

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
NOVEMBER 1, 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 5:40 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 and this meeting is also being videotaped.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mr. Mark Ludwick (arrived 6:13 p.m.), Dr. David May (arrived 7:00 p.m.), Mrs. Kimberly Melton (arrived 5:45 p.m.), and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: None

Also present were: Mrs. Michelle Cappelluti: Superintendent of Schools  
Mrs. Martha Jamison: Board Secretary  
Mr. Louis Greco: Solicitor (arrived 6:42 p.m.)

**EFFECTIVE COMMUNICATIONS WORKSHOP**

Charlene Zoerb, NJSBA representative, led the Board in an Effective Communications Workshop, speaking about important issues such as the taping of Board meetings. There was discussion of the policy regarding public comment and also ways in which the Board can make the audience feel at ease and welcome at the meetings. The Workshop concluded at 6:50 p.m.

Following the workshop, there was a short break.

The regular meeting was called to order at 7:00 p.m. by Dr. Erickson.

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

Mr. Strigh asked if the agenda attachments could be placed on the website prior to the Board meeting. Mrs. Jamison responded that some attachments will be provided beginning with the next Board meeting. Dr. Erickson explained in detail how the agenda is developed and the process by which the Board reviews and becomes familiar with all the agenda items.

### **BOARD MEMBER COMMENTS**

Dr. Erickson commented on the great workshop tonight which was very beneficial. She also commented on Andrea Lawful-Trainer's involvement during the recent teacher in-service.

Mrs. Kupp informed the Board that she heard many positive comments about the science partnerships at Hess School during the first grade Shaner Halloween parade.

### **SUPERINTENDENT/STAFF REPORTS**

#### (A) Information Items

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

- a. **November 1, 2011** – Board Effective Communications Workshop – 5:30 p.m.
- b. **November 1, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **November 9, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- d. **November 10-11, 2011** – N.J.E.A. Convention – Schools Closed
- e. **November 15, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- f. **November 15, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- g. **November 18, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- h. **November 24-25, 2011** – Thanksgiving Holiday – Schools Closed

Mrs. Cappelluti announced that we have a new sound system and thanked Ian Nelson for his assistance in getting it installed quickly and at a minimal cost.

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

None

**CURRICULUM COMMITTEE – Mrs. Kupp**

None

**FINANCE COMMITTEE – Mr. Ludwick**

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

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of September, 2011. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of September, 2011, as per attachment X-C-1. **Report of Receipts and Expenditures**
  
2. To approve the Board Secretary's Report for the period ending September 30, 2011. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of September 30, 2011, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment X-C-2. **Board Secretary's Report**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

The following items have been included as informational items:

3. Interest Income for the month of September, 2011, as per attachment X-C-3. **Interest Income**
  
4. Receipts for the month of September, 2011, as per attachment X-C-4. **Receipts**

- |                                 |   |
|---------------------------------|---|
| <b>Refunds</b>                  | 5. Refunds for the month of September, 2011, as per attachment X-C-5.   |
| <b>Capital Reserve Interest</b> | 6. Capital Reserve Interest for the month of September, 2011, as per attachment X-C-6.  |
| <b>Rental Income</b>            | 7. Rental Income for the month of September, 2011, as per attachment X-C-7.   |
| <b>Miscellaneous Revenue</b>    | 8. Miscellaneous Revenue for the month of September, 2011, as per attachment X-C-8.   |
| <b>Budget Summary Report</b>    | 9. The monthly Budget Summary Report for September, 2011, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment X-C-9. |

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

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|---|--|
| <b>Budget Transfers</b>                                 | 10. To approve budget transfers in the amount of \$384,861.70, as per attachment X-C-10.   |
| <b>Staff attendance at seminars and workshops, etc.</b> | 11. 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-11. |
| <b>IEP Direct</b>                                       | 12. To approve the purchase of IEP Direct, a web based Individual Education Plan (IEP) software program for students with disabilities, as per attachment X-C-12.                                |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

### **PUBLIC HEARING ON BOND REFUNDING**

There were no comments or questions from the public.

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

13. To approve the final Resolution for refunding of the 2003 School Improvement Bonds, as per attachment X-C-13. **2003 School Improvement Bonds**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

14. 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. **Superintendent's and Board Secretary's certification**

15. To approve the following bills and payroll in the total amount of \$104,807.21, as per attachment IX-C-15: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$2,290.00
20	Special Revenue	6,500.00
30	Building Projects	96,017.21

16. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment IX-C-16. **Travel and Related Expense Reimbursement**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

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

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

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

- Fieldwork placement** 2. To approve a fieldwork placement for the 2011-2012 school year, as per attachment X-D-2.
- Homebound instruction** 3. To approve homebound instruction for the 2011-2012 school year, as per attachment X-D-3.
- In-house transfers** 4. To approve the following staff in-house transfers for the 2011-2012 school year, as per attachment X-D-4:
- Beverly Levari – Part-time paraprofessional – from Grade 3 Hess/In-Class support to Grade 3 Hess/Self-Contained
- Claire Jankiewicz – Part-time paraprofessional – from Grade 3 Hess/Self-Contained to Grade 3 Hess/In-Class support.
- Maternity Leave for Travis** 5. To approve a maternity leave of absence for Jennifer Travis, Hess School Special Education teacher. Ms. Travis has requested to use all her accumulated sick and personal time beginning December 19, 2011 through January 9, 2012 (1/2 personal day). Ms. Travis has also requested to be placed on Family Medical Leave from January 9, 2012 (1/2 FMLA day) through February 29, 2012 and New Jersey Family Leave from March 1, 2012 through April 27, 2012 with a return to work date of April 30, 2012, as per attachment X-D-5.
- Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

- Observation for Senior Internship** 6. To approve a student from the Pinelands Regional School District to complete an observation at the Hess School as part of a

Senior Internship Project. The observation will be a minimum of 20 hours, as per attachment X-D-6.

