

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON DECEMBER 21, 2010
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:00 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. David May, President.

**Call
To
Order**

Dr. May 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 record this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. Chris Palermo and Dr. David May. Quorum present.

**Roll
Call**

Members Absent: None

Also present Mrs. Michelle Cappelluti: Superintendent of Schools
were: Mrs. Martha Jamison: Board Secretary
 Mr. Louis Greco: Solicitor

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of December 7, 2010, as per attachment IV-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (9-0-0)

CORRESPONDENCE

None

PUBLIC COMMENTS

Mrs. Sandman commented on our terrific teachers and how hard they work. She then asked if the parents could be given more information about their child's class, for example, if it is an inclusion classroom. She also requested that the Board meetings be taped and put on Channel 2. Lastly, she asked if the curriculum could go back to the basics. Mrs. Cappelluti responded to her comments, stating that, in accordance with the state, we follow standards-based curriculum. This is really what has been taught all along, but in a different way, based on what has been determined to work best. She also agreed that parents should understand what type of classroom their child in, and that she will reinforce this with the teachers.

BOARD MEMBER COMMENTS

Mr. Ludwick wished a Happy Holiday to everyone.

Mrs. Kupp noted that Mrs. Taylor, the District's first nurse, just passed away.

Mr. Aiken advised that he observed classes in Hess and Shaner Schools and thanked the teachers and building principals.

Dr. May commented on the phenomenal holiday concert at Hess School.

Mr. Anderson asked if Mr. Greco has received the most recent correspondence regarding the Tamburro litigation. Mr. Greco responded that he has but that he would need to confer with Mr. Bucco before he can update the Board. He will provide an update at the January meeting. Mr. Anderson then said he has some questions about the solar panel issue. He will hold them for Unfinished Business.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **December 21, 2010** – Curriculum Committee Meeting – Board Office – 6:00 p.m. (CANCELED)
- b. **December 21, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **December 24-31, 2010** – Winter Recess – Schools Closed
- d. **January 7, 2011** –Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **January 13, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **January 17, 2011** – Martin Luther King Day – Schools Closed
- g. **January 18, 2011** – Curriculum Committee Meeting – Board Office – 6:00 p.m. (CANCELED)

- h. **January 18, 2011** – Board of Education Meeting – Davies School - 5:00 p.m.
 - i. **February 1, 2011** – Policy Committee Meeting – Davies School – 6:00 p.m.
 - j. **February 1, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- (B) Student Discipline Reports for the month of November, 2010, as per attachment VIII-B.
- (C) Academic Achievement Lists for the 1st Trimester Marking Period – Grades 4 and 5, as per attachment VIII-C.
- (D) New Homes and Certificates of Occupancy for the month of November, 2010, as per attachment VIII-D.
- (E) January is School Board Recognition Month – there will be a special presentation to the Hamilton Township Board of Education at its January 18, 2011 meeting to honor their service to our schools.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

None

CURRICULUM COMMITTEE - Dr. Erickson

None

FINANCE COMMITTEE – Mr. Ludwick

The following items have been included as informational items:

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| 1. Interest Income for the month of November, 2010, as per attachment IX-C-1. | Interest Income |
| 2. Receipts for the month of November, 2010, as per attachment IX-C-2. | Receipts |
| 3. Refunds for the month of November, 2010, as per attachment IX-C-3. | Refunds |
| 4. Capital Reserve Interest for the month of November, 2010, as per attachment IX-C-4. | Capital Reserve Interest |
| 5. Rental Income for the month of November, 2010, as per attachment IX-C-5. | Rental Income |

Miscellaneous Revenue 6. Miscellaneous Revenue for the month of November, 2010, as per attachment IX-C-6.

Budget Summary Report 7. The monthly Budget Summary Report for November, 2010 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-7.

Motioned by Mr. Ludwick, seconded by Mrs. Befano, to approve the following Motions as presented:

Budget Transfers 8. To approve budget transfers in the amount of \$31,000.00, as per attachment IX-C-8.

Superintendent and Board Secretary certification 9. 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.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (9-0-0)

The following item has been included as an informational item:

Purchase orders 10. Purchase orders issued for services, supplies and equipment in the amount of \$1,371,326.32, as per attachment IX-C-10.

