

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MARCH 9, 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 7:01 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

VI. EXECUTIVE SESSION

Motion by Mr. Sacchinelli, seconded by Mrs. Kupp, to enter into 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)

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 Matter - Superintendent's Contract

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.

The Board entered into executive session at 7:05 p.m.

The Board resumed the regular meeting at 7:19 p.m.

XI. Approval of Minutes

Motion by Mr. Sacchinelli, seconded by Mrs. Melton, to approve the regular and executive session minutes of the meeting of February 2, 2015, as per attachment Minutes-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)

Motion by Mr. Sacchinelli, seconded by Mr. Kupp to approve the regular and executive session minutes of February 23, 2015, as per attachment Minutes-2.

After Board discussion it was determined that amendments should be made to the regular session minutes. Mr. Sacchinelli and Mrs. Kupp withdrew the motion.

CORRESPONDENCE

Dr. Cappelluti noted a letter recognizing the William Davies Environmental Club. They ranked 10th in the State for their achievement for being committed to recycling success. They will be honored at the ACUA Earth Day Event on April 26, 2015.

PUBLIC COMMENTS

Harry Rogers asked if action is taken in executive session. He questioned the position of Superintendent and wanted to know whether or not other individuals had been interviewed before agreeing to renew the Superintendent's contract.

Mr. Sacchinelli responded that the majority of the Board agreed to look into renewing Dr. Cappelluti's contract.

Mr. Rogers does not understand why the Board has not looked at other options after the district has not shown any academic success. He believes student test scores are relatively poor. He believes the budget increase of 11 cents is absurd and he feels the Board should look at other alternatives.

Mr. Goldstein commented that Dr. Cappelluti has agreed to take a 0% increase for the first two years of her new contract to help the district.

BOARD MEMBER COMMENTS

Mr. Sacchinelli apologized for missing the budget workshop. He had to attend a funeral for a family friend at the same time.

Mrs. Kupp responded to a question raised at the last meeting regarding the advertisement of the budget workshop. Mrs. Kupp noted that the budget workshop was advertised on the website and newspapers along with the other dates of the regular meetings.

Mrs. Kupp also noted that the PTA movie night and the Davies dodge ball event were both very well attended and were both great events.

Mrs. Melton stated that this is a great District and she feels the Dr. Cappelluti and Mr. Smith are both doing a great job. She noted that there are a lot of constraints in place from the Dept. of Education and she feels they are handling them well.

Mr. Aiken also stated that he feels Dr. Cappelluti is doing a great job. He feels a lot of information gets twisted and the public is not getting a true picture.

Mr. Aiken also urged everyone to vote for the GEHRHSD referendum on Tuesday, March 10, 2015. Mr. Aiken reminded the Board Members of the Atlantic County Meet Up on March 12, 2015.

Mr. Aiken wanted to let the Board know that he received an ethics complaint in the mail today from a former Board Member. He wanted it noted that he will need to give this information to the solicitor and it will cost the District money.

Mr. Ciambone noted that he attended the Family Fun Night at Shaner and said

it was a great event. Mr. Ciambrone also noted that he feels Dr. Cappelluti does a great job and he feels the Board made the right decision to renew her contract.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. March 9, 2015 – Curriculum Committee Meeting – Board Office – 6:00 p.m.
- b. March 9, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. March 12, 2015 – Finance Committee Meeting – Board Office – 8:30 a.m.
- d. 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 Foundation
- e. March 23, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- f. April 8, 2015 – Personnel Committee Meeting – Board Office – 4:00 p.m.
- g. April 8, 2015 – Facilities Committee Meeting – Board Office – 4:45 p.m.
- h. April 13, 2015 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- i. April 13, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
- j. April 27, 2015 – Board of Education Meeting and Public Hearing on the Budget – Davies School – 7:00 p.m.

(B) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-B.

(C) New Homes and CO’s Reports for the period October, 2014 through January, 2015, as per attachment XI-C.

(D) Enrollment for the month of February, 2015, as per attachment XI-D.

