

Mays Landing, NJ
January 17, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
JANUARY 17, 2012
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 6:10 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson, President.

**Call
To
Order**

Dr. 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. Mechanical devices are being used to both audiotape and videotape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick, Dr. David May (arrived 6:57 p.m.), Mrs. Kimberly Melton (arrived 6:13 p.m.), and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mrs. Michelle Befano

Also present Mrs. Michelle Cappelluti: Superintendent of Schools
were: Mrs. Martha Jamison: Board Secretary
Mr. Louis Greco: Solicitor

CORRESPONDENCE

Mrs. Cappelluti informed the Board that she has received a request from a teacher at Ryder College who would like to attend a Board meeting. The Board was in agreement that they would welcome the teacher at an upcoming meeting.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to enter into Executive session for the purpose of litigation and personnel matters.

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 litigation and 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.

Voice Vote: (6-0-0) Motion carried.

The Board entered into Executive Session at 6:12 p.m.

The Board reconvened the regular meeting at 7:03 p.m.

APPROVAL OF MINUTES

Motioned by Dr. Erickson, seconded by Mr. Anderson, to approve the regular and executive session minutes of the meeting of December 20, 2011, as per attachment V-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Dr. Erickson, seconded by Mr. Anderson, to approve the regular and executive session minutes of the Special Meeting of January 4, 2012, as per attachment V-B.

Roll Call Vote: Six in favor: Mr. Anderson, Mrs. Capone, Mrs. Kupp, Dr. May, Mrs. Melton, and Dr. Erickson. Abstained: Mr. Aiken and Mr. Ludwick. (6-0-2)

CORRESPONDENCE

Mrs. Cappelluti recognized the Board members for Board Appreciation Month.

PUBLIC COMMENTS

Mr. Strigh asked about the following:

- If the agenda attachments were on the website. Mrs. Jamison responded that they are placed on the website on the Friday prior to the meeting.
- The agenda item regarding Energy Education, Inc. Mr. Ludwick responded, explaining what this company offers.
- The job description for the Payroll Coordinator. Mrs. Cappelluti explained

the changes.

- The policy regarding public comment at Board meetings. Mrs. Cappelluti responded, explaining the change to the policy limiting the time for each speaker.
- The debt payment and total school debt. Mrs. Jamison responded, explaining that bond payments are made only during certain months and that the District's debt information is located on our website.

BOARD MEMBER COMMENTS

- Mr. Anderson commented that Leader Magazine had a good article on negotiations.
- Mrs. Capone congratulated Dr. Erickson on her nomination to NJSBA Vice President for County Activities.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **January 17, 2012** – Board of Education Meeting – Davies School – 6:00 p.m.
- b. **February 7, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **February 10, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **February 15, 2012** – Transportation/Discipline Committee Meeting – Board Office – 4:00 p.m. (Tentative)
- + e. **February 15, 2012** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **February 21, 2012** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- g. **February 21, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Registration/Transfer Statistics for the Month of December, 2011, as per attachment IX-B.

(C) Enrollment, as per attachment IX-C.

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

(E) Student Discipline Reports for the month of December, 2011, as per attachment IX-E.

(F) Academic Achievement Lists for the First Trimester for Grades 4 and 5, as per attachment IX-F.

- (G) New Homes and Certificates of Occupancy for the month of December, 2011, as per attachment IX-G.
- (H) Shaner Winter concerts, as per attachment IX-H.
- ♪ February 1, 2012 – 10:00 a.m.
 - ♪ February 2, 2012 – 10:00 a.m.
 - ♪ February 3, 2012 – 10:00 a.m.

All performances will be held in the multi-purpose room.

- (I) Kim C. Belin, Esquire, of the Cooper, Levenson law firm presented an award to Davies School student Cynthia Cheng, whose design was one of five designs chosen to be placed on their holiday cards.
- (J) Special presentation to the Hamilton Township Board of Education to honor their service to our schools.
- Dan Cartwright, Principal of the Shaner School, presented a scrapbook made by the teachers and students.
 - Jennifer Baldwin, Principal of the Hess Complex, presented the Board with Certificates of Appreciation and t-shirts.
 - Stephen Santilli, Principal of the Davies School, presented Renaissance t-shirts and a book of their choosing for the IMC.