7. To approve Heather Lilly as a full-time Grade 6 Science Teacher at the William Davies Middle School for the 2011-2012 school year, beginning November 14, 2011 through June 30, 2012, B.A., Step 1 for a total annual salary of \$44,352.00, pro-rated, as per attachment X-D-7.  
(Ms. Lilly is a replacement for Christy Morrison who will be on a maternity leave of absence.) **Lilly, Grade 6 Teacher**
8. To approve payment to staff members who provided in-house professional development to staff during the October In-Service days, at a rate of \$26.00/hour as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association, as per attachment X-D-8. **In-house professional development**
9. To approve a maternity leave of absence for Amy Carter, Davies School Special Education teacher. Ms. Carter has requested to use some of her accumulated sick time beginning December 19, 2011 through March 5, 2012. Ms. Carter has also requested to be placed on New Jersey Family Leave from March 6, 2012 through April 20, 2012 with a return to work date of April 23, 2012, as per attachment X-D-9. **Maternity leave for Carter**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

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

10. To approve Karen Wigglesworth as a part-time Grade 8 Davies School paraprofessional for the 2011-2012 school **Wigglesworth, Grade 8 paraprofessional**

year beginning November 2, 2011 through June 30, 2012, Step 3, for a total annual salary of \$13,715.00, pro-rated, as per attachment X-D-10.

(Ms. Wigglesworth is a replacement for Lisa Maltese who has resigned.)

**Martinez, Grade 1  
paraprofessional**

11. To approve Christina Martinez as a part-time Grade 1 Shaner School paraprofessional for the 2011-2012 school year beginning November 3, 2011 through June 30, 2012, Step 3, for a total annual salary of \$13,715.00, pro-rated, as per attachment X-D-11.

(Ms. Martinez is a replacement for Jennifer Burgell who has resigned.)

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, Dr. May, Mrs. Melton, and Dr. Erickson. (9-0-0)

**POLICY COMMITTEE – Mr. Aiken**

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

- Bylaw #0142** 1. To approve Bylaw #0142 – Board Member Qualifications, Prohibited Acts, and Code of Ethics on second reading.
- Policy #2431.4** 2. To approve Policy #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on second reading.
- Regulation #2431.4** 3. To approve Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries on second reading.
- Policy #5512** 4. To approve Policy #5512 – Harassment, Intimidation, and Bullying on second reading.

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

Kupp, Mr. Ludwick, Dr. May, Mrs. Melton,  
and Dr. Erickson. (9-0-0)

**TRANSPORTATION COMMITTEE – Mr. Anderson**

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

1. To approve club/activity trips for the **Club/activity trips**  
2011-2012 school year, as per attachment  
X-F-1.  
There was some discussion about purchasing  
or leasing busses for school activities.

Roll Call Vote: All in favor: Mr. Aiken, Mr.  
Anderson, Mrs. Befano, Mrs. Capone, Mrs.  
Kupp, Mr. Ludwick, Dr. May, Mrs. Melton and  
Dr. Erickson. (9-0-0)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Capone advised that she reached out to the Board of Elections who agreed to put voting booths in the schools, possibly in January. She then asked if there has been any progress regarding the electric bills. Mr. Ludwick responded that he and Mrs. Jamison reviewed the bills and noted a discrepancy in the Hess School bills. Atlantic Electric is changing the meter and we are also requesting an adjustment to our bill.

Mr. Ludwick commented on the very well run and highly attended Davies School Halloween Dance which he attended. He thanked Mr. Santilli and all those that helped with the dance.

Mrs. Befano asked Mr. Santilli about the new fitness room. He responded that it was coming along well and that we have some new equipment coming in soon and that most of the donated equipment is now in working condition.

## **NEW BUSINESS**

Mrs. Capone commented on a vendor she saw at the NJSBA conference that supplies food for the cafeteria. Mrs. Cappelluti will contact the company. She also advised that there is a vendor that will supply papers to the schools at no cost. These are like the weekly readers that the students used to receive. She then asked if we are preventing parents from coming to school to volunteer during lunch and recess. Mrs. Baldwin and Mr. Santilli each explained how the volunteer program is managed in their school.

## **PUBLIC COMMENTS**

Mrs. Branca asked if the teacher replacing Ms. Travis during her leave will be a certified special education teacher. Mrs. Cappelluti responded that they will have their special education certification. She also thanked Mrs. Baldwin for resolving the preschool traffic congestion. She then asked how many district teachers attend the NJEA Convention in Atlantic City. Mrs. Cappelluti responded that she does not know, but that we could survey them.

Mrs. Bugdon thanked the Board for taping the meetings. She then asked if there could be coordination of events between the buildings as there were Halloween events held concurrently in different buildings. She also expressed concerns about the supervision on the playground and on the way to the bus as her child was put on the bus with an injury. She also credited the volunteer program, but doesn't agree with the requirement that volunteers only express positive comments about the district.

Motioned by Mr. Anderson, seconded by Mr. Ludwick, 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

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November 1, 2011

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: (9-0-0) Motion carried.

Mr. Ludwick left the meeting at 8:25 p.m.

The Board entered into Executive Session at 8:25 p.m.

The Board reconvened the regular meeting at 9:24 p.m.

Motioned by Mrs. Melton, seconded by Mr. Anderson, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 9:24 p.m.

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Martha J. Jamison, CPA  
Board Secretary