

**MINUTES OF THE WORK SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON MAY 7, 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 7:15 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson. **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 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. Mechanical devices are 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, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mrs. Kim Melton, Mr. John Sacchinelli, and Dr. Anne Erickson. Quorum present. **Roll Call**

Members Absent: None

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

**(A) APPOINTMENTS**

Motioned by Dr. Erickson, seconded by Mr. Anderson, to approve the following appointments for the period from July 1, 2013 to June 30, 2014:

	<u>Position</u>	<u>Name</u>
1.	Business Administrator/Board Secretary	Daniel Smith
2.	Acting Board Secretary in absence of Board Secretary	Carol Bowen

3. Bond Counsel McManimom & Scotland, L.L.C.
4. Affirmative Action Officer Russell Clark
5. Emergency Management Team Davies School Principal  
Shaner School Principal  
Hess School Principal
6. Section 504 Compliance Officers Marylynn Stecher
7. ADA Compliance Officer Dana Kozak
8. Public Agency Compliance Officer Daniel Smith
9. Purchasing Agent Daniel Smith
10. Architect Fraytak Veisz Hopkins and Duthie, P.C.
11. Auditor Ford, Scott, Seidenberg & Kennedy
12. Financial and Investment  
Advisors Public Financial Management
13. Labor Relations Consultant Taylor, Whelan & Hybbeneth
14. Safety Coordinator Supervisor of Facilities
15. Executive Safety Committee Supervisor of Facilities,  
Assistant Supervisor of Facilities and  
Business Administrator
16. Integrated Pest Management  
Coordinator Assistant Supervisor of Facilities
17. AHERA Compliance Supervisor of Facilities
18. Title IX Coordinator Michelle M. Cappelluti
19. Anti-Bullying Coordinator Russell Clark
20. Homeless Liaison/Stability Liaison  
and Children in Court Advisory  
Contact (CICAC) Gail Siegelman
21. Student Assistance Coordinator  
(SAC) Barbara Graf

- 22. Indoor Air Quality Coordinator Ian Nelson (NEW)
- 23. Right to Know Coordinator Corey Imlay (NEW)

Mr. Sacchinelli asked if the SRAO's should be included with the Emergency Management Team. Dr. Cappelluti responded that they will be added after their positions as SRAO's are approved.

Dr. Erickson asked which RFP's were currently being reviewed for services for the 2013-2014 school year. Mr. Smith responded that we have received quotes for Legal Services and Health Insurance Broker. Recommendations for these two positions should be ready by the May 21<sup>st</sup> meeting.

Mrs. Capone asked if the Indoor Air Quality Coordinator and the Right to Know Coordinator were stipend positions. Dr. Cappelluti responded that it is part of their job.

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

(B) Official Publication

Motioned by Dr. Erickson, seconded by Mr. Anderson, to approve the following official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: The Press of Atlantic City and the Atlantic County Record and its affiliates.

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

(C) Official Depositories

Motion by Dr. Erickson, seconded by Mr. Aiken, to designate the following banks as legal depositories for the Hamilton Township School District: Ocean City Home Bank, Sun Bank, Wachovia Bank, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

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

(D) Tax Shelter Annuities

Motion by Dr. Erickson, seconded by Mr. Aiken, to designate the following banks as legal

Tax Shelter Annuity Companies serving the Hamilton Township School District: AXA Equitable, Lincoln Investment Planning, Siracusa Benefits Program, and ING.

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

(E) Signatories

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the following accounts in Ocean City Home Bank for the Hamilton Township School District:

<u>Account</u>	<u>Signatories</u>
General Account	President, Superintendent, Board Secretary (3 of 3 signatures)
Payroll Account	Superintendent and Board Secretary (2 of 2 signatures)
Agency Account	Board Secretary, Superintendent and Board Designee (2 of 2 signatures)
Shaner Activity Account	Principal, Superintendent, Board Secretary (2 of 3 signatures)
Davies Activity Account	Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)
Hess Activity Account	Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)
Lunch Program Account	Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)
Unemployment Account	Board Secretary, Superintendent and Board Designee (2 of 3 signatures)
Kid's Corner Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Community Education Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr.

Erickson. (9-0-0)

(F) Wire Transfers

Motion by Dr. Erickson, seconded by Mrs. Capone, to approve the Business Administrator authorization to wire transfer funds between official depositories for investment purposes.

