

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
MINUTES
May 12, 2011 7:00PM**

Call to Order – Timothy Reeve, President at 7:36 P.M.

Open Public Meeting Announcement

“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 April 21, 2011, and posted in the Hampton School.”

Pledge of Allegiance

Roll Call – Robert Sulvinski SBA/Board Secretary

William Peterson, - Absent	Gina Sharkey
Tim Reeve, President	Cheryl Drzewoszewski, Vice President
Kimberly Donnenberg	

Also Present: Joanna Hughes, Superintendent/Principal
Robert Sulvinski, Business Administrator/Board Secretary

Minute Approval

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the minutes of the following meetings:

March 29, 2011 – Regular Business Meeting

Motion Carried

Communications

1. Letter from Nathanya G. Simon of Schwartz Simon regarding School Board Attorney Retainer for the 2011-2012 School Year
2. Proposed 2011-2012 Board of Education Meeting Schedule
3. District Professional Development Committee Profile and Sign-Off Sheet
4. 2011-2012 Pre-School Program Lottery
5. Letter to Alice Burtnick, Teacher of the Year
6. Letter to Jessica Peterson, Distinguished Student of the Year
7. Letter to Kate Harris, Science Fair organizer
8. Letter to Brynda Flynn regarding Professional Development Plan
9. 2011-2012 Cooperative Transportation Agreement

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

Brief comments on any matter of interest to the district should be reserved for the time

There were no comments from the Public at this time.

Presentation

Drawing of names for the Pre-K Class for the 2011 – 2012 school year.

Twelve (12) children applied for the lottery. Eight (8) positions are available for the 2011 – 2012 school year. The names and position number, as drawn, are available in the school office.

Committee Reports

Finance and Building & Grounds – William Peterson & Timothy Reeve

A. Facility Request

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the following facility request(s) as presented:

1. 8th Grade Parents:: Use of the library for planning graduation activities. The library is needed Monday, May 16, 2011 from 7:30 pm – 9:00 pm.
2. 7th Grade Parents: Use of the All Purpose Room for Zumba Fundraiser. The All Purpose Room is needed Thursday, May 19, 2011 from 6:30 pm – 8:30 pm.
3. Hampton Women's Club: Use of the school grounds for Town Wide Yard Sale. The yard sale is scheduled for Saturday, June 4, 2011 from 7:00 am – 5:00 pm.
4. 8th Grade Parents/Students/Teachers: use of the All Purpose Room for reception followed by lock in. The All Purpose Room is needed from 3:00 pm – 12:00 am on Friday, June 17, 2011.

Motion Carried

B. Building Maintenance – William Peterson & Timothy Reeve

Negotiations – William Peterson & Timothy Reeve

Nothing to Report

Personnel – Kimberly Donnenberg & Gina Sharkey

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the re-employment of the following full-time tenured teachers for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contracts to: Janet Abbatiello, Tina Attanasio, Jeannine Burd, Alice Burtnick, Ruth Ann Dalrymple, Leslie Dignazio, Bruce Exley, Nancy Fleming, Brynda Flynn, Michael Grossman, Kate Harris, Michael Jones, Janet Legg, Kenda Riley and Marlene Rush.

Roll Call:

Kimberly Donnenberg - Aye

Gina Sharkey - Aye

Cheryl Drzewoszewski, Vice President - Aye

William Peterson, - Absent

Timothy Reeve, President - Aye

Motion Carried

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the re-employment of the following part-time tenured teachers for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contracts to: Nancy Knight @ .50 FTE, Marilyn Stowell @ .50 FTE, and Kathleen Walton @ .50 FTE.

Roll Call:

Kimberly Donnenberg - Aye

William Peterson, - Absent

Gina Sharkey - Aye

Timothy Reeve, President - Aye

Cheryl Drzewoszewski, Vice President - Aye

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the re-employment of the following part-time tenured Child Study Team personnel for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contracts to Thea Anaston @ .20 FTE, Rebecca Richards @ .20 FTE.

Roll Call:

Kimberly Donnenberg - Aye

William Peterson, - Absent

Gina Sharkey - Aye

Timothy Reeve, President - Aye

Cheryl Drzewoszewski, Vice President - Aye

Motion Carried

Motion by Gina Sharkey, second by Kimberly Donnenberg, the Board approve the re-employment of the following part-time non-tenured teachers for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contracts to Elaine Ciba @ .50 FTE, Kate Browarny @ .50 FTE, Susan Samela @ .40 FTE and Jackie Carruthers @ .20 FTE.

Roll Call:

Kimberly Donnenberg - Aye

William Peterson, - Absent

Gina Sharkey - Aye

Timothy Reeve, President - Aye

Cheryl Drzewoszewski, Vice President - Aye

Motion Carried

Motion by Gina Sharkey, second by Kimberly Donnenberg, the Board approve the re-employment of the following full-time non-tenured teacher for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contract to Sara Mouras.

