

Hamilton Township Public Schools
Mays Landing, New Jersey

Agenda for Regular Meeting

November 19, 2013

Location: Davies School Library

Time: 6:00 p.m.

I. Call to Order – Daniel M. Smith, Board Secretary **Page**

II. Flag Salute

III. Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

IV. Roll Call

V. Goals Setting Workshop

VI. Approval of Minutes

- | | | |
|---------------|--|-----------|
| Action | 1. Motion to approve Regular and two Executive session minutes of the meeting of October 1, 2013 (attachment Minutes-1).
Motion_____Second_____Vote_____ | 14 |
| Action | 2. Motion to approve Regular session minutes of the meeting of October 15, 2013 (attachment Minutes-2).
Motion_____Second_____Vote_____ | 33 |

Action	3. Motion to approve Regular and Executive session minutes of the Special meeting of October 29, 2013 (attachment Minutes-3). Motion_____Second_____Vote_____	45
--------	--	----

VII. Correspondence

VIII. Receive comments from the public on tonight's agenda in accordance with the Board's policy on participation at Board meeting.

IX. Board Member Comments

X. Superintendent/Staff Reports

FYI A. Information Items

1. Dates to Remember

- November 19, 2013 – Curriculum Committee Meeting – Davies School - 5:00 p.m.
- November 19, 2013 – Goals Setting Workshop – Davies School – 6:00 p.m.
- November 19, 2013 – Board of Education Meeting – Davies School – 7:00 p.m.
- November 20, 2013 – Personnel Committee Meeting – Board Office – 5:00 p.m. (*TENTATIVE*)
- November 28-29 – Thanksgiving Holiday – Schools Closed
- December 3, 2013 – Policy Committee Meeting - Board Office – 6:00 p.m.
- December 3, 2013 – Board of Education Meeting – Davies School – 7:00 p.m.

FYI	B. Registration/Transfer Statistics for the Month of October, 2013 (attachment X-B)	52
FYI	C. Enrollment for the month of October, 2013 (attachment X-C).	53
FYI	D. Harassment, Intimidation and Bullying Incident Log (attachment X-D).	54
FYI	E. Student Discipline Reports for the months of September and October, 2013 (attachment X-E)	55

FYI

F. Holiday Concerts:

♪ **Davies School:**

- December 5, 2013 - 7:00 p.m. at the Hess School

♪ **Hess School:**

- December 12, 2013 - 7:00 p.m. at the Hess School

XI. Committees and Recommendations

A. Facilities Committee - Mr. Sacchinelli

B. Curriculum Committee - Mrs. Kupp

Action

1. Motion to approve payment to staff members who provided professional development during the October 25th Professional Development Day (not to exceed 3 hours each) at the hourly rate (\$26.00 certificated staff & \$15.00 non-certificated staff) as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds (attachment – Curriculum-1).

73

Motion_____Second_____Vote_____

Action

2. Motion to approve local and grant funded extra-curricular activities and staff funded stipends for the 2013-2014 school year as follows:

Maria Santilli, Grade 8 Graduation Advisor - \$968.00

Motion_____Second_____Vote_____

C. Finance Committee - Mrs. Melton

Action

1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of September, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of September, 2013 (attachment Finance-1).

74

Motion_____Second_____Vote_____

Action	2. Board Secretary's Report for the period ending September 30, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of September 30, 2013, 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 (attachment Finance-2). Motion_____Second_____Vote_____	90
FYI	3. Interest Income for the month of September, 2013 (attachment Finance-3)	121
FYI	4. Receipts for the month of September, 2013 (attachment Finance-4)	122
FYI	5. Refunds for the month of September, 2013 (attachment Finance-5)	128
FYI	6. Capital Reserve Interest for the month of September, 2013 (attachment Finance-6)	129
FYI	7. Rental Income for the month of September, 2013 (attachment Finance-7)	130
FYI	8. Miscellaneous Revenue for the month of September, 2013 (attachment Finance-8)	131
FYI	9. The monthly Budget Summary Report for September, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9).	132
Action	10. Motion to approve budget transfers in the amount of \$1,431,870.00 (attachment Finance-10). Motion_____Second_____Vote_____	158

- Action** 11. Motion 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.
Motion_____Second_____Vote_____
- FYI** 12. Purchase orders issued for services, supplies and equipment in the amount of \$4,238,517.81 (attachment Finance-12) 160
- Action** 13. Motion to approve the following bills and payroll in the total amount of \$4,480,070.24 (attachment Finance-13): 171
- | <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10 | General Fund | \$1,195.60 |
| 10 | General Fund/Payroll | 197,776.18 |
| 11 | Current Expense | 2,009,409.76 |
| 11 | Current Expense/Payroll | 1,980,178.70 |
| 12 | Capital Outlay | 129,503.72 |
| 20 | Special Revenue | 76,635.51 |
| 20 | Special Revenue/Payroll | 46,906.40 |
| 50 | Kid's Corner | 14,689.46 |
| 50 | Community Education | 7,343.16 |
| 50 | Camp Blue Star | \$16,431.75 |
- Motion_____Second_____Vote_____
- Action** 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year (attachment Finance-14). 231
Motion_____Second_____Vote_____
- Action** 15. Motion to approve Resolution #69 Authorizing a Draw Against Capital Reserve (attachment Finance-15). 232
Motion_____Second_____Vote_____
- Action** 16. Motion to approve Resolution #70 Authorizing a Transfer to Debt Service (attachment Finance-16). 233
Motion_____Second_____Vote_____

- | | | |
|--------|--|-----|
| Action | 17. Motion to approve Resolution #71 Authorizing a Transfer from Capital Reserve (attachment Finance-17).
Motion_____Second_____Vote_____ | 234 |
| Action | 18. Motion to approve a tuition Contract with Gloucester County Special Services School District for one (1) multiply disabled student for the 2013-2014 school year at a total cost of \$34,560.00 (attachment Finance-18).
Motion_____Second_____Vote_____ | 235 |
| Action | 19. Motion to reject all Requests for Proposals for Labor/Personnel Counsel Services.
Motion_____Second_____Vote_____ | |
| Action | 20. Motion to approve to solicit for Requests for Proposals for the following services for the 2013-2014 school year pursuant to 18A:18A-4.4:

• Labor/Personnel Counsel Services

Motion_____Second_____Vote_____ | |
| Action | 21. Motion to approve Mathematics Coaching services through the Southern Regional Institute (SRI) and the Educational Technology Training Center (ETTC) of Richard Stockton College at Hess School for the 2013-2014 school year for a total of 247 hours at \$162.00/hour for a cost of \$40,000.00 (rounded) (attachment Finance-21).
Motion_____Second_____Vote_____ | 236 |
| Action | 22. Motion to approve a Participating Addendum for wireless services with Western States Contracting Alliance for Verizon Wireless and the Hamilton Township School District. Pricing for these services are valid through April, 2016 (attachment Finance-22).
Motion_____Second_____Vote_____ | 238 |

- | | | |
|---------------|---|------------|
| Action | 23. Motion to approve a Memorandum of Understanding between the Richard Stockton College of New Jersey and the Hamilton Township School District for an energy evaluation and assessment to be completed for the William Davies Middle School (attachment Finance-23). | 242 |
| | Motion_____Second_____Vote_____ | |
| Action | 24. Motion to approve the FY2014 (School Year 2013-2014) Nonpublic School Technology Initiative Agreement tentative budget and purchase orders (attachment Finance-24). | 246 |
| | Motion_____Second_____Vote_____ | |
| Action | 25. Motion to approve items for disposal which are no longer of use to the district (attachment Finance-25). | 251 |
| | Motion_____Second_____Vote_____ | |

D. Personnel/Negotiations Committee – Mr. Aiken

All personnel actions are being taken by the recommendation of the Superintendent.

- | | | |
|---------------|--|------------|
| Action | 1. Motion to approve district substitutes for the 2013-2014 school year (attachment Personnel-1). | 252 |
| | Motion_____Second_____Vote_____ | |

- | | | |
|---------------|---|------------|
| Action | 2. Motion to approve Jennifer Hope as a full-time Hess School Special Education teacher for the period December 4, 2013 through April 9, 2014, B.A., Step 1, with a total annual salary of \$44,352,00, pro-rated (attachment Personnel-2) | 253 |
|---------------|---|------------|

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Hope is a replacement for Jennifer Harvey who will be on a maternity leave of absence.

Motion_____Second_____Vote_____

- Action 3. Motion to approve a maternity leave of absence for DonnaLee Stickle, Davies School Special Education teacher. Mrs. Stickle is requesting to use all her accumulated sick and personal days beginning October 10, 2013 then be placed on a Federal Family Medical Leave of Absence for the period November 26, 2013 through March 4, 2013 (1/2 day), then a Child Rearing Leave of Absence for the period March 4, 2014 (1/2 day) through April 16, 2014 and a NJ Family Leave of Absence from April 23, 2014 to the end of the school year with a return to work date of September 1, 2014 (attachment Personnel-3).
Motion_____Second_____Vote_____ 257
- Action 4. Motion to approve Gregory Clayton as a full-time Davies School Special Education teacher for the period November 20, 2013 through June 30, 2014, B.A., Step 1, with a total annual salary of \$44,352.00, pro-rated (attachment Personnel-4).

Salary subject to change at the completion of the H.T.E.A. negotiations.

Mr. Clayton is a replacement for DonnaLee Stickle who will be on a maternity leave of absence.

Motion_____Second_____Vote_____ 258
- Action 5. Motion to approve homebound instruction for the 2013-2014 school year (attachment Personnel-5).
Motion_____Second_____Vote_____ 266

- Action** 6. **Motion to approve the following part-time , 29 271**
hour/week Paraprofessionals for the period November
20, 2013 through June 30, 2014, Paraprofessional
Guide, Step 1, with a total annual salary of \$13,382,
pro-rated (attachment Personnel-6):
- Julie Compton – Hess School – replacement for Michelle Nilan
 - Jennifer Quartararo - Hess School – replacement for Bonnie Repko
 - Ellen Barnes – Shaner School – replacement for Jessica O'Brien
- Salaries subject to change at the completion of the
H.T.E.A. negotiations.
- Motion_____Second_____Vote_____
- Action** 7. **Motion to approve in-house transfers for the following 274**
individuals (attachment Personnel-7) :
- Bonnie Repko – FT Para at Hess, replacement of Susan Petti
 - Jessica O'Brien – PT Para at Shaner, replacement of Ashley Noll
- Motion_____Second_____Vote_____
- Action** 8. **Motion to approve the following Mentors for the 2013-2014 school year:**
- Karen Sauerbrey – Mentor for Michelle Nilan at the Hess School
 - Jane Flanagan – Mentor for Jennifer Hope at the Hess School
- Motion_____Second_____Vote_____
- Action** 9. **Motion to approve a maternity leave of absence for 276**
Jenna Kyle, Shaner School teacher. Mrs. Kyle is
requesting to use 35 of her accumulated sick days
from February 3, 2014 through March 24, 2014 and NJ
Family Leave from March 25, 2014 to the end of the
school year with a return to work date of September 1,
2014 (attachment Personnel-9).
- Motion_____Second_____Vote_____

Action

10. Motion to approve the following Kid's Corner substitutes at the rate of \$10.00/hour for the 2013-2014 school year:

- Debbie Fiamingo
- Rebecca MacQueen

Motion_____Second_____Vote_____

Action

11. Motion to approve the following Lifeguards for the 2013-2014 school year:

- Jessica Fraone - \$12.00/hour
- Tyler Boney - \$11.00/hour
- Shannen Wallace - \$11.00/hour

Motion_____Second_____Vote_____

Action

12. Motion to revise a NJ Family Leave of Absence for Lisa Weber, Hess School BSI teacher from December 2, 2013 through March 7, 2014 to December 4, 2013 through March 11, 2014 with a return to work date of March 12, 2014.

Mrs. Weber's leave of absence was previously approved on June 25, 2013.

Motion_____Second_____Vote_____

Action

13. Motion to extend an employment contract for Cassandra Cherry, Hess School BSI teacher from March 11, 2014 to March 13, 2014.

Ms. Cherry was previously approved on September 17, 2013 as a replacement for Lisa Weber.

Motion_____Second_____Vote_____

Action

14. Motion to accept a retirement notice from Lorraine Grasso Johnson, Davies School secretary effective January 1, 2014, with her last day of employment to be December 20, 2013 (attachment Personnel-14).