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

(G) Petty Cash Funds

Motion by Dr. Erickson, seconded by Mrs. Capone, to approve to establish Petty Cash Funds for the 2013-2014 school year as follows:

- a. Hess School - \$100.00
- b. Shaner School - \$100.00
- c. Davies School - \$100.00
- d. Central Administration Office - \$150.00
- e. Child Study Team - \$50.00
- f. Food Services - \$250.00

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

(H) Budgetary Accounting, Payroll and Personnel Recordkeeping

Motion by Dr. Erickson, seconded by Mrs. Capone, to approve Computer Solutions, Inc. CSI SMARTS educational software for the 2013-2014 school year for the following applications: budgetary account, payroll, and personnel recordkeeping, as per attachment V-H.

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

(I) Pupils Records

Motion by Dr. Erickson, seconded by Mrs. Capone to approve as authorized by Board of Education Policy 8330, Pupil Records, to certify school personnel to collect and maintain the following pupil records: personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs.

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

(J) Adoption of Curriculum

Motioned by Dr. Erickson, seconded by Mrs. Capone, to request to adopt the attached curriculum for all three schools, as per attachment V-J.

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

(K) Official Bargaining Units

Motioned by Dr. Erickson, seconded by Mrs. Capone, to approve the following bargaining units:

- a. Hamilton Township Education Association
- b. Hamilton Township Administrator's Association
- c. Hamilton Township Supervisors', Coordinators' and Director's Association

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

(L) District Policies

Motion by Dr. Erickson, seconded by Mrs. Capone, to approve all District Policies and Regulations in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.).

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

(M) District Procedures

Motion by Dr. Erickson, seconded by Mrs. Capone to approve all District Standard Operating Procedures.

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

(N) Use of Facilities

Mrs. Capone questioned whether or not Camp Blue Star was being charged for the use of the pool. Dr. Cappelluti responded that it was included in the fee they were charged for the program.

Dr. Erickson wanted to change the wording on the fee schedule which notes that there is an auditorium in both the Davies School and the Shaner School. The Shaner School only has a gym and she would like to have this noted. She also had a question as to whether or not the custodial fees and technology fees were related to the use of the auditorium. Dr. Cappelluti stated that they are paid according to their contract. Dr. Erickson also wanted to know how the lifeguards were paid and how many were needed. Mr. Smith replied that they are hired according to the occupants in the pool.

Dr. Erickson would like the committee to look into the fees being charged for the use of facilities.

Motion by Dr. Erickson, seconded by Mrs. Capone, to table #N.

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

(O) District Organizational Chart

Motion by Dr. Erickson, seconded by Mrs. Melton, to approve the District Organizational Chart, as per attachment V-O, as amended.

Dr. Erickson wanted the chart to be amended with SRAO's to be plural.

Mr. Ludwick questioned who the SRAO's report to. Dr. Cappelluti responded that they work with the principals of each school, but actually report to the Superintendent.

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

### **APPROVAL OF MINUTES**

- (B) Regular and Executive session minutes of the working meeting of April 9, 2013, as per attachment Minutes-1.
- (C) Regular session minutes of the Special meeting of April 18, 2013, as per attachment Minutes-2.

- (D) Regular and two Executive session minutes of the meeting of April 23, 2013, as per attachment Minutes-3.

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

Amy Hassa spoke regarding the hiring of Janet Wilbraham as the Hess School Principal. She quoted the definition of opportunity from the Webster dictionary. She says that, as a parent, she looks at each day for opportunities to teach her children, for her family to become involved and to help people at work. She felt that she needed to bring something new to the table this evening. She feels that Mrs. Wilbraham had the opportunity to work with the parents during her first months at the Hess School, but did not take the time to do so. She asked the Board to take the opportunity not to choose Mrs. Wilbraham for this position. She asked the parents who supported her to stand. 16 parents stood.

Lorraine Caccioppo spoke regarding her salary as a teacher for the District. She has been teaching for 35 years. She is at the top of the teacher's guide. She compared what she is now making to what her son will be making as a teacher for a local high school. She pointed out that she is \$30,000 below the salary her son is now making.

Jeff Gildiner asked about the amended minutes of March 26, 2013. He was not permitted to ask at this time since it is not on the agenda. He has a comment he would like to make on the minutes, but he was advised by Mr. Greco to hold his comments until the end of the meeting.

April Perone spoke about Teacher Appreciation Week. She invited all teachers and staff to enjoy lunch on the PTA, as well as the complimentary academic calendars. She also welcomed everyone to participate in the Walk for Water fundraiser at the Davies School on May 18, 2013.