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE – Mrs. Befano

None

CURRICULUM COMMITTEE – Mrs. Kupp

None

FINANCE COMMITTEE – Mr. Ludwick

Motioned by Mr. Ludwick, seconded by Mr. Anderson, to approve the following Motions as presented:

- | | | |
|---|----|--|
| Budget Transfers | 1. | To approve budget transfers in the amount of \$70,018.32, as per attachment X-C-1. |
| Superintendent's and Board Secretary's certification | 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.

3. Purchase orders issued for services, supplies and equipment in the amount of \$893,842.45, as per attachment X-C-3. **Purchase orders**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Mr. Ludwick, seconded by Mr. Anderson, to approve the following Motions as presented:

4. To approve the following bills and payroll in the total amount of \$7,312,306.97, as per attachment X-C-4: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$22,775.00
10	General Fund/Payroll	317,586.54
11	Current Expense	980,319.47
11	Current Expense/Payroll	3,025,912.08
18	Education Jobs – Payroll	106,655.15
20	Special Revenue	45,472.55
20	Special Revenue/Payroll	66,543.72
30	Building Projects	134,467.75
40	Debt Service	2,389,114.75
50	Cafeteria	175,615.30
50	Kids' Corner	30,733.48
50	Community Education	6,181.20
50	Camp Blue Star	10,929.98

5. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment X-C-5. **Travel and Related Expense Reimbursement**
6. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2011-2012 school year, as per attachment X-C-6. **Staff attendance at seminars, workshops and conferences**

- Out-of District Placement** 7. To approve an Out-of-District Placement for the 2011-2012 school year, as per attachment X-C-7.
- Contract with Preferred Home Health Care and Nursing Services, Inc.** 8. To approve a contract with Preferred Home Health Care and Nursing Services, Inc. to provide nursing services to a pre-school student who is medically fragile, effective for the period from November 18, 2011 through June 30, 2012. Services will be provided on all school days and includes transportation to and from school, as per attachment X-C-8. The fees charged are at the following rates:
- \$45.00 per hour for services provided by a Licensed Practical Nurse
 - \$50.00 per hour for services provided by a Registered Nurse

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motion as presented:

- Energy Education, Inc.** 9. To approve a contract with Energy Education, Inc. to provide energy conservation services to the district at a cost of \$12,450.00 a month beginning September, 2012 for a period of 48 months, as per attachment X-C-9.

Mrs. Capone requested that this Motion be tabled pending forthcoming information concerning an energy audit.

Motioned by Mrs. Capone, seconded by Mr. Anderson, to table item #9 as presented:

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

All personnel actions are being taken by the recommendation of the Superintendent.

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

1. To approve district substitutes for the 2011 - 2012 school year, as per attachment X-D-1. **District substitutes**
2. To approve fieldwork placements for the 2011-2012 school year, as per attachment X-D-2. **Fieldwork placements**
3. To approve homebound instruction for the 2011-2012 school year, as per attachment X-D-3. **Homebound instruction**
4. To accept a notice of resignation from Anne Christiansen, Davies School paraprofessional, effective December 21, 2011, with her last day of employment to be on January 13, 2012, as per attachment X-D-4. **Resignation of Christiansen**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

5. To accept a letter of resignation from Felicia Barber, Hess School paraprofessional, effective December 14, 2011, with her last day of employment to be on January 23, 2012, as per attachment X-D-5. **Resignation of Barber**
6. To approve an internal transfer for the 2011-2012 school year, as per attachment X-D-6. **Internal Transfers**
7. To approve Vicki Myers as mentor for Jessica Kempton, Davies School Special Education teacher, beginning March 17, 2012. **Myers, mentor for Kempton**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr.

Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motion as presented:

- Retirement of Martin** 8. To accept a notice of retirement from Donna Martin, Shaner School Administrative Secretary, effective July 1, 2012 with her last day of employment to be on June 30, 2012, as per attachment X-D-8.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

- Internship Programs** 9. To approve Stockton College Speech and Language students to complete their internship programs at the Davies, Hess and Shaner schools during the period January 18, 2012 through May 18, 2012, as per attachment X-D-9.

- Doctoral dissertation for Cappelluti** 10. To grant permission for Michelle M. Cappelluti, Superintendent of Schools, to observe and record findings from work done in the district's professional learning communities as it relates to student achievement in language arts literacy. This research will be used for the purpose of completing a doctoral dissertation through Argosy University to commence sometime after January 23, 2012. Observation will occur during regular morning meetings with teachers on a voluntary basis in grades two and three. No student or teacher names will be used in the document. All findings will be shared with the Board of Education upon completion.

- Extracurricular activities** 11. To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2011-2012 school year, as per attachment X-D-11.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

- | | | |
|-----|--|--------------------------------|
| 12. | To accept a notice of retirement from Hedy Ingersoll, Child Study Team secretary, effective July 1, 2012 with her last day of employment to be on June 30, 2012, as per attachment X-D-12. | Retirement of Ingersoll |
| | | |
| 13. | To accept a notice of retirement from Jane Ralph, Shaner School teacher, effective July 1, 2012 with her last day of employment to be on June 30, 2012, as per attachment X-D-13. | Retirement of Ralph |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton and Dr. Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

- | | | |
|-----|--|--|
| 14. | To approve a revised Job Description for Payroll Coordinator, as per attachment X-D-14. | Payroll Coordinator Job Description |
| | | |
| 15. | To approve the following Kid's Corner substitute at the rate of \$10.00/hour: <ul style="list-style-type: none">• Evelyn Dodd | Kid's Corner substitute |
| | | |
| 16. | To accept a letter of resignation from Tara Warker, Hess School teacher, effective January 11, 2012 with her last day of employment to be on January 27, 2012, as per attachment X-D-16. | Resignation from Warker |
| | | |
| 17. | To approve a maternity leave of absence for Jennifer Polo, Hess School teacher. Ms. Polo has requested to use accumulated sick | Maternity leave for Polo |

time beginning March 5, 2012 through March 28, 2012. Ms. Olkowski has also requested to be placed on Family Medical Leave from March 29, 2012 through April 30, 2012 and New Jersey Family Leave from May 1, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment X-D-17.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton and Dr. Erickson. (8-0-0)

Motioned by Dr. May, seconded by Mr. Aiken, to approve the following Motions as presented:

- | | | |
|---|-----|---|
| Barber, part-time
paraprofessional | 18. | To approve Janice Barber as part-time Shaner School paraprofessional for the period January 25, 2012 through June 30, 2012, Paraprofessional Guide, Step 9, for a total annual salary of \$16,811.00, as per attachment X-D-18.
Ms. Barber is a replacement for Jillian Lewis who is replacing Miranda Levy. |
| Bachinski, full
time BSI
Teacher | 19. | To approve Maria Bachinsky as a full-time Hess School BSI teacher for the period January 19, 2012 through June 30, 2012, B.A., Step 1, for a total annual salary of \$44,352.00, pro-rated, as per attachment X-D-19.
Ms. Bachinsky is a replacement for Tara Warker who has resigned. |
| McKensie, full
time teacher | 20. | To approve Wendy McKensie as a full-time Hess School teacher for the period February 21, 2012 through June 30, 2012, M.A., Step 4, for a total annual salary of \$47,915.00, pro-rated, as per attachment X-D-20.
Ms. McKensie is a replacement for Jennifer Polo who will be on a maternity leave of absence. |
| Dickson,
Payroll
Coordinator | 21. | To approve Robin Dickson as a full-time Payroll Coordinator for the period February |

22, 2012 through June 30, 2012 at an annual salary of \$50,000.00, pro-rated, as per attachment X-D-21.

Ms. Dickson is a replacement for Madeline Parent who has resigned.

Roll Call Vote: Items #18 and #19: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson (8-0-0).

