

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 23, 2015  
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 Davies Middle School by Mr. Eric Aiken, Board President.

**Call  
To  
Order**

Mr. Aiken 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 a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Cassidy, Mr. Greg Ciambone, Mrs. Amelia Francis, Mr. Derek Haye, Mrs. Barbara Kupp, Mrs. Kimberly Melton, Mr. John Sacchinelli, and Mr. Eric Aiken. Quorum present.

**Roll  
Call**

Absent: None

Also present  
were:

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

V. Moment of silence for private reflection

XI. **Approval of Minutes**

None

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mrs. Kupp noted the skating party held by the Hamilton Township Education Foundation was another successful event. Mrs. Kupp also mentioned that she had the opportunity to see the musical performance at Shaner School and noted that Sue Malone did a great job working with the students. Mrs. Kupp noted that this event is held at the Shaner School each year and each student has the opportunity to participate.

Mrs. Kupp also noted that the Space Foundation Teacher Liaison Program has recently chosen Suzanne Burnetta as a recipient of a grant. She noted that Ms. Burnetta will be able to use the space foundation training to expand her lessons with the students about space.

Mrs. Kupp commented that a question was raised during the last board meeting by another Board Member whether or not she could remain on the Personnel Committee/Negotiations Team because of her previous association with NJEA. Mrs. Kupp noted that she is upset at the way this question was asked and felt it could have been handled in another manner.

Mr. Haye thanked Mr. Beck and Mrs. Hayden for the work done on the Sweetheart Dance. He noted that it was a nice event and a good time for students.

Mrs. Buchanan wanted to commend Mrs. Stecher for the Books in Your Backyard event recently held at Oakcrest Estates. She noted that the children enjoyed the event it was nicely done.

Mr. Aiken noted the recent meeting between some of the Board Members, Greater Egg Harbor Regional High School District, and the Township to discuss the budget. He noted that shared services were discussed and many ideas were exchanged. Mr. Aiken noted that the three entities will try to meet at least annually to share ideas and talk about cost saving measures.

Mr. Aiken also attended an informative meeting regarding the upcoming referendum for GEHRHSD. He noted the information regarding the referendum is available on the Hamilton Township and the GEHRHSD websites.

Mr. Aiken asked Board Members to please let him know if they will be missing a meeting. He noted that other Board Members can possibly fill in some of the absences.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

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

- a. February 17, 2015 – Policy Committee Meeting – Davies School – 6:00 p.m.
- b. February 17, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. February 19, 2015 – Finance Committee Meeting – Board Office – 9:00 a.m.
- d. February 19, 2015 – Facilities Committee Meeting – Board Office – 4:30 p.m.
- e. February 25, 2015 – Board Retreat– Board Office – 5:30 p.m.
- f. March 4, 2015 – Personnel Committee Meeting – Board Office – 4:00 p.m.
- g. March 4, 2015 – Facilities Committee Meeting – Board Office – 4:45 p.m.
- h. March 5, 2015 – Finance Committee Meeting – Board Office – 9:00 a.m.
- i. March 7, 2015 – Budget Workshop – Davies School - 10:00 a.m.
- j. March 9, 2015 – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- k. March 9, 2015 – Board of Education Meeting – Davies School - 7:00 p.m.
- l. March 16, 2015 – 3:30 p.m. – 8:00 p.m., Annual “Ricky McAvaddy” Blood Drive, Joseph C. Shaner School – Sponsored by the Hamilton Township Education Association
- m. March 23, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Registration/Transfer Statistics for the Month of January, 2015, as per attachment X-B.

(C) Enrollment for the month of January, 2015, as per attachment X-C.

(D) Harassment, Intimidation and Bullying Incident Log, as per attachment X-D.

(E) Student Discipline Reports for the month of January, 2015, as per attachment X-E.

- (F) Superintendent's/Principal's List for the 2<sup>nd</sup> Marking Period, as per attachment X-F.

Dr. Cappelluti noted several articles about the district that were recently published in the Atlantic City Press. She noted one regarding the Books in Your Backyard event, and thanked Mrs. Stecher, Kelly Forbes and the PTA for putting this event together. Dr. Cappelluti noted another article regarding events happening at the Davies School. Dr. Cappelluti then thanked Mr. Santilli and the Wm. Davies School for being honored with the Green Ribbon award by the New Jersey Department of Education.

Dr. Cappelluti read a letter from the Space Foundation regarding Suzanne Burnetta being chosen as the liaison for the program.

- (G) Goals Update by Dr. Michelle M. Cappelluti

### **COMMITTEES AND RECOMMENDATIONS**

#### **BUILDING/FACILITIES COMMITTEE - Mr. Ciambrone**

None

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

Motion by Mrs. Kupp, seconded by Mr. Sacchinelli, to approve the following motion, as amended:

**2015-2016  
Revised  
District  
Calendar**

1. To approve the 2015-2016 District Calendar, as per amended attachment Curriculum-1.

Discussion was held regarding the school being closed for Veteran's Day. Mr. Aiken wanted the Board's opinion regarding this.

