

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 26, 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 7:00 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 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, Mrs. Amelia Francis, Mr. Derek Haye, Mrs. Barbara Kupp, Mrs. Kim Melton, Mr. John Sacchinelli, and Mr. Eric Aiken.

**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

APPROVAL OF MINUTES

None

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Sacchinelli noted a recent letter in the Current Newspaper written by a former Board member. He stated that the letter contained many untruths regarding meeting notices, contract settlement and student test scores. Mr. Sacchinelli stated that the contract settlement was budgeted, and some of the settlement was funded by givebacks from the union. Mr. Sacchinelli also noted that the information stating that one-third of the district's students were failing was not accurate. He noted that the one-third pertained to the State as a whole.

Mrs. Francis noted that the previous Board met and discussed the HTEA contract before it was voted on. She stated that it saddens her that this was not the case this year. Mrs. Francis noted that there were important issues that should have been discussed before it was voted on.

Mrs. Francis also noted the NJSBA workshop she attended last week. She stated that it was a great experience and urged the Board to attend more workshops and take part.

Mr. Aiken noted that the negotiations committee did keep the Board informed of negotiations during executive sessions. He also noted that the Board was informed ahead of time that the contract was on the agenda.

Mrs. Francis stated that the Board should have discussed the final version before voting. Mrs. Buchanan agreed that a meeting would have been a good idea before voting.

Mr. Aiken noted that the next step in the Superintendent search will be to advertise for the position in November. He stated that parent and staff surveys will be released in November as well.

Mr. Aiken noted that the Board reviewed possible Interim Superintendent

candidates from NJSBA, narrowed the list down, and decided to hire Dr. Banks for the position. Mr. Aiken also noted that the Business Administrator will be leaving the District as well and the Board will be looking to hire an interim business administrator.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember
 - a. October 26, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
 - b. October 28, 2015 – Meet the Candidates Night – Davies School IMC – 7:00 p.m.
 - c. November 5-6, 2015 – NJEA Convention – Schools Closed
 - d. November 12, 2015 – Finance Committee Meeting – Board Office – 9:00 a.m.
 - e. November 16, 2015 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
 - f. November 16, 2015 – Board of Education Meeting – Davies School – 7:00 p.m.
 - g. November 26-27, 2015 – Thanksgiving Holiday – Schools Closed

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 presented:

1. To approve local and grant funded extra-curricular activities and staff stipends for the 2015-2016 school year, as per attachment Curriculum-1. **Extra-curricular activities**

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 COMMITTEE – Mrs. Melton

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

Report of Receipts and Expenditures 1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of August, 2015. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2015, as per attachment Finance-1.

Board Secretary's Report 2. Board Secretary's Report for the period ending August 31, 2015. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 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:

Interest Income 3. Interest Income for the month of August, 2015, as per attachment Finance-3.

Receipts 4. Receipts for the month of August, 2015, as per attachment Finance-4.

Refunds 5. Refunds for the month of August, 2015, as per attachment Finance-5.

Capital 6. Capital Reserve Interest for the month of

- Reserve** August, 2015, as per attachment Finance-6.
- Rental Income** 7. Rental Income for the month of August, 2015, as per attachment Finance-7.
- Miscellaneous Revenue** 8. Miscellaneous Revenue for the month of August, 2015, as per attachment Finance-8.
- Budget Summary Report** 9. The monthly Budget Summary Report for August, 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. Cassidy, to approve the following motion, as presented:

- Superintendent's and Board Secretary's certification** 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 information item:

- Purchase orders** 11. Purchase orders issued for services, supplies and equipment in the amount of \$175,421.95, as per attachment Finance-11.

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

- Bills and payroll** 12. To approve the following bills and payroll in the total amount of \$508,703.24, as per attachment Finance-12:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$216.00
11	Current Expense	233,569.58
12	Capital Outlay	23,215.57

20	Special Revenue	231,508.57
50	Kids' Corner	11,044.97
50	Community Education	7,665.33
50	Camp Blue Star	1,483.22

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| 13. | To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2015-2016 school year, as per attachment Finance -13. | Seminars, workshops and conferences |
| 14. | To approve the FY 2016 (School Year 2015-2016) Nonpublic School Technology Initiative Agreement tentative budget and purchase orders, as per attachment Finance-14. | Nonpublic School Technology Initiative Agreement |
| 15. | To approve an Agreement between the Hamilton Township Board of Education and Epic Health Services, Inc. and Loving Care Agency, Inc. d/b/a Epic Health Services to provide private duty nursing services to the District, as per attachment Finance-15. | Epic Health Services |

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 - Mr. Sacchinelli

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

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

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|----|---|------------------------------|
| 1. | To approve district substitutes for the 2015-2016 school year, as per revised attachment Personnel-1. | District substitutes |
| 2. | To approve homebound instruction for the 2015-2016 school year, as per attachment Personnel -2. | Homebound instruction |
| 3. | To approve fieldwork placements for the 2015-2016 school year, as per attachment | Fieldwork placements |

Personnel -3.

