

**MINUTES OF THE REGULAR BUSINESS MEETING
of the
HAMPTON BOARD OF EDUCATION
32-41 South Street
Hampton, NJ 08872**

October 25, 2011

Call to Order – Tim Reeve, President - The meeting was called to order by President Tim Reeve at 7:00 p.m. The meeting was held in the Hampton Public School Library as publicly advertised.

Open Public Meeting Announcement - The following is made part of the minutes:
“In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight’s meeting in area newspaper, the Hunterdon Democrat, on October 13, 2011, and posted in public buildings which include the Hampton Borough Hall and Hampton School.”

Pledge of Allegiance - All of those present participated in the pledge to the allegiance.

Roll Call – Christine Werner, Interim SBA/Board Secretary

Present: Tim Reeve, President Gina Sharkey
 Cheryl Drzewoszewski, Vice President
 Kimberly Donnenberg William Peterson

Also Present: Joanna Hughes, Superintendent/Principal
 Christina Werner, Interim Business Administrator/Board Secretary
 There were eighteen (18) members of the public present.

Minutes Approval

Board Trustee William Peterson moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

September 20, 2011 - Regular Meeting

The motion was seconded by Board Trustee Cheryl Drzewoszewski and approved was approved by a majority voice vote of the members present:

AYES: Ms. Drzewoszewski, Mr. Peterson, Ms. Sharkey, and Mr. Reeve, President.
NAYS: None
ABSTENTIONS: Ms. Donnenberg due to her absence from the meeting.

Communications

Board Trustee Cheryl Drzewoszewski moved the following resolution:

Recommend the communications mentioned be listed in the minutes and action be taken as noted.

1. 2011-2012 Nursing Services Plan
2. Letter from Mrs. Kristine Peterson, Mayor of Hampton Borough
3. Letter from Robert Cicchino, Office of Fiscal Accountability and Compliance
4. 2011 Safety Grant Award
5. Letter from Mr. William Peterson
6. Letter regarding construction project at Hampton School
7. Email – Franklin Township Board of Education – Shared Services Consideration
8. 8th Grade Presentation

The motion was seconded by Board Trustee Gina Sharkey and was approved by a unanimous voice vote by all members present.

Comments from Public I (Public discussion of agenda items.)

Brief comments on any matter of interest to the district should be reserved for the time reserved in the order of business. File Code:9322

President Reeve stated that, at this time, the Board of Education would like to ask the 8th Grade Representatives here this evening in the audience to speak with the Board of Education and public regarding the current events taking place at the Hampton Public School.

Mr. Micheal Kiley and Mr. Zachery Peterson introduced themselves to the public and the Board of Education Members. Mr. Peterson stated that he is an 8th grade student in Mr. Jones and Mrs. Flynn's class. Mr. Peterson stated "Each month there will be new 8th grade faces at every board meeting to talk to you about what is happening in our school. Mr. Kiley stated that he is also an 8th grade student in Mr. Jones and Mrs. Flynn's class and stated "Tonight is our 2nd time we are coming to speak with you about the good things that are happening in our school. We have a lot of things going on that are creating excitement for my classmates and our school." Mr. Kiley and Mr. Peterson provided an overview and commentary regarding the following matters:

Respect Week – October 3-7, 2011. All middle school students took part in various activities related to "respect" which is one of the pillars of character education.

Quote of the Day – "Each day," Mr. Kiley and Mr. Peterson stated that, "Mr. Jones has read a quote of the day that teaches students about character, leadership and integrity for the whole school to listen to. This is part of the public speaking instruction that Mr. Jones requires the students to do for the future."

Academic Incentive – Mr. Kiley and Mr. Peterson stated that students get rewarded for all of their hard work in the subject areas, by just being a "Hampton Student".

6th, 7th, and 8th grade students receive this incentive if all criteria are met each week. For Example: Homework, classroom behavior, effort, academic partners and classroom participation.

Mr. Kiley and Mr. Peterson provided an overview of the classroom topics being covered in the various subject areas including Art, Physical Education, Math, Music, Social Studies, Spanish, Music, Language Arts/Reading and Science.

Mr. Kiley and Mr. Peterson concluded their presentation saying "Thank you for your time and as 8th graders, we look forward to a great 2011-2012 school year and providing you with information about our school each month.

