

Mays Landing, NJ  
February 15, 2011

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 15, 2011  
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 5:47 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Mr. Chris Palermo.

**Call  
To  
Order**

Mr. Palermo 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, Mrs. Kimberly Melton, Mr. Chris Palermo and Dr. David May (arrived at 6:28 p.m. during Executive session.) Quorum present.

**Roll  
Call**

Members Absent: Mr. Mark Ludwick

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

**EXECUTIVE SESSION**

Motioned by Mr. Aiken, seconded by Dr. Erickson, to enter into Executive Session for Board Training provided by Charlene Zoerb from New Jersey School Boards Association.

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

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 Board training. 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.

The Board entered into Executive Session at 5:49 p.m.

Dr. David May arrived during Executive Session at 6:28 p.m.

The Board reconvened the regular meeting at 6:42 p.m.

Dr. May called for a short break in the regular meeting at 6:42 p.m.

The regular meeting was called back to order by Dr. May at 7:00 p.m. with the Pledge of Allegiance.

### **APPROVAL OF MINUTES**

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the regular and executive session minutes of the meeting of February 1, 2011, as per attachment V-A.

Roll Call Vote: Six in favor: Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mrs. Melton and Mr. Palermo. Abstained: Mr. Aiken and Dr. May. (6-0-2)

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

- A parent of a student on the bus involved in the recent accident commented on how controlled the situation was, clearly showing that the District has a plan in place when emergency situations occur.

### **BOARD MEMBER COMMENTS**

- Mrs. Kupp commented on the phenomenal show put on by Sue Milone at the Shaner School.
- Dr. Erickson informed the Board that Oakcrest High School will be performing *Les Miserables* this Thursday, Friday and Saturday.

### **SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. **February 15, 2011** – Curriculum Committee Meeting – Board Office – 3:30 p.m.
- b. **February 15, 2011** – Board of Education Meeting – Davies School – 5:30 p.m.
- c. **February 21, 2011** – Presidents' Day – Schools Closed

- d. **February 24, 2011** –Personnel Committee Meeting –  
Board Office – 5:00 p.m.
- e. **March 1, 2011** – Finance Committee Meeting –  
Board Office – 8:00 a.m.
- f. **March 1, 2011** – Board of Education Meeting –  
Davies School – 5:30 p.m.
- g. **March 10, 2011** – Personnel Committee Meeting –  
Board Office – 5:00 p.m.
- h. **March 11, 2011** – Facilities Committee Meeting –  
Board Office – 7:30 a.m.
- i. **March 22, 2011** – Board of Education Meeting and Public Hearing  
on the Budget – Davies School – 7:00 p.m. (Tentative)

- (B) Emergency Management debriefing by Glenn Martins, Emergency Management Coordinator

Mr. Martins gave a debriefing on the bus accident which occurred on February 4, 2011. A plaque was also presented to Dr. Weeks for his assistance during the accident.

Dr. May asked if First Student would be able to attend the next meeting to provide information concerning their driver training and policies regarding bus accidents. Mr. Martins said he would ask them if they could arrange that.

- (C) Registration/Transfer Statistics for the Month of January, 2011, as per attachment IX-C.
- (D) Enrollment, as per attachment IX-D.
- (E) Student Discipline Reports for the month of January, 2011, as per attachment IX-E.

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mrs. Befano**

### **CURRICULUM COMMITTEE - Dr. Erickson**

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following Motion as presented:

1. To approve the revised 2010-2011 School District Calendar, as per attachment X-B-1. (The calendar has been revised due to a snow day in January.)

**Revised 2010-2011  
District Calendar**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs.

Kupp, Mrs. Melton, Mr. Palermo and Dr. May  
(8-0-0)

**FINANCE COMMITTEE – Mr. Ludwick**

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

**Treasurer's Report**

1. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December, 2010. The Treasurer's Report and Secretary's Report are in agreement for the month of December, 2010, as per attachment X-C-1.

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

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

**Board Secretary's Report**

2. To approve the Board Secretary's Report for the period ending December 31, 2010. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of December 31, 2010, 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 X-C-2.

**Budget Transfers**

3. To approve budget transfers in the amount of \$85,183.00, as per attachment X-C-3.

**Superintendent's and Board Secretary's Certification**

4. 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.

