

Mays Landing, NJ
October 18, 2011

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON OCTOBER 18, 2011
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 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. A mechanical device is being used to record 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, Mrs. Kimberly Melton, and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Michelle Befano

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

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Aiken, to approve the regular session minutes of the meeting of October 4, 2011, as per attachment IV-A.

Roll Call Vote: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. Abstained: Dr. May (7-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

Mr. Strigh asked about the videotaping of meetings. Mrs. Cappelluti responded that we are updating the sound system at the recommendation of the Finance Committee. He then asked about the reasons why the Board rejected televising the meetings. Mrs. Cappelluti advised that the main reason was the cost of the equipment and labor required. There was additional discussion. Mr. Strigh then asked about providing agenda attachments online. Mr. Greco explained that some of the attachments should not be provided to the public. There was additional discussion. Dr. Erickson asked each committee to determine what should be made available to the public prior to the meeting. Mrs. Capone made a motion to move the Board meetings to Township Hall. Mr. Greco advised that this should be done in New Business.

Mrs. Branca asked about the large classes at Hess School. Mrs. Cappelluti advised that she has spoken to the Principals about that and we will be providing some push-in teachers to go into those large classes to assist the current teachers.

BOARD MEMBER COMMENTS

None

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **October 18, 2011** – Curriculum Committee Meeting – Davies School - 6:00 p.m.
- b. **October 18, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 21, 2011** – In-Service – No School for Students
- d. **November 1, 2011** – Board Effective Communications Workshop – 5:30 p.m.
- e. **November 1, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- f. **November 9, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- g. **November 10-11, 2011** – N.J.E.A. Convention – Schools Closed
- h. **November 15, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- i. **November 15, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **November 18, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- k. **November 24-25, 2011** – Thanksgiving Holiday – Schools Closed

- (B) Registration/Transfer Statistics for the Month of September, 2011, as per attachment VIII-B.
- (C) Enrollment, as per attachment VIII-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment VIII-D
- (E) Student Discipline Reports for the month of September, 2011, as per attachment VIII-E.
- (F) New Homes and Certificates of Occupancy for the month of September, 2011, as per attachment VIII-F.
- (G) Mrs. Cappelluti extended a thank you to Mrs. Sally Palermo of Curves Gym in Mays Landing for their generous donation of school supplies to the William Davies Middle School, as per attachment VIII-G.
- (H) Mrs. Cappelluti expressed her thanks to Mrs. Trudy Matthews for her generous donation of a Baldwin Upright piano to the William Davies Middle School, as per attachment VIII-H.
- (I) 2010-2011 Violence and Vandalism Report Presentation

Presented by: Russell Clark, Davies School Vice Principal, Affirmative Action Officer and Anti-Bullying Coordinator
The presentation was followed by questions from the Board.

- (J) Emergency Management Presentation

Presented by: Glenn Martins, Supervisor of Child Study Team and Special Education

- (K) New Jersey Assessment Skills & Knowledge Presentation (NJASK)

Presented by: Jennifer Baldwin, Principal, Hess School and Stephen Santilli, Principal, Davies School
The presentation was followed by questions from the Board and public.

FACILITIES COMMITTEE – Mrs. Befano

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

1. To approve the 2011-2012 Emergency Management Plan as presented.

**Emergency
Management
Plan**

- Comprehensive Maintenance Plan** 2. To approve the 2011-2012 Comprehensive Maintenance Plan, as per attachment IX-A-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)

CURRICULUM COMMITTEE – Mrs. Kupp

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

- Reading and Writing Project Network** 1. To approve a contract between the Reading and Writing Project Network and the Hamilton Township School District to provide professional development services for the 2011-2012 school year in the amount of \$29,750.00, as per attachment IX-B-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)

FINANCE COMMITTEE – Mr. Ludwick

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

- Superintendent's and Board Secretary's certification** 1. 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: Mr. Aiken, Mr. Anderson, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (8-0-0)

The following item has been included as an informational item:

2. Purchase orders issued for services, supplies and equipment in the amount of \$1,235,237.00, as per attachment IX-C-2. **Purchase orders**