### **BOARD MEMBER COMMENTS**

Barbara Kupp commented how nice the Shaner Kindergarten program was which was organized by Sue Malone. She mentioned that every child was on stage at the same time. Sara Mack, a first grade teacher was recognized in the newspaper for hosting Pennies for Pasta. Her class had the largest contribution. Mrs. Kupp commented on how nice it was to see the generosity of the parents in the school.

Mark Ludwick publicly announced his resignation from the Board of Education. He thanked his fellow Board members, as well as Dr. Cappelluti. He also thanked all staff and administration. Tonight will be his last meeting.

Eric Aiken spoke regarding the information that was requested on his sister, Erica Bowen



who is a substitute teacher for the District. His sister was sent a Rice notice and it was not because of her performance. He was angry and not sure of the reasons why this information was requested. He feels it was done so that he could not vote on the selection of the Principal at the Hess School. He informed the Board that he had done his own research on whether or not he could vote. He contacted NJSBA, the legal department as well as the Board solicitor for their opinions. He read a statement from NJSBA from 2006 verifying his right to vote on this position. He felt that the actions taken by both Dr. Erickson and Mrs. Capone were unethical and unfair to him as a Board member. He informed Dr. Erickson that he is considering asking for a no confidence vote of the Board. He has voted on other administrative positions in this District before without any problems. He will be casting his vote on the Principal's position tonight.

Dr. Erickson responded that she received an e-mail just before the last meeting which questioned whether or not Mr. Aiken could vote. She forwarded this e-mail to both Mr. Greco and Dr. Cappelluti. She was under the impression the vote would be cast at the meeting on April 23. She did not know Mr. Aiken would table the motion. After the last meeting, she had conversations with NJSBA and asked for their advisory opinion. She also spoke with Mr. Greco. She was told that the most recent opinion is from 2006 and that things do change over time. Dr. Erickson contacted Mr. Greco and noted that the Board could ask the Ethics Commission for a ruling. Mr. Greco informed her that, with the information Mr. Aiken had, he would be entitled to vote, but that she should probably look for an ethics opinion. She explained that she was trying to get an answer because her goal was to be sure the board was doing what was ethical. She stated that Mr. Aiken's sister was riced so that they could move on with the vote. She stated that she was sorry it was taken personally to Mr. Aiken. She has never heard anything to characterize his sister's performance as being anything, but excellent.

Mr. Aiken stated that, as Board members, are we here to find information on other member's relatives who work for the District? Dr. Erickson responded that she is here to uphold the policy and laws of the State.

Mrs. Capone felt that Mr. Aiken brought this to the public so that he could undermine the position of Dr. Erickson and herself. She also stated that she did not know Mr. Aiken's sister worked in the district when previous votes were taken. Mrs. Capone noted that the nepotism policy was expanded in 2009 and felt it was relevant to this topic. She noted that she was trying to determine if an ethics violation would have occurred.

Erica Bowen stood and asked if she could speak. It was then, on the advice of Mr. Greco that a motion could be made to reopen public comments.

Motion by Dr. Erickson, seconded by Mrs. Melton to reopen public comments.

Roll Call Vote: Seven in favor: Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis. Abstained: Mr. Aiken. (7-1-1)

Erica Bowen stated that she has been working in the school district for four years as a

substitute teacher. She also stated that she has never had any problems and the teachers sitting in the room could vouch for her that she does her job well. She wanted to know why the Board was asking how many days she had worked in each school if the decision on whether or not Mr. Aiken could vote on the position of the Hess School Principal was made using the 2006 information from the advisory from NJSBA. Dr. Erickson responded that she could not respond during the public comment session.

She also wanted to say that she is well known in the district. She said that the teachers ask for her because she is good at what she does and not because her brother sits on the school board. She hopes that this does not go any further. She is a certified physical education teacher and would love to be able to have a job working for this district, but does not feel this will happen because of the way things are.

Dr. Erickson spoke and stated that she appreciates this discussion, even though it was painful for both Mr. Aiken and Mrs. Bowen. It allowed the Board to have an open and public discussion versus asking for an ethics commission ruling.

Brian Beck, a teacher for the district spoke on behalf of Mrs. Bowen. He stated that she is one of the best substitute teachers in the district. She is one of the small few that the Davies School Health Department requests when a substitute is needed.

Mr. Anderson noted that it sounds like it was a witch hunt. One of the questions that was not posed is if Mrs. Bowen was on the substitute list which had already been approved by the Board.