Motion_____Second_____Vote_____

278

Action	<p>15. Motion to approve a maternity leave of absence for Ashley Demmy, Davies School Special Education teacher. Mrs. Demmy is requesting to use accumulated sick time for the period April 14, 2014 through the end of the school year and be placed on a NJ Family Leave of Absence for the period September 1, 2014 through November 13, 2014, with a return to work date of November 14, 2014 (attachment Personnel-15).</p> <p>Motion_____Second_____Vote_____</p>	279
--------	---	-----

Action	<p>16. Motion to approve an intermittent Federal Family Medical Leave of Absence for Heather Jenigen, part-time Shaner School Paraprofessional for the 2013-2014 school year beginning October 28, 2013 (attachment Personnel-16).</p> <p>Motion_____Second_____Vote_____</p>	280
--------	---	-----

Action	<p>17. Motion to approve an intermittent Federal Family Leave of Absence for Amy-Brooke Flagg, part-time Hess School Paraprofessional for the 2013-2014 school year beginning October 30, 2013 (attachment Personnel-17).</p> <p>Motion_____Second_____Vote_____</p>	281
--------	--	-----

E. Policy Committee - Mrs. Capone

Action	<p>1. Motion to approve Policy #3144.3 – Suspension Upon Certification of Tenure Charge on first reading (attachment Policy-1).</p> <p>Motion_____Second_____Vote_____</p>	282
--------	--	-----

Action	<p>2. Motion to approve Policy #3144.12 – Certification of Tenure Charges – Inefficiency on first reading (attachment Policy -2)</p> <p>Motion_____Second_____Vote_____</p>	283
--------	---	-----

Action	<p>3. Motion to approve Policy #3372 – Teaching Staff Member Tenure Acquisition on first reading (attachment Policy-3).</p> <p>Motion_____Second_____Vote_____</p>	285
--------	--	-----

Action	<p>4. Motion to approve Policy #3373 – Tenure Upon Transfer or Promotion on first reading (attachment Policy-4).</p> <p>Motion_____Second_____Vote_____</p>	288
--------	---	-----

- | | | |
|--------|--|-----|
| Action | 5. Motion to approve Policy #3374 – Tenure Upon Transfer to an Underperforming School on first reading – (attachment Policy-5).
Motion_____Second_____Vote_____ | 290 |
| Action | 6. Motion to approve Policy #4124 – Employment Contract on first reading (attachment Policy-6).
Motion_____Second_____Vote_____ | 292 |
| Action | 7. Motion to approve Policy #5512 – Harassment, Intimidation, and Bullying on first reading (attachment Policy-7).
Motion_____Second_____Vote_____ | 293 |
| Action | 8. Motion to approve Regulation #5512 – Harassment, Intimidation, or Bullying Investigation Procedure on first reading (attachment Policy-8).
Motion_____Second_____Vote_____ | 322 |

F. Transportation Committee - Mr. Anderson

- | | | |
|--------|--|-----|
| Action | 1. Motion to approve club/activity trips for the 2013-2014 school year (attachment Transportation-1).
Motion_____Second_____Vote_____ | 325 |
|--------|--|-----|

- | | |
|--------|--|
| Action | 2. Motion to approve a Jointure Contract between Atlantic County Special Services School District and the Hamilton Township School District for the transportation of non-public students for the 2013-2014 school year at an annual cost of \$23,868.00 as follows: |
|--------|--|

<u>Route</u>	<u>Destination</u>	<u># of Students</u>	<u>Cost</u>
294	Pilgram Academy	9	\$7,956.00
272B	Assumption Regional	18	\$15,912.00

Motion_____Second_____Vote_____

- | | |
|--------|---|
| Action | 3. Motion to approve a Jointure Contract between Atlantic County Special Services School District and the Hamilton Township School District for the following Routes for the 2013-2014 school year: |
|--------|---|

<u>Route #</u>	<u>Destination</u>	<u>Cost</u>
ELEM4	ACSSSD	\$18,083.90
HS1P	ACSSSD	\$4,770.00
HS7A	ACSSSD	\$53,845.90
YALE1	YALE SCHOOL	\$9,949.10
Motion_____	Second_____	Vote_____

XII. Resolutions

XIII. Solicitor's Report

XIV. Unfinished Business

XV. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)

XVI. Receive comments from the public in accordance with the Board's policy on participation at Board meeting

XVII. 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:

- **Negotiations – HTEA Contract**
- **Matters rendered confidential by nature of law – HIB Reports**

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 _____ minutes.

Motion_____Second_____Vote_____

XVIII. Adjournment

**MINUTES OF THE REGULAR SESSION MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 1, 2013
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 William Davies Middle School by Dr. Anne Erickson.

**Call
To
Order**

Dr. Anne Erickson led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Peggy Capone, Mrs. Amelia Francis, Mr. George Hassa, Mrs. Barbara Kupp, Mrs. Kim Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: John Sacchinelli

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

EXECUTIVE SESSION

Motion by Mr. Hassa, seconded by Dr. Erickson, to enter into executive session for the purpose of H.T.E.A. Negotiations (status of fact finding submission.)

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 H.T.E.A. negotiations (status of fact finding submission.) 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.

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (8-0-0)

The Board entered into executive session at 7:03 p.m.

The Board reconvened the regular meeting at 7:33 p.m.

APPROVAL OF MINUTES

Regular and Executive session minutes of the meeting of September 3, 2013, as per attachment Minutes-1.

Regular session minutes of the meeting of September 17, 2013, as per attachment Minutes-2.

Mr. Smith will make changes to the minutes as discussed.

CORRESPONDENCE

None

PUBLIC COMMENTS

David Weber asked what was going to be done about transportation as far as Sheppard Bus Co. is concerned. He referred to the first day of school when it was alleged that one of the drivers was drinking. He also had concerns about the driver who made his daughter get off at the wrong stop. He feels the drivers should be able to speak English.

Dr. Cappelluti noted that she would check into the complaints.

BOARD MEMBER COMMENTS

Mr. Aiken read a statement regarding negotiations. Mr. Aiken noted that the Board has offered a one and three year deal consisting of 4%, 4%, 4%, and 2%. He also noted that the Board is waiting for the fact finders report and hopes that it will lead to contract settlement.

Mrs. Kupp commented on the Education Foundation Dance recently held. She stated that it was well attended and funds will be used for teacher grants.

Mrs. Melton noted that there was a flyer issued from HTEA with her name on it. She wanted to state that she did not solicit to the HTEA for endorsement. She does not think it was meant as an endorsement. Mrs. Melton noted that everyone has the right to vote and can vote for who they want to vote for. She prefers to stay on the Personnel Committee and negotiations. Mrs. Melton stated that she does not have control over who puts her name on an endorsement.