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

3. To approve the following bills and payroll in the total amount of \$3,657,268.26, as per attachment IX-C-3: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$8,312.00
10	General Fund/Payroll	206,915.50
11	Current Expense	1,010,491.02
11	Current Expense/Payroll	2,016,116.93
12	Capital Outlay	5,444.00
13	Special Schools/Payroll	640.73
18	Education Jobs/Payroll	71,416.46
20	Special Revenue	85,424.26
20	Special Revenue/Payroll	47,820.71
30	Building Projects	2,176.00
50	Cafeteria	170,908.86
50	Kids' Corner	13,440.15
50	Community Education	5,147.63
50	Camp Blue Star	13,014.01

4. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-4. **Travel and Related Expense Reimbursement**
5. 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 IX-C-5. **Reimbursable Expenses**
6. To approve Resolution #32, Reimbursement of Board Members for Cost of Criminal History Background Check, as per attachment IX-C-6. **Resolution #32-Board Reimbursement**

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)

Motion by Mr. Ludwick, seconded by Mr. Aiken, to approve the following Motions as presented:

**Tuition
contract with
Linwood
School
District**

7. To approve a tuition contract with Linwood School District for one (1) student for the 2011-2012 school year in the amount of \$9,373.00. This student is from Linwood and has been placed by DYFS with a family in Mays Landing.

**Tuition
contract with
Clarke
Schools**

8. To approve a tuition contract with Clarke Schools for Hearing and Speech for one (1) student at a per diem rate of \$90.00, effective October 3, 2011 through June 8, 2012, for a total of \$14,490.00.

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)

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:

**District
substitutes**

1. To approve district substitutes for the 2011 - 2012 school year, as per attachment IX-D-1.

**Homebound
instruction**

2. To approve homebound instruction for the 2011-2012 school year, as per attachment IX-D-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)

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

**Retirement of
Levy**

3. To approve and accept a notice of retirement from Miranda Levy, Shaner School teacher, effective February 1, 2012, as per attachment IX-D-3.

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:

4. To approve the following Community Education Lifeguards for the 2011-2012 school year at the rate of \$10.00/hour:

William Tanguay
Robert Parsons
Community Ed Lifeguards
5. To approve Tzipora Silber as a part-time, 25 hour/week Hess Pre-K Speech and Language Specialist for the 2011-2012 school year, beginning October 26, 2011 through June 30, 2012, M.A., Step 3, with a total annual salary of \$32,984.00, pro-rated, as per attachment IX-D-5.
Silber, part time Speech and Language Specialist

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. Ludwick, to approve the following Motions as presented:

6. To approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:

William Tanguay – Lifeguard
Robert Parsons – Lifeguard
Tzipora Silber - Speech and Language Specialist
Emergency hiring
7. To approve Lydia Kuhn as a Kid's Corner substitute for the 2011-2012 school year at the rate of \$10.00/hour.
Kid's Corner substitute
8. To approve a revised Job Description for Principal, as per attachment IX-D-8.
Job description for Principal
9. To approve a revised Job Description for Vice Principal, as per attachment IX-D-9.
Job description for Vice Principal

**Jefferes,
Bilingual
Spanish
Teacher**

10. To approve Yenismaili Jefferes as a full-time Bilingual Spanish teacher at the Shaner School for the 2011-2012 school year, B.A., Step 5, with a total annual salary of \$45,176.00, pro-rated, as per attachment IX-D-10.

(Ms. Jefferes is a replacement for Sonya Bertini who has resigned.)

(Ms. Jefferes' hiring is contingent upon her passing the OPI & WPI exams and obtaining a NJ Department of Education Certification as a Bilingual/Bicultural Teacher. Her start date is to be determined.)

**Student
teacher
placement**

11. To approve a student teacher placement for the 2011-2012 school year, as per attachment IX-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:

**Resignation of
Burgel**

12. To accept and approve a notice of resignation from Jennifer A. Burgel, Shaner School paraprofessional, effective October 12, 2011. Ms. Burgel's last day of employment will be October 21, 2011, as per attachment IX-D-12.

**Muldoon, 6th
Grade LAL
teacher**

13. To approve Kathryn Muldoon as a full-time, 6th Grade William Davies Middle School LAL teacher, beginning November 28, 2011 through June 30, 2012, B.A., Step 1, with a total annual salary of \$44,352.00, pro-rated, as per attachment IX-D-13.