Mr. Anderson also questioned the transportation for homeless students from the bill list. He feels this is out of control. The cost to transport homeless students is unbelievable. He feels a letter should be sent to the legislators regarding this and something needs to be done.

Dr. Erickson responded that this subject was addressed at a recent NJSBA meeting. There are many students homeless as a result of Hurricane Sandy. It was suggested that more shelters be created so that students can be closer to their school.

Mrs. Capone wanted to thank Eileen O'Sullivan for inviting the board members to the Paraprofessional of the Year dinner. It was nice to hear the comments made by the teachers regarding their paraprofessionals.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. **Dates to Remember**

- a. **May 7, 2013** – Curriculum Committee Meeting – Board Office – 5:30 p.m.
- b. **May 7, 2013** – Board of Education Work Session Meeting – Davies School – 7:00 p.m.
- c. **May 10, 2013** –Facilities Committee Meeting – Board Office – 7:30 a.m.

- d. **May 10, 2013** – Davies School 25<sup>th</sup> Annual Spring Concert – Hess Auditorium – 7:00 p.m.
- e. **May 18, 2013** – Davies School Walk for Water – 7:30 a.m. – 10:30 a.m.
- f. **May 21, 2013** – Board of Education Meeting - Board Office – 7:00 p.m.

Dr. Cappelluti commented on the hiring process. This process has been followed for many years and she feels she has had something to do with the hiring of many of the people at this meeting tonight. She feels that she has done a great job. She invited anyone with concerns to come to her to work out any problems.

Dr. Cappelluti also commented on Pennies for Pasta. It was nice to see them on Channel 40. The Shaner Kindergarten program was awesome. The Hess School Band had their concert recently and she wanted to thank the music teachers for the wonderful show.

She thanked the PTA for the lunch this past week for Teacher Appreciation Week.

Dr. Cappelluti invited everyone to come to the Davies 25<sup>th</sup> Anniversary on Saturday, May 18.

A. Round-Up Registration/Pre-School and Kindergarten:

Joseph C. Shaner School:

- May 21, 2013 – 9:30 a.m. - 12:00 p.m./1:00 p.m. - 3:00 p.m.
- May 22, 2013 – 9:30 a.m. - 12:00 p.m./1:00 p.m. - 5:00 p.m.
- May 23, 2013 – 9:30 a.m. –12:00 p.m./1:00 p.m. – 3:00 p.m.

B. Presentation by Dr. Michelle M. Cappelluti, Superintendent and Lisa Dagit, Director of Curriculum and Instruction on the following topics:

- Achieve New Jersey
- PARCC (Partnership for Assessment of Readiness of College and Careers)

**COMMITTEES AND RECOMMENDATIONS**

**BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

1. Resolution #57 for the following project, as per attachment Facilities-1.

Selective Skylight Removal at the  
William Davies Middle School  
FVHD #4424  
State DOE Plan #1940-120-13-3000

Mr. Sacchinelli reported on what has been discussed during the Facilities Committee

meetings, including the removal of the skylights at the Davies School as well as redoing the asphalt in some of the areas at the Hess School. He also informed the Board that the committee will be discussing the recycling process and working with the County.

### **CURRICULUM COMMITTEE – Mrs. Kupp**

1. Designation of Dr. Michelle M. Cappelluti as Chief School Administrator for the Title I Program in the Hamilton Township School District for the FY 2013-2014. No Title I funding is expended for this administrative cost.
2. Designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2013-2014.

### **FINANCE COMMITTEE – Mr. Ludwick**

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2013, as per attachment Finance-1.
2. Board Secretary's Report for the period ending March 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of March 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 March, 2013, as per attachment Finance-3.
4. Receipts for the month of March, 2013, as per attachment Finance-4.
5. Refunds for the month of March, 2013, as per attachment Finance-5.
6. Capital Reserve Interest for the month of March, 2013, as per attachment Finance-6.
7. Rental Income for the month of March, 2013, as per attachment Finance 7.
8. Miscellaneous Revenue for the month of March, 2013, as per attachment Finance-8.
9. The monthly Budget Summary Report for March, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.
10. 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.
11. Purchase orders issued for services, supplies and equipment in the amount of \$874,033.25, as per attachment Finance-11.
12. Bills and payroll in the total amount of \$4,090,734.46, as per attachment Finance-12:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$6,707.00
10	General Fund/Payroll	195,995.79
11	Current Expense	1,604,736.91
11	Current Expense/Payroll	2,012,526.40
12	Capital Outlay	20,116.00
20	Special Revenue	28,788.48

20	Special Revenue/Payroll	51,988.18
50	Cafeteria	137,152.52
50	Kids' Corner	19,733.40
50	Community Education	2,989.78
50	Camp Blue Star	10,000.00

13. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2012-2013 school year, as per attachment Finance-13.
14. Budget transfers in the amount of \$60,322.25, as per attachment Finance-14.
15. Renewal Agreement with TSA Consulting Group, Inc. through August 31, 2013 to provide compliance administration services to the District under Sections 403(b) and 457(b) of the Internal Revenue Code. There will be no cost to the District, as per attachment Finance-15.