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|----|---|--------------------------|
| 5. | Purchase orders issued for services, supplies and equipment in the amount of \$1,069,208.42, as per attachment X-C-5. | <b>Purchase Orders</b>   |
| 6. | To approve the following bills and payroll in the total amount of \$4,195,158.43, as per attachment X-C-6.            | <b>Bills and payroll</b> |

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$10,586.00
10	General Fund/Payroll	221,132.79
11	Current Expense	1,130,085.05
11	Current Expense/Payroll	2,112,889.92
20	Special Revenue	71,677.37
20	Special Revenue/Payroll	89,222.28
30	Building Projects	77,634.95
40	Debt Service	301,218.75
50	Cafeteria	154,590.55
50	Kids' Corner	18,005.95
50	Community Education	8,019.82
50	Camp Blue Star	95.00

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

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

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| 7. | To approve a resolution for Travel and Related Expense Reimbursement, as per attachment X-C-7.  | <b>Travel and Related Expense Reimbursement</b>                |
| 8. | 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 X-C-8. | <b>Staff attendance at seminars, workshops and conferences</b> |
| 9. | To approve tuition contracts with the Vineland Board of Education, effective September 20, 2010 for two (2) students, in the following amounts:   | <b>Tuition Contracts with Vineland Board of Education</b>      |

Grade 3 student - \$56.94/per diem  
Grade 6 student - \$65.44/per diem

These students are homeless from Hamilton Township and are currently residing in Vineland.

**Approve  
Parke Bank**

10. To approve Parke Bank as an authorized depository for the Hamilton Township School District.

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

**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 Dr. Erickson, to approve the following Motions as presented:

**District  
Substitutes**

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

**Homebound  
Instruction**

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

**Salary for  
McKenna**

3. To correct the salary for Alba McKenna, part-time custodian, from \$31,127.00 to \$22,956.00. The corrected salary is for a part-time, 12 month, 29.5 hour/week position, as per attachment X-D-3. (This was previously approved on 2-1-11 with a full time custodial salary.)

**Last day for  
Cervi**

4. To change the last day of employment for Michael Cervi, Special Education teacher, from February 22, 2011 to February 18, 2011, as per attachment X-D-4.

**Extra-curricular  
activities**

5. To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2010-2011 school

year, as per attachment X-D-5.

6. To approve Althea Maxwell, Davies School Paraprofessional Liaison, and Eileen O'Sullivan, Shaner School Paraprofessional Liaison, to provide 1.5 hours of in-house professional development to staff during the February In-Service at the hourly rate of \$15.00. **Paraprofessional Professional Development**
  7. To approve Lisa Thompson, certified Red-Cross Instructor, to provide a CPR re-certification class to twelve of the District's thirteen Health/Physical Education teachers on Friday, February 18th, 2011 at the rate of \$125 for the class plus \$10 per person, all payable to the Red Cross. **CPR Recertification Class**
  8. To approve staff members who will be providing in-house professional development to staff during the February In-Service at the hourly rate of \$26.00 as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association (funded by a combination of NCLB funds and Local funds), as per attachment X-D-8. **In-house professional development**
- Note this: There may be approval requested for a few staff members after the actual in-service day, as planning for these events often involves last minute unexpected changes to the original schedule.
9. To approve selected staff members to participate in Professional Development Workshops relative to the TALENT21 Grant during the 2010-2011 school year (not to exceed 20 hours each) and to be paid at the hourly rate of \$23.80 as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the **Professional Development Workshops**

TALENT21 Grant, as per attachment  
X-D-9.

