

Mays Landing, NJ  
April 19, 2011

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 19, 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 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, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kimberly Melton, Mr. Chris Palermo and Dr. David May. Quorum present.

**Roll  
Call**

Members Absent: Dr. Anne Erickson

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

**APPROVAL OF MINUTES**

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of March 29, 2011, as per attachment IV-A.

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

Motioned by Mr. Anderson, seconded by Mrs. Befano, to approve the regular and executive session minutes of the meeting of April 5, 2011, as per

attachment IV-B.

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

None

**SUPERINTENDENT/STAFF REPORTS**

(A) Information Items

1. **Dates to Remember**

- a. **April 19, 2011** – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- b. **April 19, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **April 20, 2011** – Meet the Candidate’s Night – Davies School Library – 7:00 p.m.
- d. **April 21-26, 2011** – Spring Break – Schools Closed
- e. **April 27, 2011** – Annual School Board Election
- f. **May 3, 2011** – Regular/Reorganization Board of Education Meeting – Davies School – 7:00 p.m.

(B) **School Spring Concerts**

All performances will be held in the Multipurpose Room at 10:00 a.m. as follows:

♪ **Shaner School Kindergarten Spring Concerts**

- ♪ Team A: Wednesday, May 4, 2011
- ♪ Team B: Thursday, May 5, 2011
- ♪ Team C: Friday, May 6, 2011

♪ **Davies School Spring Concerts**

- ♪ **May 12, 2011 – 9:00 a.m. – 2:00 p.m.**

Davies Band will perform at Rowan University for the State Band Festival

- ♪ **May 13, 2011 – 7:00 p.m.**

23<sup>rd</sup> Annual Davies Spring Concert at the Hess School Auditorium

♪ May 16, 2011 – 10:45 a.m. – 1:45 p.m.

Davies Choir/Band will perform for the Hess 5<sup>th</sup> Grade Class in the Hess School Auditorium

- (C) Registration/Transfer Statistics for the Month of March, 2011, as per attachment VIII-C.
- (D) Student Discipline Reports for the month of March, 2011, as per attachment VIII-D.

Mr. Anderson commented on the excessive number of repeat offenders.

**COMMITTEES AND RECOMMENDATIONS**

**FACILITIES COMMITTEE – Mrs. Befano**

None

**CURRICULUM COMMITTEE - Dr. Erickson**

None

**FINANCE COMMITTEE – Mr. Ludwick**

The following items have been included as informational items:

- |   |                              |
|---|------------------------------|
| 1. Interest Income for the month of March, 2011, as per attachment IX-C-1.          | <b>Interest Income</b>       |
| 2. Receipts for the month of March, 2011, as per attachment IX-C-2.                 | <b>Receipts</b>              |
| 3. Refunds for the month of March, 2011, as per attachment IX-C-3.                  | <b>Refunds</b>               |
| 4. Capital Reserve Interest for the month of March, 2011, as per attachment IX-C-4. | <b>Capital Reserve</b>       |
| 5. Rental Income for the month of March, 2011, as per attachment IX-C-5.            | <b>Rental Income</b>         |
| 6. Miscellaneous Revenue for the month of March, 2011, as per attachment IX-C-6.    | <b>Miscellaneous Revenue</b> |

**Monthly  
Budget  
Summary  
Report**

7. The monthly Budget Summary Report for March, 2011, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-7.

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

**Budget  
Transfers**

8. To approve budget transfers in the amount of \$59,479.00, as per attachment IX-C-8.

**Superintendent's  
and Board  
Secretary's  
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, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

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 \$1,025,307.81, as per attachment IX-C-10.

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

**Bills and  
payroll**

11. To approve the following bills and payroll in the total amount of \$4,138,420.70, as per attachment IX-C-11:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$35,116.00
10	General Fund/Payroll	227,091.84
11	Current Expense	1,553,413.04
11	Current Expense/Payroll	2,003,430.73
20	Special Revenue	29,493.10
20	Special Revenue/Payroll	91,934.38
30	Building Projects	2,017.50
50	Cafeteria	168,367.06

50	Kids' Corner	20,690.95
50	Community Education	6,866.10

- 12. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-12. **Travel and Related Expense**
- 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 the Title I and Title I-SIA Federal American Recovery and Reinvestment Act (ARRA) Amended Application. (Amendment #2 was needed for Title I to budget the funds made available due to the reduction in the State TPAF/FICA Reimbursement Rate and the lower than budgeted amount needed for health benefits, as per attachment IX-C-14. **Title I and Title I-SIA ARRA Application**
- 15. To approve the FY 2011 Amendment #1 No Child Left Behind (NCLB) Application to include all transfers from September 1, 2010 through April 19, 2011 and to include the revised budget for Title I and Title III-Immigrant (attachment IX-C-15). (Title I is being amended to open the non-instructional supply budget line for the Neglected Reserve. Title III-Immigrant is being amended to open the salary and FICA budget lines to budget for the ESL Summer Program): **NCLB Application**

<u>Title</u>	<u>Original Funds</u>	<u>SIA Funds</u>	<u>Total</u>	<u>Reason</u>
Title I	\$408,272	<b>\$0</b>	\$408,272	New line
Title IIA	94,388	<b>0</b>	94,388	No change
Title IID	697	<b>0</b>	697	No change
Title III	24,169	<b>0</b>	24,169	No change
Title III-IMM	<u>15,201</u>	<u>0</u>	<u>15,201</u>	Summer program
	\$542,727	<b>\$0</b>	\$542,727	

