

Mays Landing, NJ  
October 4, 2011

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON OCTOBER 4, 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. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick (left the meeting at 9:10 p.m.), Mrs. Kimberly Melton, and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Dr. David May

Also present were: Mrs. Michelle Cappelluti: Superintendent of Schools  
Mrs. Martha Jamison: Board Secretary (left the meeting at 9:10 p.m.)  
Mr. Louis Greco: Solicitor

**APPROVAL OF MINUTES**

Motioned by Mrs. Befano, seconded by Mr. Aiken, to approve the regular session minutes of the meeting of September 20, 2011, as per attachment IV-A.

Voice Vote: (8-0-0) Motion carried.

**CORRESPONDENCE**

None

## **PUBLIC COMMENTS**

A parent commented on the language arts program at the Hess School, expressing his belief that it lacks instruction on grammar and sentence structure. He requested that the District incorporate this into the program.

A grandparent expressed her concerns about the drop-off of preschool students, and asked that someone assist in policing the area. Mrs. Cappelluti and Dr. Erickson advised that the District is aware of the problem and that we are working on it.

Mrs. Dagit responded to the parent's concern about the language arts program, stating that she spoke to him in depth about our curriculum, explaining how grammar and sentence structure is integrated into our curriculum.

Mrs. Sandman spoke about grammar and spelling instruction, asking for more consistency within each grade.

## **BOARD MEMBER COMMENTS**

Mrs. Capone commented on several issues:

- Requested that the Board members be reminded as to the items being voted on when there has been extensive discussion prior to the vote.
- In regard to transportation problems at Shaner School, she suggested that possibly the teachers could park somewhere else.
- Spoke about the recommendation for reading, asking if there was a time based on the student's grade. Mrs. Cappelluti responded that there was a rule of thumb, based on so many minutes per grade.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. **Dates to Remember**

- a. **October 4, 2011** – Policy Committee Meeting – Davies School -6:00 p.m.
- b. **October 4, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **October 10, 2011** – Columbus Day – Schools Closed
- d. **October 12, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- e. **October 14, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- f. **October 18, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- g. **October 18, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **October 19, 2011** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.
- i. **October 21, 2011** – In-Service Day – No School for Students

(B) Thank You letter to Tilton Fitness for donation of gym equipment to the William Davies Middle School, as per attachment VIII-B.

(C) TALENT 21 Presentation followed by a question and answer period.

Given by: Christopher H. Tienken, EdD  
GoTeach Consultants, LLC, Evaluation, Research, Consulting

(D) Presentation on the refunding of the 2003 School Improvement Bonds followed by a Q & A period.

Given by: Ron Ianoale, Esq., McManimon & Scotland, L.L.C., District Bond Counsel

### **FINANCE COMMITTEE – Mr. Ludwick**

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

- |    |  |                                      |
|----|--|--------------------------------------|
| 7. | To approve the Resolution Making Application to the Local Finance Board for refunding of the 2003 School Improvement Bonds, as per attachment IX-C-7.  | <b>2003 School Improvement Bonds</b> |
| 8. | To approve the introduction of the Refunding Bond Ordinance authorizing the refunding of the 2003 School Improvement Bonds, as per attachment IX-C-8.  | <b>Bond Ordinance</b>                |
| 9. | To accept the proposal from Acacia Financial Group, Inc. in the amount of \$9,500.00, plus expenses not to exceed \$500.00, for financial advisory services related to the refunding of the 2003 School Improvement Bonds, as per attachment IX-C-9. | <b>Acacia Financial Group, Inc.</b>  |

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

### **SUPERINTENDENT/STAFF REPORTS**

(E) Presentation on the 2011 Language Arts Literacy Summer School followed by a Q & A period.

Given by: Jennifer Baldwin, Hess School Principal  
Jennifer Farrell, Literacy Coach

## **COMMITTEES AND RECOMMENDATIONS**

### **FACILITIES COMMITTEE – Mrs. Befano**

None

### **CURRICULUM COMMITTEE – Mrs. Kupp**

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

- Chief School Administrator**     1.     To approve the designation of Mrs. Michelle M. Cappelluti as Chief School Administrator for the Title I program in the Hamilton Township School District for FY2011-2012. No Title I funding is expended for this administrative cost.

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

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

- Project Director for Title I Program**     2.     To approve the designation of Mrs. Lisa Dagit as project director for the Title I program in the Hamilton Township School District for FY2011-2012.

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

### **FINANCE COMMITTEE – Mr. Ludwick**

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

- Budget Transfers**     1.     To approve budget transfers in the amount of \$15,483.00, as per attachment IX-C-1.

