

**Hamilton Township  
Board of Education**

**Agenda for  
Regular Meeting  
May 6, 2014**



***Teacher Appreciation Week***

***May 5-9, 2014***

**Hamilton Township Public Schools  
Mays Landing, New Jersey**

**Work Session Meeting for  
May 6, 2014**

**Location: Davies School Library  
Time: 7:00 p.m.**

Page

- I. Call to Order – Daniel Smith, Board Secretary
- II. Flag Salute
- III. Notice of Advertisement 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 audio-tape and video-tape this meeting.

- IV. Roll Call
- V. Appointments

Motion

- A. Motion to approve the following appointments for the period from July 1, 2014 through June 30, 2015:

<u>Position</u>	<u>Name</u>
1. Business Administrator/Board Secretary	Daniel Smith
2. Solicitor	Law Firm of Nehmad, Perillo & Davis, P.C.
3. Bond Counsel	McManimon & Scotland, L.L.C.
4. Affirmative Action Officer	Russell Clark

- |                                            |                                                                                               |
|--------------------------------------------|-----------------------------------------------------------------------------------------------|
| 5. Emergency Management Team               | Davies School Principal<br>Shaner School Principal<br>Hess School Principal                   |
| 6. Section 504 Compliance Officer          | Marylnn Stecher                                                                               |
| 7. ADA Compliance Officer                  | Dana Kozak                                                                                    |
| 8. Public Agency Compliance Officer        | Daniel Smith                                                                                  |
| 9. Purchasing Agent                        | Daniel Smith                                                                                  |
| 10. Architect                              | Fraytak Veisz Hopkins and Duthie, P.C.                                                        |
| 11. Auditor                                | Ford, Scott, Seidenberg & Kennedy                                                             |
| 12. Financial and Investment Advisors      | Acacia Financial Group                                                                        |
| 13. Labor Relations Consultant             | Schwartz Simon Edelstein & Celso, LLC                                                         |
| 14. Safety Coordinator                     | Supervisor of Facilities                                                                      |
| 15. Executive Safety Committee             | Supervisor of Facilities,<br>Assistant Supervisor of<br>Facilities, Business<br>Administrator |
| 16. Integrated Pest Management Coordinator | Assistant Supervisor of Facilities                                                            |
| 17. Broker of Record Health Insurances     | Hudson Shore                                                                                  |
| 18. AHERA Compliance                       | Supervisor of Facilities                                                                      |
| 19. Title IX Coordinator                   | Michelle M. Cappelluti                                                                        |
| 20. Anti-Bullying Coordinator              | Russell Clark                                                                                 |

- |                                                                                       |                |
|---------------------------------------------------------------------------------------|----------------|
| 21. Homeless Liaison/Stability Liaison and Children in Court Advisory Contact (CICAC) | Gail Siegelman |
| 22. Student Assistance Coordinator (SAC)                                              | Barbara Graf   |
| 23. Indoor Air Quality Coordinator                                                    | Ian Nelson     |
| 24. Right To Know Coordinator                                                         | Corey Imlay    |

**B. Official Publication**

Official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: the Press of Atlantic City and the Atlantic County Record and its affiliates.

**C. Official Depositories**

Designation of the following banks as legal depositories for the Hamilton Township School District: Ocean City Home Bank, Sun Bank, Wachovia Bank, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

**D. Tax Shelter Annuities**

Designation of the following companies as legal Tax Shelter Annuity Companies serving the Hamilton Township School District: AXA Equitable, Lincoln Investment Planning, Siracusa Benefits Program, and ING.

**E. Signatories**

Signatories for the following accounts in Ocean City Home Bank for Hamilton Township School District:

Account

Signatories



<b>General Account</b>	<b>President, Superintendent, Board Secretary, (3 of 3 signatures)</b>
<b>Payroll Account</b>	<b>Superintendent and Board Secretary (2 of 2 signatures)</b>
<b>Agency Account</b>	<b>Board Secretary, Superintendent and Board Designee (2 of 2 signatures)</b>
<b>Shaner Activity Account</b>	<b>Principal, Superintendent, Board Secretary (2 of 3 signatures)</b>
<b>Davies Activity Account</b>	<b>Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)</b>
<b>Hess Activity Account</b>	<b>Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)</b>
<b>Lunch Program Account</b>	<b>Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)</b>
<b>Unemployment Account</b>	<b>Board Secretary, Superintendent and Board Designee (2 of 3 signatures)</b>
<b>Kids Corner Account</b>	<b>Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)</b>
<b>Community Education Account</b>	<b>Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)</b>
<b>Camp Blue Star Account</b>	<b>Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)</b>
<b>Capital Reserve Account</b>	<b>Superintendent, Board Secretary (2 signatures)</b>

**F. Wire Transfers**

**Business Administrator has the approval to wire transfer between official depositories for investment purposes.**

**G. Petty Cash Funds**

**Petty Cash Funds for the 2014-2015 school year as follows:**

- a. Hess School - \$100.00
- b. Shaner School - 100.00
- c. Davies School - 100.00
- d. Central Administration Office - \$150.00
- e. Child Study Team -\$50.00
- f. Food Services - \$250.00

**H. Budgetary Accounting, Payroll, and Personnel Recordkeeping 12**

**Computer Solutions, Inc. CSI SMARTS educational software for the 2014-2015 school year for the following applications: budgetary accounting, payroll, and personnel recordkeeping (attachment V-H).**

**I. Pupils Records**

**Approval as authorized by Board of Education Policy 8330, Pupil Records, to certify school personnel to collect and maintain the following pupil records: personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.**

**J. Adoption of Curriculum**

**Adoption of the attached curriculum for all three schools (attachment V-J) 14**

**K. Official Bargaining Units**

- Approval of the District's bargaining units:**
- a. Hamilton Township Education Association
  - b. Hamilton Township Administrator's Association
  - c. Hamilton Township Supervisors', Coordinators' and Director's Association

**L. District Policies**

**Policies and Regulations in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.).**

**M. District Procedures**

**District Standard Operating Procedures**

**N. Use of Facilities Fee Schedule**

**Fee Schedule for use of Facilities (attachment V-N) 15**

**O. Special Education programs for the 2014-2015 school year:**

- Multiply Disabled at Shaner, Hess and Davies
- Resource In-Class at Shaner, Hess and Davies
- Pre-School Students w/Disabilities-PT at Hess
- Autism at Hess and Shaner
- Resource Pull-Out at Shaner, Hess and Davies

**P. District Organizational Chart (attachment V-P) 19**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**VI. Approval of Minutes**

Discussion 1. Regular and Executive sessions of the meeting of February 18, 2014 (attachment Minutes-1) 20

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Discussion 2. Regular and Executive sessions of the meeting of April 1, 2014 (attachment Minutes-2) 45

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Discussion 3. Regular session of the meeting of April 15, 2014 (attachment Minutes-3) 66

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**VII. Correspondence**

**VIII. Receive comments from the public on tonight's agenda items in accordance with the Board's policy on participation at Board meeting**

**IX. Board Member Comments**

**X. Superintendent/Staff Reports**

**A. Information Items**

1. Dates to Remember

- May 8, 2014 – Policy Committee Meeting – Board Office – 4:30 p.m.
- May 9, 2014 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- May 14, 2014 – Personnel Committee Meeting – Board Office – 4:15 p.m.
- May 20, 2014 – Board Workshop – Davies School – 5:30 p.m.
- May 20, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- June 3, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- June 24, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.

FYI

**B. Upcoming Spring Concert Dates for Davies and Shaner**

- ♪ May 8, 2014 – 26<sup>th</sup> Annual Davies Spring Concert – Hess School – 7:00 p.m.
- ♪ May 14, 15, and 16, 2014 – Shaner School Spring Concerts – Shaner School – 9:30 a.m.

FYI

**C. Round-Up Registration/Pre-School and Kindergarten:**

**Joseph C. Shaner School**

- May 20, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00p.m.
- May 21, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-5:00p.m.
- May 22, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00p.m.

**XI. Committees and Recommendations**

**A. Facilities Committee - Mr. Sacchinelli**

Action

1. Motion to approve to go out to bid for the Shaner School window replacement project.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**B. Curriculum Committee - Mrs. Melton**

Discussion

1. Designation of Dr. Michelle M. Cappelluti as Chief School Administrator for the Title I program in the Hamilton Township School District for the FY 2014-2015. No Title I funding is expended for this administrative cost.

Discussion 2. Designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2014-2015.

Discussion 3. Approve Clintona Richardson for providing professional development during the March Professional Development Days (not to exceed 6 hours) at the hourly rate of \$26.00 for certificated staff as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.

Note: Clintona was left off the list approved at the last BOE meeting in error.

C. Finance Committee - Mrs. Capone

Discussion 1. Motion to approve Resolution #80 of the Hamilton Township Board of Education to adopt the 2014-2015 (attachment Finance-1). 91  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Discussion 2. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2014 (attachment Finance-2). 92

Discussion 3. Board Secretary's Report for the period ending March 31, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of March 31, 2014, 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 (attachment Finance-3). 108

FYI 4. Interest Income for the month of March, 2014 (attachment Finance-4) 139

FYI 5. Receipts for the month of March, 2014 (attachment Finance-5) 140

FYI	6. Refunds for the month of March, 2014 (attachment Finance-6)	146
FYI	7. Capital Reserve Interest for the month of March, 2014 (attachment Finance-7)	147
FYI	8. Rental Income for the month of March, 2014 (attachment Finance-8)	148
FYI	9. Miscellaneous Revenue for the month of March, 2014 (attachment Finance-9)	149
FYI	10. The monthly Budget Summary Report for March, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-10).	150
Discussion	11. Budget transfers in the amount of \$33,583.00 (attachment Finance-11).	177
Discussion	12. 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.	
FYI	13. Purchase orders issued for services, supplies and equipment in the amount of \$2,011,115.22 (attachment Finance-13).	179
Discussion	14. Bills and payroll in the total amount of \$4,492,164.83 (attachment Finance-14):	185

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$212,335.86
11	Current Expense	1,823,951.22
11	Current Expense/Payroll	2,165,175.93
12	Capital Outlay	19,184.00
20	Special Revenue	52,859.79
20	Special Revenue/Payroll	47,924.80
50	Cafeteria	145,534.21
50	Kid's Corner	21,047.68
50	Community Education	3,491.34
50	Camp Blue Star	660.00

- |            |                                                                                                                                                                                                          |     |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Discussion | 15. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year (attachment Finance-15).                      | 229 |
| Discussion | 16. Unspecifiable contract for the 2014-2015 school year with CM3 – for environmental controls at the Hess, Davies and Shaner schools for a total amount of \$60,000.00 (attachment Finance-16).         | 230 |
| Discussion | 17. Renewal in the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund for a three year period from July 1, 2014 through June 30, 2017 (attachment Finance-17). | 232 |

**D. Personnel/Negotiations Committee – Mr. Aiken**

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

- |        |                                                                                                                                                                                                |     |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Action | 1. Motion to approve homebound instruction for the 2013-2014 school year (attachment Personnel-1).<br>Motion _____ Second _____ Vote _____                                                     | 237 |
| Action | 2. Motion to accept a retirement notice from Edwin Stewart, Davies School Physical Education teacher effective June 30, 2014 (attachment Personnel-2).<br>Motion _____ Second _____ Vote _____ | 242 |

**E. Policy Committee - Mrs. Buchanan**

- |        |                                                                                                                                       |  |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|--|
| Action | 1. Motion to approve Policy 0164.1 – Role of the Board Chair on second reading.<br>Motion _____ Second _____ Vote _____               |  |
| Action | 2. Motion to approve Policy #0167 – Public Participation in Board Meetings on second reading.<br>Motion _____ Second _____ Vote _____ |  |
| Action | 3. Motion to approve Policy #8451.1 Pediculosis on second reading.<br>Motion _____ Second _____ Vote _____                            |  |
| Action | 4. Motion to approve Regulation #8451.1 Pediculosis on second reading.<br>Motion _____ Second _____ Vote _____                        |  |

**F. Transportation Committee - Mr. Ciambrone**

<b>Action</b>	<b>1. Motion to approve club/activity trips for the 2013-2014 school year (attachment Transportation-1).</b>	<b>243</b>
	Motion _____ Second _____ Vote _____	

**XII. Resolutions**

**XIII. Solicitor's Report**

**XIV. Unfinished Business**

<b>Discussion</b>	<b>1. Advisory Opinion 1 - Board Member Ciambrone (attachment XIV-1)</b>	<b>249</b>
-------------------	--------------------------------------------------------------------------	------------

<b>Discussion</b>	<b>2. Advisory Opinion 1 - Board Member Aiken (attachment XIV-2)</b>	<b>252</b>
-------------------	----------------------------------------------------------------------	------------

**XV. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)**

**XVI. Receive comments from the public in accordance with the Board's policy on participation at Board meeting**

**XVII. Executive Session**

**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 discussion of:**

- Contract Negotiations – Hamilton Township Supervisors, Coordinators and Directors Association (H.T.S.C.D.A.).**
- Davies Addition Litigation**
- Confidential Personnel Matter**

**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. Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately \_\_\_\_\_ minutes.**

**Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_**

**XVIII. Adjournment**



V-H



# Computer Solutions, Inc.

*A trusted partner  
since 1968*

March 24<sup>th</sup>, 2014

Mr. Daniel Smith  
Business Administrator  
Hamilton Township Board of Education  
1876 Dr. Dennis Foreman Drive  
Mays Landing, NJ 08330

Dear Mr. Smith

**Re: Your Software Support Contract is at the end of its current term.** You can renew this agreement for the same term and service specified in the attached Schedule if you choose.

Please review the attached schedule to be sure our records agree. If our records are consistent, please forward your purchase order to CSI with a signed copy of this letter. A second copy of this letter is included for your own records.

If you do not agree with the attached schedule or need to make changes on the service detailed, please call us. We will revise the schedule accordingly and return it to you immediately

**Please assign a Primary and Secondary Contact for software support.**

In order to better serve your district, our Software Support Department is requesting an assigned Primary and Secondary Contact for support calls. While CSI will attempt to return all calls from employees in your district, Primary and Secondary Contacts will have priority.

*District's primary contact is*

*District's secondary*

Budget \_\_\_\_\_

\_\_\_\_\_

Person/Payroll \_\_\_\_\_

\_\_\_\_\_

Thank you for your continued business. We look forward to working with you again this year.

Sincerely,  
COMPUTER SOLUTIONS, INC.

Floyd J. Seib Jr.  
Contracts Administration

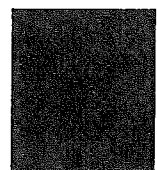
Service	Contract #	Your purchase order for 2014-2015
Software Support	82323	
Carbonite Back Up Service for CSI's Financial Software		

**Please renew my software support for the next year:**

Signature: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Six Commerce Street, Ste 2  
Branchburg, NJ 08876-6041  
voice: 908-823-3200  
fax: 908-823-3201  
info@internetsi.com  
www.internetsi.com



12

Software Support Agreement

Schedule "A"  
Hamilton Township Board of Education  
Agreement #: 82323  
Effective Date: July 1, 2014  
Expiration Date: June 30, 2015

<i>Software Item</i>	<i>Monthly Fee</i>
Budgetary Accounting Module	\$246.00
Site Based Maintenance User License	\$57.00
Substitute Teacher	\$36.00
Personnel Recordkeeping Module with Position Control ,EDT, H&E	\$281.00
HR Portal	\$39.00
Payroll Module	\$173.00
Audit for HR and Payroll	\$52.00
<i>Total Monthly Support Fee:</i>	<i>\$884.00</i>
<i>Total Annual Support Fee:</i>	<i>\$10,608.00</i>

Note: A two (2) percent discount may be taken for prepayment of your annual support fee provided invoice is paid in full by July 31<sup>st</sup>, 2014.