Mrs. Capone complimented Back to School night at Hess and noted it was very nice. She liked that the related arts were laid out in the gym.

Dr. Erickson wanted to remind everyone that the PTA fundraiser for Hess and Shaner would end on Wednesday. She also wanted to remind the Board about the county school board meetings coming up. Dr. Erickson also stated the annual NJSBA workshop is coming up later this month.

Mrs. Capone wanted to amend the minutes. She said that the corrections were not made properly. Mr. Goldstein noted that the Board can approve the corrected minutes by board motion. Mrs. Capone noted that she will e-mail the corrections to Mr. Smith.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **October 1, 2013** - Policy Committee Meeting – Davies School – 6:00 p.m.
- b. **October 1, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 11, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **October 14, 2013** – Columbus Day – Schools Closed
- e. **October 15, 2013** – Goal Setting Workshop – Davies School – 5:30 p.m.
- f. **October 15, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- g. **October 25, 2013** – In-Service Day – No School for Students
- h. **October 30, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- i. **October 31, 2013** – Finance Committee Meeting – Board Office – 8:00 a.m. *TENTATIVE*
- J. **November 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) The week of October 7-11, 2013 is designated as the "Week of Respect."

(C) The week of October 21-25, 2013 is designated as "School Violence Awareness"

Week.”

A presentation was given by Mr. Cartwright about the Summer Reading and Writing Camp.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

- | | | | |
|---|----|--|--|
| | 1. | 2013-2014 Emergency Management Plan | 2013-2014
Emergency
Management Plan |
| 2014-2015
Comprehensive
Maintenance
Plan | 2. | 2014-2015 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2014-2015 Budget, as per attachment Facilities-2. | |

CURRICULUM COMMITTEE – Mrs. Kupp

- | | | |
|----------------------------------|----|---|
| Nursing
Services Plan | 1. | District’s Nursing Services Plan for the 2013-2014 school year, as per attachment Curriculum-1. |
|----------------------------------|----|---|

Mrs. Capone asked why there was a difference in the number of neurological students at each school. Dr. Cappelluti will look into the figures.

Dr. Erickson wanted to know if a nurse was available during sporting events after school.

Dr. Cappelluti responded that the nurse is not available. She noted that 9-1-1 would be called in the case of an emergency.

FINANCE COMMITTEE – Mr. Melton

- | | | |
|--|----|---|
| Report of
Receipts and
Expenditures | 1. | Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2013. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of August, 2013, as per attachment Finance-1. |
|--|----|---|

- | | | |
|--------------|----|---|
| Board | 2. | Board Secretary’s Report for the period |
|--------------|----|---|

**Secretary's
Report**

ending August 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of August 31, 2013, 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-2.

- | | | |
|-----|---|---|
| 3. | Interest Income for the month of August, 2013, as per attachment Finance-3. | Interest Income |
| 4. | Receipts for the month of August, 2013, as per attachment Finance-4. | Receipts |
| 5. | Refunds for the month of August, 2013, as per attachment Finance-5. | Refunds |
| 6. | Capital Reserve Interest for the month of August, 2013, as per attachment Finance-6. | Capital Reserve Interest |
| 7. | Rental Income for the month of August, 2013, as per attachment Finance-7. | Rental Income |
| 8. | Miscellaneous Revenue for the month of August, 2013, as per attachment Finance-8. | Miscellaneous Revenue |
| 9. | The monthly Budget Summary Report for August, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9. | Budget Summary Report |
| 10. | Budget transfers in the amount of \$510,332.00, as per attachment Finance-10. | Budget transfers |
| 11. | Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are | Superintendent's and Board Secretary's certification |

sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

12. Purchase orders issued for services, supplies and equipment in the amount of \$3,702,610.60, attachment Finance-12. **Purchase orders**
13. Bills and payroll in the total amount of \$4,366,816.63, as per attachment Finance-13: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$193,512.99
11	Current Expense	1,731,958.53
11	Current Expense/Payroll	1,983,667.52
12	Capital Outlay	209,321.54
20	Special Revenue	53,057.01
20	Special Revenue/Payroll	48,130.02
50	Cafeteria	72,696.21
50	Kid's Corner	6,472.23
50	Community Education	14,068.38
50	Camp Blue Star	53,932.20

Staff attendance at seminars, workshops and conferences

14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per attachment Finance-14.

Tuition Contract with Bancroft

15. Tuition Contract between Hamilton Township School District and Bancroft for one (1) student for the 2013-2014 school year beginning September 9, 2013 for 177 days, \$253.66 per diem, at a total cost of \$44,897.82, as per attachment Finance-15.

Tuition Contracts with ACSSSD

16. Tuition Contracts with Atlantic County Special Services School District for the 2013-2014 school year in the following amounts, as per attachment Finance -16:

Multiply Disabled	\$35,640.00 (8 students currently enrolled)
Autistic	\$40,860.00 (2 students currently enrolled)
Severe Cognitive Impaired	\$28,160.00 (2 students currently enrolled)

Pre-School (full-time) Disabled \$34,920.00 (3 students currently enrolled)

- EUS Contract** 17. Extraordinary Unspecified Service (EUS) contract in an amount greater than \$36,000.00 in accordance with N.J.S.A. 18A:18A-5a(2), as per attachment Finance-17:

Scholastic, Inc. - \$85,000.00

18. Tuition contract with Vineland Board of Education for one (1) student for the 2013-2014 school year at a cost of \$289.00 per diem for 180 days for a total annual cost of \$52,000.00, as per attachment Finance-18.

**Tuition Contract
with Vineland
Board of Education**

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. Anderson, to approve the following motions as presented:

- | | | |
|----|--|------------------------------|
| 1. | To approve district substitutes for the 2013-2014 school year, as per attachment Personnel-1. | District substitutes |
| 2. | To approve homebound instruction for the 2013-2014 school year, as per attachment Personnel-2. | Homebound instruction |

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (8-0-0)

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

- | | | |
|----|--|----------------------------------|
| 3. | To approve Shari Lemma, Hess School teacher as mentor for Melanie Piskun, Hess School teacher for the 2013-2014 school year. | Mentor for Melanie Piskun |
| 4. | To accept a resignation notice from Ashley | Resignation of |

Noll, Shaner School Paraprofessional, effective September 18, 2013 with her last day of employment to be October 18, 2013, as per attachment Personnel-4.