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| 2. | 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-2. | <b>Seminars,<br/>Workshops and<br/>Conferences</b> |
| 3. | To approve and submit the FY2012 (School Year 2011-2012) No Child Left Behind (NCLB) Grant Application, as per attachment IX-C-3.  | <b>NCLB Grant<br/>Application</b>                  |
| 4. | To approve and submit the FY2012 (School Year 2011-2012) IDEIA Grant Application, as per attachment IX-C-4.  | <b>IDEIA Grant<br/>Application</b>                 |

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

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

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| 5.  | To adopt a Resolution and revised Notice of Tort Claim Form in accordance with N.J.S.A. 59:8-6, as per attachment IX-C-5.   | <b>Notice of Tort<br/>Claim Form</b>    |
| 6.  | To approve a Participation Agreement for Cooperative Purchasing of Telecommunication Services with the Middlesex Regional Educational Services Commission and the New Jersey Association of School Business Officials. This will allow the District to continue participating in the Alliance for Competitive Telecommunications (ACT), as per attachment IX-C-6. | <b>Telecommunication<br/>Services</b>   |
| 10. | To approve an Agreement with Salem County Special Services School District to provide Chapter 226 nursing services to non-public students for the 2011-2012 school year in an amount not to exceed state funding for fiscal year 2012, as per attachment IX-C-10.   | <b>Agreement with<br/>ACSSSD</b>        |
| 11. | To approve a Resolution authorizing Salem County Special Services School District to provide Chapter 192 and 193 services to non-   | <b>Chapter 192 and<br/>193 services</b> |

public students for the 2011-2012 school year at a cost not to exceed state funding for fiscal year 2012, as per attachment IX-C-11.

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

Motioned by Mr. Ludwick, seconded by Mrs. Befano, to approve the following Motion as presented:

- Agreement with Eastern Rehabilitation Associates, Inc.**
12. To approve an Agreement between Eastern Rehabilitation Associates, Inc. and the Hamilton Township Board of Education to provide speech-language pathology services at the rate of \$70.00/hour for the period September 1, 2011 through August 31, 2012, as per attachment IX-C-12.

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

The following item has been included as an informational item:

- Out-of-District Placements**
13. Out-of-District Placements for the 2011-2012 school year, as per attachment IX-C-13. Tuition contracts will be approved when they are submitted.

**PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May**

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

Motioned by Mrs. Befano, seconded by Mrs. Melton, 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.
- Maternity leave for Meile**
2. To approve a maternity leave of absence for Nicole Meile, Davies School LAL teacher. Ms. Meile requested to use some of her accumulated sick time beginning November 1, 2011 through January 9, 2012. Ms. Meile

has also requested to be placed on Federal Family Leave from January 10, 2012 through March 13, 2012 and NJ Family Leave from March 14, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment IX-D-2.

3. To approve homebound instruction for the 2011-2012 school year, as per attachment IX-D-3. **Homebound for 2011-2012**
4. To approve student teacher placements for the 2011-2012 school year, as per attachment IX-D-4. **Student teacher placements**

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

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

5. To approve the following Paraprofessional Liaisons for the 2011-2012 school year, with a stipend amount of \$861.00 each: **Paraprofessional Liaison**  
  
Davies School – Althea Maxwell  
Hess School – Malissa McCoy  
Shaner School - Eileen O’Sullivan
6. To approve the following Kid’s Corner staff: **Kid’s Corner Staff**  
  
Ashley Noll at the rate of \$10.00/hour  
Heather Morgan at the rate of \$18.00/hour
7. To correct the hourly rate for Chiyo Pease, Kid’s Corner employee, from \$10.00/hour to \$12.00/hour. **Hourly rate for Pease**
8. To approve grant salaries for the 2011-2012 school year, as per attachment IX-D-8. **Grant salaries**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs.

Kupp, Mr. Ludwick, Mrs. Melton, and Dr. Erickson. (8-0-0)

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

- Extracurricular activities and staff stipends** 9. To approve local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2011-2012 school year for the Shaner, Hess and Davies Schools, as per attachment IX-D-9.
- Resignation of Maltese** 10. To accept and approve a notice of resignation from Lisa L. Maltese, Davies School Special Education paraprofessional, effective September 29, 2011. Ms. Maltese's last day of employment will be October 29, 2011, as per attachment IX-D-10.
- Resignation of Feldman** 11. To accept and approve a notice of resignation from Laurie Feldman, Hess School Special Education teacher, effective September 29, 2011. Ms. Feldman's last day of employment will be November 23, 2011, as per attachment IX-D-11.

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

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

- Professional Development Workshops** 12. To approve Donna Dougherty and Patricia Sarson (both St. Vincent de Paul School teachers) to participate in Professional Development workshops during the summer of 2011 (not to exceed 20 hours each) and to be paid at a rate of \$24.51/hour as indicated in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through the TALENT21 Grant.