V-J

**Hamilton Township Public Schools  
Board Agenda Item**

**Month:** May 6, 2014

**Submitted by:** Lisa C. Dagit, Director of Curriculum & Instruction

Recommend approval of the Pre-K to Grade 8 Curriculum and Programs for the 2014-2015 school year. This listing conforms to the guidelines established by the New Jersey State Department of Education.

**Curriculum**

- Pre-Kindergarten
- English Language Arts K-8
- Mathematics K-8
- Science PreK-8
- Social Studies PreK-8
- Visual and Performing Arts PreK-8
- Comprehensive Health and Physical Education PreK-8
- World Language K-8
- Technology PreK-8
- 21<sup>st</sup> Century Life & Careers K-8
- English as a Second Language/Bilingual PreK-8
- Instructional Media Center K-8
- Media Literacy 6-8
- Financial Literacy 6-8
- STEM 6-8
- School Wide-Enrichment Program K-5

**State Mandated Programs**

- Gifted and Talented
- Basic Skills Improvement
- Substance Abuse Prevention
- Family Life Education
- Accident and Fire Prevention
- Harassment, Intimidation and Bullying
- Character Education
- Guidance Services
- Nursing/Health Services

14

V-N

# Hamilton Township School District Community Education Department

Joseph C. Shaner    George L. Hess    William Davies  
1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey 08330

Cliff Melder  
Director of Community Education

Telephone: (609) 476-6311  
Fax: (609) 625-4847

## APPLICATION FOR USE OF BUILDINGS AND GROUNDS

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

President \_\_\_\_\_ Phone \_\_\_\_\_

Secretary \_\_\_\_\_ Phone \_\_\_\_\_

DATE OF USE \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

LOCATION: HESS \_\_\_\_\_ DAVIES \_\_\_\_\_ POOL \_\_\_\_\_ SHANER \_\_\_\_\_ OTHER \_\_\_\_\_

Room Requested \_\_\_\_\_ Activity \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Number of people attending \_\_\_\_\_ Admission Charge? \_\_\_\_\_

Proceeds used for \_\_\_\_\_ \* *Plays please attach script for review.*

All approved applicants must furnish a certificate of insurance at least five(5) days prior to use, naming the Hamilton Twp. Board of Ed. as an insured party. The Insurance policy must be underwritten by a company licensed to do business in the state of New Jersey, and must include the following coverage:\$500,000 bodily injury and property damage, combined single limit including blanket contractual, premises and product liability. Applicant is required to carry Excess Accident Insurance on all participants, and a Cert. Of Insurance is required. Recommended limit of coverage is a minimum of \$250,000.

The applicant has read and does agree to comply with all of the terms, rules and regulations as shown on this form and attachment, and does agree to pay promptly the charges as stated in the contract by means of certified check, cashier's check, or money order.

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

*Applicant should read carefully all rules and regulations for use of school property.*

**Confirmation will be e-mailed to applicant.**

*For Office Use:*

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

<b>Office use only:</b>			
HESS ____	DAVIES ____	POOL ____	SHANER ____
D.O.U. _____	Time _____	ROOM _____	
USE _____	EQUIPMENT: _____		
CONTACT _____		PHONE _____	
E-MAIL _____			

## Indemnity and Hold Harmless Agreement

\_\_\_\_\_ agrees to indemnify and hold harmless the Hamilton Township School District and their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action arising out of activity herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use and 2) caused in whole or in part by negligent act or omission. This indemnification and agreement shall apply in all instances whether Hamilton Township School District is made party to the action or claim or is subsequently made a party to the action by third- party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action,

By: \_\_\_\_\_ Date \_\_\_\_\_  
 (Individual or Group)

Please Note:

TO VERIFY APPROVAL, DATES, TIMES AND LOCATION PLEASE CHECK OUT THE FACILITIES CALENDARS AT [www.hamiltonschools.org](http://www.hamiltonschools.org)  
 If your event is not on the calendar please call 609-476-6311. If your event is not scheduled on the calendar you will not be allowed in the building.

# Hamilton Township School District

Use of Facilities Fee Schedule 2014-2015 School Year
------------------------------------------------------------

ROOM	Not-for-Profit Group	For Profit Groups
------	----------------------	-------------------

Cafeteria Weekday	\$250.00 Weekday	\$325.00
[4 hour Time Blocks] Weekend	\$375.00 Weekend	\$500.00

Gymnasiums Weekday	\$125.00 Weekday	\$175.00
[4 hour Time Blocks] Weekend	\$150.00 Weekend	\$200.00

Gymnasiums (Small group use Twp. Residents)	\$ 15.00 per Hour	N/A
---------------------------------------------------	-------------------	-----

Shaner / Davies Auditorium	Shaner / Davies \$125.00 / \$175.00 Weekday \$200.00 / \$250.00 Weekend	\$175.00 / \$225.00 Weekday \$275.00 / \$325.00 Weekend
-------------------------------	-------------------------------------------------------------------------------	------------------------------------------------------------

Computer Room	225.00 per 4hour time block + Technician \$35 hourly
---------------	---------------------------------------------------------

Specialty Classroom	\$200.00 per 4hour time block
---------------------	-------------------------------

Regular Classroom	\$100.00 per 4hour time block
-------------------	-------------------------------

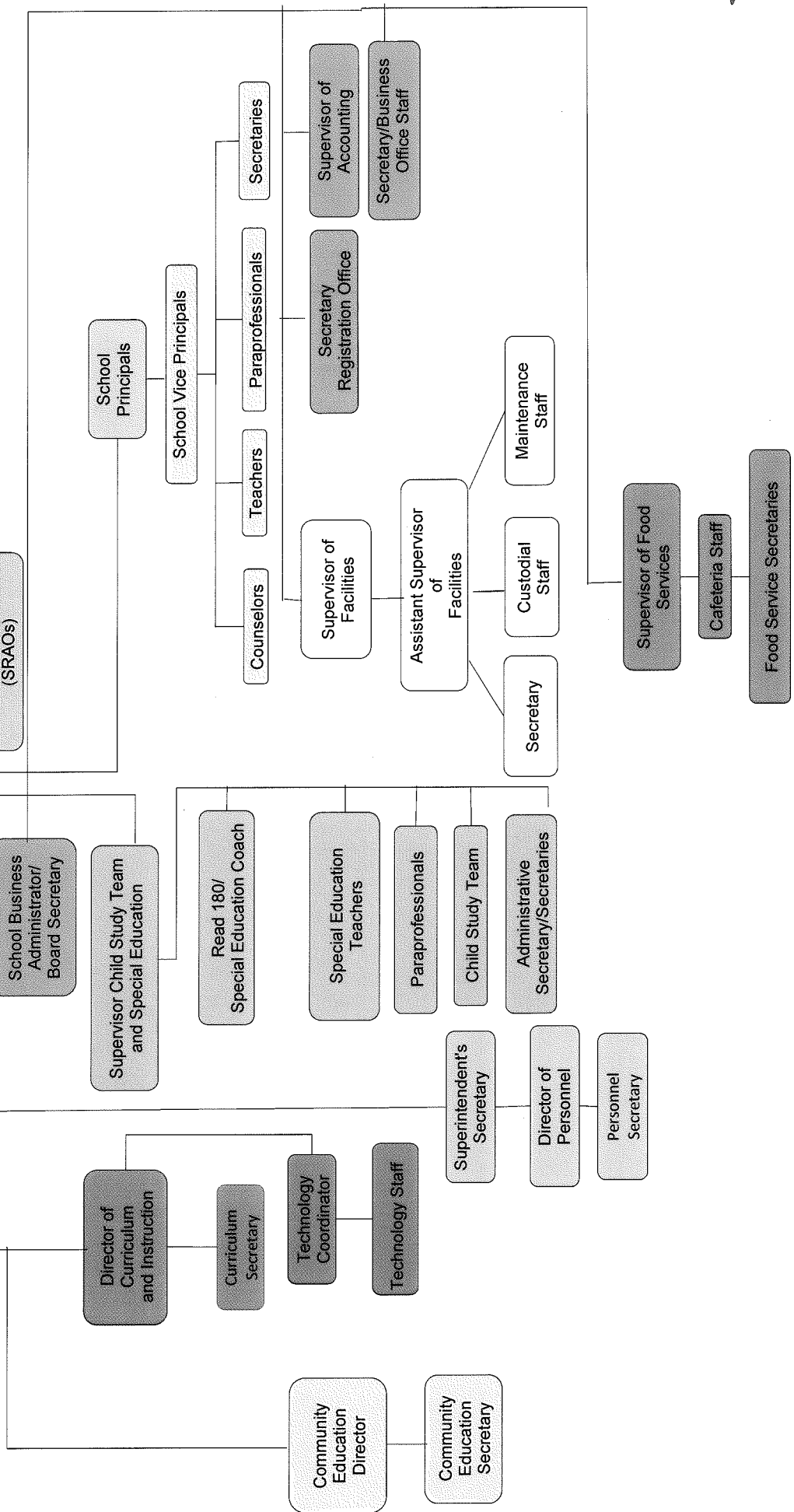
There is an additional charge for custodial and maintenance personnel of \$30.00 per hour for each person needed. Technical assistance is charged at a rate of \$35.00 per hour.

<p><b>Use of Facilities Fee Schedule 2014-2015 School Year</b></p>
----------------------------------------------------------------------------

<u>Facility</u>	<u>Not for Profit Group</u>	<u>For Profit Group</u>
Pool	\$100.00/hr	\$150.00/hr
[3 hour blocks]	\$250.00	\$400.00
Lifeguard	\$15.00 per hour	\$15.00 per hour
 <b><u>Hess Performing Arts Center</u></b>		
Day or Evening	\$375.00	\$450.00
Saturday/Sunday	\$525.00	\$700.00
 <b><u>Rehearsals</u></b>		
Day or Evening	\$50.00 / hour	\$60.00 / hour
Saturday/Sunday	\$50.00 / hour	\$60.00 / hour
 <b><u>Additional Charges</u></b>		
Piano Tuning	\$75.00	\$75.00
[Required when the Steinway is to be used.]		
Lighting	\$35.00/hour	
Technical Staff	\$35.00/hour	
Only Hess lighting technicians will be allowed to operate the lights and sound equipment.		
Custodial staff    \$30.00	\$30.00	

# POLICY #1110

## Hamilton Township (Atlantic County) Board of Education Administration 1110/Page 1 of 1 Organizational Chart



V-P



**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 18, 2014  
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 7:03 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

Dr. Anne 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 both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Cassidy, Mr. Greg Ciambrone, Mrs. Amelia Francis, Mrs. Kim Melton, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: None

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**APPROVAL OF MINUTES**

Motion by Mr. Sacchinelli, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of January 7, 2014, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mr. Sacchinelli, seconded by Mr. Aiken, to approve the regular and executive session minutes of the meeting of January 28, 2014, as per attachment Minutes-2.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

### CORRESPONDENCE

Dr. Erickson mentioned a letter received from a parent regarding transportation issues. She noted that the parent suggested providing bus aides for better supervision on the buses. Dr. Erickson noted that this will be discussed further by the Board. A response was sent to the parent by the Board Secretary.

### PUBLIC COMMENTS

Carole Wright asked the Board to consider what might happen if custodial services are privatized. She wants to be sure the Board realizes what impact this might have on the various youth activities which take place in the building after hours. Will the same services be received by another company? She would rather raise taxes than have the youth suffer.

Bruce Strigh asked if bid specifications were available for custodial services. Mr. Smith stated that the bid specifications have not been advertised yet. The motion for tonight's meeting is only for the Board to approve to go out to bid. Mr. Strigh continued to speak and stated that he felt specifications should be in place, so that the district knows what it is going out for bid.

Mr. Sacchinelli then stated that he felt the motion was worded incorrectly. It should be a motion to prepare the specifications to bid on custodial services.

Mrs. Melton stated that she felt the motion was correct in that the vote was only to decide whether or not the district wants to receive bids for these services.

Dr. Erickson noted that the Board has also discussed other issues which would be a concern if the services were privatized, such as the safety of the children and the services being up to par.

Mr. Strigh wanted to discuss the budget shortfall and possible tax increase. Dr. Cappelluti stated that this will be discussed at a later time in the meeting.

Mr. Strigh also asked if there would be discussion on the issue of the election of the vice president. He feels this issue should be on the agenda. Dr. Erickson stated that it would be discussed under unfinished business.

Jeff Gildiner, an employee of the district recognizes that the Board does not want to misuse taxes. Our district has spent most of the past twenty years not having to raise taxes. He knows budget cuts are obvious, but feels that privatizing the custodians is absurd. He would like the Board to look at the impact this will have on the district. Custodians are residents of the district and this will cause a lot of them to lose their jobs. He had questions regarding sick time, unemployment, health benefits, etc. He feels these questions need to be answered prior to

making this decision. He feels the present custodial staff has proven their loyalty to the district and the students. They go above and beyond what an outside company will provide.

Dr. Erickson urged Mr. Gildiner to gather resources and lobby Washington for additional funding. She wanted to clarify that all Board members are concerned with student achievement. The Board will discuss and decide what to do as a whole Board.

Brian Curray, NJEA Representative noted that the decision to privatize any staff is a drastic choice. It has a drastic effect on the community when community members are no longer employed. He feels you do not get the same effort from a privatized company. He would like the Board to think about what will happen with this decision.

### **BOARD MEMBER COMMENTS**

Dr. Erickson noted what an excellent job the Shaner students did in their concert performances this past week. She also noted a skating party which was held this week for the Education Foundation, which was a huge success. Mrs. Stecher will be organizing a book event sponsored by Target this week where students in PreK, Kindergarten and First Grade are invited to the library.

Dr. Erickson noted that Mrs. Buchanan attended Governance I training, which was a weekend event sponsored by NJSBA. She also noted that Mr. Cassidy is scheduled for the training in March. Dr. Erickson also noted that Mrs. Capone, Mrs. Francis and herself attended the Leadership Conference in February. Mrs. Capone and Dr. Erickson attended the Meet and Greet in Cape May County.

Dr. Erickson recently traveled to Washington to attend a conference to discuss the importance of public education. She met with Congressman Lobiondo and stressed the need for additional federal funding for schools.

Dr. Erickson noted that Charlene Zoerb, from NJSBA, will be holding a training workshop before the board meeting on March 4, 2014. Dr. Erickson also wanted to note the performance of Shrek to be held at Oakcrest High School this weekend.