Ashley Noll

5. To approve a maternity leave of absence for Jennifer Harvey, Hess School Special Education teacher. Mrs. Harvey is requesting to use her accumulated sick and personal days for the period December 9, 2013 through January 10, 2014, Federal Family Medical Leave for the period January 13, 2014 through February 14, 2014, and New Jersey Family Leave for the period February 18, 2014 through April 4, 2014, with a return to work date of April 7, 2014, as per attachment Personnel-5.

**Maternity leave for
Jennifer Harvey**

**XtraMath
study**

6. To grant permission for Melissa Olkowski, Grade 5 teacher, to conduct a study with her math students upon permission of parents. The goal of this study is to determine if the use of technology can help students improve their knowledge of basic math facts. The study will include an online program called XtraMath (which students currently use) and a survey to determine how students feel about using technology to practice basic math facts, as per attachment Personnel-6.

**Hess School
part-time
secretary**

7. To approve Kelly Brunetti as a part-time, 12 month, 29 hours/week Hess School secretary beginning October 2, 2013, Secretarial Guide, Step 1, with a total annual salary of \$20,986.88, pro-rated, as per attachment Personnel-7.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Brunetti is a replacement for Jennifer Ottepka who has resigned.

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr.

Erickson. (8-0-0)

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

**Fieldwork
placements**

8. To approve fieldwork placements for the 2013-2014 school year, as per attachment Personnel-8.
9. To approve a New Jersey Family Leave of Absence for Carmen Choseed, Shaner School Custodian for the period from September 23, 2013 to September 27, 2013 with a return to work date of September 30, 2013, as per attachment Personnel-9. **NJFLA for Carmen Choseed**
10. To approve the following Kids' Corner substitutes for the 2013-2014 school year at the rate of \$10.00/hour (retro back to September 9, 2013): **Kids' Corner substitutes**
 - Lois Townsend
 - Melissa Inferrera
 - Mary Donoflio
 - Kris Ellison
 - Laurie Surman
 - Rebecca Rosen
 - Marla Kanevsky
 - Dorothy Gildiner
 - Kelly Davenport
11. To approve a revised return to work date for Lauren Kreifus, Davies School teacher from returning at the beginning of the 4th Marking Period 2014 to returning at the beginning of the 3rd Marking period on January 30, 2014. **Return to work date for Lauren Kreifus**

Ms. Kreifus' leave of absence was previously approved on May 21, 2013.
12. To approve a Federal Family Leave of Absence for Yenis Munoz-Jefferes, Shaner School teacher beginning September 25, 2013 with a return to work date to be **FFLA for Munoz-Jefferes**

determined (doctor's note to follow).

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (8-0-0)

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

**Annetta
Zaremba,
Davies
Teacher**

13. To approve Annetta Zaremba as a Davies School teacher for the 2013-2014 school year, B.A., Step 1, with a total annual salary of \$44,352.00, pro-rated, with a start date to be determined, as per attachment Personnel-13.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Zaremba is a replacement for Malika Green who has transferred to STEM.

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (8-0-0)

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

- Bus stop list**
1. Transportation bus stop list for the 2013-2014 school year.

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

- Club/Activity trips**
2. To approve club/activity trips for the 2013-2014 school year, as per amended attachment Transportation-2.

Roll call vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr.

Hassa, Mrs. Kupp, Mrs. Melton, and Dr.
Erickson. (8-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Dr. Erickson spoke about the percentages of criteria for selection in the RFP for labor relations. She would like to make changes. Mr. Smith recommended not taking the percentages out, and he noted that the State Comptroller issued best practices guidance which recommends weighted criteria. The RFP was discussed with the Finance Committee. Mr. Smith noted that the RFP is different from a bid where the district does not have to select the vendor with the lowest price. He noted the Board can select and appoint the vendor it chooses. Discussion was held and it was decided to add a statement indicating that the Board will make a selection based on the appropriate State statute.

Mrs. Capone asked when Ms. Lawful-Trainer would be in the district. Mrs. Dagit gave an update on the training given by Ms. Lawful-Trainer and noted the first night will be October 2, 2013 and 40 families were invited to attend.

Mrs. Capone noted that field trips were discussed previously and principals were supposed to make recommendations of possible trips. Mrs. Capone feels Sheppard Bus Co. should provide complimentary bussing for some field trips because of the problems which occurred at the beginning of the school year.

Mrs. Capone noted she had not received a copy of the district policy manual. Mr. Smith will provide a copy.

Mrs. Capone asked for an update on the STEM curriculum. Mrs. Dagit responded that she did e-mail Mrs. Capone regarding the program. Mrs. Dagit noted that the district is utilizing the same curriculum as Cedar Creek; which Mr. Santilli implemented a few years ago. Mrs. Dagit noted that she will try to connect with Mr. Youngblood again. Dr. Erickson noted that New Jersey School Board Association has information on this subject at the workshop in Atlantic City.

Dr. Erickson wanted to discuss the option of purchasing some of our own buses. This would provide transportation for field trips and possibly save money. Mr. Anderson stated that a study was done a few years ago regarding this and it was found that it was not feasible. Dr. Erickson would like to see the information previously gathered and possibly look into this option again.

Mrs. Capone asked if there was something which could be made available to parents to

help them if they have advanced students. Mrs. Dagit noted she would look into it. Dr. Erickson suggested each teacher adding a link on their webpage for parents to access online tools. Mrs. Dagit noted that the district is attempting to implement the electronic piece of the Go-Math series.

Mrs. Capone was concerned that students were being cut from the soccer team. She thought maybe they could still be on the team to gain experience, but would not be permitted to travel with the team. Mr. Beck informed the Board that only a certain number of students are permitted to be on the team. It is an interscholastic sport and not a recreation league.

NEW BUSINESS

None

PUBLIC COMMENTS

April Perone, Vice President of PTA informed the Board that they will be hosting a Meet the Candidates Night on Thursday, October 17, 2013 at 7:00 p.m. at the William Davies Middle School. She encouraged everyone to attend.

Vicky Meyers is a teacher in the district, as well as a resident of the township. She spoke about one of her students who was upset that the STEP program was being cut. Mrs. Meyers tried to teach this student the appropriate steps to take when you wanted someone to hear what you have to say. She was then very upset when the tennis and wrestling programs were approved at the last Board meeting because it was the wish of one of the Board members. She does not feel the appropriate steps were taken.