Items #1, #2, #3, #4, #5, #6, #8 & #9: Roll  
Call Vote: All in favor: Mr. Aiken, Mr.  
Anderson, Mrs. Befano, Dr. Erickson, Mrs.  
Kupp, Mrs. Melton, Mr. Palermo and Dr.  
May (8-0-0)

Item #7: Seven in favor: Mr. Aiken, Mr.  
Anderson, Mrs. Befano, Mrs. Kupp, Mrs.  
Melton, Mr. Palermo and Dr. May. Nay:  
Dr. Erickson. (7-1-0)

### **POLICY COMMITTEE – Mr. Anderson**

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

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|-------------------------|----|---|
| <b>Policy #1140</b>     | 1. | To approve Policy #1140 – Affirmative Action Program - on first reading, as per attachment X-E-1.   |
| <b>Policy #1523</b>     | 2. | To approve Policy #1523 – Comprehensive Equity Plan - on first reading, as per attachment X-E-2.  |
| <b>Policy #1530</b>     | 3. | To approve Policy #1530 – Equal Employment Opportunities - on first reading, as per attachment X-E-3.                                       |
| <b>Regulation #1530</b> | 4. | To approve Regulation #1530 – Equal Employment Opportunity Complaint Procedure - on first reading, as per attachment X-E-4.                 |
| <b>Policy #1550</b>     | 5. | To approve Policy #1550 – Affirmative Action Program for Employment and Contract Practices - on first reading, as per attachment X-E-5.     |
| <b>Regulation #1550</b> | 6. | To approve Regulation #1550 – Affirmative Action Program for Employment and Contract Practices - on first reading, as per attachment X-E-6. |



7. To approve Policy #2260 – Affirmative Action Program for School and Classroom Practices - on first reading, as per attachment X-E-7. **Policy #2260**
8. To approve Policy #2415.01 – Academic Standards, Academic Assessments, and Accountability - on first reading, as per attachment X-E-8. **Policy #2415.01**
9. To approve Policy #2415.04 – Title I – District-Wide Parental Involvement - on first reading, as per attachment X-E-9. **Policy #2415.04**
10. To approve Policy #2423 – Bilingual and ESL Education - on first reading, as per attachment X-E-10. **Policy #2423**
11. To approve Regulation #2423 – Bilingual and ESL Education on first reading, as per attachment X-E-11. **Regulation #2423**
12. To approve Policy #6360 – Political Contributions - on first reading, as per attachment X-E-12. **Policy #6360**
13. To approve Policy #6362 – Contributions to Board Members and Contract Awards - on first reading, as per attachment X-E-13. **Policy #6362**
14. To approve Policy #8420 – Emergency and Crisis Situations - on first reading, as per X-E-14. **Policy #8420**
15. To approve Regulation #8420 – Emergency and Non-Fire Evacuation Plan - on first reading, as per attachment X-E-15. **Regulation #8420**
16. To approve Regulation #8420.2 – Bomb Threats - on first reading, as per attachment X-E-16. **Regulation #8420.2**
17. To approve Regulation #8420.7 – Lockdown Procedures - on first reading, as per attachment X-E-17. **Regulation #8420.7**

**Regulation #8420.10** 18. To approve Regulation #8420.10 – Active Shooter - on first reading, as per attachment X-E-18.

**Policy #8740** 19. To approve Policy #8740 – Bonding - on first reading, as per attachment X-E-19.

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

### **TRANSPORTATION COMMITTEE – Mr. Aiken**

None

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Motioned by Dr. Erickson, seconded by Mrs. Melton, to approve the following Motion as presented:

**Change in Meeting Date** 1. To approve to change the Regular Meeting and Public Hearing on the 2011-2012 Budget from March 22, 2011 to March 29, 2011.

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

### **PUBLIC COMMENTS**

- Mrs. Harris asked when the last day of school is on the revised calendar. Mrs. Cappelluti responded that it will be June 15. She then asked about the stipends that are being approved tonight. Mrs. Cappelluti and Mrs. Dagit explained. Lastly, she asked about Policy #6362, Contributions to Board Members and Contract Awards. Dr. Erickson explained that it concerns board ethics and forbids Board Members from benefiting financially from District contracts.
- Dr. Erickson's daughter commented on the academic benefit of the

Mays Landing, NJ  
February 15, 2011

Accelerated Math program.

**EXECUTIVE SESSION**

Motioned by Mr. Anderson, seconded by Mrs. Melton, to enter into executive session for discussion of litigation and personnel.

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. 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: (8-0-0) Motion carried.

The Board entered into Executive Session at 7:42 p.m.

The Board reconvened the regular meeting at 8:10 p.m.

Motioned by Mr. Anderson, seconded by Dr. May, to adjourn the meeting.

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

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

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Martha J. Jamison, CPA  
Board Secretary