Committee Reports

Finance and Building & Grounds – William Peterson & Timothy Reeve

A. Facility Request

Recommend the Board approve the following facility request(s) as presented:

Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee Gina Sharkey that the following resolution be adopted as presented:

1. Warren Warriors: Travel basketball practice. The gym is needed Tuesday and Thursday night from November – March for basketball practice. The team would like to use the gym from 7:00 pm – 8:30 pm (The day of the week might change when unable to use gym do to holiday concert etc).

* Discussion ensued regarding the residency of the team members (both Hunterdon and Warren County), places where games will be played (i.e. Somerset County), notification of team membership and fees to be charged to each player on the team, and consideration to waive fees or to provide scholarships for students who may be eligible based on need. President Reeve noted that in the past groups have donated funds to practice on the school district;s fields or school grounds to help defray the costs to the Board of Education for the maintenance , cleaning and upkeep of the school grounds. Board Trustee Peterson stated that there were several things to be considered for this purpose and that in the past, the Board of Education has considered charging a flat fee, an hourly fee – straight time and overtime hourly wage for the custodian, etc. Mrs. Lentine, Business Office Secretary, was asked to review the questions and concerns discussed this evening with the Warren Warriors and provide the information to President Reeve or Chief School Administrator Hughes at the next opportunity. At this time, and with much to be considered pertaining to same, the consensus of the Board of Education was to table resolution #1.

Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee Gina Sharkey that the following resolution be **tabled**:

1. Warren Warriors: Travel basketball practice. The gym is needed Tuesday and Thursday night from November – March for basketball practice. The team would like to use the gym from 7:00 pm – 8:30 pm (The day of the week might change when unable to use gym do to holiday concert etc).

All in favor.

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee William Petersen that the following resolution be adopted as presented:

2. HSA: Ladies Night Out-Vendors Sale. Use of the gym November 18, 2011 for vendor sale. The gym is needed from 5:45 pm – 10:00 pm.

Motion Carried.

Motion by Board Trustee Gina Sharkey, seconded by Board Trustee William Petersen that the following resolution be adopted as presented:

3. HSA/Forever Yong Zumba; 2 hour Zumba. The gym is needed Saturday, November 19, 2011 from 6:00 pm – 9:00 pm.
 - Discussion: Chief School Administrator Hughes stated that the proceeds from persons taking the class is donated directly back to the HSA

Motion Carried.

Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee William Petersen that the following resolution be adopted as presented:

4. HSA: Tricky Tray. The gym is needed February 24, 2012 from 4:00 pm – 9:00 pm and February 25, 2012 from 3:00 pm – 11:00 pm for the Annual Tricky Tray.

Motion Carried.

B. Building Maintenance-William Peterson & Timothy Reeve

Recommend the Board approve the following Building Operations and Management resolution(s) as presented:

Motion by Board Trustee William Peterson, seconded by Board Trustee Kimberly Donnenberg that the following resolution be adopted as presented:

1. **WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the Hampton Public School is consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Hampton Public School District hereby authorizes the Interim School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Hampton Public School District in compliance with New Jersey Department of Education requirements.

Motion Carried.

Motion by Board Trustee William Peterson, seconded by Board Trustee Cheryl Drzewoszewski that the following resolution be adopted as presented:

2. To approve the Annual Maintenance Worksheet, Form M-1, as per the attached.

(Attachment #1)

Motion Carried.

Motion by Board Trustee William Peterson, seconded by Board Trustee Kimberly Donnenberg that the following resolution be adopted as presented:

3. To accept the Annual Facilities Checklists – Health and Safety Evaluation of School Buildings for the 2011- 2012 school year as per the attached.

(Attachment #2)

Motion Carried.

President Tim Reeve noted that the Board of Education will suspend the current order of business to enter executive session at this time for the purpose of discussing personnel, legal matters and contracts.

EXECUTIVE SESSION

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee William Peterson, that **RESOLVED**, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Hampton Board of Education hold a closed Executive Session regarding contract negotiations, personnel, and/or matters pertaining to attorney/client privilege. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

The motion was made at 7:28 pm and was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION – A motion is requested to come out of executive session.

