

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON DECEMBER 3, 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 7:02 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, Mr. 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. Eric Goldstein: Solicitor

**APPROVAL OF MINUTES**

Motion by Mr. Anderson, seconded by Mr. Hassa, to approve two executive session minutes (***as amended***) of the meeting of October 1, 2013, as per attachment Minutes-1.

Roll Call Vote: Eight in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. Abstained: Mr. Sacchinelli. (8-0-1)

Executive session minutes of the Special meeting of October 29, 2013, as per attachment Minutes-2. (Discussion)

Regular and executive session minutes of the meeting of November 19, 2013, as per attachment Minutes-3. (Discussion)

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mrs. Kupp commended Steve Santilli, Brian Burton, and the rest of the staff for the quick actions taken during the recent fire at the William Davies School. Mrs. Kupp stated that this event speaks volumes as to why we need three Vice Principals at the Davies School.

Mr. Aiken thanked the staff for their efforts during the recent fire and hopes that the student responsible does not return to school. This student put the staff and the students in danger. Mr. Aiken also commented that the Board and HTEA are still in negotiations. Another meeting is set for December 10, 2013.

Mr. Sacchinelli noted the passing of Chief Ronald Martin. Mr. Martin was a mentor to many in the township. Chief Martin started the D.A.R.E. Program in the school district and worked well with the students and staff.

Mr. Sacchinelli questioned why the Board does not answer questions the public asks during the meeting. Dr. Erickson stated that it is because there are times when the public asks questions which the Board is not prepared to answer. Dr. Erickson also noted that the public can reach out to the Superintendent with questions prior to attending a Board meeting. She also noted it is better to reflect on the question and follow up at the next meeting.

Mrs. Capone asked if the Board has followed up someone who asked a specific question. Mr. Sacchinelli noted that has happened, but the question came up about not having a question and answer session during the meeting. Dr. Cappelluti noted that if she can easily answer the question she will, if not she will get back to the individual.

Mrs. Capone thanked Dr. Erickson and Mr. Hassa for their donation to the fundraiser recently held for Oakcrest High School Habitat for Humanity.

### **SUPERINTENDENT/STAFF REPORTS**

#### (A) Information Items

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

- a. **December 3, 2013** - Policy Committee Meeting – Board Office – 6:00 p.m.
- b. **December 3, 2013** – Board of Education Meeting – Davies School –

7:00 p.m.

- c. **December 5, 2013** – Family Night at Shaner Elementary School – 6:00 p.m.
- d. **December 13, 2013** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- e. **December 17, 2013** – Curriculum Committee Meeting – Davies School – 5:30 p.m.
- f. **December 17, 2013** – Board of Education Meeting – Davies School – 7:00 p.m.
- g. **December 23, 2013 – January 1, 2014** – Winter Recess – Schools Closed
- h. **January 7, 2014** - Regular and Re-Organization Meeting – Davies School – 7:00 p.m.

- (B) Superintendent's/Principal's List for the First Marking Period, as per attachment IX-F.
- (C) Synopsis of the Audit for FY2012-2013

Presented by:

Carol Kiniry of Ford, Scott & Associates, LLC

Ms. Kiniry noted that there were no audit recommendations and a corrective action plan is not needed.

- (D) Spring 2013 New Jersey Assessment of Skills & Knowledge (NJASK) Results

Presented by:

Lisa Dagit, Director of Curriculum & Instruction  
Melanie Lamanteer, Principal, Hess School  
Stephen Santilli, Principal, Davies School

### **EXECUTIVE SESSION**

Motion by Mr. Hassa, seconded by Mr. Sacchinelli, to enter into executive session for the purpose of:

- Negotiations – H.T.E.A. Contract
- Contract Negotiations – Sale of Property
- Minutes – Executive Session

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 35 minutes.

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

The Board entered into executive session at 8:30 p.m.

The Board reconvened the regular meeting at 9:13 p.m.  
The Board took a short recess from 9:13 p.m. to 9:19 p.m.