Cindy Fulton, who has been a teacher for 21 years and is now on the negotiations committee, is appalled that she was not aware of the 4% offer mentioned earlier in the meeting by Mr. Aiken. She is also upset that nothing has been said about the paraprofessionals. She stated that 4% spread over all of the salary steps is nothing.

A parent who has lived here all of her life and knew that she would want to raise her children here in this school system stated that she is upset that a lot of the teachers are leaving. She feels the district is losing experience in these teachers. She urged the Board to please settle and save the teachers from leaving.

Another parent feels the bus issues need to be resolved immediately. Her child does not want to ride the bus because he is being told to shut up. She has made several telephone calls without anything being done. She encouraged the Board to please take care of the bus issues and also to settle the contract for the teachers.

Mr. Gildiner stated that the settlement could have been made if he knew the numbers were 4/4/4. He feels there is a lot more on the table. This is the first time this offer was officially made and, if the Board would like to meet, possibly this contract could be settled.

Mr. Gildiner then read the names of 30 teachers who have resigned over the last two years.

He then read the names of the 31 paraprofessionals who have resigned over the last two years, as well as the other staff members. He stated that 131 staff members have left the district over the last two years. He wants to know when the Board will settle this contract and keep the staff and experience that is here.

Danielle Ragan stated that she was shocked when she read the article regarding the wrestling and tennis programs. She wanted to know how it was determined that these were important programs. She does not feel enough time was put into the decision. She feels it was a self-serving decision.

Ron Buckbee who is a resident of the township and a teacher in Atlantic City stated that he would take his own son out of this school district and take him to Atlantic City with him. He also stated that he cannot figure out how fact finding is going to fix all of the problems in the district. He does not understand how the Board expects the teachers to continue working in this district for no money.

Dr. Erickson noted that she followed up how NJSBA reports contract settlements. She said no changes have been made in their methods. She also wanted to look into offering other activities that parents currently pay for; like swimming. Dr. Erickson also asked Dr. Cappelluti to continue to follow up with bus issues.

EXECUTIVE SESSION

Motion by Mr. Hassa, seconded by Mr. Aiken, to enter into executive session for the purpose of Personnel actions and other confidential matters.

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:

- Other Confidential Matters
- Personnel Actions-Employee Arbitration

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 15 minutes.

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

The Board entered into executive session at 9:43 p.m.

The Board reconvened the regular meeting at 10:20 p.m.

Dr. Erickson asked what the status was of the driver of HS01. Dr. Cappelluti noted that she spoke with Mr. Sheppard and the driver would not be removed as the company did not see any issues with the video surveillance. Dr. Cappelluti will contact Mr. Sheppard about this issue.

Mrs. Francis noted issues about students crossing Route 50. Dr. Cappelluti noted that she has contacted Mr. Sheppard directly to address this issue.

Dr. Erickson noted that she has concerns with students who do not want to ride the bus. She also has concerns with how the routes were developed and how they are being run.

Mrs. Capone noted that she asked the bus driver of HS01 if she needed assistance and the driver responded that the students would not listen to her. Dr. Cappelluti noted that she asked Ms. Lopresto to ride the bus in the afternoon.

Mr. Anderson left the meeting at 10:25 p.m.

Dr. Cappelluti will speak with Mr. Sheppard and report back to the Board.

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

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

The Hamilton Township Board of Education meeting adjourned at 10:27 p.m.

Daniel Smith
Board Secretary

**MINUTES OF THE REGULAR SESSION MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 15, 2013
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 5:38 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call
To
Order**

Dr. Anne Erickson led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to both audio-tape and video-tape this meeting.

The following members answered roll call: Mrs. Peggy Capone, Mrs. Amelia Francis, Mr. George Hassa, Mrs. Barbara Kupp, Mrs. Kim Melton, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mr. Aiken

Also present Dr. Michelle Cappelluti: Superintendent of Schools
were: Mr. Daniel Smith: Board Secretary
 Mr. Eric Goldstein: Solicitor (arrived at 6:52 p.m.)

GOAL SETTING WORKSHOP

Mrs. Zoerb, from New Jersey School Boards association, led the Board in a goal setting discussion. Mrs. Zoerb performed the following:

- Reviewed goal setting process and handout.
- Reviewed strengths and areas of focus in the following areas:
 - Curriculum and Instruction
 - Finance and Facilities
 - School Culture/Community and Family Support
- Reviewed test scores and SGP's (student growth percentiles).
- Reviewed proficiency levels of students.
- Reviewed SGO's (student growth objectives) and how they are used.

- Reviewed proposed district goals for 2013
 - Implementation of SGO's
 1. Discussed SGP's being incorporated into this goal. The Board discussed the level of growth that would be desired.
 2. The Board will meet prescribed state targets through various activities in preparation for all students to be proficient or advanced proficient.

Mr. Goldstein arrived at 6:52 p.m.

Mrs. Zoerb spoke about fixed targets. She asked the Board to look at potential district goals, and then reconvene to discuss and look at the goals. Mrs. Zoerb suggested making some goals three year goals.

Mrs. Zoerb suggested meeting as a Board in December. She asked everyone to look at the district's mission and vision statements. She noted that the December meeting should be a stand-alone meeting.

The Board took a short break at 7:00 p.m.

Mr. Anderson arrived at 7:02 p.m.

The Board reconvened at 7:08 p.m.

PRESENTATIONS

Recognition of Bill Schmitz for the donation of text books to the Lamia Afghan Foundation
Given by: Janet Yunghans, Hess School Librarian

Recognition of the top 20 Readers who participated in the Scholastic Summer Reading
Challenge at the Hess School

Given by: Janet Yunghans, Hess School Librarian

APPROVAL OF MINUTES

Motion by Mr. Sacchinelli, seconded by Mr. Hassa, to approve the regular and executive session minutes of the meeting of September 3, 2013.

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson.

(8-0-0)

Motion by Mr. Sacchinelli, seconded by Mr. Hassa, to approve the regular session minutes of the meeting of September 17, 2013.

Roll call vote: Seven in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson.
Abstained: Mr. Sacchinelli (7-0-1)

CORRESPONDENCE

Dr. Cappelluti noted a letter written by Marylynn Stecher to the Mizpah Volunteer Fire Co. thanking them for hosting the Books in Your Backyard event.