Mr. Aiken thanked everyone who assisted during the recent evacuation. He wanted parents to keep in mind that there are procedures the district must follow. Parents should remember that they should not always rush to the school to take their child. This can sometimes cause more confusion for the school. He is also a parent and felt that his children were in good hands.

Mr. Aiken wanted to note that there are still issues in the vote for the Vice President position. He has spoken with the solicitor as well as New Jersey School Boards. He feels that the first vote is the vote that should stand according

to the information he has received. He would like this vote corrected tonight. If not, he will take further action.

Mrs. Capone wanted to inform the public that the Board is looking at a budget shortfall of \$2.4 million dollars. This will be discussed by the Board this evening.

Mr. Sacchinelli was on site when the evacuation occurred and noted that the police were on site within minutes. He wanted to thank the staff, the police department, the Sherriff's department and the bus company who did a fantastic job. All buildings were able to be evacuated and the children moved to the necessary schools. He also thanked St. Vincent DePaul School for their help and cooperation. Kudos to all who kept the children safe.

Mr. Ciambrone also commented on the great job everyone did the day the school was evacuated.

Dr. Erickson wanted to note that the Shaner teachers kept the children feeling safe and secure during the incident. She noted the staff did a great job.

Mr. Ciambrone also wanted to note that he understands it is hard to be a parent not knowing what is going on in the school, but there are times when the school and the police department have to do their job. There are some things that cannot be said when they are trying to handle an incident. Try to remember that your child is in good hands.

Mr. Sacchinelli noted that the suspect was caught within two days of the incident.

Mrs. Buchanan also wanted to thank everyone involved with the evacuation and commended the staff for a great job. She also wanted to note the Town Hall meeting being held by the PTA at Hess School on March 11, 2014.

Mrs. Melton stated that she would like to see the Board work together. She would like to see the Board President shut down audience members when anyone on the Board is being attacked. She would like to see the President be a team player. **Mrs. Melton noted that currently Dr. Erickson is not a team player and she picks and chooses her pets on the Board.** Mrs. Melton suggested that if the vote for Vice President was reversed, Dr. Erickson would have asked Mr. Aiken to step down as Vice President.

Dr. Erickson disagreed with Mrs. Melton. She said that she has not said a lot on the issue regarding the Vice President because she has been doing research on the subject. Dr. Erickson noted that she has had a chance to review Roberts Rules of Order and has developed a lengthy report on the topic. She noted that in order to be a good leader you have to do research and gather information so that all of the facts are present.

Mrs. Melton would like to see Dr. Erickson respect the entire Board, and noted the Board will respect her.

### SUPERINTENDENT/STAFF REPORTS

Dr. Cappelluti thanked the entire staff for the hard work done during the recent evacuation.

(A) Information Items

1. **Dates to Remember**

- a. February 18, 2014 – Curriculum Committee Meeting – Davies School - 6:00 p.m.
- b. February 18, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- c. February 27, 2014– Finance Committee – Board Office – 4:00 p.m.
- d. March 4, 2014 – Board Workshop – Davies School – 5:30 p.m.
- e. March 4, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.
- f. March 12, 2014 – Personnel Committee Meeting – Board Office – 5:00 p.m.
- g. March 14, 2014 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- h. March 18, 2014 – Board of Education Meeting and Public Hearing on the Budget – Davies School – 7:00 p.m.
- i. March 27, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.

(B) Enrollment for the month of January, 2014, as per attachment IX-B

(C) Registration/Transfer Statistics for the Month of January, 2014, as per attachment IX-C.

(D) Student Discipline Reports for the months of January, as per attachment XI-D.

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

(F) Superintendent's/Principal's list for the 2<sup>nd</sup> marking period, as per attachment IX-F.

(G) Candidates selected for the 2014 Teacher and Paraprofessionals of the Year along with the choice for District Teacher of the Year:

Educator Recipients:

Shaner – Jessica Newkirk  
Hess – Janet Yunghans  
Davies – Carrie Armstrong

Paraprofessional Recipients:

Shaner – Beverly Levari  
Hess – Gayle Luderitz  
Davies – Lorraine Von Hess

District Teacher of the Year Selection:

Jessica Newkirk – Shaner School

The District Teacher of the Year will be invited to participate in the running for the

County Teacher of the Year by the NJDOE.

(H) Presentation: Consolidated Monitoring Report

Given by:

Lisa Dagit, Director of Curriculum and Instruction  
Dan Smith, Business Administrator/Board Secretary  
Marylynn Stecher, Supervisor of Child Study Team and Special Education

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

Mr. Sacchinelli reported that the committee met recently and discussed the repairs needed to be done to the roof at the Duberson School. He also noted that there is a possible interested buyer for the school. An additional storage facility was discussed in case it is needed if the Duberson School were to sell. The committee discussed possible capital projects for the 2014-2015 school year.

### **CURRICULUM COMMITTEE – Mrs. Melton**

Mrs. Melton noted the committee recently met and they discussed possibly consolidating the houses at the Hess Complex. This will be discussed further with Mrs. Lamanteer. Dr. Cappelluti noted that the houses could be condensed to three wings to accommodate easier movement of students.

### **FINANCE COMMITTEE – Mrs. Capone**

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

- |                                            |                                                                                                                                                                                                                                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report of Receipts and Expenditures</b> | 1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of December, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of December, 2013. |
| <b>Board Secretary's</b>                   | 2. To approve the Board Secretary's Report for the period ending December 31, 2013.                                                                                                                                                                  |

**Report**

Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of December 31, 2013, 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.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

The following items have been included as informational items:

- |    |                                                                                                                                            |                              |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 3. | Interest Income for the month of December, 2013                                                                                            | <b>Interest Income</b>       |
| 4. | Receipts for the month of December, 2013                                                                                                   | <b>Receipts</b>              |
| 5. | Refunds for the month of December, 2013                                                                                                    | <b>Refunds</b>               |
| 6. | Capital Reserve Interest for the month of December, 2013                                                                                   | <b>Capital Reserve</b>       |
| 7. | Rental Income for the month of December, 2013                                                                                              | <b>Rental Income</b>         |
| 8. | Miscellaneous Revenue for the month of December, 2013                                                                                      | <b>Miscellaneous Revenue</b> |
| 9. | The monthly Budget Summary Report for December, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education. | <b>Budget Summary Report</b> |

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

10. To approve budget transfers in the amount of **Budget Transfers**

\$33,609.00, as per revised attachment  
Finance -10.

11. To approve 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**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

The following item has been included as an informational item:

- Purchase orders**            12. Purchase orders issued for services, supplies and equipment in the amount of \$1,233,799.30.

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

- Bills and payroll**            13. To approve bills and payroll in the total amount of \$2,095,684.39:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$1,210,629.74
12	Capital Outlay	4,200.00
20	Special Revenue	47,452.73
40	Debt Service	220,981.25
50	Cafeteria	592,350.77
50	Kid's Corner	16,852.57
50	Community Education	2,989.78
50	Camp Blue Star	227.55

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mr. Sacchinelli, seconded by Mr. Ciambrone, to approve the following motion, as presented:

- Staff**                            14. To approve staff attendance at seminars,



**attendance at seminars, workshops and conferences**

workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Abstained: Mrs. Capone, Mrs. Francis, and Dr. Erickson.  
(6-0-3)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

- |     |                                                                                                                                                                                                                                                      |                                                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 15. | To approve a Tuition Contract between the Hamilton Township School District and the Egg Harbor Township School District for one (1) grade 3 homeless student, for the period November 14, 2013 through June 30, 2014, at a cost of \$69.22/per diem. | <b>Tuition contract with EHT School District</b> |
| 16. | To approve Resolution #75 for the District's Corrective Action Plan.                                                                                                                                                                                 | <b>Resolution #75</b>                            |

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mr. Sacchinelli, seconded by Mr. Aiken, to table #17:

17. To approve to go out to bid for custodial services for the 2014-2015 school year.

Mrs. Capone asked if the Board wanted to clarify the language in the motion. Mr. Smith noted that the Board approves a motion to advertise the bid and not necessarily the bid specs.

Mr. Sacchinelli noted that the Board must investigate what it is looking for before any votes are taken. He noted that if the Board moves forward it should make sure the product being bid is equal to the current

product.

Mrs. Capone noted that the Board discussed the possibility of doing one or two schools, and noted with the current budget shortfall the business administrator and Superintendent recommended all three schools. She noted that the board should be specific for each school.

Mr. Sacchinelli suggested tabling the discussion until the board reviews this topic further.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

18. To approve a Cooperative Agreement with Greater Egg Harbor Regional School District and the Hamilton Township School District for the 2014-2016 school years for on-call services. **Cooperative Agreement**
19. To approve the submission of the Application for Funds to Support Implementation of the Anti-Bullying Bill of Rights Act to the County, as per attachment Finance-19. **Anti-Bullying Bill of Rights**
20. To approve the submission of the FY2014 Amended IDEA Application. An Amendment is needed to open budget lines for salary and FICA for non-public paraprofessionals. Funds are needed to charge retro pay, as per attachment Finance-20. **Amended IDEA Application**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

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

- District substitutes**            1.    To approve district substitutes for the 2013-2014 school year, as per revised attachment Personnel-1.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

- Resignation of Jessica O'Brien**    2.    To accept a resignation notice from Jessica O'Brien, part-time Shaner School Paraprofessional, effective January 27, 2014, with her last day of employment to be February 13, 2014.

- Fieldwork placement**            3.    To approve a fieldwork placement for the 2013-2014 school year.

- Homebound instruction**        4.    To approve homebound instruction for the 2013-2014 school year, as per additional attachment Personnel-4.

- NJFLA for Donna Pyle**        5.    To approve a NJ Family Leave of Absence (NJFLA), for Donna Pyle, Shaner School Food Service Worker. Mrs. Pyle is requesting to use two weeks of NJFLA to care for her daughter. Exact dates are still to be determined.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Motion by Mr. Aiken, seconded by Mr. Sacchinelli, to approve the following motions, as

presented:

6. To extend the employment of Stephanie Corda, Davies School teacher until February 13, 2014.

Ms. Corda is a replacement for Lauren Kreifus who is on a maternity leave of absence.

**Extended Employment for Davies School Teacher**
7. To approve corrections to salaries for the 2013-2014 school year, as per revised attachment Personnel-7.

**Corrections to salaries**
8. To approve Kristine Ellison as a full-time Davies School secretary, Secretary Guide, Step 4, with a total annual salary of \$27,661.00, pro-rated, with a start date to be determined.

Ms. Ellison is a replacement for Kristina Morey who moved to an Administrative Secretary position.

**Kristine Ellison, Davies School Secretary**
9. To revise a maternity leave of absence for Shaner School teacher, Jenna Kyle. Mrs. Kyle has requested to use 36 sick days for the period February 3, 2014 through March 25, 2015 and be placed on a New Jersey Family Leave of Absence from March 26, 2014 through the end of the school year with a return to work date of September 1, 2014.

Mrs. Kyle's leave of absence was previously approved on 11-13-19.

**Maternity leave for Jenna Kyle**
10. To approve a maternity leave of absence for Pamela Pierson, Shaner School teacher. Mrs. Pierson is requesting to use 30 of her accumulated sick days from April 22, 2014 through June 3, 2014, and NJ Family Leave from June 4, 2014 through the end of the school year. Mrs. Pierson will continue with her NJ Family Leave from September 1, 2014 through November 5, 2014, with a return to work date of November 10, 2014, as

**Maternity leave for Pamela Pierson**

per attachment Personnel-10.

Roll Call Vote: All in favor #6, #9, & #10: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Eight in favor #8: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mrs. Francis. (8-0-1)

Eight in favor #7: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mr. Ciambrone. (8-0-1)

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

- |                                               |                                                                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part-time BSI teacher</b>                  | 11. To approve the creation of a part-time BSI Teacher position at St. Vincent de Paul School, Position Control #20.16.03.AXX.                                                                                            |
| <b>Donna Dougherty, part time-BSI teacher</b> | 12. To approve Donna Dougherty as a part-time, 7 hours/week BSI Teacher at St. Vincent de Paul School, B.A., Step 1, with a total annual salary of \$45,307.00, pro-rated, as per attachment Personnel-12.                |
| <b>Full time Davies School teacher</b>        | 13. To approve Lisa Busted as a full-time, Davies School teacher for the period March 10, 2014 through June 30, 2014, B.A., step 1, with a total annual salary of \$45,307.00, pro-rated, as per attachment Personnel-13. |

Ms. Busted is a replacement for Jacqueline Radice who will be on a maternity leave of absence.

Mrs. Capone noted the committee was not provided a copy of the individual's certification. She noted two applicants hold Master's degrees. Dr. Cappelluti noted that the individual has math experience and was

the most qualified applicant.

14. To approve a maternity leave of absence for Kelly Crowder, Shaner School Psychologist. Mrs. Crowder is requesting to use 15 of her accumulated sick days from April 28, 2014 through May 16, 2014 and New Jersey Family leave from May 19, 2014 to the end of the school year, with a return to work date of September 1, 2014, as per attachment Personnel-14. **Maternity leave for Kelly Crowder**
15. To approve Gail Siegelman as a Kid's Corner substitute for the 2013-2014 school year at the rate of \$10.00/hour. **Kid's Corner substitute**
16. To approve a Child Study Team substitute rate for Psychologist, LTDC, Social Worker, and Speech at the rate of \$100/per case. **Child Study Team substitute**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

17. To approve Bianca Hermann as a part-time, 29 hours/week Shaner School Paraprofessional for the period February 24, 2014 through June 30, 2014, Paraprofessional Guide, Step 1, with a total annual salary of \$15,103.00, pro-rated, as per attachment Personnel-17. **Bianca Hermann, Paraprofessional**
18. To approve the following applicant for emergent hiring and applicants attestation that she has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6 7.1: **Emergent hiring**

Bianca Hermann, Shaner School

Paraprofessional

**Math teacher  
mentor**

19. To approve Joshua Akers as a mentor for Lisa Busted, Davies School Math teacher for the 2013-2014 school year.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

**Hess School  
Physical  
Education  
Teacher**

20. To approve Shawnee Foglio as a full-time, 10 month, Hess School Physical Education Teacher, for the period February 19, 2014 through the end of the school year, B.A., Step 1, with a total annual salary of \$45,307.00, pro-rated, as per attachment Personnel-20.

Ms. Foglio is a replacement for Margaret Stringer who is on a medical leave of absence.

**Mentor for  
Shawnee  
Foglio**

21. Approve C. David Evangelist, Hess School Teacher as a mentor for Shawnee Foglio for the 2013-2014 school year.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**POLICY COMMITTEE – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mrs. Capone, to table items #1 and #2:

1. To approve Policy #8451.1 – Pediculosis on first reading.
2. To approved Regulation #8451.1 – Pediculosis on first reading.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr.

