of \$4,070.00. **Professional Services Agreement with GCSSSD**

NCLB Revised Grant Funds

8. To accept the Federal FY2016 (School Year 2015-2016) No Child Left Behind (NCLB) Revised Grant Funds a follows:

<u>Title</u>	Title Description	FY16 Revised Total (includes NP)
Title III-Immigrant	Immigrant Language Learners	\$4,226.00

Final Grant Salaries

9. To approve the final grant salaries for the 2014-2015 school year, as per attachment Finance –9.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

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. Buchanan, to approve the following motions as presented:

Homebound instruction

1. To approve homebound instruction for the 2014-2015 school year, as per attachment Personnel -1.

Summer hours for nurses

2. To approve 2015 summer hours for school nurses as follows:
- Barbara Graf – Shaner 20/hours @\$49.60/hour
 - Kristen McGovern and Tina Bannon – Davies 15/hours @\$49.60/hour (shared)

- Jane Barrett and Barb Bayconich – Hess 45/hours @49.60/hour (shared)

Hourly rate subject to change at the conclusion of the HTEA negotiations.

3. To approve 2015 summer Guidance hours as follows: **Summer Guidance hours**

- Lynn Evangelist – Hess and Davies 120/hours
- Dorothy Schoenstein – Shaner 25/hours
- Mike Diorio and Wendy McKenzie– Davies 30/hours (shared)

Hourly rate subject to change at the conclusion of the HTEA negotiations.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

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

Black Seal License

4. To approve stipends in the amount of \$750.00 each for the 2014-2015 school year to the following persons possessing a Black Seal License

- Larry Davidson
- James Ryan
- Randall Cannella
- Brian Burton
- Kurt Von Hess
- Josie Martin
- Matthew Montelpare
- Christa Larson
- Michael Hruska
- Van Pearson
- Thelia McKiver
- Larry Good
- Thomas Renzulli

5. To approve stipends in the amount of \$750.00 each for the 2014-2015 school year for the following persons possessing a Certified Pool Operator (CPO) License: **CPO License**
- Larry Davidson - \$750.00
 - Brian Burton - \$750.00
 - Matthew Montelpare - \$750.00
 - Ian Nelson - \$750.00
6. To approve 2015 summer hours for Dawn Duelly, Davies School Media Specialist not to exceed 16/hours or \$500.00. **Davies School Media Specialist**
- Hourly rate subject to change at the conclusion of the HTEA negotiations.
7. To approve 2015 summer hours for Mary Romagnino not to exceed 100 hours, Food Service Secretary, as per attachment Personnel-7. **Food Service Secretary**
- Hourly rate subject to change at the conclusion of the HTEA negotiations.
- Roll Call Vote: Five in favor #4: Mrs. Buchanan, Mr. Ciambrone, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (5-1-0)
- All in favor #5, #6, and #7: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

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

8. To approve a stipend for Cheryl Porreca in the amount of \$1,000.00 for the 2014-2015 school year for responsibilities assumed following the elimination of the Treasurer of School Monies position. **Stipend for Cheryl Porreca**
9. To approve the 2015-2016 Grade Level, Department & House Chairs, Lead Nurse and Content Coordinators, as per **Department Chairs**

attachment Personnel-9.

**Job
Descriptions**

10. To approve the following Job Descriptions for the 2015-2016 school year, as per attachment Personnel-10.

- English Language Learner Coordinator
- Homebound Coordinator

**Maternity
Leave of
Absence for
Lisa Weber**

11. To approve a maternity leave of absence for Lisa Weber, Hess School teacher. Mrs. Weber is requesting to use 13 of her accumulated sick days for the period January 4, 2016 to January 21, 2016 and a NJ Family Leave of Absence for the period January 22, 2016 through April 21, 2016 and a Child Rearing Leave of Absence for the period April 22, 2016 to the end of the school year, with a return to work date of September 1, 2016, as per attachment Personnel-11.

**Maternity
Leave of
Absence for
Carla Burke**

12. To approve a maternity leave of absence for Carla Burke, Hess School teacher. Mrs. Burke is requesting to use 15 of her accumulated sick days for the period September 21, 2015 to October 9, 2015 and a New Jersey Family Leave of Absence from October 13, 2015 to January 20, 2016 with a return to work date of January 21, 2016, as per attachment Personnel-12.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

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

**Shaner School
Custodian**

13. To approve Sinisa Jokovic as a part-time, 29.5/hours/week Shaner School Custodian for the 2015-2016 school year, Custodial Guide, Step 1, with a total annual salary of \$26,125.00, as per attachment Personnel-

13.

Salary subject to change at the completion of the HTEA negotiations.

Mr. Jokovovic is a replacement for Robert Parsons.

14. To approve Lindsay Scott as a full-time, 10 month Davies School Speech and Language Specialist for the 2015-2016 school year, MA, Step 1, with a total annual salary of \$53,275.00 (attachment Personnel-14).