(E) *Presentation:* NJ School Board’s Performance Report

Given by:

Lisa Dagit, Director of Curriculum and Instruction

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE - Mr. Ciambrone

Mr. Ciambrone noted that the committee has interviewed architects based on the proposals from the RFP and an award be placed on the

March 23, 2015 agenda.

CURRICULUM COMMITTEE – Mrs. Kupp

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

1. To approve a Memorandum of Understanding between the Hamilton Township School District and Scholastic, Inc., as per attachment Curriculum-1.

This is a project designed to provide clear understanding of both Scholastic and the District's responsibilities in successfully facilitating the Read 180 Universal usability and efficacy study.

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 the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of January, 2015. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2015, as per attachment Finance-1.
2. Board Secretary's Report for the period ending January 31, 2015. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of January 31, 2015, 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:23A-16.10(c)4 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.

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 items have been included as informational items:

3. Interest Income for the month of January, 2015, as per attachment Finance -3.
4. Receipts for the month of January, 2015, as per attachment Finance -4
5. Refunds for the month of January, 2015, as per attachment Finance -5.
6. Capital Reserve Interest for the month of January, 2015, as per attachment Finance -6.
7. Rental Income for the month of January, 2015, as per attachment Finance -7.
8. Miscellaneous Revenue for the month of January, 2015, as per attachment Finance -8.
9. The monthly Budget Summary Report for January, 2015, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance -9.

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

10. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

Roll Call Vote: All in favor: 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:

11. Purchase orders issued for services, supplies and equipment in the amount of \$695,565.81. as per attachment Finance -11.

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

12. To approve the following bills and payroll in the total amount of \$2,659,916.95, as per attachment Finance -12:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,047.00
10	General Fund/Payroll	209,133.70
11	Current Expense	209,752.94
11	Current Expense/Payroll	2,155,796.63
20	Special Revenue	37,699.14
20	Special Revenue/Payroll	46,487.54

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. Melton, to approve the following motions as presented:

1. To accept a resignation notice from Erica Breve effective February 12, 2015 with her last day of employment to be April 10, 2015, as per attachment Personnel-1.
2. To approve district substitutes for the 2014-2015 school year, as per attachment Personnel-2.
3. To approve Jessica Gillespie as a full-time,

10 month Hess School Special Education teacher for the period March 25, 2015 through June 30, 2015, B.A., Step 1, with a total annual salary of \$50,000.00, pro-rated, as attachment Personnel-3.

Miss Gillespie is a replacement for Jennifer Harvey who has resigned.

4. To approve Jaclyn Lucarelli as a full-time, 10 month Hess School Special Education teacher for the period March 10, 2015 through June 30, 2015, B.A., Step 1, with a total annual salary of \$50,000.00, pro-rated, as per attachment Personnel-4.

Miss Lucarelli is a replacement for Kelly King who is on a maternity leave of absence.

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)

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

5. To approve Melanie Piskun as a full-time, 10 month Hess School teacher for the period March 24, 2015 through June 30, 2015, B.A., Step 3, with a total annual salary of \$50,200.00, pro-rated, as per attachment Personnel-5.

Miss Piskun is a replacement for Patricia Carmen who is on a disability retirement.

6. To approve Jessica Ward as a Mentor for Jessica Gillespie for the 2014-2015 school year.
7. To accept a resignation notice from Claudia Sobkiw effective February 28, 2015 with her last day of employment to be March 13, 2015, as per attachment Personnel-7.

8. To revise a maternity leave of absence for Heather Jenigen, part-time Shaner School paraprofessional. Mrs. Jenigen is requesting to use her accumulated sick days from March 2, 2015 through March 11, 2015, Federal Family Medical Leave from March 12, 2015 through March 25, 2015 and New Jersey Family Leave from March 26, 2015 through the end of the school year with a return to work date of September 1, 2015, as per attachment Personnel-8.

(Mrs. Jenigen's leave of absence was previously approved on December 16, 2014.)