Ciambrone, Mrs. Francis, Mrs. Melton, Mr.  
Sacchinelli, and Dr. Erickson. (9-0-0)

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

3. To approve Policy #8630 – Bus Driver Responsibility on first reading. **Policy #8630**
4. To approve Policy #9200 – Cooperation Between Parents and School on first reading. **Policy #9200**
5. To approve Regulation #2330 – Homework on first reading. **Regulation #2330**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**TRANSPORTATION COMMITTEE – Mr. Ciambrone**

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

1. To approve club/activity trips for the 2013-2014 school year, as per attachment Transportation-1. **Club/activity trips**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

Mr. Goldstein wanted to discuss the dispute regarding the vote for Vice President. Neither party has yielded to the decision. He has consulted with NJSBA and Dr. Erickson and it has been decided that this issue could be sent to the Commissioner of Education for a declaratory ruling on the issue. The Board could then go by the recommendation of the Commissioner. If a decision does not come back from the Commissioner, it can then go to the School Ethics Commission.



Dr. Erickson read a prepared statement concerning the decision to send this to a third party. She noted Robert's Rules states that "because the voting body itself is the ultimate judge of election disputes, only that body has the authority to resolve them in the absence of a bylaw or special rule of order that specifically grants another body that authority. ... While an election dispute is immediately pending before the voting body, however, it may vote to refer the dispute to a committee or board to which it delegates power to resolve the dispute."

Dr. Erickson noted she would like to put forward a motion to refer the Vice President issue to the Commissioner of Education pursuant to N.J.A.C. 6A:3-2.1, 2.2, and if that is inconclusive, to the New Jersey School Ethics Commission.

Dr. Erickson also recommended that the Board update its policy so in the future the Board can use a written vote to be sure this does not occur again.

Motion by Dr. Erickson, seconded by Mr. Cassidy, to refer the Vice President issue to the Commissioner of Education pursuant to Administrative Code N.J.A.C. 6A:3-2.1 et al, and if that is inconclusive, to the New Jersey School Ethics Commission, and to ask the Board to delegate the power to those bodies to assist the Board with this decision, so the Board may move on and address more essential issues facing our district.

Mr. Aiken stated that the Board does not have to take it this far. He feels Dr. Erickson wants it to go this far. He does not understand why we have to take this further since information from NJSBA proves the original vote was done incorrectly.

Dr. Erickson responded that we need to follow Roberts Rules. She agrees that the vote was incorrectly done, however, at this point; it needs to be taken to a third party.

Dr. Erickson noted that the Board cannot pick and choose when it follows Roberts Rules of Order. Mr. Aiken noted that the second vote did not have another nomination.

Mr. Ciambone asked Mr. Goldstein what the representative from New Jersey School Boards stated. Mr. Goldstein responded that he was advised the first vote should count and be upheld based on the opinion of NJSBA. Mr. Ciambone noted that difficult decisions have to be made sometimes, and would like to know if the President can resolve this issue tonight. Dr. Erickson stated that she does not have the authority to do this.

Mr. Ciambone stated that the only way to resolve this tonight would be

for Mrs. Capone to step aside. Dr. Erickson stated that Mr. Aiken could also step aside.

Mrs. Capone stated that she has a lot of respect for the Board President. She feels Dr. Erickson has been harassed over this issue. It is not right that she has been threatened with ethics violations. She feels Dr. Erickson is dedicated to the district. Mrs. Capone noted that this decision should not go to anyone; it should fall on the Board to resolve.

Mrs. Capone also feels that she herself has been disrespected. She does not understand why someone would want a leadership position if the majority does not want it. Mrs. Capone feels that the majority of the Board supported her because she can be of help to the President. She noted the Board is here for the students, and these actions make people angry and do not help the district.

Mrs. Capone noted she has never brought the idea of an ethics charge to any Board member because they are all volunteers. She noted the Board is supposed to learn and grow together. Mrs. Capone noted that NJSBA says to promote student achievement through effective local governance of public education. She did not see how this discussion was helping student achievement.

Mr. Sacchinelli addressed the comment about him making two votes. He noted that when he voted the first time there were two choices, and when he voted the second time there was only one choice. He feels he voted for the two people who have the same common cause for the students in the district, but they have different ideas of how to get there. He does not like the fact that the solicitor is being used as a scapegoat. He noted it comes down to one sentence out of a 700 page book; which listed two reasons when you could not change your vote. He feels the Board needs to stop with personal issues and ideas, and focus on the students of this district. Mr. Sacchinelli noted that whatever happens with the Vice President position, it is time to move on.

Dr. Erickson stated that she didn't mean to suggest that the attorney was at fault. She noted that stating the Board acted on the advice of the solicitor holds the Board harmless against any liability.

Mr. Sacchinelli hopes that the decision does not take too long so that we know who will take the Vice President's position. He asked how long this could take. Mr. Goldstein noted that it could take a couple weeks or up to a couple months.

Mr. Goldstein noted that a letter to the Commissioner of Education must come from the Board Secretary if the Board authorizes him to do so. He

noted the petition is a one page document and could be sent to the Commissioner tomorrow. He noted that the decision could take up to three months.

Mrs. Melton asked if there is a charge associated with this request. Mr. Goldstein noted that there is no fee.

Dr. Erickson re-read the prepared motion for the Board.

Mr. Cassidy asked if the Commissioner's decision is binding. Mr. Goldstein noted the Commissioner will offer an opinion, but the Board would have a choice to accept or not accept the opinion. Mr. Goldstein noted it would be hard to appeal the Commissioner's opinion.

Mrs. Capone noted she has yielded to the majority of the Board in the past, and she believes everyone has heard both sides, but is not sure what the Board thinks about this issue. Mrs. Capone noted that ultimately the decision could come back to the Board. Mr. Goldstein noted a vote could be taken to accept the decision made by the Commissioner.

Dr. Erickson noted the Commissioner and the Ethics Commission could both pass on the decision. Mrs. Capone noted she is concerned with the amount of time that has been, and will be spent on this issue. She also discussed an Assembly vote issue that ruled in favor of the voter's intention.

Dr. Erickson asked if any board members had additional comments. Mr. Goldstein clarified that a vote in the affirmative is a vote to send the petition to the Commissioner, and if a decision is not made, it will be sent to the School Ethics Commission.

Dr. Erickson re-read the prepared motion for the Board, and asked if there was a motion to table.

Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone. Abstained: Mrs. Francis. (7-1-1)

## **NEW BUSINESS**

### 1. Discussion of the 2014-2015 Budget Presentation

Dr. Cappelluti noted that the finance committee discussed having a budget meeting open to the public. She noted we were looking at March 8, 2014 which is a Saturday.

Mrs. Capone asked if Mr. Smith has heard from any vendors concerning a budget review. Mr. Smith noted that he was referred to EIRC by the New Jersey Association of School Business Officials. Mr. Smith noted he will follow up and report back to the Board.

The Board discussed what would be presented to the public on March 8, 2014.

Mr. Sacchinelli asked about the budget shortfall amount. Mrs. Capone noted the initial shortfall was at \$400,000 and the district lost another \$800,000 based on tax appeals.

Mr. Smith noted that the district receives ratable information every January from the Township. He noted ratables went down over \$88 million which caused the tax levy to decrease. Mr. Smith also noted health benefit costs increased, and additional funds had to be allocated for increased salaries. He noted the Board was looking at a zero tax increase, and the original budget deficit called for a 2% increase in the tax rate. All of the items have contributed to the budget deficit.

Mrs. Melton noted that during contract negotiations the Board discussed using banked cap to balance the budget. She noted that the committee had a plan to address this issue. Mrs. Melton asked why this has changed. Mr. Smith noted that previous board members shared the opinion of using banked cap, but the makeup of the Board has changed. He also noted that the majority of the Board wanted to see what the budget would like if there was no tax increase.

Mrs. Melton noted that we cannot afford to cut programs and cut teachers. She noted no one wants to raise taxes, but that was part of the plan. Mrs. Melton noted she does not want to move backwards.

Dr. Erickson noted that there has been a tremendous change on our community since negotiations first started. She noted that we are around 53% free and reduced lunch, and we were at 40%. Dr. Erickson also noted there has been an increase in the number of homeless students from our district.

Mr. Sacchinelli noted that the Township completed a revaluation; which lowered ratables. He also suggested that the district work to establish better communications with the Township. Mr. Sacchinelli noted that holding back on raising taxes could lead to a huge increase in one year; which the Township may not be able to recover from. He noted it is very tough to raise taxes; it is not an easy decision.

Mrs. Capone noted that she was part of a strategic planning committee

with the Township, and noted when taxes went up for the Township hiring also increased. She noted that the Township had a \$23 million budget and was able to cut \$2.5 million. Mrs. Capone noted that it is important to have a Saturday meeting so the public is informed, and to have a third party review the budget to eliminate the emotional aspect of reducing the budget.

Mr. Sacchinelli stated the district should work more closely with the Township. He also noted there are State and Federal mandates that must be followed and are not funded fully. Mr. Sacchinelli stated he does not want to affect the education of the students, and does not want to cut teachers or paraprofessionals. He noted it may be a combination of making budget cuts and raising taxes slightly.

Mrs. Melton asked how short the budget would be if the Board went to cap. Mr. Smith responded \$800,000.

Dr. Erickson urged everyone to look outside of our community for additional funding. She urged residents and parents to reach out to their legislators.

Motion by Mr. Sacchinelli, seconded by Mrs. Melton, to hold a Special Meeting of the Hamilton Township Board of Education on March 8, 2014 to discuss the 2014-2015 budget.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

### **PUBLIC COMMENTS**

A bus driver spoke and thanked the school for everything that was done during the recent evacuation. She pointed out what an excellent job the teachers and staff did. She did point out, however that some Hess students who were on the buses were extremely hungry. She recommended that this be looked into if anything like this were to happen again. She also stated that it was terrifying to be sitting in the bus with her students and not being able to get out because of the crowd of parents outside of the Davies School. She also commented that the workshops with Andrea Lawful-Trainer have been helpful.

Carole Wright wanted to point out the irony of the discussion of the budget meeting and the fact that the custodial bid was tabled tonight. Custodial staff will be needed for the Saturday meeting.

Brian Beck, teacher and wrestling coach wanted to thank the Board of Education for bringing the wrestling program back to the school. He noted that the team was undefeated this season. He thanked Mary

Romagnino for donating the gift basket to the student council to be raffled off. All proceeds will go to the American Heart Association and the Jennifer Ward Fund.

Mrs. Petrolongo presented a check to the Education Foundation for their Christmas tree fundraiser. She also stated that the new programs added at the Hess Complex have been wonderful for her children. She would like to see these programs grow.

Maureen Bugby thanked the district and the bus drivers for the hard work during the recent evacuation. She understands that it is stressful. She also went on to say that she knows the Board is in a dilemma with the budget. She believes the Board members are all concerned about the children. She does not feel the vote of the Vice President should be a priority with the Board. She feels it should be settled between them. There are more important decisions that need to be made. She feels the Board needs to move on.

Bruce Strigh wanted to talk about the budget. He is hearing a lot about tax appeals and reassessments. He feels this means the value of the township is going down. He wants to know if the Board understands what the debt is and what has been done on past boards. He feels the Board members need to look at the past ten years to go forward with the budget. He feels they need to find a way to start with a zero based budget and he feels there is a way. We cannot continue to increase spending when the wealth is going down.

Laura Miller wanted to note that the Hess School will be hosting the All South Jersey Choir competition on March 1, 2014. A few of the Davies students have been selected and she would like to invite the Board members to attend.

### **EXECUTIVE SESSION**

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to enter into executive session for the purpose of discussing contract negotiations and personnel issues.

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 discussion of:

1. Contract Negotiations – Hamilton Township Supervisors, Coordinators and Directors Association (H.T.S.C.D.A.)
2. Personnel – Non-certificated supervisor

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. Further resolved the Board may take action on items discussed in executive session. The Board may be in executive session for approximately 30 minutes.

Voice Vote: All in favor (9-0-0). Motion carried

The Board entered into executive session at 10:25 p.m.

The Board reconvened the regular meeting at 11:07 p.m.

Motion by Dr. Erickson, seconded by Mr. Ciambrone, to approve the following motion, as presented:

1. To approve the termination of an employee whose name is on file with the Board Secretary effective February 18, 2014, with the last day of employment to be April 18, 2014.

**Termination of  
employee**

Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Francis and Mr. Sacchinelli (7-2-0)

### **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Cassidy, to adjourn the meeting.

Voice vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 11:09 p.m.

---

Daniel Smith  
Board Secretary

**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 1, 2014  
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 5:39 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

Dr. Anne 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 both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mrs. Amelia Francis, Mrs. Kim Melton, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: None

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**BOARD WORKSHOP**

Charlene Zoerb from the New Jersey School Board Association was present to conduct a Board Member Workshop on working as a team and working with the Superintendent.

- Ms. Zoerb noted that the Board has to work out its kinks before it can work as a team.
- Ms. Zoerb reviewed statements submitted by Board members from the last workshop noting what the Board likes, what the Board wants to leave behind and what the Board can do to move forward.
  - The Board then discussed ways to move forward; such as toning it down, refrain from personal attacks, and being team players.

Mr. Cassidy arrived at 6:00 p.m.



- Ms. Zoerb discussed Board members feeling like they are “stuck in the middle.”
  - She noted that Board members are committed, but cannot reach a consensus.
  - Ms. Zoerb discussed the board needing to be able to compromise and reach a consensus.

Mr. Ciambrone arrived at 6:12 p.m.

Ms. Zoerb continued the workshop and discussed the following topics:

- Not sharing information from executive sessions;
- Role of the Board in budget preparation;
- Communication of Board members with the Board President and Superintendent;
- Ways for the Board to move forward;
  1. Working on consensus
  2. Respecting each other
  3. Knowing roles and not overstepping
- What would help the board to move forward
  1. Retreat or team building exercise
  2. Going to NJSBA meetings and workshops together

Ms. Zoerb ended the workshop by noting the Board needs to reach a consensus on the budget.

The Board took a short recess at 6:55 p.m.

The Board reconvened the regular meeting at 7:08 p.m.

### **EXECUTIVE SESSION**

Motion by Mr. Sacchinelli, seconded by Mr. Aiken, to enter into Executive session.

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 discussion of:

- 2014-2015 Budget – potential elimination of existing positions and 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. Further resolved the Board may take action on items discussed in executive session. The Board may be in executive session for

approximately 30 minutes.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

The Board entered into executive session at 7:10 p.m.

The Board reconvened the regular meeting at 8:09 p.m.

### **APPROVAL OF MINUTES**

Regular and Executive session minutes of the meeting of February 18, 2014, as per attachment Minutes-1.

Regular and Executive session minutes of the meeting of March 4, 2014, as per attachment Minutes-2

Regular and Executive session minutes of the meeting of March 18, 2014, as per attachment Minutes-3.

Motion by Mrs. Capone, seconded by Mrs. Francis to table the discussion of the minutes of February 18, 2014, March 4, 2014, and March 18, 2014.

Mrs. Capone stated that she would like the School Business Administrator to review the minutes and make changes regarding some of the points made during the meetings.

Roll Call Vote: Seven in favor: Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken. Abstained: Mrs. Melton. (7-1-1)

### **CORRESPONDENCE**

Dr. Erickson read a letter from New Jersey School Board Association congratulating the Hamilton Township Board of Education for receiving sufficient credits to earn Board certification for the Board Member Academy.

