

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
HELD ON SEPTEMBER 23, 2015
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Special Meeting of the Hamilton Township Board of Education was called to order at 5:45 p.m. in the Board Office Conference Room located at 1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey 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 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.

ROLL CALL

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

**Roll
Call**

Absent: Mr. Greg Ciambone and Mrs. Kim Melton

Also present were:

Dr. Michelle Cappelluti, Superintendent of Schools
Mr. Daniel Smith, Board Secretary
Mrs. Charlene Zoerb, NJSBA

PUBLIC COMMENTS

None

Mr. Aiken asked Mrs. Zoerb about the participation of Mr. Ciambone. Mrs. Zoerb noted that any Board Member who has an immediate relative working in the district must refrain from the entire process. Mr. Aiken noted that he has spoken with Mr. Goldstein regarding his own participation, and he can take part in the process based on recent ethics rulings.

EXECUTIVE SESSION

Motion by Mr. Aiken, seconded by Mrs. Buchanan, 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:

- Superintendent Search – Charlene Zoerb,
New Jersey School Boards Association

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 90 minutes.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (7-0-0)

The Board entered into Executive Session at 5:52 p.m.

The Board resumed the Regular Meeting at 7:00 p.m.

NEW BUSINESS

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

1. To approve a Standard Superintendent Search Agreement between the Hamilton Township Board of Education and New Jersey School Boards Association, as per attachment VI-1.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Cassidy, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mr. Sacchinelli, and Mr. Aiken. (7-0-0)

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Mr. Sacchinelli, seconded by Mr. Cassidy, to adjourn the meeting.

Voice Vote: All in favor: (7-0-0)

Mrs. Zoerb thanked the Board for the opportunity to assist with the superintendent search and noted that they had more information to discuss tonight. She noted that Board could

continue the meeting or schedule an additional meeting.

Motion by Mr. Sacchinelli, seconded by Mr. Cassidy, to rescind the motion to adjourn.

Voice Vote: All in favor: (7-0-0)

Mrs. Zoerb discussed putting an ad together and reviewed what information should be in the ad. She noted all of the advertising would be done online. Mrs. Zoerb had the Board select five areas of expertise to outline in the ad. The Board selected curriculum, finance, personnel management, communication and operations.

Mrs. Zoerb discussed the timeframe for the ad posting and suggested mid-November to December 31st. The Board agreed on the timeline and discussed the first round of interviews being completed the third week of January.

Mrs. Zoerb asked the Board to consider what leadership qualities and personal characteristics it would like to see in the next Superintendent. She also spoke about the ad descriptor and what should be included. Mrs. Zoerb will send the draft descriptor to Dr. Cappelluti for review.

Mrs. Zoerb reviewed the search calendar and noted it is good tool to utilize to keep everyone organized and on track. She did note that the dates could be tweaked along the way if need be.

Mrs. Zoerb reviewed surveys that should be completed, one for staff and one for the public and parents. She noted that the survey is provided by NJSBA and a link can be added to the districts website. Mrs. Zoerb noted the surveys will be completed online and the results will be summarized and submitted to the Board.

ADJOURNMENT

Motion by Mr. Sacchinelli, seconded by Mrs. Buchanan, to adjourn the meeting.

Voice Vote: All in favor: (7-0-0)

The Hamilton Township Board of Education meeting adjourned at 7:51 p.m.

Daniel Smith
Board Secretary