

Mays Landing, NJ  
July 5, 2011

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON JULY 5, 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 5:00 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, 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  
Mr. Louis Greco: Solicitor

**BOARD GOAL-SETTING WORKSHOP**

Charlene Zoerb, representative from NJ School Boards Association, led the Board in setting goals for the 2011-2012 school year.

There was a short break in the meeting following the Goal-setting Workshop from 6:55 p.m. until 7:05 p.m. after which the regular meeting resumed.

**APPROVAL OF MINUTES**

None

## **CORRESPONDENCE**

None

## **PUBLIC COMMENTS**

None

## **BOARD MEMBER COMMENTS**

Mr. Anderson asked if we were getting more money from the State. Mrs. Jamison responded that as of this time she has not been advised of any additional funding. There was some discussion.

There was some discussion as to asking Andrea Lawful-Trainer to come to the next Curriculum and Board meetings. Mrs. Cappelluti will contact her to make the arrangements.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

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

- a. **July 5, 2011** – Board Goal Setting Workshop – Davies School – 5:00 p.m.
- b. **July 5, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **July 8, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- d. **July 12, 2011** – Board Goal Setting Workshop – Davies School - 6:00 p.m.
- e. **July 13, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **July 19, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- g. **July 19, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **July 20, 2011** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.
- i. **August 2, 2011** – Policy Committee Meeting – Davies School – 6:00 p.m.
- i. **August 2, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **August 10, 2011** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- k. **August 12, 2011** – Facilities Committee Meeting – Board Office – 7:30 a.m.
- l. **August 16, 2011** – Curriculum Committee Meeting – Davies School – 6:00 p.m.

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- m. **August 16, 2011** – Board of Education Meeting – Davies School – 7:00 p.m.
- n. **August 17, 2011** – Transportation/Discipline Committee Meeting – Board Office – 5:00 p.m.

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

## **COMMITTEES AND RECOMMENDATIONS**

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

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

- 1. To re-solicit quotes for automatic temperature controls at the George L. Hess Education Complex. **Re-solicit quotes for ATC at Hess**

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)

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

The following item has been included as an informational item:

Hamilton Township School District's 2011-2012 Bilingual Program waiver request has been submitted for approval to the New Jersey Department of Education, Office of Student Achievement & Accountability, as per attachment X-B-1. **Bilingual Program Waiver**

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

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

- 1. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of May, 2011. The Treasurer's Report and Secretary's Report are in agreement for the month of May, 2011, as per attachment X-C-1. **Treasurer's Report**

**Board  
Secretary's  
Report**

2. To approve the Board Secretary's Report for the period ending May 31, 2011. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of May 31, 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.

**Budget  
Transfers**

3. To approve budget transfers in the amount of \$801.68, as per attachment X-C-3.

**Approve staff  
attendance**

4. 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-4.

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)

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

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

**Wilson  
Program  
Training-  
Tabled**

1. To approve Maria Sarno, Christine Scarano and Mary Lou Higbee to participate in professional development relative to the Wilson Program during the summer of 2011 (not to exceed 3 hours each) and to be paid at the rate of \$24.51/hour.
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**Wilson  
Program  
Training-  
Tabled**

2. To approve Tara Warker to provide the Wilson Program training during the summer of 2011 (not to exceed 4.5 hours) and to be paid at the rate of \$26.00/hour.
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3.	To approve and accept a notice of resignation from Richard Alberghini, Davies School teacher effective July 1, 2011, as per attachment X-D-3.	<b>Resignation of Alberghini</b>
4.	To approve and accept a notice of resignation from Patrick McCarthy, Davies School Grade 8 Vice Principal effective August 28, 2011, as per attachment X-D-4.	<b>Resignation of McCarthy</b>
5.	To approve the termination of Diana Thompson, Davies School Food Service worker effective June 17, 2011.	<b>Termination of Thompson</b>

Dr. Erickson expressed some concerns about Items #1 and #2 regarding the Wilson training. After discussion, it was motioned by Dr. Erickson, seconded by Mr. Aiken, to table items #1 and #2.

Roll Call Vote to Table Items #1 and #2: Seven in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mr. Ludwick, and Dr. Erickson. Nay: Mrs. Melton (7-1-0)

Roll Call Vote on Items #3-#5: 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:

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|----|---|---|
| 6. | To approve to pay the following employees for unused vacation time as follows:<br><br>Michael J. Muldoon, Davies School Principal - 32 unused vacation days. <ul style="list-style-type: none"><li>• Twelve (12) days earned during the 2009-2010 school year and (twenty) 20 earned during the 2010-2011 school year.</li></ul><br>Linda Pridgen, Hess School Secretary – 29 unused days. <ul style="list-style-type: none"><li>• Nine (9) earned during the 2009-2010 school year and 20 earned during the 2010-2011 school year.</li></ul> | <b>Approve unused vacation time for Muldoon and Pridgen</b> |
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| <b>Summer school substitutes</b>     | 7. | To approve additional summer school substitute teachers, as per attachment X-D-7.  |
| <b>Nursing students from Rutgers</b> | 8. | To approve nursing students from Rutgers University to complete their clinical education at the Hess School during the 2011-2012 Fall and Spring semesters, as per attachment X-D-8. |
| <b>Stockton fieldwork placements</b> | 9. | To approve Stockton College fieldwork placements for the Fall 2011-2012 school year, as per attachment X-D-9.  |