Speech and Language Specialist

Salary subject to change at the completion of the HTEA negotiations.

Ms. Scott is a replacement for Diane Scott who has retired.

15. To approve Abby Haugan as a substitute Lifeguard, 3-6/hours/week at the rate of \$10.00/hour.

Substitute Lifeguard

16. To approve substitutes for the 2014-2015 school year, as per attachment Personnel-16.

Substitutes

17. To change the hours for David Jiminez, Hess School Custodian from part-time 12/months, 29.5/hours to part-time 10/months, 29.5 hours for the 2015-2016 school year (attachment Personnel-17).

Hours for Hess School Custodian

Mr. Jiminez is replacing Colleen McKeivith.

18. To approve summer Child Study Team staff to attend IEP meetings at the rate of \$90.00/day, not to exceed 5 hours/day, in accordance with Special Education guidelines, as per attachment Personnel-18.

Child Study Team Staff for summer

Roll Call Vote: All in favor #13, #14, #15 and #17: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

Five in favor #16: Mrs. Buchanan, Mr. Ciambrone, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (5-1-0)

Five in favor #18: Mrs. Buchanan, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Abstained: Mr. Ciambrone. (5-0-1)

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

Eliminate Positions

19. To eliminate the following position:

- Full-time Paraprofessional - Position Control #24.04.04 BHF vacated by Janice Barber who retired

and convert it to two part-time Paraprofessional Positions with the following Position Control numbers:

- 24.04.04 BFB
- 24.04.04 BFC

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

POLICY COMMITTEE – Mrs. Buchanan

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

Bylaw #0134 1. To approve Bylaw #0134 – Board Self Evaluation on first reading, as per attachment Policy-1.

Bylaw #0152 2. To approve Bylaw #0152 – Board Officers on first reading, as per attachment Policy-2.

Policy #3212 3. To approve Policy #3212 – Attendance

(Teaching Staff Members) on first reading,
as per attachment Policy-3.

4. To approve Policy #4212 – Attendance (Support Staff Members) on first reading, as per attachment Policy-4. **Policy #4212**
5. To approve Policy #3218 – Substance Abuse (Teaching Staff Members) on first reading, as per attachment Policy-5. **Policy #3218**
6. To approve Regulation #3218 – Substance Abuse (Teaching Staff Members) on first reading, as per attachment Policy-6. **Regulation #3218**

Roll Call Vote: All in favor: Mrs. Buchanan,
Mr. Ciambrone, Mrs. Francis, Mrs. Kupp,
Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

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

- Policy #4218** 7. To approve Policy #4218 – Substance Abuse (Support Staff Members) on first reading, as per attachment Policy-7.
- Regulation #4218** 8. To approve Regulation #4218 – Substance Abuse (Support Staff Members) on first reading, as per attachment Policy-8.
- Policy #5200** 9. To approve Policy #5200 – Attendance on first reading, as per attachment Policy-9.
- Regulation #5200** 10. To approve Regulation #5200- Attendance on first reading, as per attachment Policy-10.
- Regulation #5600** 11. To approve Regulation #5600 – Student Discipline Code of Conduct on first reading, as per amended attachment Policy-11.
- Policy #6641** 12. To approve Policy #6641 – Pupil Meal Charges on first reading, as per attachment Policy-12.

Roll Call Vote: All in favor #7, #8, #9, #10, and #11: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

Five in favor #12: Mrs. Buchanan, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Abstained: Mr. Ciambrone. (5-0-1)

TRANSPORTATION COMMITTEE – Mr. Cassidy

None

RESOLUTIONS

None

SOLICITOR’S REPORT

Mr. Goldstein reported that he has looked into the process of completing an RFP for a realtor regarding the Duberson School. Mr. Goldstein noted that he can move forward if the Board would like to discuss this.

Mr. Goldstein also noted that he sent an e-mail to the Board today and if anyone had any questions regarding this e-mail they can contact him.

UNFINISHED BUSINESS

None

NEW BUSINESS

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

1. To approve the Report on Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse as presented.

**Report of Violence,
Vandalism,
Harassment,
Intimidation,
Bullying, Alcohol
and Other Drug
Abuse**

Roll Call Vote: Four in favor: Mr. Ciambrone, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Buchanan and Mrs. Francis. (4-2-0)

Mays Landing, NJ
June 22, 2015

Mr. Aiken asked the Board if they would like to consider cancelling the July 13, 2015 Board meeting.

Mr. Sacchinelli felt it would be necessary to keep the meeting in order to meet with Dr. Cappelluti and complete her evaluation. The Board decided to keep the meeting as scheduled and possibly change the start time to 6:00 p.m.

PUBLIC COMMENTS

None

ADJOURN

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

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:10 p.m.

Daniel Smith
Board Secretary