## **COMMITTEES AND RECOMMENDATIONS**

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

None

Dr. Cappelluti reported that progress is being made on the gym floor at the William Davies School. It should be complete in about two weeks.

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

Motion by Dr. Erickson, seconded by Mr. Hassa, to approve the following motion as presented:

**Compensation for Jeff Wellington** 1. Compensation for Jeff Wellington for preparation time necessary to properly prepare for Non-Crisis Intervention Training that was provided to selected staff members during the month of October 2013. Compensation is for nine (9) hours (instruction was for 18 hours), at the rate of \$26.00/hour as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

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

**Draft SWEP Curriculum** 2. Hamilton Township School District's draft School-Wide Enrichment Program (SWEP) Curriculum for kindergarten through grade 5. This curriculum is a component of the district's revised Gifted & Talented Program. The curriculum will be refined following the 2013-2014 school year for final BOE approval for the 2014-2015 school year, as per attachment Curriculum-2.

3. Hamilton Township School District's draft Financial Literacy Curriculum. The Financial Literacy Course offered to grade 6 students is in its pilot year. The curriculum will be refined following the 2013-2014 school year for final BOE approval for the 2014-2015 school year, as per attachment Curriculum-3. **Draft Financial Literacy Curriculum**

**FINANCE COMMITTEE – Mrs. Melton**

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

1. To accept the FY2012-2013 Audit as presented. **FY2012-2013 Audit**  
  
Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Francis, Mr. Hassa, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)
2. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of October, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October, 2013, as per attachment Finance-2. **Report of Receipts and Expenditures**
3. Board Secretary's Report for the period ending October 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of October 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-3. **Board Secretary's Report**

- Interest Income**            4.    Interest Income for the month of October, 2013, as per attachment Finance-4.
  
- Receipts**                    5.    Receipts for the month of October, 2013, as per attachment Finance-5.
  
- Refunds**                    6.    Refunds for the month of October, 2013, as per attachment Finance-6.
  
- Capital Reserve Interest**    7.    Capital Reserve Interest for the month of October, 2013, as per attachment Finance-7.
  
- Rental Income**            8.    Rental Income for the month of October, 2013, as per attachment Finance-8.
  
- Miscellaneous Revenue**    9.    Miscellaneous Revenue for the month of October, 2013, as per attachment Finance-9.
  
- Budget Summary Report**    10.   The monthly Budget Summary Report for October, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-10.
  
- Budget Transfers**            11.   Budget transfers in the amount of \$330,412.00, as per attachment Finance-11.
  
- Superintendent's and Board Secretary's certification**    12.   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.
  
- Purchase orders**            13.   Purchase orders issued for services, supplies and equipment in the amount of \$432,600.53, attachment Finance-13.
  
- Bills and payroll**            14.   Bills and payroll in the total amount of \$233,879.50, as per attachment Finance-14:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$174,208.78
20	Special Revenue	21,824.91

50	Kid's Corner	23,945.57
50	Community Education	3,306.27
50	Camp Blue Star	10,593.97

15. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per attachment Finance-15. **Staff attendance at seminars, workshops and conferences**
16. Two tuition contracts between the Hamilton Township Board of Education and the Somers Point Board of Education for two (2) students for the period September 5, 2013 through January 29, 2014 for a total cost of \$11,723.83, pro-rated. **Tuition contract between HTBE and Somers Point**
17. Tuition contract between Marie H. Katzenbach School for the Deaf and the Hamilton Township Board of Education for one (1) student for the 2013-2014 school year with a total tuition costs of \$47,495.00 and dormitory charges in the amount of \$11,850.00 for a total cost of \$59,345.00, as per attachment Finance-17. **Tuition contract between HTBE and Marie H. Katzenbach School for the Deaf**
18. Disposal of unused checks as follows: **Unused checks**
- | <u>Bank</u>          | <u>General Account #</u> | <u>Check #'s</u> | <u>Reason</u>  |
|----------------------|--------------------------|------------------|----------------|
| Ocean City Home Bank | 981022221                | 23179-24610      | Account Closed |
19. Resolution #72 to Adjust the Budget Submission Calendar for 2014-2015, as per attachment Finance-19. **Resolution #72**
20. Tuition contracts between the Galloway Township Board of Education and the Hamilton Township Board of Education for two (2) students for the period September 9, 2013 through June 16, 2014, as follows: **Tuition contract between HTBE and Galloway Township**
- Kindergarten Student - \$70.25/per diem for 180 days for a total tuition cost of \$12,645.00
- Grade 5 student - \$73.32/per diem for 180