### **BOARD MEMBER COMMENTS**

Dr. Erickson thanked the Board members who were able to attend the Shaner School to read to the students. Members of the community and the Board are invited each year for this event.

Dr. Erickson noted that two of the Board members will be attending the Cape May County School Boards meeting for training. Dr. Erickson will attend the National School Boards

Mays Landing, NJ  
April 1, 2014

Conference next week in New Orleans.

Dr. Erickson also noted the opportunity for Board members to attend the STEM workshop on April 25, 2014 at the NASA Space Center in Maryland.

Dr. Erickson gave an update on the issue for the position of Vice President. The two candidates have been asked to provide additional information to the Commissioner and the Board is still waiting on a decision.

Dr. Erickson also spoke regarding the National Honor Society induction at Oakcrest. She noted that most of the students have attended the schools in the Hamilton Township School District.

Mr. Aiken asked if the Board had discussion on the Board member comments portion of the meeting. Dr. Erickson stated that any announcements would be made through her as the President and the board members can make comments under new or unfinished business. Dr. Erickson noted she is following the decorum outlined in Roberts Rules of Order.

Mr. Goldstein stated that everyone has the right to speak, and it is a question of when that occurs. He noted Board members will speak; it is a matter of keeping the meeting moving.

Mr. Aiken feels that the President is taking away the opportunity for Board members to make comments. He also noted that the board members should make their own comments about an event or something they took part in.

Mrs. Melton asked if the Board members were supposed to make comments during the unfinished business portion of the meeting. Dr. Erickson noted that it depends on what type of comments they are; it would fall under unfinished or new.

Dr. Erickson noted that the object of the meeting is to get work done; which is the agenda. She also stated that the meetings give the public a chance to speak.

Mr. Ciambone asked when board members can make comments. Dr. Erickson stated that board members can make comments at the end of the meeting. She also noted this is a way to show one voice from the Board, similar to Dr. Cappelluti giving a Superintendent's report on behalf of the district.

Mr. Ciambone noted that he disagreed with Dr. Erickson's comments. He feels it is important for the Board members to make their own comments from their own perspective. Mr. Ciambone thought this was going to be discussed further before a decision was made.

Dr. Erickson asked about board members who may not be able to attend events because of a work schedule. Mr. Ciambone noted that he cannot attend every event and does not slight other board members for being able to attend.

Mrs. Francis stated that she did not feel Dr. Erickson was taking away the voice of the Board

members; but placing them in another part of the meeting. Dr. Erickson noted that this was correct.

Mr. Ciambrone would like to discuss this further to allow the entire Board to come to a decision. Dr. Erickson stated she would discuss this further with the Superintendent.

## **SUPERINTENDENT/STAFF REPORTS**

### **(A) Information Items**

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

- a. **April 1, 2014** – Board Workshop – Davies School – 5:30 p.m.
- b. **April 1, 2014** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **April 2, 2014** – Policy Committee Meeting – Board Office – 4:30 p.m.
- d. **April 7, 2014** – Curriculum Committee Meeting – Board Office – 3:00 p.m.
- e. **April 9, 2014** – Personnel Committee Meeting – Board Office – 4:15 p.m.
- f. **April 11, 2014** – Facilities Committee Meeting – Davies School – 7:30 a.m.
- g. **April 15, 2014** – Board of Education Meeting – Davies School – 7:00 p.m.
- h. **April 16, 2014** – National Junior Honor Society Induction Ceremony – Davies School – Davies School – 7:00 p.m.
- i. **April 24, 2014** – Finance Committee Meeting – Board Office – 4:00 p.m.

### **(B) Round-Up Registration/Pre-School and Kindergarten**

#### Joseph C. Shaner School

- May 20, 2014 - 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.
- May 21, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-5:00 p.m.
- May 22, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.

### **(C) Upcoming Spring Concert Dates for Hess and Davies**

- ♪ April 8, 2014 – Davies Band at Rowan University for the NJ State Band Festival
- ♪ April 9, 2014 – Davies Choir at Rowan University for the NJ State Choral Festival
- ♪ May 1, 2014 – Hess Spring Concert – Davies School – 7:00 p.m.
- ♪ May 3, 2014 – Davies Band at Absegami High School for the Elementary Honors Band Festival
- ♪ May 8, 2014 – 26<sup>th</sup> Annual Davies Spring Concert – Hess School

Dr. Cappelluti noted that the Atlantic County Freeholders conducted an art contest and one of our students, Marlon Hargis was awarded second place for the month of March.

Dr. Cappelluti wanted to thank Jessica Tobin for the great job done for the Ladies Tea held recently.

Dr. Cappelluti also recognized the students who participated in the recent Math Bowl in Egg Harbor Township. Out of 26 teams participating, one of our fifth grade teams placed third. Dr. Cappelluti congratulated those who took part in this event.

Dr. Cappelluti spoke about how well the PARCC testing has been going.

Dr. Cappelluti commented on the 2014-2015 Budget which will be presented at May 6, 2014 board meeting. The Board has unanimously agreed to a 1% increase with little to no job eliminations in the entire district.

Mrs. Capone asked if the students who placed in the Math Bowl were announced in the schools. Dr. Cappelluti said she would speak to the Principal regarding this. A teacher from the audience stated that the students were recognized. Mrs. Capone also noted that the students who did well on the hockey team were never recognized in the school.

### **PUBLIC COMMENTS**

George Hassa stated that he has heard a lot about the proposed budget, however he has not heard much about how much of the budget has been allocated to enhance the education of the children. He would like to know how curriculum is being impacted. He would like the superintendent to clarify what is in the budget to enhance the education of the students.

A woman in the audience stated that she would rather hear from the Board member who attended the event, rather than have the comments go through the Board President.

Gail Harris was happy to hear that there will not be job eliminations in the budget. She also noted that she would rather hear from the Board member who attended an event, rather than have the comments made through the Board President. Ms. Harris also made comments about Read Across America held in the school district stating how nice it was. She stated how wonderful the students were who performed during the Davies Performing Arts night. Ms. Harris encouraged everyone to attend this performance in the future.

Karen Petrolongo wanted to thank the Board for allowing her son and nine other children to attend the Math Bowl held in Egg Harbor Township. She feels it was a great experience for the students.

Dr. Erickson wanted to clarify Dr. Cappelluti's comments regarding the budget. She noted that Dr. Cappelluti stated "little to no" layoffs. She wanted the audience to understand this.

(D)

*Presentation:* School Performance Report

*Given by:* Lisa Dagit, Director of Curriculum and  
Instruction

**COMMITTEES AND RECOMMENDATIONS**

**BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

None

**CURRICULUM COMMITTEE – Mrs. Melton**

Motion by Mrs. Melton, seconded by Dr. Erickson, to approve the following motions as presented:

1. To approve the revised 2013-2014 District Calendar, as per attachment Curriculum-1. **2013-2014 District Calendar**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

2. Approve staff members to be compensated who provided professional development during the March 13<sup>th</sup> and 14<sup>th</sup> Professional Development Day (not to exceed 8 hours each) at the hourly rate of (\$26.00 certificated staff and \$15.00 non-certificated staff) as provided in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds, as per attachment Curriculum-2. **Compensation for professional development**

Mrs. Francis asked what close reading was. Dr. Erickson noted that the students pay close attention to all of the words and look at the reading in more detail.

Mrs. Capone asked if the list changed because of the contract. Dr. Cappelluti noted she will double check the list.

**FINANCE COMMITTEE – Mrs. Capone**

- |                                 |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|---------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|                                 | 1. | Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of February, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of February, 2014, as per attachment Finance-1.                                                                                                                                                                                                                                                                                                                                                                                      | <b>Report of Receipts and Expenditures</b> |
|                                 | 2. | To approve the Board Secretary's Report for the period ending February 28, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of December 31, 2013, 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 Finance-2. | <b>Board Secretary's Report</b>            |
| <b>Interest Income</b>          | 3. | Interest Income for the month of February, 2014, as per attachment Finance-3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |
| <b>Receipts</b>                 | 4. | Receipts for the month of February, 2014, as per attachment Finance-4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            |
| <b>Refunds</b>                  | 5. | Refunds for the month of February, 2014, as per attachment Finance-5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| <b>Capital Reserve Interest</b> | 6. | Capital Reserve Interest for the month of February, 2014, as per attachment Finance-6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            |
| <b>Rental Income</b>            | 7. | Rental Income for the month of February, 2014, as per attachment Finance-7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| <b>Miscellaneous Revenue</b>    | 8. | Miscellaneous Revenue for the month of February, 2014, as per attachment Finance-8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            |

**Budget  
Summary  
Report**

9. The monthly Budget Summary Report for the month of February, 2014, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

Mrs. Capone asked whether or not the legal services invoice included charges related to the vice president issue. Mr. Goldstein stated that it did.

Mrs. Capone noted that the Board was previously aware of information being leaked from executive session and she was told that a board member cannot direct the solicitor.

Mrs. Capone noted that Mr. Aiken could not authorize the solicitor to do the research for the vice president issue. Mr. Goldstein noted that Mr. Aiken wanted him to look into the legality of the vote.

Mrs. Capone disagreed that the Board should pay for these fees. She feels the Board did not authorize these services. Mr. Goldstein noted that the issue had to be resolved and it affected both board members.

Mr. Goldstein noted that other board members asked about the vice president issue. He also stated that Dr. Erickson had questions as well.

Dr. Erickson noted that a discussion should be had in the future regarding legal invoices stemming from an incorrect legal opinion. Mr. Goldstein noted that Dr. Erickson sent emails and incorrect statements about Roberts Rules. Mr. Goldstein also noted that he had to address the issues raised by Dr. Erickson.

**Budget  
transfers**

10. Budget transfers in the amount of \$635,375.00, as per attachment Finance-10.

**Superintendent's  
and Board**

11. Superintendent's and Board Secretary's



**Secretary's  
 certification**

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.

- 12. Purchase orders issued for the services, supplies and equipment in the amount of \$217,433.67, as per attachment Finance-12. **Purchase orders**
- 13. Bills and payroll in the total amount of \$7,544,140.39, as per attachment Finance-13. **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$492,681.37
11	Current Expense	1,425,952.92
11	Current Expense/Payroll	5,288,894.53
12	Capital Outlay	7,775.00
20	Special Revenue	54,607.16
20	Special Revenue/Payroll	95,860.98
50	Cafeteria	152,441.25
50	Kid's Corner	20,291.79
50	Community Education	5,635.39

- 14. Staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per attachment Finance-14. **Staff attendance at seminars, workshops and conferences**
- 15. Resolution #78 approving free meals for students at Pineland Learning Center, Inc. for the 214-2015 school year, as per attachment Finance-15. **Resolution #78**

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

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

- 1. To approve a Personal Leave of Absence for Lila Williams, without pay, in accordance with **Personal Leave of Absence for Lila**

the H.T.E.A. 2012-2015 Contract Article 10, Section D, Personal leave. This will be on an intermittent basis beginning March 25, 2014, as per attachment Personnel-1.

**Williams**

**Homebound instruction**

2. To approve homebound instruction for the 2013-2014 school year, as per attachment Personnel-2.

**Last day for Melanie Piskun**

3. To approve March 21, 2014 as the last day of employment for Melanie Piskun, Shaner School part-time Paraprofessional.

Ms. Piskun's resignation letter was previously approved on March 18, 2014.

Roll Call Vote: All in favor #1 & #2: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

Eight in favor #3: Mr. Aiken, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Buchanan. (8-1-0)

Motion by Dr. Erickson, seconded by Mrs. Melton, to approve the following motion, as presented:

**Retirement of Lorraine Fitting**

4. To accept a retirement notice from Lorraine Fitting, Davies School Administrative Secretary effective August 31, 2014, as per attachment Personnel – 4.

Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (7-2-0)

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

**Retirement of Mary Curcione**

5. To accept a retirement notice from Mary Curcione, Davies School teacher effective

June 30, 2014, as per attachment  
Personnel-5.

Roll Call Vote: All in favor: Mr. Aiken, Mrs.  
Buchanan, Mrs. Capone, Mr. Cassidy, Mr.  
Ciambrone, Mrs. Francis, Mrs. Melton, Mr.  
Sacchinelli, and Dr. Erickson. (9-0-0)

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

6. To accept a retirement notice from Rebecca Garofalo, Davies School teacher effective June 30, 2014, as per attachment Personnel-6. **Retirement of Rebecca Garofalo**

Mrs. Capone commented that she is sorry to see Mrs. Garofalo retire. She is an outstanding language arts teacher.

Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Capone, Mrs. Francis, and Dr. Erickson. (6-3-0)

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

7. To accept a retirement notice from Dorothy Torres, Davies School teacher effective June 30, 2014, as per attachment Personnel-7. **Retirement of Dorothy Torres**

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

8. To accept a retirement notice from Patricia Fleming, Davies School teacher effective June 30, 2014, as per attachment Personnel-8. **Retirement of Patricia Fleming**

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

Buchanan, Mrs. Capone, Mr. Cassidy, Mr.  
Ciambrone, Mrs. Francis, Mrs. Melton, Mr.  
Sacchinelli, and Dr. Erickson. (9-0-0)

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

- Retirement of Miguel Rodriguez**      9. To accept a retirement notice from Miguel Rodriguez, Hess School Custodian effective July 31, 2014, as per attachment Personnel-9.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

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

- Maternity leave for Jessica Hanley**      10. To approve a maternity leave of absence for Jessica Hanley, Hess School teacher. Mrs. Hanley is requesting to use her accumulated sick days from June 9, 2014 to the end of the school year with a return to work date of September 1, 2014, as per attachment Personnel-10.

- Maternity leave for Lisa Rotkowitz**      11. To approve a maternity leave of absence for Lisa Rotkowitz, Hess School teacher. Mrs. Rotkowitz is requesting to use her accumulated sick time from May 29, 2014 to the end of the school year and NJ Family Leave from September 2, 2014 through October 17, 2014, with a return to work date of October 20, 2014, as per attachment Personnel – 11.

Roll Call Vote: Eight in favor #10: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. Abstained: Mr. Ciambrone (8-0-1)

Roll Call Vote: All in favor #11: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy,

Mr. Ciambrone, Mrs. Francis, Mrs. Melton,  
Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

**POLICY COMMITTEE – Mrs. Buchanan**

None

**TRANSPORTATION COMMITTEE – Mr. Ciambrone**

Mr. Smith explained the plan discussed with Greater Egg Harbor Regional High School District regarding the agreement with them to help with the transportation department.

Dr. Cappelluti thanked Greater Egg Harbor Regional High School District for helping with this. It is a large job to do.

Dr. Erickson discussed how important a well-trained bus staff is in keeping the children disciplined on the buses. Mr. Smith explained that this was discussed during the meeting as well. Mr. Sheppard has indicated he will hold some type of training for the drivers.

Dr. Erickson also asked if the start times for Shaner and Hess were discussed. Dr. Cappelluti informed her that Shaner and Hess have not been discussed, but the start time for Davies was. It will be discussed further.