Mrs. Francis feels there are already a lot of days off during the month of November and she feels it would take away an additional day of instruction.

Mr. Sacchinelli suggested that the schools plan activities revolving around Veteran's Day if school were to be in session. Dr. Cappelluti noted that in years when school was in session on Veteran's Day, activities were provided to the students involving Veterans.

The Board had additional discussion and decided to remain open on Veteran's Day.

Roll Call Vote: Seven in favor: Mrs. Buchanan, Mr. Cassidy, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. Nay: Mr. Ciambrone and Mrs. Melton. (7-2-0)

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

- |    |  |  |
|----|--|--|
| 2. | To approve the 2015-2016 Maintenance/Custodial Calendar, as per attachment Curriculum-2. | <b>2015-2016<br/>Maintenance/<br/>Custodial<br/>Calendar</b> |
|----|--|--|

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

**FINANCE/SUPPLY COMMITTEE – Mrs. Melton**

Motion by Mrs. Melton, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

- |    |  |   |
|----|--|---|
| 1. | To approve budget transfers in the amount of \$43,105.48, as per attachment Finance -1.  | <b>Budget<br/>Transfers</b>   |
| 2. | To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. | <b>Superintendent's<br/>and Board<br/>Secretary's<br/>Certification</b> |

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

The following item has been included as an informational item:

- |    |   |                        |
|----|---|------------------------|
| 3. | Purchase orders issued for services, supplies | <b>Purchase orders</b> |
|----|---|------------------------|

and equipment in the amount of \$714,472.12,  
as per attachment Finance -3.

Motion by Mrs. Melton, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

**Bills and payroll**

4. To approve the following bills and payroll in the total amount of \$4,169,200.76, as per attachment Finance -4:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,060.00
10	General Fund/Payroll	208,526.69
11	Current Expense	1,089,306.88
11	Current Expense/Payroll	2,272,465.60
12	Capital Outlay	26,042.99
20	Special Revenue	19,530.80
20	Special Revenue/Payroll	46,166.48
40	Debt Service	329,486.25
50	Cafeteria	136,739.17
50	Kids' Corner	21,788.81
50	Community Education	6,607.52
50	Camp Blue Star	11,479.57

**Staff attendance at seminars, workshops and conferences**

5. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year, as per attachment Finance-5.

**Tuition Contract between Vineland BOE and HTBOE**

6. To approve a Tuition Contract between the Vineland Board of Education and the Hamilton Township Board of Education for one (1) homeless Pre-school student for the 2013-2014 school year at a total annual cost of \$10,542.00, pro-rated.

**Tuition Contract between the Vineland BOE and HTBOE**

7. To approve a Tuition Contract between the Vineland Board of Education and the Hamilton Township Board of Education for one (1) homeless Pre-school student for the 2014-2015 school year at a total annual cost of \$13,959.00, pro-rated.

**Tuition Contract between the Vineland BOE and HTBOE**

8. To approve a Tuition Contract between the Vineland Board of Education and the Hamilton Township Board of Education for one (1) homeless 8<sup>th</sup> grade student for the 2014-2015 school year at a total annual cost

of \$16,952.00, pro-rated.

Roll Call Vote: All in favor: Mrs. Buchanan,  
Mr. Cassidy, Mr. Ciambrone, Mrs. Francis,  
Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr.  
Sacchinelli, and Mr. Aiken. (9-0-0)

**PERSONNEL/NEGOTIATIONS COMMITTEE**

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

Motioned by Mr. Sacchinelli, seconded by Mrs. Kupp, to approve the following motions as presented:

1. To approve district substitutes for the 2014-2015 school year, as per attachment Personnel-1. **District substitutes**
2. To approve homebound instruction for the 2014-2015 school year, as per attachment Personnel -2. **Homebound instruction**
3. To approve the following changes to Shaner School Position Control numbers effective January 29, 2015: **Shaner School Position Control numbers**
  - Karen Witherspoon – from BSI teacher #20.01.02 AXW to Grade 1 #20.01.03 AXL
  - Kelly Graham – from Grade 1 teacher #20.01.03 AXL to BSI #20.01.02 AXW
4. To revise a NJ Family Leave of Absence start date for Lauren Graff, Shaner School teacher from March 12, 2015 to March 10, 2015. Mrs. Graff gave birth earlier than anticipated. **NJFLA for Lauren Graff**

Mrs. Graff's maternity leave was previously approved on November 18, 2014.
5. To approve an extension to Kristen Meiklejohn's employment contract through April 8, 2015 to cover for Lauren Graff who is on a maternity leave of absence. **Extension of employment contract**

Miss Meiklejohn is currently contracted until March 3, 2015 for Karen Witherspoon, but Mrs. Witherspoon returned earlier on January 26, 2015.

**FFMLA for  
Patricia  
Carmen**

6. To approve a Federal Family Medical Leave of Absence for Patricia Carmen, Hess School teacher from March 2, 2015 through May 29, 2015 and a disability retirement effective June 1, 2015, as per attachment Personnel-6.