13. To approve a maternity leave of absence for Christy Morrison, Davies School teacher. Ms. Morrison requested to use some of her accumulated sick time beginning November 14, 2011 through January 13, 2012. Ms. Morrison has also requested to be placed on Federal Family Leave from January 17, 2012 through March 13, 2012 and NJ Family Leave from March 14, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment IX-D-13. **Maternity leave for Morrison**
14. To approve the following part-time Community Education Lifeguards for the 2011-2012 school year: **Part-time Community Education Lifeguards**
- Devon Hausmann - \$10.00/hour  
Sean Gorbig - \$11.00/hour
15. To approve summer hours for Barbara Graf, Shaner School nurse, at the rate of \$49.60/hour for a total of 18 hours for 2011-2012 school year. **Summer hours for Graf**
16. To approve a maternity leave of absence for Helen D'Agostino, Hess School teacher. Ms. D'Agostino requested to use some of her accumulated sick time beginning November 28, 2011 through March 7, 2012. Ms. D'Agostino has also requested to be placed on Federal Family Leave from March 8, 2012 through March 13, 2012 and NJ Family Leave from March 14, 2012 through the end of the school year with a return to work date of September 1, 2012, as per attachment IX-D-16. **Maternity leave for D'Agostino**

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

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

**Policy  
#2415.04**

1. To approve Policy #2415.04, District-Wide Parental Involvement, pursuant to the No Child Left Behind Consolidated Grant Application requirement that this policy be approved yearly, as per attachment IX-D-1.

No changes have been made to the Policy since its last approval on March 1, 2011.

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

**TRANSPORTATION COMMITTEE – Mr. Anderson**

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

**Route #S4547**

1. To approve a jointure contract between the Greater Egg Harbor Regional High School District and the Gloucester County Special Services School District. This jointure agreement is for Quoted Route #S4547 to transport one Hamilton Township School District special education student to and from the Clarke School in Bryn Mawr, PA. The route will begin October 3, 2011 and end mid-December, approximately 44 days, at a per diem cost of \$396.00, for a total route cost of \$17,424.00.

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

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

**Bus stops**

2. To approve bus stops added to established routes for the 2011-2012 school year, as per attachment IX-F-2.

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Dr. Erickson advised that negotiations for the sound system are ongoing.

Mrs. Capone stated that the telephone system is still exhibiting problems. Mrs. Cappelluti said we are looking into a solution.

Mrs. Cappelluti updated the Board on the issue concerning student absences, advising that Mr. Scott has put into place a system using School Messenger. The school secretaries are being trained.

**NEW BUSINESS**

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

- A. To designate the week of October 3, 2011 as **Week of Respect**  
Week of Respect in New Jersey.

After discussion, Dr. Erickson withdrew her motion.

Motioned by Dr. Erickson, seconded by Mrs. Befano, to approve the following Motion as presented:

- B. To designate time during the month of October to include the Week of Respect and School Violence Awareness Week. **Week of Respect & School Violence Awareness Week**

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

Mrs. Capone suggested that the District explore providing transportation for some students. There was some discussion. She then asked about the District's practices regarding "Take Your Child to Work Day". Mrs. Cappelluti responded that we do have programs in each school, and that we also have a Career Day at the Davies School. Mrs. Capone then asked if we could have a substitute do the student testing instead of a regular teacher.

Mr. Ludwick asked each of the Principals where they are in getting the new technology in place in their building. Mr. Cartwright stated that at Shaner the elmos are installed, but the computer lab has not been completed yet. Mrs. Baldwin advised that the new equipment has not been put in place at Hess yet. Mrs. Cappelluti responded that she asked Mr. Scott to finish Shaner School first. Mr. Santilli advised that the netbooks are fully functional at Davies School and that we have received all the straps.

Dr. Erickson asked Mr. Santilli is there has been any theft of the netbooks. Mr. Santilli responded that there have been netbooks misplaced, but not stolen.

### **PUBLIC COMMENTS**

Mr. Martins recognized the school nurses for their quick response and professionalism during a recent health emergency.

Motioned by Dr. Erickson, seconded by Mr. Anderson, to enter into Executive session for the purpose of Negotiations.

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 negotiations. 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.

Mays Landing, NJ  
October 4, 2011

Voice Vote: (8-0-0) Motion carried.

Mr. Ludwick and Mrs. Jamison left the meeting at this time.

The Board entered into Executive Session at 9:10 p.m.

The Board reconvened the regular meeting at 9:40 p.m.

Motioned by Dr. Erickson, seconded by Mrs. Befano, to adjourn the meeting.

Voice Vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 9:40 p.m.

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Martha J. Jamison, CPA  
Board Secretary