

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON AUGUST 24, 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 7:01 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. Kim Melton, and Mr. Eric Aiken.

**Roll  
Call**

Absent: Mr. John Sacchinelli

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. Kupp noted that the PTA donated baskets of supplies for teachers at Shaner and Hess. She noted the baskets were very generous and appreciated by the teachers. Mr. Ciambrone noted that the baskets were wonderful and the teachers were very appreciative

Mr. Aiken thanked Mr. Hinkeldey, Mr. Neff and Mr. Clark who recently made a presentation at a bus driver's meeting. He stated that all three did an awesome job in explaining what the District would like this year. Mr. Aiken noted that Mr. Hinkeldey informed the drivers of changes he would like to see made this year. Mr. Aiken complimented Mr. Hinkeldey on the excellent job he has been doing.

Mr. Aiken thanked Mr. Santilli and his staff for the great job they did for the 6<sup>th</sup> grade orientation.

Mrs. Francis noted that the board meeting on September 28, 2015 conflicts with Back to School Night at Hess. Dr. Cappelluti stated that she will look at the calendar and get back to the Board to possibly reschedule the meeting.

**SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. Dates to Remember

- a. August 24, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- b. August 31, 2015 – Transportation Committee Meeting – Board Office – 4:30 p.m.
- c. September 1 & 2, 2015 – Teacher In-Service Days
- d. September 3, 2015 – First Day for Students
- e. September 7, 2015 – Labor Day – Schools Closed
- f. September 8, 2015 – First Day for all Half-Day Pre-K Students at Hess

- g. September 9, 2015 – Personnel Committee Meeting – Board Office - 4:15 p.m.
- h. September 14, 2015 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- i. September 14, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- j. September 28, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Student Orientation/Open House:

- Shaner School Orientation
  - Pre-K – September 1, 2015 – 10:30 a.m. – 11:30 a.m.
  - Kindergarten – September 2, 2015 – 9:30 a.m. – 10:30 a.m.
- Hess Pre-School Orientation:  
Friday, September 4, 2015
  - AM Session – 10:00 a.m. – 11:00 a.m.
  - PM Session – 11:30 a.m. – 12:30 p.m.
- Back to School Nights:
  - Davies School – September 16, 2015, Grade 6
  - Davies School – September 17, 2015, Grades 7 & 8
  
  - Shaner School – September 24, 2015
  
  - Hess School – September 28, 2015, House A & Gold House (Pre-K)
  - Hess School – September 29, 2015, Houses B & C

C. YALE School Presentation:  
Recognition of Scott Scott, Technology Coordinator  
Given by Glenn Martins, Assistant Director, YALE School in Southern New Jersey

D. Joseph C. Shaner School Discipline Presentation  
Presented by Dan Cartwright– Principle

**COMMITTEES AND RECOMMENDATIONS**

**BUILDING/FACILITIES COMMITTEE - Mr. Ciambone**

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

1. To approve a reciprocal arrangement between the Hess School and Woodview Estates to offer temporary shelter in the event of an emergency, as per attachment Facilities-1. **Woodview Estates temporary shelter**

**ACSSSD  
temporary  
shelter**

2. To approve a reciprocal arrangement between ACSSSD and the Hess Educational Complex to offer temporary shelter in the event of an emergency, as per attachment Facilities-2.

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

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

**St. Vincent  
DePaul School  
temporary  
shelter**

3. To approve a reciprocal arrangement between St. Vincent DePaul School and Shaner School to offer temporary shelter in the event of an emergency, as per attachment Facilities-3.

**Oakcrest  
temporary  
shelter**

4. To approve a reciprocal arrangement between the William Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency, as per attachment Facilities-4.