PUBLIC COMMENTS

Shannon Branca asked how the amount teachers are paid for stipends is decided. Dr. Cappelluti stated that it is based on their contract. It depends on how many contact hours they have with the students. Mrs. Branca also asked if it were possible to bring the morning reading back to two days instead of one. Dr. Cappelluti said she would speak to the principals regarding this.

Margaret Erickson who is a student in the district asked the Board to consider the new dyslexia laws when they are determining their Board goals.

BOARD MEMBER COMMENTS

Mrs. Kupp noted the skating party hosted this past weekend by the Education Foundation. This was attended by many families and she wanted to thank the volunteers who helped out.

Mrs. Capone thanked Mrs. Kupp for volunteering her time at the skating party, as well as other charitable events for the school. She also thanked Ms. Lamanteer for taking part in the event.

Mrs. Capone then thanked Mr. Schmitz for organizing the book drive. She noted females in Afghanistan are not receiving an education and what Mr. Schmitz did is very important. She complimented him for all of his efforts in the community.

John Sacchinelli also thanked Mr. Schmitz and noted his time working with the Boy Scouts.

Dr. Erickson asked if the issue with the copy paper has been resolved. Dr.

Cappelluti responded that the issue was taken care of.

Dr. Erickson wanted to remind the Board about the NJSBA Workshop in Atlantic City on October 22, 23 and 24, 2013.

There was discussion regarding the upcoming meetings in October, as well as possibly moving the November 5, 2013 meeting to another date.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. **October 15, 2013** - Goal Setting Workshop – Davies School – 5:30 p.m.
- b. **October 15, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 25, 2013** – In-Service Day – No School for Students
- d. **October 28, 2013** – Finance Committee Meeting – Board Office – 4:30 p.m.
- e. **October 30, 2013** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **November 5, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Registration/Transfer Statistics for the Month of September, 2013, as per attachment X-B.

(C) Enrollment for the month of September, 2013, as per attachment X-C.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

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

Emergency Management Plan

1. To approve the 2013-2014 Emergency Management Plan.

Comprehensive Maintenance Plan

2. To approve the 2014-2015 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2014-2015 Budget.

3. To approve Change Order #1 to the contract with Joseph Porretta Builders, Inc. in the **Change Order**

deduct amount of (\$-4,851.34) for unused allowance. This will reduce the total contract from \$114,025.00 to \$109,173.66, as per attachment Facilities-3.

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

Mr. Sacchinelli noted that a memo was sent to all schools regarding the recycling process.

CURRICULUM COMMITTEE – Mrs. Kupp

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

1. District's Nursing Services Plan for the 2013-2014 school year, as per attachment Curriculum-1. **Nursing Services Plan**

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

FINANCE COMMITTEE – Mr. Melton

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

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2013. **Report of Receipts and Expenditures**
2. Board Secretary's Report for the period ending August 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of August 31, 2013, and after review of the Secretary's Monthly Financial appropriations **Board Secretary's Report**

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.

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

The following items have been included as informational items:

- | | | |
|---------------------------------|----|--|
| Interest Income | 3. | Interest Income for the month of August, 2013. |
| Receipts | 4. | Receipts for the month of August, 2013. |
| Refunds | 5. | Refunds for the month of August, 2013. |
| Capital Reserve Interest | 6. | Capital Reserve Interest for the month of August, 2013. |
| Rental Income | 7. | Rental Income for the month of August, 2013. |
| Miscellaneous Revenue | 8. | Miscellaneous Revenue for the month of August, 2013. |
| Budget Summary Report | 9. | The monthly Budget Summary Report for August, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education. |

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

- | | | |
|-------------------------|-----|---|
| Budget transfers | 10. | Budget transfers in the amount of \$510,332.00. |
| | 11. | Superintendent's and Board Secretary's |

Superintendent'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.

**and Board
Secretary's
certification**

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

The following item has been included as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$3,702,610.60. **Purchase orders**

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

13. Bills and payroll in the total amount of \$4,366,816.63: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$193,512.99
11	Current Expense	1,731,958.53
11	Current Expense/Payroll	1,983,667.52
12	Capital Outlay	209,321.54
20	Special Revenue	53,057.01
20	Special Revenue/Payroll	48,130.02
50	Cafeteria	72,696.21
50	Kid's Corner	6,472.23
50	Community Education	14,068.38
50	Camp Blue Star	53,932.20

14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year. **Staff attendance at seminars, workshops and conferences**
15. Tuition Contract between Hamilton Township School District and Bancroft for one (1) student for the 2013-2014 school year beginning September 9, 2013 for 177 days, \$253.66 per diem, at a total cost of \$44,897.82. **Tuition Contract with Bancroft**

**Tuition
Contracts with
ACSSSD**

16. Tuition Contracts with Atlantic County Special Services School District for the 2013-2014 school year in the following amounts:

Multiply Disabled	\$35,640.00 (8 students currently enrolled)
Autistic	\$40,860.00 (2 students currently enrolled)
Severe Cognitive Impaired	\$28,160.00 (2 students currently enrolled)
Pre-School (full-time) Disabled	\$34,920.00 (3 students currently enrolled)

EUS Contract

17. Extraordinary Unspecified Service (EUS) contract in an amount greater than \$36,000.00 in accordance with N.J.S.A. 18A:18A-5a(2).

Scholastic, Inc. - \$85,000.00

**Tuition
Contract with
Vineland
Board of
Education**

18. Tuition contract with Vineland Board of Education for one (1) student for the 2013-2014 school year at a cost of \$289.00 per diem for 180 days for a total annual cost of \$52,000.00.

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken

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

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

**District
substitutes**

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

**Homebound
instruction**

2. To amend the last day of employment for Cheri Steele, Hess School Pre-K Autism teacher to October 31, 2013. Ms. Steele's

resignation was previously approved on
September 17, 2013.

3. To approve Michelle Nilan as a Hess School Pre-K Autism teacher, for the period October 16, 2013 through June 30, 2014, B.A., Step 1, with a total annual salary of \$44,352.00, pro-rated, as per attachment Personnel-3. **Pre-K Autism Teacher**

Salary subject to change at the completion of the H.T.E.A. negotiations.

Ms. Nilan is a replacement for Cheri Steele who has resigned.