Motion by Mr. Ciambrone, seconded by Mrs. Capone, to approve the following motions as presented:

- |    |                                                                                                                                                                                                                                                                  |                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. | To approve club/activity trips for the 2013-2014 school year, as per attachment Transportation-1.                                                                                                                                                                | <b>Club/activity trips</b>           |
| 2. | To approve a Letter Agreement between the Hamilton Township Board of Education and the Greater Egg Harbor Regional High School District Board of Education to provide transportation services for the 2014-2015 school year, as per attachment Transportation-2. | <b>Letter Agreement with GEHRHSD</b> |

Mrs. Capone thought the agreed amount was \$10,000, not \$15,000. This was discussed in the Finance Committee meeting. Dr. Cappelluti explained that the original charge was between \$10,000 and \$15,000.

Mr. Ciambrone noted what an excellent job Michelle Corvino-Hackney is doing for transportation.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

## **RESOLUTIONS**

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

- Resolution #79** 1. To approve Resolution #79 Urging the State Board of Education to Develop an Endorsement for Teachers of Students with Dyslexia, as per attachment Resolutions-1.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Cassidy, Mr. Ciambrone, Mrs. Francis, Mrs. Melton, Mr. Sacchinelli, and Dr. Erickson. (9-0-0)

## **SOLICITOR'S REPORT**

Mr. Goldstein noted the case which was sent to each Board member via e-mail last week regarding the decision which allows the school district to pursue the bully if one of the students is injured. He indicated that it is groundbreaking information and can be discussed further. Liability can now be placed on the bully's parents and not the school if the school is found to have followed all proper procedures and policies. He will keep the Board advised of any further information.

## **UNFINISHED BUSINESS**

Dr. Erickson noted a meeting being held next week to follow up on the dedication of the Hess Pool.

Mrs. Capone wanted to note how important it is to understand that Board member comments are not being eliminated. She feels we should be following Robert's Rules and putting the comments in another place.

Mr. Ciambrone thinks it is important to note some things at the time it is being discussed and not to have to wait until the end of the meeting.

Dr. Erickson noted that this is an effort to make it a more professional meeting.

Mr. Aiken noted that Dr. Erickson has asked Board members to give comments to her to be made. Dr. Erickson noted that it is only if the Board member wished to do this. They can also make comments in unfinished business.

### **NEW BUSINESS**

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

To keep the comments on the Board meeting agenda as Board Member Comments and not make the change to Board President Comments.

Roll Call Vote: Five in favor: Mr. Aiken, Mr. Cassidy, Mr. Ciambrone, Mrs. Melton, and Mr. Sacchinelli. Nay: Mrs. Buchanan, Mrs. Capone, Mrs. Francis, and Dr. Erickson.  
(5-4-0)

### **PUBLIC COMMENTS**

Denise Brasher wanted to comment that the budget does not indicate what will be done to help the students. She feels money should be allocated to the special education program. She feels that the Hess School is not scoring high enough due to staff turnover. She would like to see the retired teachers replaced with the best teachers to educate our children.

Theresa Albani noted the achievements of the students and would like to see more in the newspapers. She was happy to hear that the Board was looking at changing the start and end times of the school day. Mrs. Albani also had a few questions regarding the budget. Her questions were clarified by Dr. Erickson.

Mrs. Albani asked about the Dyslexia program. Dr. Erickson noted that the Department of Education has not delivered the programs yet. The districts need to wait to hear from the State. Teachers will need to be more educated in this field. She also wanted to know if the bullying percentage is noted on the website. Dr. Cappelluti will look into this further. This information can be found on the State website.

Shannon Branca is happy to hear that the Board comment issue has

been resolved. She does not understand why some of the snow days were replaced with abbreviated days. Dr. Cappelluti stated that the abbreviated days were added as half days because the district also needed to add professional development days.

Mrs. Branca wanted to clarify that there were no sports eliminated from the budget. She also asked why parents were not invited as guest readers for the guest reader event. Dr. Cappelluti stated she would follow up with the administrators.

Margaret Erickson wanted to thank the Board for passing the dyslexia resolution on behalf of students with dyslexia. She feels it is a great stepping stone.

Eileen Shankle has not been called in as a substitute since being on vacation. She wanted to find out why since she heard that the district is not using as many substitutes. Dr. Cappelluti stated that the substitutes are being called in as needed; however cuts may be made in the future.

Jeff Gildiner wanted to thank the Board for the adjustments being made to the budget and for the limited number of job eliminations. He also wanted to thank the Board for motioning each retirement individually.

## **ADJOURNMENT**

Motion by Mr. Sacchinelli, seconded by Mr. Aiken, to adjourn the meeting.

Voice vote: All in favor: (9-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:10 p.m.

---

Daniel Smith  
Board Secretary



**MINUTES OF THE REGULAR SESSION MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 15, 2014  
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 7:02 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson.

**Call  
To  
Order**

Dr. Anne 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 both audio-tape and video-tape this meeting.

The following members answered roll call: Mr. Eric Aiken, Mrs. Stephanie Buchanan, Mrs. Peggy Capone, Mr. Greg Ciambone, Mrs. Amelia Francis, Mr. John Sacchinelli and Dr. Anne Erickson. Quorum present.

**Roll  
Call**

Members Absent: Mr. Greg Cassidy  
Mrs. Kim Melton

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools  
Mr. Daniel Smith: Board Secretary  
Mr. Eric Goldstein: Solicitor

**APPROVAL OF MINUTES**

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the meeting of March 4, 2014, as per attachment Minutes-2.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Dr. Erickson, seconded by Mr. Aiken, to approve the Regular and Executive session minutes of the meeting of March 18, 2014, as per attachment Minutes-3.

66

Mays Landing, NJ  
April 15, 2014

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

### CORRESPONDENCE

None

### PUBLIC COMMENTS

Gail Harris questioned the location of the concerts being held at the Hess and Davies schools that are listed on the agenda. Dr. Cappelluti responded that all concerts are held at the Hess School.

### BOARD MEMBER COMMENTS

Dr. Erickson noted that volleyball mania was held at the Davies School. Mr. Beck noted that 15 teams signed up for the event and the funds supported the 8<sup>th</sup> grade trip to the Cove.

Mr. Aiken thanked Mrs. Lamanteer and Mrs. LoPresto for the PIC meeting held last week that he attended with Mrs. Buchanan. He also thanked the Board members for reinstating Board member comments.

Mrs. Capone wanted to clarify that Board member comments were never removed from the agenda, but were being moved to a different section of the agenda. She also noted that some of the Board members have been working with Dr. Cappelluti to add additional tutoring programs for the students. Dr. Cappelluti noted she will be in the process of setting everything up for next year.

### SUPERINTENDENT/STAFF REPORTS

#### (A) Information Items

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

- a. **April 15, 2014** – Board of Education Meeting – Davies School – 7:00 p.m.
- b. **April 16, 2014** – National Junior Honor Society Induction Ceremony – Davies School – 7:00 p.m.
- c. **April 18, 2014** – Schools Closed – Spring Break
- d. **May 1, 2014** – Finance Committee – Board Office – 4:00 p.m.
- e. **May 6, 2014** – Curriculum Committee – Davies School – 3:00 p.m.
- f. **May 6, 2014** – Board Workshop – Davies School – 5:30 p.m.
- g. **May 6, 2014** – Board Meeting – Davies School – 7:00 p.m.
- h. **May 9, 2014** – Facilities Meeting – Board Office – 7:30 a.m.
- i. **May 14, 2014** – Personnel Meeting – Board Office – 4:15 p.m.

(B) Academic Achievement lists for the 2<sup>nd</sup> Trimester Grades 4 and 5, as per attachment IX-B.

- (C) Enrollment for the month of March, 2014, as per attachment IX-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.
- (E) Registration/Transfer Statistics for the Month of March, 2014, as per attachment IX-E.
- (F) New Homes and Certificates of Occupancy for the months of December, 2013 through February, 2014, as per attachment IX-F.
- (G) Discipline Reports for the month of March, 2014, as per attachment IX-G.
- (H) Round-Up Registration/Pre-School and Kindergarten:

Joseph C. Shaner School

- May 20, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.
- May 21, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-5:00 p.m.
- May 22, 2014 – 9:30 a.m.-12:00 p.m./1:00 p.m.-3:00 p.m.

(I) Upcoming Spring Concert Dates for Hess and Davies

- ♪ May 1, 2014 – Hess Spring Concert – Hess School – 7:00 p.m.
- ♪ May 3, 2014 – Davies Band at Absegami High School for the Elementary Honors Band Festival
- ♪ May 8, 2014 – 26<sup>th</sup> Annual Davies Spring Concert – Hess School – 7:00 p.m.

Mrs. Stecher and Mrs. Kozak were part of a panel of leadership for the Read 180 Program. Dr. Cappelluti thanked them for participating in this program.

Dr. Cappelluti informed the Board that a meeting was held last week to organize the dedication of the Hess Pool which will be held sometime in September. The committee unanimously elected to have the pool named the Margaret A. Stringer Aquatic Center.

- (J) PTA Fund Distribution Presentation given by Danielle Bolf, President of the Hamilton Township PTA.

Danielle Bolf, President of the PTA presented checks to all three schools of the District. She reviewed with the Board where the PTA would like to see the money spent. Ms. Bolf noted that the total amount of \$8,500 would be distributed as follows: \$2,500 Shaner, \$2,500 Hess and \$3,500 Davies.

Dr. Erickson recognized the PTA for their efforts in organizing the Town Hall meeting. She thanked the PTA members for all their efforts.

Mrs. Capone asked if there was anything the Board can do to help the

PTA. April Perone, Vice President of the PTA noted that the Board can help by continuing to support the PTA and to encourage parents to join and to help out. She noted that the next PTA meeting will be held on May 13, 2014 at the Hess School and, at that time, they will be electing a new executive board.

## **COMMITTEES AND RECOMMENDATIONS**

### **BUILDING/FACILITIES COMMITTEE – Mr. Sacchinelli**

None

### **CURRICULUM COMMITTEE – Mrs. Melton**

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion as presented:

1. To approve staff members to be compensated who provided professional development during the March 13th & 14th Professional Development Day (not to exceed 8 hours each) at the hourly rate (\$26.00 certificated staff & \$15.00 non-certificated staff) as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds, as per revised attachment – Curriculum-1.
2. To approve the 2014-2015 School District Calendar, as per attachment Curriculum-2.

Mrs. Capone noted she would like to see the calendar amended to move the professional development day to Monday, November 10, 2014 and to be closed on Tuesday, November 11, 2014 for Veteran's Day.

Dr. Erickson noted the half days that are listed on the calendar.

There was also a suggestion to change the dates in January and February.

Mrs. Francis noted that Mrs. Dagit had specific reasons for the dates she chose,

particularly January 28, 2015. She noted that the February PD day would be used to prepare for PARCC. Mrs. Francis noted that the goal was to have the least amount of interruption for the students at the beginning of the year.

Dr. Erickson noted that some districts offer PD on the teacher convention days. She suggested looking into this with the next contract. Dr. Erickson also noted that the district had a lot of snow days this year; which isn't normal.

Mrs. Francis noted that the dates on the calendar were discussed at the committee meeting. Mrs. Capone stated that the majority of the committee was not present and wished to discuss it further.

Dr. Erickson asked if the Board wanted to separate motions one and two.

Mrs. Francis stated that the Board needs to keep in mind that we could have a winter like this past one and we may lose snow days again.

Dr. Erickson wanted to clarify how the half days counted for the staff and students. Dr. Cappelluti explained that the staff must attend five full days of PD and the half days are added to the five full days. Dr. Cappelluti also noted that back to school nights and parent conferences are abbreviated days as well.

Mr. Aiken noted that he was always a supporter of having Veterans Day as a day off. This past year, when the school did have the day off, many of the students did attend the services in the area to honor veterans. He will, however, support whatever decision the Board makes.

Mrs. Capone asked if there were any

statistics on parent conferences. Dr. Cappelluti stated the information is on file and every parent has the right to sign up for a conference.

Mrs. Francis noted that the abbreviated days are used to accommodate parents who cannot make it to the school during the day. She also noted that teachers do not invite every parent so that there is more time to spend with parents of students who may need additional help.

Mrs. Capone stated she is not sure on the necessity of the half days because she does not know how many conferences are being held. Mrs. Capone noted she is trying to work with the committee but the Township has a lot of Veterans and families cannot attend Veteran's Day events because children are in school.

Mr. Aiken noted that the schools do a lot of activities on Veteran's Day, but the community events are good as well.

Mr. Sacchinelli asked about having students transported to the Veterans Day services. Dr. Cappelluti noted that the students have walked to the services in the past from the Shaner School.

Dr. Erickson asked if there was a consensus on closing school for Veteran's Day.

Mr. Ciambone agreed with Mrs. Capone that Veterans Day is an important day for the students to be off and attend the activities.

Mrs. Francis noted that she is not insensitive to Veteran's Day but she is concerned with the instruction of the children. Mrs. Francis asked if there was an unusual amount of absences on Veterans Day when school is in session.

Mr. Ciambrone asked if the day could be made an excused absence. Dr. Erickson stated this has been done in the past.

After discussion on the District Calendar, it was decided to withdraw the motions and approve the amended school calendar.

Motion by Mrs. Francis, seconded by Mr. Sacchinelli to withdraw the motions, as presented.

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

1. To approve staff members to be compensated who provided professional development during the March 13th & 14th Professional Development Day (not to exceed 8 hours each) at the hourly rate (\$26.00 certificated staff & \$15.00 non-certificated staff) as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds (*revised* attachment – Curriculum-1)

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

Motion by Mrs. Francis, seconded by Mr. Sacchinelli, to approve the following motion, as amended:

2. To approve the 2014-2015 School District Calendar, as per amended attachment Curriculum-2.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Ciambrone and Mrs. Francis. (5-2-0)

### **FINANCE COMMITTEE – Mrs. Capone**

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, 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 February, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of February, 2014.

2. To approve the Board Secretary's Report for the period ending February 28, 2014. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of February 28, 2014, 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.
3. To approve budget transfers in the amount of \$880,960.00, as per revised attachment Finance-3.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion as presented:

4. To approve 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, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr.



Erickson. (7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion as presented:

5. To approve bills and payroll in the total amount of \$7,544,140.39:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund/Payroll	\$492,681.37
11	Current Expense	1,425,952.92
11	Current Expense/Payroll	5,288,894.53
12	Capital Outlay	7,775.00
20	Special Revenue	54,607.16
20	Special Revenue/Payroll	95,860.98
50	Cafeteria	152,441.25
50	Kid's Corner	20,291.79
50	Community Education	5,635.39

Mrs. Capone asked Mr. Goldstein if he was directed by Dr. Cappelluti to do research regarding the selection of the Board Vice President. Mr. Goldstein stated he was not.

Mrs. Capone stated that the Board has to advise the solicitor as a whole.

Mr. Goldstein noted that there are issues that may be acted upon that an individual Board member may raise. Mr. Goldstein noted there are times when the solicitor acts without board direction; such as a due process hearing or review of bid specs.

Mrs. Capone asked if the Board President has the authority to direct the solicitor. Mr. Goldstein responded yes.

Dr. Cappelluti stated that some of the issues now being discussed is the reason why all e-mails should be directed to her. She noted that none of the emails concerning the vice president position were sent to her.

