

**MINUTES OF THE REGULAR SESSION MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 1, 2013
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:01 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call
To
Order**

Dr. Anne Erickson led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

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

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

**Roll
Call**

Members Absent: John Sacchinelli

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

EXECUTIVE SESSION

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

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving H.T.E.A. negotiations (status of fact finding submission.) Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when

formal action is taken on such subject matter or at any other appropriate time. Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 30 minutes.

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

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

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

APPROVAL OF MINUTES

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

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

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

CORRESPONDENCE

None

PUBLIC COMMENTS

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

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

BOARD MEMBER COMMENTS

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

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

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

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

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

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

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

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

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

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

Week.”

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

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli

2013-2014
Emergency
Management
Plan

1. 2013-2014 Emergency Management Plan

2014-2015
Comprehensive
Maintenance
Plan

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

CURRICULUM COMMITTEE – Mrs. Kupp

Nursing
Services Plan

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

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

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

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

FINANCE COMMITTEE – Mr. Melton

Report of
Receipts and
Expenditures

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

- | | |
|--|---|
| 2. Board Secretary's Report for the period ending August 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of August 31, 2013, and after review of the Secretary's Monthly Financial appropriations 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. | Board Secretary's Report |
| 3. Interest Income for the month of August, 2013, as per attachment Finance-3. | Interest Income |
| 4. Receipts for the month of August, 2013, as per attachment Finance-4. | Receipts |
| 5. Refunds for the month of August, 2013, as per attachment Finance-5. | Refunds |
| 6. Capital Reserve Interest for the month of August, 2013, as per attachment Finance-6. | Capital Reserve Interest |
| 7. Rental Income for the month of August, 2013, as per attachment Finance-7. | Rental Income |
| 8. Miscellaneous Revenue for the month of August, 2013, as per attachment Finance-8. | Miscellaneous Revenue |
| 9. The monthly Budget Summary Report for August, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9. | Budget Summary Report |
| 10. Budget transfers in the amount of \$510,332.00, as per attachment Finance-10. | Budget transfers |
| 11. Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of | Superintendent's and Board Secretary's certification |

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

Purchase orders

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

Bills and payroll

13. Bills and payroll in the total amount of \$4,366,816.63, as per attachment Finance-13:

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

Staff attendance at seminars, workshops and conferences

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

Tuition Contract with Bancroft

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

Tuition Contracts with ACSSSD

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

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

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

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

Scholastic, Inc. - \$85,000.00
18. Tuition contract with Vineland Board of **Tuition Contract**
Education for one (1) student for the 2013- **with Vineland**
2014 school year at a cost of \$289.00 per **Board of Education**
diem for 180 days for a total annual cost of
\$52,000.00, as per attachment Finance-18.

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken

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

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

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

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

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

3. To approve Shari Lemma, Hess School **Mentor for Melanie**
teacher as mentor for Melanie Piskun, Hess **Piskun**
School teacher for the 2013-2014 school
year.

**Resignation of
Ashley Noll**

4. To accept a resignation notice from Ashley Noll, Shaner School Paraprofessional, effective September 18, 2013 with her last day of employment to be October 18, 2013, as per attachment Personnel-4.

**Maternity
leave for
Jennifer
Harvey**

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

**XtraMath
study**

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

**Hess School
part-time
secretary**

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

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

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

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

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

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

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

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

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

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

Annetta Zaremba, Davies Teacher

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

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

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

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

POLICY COMMITTEE – Mrs. Capone

None

TRANSPORTATION COMMITTEE – Mr. Anderson

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

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

Club/Activity trips

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

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

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

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

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

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

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

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

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

Mrs. Capone asked if there was something which could be made available to parents to help them if they have advanced students. Mrs. Dagit noted she would look into it. Dr. Erickson suggested each teacher adding a link on their webpage for parents to access

online tools. Mrs. Dagit noted that the district is attempting to implement the electronic piece of the Go-Math series.

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

NEW BUSINESS

None

PUBLIC COMMENTS

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

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

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

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

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

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

Mr. Gildiner then read the names of 30 teachers who have resigned over the last two years. He then read the names of the 31 paraprofessionals who have resigned over the last two years, as well as the other staff members. He stated that 131 staff members have left the

district over the last two years. He wants to know when the Board will settle this contract and keep the staff and experience that is here.

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

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

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

EXECUTIVE SESSION

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

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Other Confidential Matters
- Personnel Actions-Employee Arbitration

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 15 minutes.

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

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

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

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

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

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

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

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

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

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

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

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

Daniel Smith
Board Secretary