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee William Peterson, to close executive session at 7:50 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 7:50 pm with the following members present:

Present: Mrs. Drzewoszewski, Mrs. Donnenberg, Mr. Peterson, Ms. Sharkey and Mr. Reeve, President.

Negotiations – William Peterson & Timothy Reeve

President Tim Reeve noted that the Hampton Board of Education has been approached by the Franklin Township Board of Education regarding a shared services arrangement pertaining to the Superintendent. President Tim Reeve stated that Board Trustee Kimberly Donnenberg and Board Trustee Gina Sharkey will serve on the preliminary committee to review the feasibility of the proposal initiated by the Franklin Township Board of Education earlier this evening.

Personnel – Kimberly Donnenberg & Gina Sharkey

Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee Gina Sharkey that the following resolution be adopted as presented:

1. **Recommend** the board approve the request for Professional Day for Linda Aller. Ms. Aller would like to attend The Challenges Our Youth Face. The conference is scheduled for October 27, 2011 in Ringoes, New Jersey.
Cost: \$20.00 (conference)
\$13.64 (mileage-44 miles at .31 a mile)
\$33.64

Motion Carried.

Policy – Gina Sharkey and Cheryl Drzewoszewski

There were no policy matters presented for discussion or consideration this evening.

Legislative Delegate-William Peterson

There were no legislative matters presented for discussion or consideration this evening.

Curriculum & Technology-Timothy Reeve and Cheryl Drzewoszewski

There were no curriculum & technology matters presented for discussion or consideration this evening.

ESC Representative-Kimberly Donnenberg

There were no ESC matters presented for discussion or consideration this evening.

Hunterdon County SBA Representative-Kimberly Donnenberg

There were no Hunterdon County SBA matters presented for discussion or consideration this evening.

Communication-Gina Sharkey and Cheryl Drzewoszewski

There were no communication matters presented for discussion or consideration this evening.

School Business Administrator/Board Secretary’s Report – Christine Werner, Interim SBA

Motion by Board Trustee William Peterson, seconded by Board President Tim Reeve that the following resolution be adopted as presented:

Recommend in accordance with NJAC 6:20-2:113 the Board of Education certifies to the best of their knowledge, that no major account or fund has been over expended and that sufficient funds are available to meet the districts financial obligations as of October 25, 2011.

AYES: Ms. Drzewoszewski, Ms. Donnenberg, Mr. Peterson, Ms. Sharkey, and Mr. Reeve, President.
NAYS: None
ABSTENTIONS: None

Motion by Board Trustee William Peterson, seconded by Board President Tim Reeve that the following resolution be adopted as presented:

Recommend the Board authorize the Interim Business Administrator to pay bills during the month of October 2011 that shall be post approved at the next meeting of the Hampton Board of Education.

Motion Carried.

Motion by Board Trustee William Peterson, seconded by Board President Tim Reeve that the following resolution be adopted as presented:

Recommend the Board confirm the approval of the payrolls for September 1, 2011 in the amount of \$88,410.12, September 15, 2011 in the amount of \$91,072.48 and September 30, 2011 in the amount of \$89,531.11.

- **Discussion ensued. Interim Business Administrator Werner respectfully requested that the resolution be amended as follows:**

Recommend the Board confirm the approval of the payrolls for September 1, 2011 in the amount of \$88,410.12, September 15, 2011 in the amount of \$91,072.48 and ~~September 30, 2011~~ October 3, 2011 in the amount of \$89,531.11 (P/E date September 30, 2011).

All in favor.

Motion by Board Trustee William Peterson, seconded by Board President Tim Reeve that the following resolution be adopted as presented:

Recommend the Board confirm the approval of the payrolls for September 1, 2011 in the amount of \$88,410.12, September 15, 2011 in the amount of \$91,072.48 and October 3, 2011 in the amount of \$89,531.11 (P/E date October 1, 2011).

Motion Carried.

Motion by Board Trustee William Peterson, seconded by Board Trustee Cheryl Drzewoszewski that the following resolution be adopted as presented:

Recommend the Board accept/approve the Student Activity Fund report for the month of September 2011, submitted by Mrs. Sharon Lentine in the amount of \$1,482.13.

Motion Carried.