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

16. To approve a contract between the Hamilton Township Board of Education and Stockton Polling Institute and ETTC to provide professional services for a district parent and staff survey, as per attachment Finance-16.

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

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken**

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

1. District substitutes for the 2012-2013 school year, as per attachment Personnel-1.
2. Homebound and after school instruction for the 2012-2013 school year, as per attachment Personnel-2.
3. Fieldwork Placements for the 2012-2013

Spring Semester and the 2013-2014 Fall Semester, as per attachment Personnel-3.

4. Maternity leave of absence of Paula Marrero, Davies School part-time Food Service worker. Ms. Marrero has requested to use her accumulated sick time for the period April 8, 2013 through April 16, 2013 (half-day), then be placed on a Federal Family Medical Leave of Absence (FMLA) from April 16, 2013 (half-day) to the end of the school year with a return to work date of September 1, 2013, as per attachment Personnel-4.
5. Notice of retirement from Carol Bennett, Hess School Teacher effective June 30, 2013, as per attachment Personnel-5.
6. Resignation from Wendi Barber, Hess School Paraprofessional effective April 8, 2013 with her last day of employment to be April 26, 2013, as per attachment Personnel-6.
7. Leave of Absence for Margaret Siscone, Davies School part-time Paraprofessional. Ms. Siscone is requesting an intermittent NJ Family Leave of Absence beginning on April 3, 2013 to take care of her Father. Not return to work date has been determined, as per attachment Personnel-7.
8. Medical Leave of Absence for Robert Parsons, part-time Hess School Food Service worker. Mr. Parsons has requested an intermittent Federal Family Medical Leave of Absence (FMLA) beginning on March 19, 2013, as per attachment Personnel-8.  
  
(Mr. Parsons' FMLA was previously approved on December 18, 2012 but for specific dates only.)
9. Maternity Leave of Absence for Kristina

Morey, Davies School Secretary. Mrs. Morey has requested to use some of her accumulated sick, personal and vacation days from June 30, 2013 through August 7, 2013. Mrs. Morey has also requested to use a Federal Family Leave of Absence (FMLA) for the period August 8, 2013 through September 20, 2013 and be placed on a New Jersey Family Leave of Absence (NJFMLA) for the period September 21, 2013 through December 31, 2013 with a return to work date of January 2, 2014, as per attachment Personnel-9.

Note: Vacation and FMLA run concurrently.

10. Extended School Year Program Staff, as per attachment Personnel-10.
11. Dates for a New Jersey Family Leave of Absence (NJFLA) for Stacie Becker, Davies School teacher for the period September 1, 2013 through October 18, 2013 with a return to work date of October 21, 2013.

Mrs. Becker's Leave of Absence was previously approved on February 5, 2013, but no dates were specified because the 2013-2014 District Calendar was not available at the time of the request.

12. Dates for a New Jersey Family Leave of Absence (NJFLA) for Lauren Kreifus, Davies School teacher for the period September 1, 2013 through December 7, 2013 then placed on a Child Rearing Leave of Absence for the period December 3, 2013 to the end of the 3<sup>rd</sup> marking period, returning to work at the beginning of the 4<sup>th</sup> marking period.

Mrs. Kreifus' Leave of Absence was previously approved on January 22, 2013, but no dates were specified because the 2013-2014 District Calendar was not available at the time of the request.



13. In the Process of selecting Summer School Teachers for Hess.

Mrs. Kupp stated that there was discussion in the curriculum committee meeting about the amount of money spent for the program. The committee was under the impression that, at the conclusion of last year's camp, discussion was held on the amount of money being spent for the children. She noted the Shaner summer program is being covered by NCLB funds and Hess is using local funds. She wants the most for the children with the money to be spent, but feels that 12 days for 12 children is not being efficient.