Items #20 and #21: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Capone (7-1-0)

POLICY COMMITTEE – Mr. Aiken

Motioned by Mr. Aiken, seconded by Dr. May, to approve the following Motions as presented:

1. To approve Bylaw #0168 – Recording Board Meetings - on second reading. **Bylaw #0168**
2. To approve Policy #0167 – Public Participation in Board Meetings - on second reading. **Policy #0167**
3. To approve Policy #5519 – Dating Violence at School - on second reading. **Policy #5519**
4. To approve Regulation #5519 – Dating Violence at School - on second reading. **Regulation #5519**
5. To approve Policy #6424 – Emergency Contracts - on second reading. **Policy #6424**
6. To approve Policy #6472 – Tuition Assistance - on second reading. **Policy #6472**
7. To approve Policy #8505 – School Nutrition - on second reading. **Policy #8505**
8. To approve Policy #9180 – School Volunteers - on second reading. **Policy #9180**

- Policy #9181** 9. To approve Policy #9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants - on second reading.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

TRANSPORTATION COMMITTEE – Mr. Anderson

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the following Motion as presented:

- Quoted Route #SA12** 1. To approve a jointure contract between the Greater Egg Harbor Regional High School District (GEHR) and the Hamilton Township School District, Quoted Route #SA12 for the transportation of two homeless students (one attending Oakcrest and one attending Davies) in Egg Harbor Township beginning December 19, 2011 through June 12, 2012 at a cost of \$140.00 per diem, for a total cost of \$15,680.00. The cost is split between GEHR and the Hamilton Township School District. The cost to our district is \$7,840.00.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the following Motion as presented:

- Quoted Route #MCL12** 2. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Hamilton Township School District for Quoted Route #MCL12 for the transportation of three homeless students living in Egg Harbor Township who attend the Hess School, beginning January 9, 2012 through February 22, 2012 at a cost of \$140.00 per diem, for a total cost of \$4,200.00.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Mr. Anderson discussed the need of the transportation consortium to bid some routes which First Student has not agreed to renew for 2012-13.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone questioned the cost of bus routes for special education students. There was some discussion, after which Dr. Erickson referred it back to Committee for discussion.

NEW BUSINESS

Motioned by Dr. Erickson, seconded by Mr. Ludwick , to approve the following Motion as presented:

1. Resolved by the Hamilton Township Board of Education, Atlantic County, New Jersey that the proposed agreement for resolving the classification and placement of special education student no. HB 2011-2012-1, now pending as a contested case before the New Jersey Office of Administrative Law bearing Docket Number 1439-2011 and Agency Reference No. 2012-17381, be and the same is hereby approved. **Classification and placement of student no. HB 2011-2012-1**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

Motioned by Dr. Erickson, seconded by Mr. Ludwick, to approve the following Motion as presented:

- Classification and placement of student no. HB 2011-2012-2**
2. Resolved by the Hamilton Township Board of Education, Atlantic County, New Jersey that the proposed agreement for resolving the classification and placement of special education student no. HB 2011-2012-2, now pending as a contested case before the New Jersey Office of Administrative Law bearing Agency Reference Number 2012-17951, be and the same is hereby approved, as per attachment XIV-2.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

PUBLIC COMMENTS

- A parent involved in the training provided by Andrea Lawful-Trainer asked that it be continued in the 2012-13 school year.
- A parent questioned the hiring of Ms. McKensie and asked how long teachers may take off from work for a maternity leave. Mrs. Cappelluti responded. She then asked about a requested change in a bus stop which had been denied by Mrs. Hyer. Mrs. Cappelluti asked that she contact her in the morning with the information.
- A parent asked that the District provide notice of maternity leaves for their children's teachers. Mrs. Cappelluti responded that the parents are provided that information as soon as the teacher submits their letter requesting leave.
- Mr. Strigh recognized Mrs. Capone for her concern of the taxes paid in Hamilton Township. Mr. Anderson responded that the Board committees review all items before they are presented to the Board.
- Dr. Erickson recognized all the Board members for their service.

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

Mays Landing, NJ
January 17, 2012

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 8:16 p.m.

Martha J. Jamison, CPA
Board Secretary