(Ms. Muldoon is a replacement for Nicole Meile who will be on a maternity leave of absence.)

14. To approve longevity for the following individuals to be pro-rated from their employment anniversary date: **Longevity**
- Corey Imlay - \$400.00 – 10 years – 2011-2012 School Year
- Theresa Vogt - \$400.00 – 10 years – 2011-2012 School Year
- Clifford Melder - \$400.00 – 10 years – 2010-2011 and 2011-2012 School Years
- Cheryl Porreca - \$400.00 – 10 years – 2010-2011 and 2011-2012 School Years
- Madeline Parent - \$300.00 – 5 years – 2010-2011 and 2011-2012 School Years
- 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:

15. To approve summer hours worked for Jane Barrett, Hess School nurse, in the amount of \$1,488.00, as per attachment IX-D-15. **Summer hours for Barrett**
16. To approve payment to Yenis Jefferes (Hess ELL teacher) for services needed at Shaner Back to School Night as a Bilingual teacher on September 19, 2011. Salary is commensurate with H.T.E.A. contracted hourly curriculum rate of \$31.15. **Payment for Jefferes**
- 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)

POLICY COMMITTEE – Mr. Aiken

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

1. To approve Bylaw #0142 – Board Member **Bylaw #0142**

Qualifications, Prohibited Acts, and Code of Ethics - on first reading, as per attachment IX-E-1.

Policy #2431.4 2. To approve Policy #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries - on first reading, as per attachment IX-E-2.

Regulation #2431.4 3. To approve Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries - on first reading, as per attachment IX-E-3.

Policy #5512 4. To approve Policy #5512 – Harassment, Intimidation, and Bullying - on first reading, as per attachment IX-E-4.

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

The following item has been included as an informational item:

School Bus Emergency Evacuation Drill 1. School Bus Emergency Evacuation Drill Reports for the Davies, Hess and Shaner Schools, as per attachment IX-F-1.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Capone commented that she is still having problems with the phone systems. A live person does not always pick up the phone.
Dr. Erickson commented that the Preschool drop off and pick up is working much better now.

NEW BUSINESS

Mrs. Capone asked if we get voting booths in the schools for the students to see. She offered to contact the Board of Elections about this. Mrs. Baldwin advised that we do get them for Presidential elections and at certain other times.

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

- A. To approve the 2010-2011 Violence and Vandalism Report as presented. **Violence and Vandalism Report**

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 following Motion as presented:

- B. To approve the 2011-2012 Uniform State Memorandum of Agreement between the Hamilton Township Board of Education and the Hamilton Township Police Department. **Uniform State Memorandum of Agreement**

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)

Mrs. Capone commented that she believes the District has the equipment needed to videotape the meetings. There was some discussion. The Board agreed to videotape the meetings if able to accomplish this at minimal cost. Mrs. Cappelluti will try to get this going by the next meeting.

Mrs. Kupp informed the public that she will not ask the District to reimburse her for her fingerprinting.

Mr. Ludwick advised the Board that during a recent field hockey game at the Davies School, he heard many nice comments about

the condition of our fields. He thanked Mr. Nelson and our groundskeeper, Becky MacQueen, for the great job they do.

PUBLIC COMMENTS

Mr. Martins commented on the progress of the students with disabilities, who made AYP safe harbor this year at both Hess and Davies Schools. He thanked all the teachers- general, special ed and related arts- for all their help in making this happen for the students.

Mr. Strigh thanked the Board for making progress toward videotaping the meetings. He also asked that agenda attachments be provided online prior to the meeting.

Mrs. Francis advised that the parents should also be given credit for the success of our students in achieving AYP last year. Dr. Erickson agreed.

Mr. Rogers commented on the transportation costs that were approved in September, asking if the District had considered economizing those routes. Mrs. Cappelluti responded that the Board does not condone using public transportation for these young children, but that we have been able to combine two of the routes at a savings to the district. He then thanked the Board for their progress on videotaping the meetings and asked that the Board members speak into their microphones. He also asked that agenda attachments be provided online prior to the meeting.

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

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

The Hamilton Township Board of Education meeting adjourned at 8:49 p.m.

Martha J. Jamison, CPA
Board Secretary