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

**CURRICULUM COMMITTEE – Mrs. Kupp**

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

**Discard  
textbooks**

1. To approve to discard of the following textbooks printed prior to 2000 and distribution of textbooks printed after 2000:

- HRW Algebra 1 Interactions Course 1 1995 ISBN 0-03-095354-5 - 27 copies
- Addison-Wesley Access to Algebra and Geometry 1995 ISBN 0-201-86400-2 - 20 Copies
- Prentice Hall Science: Exploring the Universe 1997 ISBN: 0-13-423385-9 - 27 copies
- Prentice Hall Science: Exploring the Earth's Weather 1997 ISBN 0-13-423401-4 - 31 copies

- Prentice Hall Science: Ecology Earth's Natural Resources 1997 ISBN 0-13-423393-X - 31 copies

The following textbooks printed after 2000 will be distributed:

- HRW Algebra 1 Interactions Course 2 2001 ISBN 0-03-055512-4 - 29 Copies
- HSP New Jersey Science 2009 ISBN 13:978-0-15-3637-7 - 30 copies
- Holt Science and Technology Animals 2009 ISBN: 0-03-025534-1 - 46 copies

2. To approve Laurie Derringer to complete Curriculum Work relative to the new pre-school program at the rate of \$39.00/hour during the summer of 2015 (not to exceed 60 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 the Pre-School Expansion Grant.

**Curriculum Work  
for Laurie  
Derringer**

*Note: This is a revised motion to increase her number of hours.*

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

3. To approve Ed Aleszczyk to provide professional development (AED/CPR Re-Certification Training) on August 26, 2015 at the rate of \$26.00/hour (not to exceed 10 hours), 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.

**AED/CPR Re-  
Certification  
Training**

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

4. To approve Kim Mattina for providing Professional Development (Google Camp) on August 12, 2015 at the rate of

**Professional  
Development  
(Google Camp)**

\$26.00/hour (not exceeding 10 hours), 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.

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

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

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

**Professional Development (Google Camp)**

5. To approve staff members for participating in Professional Development (Google Camp) on August 12, 2015 at the rate of \$24.51/hour (not exceeding 10 hours), 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-5.

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

**NJQSAC**

6. To approve the NJQSAC District Improvement Plan (DIP) that is to be submitted to the New Jersey Department of Education by September 1, 2015, as per attachment Curriculum-6.

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

**FINANCE/SUPPLY COMMITTEE – Mrs. Melton**

Motion by Mrs. Melton, seconded by Mr. Cassidy, to approve the following motions, as

presented:

1. To approve budget transfers in the amount of \$12,000.00, 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: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following item has been included as an informational item:

3. Purchase orders issued for services, supplies and equipment in the amount of \$833,927.71, as per attachment Finance -3. **Purchase orders**

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

4. To approve the following bills and payroll in the total amount of \$2,362,438.02, as per attachment Finance -4: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,035.00
11	Current Expense	182,362.91
40	Debt Service	2,142,061.25
50	Kids' Corner	20,392.93
50	Community Education	11,182.07
50	Camp Blue Star	5,403.86

5. To approve disposable fixed assets, as per attachment Finance-5. **Disposable Fixed Assets**
6. To accept donation to the William Davies Middle School from Bob's Discount Furniture Outreach Program in the amount of \$2,500.00, as per attachment Finance-6. **Bob's Discount Furniture**

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

**PERSONNEL/NEGOTIATIONS COMMITTEE - Mr. Sacchinelli**

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

Motioned by Mrs. Kupp, seconded by Mr. Cassidy, to approve the following motions as presented:

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|---|----|--|
| <b>District<br/>Substitutes</b>                       | 1. | To approve district substitutes for the 2015 - 2016 school year, as per attachment Personnel-1.  |
| <b>Part-time Hess<br/>School<br/>Paraprofessional</b> | 2. | To approve Lacey Hamilton as a part-time, 10 month, 29 hour/week Hess School Paraprofessional for the 2015-2016 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-2. |

Ms. Hamilton is a replacement for Julie Compton who has resigned.

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

Roll Call Vote: Seven in favor #1: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Nay: Mrs. Francis. (7-1-0)

All in favor #2: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

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|---|----|--|
| <b>Part-time Hess<br/>School<br/>Paraprofessional</b> | 3. | To approve Lorena Mumford as a part-time, 10 month, 29 hour/week Hess School Paraprofessional for the 2015-2016 school |
|---|----|--|



year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-3.

Ms. Mumford is a replacement for Caroline Muller who has taken a teaching job.

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

4. To approve Toni Capille as a part-time, 10 month, 29 hour/week Shaner School Paraprofessional for the 2015-2016 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-4.

**Part-time Shaner  
School  
Paraprofessional**

Ms. Capille is a replacement for Kristen Meiklejohn who has taken a teaching job.