Mr. Anderson noted that the program was not meeting the objective. Dr. Cappelluti responded that the program was meeting the program objective, but was not reaching enough students.

Dr. Cappelluti informed the Board that the program will be looked at in Curriculum Committee.

14. Louis Dalbora resignation as a Hess School Paraprofessional, effective April 22, 2013 with her last date of employment to be June 30, 2013, as per attachment Personnel-14.
15. Notice of retirement from Rosemarie Rhine, Hess School Child Study Team, effective June 30, 2013, as per attachment Personnel-15.
16. Notice of retirement from Rosalie Petrunis-Gaughan, Hess School Teacher, effective June 30, 2013, as per attachment Personnel-16.
17. Medical Leave of Absence for Charlotte Hopkins, Davies School teacher. Ms. Hopkins will be using her accumulated sick

time from April 10, 2013 through May 6, 2013 and is requesting to be placed on a Federal Family Leave of Absence (FMLA) for the period May 7, 2013 through May 15, 2013 with a return to work date of May 16, 2013, as per attachment Personnel-17.

18. Certificated staff for the 2013-2014 school year, as per attachment Personnel-18.

Tenured  
Non-Tenured

19. Administrative staff for the 2013-2014 school year, as per attachment Personnel-19.

20. District Supervisors for the 2013-2014 school year, as per attachment Personnel-20.

21. Non-Certificated staff for the 2013-2014 school year, as per attachment Personnel-21.

Paraprofessionals  
Technology  
Maintenance  
Custodial  
Food Service  
Hess School Nurse  
Secretaries

22. Board Office staff for the 2013-2014 school year, as per attachment Personnel-22.

23. Staff members acquiring tenure for the 2013-2014 school year, as per attachment Personnel-23.

24. Hiring of Data Specialist to replace Aleng Phommathep.

25. Longevity for Kimberly Mancella, Curriculum Secretary in the amount of \$400.00/10 years of service, effective August 6, 2013.

26. Shaner Summer Reading and Writing Program staff, as per attachment Personnel-26.
27. Revised and/or new Job Descriptions as follows, as per attachment Personnel-27:
  1. School Resource/Attendance Office (SRAO)
  2. Enrichment/Gifted and Talented Teacher
  3. Speech Language Specialist
28. Community Education 2013 summer staff:
  1. Dana Quidachay – \$11.00/Hour - Lifeguard
  2. Tyler Boney - \$10.00/Hour – Sub Lifeguard
  3. Shannon Wallace - \$10.00/Hour – Sub Lifeguard
29. Summer Band 2013 Staff:  
Community Education 2013 summer staff:
  1. Dana Quidachay – \$11.00/Hour - Lifeguard
  2. Tyler Boney - \$10.00/Hour – Sub Lifeguard
  3. Shannon Wallace - \$10.00/Hour – Sub Lifeguard
30. Creation of a Kindergarten Autistic Class at the Shaner School, as per attachment Personnel-30.

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

31. Motion to approve Judyth Dunleavy as part-time, 29/hour per week, 10 month plus 10 days, District School Resource/Attendance Officers (SRAO) at total salary of \$35,000.00, pro-rated for the 2012-2013 school year with a start date to be determined through June 30, 2013, as per attachment Personnel-31:

32. Motion to approve Judyth Dunleavy as part-time, 29/hour per week, 10 month plus 10 days, District School Resource/Attendance Officers (SRAO) for the 2013-2014 school year at a total annual salary of \$35,000.00.
33. Motion to approve Arthur Faden as part-time, 29/hour per week, 10 month plus 10 days, District School Resource/Attendance Officers (SRAO) at total salary of \$35,000.00, pro-rated for the 2012-2013 school year with a start date to be determined through June 30, 2013, as per attachment Personnel-33.
34. Motion to approve Arthur Faden as part-time, 29/hour per week, 10 month plus 10 days, District School Resource/Attendance Officers (SRAO) for the 2013-2014 school year at a total annual salary of \$35,000.00.
35. Motion to approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:  
  
Judyth Dunleavy – SRAO  
Arthur Faden – SRAO
36. Motion to approve the abolishment and/or creation of the following positions:
  1. Abolishment of PT ESL Position – Davies – 20.03.17 BLK
  2. Creation of FT ESL Position – Davies – 20.03.17 BLK
  3. Creation of FT Enrichment Teacher – Hess – 20.04.26 BMA
  4. Abolishment of FT SRAO Position – Board Office – 08.09.43 BGY
  5. Creation of two PT SRAO Position – Davies – 04.03.43 BMB  
- Hess – 04.04.43 BMC
  6. Abolishment of PT Music –Davies – 20.03.24 BHV
  7. Creation of FT Music – Davies – 20.03.24 BHV

All in favor #31, #32, #35 & #36: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr.

Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson.  
(9-0-0)

Eight in favor #33 & #34: Mr. Aiken, Mr. Anderson, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone.  
(8-1-0)

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

37. Motion to approve a Contract for Daniel Smith, Business Administrator for the 2013-2014 school year, as per attachment Personnel-37.

Roll call vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Francis, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone. (8-1-0)

Motion by Dr. Erickson, seconded by Mrs. Capone, to table #38.

Roll call vote: Four in favor: Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken, Mr. Anderson, Mrs. Kupp, Mr. Ludwick, and Mrs. Melton.  
(4-5-0)

Mrs. Capone cited an article from School Leader Magazine regarding parental involvement. She feels that the Board has heard that parental involvement has not been encouraged with Mrs. Wilbraham. She feels that the Board's job is to pick the best candidate. She feels the Board should listen to the parents and not support this recommendation. Mrs. Capone does not feel this is the best choice for the position.

Dr. Erickson feels the Board should put aside personal issues and do what is best for the District.

Mrs. Melton feels that the Board should support the recommendation of the Superintendent. She also stated that Mrs. Wilbraham should be given a chance, and noted that she has been in the district for four months.

Dr. Cappelluti spoke and said she feels she has brought forward the most qualified person for the job. She feels that Ms. Wilbraham will do a fine job. She also again offered for the parents who feel they have issues to come to her to

Speak about this.

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

38. Motion to approve Janet Wilbraham as the Hess School Principal for the 2013-2014 school year, Administrator's Guide A, Step 1, with a total annual salary of \$103,211.00.

Four in favor: Mr. Aiken, Mr. Anderson, Mr. Ludwick, and Mrs. Melton. Nay: Mrs. Capone, Mrs. Francis, Mrs. Kupp, Mr. Sacchinelli, and Dr. Erickson. (4-5-0)

### **POLICY COMMITTEE – Mrs. Capone**

Mrs. Capone reported that the Policy Committee has not had time to meet and there is no report at this time.

### **TRANSPORTATION COMMITTEE – Mr. Anderson**

Mr. Anderson wanted to know where the District was as far as bidding. Mr. Smith reported that the bid for regular education busing has been received and Greater Egg Harbor Regional School District is now bidding on the special education routes. Once they are in, they will have a summary of all the routes.

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

Mrs. Capone discussed the need for risers in the auditorium at Shaner and hopes that the Facilities Committee can look into this. Mrs. Kupp did agree and does see the need to look into this.

Mrs. Capone also brought up bringing back field trips if the parents were willing to contribute a small portion of the cost. She also thanked the Facilities Committee for discussing recycling and making changes.

Mrs. Capone thanked Mr. Ludwick for being a good Board member. She believes he has been a fair

representative for the children.

Mrs. Kupp also felt that Mr. Ludwick's expertise in many areas has helped the Board to move forward.

Dr. Erickson welcomed anyone who would like to come out to the Hometown Celebration in June. She also said they are still looking for readers to help out with the celebration.

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

Mr. Santilli reminded everyone about the Walk for Water fundraiser on May 18. He encouraged everyone to come out. He also welcomed everyone to participate in the 25<sup>th</sup> Anniversary of the Davies School celebration on the same date.

As President of the HTAA, he wanted to support the HTEA. He spoke about teachers and praised them for what they do each day. The school community is comprised of numerous groups of employees and, most importantly the students. He asked that the Board continue their efforts to settle a fair contract with the HTEA.

Carrie Connolly, a Language Arts Teacher then spoke about the Board bargaining with the teachers to settle a fair contract. She spoke about a quality education. She feels fortunate to work with a good group of teachers. She spoke about people who have left for higher salaries.

Maria Sarno spoke about how her class will be doing a book collection to donate to teachers for their classroom.

She wanted also to express how the negotiations are taking a toll on her. She has been in the District for 12 years and has a Masters of Education. She has been on Step 8 and is only making \$49,000. She loves her job. She noted how the staff supported her during Hurricane Sandy. She told the Board that she is presently looking at opportunities in other districts to earn more money. She does not want to leave the district that she loves, but

feels she deserves more. She feels a fair settlement is needed so that we do not lose great teachers.