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

Bills and payroll 11. To approve the following bills and payroll in the total amount of \$6,733,965.45, as per attachment IX-C-11.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$ 9,974.00
10	General Fund/Payroll	209,203.94
11	Current Expense	1,012,725.55
11	Current Expense/Payroll	2,003,427.03
20	Special Revenue	51,743.95

20	Special Revenue/Payroll	89,561.94
30	Building Projects	272,341.38
40	Debt Service	2,785,956.25
50	Cafeteria	270,045.21
50	Kids' Corner	23,967.65
50	Community Education	3,658.72
50	Camp Blue Star	1,359.83

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| 12. | To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-12. | Travel and Related Expense Reimbursement |
| 13. | To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2010-2011 school year, as per attachment IX-C-13. | Staff attendance at seminars, workshops and conferences |
| 14. | To approve to transfer the remaining unapplied balance of the bonds issued July 15, 2008, in the amount of \$11,676.20, to the General Fund in accordance with N.J. statute 18A:24-54. | Transfer balance of bonds |
| 15. | To approve the Professional Services Agreement between Cassetta, Taylor and Whalen, Inc. and the Hamilton Township Board of Education for the period January 1, 2011 through December 31, 2013 in the amount of \$8,600.00/year, as per attachment IX-C-15. | Agreement with Cassetta, Taylor and Whalen, Inc. |
| 16. | To approve the submission of the Pre-school Education Aid (PEA) Carryover Application to carryover funds from the 2009/2010 school year into the 2010/2011 school year, as per attachment IX-C-16. | PEA Carryover Application |

Roll Call Vote: Eight in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May.
Abstained: Mr. Anderson (8-0-1)

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

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| 17. | To approve a Child Study Team re-evaluation for an out-of-district student attending Cape May County Special Services School District at | CST Reevaluation |
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the rate of \$300.00 per evaluation, as per attachment IX-C-17.

Out-of-district placements

18. To approve out-of-district placements for the 2010-2011 school year, as per attachment IX-C-18.

Federal Education Jobs Act Funds

19. To accept the Federal Education Jobs Act Funds in the amount of \$749,872.00. (The Board plans to use these funds during the 2011-2012 school year and will submit a budget for approval at that time.)

Bid for walk-in freezer and two double steamers

20. To approve to go out to bid for a walk-in freezer and two double steamers, as per attachment IX-C-20. (This will be funded by the Food Service Enterprise Fund.)

Contract with Microsoft Licensing, GP

21. To approve a twelve month contract between the Hamilton Township Board of Education and Microsoft Licensing, GP in the amount of \$21,608.53 for district wide licensing, as per attachment IX-C-21.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Palermo

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

Motioned by Mr. Palermo, seconded by Mr. Aiken, to approve the following Motions as presented:

District substitutes

1. To approve district substitutes for the 2010-2011 school year, as per attachment IX-D-1.

Homebound Instruction

2. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-2.

Medical Leave of Absence for Cohen

3. To approve a medical leave of absence for Rita Cohen, Hess School paraprofessional beginning January 3, 2011. Mrs. Cohen has

requested to use all her accumulated sick and personal time and to be placed on a Federal Family Medical Leave of Absence (FMLA) for the period February 3, 2011 through March 29, 2011 with a return to work date of March 30, 2011, as per attachment IX-D-3.

4. To accept a resignation from Ashley Fuhs, Hess School speech therapist, effective January 28, 2011, as per attachment IX-D-4. **Resignation of Fuhs**
5. Approve a fieldwork placement for the 2010-2011 school year, as per attachment IX-D-5. **Fieldwork placement**
6. To approve Carla Burke to receive benefits during her employment as a full-time Hess School art teacher beginning December 8, 2010 through June 30, 2011.
(This is a correction to the motion for Ms. Burke which was previously approved on December 7, 2010. Ms. Burke is a replacement for Winifred Witmer who is on a medical leave of absence.) **Benefits for Burke**
7. To approve Jenna Vola as a Shaner School grade one teacher, beginning January 10, 2011 through June 30, 2011, BA, Step 1 with a total annual salary of \$43,060.00, as per attachment IX-D-7.
(Ms. Vola is a replacement for Pamela Pierson who will be on a maternity leave of absence.) **Vola, Shaner Grade One Teacher**
8. To approve the TALENT21 Grant funded extra-curricular activity and staff stipends for the 2010-2011 school year, as per attachment IX-D-8. **TALENT21 grant stipends**
9. To approve two Stockton college students to complete a supervised clinical internship beginning January 18, 2011 through May 1, 2011, approximately 3 hours/week for 8 weeks, as per attachment IX-D-9. **Clinical Internship for Stockton**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May. (9-0-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motion as presented:

- Retirement of Michael J. Muldoon** 10. To accept a notice of retirement from Michael J. Muldoon, Davies School Principal, effective July 1, 2011, as per attachment IX-D-10.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. May. Nay: Mr. Palermo (8-1-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

- Practicum for Rowan University** 11. To approve a Special Education 300 hour practicum for a Rowan University student, to be completed by June, 2011, as per attachment IX-D-11.

- Lewis, part-time paraprofessional** 12. To approve Jillian Lewis as a part-time Hess School paraprofessional beginning January 3, 2011 through June 30, 2011, Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-12.
(Ms. Lewis is a replacement for Jenna Strehle who was transferred to the pool.)