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)

#### **POLICY COMMITTEE – Mr. Aiken**

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

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|----------------------------|----|---|
| <b>Policy #1230</b>        | 1. | To approve Policy #1230 – Superintendent’s Duties - on second reading.  |
| <b>Policy #1522</b>        | 2. | To approve Policy #1522 – School Level Planning - on second reading.  |
| <b>Policy #2414</b>        | 3. | To approve Policy #2414 – Programs and Services for Pupils in High Poverty and in High Need School Districts - on second reading.     |
| <b>Regulation #2414</b>    | 4. | To approve Regulation #2414 – Programs and Services for Pupils in High Poverty and in High Need School Districts - on second reading. |
| <b>Policy #2461</b>        | 5. | To approve Policy #2461 – Special Education/Receiving Schools - on second reading.  |
| <b>Regulation #2461.01</b> | 6. | To approve Regulation #2461.01 – Special Education/Receiving Schools – IEP Implementation - on second reading.                        |

7. To approve Regulation #2461.02 – Special Education/Receiving Schools – Suspension - on second reading. **Regulation #2461.02**
8. To approve Regulation #2461.03 – Special Education/Receiving Schools – Pupil Records - on second reading. **Regulation #2461.03**
9. To approve Regulation #2461.04 – Special Education/Receiving Schools – Special Education and Related Services - on second reading. **Regulation #2461.04**
10. To approve Regulation #2461.05 – Special Education/Receiving Schools – IEP Compliance - on second reading. **Regulation #2461.05**
11. To approve Regulation #2461.06 – Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff - on second reading. **Regulation #2461.06**
12. To approve Regulation #2461.07 – Special Education/Receiving Schools – Termination of Placement - on second reading. **Regulation #2461.07**
13. To approve Regulation #2461.08 – Special Education/Receiving Schools In-Service Training - on second reading. **Regulation #2461.08**
14. To approve Regulation #2461.09 – Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs - on second reading. **Regulation #2461.09**
15. To approve Regulation #2461.10 – Special Education/Receiving Schools – Full Educational Opportunity - on second reading. **Regulation #2461.10**
16. To approve Regulation #2461.11 – Special Education/Receiving Schools – Staff Consultation - on second reading. **Regulation #2461.11**
17. To approve Regulation #2461.12 – Special Education/Receiving Schools – Length of School Day and Academic Year - on second reading. **Regulation #2461.12**

reading.

- Regulation #3144** 18. To approve Regulation #3144 – Certification of Tenure Charges - on second reading.
- Policy #5561** 19. To approve Policy #5561 – Use of Physical Restraint - on second reading.
- Regulation #5561** 20. To approve Regulation #5561 – Use of Physical Restraint - on second reading.
- Policy #6150** 21. To approve Policy #6150 – Tuition Income - on second reading.
- Policy #6220** 22. To approve Policy #6220 – Budget Preparation - on second reading.
- Policy #6311** 23. To approve Policy #6311 – Contracts for Goods or Services Funded by Federal Grants - on second reading.
- Policy #6820** 24. To approve Policy #6820 – Financial Reports - on second reading.
- Policy #1110** 25. To approve Policy #1110 – Revised District Organizational Chart - on first reading, as per attachment X-E-25.  
(This change was due to the elimination of the District's Treasurer of School Monies position effective July 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**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

### **UNFINISHED BUSINESS**

Mrs. Capone asked about the presentation to be given by Mr. Scott about videotaping the meetings, the phone system, the website and technology. Mrs. Cappelluti will speak to him about this.

### **NEW BUSINESS**

None

### **PUBLIC COMMENTS**

- A parent asked about the new health benefits regulation and if our staff will be paying this. Mrs. Cappelluti advised that most of our staff will begin paying in a year once their contract expires. She then asked about a new hire from out of state, stating that we should be hiring New Jersey residents who have been unemployed. Mrs. Cappelluti advised that she has purchased property in New Jersey and that she was hired based on the results of the interview.
- Mrs. Harris expressed her opinion that if the District hires a long-term substitute, that individual should be qualified to be hired permanently.
- Mrs. Capone suggested having babysitting available during the Board meetings to help enable parents to attend the meeting. Mr. Ludwick expressed concerns about the inherent risks. Mrs. Cappelluti will check with other Districts and suggested that it be included on the parent survey.
- Mrs. Befano asked how many SRECs were sold. Mrs. Jamison responded that we sold 121 SRECs at \$610.00 each.

### **EXECUTIVE SESSION**

Motioned by Mr. Ludwick, seconded by Mr. Aiken, to enter into executive session for discussion of personnel.

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 personnel. 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: (8-0-0) Motion carried.

The Board entered into Executive Session at 7:30 p.m.

The Board reconvened the regular meeting at 7:53 p.m.

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Dr. Erickson asked everyone to think about the Board Goals and if anyone had any ideas about additional goals to bring them to the meeting next week. She also suggested strategic planning. There was brief discussion.

Motioned by Mr. Anderson, seconded by Dr. Erickson, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 8:00 p.m.

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Martha J. Jamison, CPA  
Board Secretary