Jennifer Schairer who is a teacher in the District, wanted to comment on the 8<sup>th</sup> grade dance. She encouraged parents not to miss out on this opportunity for their children. They should volunteer to help.

Jan Barber read a letter from the parent of a special education student. Jan is a paraprofessional in the district. The letter stated that the parent does not feel the work of the paraprofessionals is valued by the administration or the Board.

Rita Cohen finished reading the letter. It was signed by Sarah Vaughn.

Patty Essel spoke about her low salary, as well as the need for her paraprofessional. She works three jobs to keep herself above water. She also compared salaries of this district to that of another district. She feels the teachers are worth more than they are now making and the Board should consider changing this.

Michelle Giardino who is a teacher in the district also spoke regarding salaries. Her child has had the opportunity to have some of the best teachers in the district and it scares her to think they will not come back because what they have to offer is not appreciated. She has asked the Board to do what is right.

Michael Allen, a Davies School teacher spoke regarding salaries. He noted that three years ago this district was quoted in the Record Journal as being one of the lowest paid districts in the State. He quoted that many teachers of the district leave for higher salaries. He encouraged the Board to make the change and to prove that they care. He would like to see a fair settlement at the negotiating table.

Terry Kruger, quoting Dr. Seuss; stated that the staff may be low men and women on the totem pole, but are people. She feels they are working in an environment that does not notice what they do. The Board should show that they care and make changes for the staff. She cited examples of how employees in the district work to



make it a better place. She feels they need to be treated with respect and need to be heard. She encouraged the Board to settle a fair and equitable contract.

Jeff Gildiner noted that he watched the video of the last meeting and how the staff spoke about the negotiation process. He noted that there was a request to amend the minutes of the last meeting. He noted a comment made by him stating that "teachers work for free" was added to the minutes. He would like this statement corrected to reflect what was actually said; that teachers work before and after their contracted hours on a daily basis. He would also like the video corrected.

He again stated that many staff members have been lost because of the low salaries. There are many openings in surrounding districts and we will lose more staff due to the lack of salary. He encouraged the Board to be loyal to the staff.

Patty Fleming stated that she was very proud of the staff and wanted the Board to realize what they would lose if any of them decide to move to another district. She spoke about the dedication of the teachers and the staff. She thanked the teachers for all they do despite the low salaries they make.

Danielle Pagan, a mother of three children in the district would like the board to settle the contract for the teachers. She was shocked to learn what they make and where they stand in the county. She is concerned about what that would mean for the children, as well as the community. She feels the community will regress.

Shannon Branca agreed with the comment made regarding volunteering. She was at the dance and only a handful of parents volunteered. She also spoke regarding the contract negotiations. She feels the students lose out when this happens. The children should not suffer because of adult disagreements. They should be left out of the argument.

Heather Wolfslayer is a parent of three children at Hess School. She disagreed with the comment made regarding that the parents now in attendance at this meeting were the small minority who disagreed with the

decision of the recommendation of the Hess principal. She also pointed out how the people in the room tonight made the district what it is today.

Laura Miller spoke about the children. She spoke about the things which were taken away from the children. They do not have class trips to look forward to. The morning fitness program has been cancelled. She did not agree with some of the decisions which have been made. She feels the children look forward to the extra activities which are more enjoyable. They should not be taken away. She also feels that the parents and the PTA should have been notified before this was done.

Margaret Erickson, who is now in high school, is a former student of the township. At an early age, she was diagnosed with dyslexia. She noted that her teachers in this school district are the reason she is in honors classes. She wanted to thank the teachers for that.

Mr. Aiken noted an upcoming meeting with the Board and the HTEA on May 22, 2013.

Dr. Erickson noted that she will be representing the Board at the NJSBA Delegate Assembly and asked the Board if they wanted to review the resolutions which would be a topic of discussion. It was suggested that Board members email their comments to her prior to the delegate assembly.

### **EXECUTIVE SESSION**

Motioned by Mr. Ludwick, seconded by Mr. Sacchinelli, to enter into executive session for discussion of 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 Personnel. Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time. Further resolved that the board may take action on items discussed in executive session. Further resolved that the Board will be in

Mays Landing, NJ  
May 7, 2013

executive session for approximately 15 minutes.

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

The Board entered into Executive Session at 10:40 p.m.

The Board reconvened the regular meeting at 11:03 p.m.

Motioned by Dr. Erickson, seconded by Mrs. Kupp, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 11:04: p.m.

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Daniel Smith  
Board Secretary