Roll Call Vote: Eight in favor #1: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (8-1-0)

All in favor #2 to #6: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

Motion by Mr. Sacchinelli, seconded by Mrs. Kupp, to approve the following motions, as presented:

**Job  
Description  
for Supervisor  
of Instruction  
for Special  
Education**

7. To approve a Job Description for Supervisor of Instruction for Special Education (title change only), as per attachment Personnel-7.

**Position  
Control  
#22.05.30 AAK**

8. To change the title of Special Education/Read 180 Coach to Supervisor of Instruction for Special Education (Position Control #22.05.30 AAK).

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

Motion by Mr. Sacchinelli, seconded by Mrs. Kupp, to approve the following motions, as presented:



9. To approve Tammy Welsey as Mentor for Sandra Liguori, Hess School Special Education teacher. **Mentor for Sandra Liguori**
10. To accept a resignation notice from Jennifer Harvey, Hess School teacher effective January 30, 2015 with her last day of employment to be February 6, 2015, as per attachment Personnel-10. **Resignation from Jennifer Harvey**
11. To accept a resignation notice from Deanna Haring, Hess School paraprofessional effective February 2, 2015 with her last day of employment to be February 20, 2015, as per attachment Personnel-11. **Resignation from Deanna Haring**
12. To revise a start date for a maternity leave of absence for Danielle Grimaldi from March 16, 2015 to March 2, 2015, as per attachment Personnel-12. **Maternity Leave for Danielle Grimaldi**
- Mrs. Grimaldi's maternity leave was previously approved on December 2, 2014.
13. To approve Jennifer Holl as a full-time, 10 month Hess School teacher for the period February 25, 2015 through June 30, 2015, B.A., Step 1, with a total annual salary of \$50,000.00, pro-rated, as per attachment Personnel-13. **Jennifer Holl, Hess School Teacher**
- Jennifer Holl is a replacement for Danielle Grimaldi who is on a maternity leave of absence.
14. To approve Kelly Crowder as a Kid's Corner substitute for the 2014-2015 school year at the rate of \$10.00/hour. **Kids Corner Substitute**
- Roll Call Vote: All in favor #9 through #13: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

Eight in favor #14: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (8-1-0)

**POLICY COMMITTEE – Mrs. Buchanan**

None

**TRANSPORTATION COMMITTEE – Mr. Cassidy**

Motion by Mr. Cassidy, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

- Club/activity trips**      1.      To approve club/activity trips for the 2014-2015 school year, as per attachment Transportation-1.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. (9-0-0)

**RESOLUTIONS**

None

**SOLICITOR’S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Amy Hassa stated that she has been speaking to the Board since December regarding student safety and she has not seen any items on the agenda which address the issue. Mrs. Hassa stated that she continues to hear from frustrated parents who feel the same way. She has asked the Board to please consider addressing the concerns parents are having regarding bullying.

Janine Richards, PTA Treasurer wanted to remind everyone about the PTA movie night on February 27,

2015.

Mrs. Stecher wanted to thank the PTA for sponsoring the author who was present at the Books in Your Backyard event.

Mr. Santilli wanted to publicly announce the grants received by the William Davies Middle School staff. He wanted to thank all the staff members who worked on applying for the grants.

### **EXECUTIVE SESSION**

Motion by Mr. Sacchinelli, seconded by Mr. Cassidy, to enter into executive session.

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 Matters
- H.T.E.A. Negotiations
- Litigation

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 60 minutes.

All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken.  
(9-0-0)

The Board entered into executive session at 8:16 p.m.

The Board resumed the regular meeting at 9:15 p.m.

Motion by Mr. Aiken, seconded by Mr. Sacchinelli to begin the process of filing tenure charges for the employee discussed in executive session.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken (9-0-0)

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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 60 minutes.

Roll Call Vote: Eight in favor: Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Francis. (8-1-0)

The Board entered into executive session at 9:16 p.m.

Mr. Aiken, Dr. Cappelluti, Mr. Cassidy, Mr. Ciambrone and Mr. Smith all exited the executive session.

The Board resumed the regular meeting at 10:52 p.m.

Motion by Mr. Haye, seconded by Mrs. Melton to offer a three year contract to Dr. Michelle Cappelluti, Superintendent.

Roll Call Vote: Five in favor: Mrs. Buchanan, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Sacchinelli. Abstain: Mrs. Francis. (5-0-1)

Motion by Mr. Sacchinelli, seconded by Mrs. Kupp to offer a 0%, 0%, 1% salary increase over a three year period to Dr. Michelle Cappelluti for the position of Superintendent.

Roll Call Vote: Five in favor: Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Sacchinelli. Abstain: Mrs. Buchanan. (5-0-1)

Mays Landing, NJ  
February 23, 2015

**ADJOURNMENT**

Motioned by Mr. Sacchinelli, seconded by Mrs. Kupp, to adjourn the meeting.

Voice Vote: All in favor: (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 10:56 p.m.

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Daniel Smith  
Board Secretary