9. To approve a revised NJ Family Leave start date for Lauren Graff, Shaner School teacher from March 10, 2015 to March 11, 2015 due to a snow day.

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. Melton, to approve the following motion, as presented:

10. To approve an employment Contract for Dr. Michelle M. Cappelluti, for the period July 1, 2015 through June 30, 2018 in accordance with N.J.A.C. 6A:23A-3.1 as approved by the Executive County Superintendent of Schools, as per attachment Personnel-10.

Roll Call Vote: Five in favor: Mrs. Buchanan, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Francis. Abstained: Mr. Cassidy, M. Ciambrone, and Mr. Aiken. (5-1-3)

POLICY COMMITTEE – Mrs. Buchanan

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

1. To approve Policy #1110 – Organizational Chart on first reading.

(The revision reflects the title change from Special Education/Read 180 Coach to Supervisor of Instruction for Special Education, as per attachment Policy-1.)

The title change was previously approved on February 23, 2015.

2. To approve Policy #5339 – Screening for Dyslexia on first reading, as per attachment Policy-2.

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 Mrs. Buchanan, seconded by Mrs. Melton, to approve the following motions, as presented:

3. To approve Policy #2464 – Gifted and Talented Pupils on first reading, as per attachment Policy-3.
4. To approve Policy #3233 – Political Activities on first reading, as per attachment Policy-4.
5. To approve Policy #3431.1 Family Leave – Teaching Staff on first reading, as per attachment Policy-5.
6. To approve Policy #4431.1 – Family Leave – Support Staff on first reading, as per attachment Policy-6.

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)

TRANSPORTATION COMMITTEE – Mr. Cassidy

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

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

Tim Dennison informed the Board that he contacted the Transportation Department in February regarding a temporary transportation change. He noted that he completed the necessary forms and returned them to the office. Mr. Dennison stated that he was then told his request was denied. He then contacted Dr. Cappelluti via e-mail and noted that he did not receive a response. Mr. Dennison was told to possibly contact Nancy Eccles from the County Office. He noted that Mrs. Eccles told him to contact Mr. Smith and Mr. Hinkeldey in the Board office. Mr. Dennison is asking for help to have his children's bus stop changed for one week during the month of March and he does not feel he is getting anywhere with his request.

Dr. Cappelluti noted that the District does not typically make a change in transportation for one week out of the year. She feels he was given an answer, but did not like the one he was given.

Kara Sprigg, a district employee, informed the Board that she was told today that her position would possibly be reduced to part time. She is asking why the Board would make a cut in Accounts Payable when she is only one person. She stated that she deals with a lot in her position, including auditors and opening and closing accounts for the year. Ms. Sprigg does not feel it can be done on a part time basis. She has been in this District since 2002 and she feels she has been a loyal employee. Ms. Sprigg stated that she does not understand why the cut cannot be made in another position. She has asked the Board to reconsider their decision.

EXECUTIVE SESSION

Motion by Mrs. Melton, seconded by Mr. Sacchinelli, 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 – H.T.S.C.D.A.
- Miscellaneous Personnel Matters

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

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 8:20 p.m.

The Board resumed the regular meeting at 9:53 p.m.

Motion by Mr. Aiken, seconded by Mr. Ciambrone to terminate Talia Morgan with a termination date of March 9, 2015. Ms. Morgan is a Davies School Teacher.

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)

Mays Landing, NJ
March 9, 2015

Motion by Mr. Aiken, seconded by Mr. Ciambrone to move forward with tenure charges for an employee whose name is on file with Board Secretary.

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. Aiken, seconded by Mr. Sacchinelli to offer the H.T.S.C.D.A. 2.5%, 2% and 2% with current language for the contract July 1, 2013 through June 30, 2016.

Roll Call Vote: Six in favor: Mr. Ciambrone, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli and Mr. Aiken. Nay: Mrs. Buchanan, Mr. Cassidy, and Mrs. Francis. (6-3-0)

ADJOURNMENT

Motioned by Mr. Aiken, seconded by Mr. Cassidy, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 9:57 p.m.

Daniel Smith
Board Secretary