- 16. To approve the IDEA Basic and IDEA Preschool Federal American Recovery and Reinvestment Act (ARRA) Amended Application, as per attachment IX-C-16. (Amendment #2 was needed for the Basic grant to budget the funds made available due to the reduction in the State TPAF/FICA Reimbursement Rate. Amendment #2 was needed for the Pre-school **IDEA Basic and IDEA Preschool ARRA Application**

grant to move funds originally budgeted for equipment to instructional supplies.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, 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 Mrs. Befano, to approve the following Motions as presented:

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|--|----|---|
| <b>District substitutes</b>                    | 1. | To approve district substitutes for the 2010-2011 school year, as per attachment X-D-1.   |
| <b>Pridgen retirement</b>                      | 2. | To approve and accept a notice of retirement from Linda Pridgen, Hess School Secretary effective July 1, 2011, as per attachment IX-D-2.  |
| <b>Marzolino retirement</b>                    | 3. | To approve and accept a notice of retirement from Judi Marzolino, Hess School Teacher effective July 1, 2011, as per attachment IX-D-3.   |
| <b>Parvin retirement</b>                       | 4. | To approve and accept a notice of retirement from Felecia F. Parvin, Hess School Teacher effective July 1, 2011, as per attachment IX-D-4.<br><br>(Ms. Parvin is on a medical leave of absence for the period April 4, 2011 through June 30, 2011 using accumulated sick time and will retire effective July 1, 2011.)  |
| <b>Medical Leave of Absence for Wuillerman</b> | 5. | To approve a medical leave of absence for Toni Ann Wuillerman, Hess School Speech Language Therapist. Ms. Wuillerman has requested to use all of her accumulated sick and personal days and to be placed on a Family Medical Leave of Absence from the period April 28, 2011 through May 16, 2011 with a return to work date of May 17, 2011, as per attachment IX-D-5. |

6. To approve and accept a resignation from Ana L. Schleifer, Shaner School Teacher effective July 1, 2011, as per attachment IX-D-6. **Resignation from Ana L. Schleifer**
  
7. To approve Courtney Pancari as a Shaner School, School Psychologist for the period April 27, 2011 through June 30, 2011, MA 15, Step 1, for a total annual salary of \$46,828.00, as per attachment IX-D-7. **Courtney Pancari, School Psychologist**  
  
(Ms. Pancari is a replacement for Mrs. Kelly Crowder who will be on maternity leave.)  
  
Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Palermo and Dr. May (8-0-0)

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

8. To approve homebound instruction for the 2010-2011 school year, as per attachment IX-D-8. **Homebound instruction**
  
9. To approve Alexis Bocchicchio as a Grade 3 Elementary School Teacher at the Hess School, BA, Step 1, for a total annual salary of \$43,060.00. Ms. Bocchicchio's start date will be dependent on when the NJ Department of Education issues her NJ Elementary Teaching Certificate. Until the aforementioned certificate is issued, Ms. Bocchicchio will be paid the substitute teacher rate of \$90.00/day, as per attachment IX-D-9. **Alexis Bocchicchio, Elementary School Teacher**  
  
(Ms. Bocchicchio is a replacement for Ms. Felecia Parvin who is on a medical leave until the end of the 2010-2011 school year.)
  
10. To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2010-2011 school

year, as per attachment IX-D-10.

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|---|-----|--|
| <b>Kid's corner substitute</b>                            | 11. | To approve Cheryl Rzasa as a Kid's Corner substitute at the rate of \$10.00/hour.  |
| <b>Medical leave of absence for Barbara Dawn Lynch</b>    | 12. | To approve a medical leave of absence for Barbara Dawn Lynch, Shaner School Paraprofessional beginning April 15, 2011. Ms. Lynch has requested to be placed on a Federal Family Medical Leave of Absence (FMLA) for the period of April 15, 2011 through May 16, 2011 with a return to work date of May 17, 2011, as per attachment IX-D-12. |
| <b>Job description for Asst. Supervisor of Facilities</b> | 13. | To approve the revised Job Description for the Assistant Supervisor of Facilities, as per attachment IX-D-13.  |
| <b>Camp Blue Star staff</b>                               | 14. | To approve Camp Blue Star staff for the 2011-2012 school year, as per attachment IX-D-14.  |

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

**POLICY COMMITTEE – Mr. Anderson**

None

**TRANSPORTATION COMMITTEE – Mr. Aiken**

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

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|--|----|--|
| <b>Approve club/activity trips</b>           | 1. | To approve club/activity trips for the 2010-2011 school year, as per attachment IX-F-1.                          |
| <b>School Bus Emergency Evacuation Drill</b> | 2. | School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment IX-D-2. |

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Diane Brunetti – signs supporting Hamilton Township Schools, etc.

Melanie Cox – Books are in

Russ – Shaner Blood Drive

**EXECUTIVE SESSION**

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to enter into executive session for litigation and personnel 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 litigation and personnel matters. 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 7:13 p.m.

The Board reconvened the regular meeting at 8:02 p.m.

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

Mays Landing, NJ  
April 19, 2011

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

The Hamilton Township Board of Education meeting adjourned at 8:02 p.m.

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Martha J. Jamison, CPA  
Board Secretary