Mrs. Capone asked for clarification since Mr. Aiken had asked Mr. Goldstein to look into the vote. Mr. Goldstein noted that Mr. Aiken

brought it to his attention after he did legal research on his own. Mr. Goldstein noted that he looked at Mr. Aiken's research and felt he was correct.

Mr. Goldstein stated that he has an obligation to bring the issue to the Board if he feels the vote was not done properly. He noted that it was brought to the Board and then it turned into a greater inquiry.

Mrs. Francis asked if the district was billed for the initial review of information. Mr. Goldstein responded no, and noted that he began billing when the Board made this a contested issue.

Mrs. Capone noted that the district was billed \$1,560 for this issue. She asked Mr. Goldstein if the Board President could authorize him to do an investigation; which was discussed in December. Mr. Goldstein noted that he can be directed by the President to do something that he is able to do. Mr. Goldstein stated that he is a lawyer and not an investigator.

Dr. Erickson asked Mr. Goldstein if a charge was filed against the Board for an ethics violation, would he then research the charge. Mr. Goldstein stated he would research whether or not the charge could be defended, and he would not interview people and investigate the charge.

Mrs. Capone asked what the procedure would be. Mr. Goldstein noted he was not sure since the Board has not come across that situation.

Dr. Erickson noted that the Board could consult with School Boards in the future if needed.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Abstained: Dr. Erickson (6-0-1)

Motion by Mrs. Capone, seconded by Mrs. Francis to approve the following motion, as

presented:

6. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2013-2014 school year, as per revised attachment Finance-6.

Mrs. Capone noted that the Board has spent over \$71,000 for Teacher's College over the past two and a half years. She would prefer to have this money used for the students. Mrs. Capone does not feel these charges have proven to be successful in teaching the students.

Mrs. Capone also had questions regarding the Marzano Conference. Dr. Cappelluti explained how important it is for Mr. Santilli to attend this conference and bring the information back to the district. Dr. Cappelluti discussed how important professional development is for the staff, and she noted that the staff travel does not pertain to just new teachers.

Mrs. Capone also noted that the Board is voting on sending a retiring teacher to a conference on June 4, 2014.

Dr. Cappelluti asked Mr. Santilli to discuss the Marzano Conference.

Mr. Santilli spoke regarding the Marzano Conference he will be attending in Florida. He informed the Board about all of the elements of teaching that are involved in this conference. He feels it is a very informative conference for professional development. It is important for the success of the students. He is planning to use the information gathered from this conference for professional development with the district's staff.

Mrs. Capone asked if Mr. Santilli is attending the conference because he is not fully versed in the evaluation tool. Mr. Santilli noted that he is

He

versed in doing observations, but it is a complicated process. He noted that there are leadership components and turn keying information to the staff. Mr. Santilli stated that he is concerned with being great and not just being good.

Dr. Erickson asked if the NJDOE is offering any assistance to school districts for this topic. Mr. Santilli noted that the State is making a lot of changes in the first year; such as SGO's, SGP's and PARCC, and it may be more than the State can handle in one year. He noted the State cannot get the information out fast enough to assist the districts.

Mrs. Capone asked if Mr. Santilli will incorporate this trip with staff professional development. Mr. Santilli responded yes, and noted that he returns to the district and turn keys all professional development events that he attends.

Mrs. Francis asked what the conference will cover. Mr. Santilli noted there are keynote speakers and breakout sessions. He also noted the conference will address instructional practices.

Dr. Erickson asked if Mr. Santilli can invite the Board to the PD session when he presents information from the conference.

Mrs. Capone stated that she wants the Board to consider the achievement levels of the students. She noted that the district spends money on professional development but feels the district is not getting our bang for our buck.

Dr. Erickson noted the two staff members attending the NASA STEM workshop being provided by NJSBA. She also pointed out that Mrs. Stecher and Mrs. Kozak are attending workshops with no costs.

Dr. Erickson asked if anyone on the Board

would like to separate the items within #6.

Mr. Ciambrone noted that the Board should look at the interaction of teachers and parents. He does not feel it is fair to put all of the blame on the teachers. Mr. Ciambrone wants the Board to keep this in mind.

Dr. Erickson noted that one of the Board goals is to increase parental involvement.

Mrs. Capone noted that she was not shifting the blame to the teachers; she wants to address services that will help address students within our curriculum. Mrs. Capone noted that the Board cannot blame parents for students who are not achieving. She wants to see money utilized for the students.

Dr. Cappelluti noted that tutoring programs being implemented for next year will help the students. She also noted that the Board cannot select the PD for the staff; the decision needs to be left with the administration to determine what PD is appropriate.

Mrs. Francis asked if Mr. Santilli plans on attending this conference annually. Mr. Santilli responded no.

Mrs. Capone stated that she would like to separate the Teacher's College Summer Writing Institute, NJAFPA Workshop for reading Specialist, and the Marzano Conference.

Motion by Mrs. Capone, seconded by Mrs. Buchanan to separate the vote on the Teachers College Summer Writing Institute, NJAFPA Workshop and the Marzano Conference listed in attachment #6.

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Capone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken and Mr. Ciambrone. (5-2-0)

Roll Call Vote on the remaining travel in attachment 6: Six in favor: Mr. Aiken, Mrs.

Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Buchanan. (6-1-0)

Roll Call Vote for staff to attend Teachers College Summer Writing Institute:

Three in favor: Mr. Aiken, Mr. Ciambrone, and Mr. Sacchinelli. Nay: Mrs. Buchanan, Mrs. Capone, Mrs. Francis and Dr. Erickson. (3-4-0)

Roll Call Vote for staff to attend the NJAFPA Workshop:

Three in favor: Mr. Aiken, Mr. Ciambrone, and Mrs. Francis. Nay: Mrs. Buchanan, Mrs. Capone, Mr. Sacchinelli, and Dr. Erickson. (3-4-0)

Roll Call Vote for staff to attend the Marzano Conference:

Six in favor: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Capone. (6-1-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motions, as presented:

7. To approve Resolution #78 approving free meals for students at Pineland Learning Center, Inc. for the 2014-2015 school year.
8. To accept the funds from the Hamilton Township PTA in the amount of \$8,500.00 for the 2013-2014 school year as follows, as per attachment Finance-8:

Shaner School:

- Music \$500.00
- Art \$250.00
- Library \$500.00
- Nurse \$250.00
- Science \$500.00
- Field Day \$500.00

Hess School:

- Music \$500.00
- Art \$250.00
- Nurse \$250.00
- Swimming \$500.00
- Science \$500.00
- Field Day \$500.00

Davies School:

- Music \$250.00
- Art \$500.00
- Library \$500.00
- Nurse \$250.00
- Science \$500.00
- 8<sup>th</sup> Grade Graduation \$1,000.00
- 6<sup>th</sup> & 7<sup>th</sup> Field Days \$500.00

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson.  
(7-0-0)

Motion by Mrs. Capone, seconded by Mr. Sacchinelli, to approve the following motion, as presented:

9. To approve to solicit Requests for Proposals (RFP's) for school physician services.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

**PERSONNEL /NEGOTIATIONS COMMITTEE – Mr. Aiken**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

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

1. To approve district substitutes for the 2013-2014 school year, as per attachment Personnel-1.
2. To approve homebound instruction for the 2013-2014 school year, as per attachment

Personnel-2.

3. To approve a fieldwork placement for the 2013-2014 school year, as per attachment Personnel-3.

Six in favor #1: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis. (6-1-0)

All in favor #2 & #3: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

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

4. To accept a retirement notice from Norma Sullivan, Davies School Custodian, effective June 30, 2014, as per attachment Personnel-4.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

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

5. To accept a retirement notice from Traci Schubert, Hess School teacher, effective June 30, 2014, as per attachment Personnel-5.

Roll Call Vote: All in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

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

6. To approve Alison Williams as part-time, 10



month, 29 hour/week Davies School paraprofessional for beginning April 16, 2014 through June 30, 2014, Paraprofessional Guide, Step 1, with a total annual salary of \$15,103.00, pro-rated, as per attachment Personnel-6.

Ms. Williams is a replacement for Valerie Rajca who has resigned.

7. To approve an in-house transfer for Cindy Fulton from the Hess Pool to a full-time Shaner School paraprofessional effective March 24, 2014, as per attachment Personnel-7.

Roll Call Vote: All in favor. Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

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

8. To approve Rebecca Rosen as a full-time Shaner School teacher beginning April 16, 2014 through June 30, 2014, M.A., Step 1, with a total annual salary of \$48,275.00, pro-rated, as per attachment Personnel-8.

Ms. Rosen is a replacement for Pamela Pierson who is on a maternity leave of absence.

Roll Call Vote: Five in favor: Mr. Aiken, Mrs. Buchanan, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Mrs. Capone. Abstained: Dr. Erickson. (5-1-1)

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

9. To approve a stipend for Brian Beck in the amount of \$2,939.00 as a wrestling coach for the 2013-2014 school year.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mr. Sacchinelli, and Dr. Erickson. Nay: Mrs. Francis (6-1-0)

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

10. To accept a retirement notice from Donna Hess, Guidance Counselor, effective June 30, 2014, as per attachment Personnel-10.

Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Dr. Erickson. (6-1-0)

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

11. To accept a retirement notice from Lila Williams, Hess School teacher, effective June 30, 2014, as per attachment Personnel-11.

Roll Call Vote: Six in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Mr. Sacchinelli. Nay: Dr. Erickson. (6-1-0)

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

12. To approve John Weisentein as a part-time, 15 hour/week Food Service worker beginning April 16, 2014 through June 30, 2014, Food Service Guide, Step 1, for a total annual salary of \$6,660.00, pro-rated, as per attachment Personnel-12.

Mr. Weisentein is a replacement for John Ingersoll who has resigned.

13. To approve Rigoberto Sanchez as a part-time, 27.5 hour/week Food Service worker beginning April 16, 2014 through June 30, 2014, Food Service Guide, Step 1, for a total

annual salary of \$12,210.00, pro-rated, as per attachment Personnel-13.

Mr. Sanchez is a replacement for Kevin Graham who was terminated.

14. To approve revised start dates for the following employees for their NJ Family Leave:
  - Donna Lee Stickle – 4/23/14 to the end of the school year
  - Theresa Christman – 4/22/14 to the end of the school year
  - Pamela Thomas – 5/21/14 to the end of the school year
  - Danielle Grimaldi – 4/15/14 to the end of the school year
  - Jenna Kyle – 3/28/14 to the end of the school year
  - Carla Burke – 3/28/14 to the end of the school year

These were all previously approved.

15. To approve the following Kid's Corner substitutes for the 2013-2014 school year at the rate of \$10.00/hour:

Alfred DeStefano, Jr.  
Matthew Phillips

All in favor #12, #13 & #14: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciabrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Five in favor #15: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciabrone, and Mr. Sacchinelli. Nay: Mrs. Francis and Dr. Erickson. (5-2-0)

**POLICY COMMITTEE – Mrs. Buchanan**

Motion by Mrs. Buchanan, seconded by Mrs. Capone to approve the following motion, as presented:

1. To approve Policy 0164.1 – Role of the Board Chair on first reading, as per attachment Policy-1.
2. To approve Policy #0167 – Public Participation in Board Meetings on first reading, as per attachment Policy-2.
3. To approve Policy #8451.1 Pediculosis on first reading, as per attachment Policy-3.
4. To approve Regulation #8451.1 Pediculosis on first reading, as per attachment Policy-4.

Mr. Sacchinelli had a comment on Item 2; he suggested having a sign-up sheet to allow the public to make comments on items they would like to discuss during the meeting.

Mr. Sacchinelli also suggested having a consent agenda. He noted this would make it easier for the Board to comment to the public.

Mr. Aiken asked why the committee was reducing the time for public comment. Mrs. Buchanan stated that the committee is trying to streamline the meetings.

Mr. Aiken asked why the committee is considering Item 1. Mrs. Buchanan stated that the policy will help run the meetings more efficiently.

Roll Call Vote: All in favor #1, #3 and #4: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

Six in favor #2: Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. Nay: Mr. Aiken. (6-1-0)

**TRANSPORTATION COMMITTEE – Mr. Ciambrone**

Motion by Mr. Ciambrone, seconded by Mr. Aiken, to approve the following motion, as

presented:

1. To approve club/activity trips for the 2013-2014 school year, as per attachment Transportation-1.

Roll Call Vote: All in favor. Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, Mr. Sacchinelli, and Dr. Erickson. (7-0-0)

### **RESOLUTIONS**

None

### **SOLICITOR'S REPORT**

Mr. Goldstein noted that he received an e-mail from an interested party of the Duberson School. He will forward this information to the Board and it can be discussed further at a later time.

### **UNFINISHED BUSINESS**

Mr. Aiken asked Mr. Goldstein a question regarding the Roberts Rules of Order handout previously received from Dr. Erickson. He wanted to know if this was regarding when a motion was made or during debate.

Mr. Goldstein stated that it was referring to debate. The section of Roberts Rules in question does not relate to general conduct.

Mr. Aiken noted page 393 where Roberts Rules state to avoid the use of Board Member's names.

Mrs. Capone asked what the Board can do for the lack of recycling at the Shaner School. Mr. Sacchinelli will address this issue at the next facilities committee meeting to make sure the custodians are recycling properly.

Mrs. Capone asked Mr. Smith about an update of the cuts to the budget. Dr. Cappelluti noted that a packet will be sent to the Board Members.

### **NEW BUSINESS**

Mrs. Capone asked if the Board can have a presentation regarding the tutoring program. Dr. Cappelluti noted that the Board should receive this

by the May 6, 2014 meeting.

Mrs. Capone asked if Charlene Zoerb recommended the Board certification recently received. Dr. Erickson spoke to Ms. Zoerb recently and stated that NJSBA wanted to credit the Board for the time they have put in for training.

Mrs. Capone asked about bus drop off times and if paraprofessionals could offer tutoring services before school starts. Dr. Cappelluti noted she would have to look into it.

Mrs. Capone asked what the district is doing to address students who are in need of additional help. Dr. Cappelluti noted the principals will be presenting information at the next board meeting.

Mr. Sacchinelli noted a NJSBA workshop he attended with Mrs. Capone and stated that the workshop was very beneficial and they gathered a lot of good information.

Dr. Erickson noted the Board can ask the School Ethics Commission for an advisory opinion on whether or not a board member can take part in certain discussions or votes. She asked the Board if a request should be submitted since there is different information available regarding board members who have a spouse working in the district.

Dr. Cappelluti noted that the Board needs to vote on whether or not they want to proceed with this request.

Mrs. Capone noted that she felt the Board was also asking for an opinion on board members who have relatives working in the district.

Mr. Aiken asked Mr. Goldstein if he can advise board members when they can or cannot vote on an issue. Mr. Goldstein stated that was correct.

Dr. Erickson noted that the commission will review the request and respond with their recommendation on how to proceed. She noted the advisory opinion will help guide the board to operate correctly.

Mr. Aiken asked how many opinions the Board would be asking for. Dr. Erickson stated that is what the discussion is about, asking for none, one or two.

Mr. Ciambone asked what questions would be asked of the commission. Dr. Erickson stated that could be discussed, she used the hiring of the labor relations consultant as an example. Dr. Erickson noted that Mr.