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee William Petersen that the following resolution be adopted as presented:

Recommend the Board accept/approve the Administrative Account Report for the month of September 2011, submitted by Mrs. Sharon Lentine in the amount of \$1,622.68.

Motion Carried.

Motion by Board Trustee William Peterson, seconded by Board Trustee Kimberly Donnenberg that the following resolution be adopted as presented:

Recommend the Board accept/approve the Cafeteria's Monthly report for the month of September 2011, submitted by Mrs. Sharon Lentine in the amount of \$3,519.87.

Motion Carried.

Chief School Administrator's Report – Joanna Hughes

1. **October and November 2011 School Calendar and Events** – Chief School Administrator Hughes reviewed the October and November 2011 school calendar(s) and events including the following:

October 2011 Events:

October 10	In-Service Day
October 11	Fire Drill
October 18	Mobile dentist – 17 students treated
October 20	Gr. 5/Enrichment fieldtrip to Grounds for Sculpture
October 24	North Hunterdon Rotary delivered dictionaries to Gr. 3 Students (service provided each year)
October 24	Security Drill – Lock Down
October 25	Red Ribbon Week Anti-Drug Assembly with NJ State Trooper Walsh – Activities throughout the week.
October 26	PreK to Grochowicz Pumpkin Patch
October 27	Safer Schools for a Better Tomorrow Workshop, RVCC
October 28	End of 1 st marking period

November 2011 Events:

November 3,7,8	Parent/Teacher Conferences
November 4	Report cards distributed
November 7, 8, 9	Early dismissal
November 7	Portrait Retakes
November 7, 8	Book Fair and Conferences
November 10, 11	NJEA Convention-School not in session
November 15	American Education Parent Visitation Day

2. **NJSBAIG Safety Grant 2011** – Chief School Administrator Hughes discussed the NJSBAIG Safety grant recently received by the district in the amount of \$2,800.00. Chief School Administrator Hughes stated that the funding would be utilized for tree removal services and the balance of the grant funds will be utilized to repair various locks on various doors in the school building.
3. **NJSAC** (NJ Quality Single Accountability Continuum) – Chief School Administrator Hughes noted that the Hampton Public School will be undergoing QSAC this year. Chief School Administrator Hughes stated that QSAC is the State's evaluation and monitoring system for NJ School districts and that each school district must undergo this evaluation/monitoring process every 3 years.
4. **ZUMBA** – Chief School Administrator Hughes noted an article published in the ZUMBA Life Magazine about our own Alice Burtnick and Yong Cedro. Chief School Administrator Hughes stated that these individuals should be recognized for their accomplishment of success and publication of same.
5. **Chief School Administrator Hughes provided an update and overview of the following facilities matters:**
 - a) Window replacement.
 - b) School Sign vandalism matter.
 - c) Building Project closing update
RE: Communications document as presented – “Letter regarding construction project at Hampton School”

Old Business – None.

New Business

Board Trustee William Peterson inquired as to the letter of correspondence from the Borough of Hampton, regarding consideration of and the status of payment pertaining to the reprinting of local tax bills. Chief School Administrator Hughes noted that it is expected the invoice received from the Borough will be processed for payment at the next opportunity.

President Tim Reeve stated that he had received a letter of resignation earlier today from Board Trustee William Peterson. President Tim Reeve stated that Board Trustee William Petersen will be sorely missed. President Reeve then stated, "Thank you for all of your time having served as a Hampton Board of Education Trustee. We appreciate it!" President Tim Reeve then presented Board Trustee William Peterson with an appreciation plaque. Board Trustee William Peterson stated that "he had no speech this evening. I will just say "thank you" to the Board of Education and the public for all of your support."

Comments from the Public II:

Brief comments on any matter of interest to the district should be reserved for the time reserved in the order of business.
File code: 9322

There were no comments from the Public.

ADJOURNMENT - There being no further business to come before the board, Board Trustee William Peterson made a motion, seconded by Board Trustee Gina Sharkey and carried by Unanimous Voice Vote to adjourn the October 25, 2011 Regular Meeting of the Hampton Board of Education at 8:15 PM.

Respectfully Submitted,

Christine M. Werner
Interim School Business Administrator/Board Secretary