**Resignation
from Toni
Ann
Wuillermin**

4. To accept a resignation notice from Toni Ann Wuillermin, Speech Language Pathologist, effective October 8, 2015, with her last day of employment to be December 31, 2015, as per attachment Personnel-4.

**Maternity
leave for
Theresa
Christman**

5. To approve a revised maternity leave of absence for Theresa Christman, Hess School teacher. Mrs. Christman is requesting to use 26 of her accumulated sick and personal days from September 30, 2015 through November 9, 2015, Family Medical Leave from November 10, 2015 through February 16, 2016, Child Rearing Leave from February 17, 2016 through April 22, 2016 and New Jersey Family Leave from April 25, 2016 through April 29, 2016 with a return to work date of May 2, 2016, as per attachment Personnel-5.

Mrs. Christman's leave of absence was previously approved on October 13, 2015.

**NJFLA for
Lawrence
Laskowski**

6. To approve an intermittent New Jersey Family Leave of absence for Lawrence Laskowski, Davies School part-time Paraprofessional during the 2015-2016 school year, 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, #3, #4, #5, and #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:

7. To approve Dr. Maryann Banks as the District's Interim Superintendent for the period January 1, 2016 through June 30, 2016, as per amended attachment Personnel-7. **Interim Superintendent**

8. To accept a resignation notice from Daniel Smith, School Business Administrator/Board Secretary, effective October 21, 2015, with his last day of employment to be December 31, 2015, as per attachment Personnel-8. **Resignation from Daniel Smith**

9. To approve Valerie Robinson as a full-time, 12 month Hess School Custodian for the period October 27, 2015 through June 30, 2016, Custodian Guide, Step 4, with a total annual salary of \$37,011.00, pro-rated, as per attachment Personnel-9. **Hess School Custodian**

Miss Robinson is a replacement for Donald Cavileer who has resigned.

10. To approve Laura Aceves as a part-time, 12 month, 29.5 hours/week Hess School Custodian for the period October 29, 2015 through June 30, 2016, Custodian Guide B, Step 1, with a total annual salary of \$21,388.00, pro-rated, as per attachment Personnel-10. **Hess School Custodian**

Miss Aceves is a replacement for Valerie Robinson who moved to a full-time position.

11. To approve Kelly Flynn as a full-time, 10 month Hess School teacher for the period October 27, 2015 through May 2, 2016, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-11. **Hess School Teacher**

Miss Flynn is a replacement for Theresa Christman who is on a maternity leave of absence.

Comments were made by Mrs. Kupp, Mr. Aiken and other Board members thanking Mr. Smith for his service and stating what an outstanding job he did for the District.

Mr. Aiken noted that he spoke to the President of the Little Egg Harbor Board of Education who noted that Dr. Banks did an excellent job while she was in that District.

Roll Call Vote: Eight in favor #7: Mrs. Buchanan, Mr. Cassidy, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Abstained: Mr. Ciambrone. (8-0-1)

Seven in favor #8: Mr. Ciambrone, Mrs. Francis, Mr. Haye, Mrs. Kupp, Mrs. Melton, Mr. Sacchinelli, and Mr. Aiken. Nay: Mrs. Buchanan and Mr. Cassidy. (7-2-0)

All in favor #9, #10 and #11: 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. Cassidy, to approve the following motions, as presented:

Hess School teacher 12. To approve Erin Garcia-Hawes as a full-time, 10 month Hess School teacher for the period December 18, 2015 through June 30, 2016, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-12.

Miss Hawes is a replacement for Lisa Weber who will be on a maternity leave of absence, as per attachment Personnel-12.

Resignation of Christine Reed 13. To accept a resignation notice for Christine Reed, Hess School Special Education teacher effective October 21, 2015 with her last day of employment to be December 23, 2015, as per attachment Personnel-13.