days for a total tuition cost of \$13,197.60

- Addendum for Burlington County Special Services** 21. Addendum to the Professional Services Agreement for the 2013-2014 school year between Burlington County Special Services School District and the Hamilton Township School District, as per attachment Finance-21.

(The Professional Services Agreement was approved on June 25, 2013 for the 2013-2014 school year.)

**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:

- Homebound instruction** 1. To approve homebound instruction for the 2013-2014 school year, as per attachment Personnel-1.
- Fieldwork placement** 2. To approve a fieldwork placement for the 2013-2014 school year, as per attachment Personnel-2.
- Shaner School Paraprofessional** 3. To approve Shannon Rhodes as a part-time, 29 hours/week Shaner School Paraprofessional for the period December 4, 2013 through June 30, 2014 with a total annual salary of \$13,382.00, pro-rated, as per attachment Personnel-3.
- Maternity Leave of Absence for Carla Burke** 4. To approve a maternity leave of absence for Carla Burke, Hess School teacher. Mrs. Burke has requested to use her accumulated sick and personal days from February 3, 2014 through March 19, 2014 and NJ Family Leave from March 20, 2014 to the end of the school year, with a return to work date of September 1, 2014, as per attachment Personnel-4.



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

**POLICY COMMITTEE – Mrs. Capone**

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

1. To approve Policy #3144.3 – Suspension Upon Certification of Tenure Charge on second reading. **Policy #3144.3**
2. To approve Policy #3144.12 – Certification of Tenure Charges – Inefficiency on second reading. **Policy #3144.12**
3. To approve Policy #3372 – Teaching Staff Member Tenure Acquisition on second reading. **Policy #3372**
4. To approve Policy #3373 – Tenure Upon Transfer or Promotion on second reading. **Policy #3373**
5. To approve Policy #3374 – Tenure Upon Transfer to an Underperforming School on second reading. **Policy #3374**
6. To approve Policy #4124 – Employment Contract on second reading. **Policy #4124**
7. To approve Policy #5512 – Harassment, Intimidation, and Bullying on second reading. **Policy #5512**
8. To approve Regulation #5512 – Harassment, Intimidation, or Bullying Investigation Procedure on second reading. **Regulation #5512**

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

**TRANSPORTATION COMMITTEE – Mr. Anderson**

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

**Club/activity trips**

1. To approve Club/activity trips for the 2013-2014 school year, as per attachment Transportation-1.

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

**School Bus Emergency Evacuation Drill**

2. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment Finance-2.

Mr. Anderson commented on the discipline problems on the buses. He has learned that more action is being taken on the part of the principals and the bus drivers to control some of the problems on the buses.

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Kupp asked about the status of the Board goals since Ms. Zoerb cannot attend the December board meetings. Dr. Cappelluti noted that she sent the four goals to all of the board members and did not receive a response from anyone.

Mrs. Capone reviewed the first goal and asked if the Board was going to accept the State recommended percentage increases or will the Board choose its' own percentages. Dr. Cappelluti noted that the Board can set its' own goals and the staff is required to set SGO's and SGP's. Dr. Erickson asked if this would be a 2013-2015 goal compared to a 2013-2014 goal due to the test dates and the receipt of the results.