Goldstein informed Mr. Ciambrone that he could take part in the discussion and vote, but she felt it could possibly be a conflict.

Mr. Ciambrone noted that when he first came on the Board he asked Mr. Goldstein to inform him of any potential conflicts that could arise when voting or discussing certain topics. Mr. Ciambrone noted that the Board is making progress and moving forward but this discussion is stifling that progress.

Dr. Erickson noted that this will prevent questions from being asked in the future as to what is or is not appropriate. Mrs. Francis asked if getting the advisory opinion is just an opinion or will it include rules and regulations.

Mr. Goldstein noted that the inquiry to the commission must be narrow in order to receive an opinion. He also noted that the commission may choose not to address the inquiry. Mr. Goldstein noted that the commission will give a narrowly tailored answer.

Mrs. Francis stated that getting the advisory opinion would protect the whole Board, and is not meant to stifle anyone.

Mrs. Capone noted that she raised some of these questions at a NJSBA workshop and the legal counsel suggested getting an advisory opinion.

Mr. Sacchinelli asked if a legal opinion was already issued for board member #1. Dr. Erickson noted that the opinion that was given to the Board is outdated and new information may be available through the commission.

Mr. Sacchinelli asked about board member #2 and noted that previously a board member who had a spouse in the district would not take part in certain discussions. He also noted that Mr. Ciambrone would not put himself in a position to do anything wrong.

Mr. Aiken noted that the advisory opinion previously reviewed was similar to his situation and it stated that he could take part in all board activity. Dr. Erickson noted that Mr. Aiken can use that opinion as his defense, but a more current opinion would be more helpful to him.

Mr. Aiken noted that Mr. Goldstein informed him that he could take part in all board activity without any conflicts.

Dr. Erickson asked if there is a proposal to get the advisory opinion. Mr. Smith noted that the Board could vote to start the process of getting an advisory opinion, but the actual submission would have to be Board

approved since it would be submitted on behalf of the Board.

Mr. Goldstein noted that someone would have to prepare a specific statement to be submitted to the commission. Mr. Goldstein stated that it would be good for all board members to have input in the submission.

Dr. Cappelluti asked who is on the commission. Mr. Goldstein stated that the commission renders opinions. He also stated that an advisory opinion is not law and is not binding. Mr. Goldstein stated that the opinion will give what the commission thinks is appropriate.

Motion by Dr. Erickson, seconded by Mrs. Buchanan to begin the process to obtain an advisory opinion to clarify the limitations of present Board members whose spouses work for the school district:

Roll Call Vote: Five in favor: Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, Mrs. Francis, and Dr. Erickson. Nay: Mr. Aiken. Abstained: Mr. Sacchinelli. (5-1-1)

Motion by Dr. Erickson, seconded by Mrs. Buchanan to begin the process to obtain an advisory opinion to clarify the limitations of present Board members whose siblings work for the school district as on call, at will substitutes.

Roll Call Vote; Five in favor: Mr. Aiken, Mrs. Buchanan, Mrs. Capone, Mr. Ciambrone, and Mrs. Francis. Abstained: Mr. Sacchinelli and Dr. Erickson. (5-0-2)

## **PUBLIC COMMENTS**

April Perone spoke regarding the policy of public participation during a Board meeting and the proposed sign in sheet. She asked the Board if they will acknowledge how many people in the public wish to discuss the same topic during the Public Comments portion of the meeting after the new policy is in effect. Mrs. Perone also wanted to know if there is any consideration for those who develop comments during the course of the meeting.

Dr. Erickson answered yes to the first part of the question. She informed Mrs. Perone that the second part of her question will have to be looked in to.

Mrs. Perone also noted Mr. Ciambrone's comments regarding responsibility of academic success. She noted that there are students who fail to meet standards despite the efforts of parents and teachers



combined.

Laura Muller noted that one of her own children falls in the partially proficient area of learning. She questioned why her daughter is getting A's and B's in all subjects of her report card now that she is in 6<sup>th</sup> grade at the Davies School, but yet she cannot pass the language arts section of the NJASK Test. She questioned whether or not the curriculum was failing or the NJASK Test.

Steve Santilli thanked the PTA for their generous donation to the schools and for their continued support.

Brian Beck thanked the Board for approving his stipend for coaching the wrestling team. He informed the Board that the National Junior Honor Society will be holding fundraisers to help raise money for the Margaret Stringer Aquatic Center. Mr. Beck also commented on the time spent on discussion at the Board meetings by Board members.

Gail Harris asked if and when there will be an amended budget presentation. She also thanked the PTA for all of their support and hard work for the school.

### **ADJOURNMENT**

Motion by Dr. Erickson, seconded by Mr. Sacchinelli, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 10:05 p.m.

---

Daniel Smith  
Board Secretary

**RESOLUTION #80**

**RESOLUTION OF THE HAMILTON TOWNSHIP  
BOARD OF EDUCATION TO ADOPT THE 2014-2015 BUDGET**

The Board of Education of Hamilton Township hereby adopts the following budget for the 2014-2015 school year:

The budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment      3,114

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	\$42,187,046	\$16,837,703
Special Revenue Fund	1,521,516	
Debt Service Fund	<u>4,549,299</u>	<u>3,035,058</u>
Total Base Budget	\$48,257,861	\$19,872,761

As per N.J.A.C. 6A:23B-1.2(b), the budget provides for maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2014-15 budget includes a maximum travel appropriation of \$100,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2014-2015 budget is a maximum regular business travel amount of \$1,500.00 per employee.

Finance-2

BOARD REPORT OF RECEIPTS AND EXPENDITURES

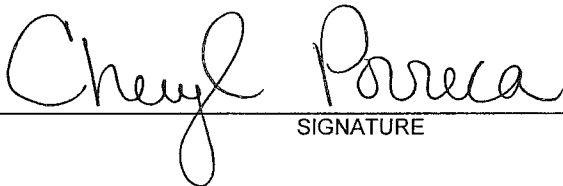
DISTRICT OF HAMILTON TOWNSHIP

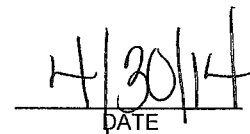
ALL FUNDS

FOR THE MONTH ENDING: MARCH 31, 2014  
CASH REPORT

FUNDS	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 GENERAL FUND-FUND 10	6,011,772.18	5,361,732.57	3,890,887.34	7,482,617.41
2 SPECIAL REVENUE FUND-FUND 20	-	225,394.52	225,394.52	-
3 CAPITAL PROJECTS FUND-FUND 30	206,686.30	-	-	206,686.30
4 DEBT SERVICE FUND-FUND 40	57,253.69	-	-	57,253.69
5 TOTAL GOVERNMENTAL FUNDS (LINES 1 THRU 4)	6,275,712.17	5,587,127.09	4,116,281.86	7,746,557.40
6 ENTERPRISE FUND	376,005.01	179,284.36	154,902.17	400,387.20
7 SCHOLARSHIP FUND	22,000.00	-	-	22,000.00
TRUST AND AGENCY FUNDS				
8 PAYROLL	-	1,336,139.46	1,336,139.46	-
9 PAYROLL AGENCY	128,245.95	1,602,400.40	1,614,316.14	116,330.21
10 UNEMPLOYMENT FUND	314,487.87	11,339.34	-	325,827.21
11 TOTAL TRUST & AGENCY FUNDS (LINES 8 THRU 10)	442,733.82	2,949,879.20	2,950,455.60	442,157.42
12 TOTAL ALL FUNDS (LINES 5, 6, 7 AND 11)	7,116,451.00	8,716,290.65	7,221,639.63	8,611,102.02

PREPARED AND SUBMITTED BY:

  
SIGNATURE

  
DATE

**BOARD REPORT OF RECEIPTS AND EXPENDITURES**

DISTRICT OF HAMILTON TOWNSHIP

SPECIAL REVENUE FUND

FOR THE MONTH ENDING: MARCH 31, 2014  
CASH REPORT

SPECIAL REVENUE - FUND 20	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
1 FROM GENERAL FUND	116,309.16	186,128.67	-	302,437.83
2 NONPUBLIC TEXTBOOKS	967.34	-	-	967.34
3 NONPUBLIC AUXILIARY SERVICES	14,128.06	8,959.00	6,252.00	16,835.06
4 NONPUBLIC HANDICAPPED SERVICES	3,337.94	3,340.00	3,340.00	3,337.94
5 NONPUBLIC NURSING SERVICES	(3,165.25)	3,165.25	-	-
6 ADULT EDUCATION	-	-	-	-
7 VOCATIONAL EDUCATION	-	-	-	-
8 OTHER - STATE	66,615.93	23,801.60	58,169.68	32,247.85
9 P.C. 100-297 CHAPTER 1	-	-	-	-
10 P.C. 100-297 CHAPTER 2	(83,755.00)	-	71,823.89	(155,578.89)
11 IDEA, PART B (HANDICAPPED)	(111,413.14)	-	83,765.09	(195,178.23)
12 P.C. 101-392 (VOCATIONAL EDUCATION)	-	-	-	-
13 P.C. 91-230 (ADULT EDUCATION)	-	-	-	-
14 OTHER - FEDERAL	(3,025.04)	-	2,043.86	(5,068.90)
15 TOTAL SPECIAL REVENUES (LINES 1 THRU 14) (MUST AGREE WITH LINE 2, PAGE 1)	(0.00)	225,394.52	225,394.52	0.00

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Summary

MARCH 2014

Ocean City Home Bank - General Fund - New Account	5,128,178.21
Ocean City Home Bank - General Fund - Old Account	-
Ocean City Home Bank - Capital Reserve	1,209,603.80
Ocean City Home Bank - Capital Projects	929,714.74
NJ ARM	478,560.65
Petty Cash	500.00
Total Governmental Funds	<u>7,746,557.40</u>
Food Service Account	108,721.24
Opening/Petty Cash	250.00
Kids Corner Account	118,930.91
Community Education Account	4,349.69
Camp Blue Star Account	168,135.36
Total Enterprise Funds	<u>400,387.20</u>
Certificate of Deposit	22,000.00
Total Scholarship Funds	<u>22,000.00</u>
Payroll Account	0.00
Payroll Agency Account	116,330.21
Unemployment Account	325,827.21
Total Trust & Agency Funds	<u>442,157.42</u>
Total All Funds	<u>8,611,102.02</u>

Prepared And Submitted By:

Cheryl Parra  
Signature

4/30/14  
Date

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #981240377  
New General Account

MARCH 2014

---

Balance Per Bank Statement	5,161,733.38
Deposits in Transit	-
Total O/S Checks	(33,555.16)
Adjustments-	(0.01)
Reconciled Bank Balance	<u>5,128,178.21</u>
Book Balance, Beginning of Month	3,657,493.96
Deposits	5,593,654.06
Disbursements	(4,123,491.18)
Interest	521.37
Adjustments	-
Book Balance, End of Month	<u>5,128,178.21</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #981022221  
Old General Account-CLOSED

MARCH 2014

---

Balance Per Bank Statement	-
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	-
Disbursements	-
Interest	-
Adjustments	-
Book Balance, End of Month	<u>-</u>

96

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Certificate of Deposit

MARCH 2014

---

Balance Per Bank Statement	22,000.00
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>22,000.00</u>
Book Balance, Beginning of Month	22,000.00
Deposits	-
Disbursements	-
Interest	-
Adjustments	-
Book Balance, End of Month	<u>22,000.00</u>



BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406722  
Capital Reserve Account

MARCH 2014

---

Balance Per Bank Statement	1,209,603.80
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>1,209,603.80</u>
Book Balance, Beginning of Month	1,209,449.72
Deposits	-
Disbursements	-
Interest	154.08
Adjustments	-
Book Balance, End of Month	<u>1,209,603.80</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980973788  
Capital Projects Account

MARCH 2014

---

Balance Per Bank Statement	929,714.74
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>929,714.74</u>
Book Balance, Beginning of Month	929,714.74
Deposits	-
Disbursements	(118.44)
Interest	118.44
Adjustments	-
Book Balance, End of Month	<u>929,714.74</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
NJ ARM  
Account #213-00

MARCH 2014

---

Balance Per Bank Statement	478,560.65
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>478,560.65</u>

Book Balance, Beginning of Month	478,553.75
Deposits	-
Disbursements	-
Interest	6.90
Adjustments	-
Book Balance, End of Month	<u>478,560.65</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406698  
Food Service Account

MARCH 2014

---

Balance Per Bank Statement	108,088.94
Deposits in Transit	1,339.17
Total O/S Checks	(115.75)
Adjustments:	(591.12)
Reconciled Bank Balance	<u>108,721.24</u>

Book Balance, Beginning of Month	87,357.06
Deposits	151,054.71
Disbursements	(129,703.15)
Interest	12.62
Adjustments	-
Book Balance, End of Month	<u>108,721.24</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406714  
Kids Corner Account

MARCH 2014

---

Balance Per Bank Statement	119,170.85
Deposits in Transit	-
Total O/S Checks	(239.94)
Adjustments	-
Reconciled Bank Balance	<u>118,930.91</u>
Book Balance, Beginning of Month	111,858.74
Deposits	28,105.01
Disbursements	(21,047.68)
Interest	14.84
Adjustments	-
Book Balance, End of Month	<u>118,930.91</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406748  
Community Education Account

MARCH 2014

---

Balance Per Bank Statement	4,349.69
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>4,349.69</u>
Book Balance, Beginning of Month	7,765.29
Deposits	75.00
Disbursements	(3,491.34)
Interest	0.74
Adjustments	-
Book Balance, End of Month	<u>4,349.69</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980410773  
Camp Blue Star Account

MARCH 2014

---

Balance Per Bank Statement	168,135.36
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>168,135.36</u>
Book Balance, Beginning of Month	168,773.92
Deposits	-
Disbursements	(660.00)
Interest	21.44
Adjustments	-
Book Balance, End of Month	<u>168,135.36</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406631  
Net Payroll Account

MARCH 2014

---

Balance Per Bank Statement	24,924.95
Deposits in Transit	-
Total O/S Checks	(24,924.95)
Adjustments:	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	1,336,131.12
Disbursements	(1,336,139.46)
Interest	8.34
Adjustments	-
Book Balance, End of Month	<u>0.00</u>



BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406656  
Payroll Agency Account

MARCH 2014

---

Balance Per Bank Statement	156,936.93
Deposits in Transit	-
Total O/S Checks	(40,606.73)
Adjustments	0.01
Reconciled Bank Balance	<u>116,330.21</u>
Book Balance, Beginning of Month	128,245.95
Deposits	1,602,336.20
Disbursements	(1,614,316.14)
Interest	64.19
Adjustments	0.01
Book Balance, End of Month	<u>116,330.21</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools  
Bank Reconciliation  
Ocean City Home Bank  
Account #980406706  
Unemployment Account

MARCH 2014

---

Balance Per Bank Statement	325,827.21
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>325,827.21</u>
Book Balance, Beginning of Month	314,487.87
Deposits	11,298.90
Disbursements	-
Interest	40.44
Adjustments	-
Book Balance, End of Month	<u>325,827.21</u>