4. To approve local and grant funded extra-curricular activities and staff stipends for the 2013-2014 school year for the Shaner, Hess and Davies Schools, as per attachment Personnel-4. **Extra-curricular activities and staff stipends**
5. To approve a start date of October 15, 2013 for Annetta Zaremba, Davies School teacher. Ms. Zaremba was previously approved on October 1, 2013 with a start date TBD. **Annetta Zaremba, Davies teacher**
6. To approve a Federal Family Leave of Absence (FMLA) return to work date of October 7, 2013 for Yenis Jefferes, Shaner School teacher. Ms. Jefferes' FMLA was previously approved on October 1, 2013 with a return to work date TBD. **FMLA for Yennis Jefferes**

Roll call vote: All in favor: Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (8-0-0)

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

FMLA for Donald Cavileer

7. To approve a Federal Family Leave of Absence (FMLA) for Donald Cavileer, Hess School Custodian beginning September 18, 2013, with a return to work date to be determined. His vacation days will run

concurrent with his FMLA, as per attachment
Personnel-7.

Roll call vote: All in favor: Mr. Anderson,
Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs.
Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr.
Erickson. (8-0-0)

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

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

1. To approve the transportation bus stop list for **Bus Stop List**
the 2013-2014 school year.

Roll call vote: All in favor: Mr. Anderson,
Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs.
Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr.
Erickson. (8-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Motion by Dr. Erickson, seconded by Mr. Hassa, to approve the following motion as
presented:

- Resolution #68**
1. To approve Resolution #68 to Submit the
District's Statement of Assurances required by
NJQSAC to the State of New Jersey on
November 15, 2013, as per attachment XV-1.

Roll call vote: All in favor: Mr. Anderson, Mrs.
Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp,

Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson.
(8-0-0)

Mrs. Capone was not sure what the Board was approving.

Dr. Cappelluti responded that the report shows that we are compliant in all areas.

Mrs. Capone noted she was contacted by a resident who is trying to get the Boy Scouts involved in the Veteran's Day activities. She also questioned whether or not the students would be given an excused absence if they were to attend the activities. Dr. Cappelluti responded that they would.

Mr. Sacchinelli noted he was contacted as well to get the students involved in the Veteran's Day activities. The Board agreed that it would be nice to have the students more involved in the activities.

Mrs. Capone asked about recycling in the schools. Mr. Sacchinelli explained how it was to be done. He noted the recycling dumpster is picked up twice a week.

Mrs. Capone also had a question regarding the stipends. She wanted to know how many occur when a teacher is taken out of a classroom. Dr. Cappelluti responded that they are not allowed to be taken out, as they cannot miss their class.

PUBLIC COMMENTS

Shannon Branca asked when the Fact Finding report would become public. Dr. Cappelluti stated that it will be advertised when available. Mr. Sacchinelli noted that it should be available within ten days.

Mrs. Branca wanted to know who Mr. Taylor was and what is going to be discussed at the special meeting. Dr. Erickson responded that it was to talk about negotiations.

Margaret Erickson who is involved with Oakcrest Student Council asked if the Books for Afghanistan would be an annual event. Would they possibly reach out to Oakcrest or other schools? Dr. Cappelluti stated that it has been done before and it would be a good project for the Oakcrest Student Council.

Mays Landing, NJ
October 15, 2013

Motion by Mr. Anderson, seconded by Mr. Hassa, to adjourn the meeting.

Voice vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:25 p.m.

Daniel Smith
Board Secretary

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 29, 2013
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Special Meeting of the Hamilton Township Board of Education was called to order at 5:32 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Dr. Anne Erickson, President.

**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 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.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Peggy Capone, Mrs. Amelia Francis, Mr. George Hassa, Mrs. Barbara Kupp, Mrs. Kimberly Melton, Mr. John Sacchinelli, and Dr. Anne Erickson

**Roll
Call**

Members Absent: None

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

APPROVAL OF MINUTES

Motion by Mr. Hassa, seconded by Mr. Aiken, to approve the minutes of the regular session meeting of August 6, 2013, as per attachment Minutes-1.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mrs. Kupp (8-0-1)

Motion by Mr. Hassa, seconded by Mr. Anderson, to approve the regular session minutes of the meeting of August 20, 2013, as per attachment Minutes-2.

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

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Aiken stated that he was displeased to hear that no goals were set at the meeting on October 15, 2013. He asked if another meeting will be set. Dr. Cappelluti stated that she is waiting to hear from Mrs. Zoerb. Dr. Erickson noted that most of the Board members were in agreement with the vision, but we are still working on the goals.

Mr. Aiken commented on Veteran's Day ceremonies that will be held at the park. He asked if Boy Scouts would be excused from school that day. He would like everyone attending to be excused for the day. Mrs. Capone noted that Dr. Cappelluti said it would be an excused absence. The Board discussed allowing other student groups to attend as well; such as the Girl Scouts.

Mrs. Capone asked about using a bus to transport students to and from the ceremonies. The Board discussed this option and was in favor of utilizing a bus. Mrs. Kupp noted this is a good discussion for next year since Veteran's Day is only two weeks away.

Mr. Sacchinelli noted the students attending would be excused for this year and the Board can put something in place for next year to get more students involved.

Mrs. Francis asked about meeting to discuss the Board goals. Dr. Cappelluti noted that the Board will discuss them in November and then meet with Mrs. Zoerb in December.

COMMITTEES

TRANSPORTATION COMMITTEE

Motion by Mr. Anderson, seconded by Mr. Aiken, to approve the following motion:

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,
Mr. Anderson, Mrs. Capone, Mrs.
Francis, Mr. Hassa, Mrs. Kupp, Mrs.
Melton, Mr. Sacchinelli, and Dr.
Erickson. (9-0-0)

NEW BUSINESS

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

1. To cancel the November 5, 2013 Board of Education meeting.

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

Motion by Mr. Anderson, seconded by Mr. Hassa, to approve the following motion as presented:

2. To change the time of the regular session meeting scheduled for November 19, 2013 to 6:00 p.m. to provide for a Goal Setting Workshop.

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

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mrs. Hassa, to enter into executive session for discussion of contract negotiations.

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 contract negotiations. 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 120 minutes.

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

The Board entered into executive session at 5:55 p.m.

The Board reconvened the regular meeting at 8:15 p.m.

ADJOURNMENT

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

Voice Vote: 9-0-0

The Hamilton Township Board of Education meeting adjourned at 8:15 p.m.

Daniel Smith
Board Secretary