Dr. Erickson noted that the Board would have to indicate "not met" for this goal when the Board evaluates the goals in 2014. She also noted that the Board could add NJASK targets in this goal since it is covering two years. Dr. Cappelluti indicated that the targets may not be met, but it is important to show growth for all of the students.

Mrs. Kupp noted this is at least a two year goal. Mrs. Capone asked if the Board is in agreement with what the State is suggesting. Mrs. Kupp noted that she is in agreement and the State is in a new time with the core curriculum changes and changes in staff evaluations.

Mrs. Capone asked why the Board cannot list the State recommendations in the goals. Mrs. Kupp noted that she would like to go into the new year with established goals.

Mrs. Capone read the second goal concerning the use of technology devices for instruction. Mrs. Capone asked for a listing of the devices used in the district and how many of each. Dr. Cappelluti noted that she can send that information to the Board.

Dr. Erickson asked if there were any other comments. She asked Dr. Cappelluti to add the NJASK target ranges to the first goal. Mrs. Capone noted that the goals should be on the next agenda for approval.

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the 2013-2015 Goals, as amended at the December 3, 2013 meeting.

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

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

Kathy Magee, a retired teacher would like to see an evacuation plan for those who are on crutches or in a wheelchair.

Mrs. Magee also wanted to respond to the issue on Board goals. She feels State standards are a big part of the problem. Teachers have to push very hard to reach the core standards. She feels it would help if teachers had the time to be more involved with the students. Teachers do not have time to bond with each student. Mrs. Magee noted how difficult it is to place students. She feels a lot of children come to school to socialize and not to learn. She feels the discipline issue needs to be addressed and maybe we would see better results.

Mrs. Magee stated that she would like to see uniforms for the students.

Amy Carter is a Special Education teacher in the District. She noted her many achievements throughout her years of education and does not feel her salary is enough to support her family. She noted that many of the teachers donate time and money for those in need, even though their salaries are low. She wanted to know how many Board members have donated time or money to help those in need. She wants the Board and the parents to realize how much teachers care.

Tara Sutton, a first grade teacher in the district asked the Board if more copies of the writing curriculum would be distributed to the 22 teachers in the kindergarten and first grade classrooms.

Dr. Cappelluti informed Mrs. Sutton that this should be discussed with the school principal.

Kevin Flickinger, a taxpayer in the Township informed the Board that he attended the November 19, 2013 meeting and he has written a letter to the editor of the Atlantic City Press to inform other parents regarding contract negotiations. He noted that he will continue to send information to the Atlantic City Press, as well as other media contacts until this contract is settled.

He feels that there is disrespect to teachers by some of the Board members. He feels full support should be given to the teachers for what they do for the Township. He wants to see the Board do what he feels needs to be done. He feels that Hamilton Township has lost too many good teachers because of this contract not being settled. He urged the Board to keep the good teachers that are here and settle the contract.

Jeff Gildiner noted that it is now day 521 without a contract. Many of the teachers are working second jobs and cannot be at this meeting. Mr. Gildiner noted that this is the third December of negotiations. He noted that he wants his students to be safe and to enjoy their winter break. He would like to see the contract settled before the holiday. Mr. Gildiner noted additional job actions

are inevitable and he feels it is unhealthy to be in an unsettled contract environment for this length of time. He asked the Board to put aside personal agendas and to please settle the contract. He urged the Board to do what is best for the district.

Mrs. Capone asked Mr. Gildiner why it is unhealthy for students to have an unsettled contract. Mr. Gildiner responded that it is unhealthy for everyone. Mr. Gildiner noted that Mrs. Capone is taking the comment out of context to follow her own agenda. Mrs. Capone responded that she is concerned for the students.

Dr. Erickson noted that the Board is not suggesting that any staff members care or give less because they are without a contract.

### **ADJOURNMENT**

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

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

The Hamilton Township Board of Education meeting adjourned at 10:13 p.m.

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Daniel Smith  
Board Secretary