- Supervisor of Custodians** 14. To revise the Job Description for Supervisor of Custodians, as per attachment Personnel-14.
- Change job title** 15. To change the job title for Assistant Supervisor of Facilities to Supervisor of Custodians, Position Control #23.09.15 BCX.
- Hess School teacher** 16. To approve Kelley Fera as a full-time, 10 month, Hess School teacher for the period November 3, 2015 through March 23, 2016, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated, as per attachment Personnel-16.

Miss Fera is a replacement for Shannon Haines who will be 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)

POLICY COMMITTEE – Mrs. Buchanan

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

- Regulation #2464** 1. To approve Regulation #2464 – Gifted and Talented Pupils on second reading.

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 Mr. Cassidy, to approve the following motions, as presented:

- Policy #5410** 2. To approve Policy #5410 – Promotion and Retention on second reading.

- Regulation** 3. To approve Regulation #5410 – Promotion

- #5410** and Retention on second reading.
- Regulation #9180** 4. To approve Regulation #9180 – School Volunteers on second reading.
- Policy #3322** 5. To approve Policy #3322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices - Teacher Staff Members on second reading.
- Policy #4322** 6. To approve Policy #4322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices – Support Staff Members on second reading.
- Policy #5615** 7. To approve Policy #5615 – Suspected Gang Activity on second reading.
- Policy #5756** 8. To approve Policy #5756 Transgender Students on second reading.

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 Mrs. Kupp, to approve the following motion, as presented:

- Club/activity trips** 1. To approve club/activity trips for the 2015-2016 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

Mr. Goldstein noted that the Board previously discussed an OPRA lawsuit filed by Mr. Scheeler. Mr. Goldstein stated that he has had discussions with Mr. Scheeler, and it was determined that the requested information was deemed satisfactory once it was received by Mr. Scheeler. He noted that Mr. Scheeler was willing to drop the lawsuit if the Board would pay for his legal fees which exceeded \$3,000. Mr. Goldstein was able to reduce a possible settlement down to \$2,450.

Mr. Goldstein asked the Board for the authority to settle this lawsuit for \$2,450; which would be paid to Mr. Scheeler. Mr. Sacchinelli asked if the Board was required to pay the legal fees. Mr. Goldstein stated that the Board is not required to pay the fees, but if the lawsuit moves forward the Board could be faced with a bigger expense.

Mr. Goldstein noted that Mr. Scheeler could drop the lawsuit without a monetary settlement, but the attorney working for Mr. Scheeler did put time and energy into the lawsuit.

Mr. Ciambone asked Mr. Goldstein how much the Board pays him for OPRA work, ethics complaints, and other issues brought up in public that have no merit or truth. Mr. Goldstein noted that he reviews OPRA requests as needed based on requests made by Mr. Smith. Mr. Goldstein noted that he completes the work in a timely fashion and that the Board cannot stop someone from completing an OPRA request or filing an ethics complaint.

Motion by Mr. Aiken, seconded by Mrs. Buchanan, to settle the outstanding legal matter with Mr. Scheeler in the amount of \$2,450.00.

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

Mr. Goldstein will inform the proper parties of the settlement agreement.

UNFINISHED BUSINESS

Mrs. Francis asked if there was an issue involving Springboard enrollment. Dr. Cappelluti noted that there is

an issue with the State of New Jersey Licensing regarding the number of students involved in the program. She noted that Springboard is working with the State to rectify the issue.

NEW BUSINESS

Mr. Aiken noted the Board needs to discuss a meeting date to interview for the Interim Business Administrator's position. He asked if the Board was able to meet on November 2, 2015.

Motion by Mr. Sacchinelli, seconded by Mr. Cassidy, to hold a special meeting on Monday, November 2, 2015 at 5:00 p.m. for the purpose of interviewing for the Interim Business Administrator's position.

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

Mrs. Buchanan noted that she recently attended an anti-bullying workshop and the topic of students wearing uniforms was discussed. She stated that this could be something for the Board to look at in the near future. Dr. Cappelluti stated that she will forward information on this to the Board for their review.

PUBLIC COMMENTS

Janine Richards stated that she is against uniforms for the students and she hopes that the Board will keep families who may be struggling financially in mind when they are reviewing this.

Mrs. Richards also noted that the recent Author Night was an excellent event and the families in attendance had a great time.

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:18 p.m.

Mays Landing, NJ
October 26, 2015

Daniel Smith
Board Secretary