- One-on-one paraprofessional position** 13. To establish a new one-on-one 29 hour/week paraprofessional position who will be assigned to an auditory impaired student returning to the district from an out-of-district placement. The student will be enrolled in our On the Horizon Program at the Hess School, as per attachment IX-D-13.

- Cantz, part-time paraprofessional** 14. To approve Deborah Cantz as a part-time Hess School Paraprofessional, beginning January 3, 2011 through June 30, 2011,

Step 1, for a total annual salary of \$13,118.00, as per attachment IX-D-14. (Ms. Cantz will be assigned to an auditory impaired student returning to the district.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (9-0-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

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| 15. | To approve 2010-2011 overtime hourly rates for district technology staff as follows:
Aleng Phommathep - \$37.02
Anthony Poretto - \$47.23
Terry Stoen - \$32.34
Joe Gorgo - \$32.34
Joe Knopp - \$31.10 | Overtime rates for technology staff |
| 16. | To approve Laurie Surman as a part-time, 10 month, 15 hour/week food service worker beginning December 22, 2010 through June 30, 2011, Step 1, for a total annual salary of \$9,302.00, as per attachment IX-D-16. (Ms. Surman is a replacement for Linda Perla who resigned.) | Surman, part-time food service worker |
| 17. | To approve a Job Description for Lead Nurse, as per attachment IX-D-17. | Lead Nurse job description |
| 18. | To approve the Lead Nurse stipend position for the 2010-2011 school year, Level 3 on Table A, for a total of \$1,292.00. | Lead Nurse stipend |
| 19. | To approve to allow Sandra Simmons, a Stockton College student, to complete her research project at the Davies School beginning in January, 2011, as per attachment IX-D-19. | Stockton College research project |

Items #15 and #17 through #19: Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr.

May (9-0-0).

Item #16: Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mrs. Melton, Mr. Palermo and Dr. May.
Nay: Mr. Ludwick (8-1-0).

POLICY COMMITTEE – Mr. Anderson

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

- Regulation #2464**
1. To approve Regulation #2464 – Gifted and Talented Pupils - on first reading, as per attachment IX-E-1.

Roll Call Vote: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mrs. Melton, Mr. Palermo and Dr. May.
Nay: Dr. Erickson and Mr. Ludwick. (7-2-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motions as presented:

- Jointure contract for Route HAM-1**
1. To approve a jointure contract between the Middle Township School District and the Hamilton Township School District, Route HAM-1, to transport one special education student in Cape May to and from Ocean Academy beginning November 17, 2010 through June 30, 2011, \$51.67/day for a total cost of \$7,027.12.
(This student was originally on Route MS-HT which transported this student from Cape May to the William Davies Middle School for the period September 7, 2010 through November 15, 2010.)
- Trip request for choir students**
2. To approve a trip request for two Davies School choir students to participate in the South Jersey Chorus Practice at Cherry Hill West High School on January 13, 2011, as per attachment IX-F-2. Mrs. Cappelluti

advised that the cost of the trip will be paid by the Greater Egg Harbor Regional High School District.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Anderson discussed the letter from Mr. Veisz regarding the grants for the solar panels at the Hess and Shaner Schools and the possibility of losing these grants. He requested that the Board Secretary send a letter to the Governor and our state legislators.

Dr. May asked about the time of the January Board meeting. Mrs. Cappelluti advised that it will start at 5:00 p.m. here in the Davies School library and will start with a budget workshop. The Curriculum Committee will reschedule their meeting.

NEW BUSINESS

Mr. Ludwick expressed his concerns about security at Board meetings in the light of the recent shooting in Florida. He asked that we arm our School Resource/Attendance Officer and mandate that he attend our Board meetings. Mrs. Cappelluti responded that this is on the agenda for Executive Session and asked if we could discuss this at that time. Dr. May agreed that this should be discussed in closed session.

PUBLIC COMMENTS

Mrs. Fulton thanked Dr. Erickson and Mr. Ludwick for recognizing the pay discrepancy between the paraprofessionals and food service workers.

Mays Landing, NJ
December 21, 2010

Mrs. Sandman requested more technology equipment at Shaner School. She then questioned Mrs. Cappelluti about the curriculum and the state standards.

EXECUTIVE SESSION

Motioned by Dr. Erickson, seconded by Mr. Aiken, to enter into executive session for discussion of litigation and personnel issues.

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 litigation and personnel issues. 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.

Voice Vote: (9-0-0) Motion carried.

The Board entered into Executive Session at 7:47 p.m.

The Board reconvened the regular meeting at 8:20 p.m.

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:20 p.m.

Martha J. Jamison, CPA
Board Secretary