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

5. To approve Jaclyn Smit as a part-time, 10 month, 29 hour/week Shaner School Paraprofessional for the 2015-2016 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-5.

**Part-time Shaner  
School  
Paraprofessional**

Ms. Smit is a replacement for Emma Altman who has resigned.

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

6. To approve Kelly McGlynn as a part-time, 10 month, 29 hour/week Hess School Paraprofessional for the 2015-2016 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-6.

**Part-time Hess  
School  
Paraprofessional**

Ms. McGlynn is a replacement for Jessica Lewis who moved to Pre-K.

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

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

Motion by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as amended:

- Mentors**            7.    To approve the following Mentors for the 2015-2016 school year:
- Charlotte Hopkins – Davies for Lauren Baglivo
  - Johanna Scannell – Hess for Tamara Morey

- Salary Correction for Rebecca Rosen**            8.    To approve a salary correction for Rebecca Rosen, from \$50,000.00 to M.A., Step 1, \$53,275.00.

- Resignation from Ashley Levari**            9.    To accept a resignation notice from Ashley Levari, Shaner School Paraprofessional effective September 1, 2015, as per attachment Personnel-9.

- Kid's Corner Staff**            10.    To approve Kid's Corner staff for the 2015-2016 school year, as per attachment Personnel-10.

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

**POLICY COMMITTEE – Mrs. Buchanan**

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

- Policy #5330**            1.    To approve Policy #5330 – Administration of Medication on first reading, as per attachment Policy-1.

2. To approve Regulation #5330 – Administration of Medication on first reading, as per attachment Policy-2. **Regulation #5330**

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

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

3. To approve Policy #5339 – Screening for Dyslexia on first reading, as per attachment Policy-3. **Policy #5339**
4. To approve Policy #5410 – Promotion and Retention on first reading, as per attachment Policy-4. **Policy #5410**
5. To approve Regulation #5410 – Promotion and Retention on first reading, as per amended attachment Policy-5. **Regulation #5410**
6. To approve Policy #5411 – Promotion from Eighth Grade on first reading, as per attachment Policy-6. **Policy #5411**
7. To approve Regulation #5600 – Pupil Discipline/Code of Conduct on first reading, as per attachment Policy-7. **Regulation #5600**
8. To approve Regulation #8467 – Weapons on first reading, as per attachment Policy-8. **Regulation #8467**
9. To approve Policy #8540 School Nutrition Programs on first reading, as per attachment Policy-9. **Policy #8540**
10. To abolish Regulation #8540 – Free and Reduced Rate Meals on first reading. **Regulation #8540**
11. To approve Policy #8550 – Outstanding Food Service Charges on first reading, as per attachment Policy-11. **Policy #8550**

**Policy #8630** 12. To approve Policy #8630 – Bus Driver/Bus Aide Responsibility on first reading, as per attachment Policy-12.

**Regulation #8630** 13. To approve Regulation #8630 – Emergency School Bus Procedures on first reading as per amended attachment Policy-13.

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

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

**Policy #8820** 14. To approve Policy #8820 – Opening Exercise/Ceremonies on first reading, as per attachment Policy-14.

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

**TRANSPORTATION COMMITTEE – Mr. Cassidy**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

Mr. Goldstein noted that he sent the Board information on a pending ethics complaint. He noted a response is due by Friday and he will e-mail this to the entire Board. Mr. Goldstein stated that if anyone has any questions, they should feel free to contact him.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

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

1. To approve the District's 2015-2016 Goals, as per attachment XV-1. **District's 2015-2016 Goals**

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

### **PUBLIC COMMENT**

None

### **EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Mr. Cassidy, to enter into Executive session.

Mr. Aiken and Mr. Cassidy withdrew the motion.

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

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Francis, Mr. Haye, Mrs. Kupp, and Mrs. Melton. Abstained: Mr. Cassidy, Mr. Ciambrone, and Mr. Aiken. (5-0-3)

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

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 8:20 p.m.

The Board resumed the regular meeting at 9:15 p.m.

### **ADJOURNMENT**

Mays Landing, NJ  
August 24, 2015

Motion by Mrs. Francis, seconded by Mr. Ciambrone to adjourn the meeting.

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 9:15 p.m.

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Daniel Smith  
Board Secretary