Roll Call:

Kimberly Donnenberg - Aye

William Peterson, - Absent

Gina Sharkey - Aye

Timothy Reeve, President - Aye

Cheryl Drzewoszewski, Vice President - Aye

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board approve the re-employment of the following full-time non-tenured school nurse for the 2011 – 2012 school year, to be placed on the proper step of the salary guide. Issue contract to: Linda Aller.

Roll Call:

Kimberly Donnenberg - Aye
Gina Sharkey - Aye
Cheryl Drzewoszewski, Vice President - Aye

William Peterson, - Absent
Timothy Reeve, President - Aye

Motion Carried

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the re-employment of the following full-time teacher aides for the 2011 – 2012 school year, at the budgeted salary. Issue contracts to: Lynn Brown and Kristopher Knechel.

Roll Call:

Kimberly Donnenberg - Aye
Gina Sharkey - Aye
Cheryl Drzewoszewski, Vice President - Aye

William Peterson, - Absent
Timothy Reeve, President - Aye

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the re-employment of the following secretaries at the budgeted salary for the 2011 – 2012 school year. Issue contracts to: Sharon Lentine (11 Month Full-Time) and Diane Weston (10 Month Full-Time).

Roll Call:

Kimberly Donnenberg - Aye
Gina Sharkey - Aye
Cheryl Drzewoszewski, Vice President - Aye

William Peterson, - Absent
Timothy Reeve, President - Aye

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the request for Professional Day for Linda Aller to attend The 7th Annual Prevention Education Conference. The conference is scheduled for May 23, 2011 at The Warren Hospital in Phillipsburg, NJ. The conference will allow Nurse Aller to gain knowledge about addictions/treatments. There is no cost involved.

Motion Carried

Policy – Gina Sharkey & Cheryl Drzewoszewski

Nothing to Report

Legislative Delegate – William Peterson

Nothing to Report

Curriculum & Technology – Timothy Reeve & Cheryl Drzewoszewski

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the following field trip applications:

1. Grades 7/8: Mr. Exley; Trip to Voorhees High School for Jr. High Track and Field Meet. Meet is planned for Tuesday, May 17, 2011 from 10:30 am – 1:30 pm.
Cost: \$133.33 (bus transportation)

2. Grades 7/8: Burd/Flynn/Walton; Trip to Teen Arts at the South County Fairgrounds. Students will have workshops in art, music, dance and poetry. Trip is planned for Thursday, May 19, 2011 from 9:00 am – 2:00 pm.
Cost: \$355.56 (bus transportation).
3. Grades 6/7/8: Riley/Jones; Trip to Somerset Patriots Stadium for Student of the Month Reward. Trip is planned for Wednesday, May 25, 2011 from 9:30 am – 2:45 pm.
Cost: Not Applicable
4. Grades 2/3: Fleming/Dalrymple/Knechel/Burntrock; Trip to Sterling Mines in Ogdensburg, NJ. Students will learn how a mine operates and how to identify various rocks. Trip is planned for Wednesday, June 1, 2011 from 8:30 am – 3:00 pm.
Cost: \$414.82 (bus transportation).
5. Grades 4/5: Grossman/Legg; Trip to Merrill Creek Reservoir. Students will perform an aquatic study and nature hike. Trip is planned for Wednesday, June 8, 2011 from 9:30 am – 3:00 pm.
Cost: \$370.37 (bus transportation)
Motion Carried

ESC Representative – Kimberly Donnenberg

Nothing to Report

Hunterdon County SBA Representative – Kimberly Donnenberg

Nothing to Report

Communication – Gina Sharkey & Cheryl Drzewoszewski

Nothing to Report

School Business Administrator/Board Secretary's Report – Robert Sulvinski, SBA

Motion by Gina Sharkey, second by Timothy Reeve, 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.

Roll Call:

Kimberly Donnenberg - Aye

William Peterson, - Absent

Gina Sharkey - Aye

Timothy Reeve, President - Aye

Cheryl Drzewoszewski, Vice President - Aye

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board the approve of the List of Bills, dated May 12, 2011 in the amount of \$37,406.36.

Motion Carried

Motion by Timothy Reeve, second by Kimberly Donnenberg, the Board approve the Board Secretary and Treasurer Reports for the months of October, 2010 through January, 2011.

Motion Carried

Motion by Timothy Reeve, second by Cheryl Drzewoszewski, the Board approve the payrolls for March 15, 2011 in the amount of \$85,514.81 and March 31, 2011 in the amount of \$80,633.91.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve the payrolls for April 15, 2011 in the amount of \$78,238.37 and April 29, 2011 in the amount of \$85,039.24.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Gina Sharkey, the Board approve the Student Activity Fund report for the month of March, 2011 submitted by Mrs. Sharon Lentine, with a balance of \$3,858.39.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve the Administrative Account Report for the month of March, 2011 submitted by Mrs. Sharon Lentine, with a balance of \$2,435.55.

Motion Carried

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve the Cafeteria's Monthly Report for the month of March 2011, submitted by Mrs. Sharon Lentine, with a balance of \$3,233.21.

Motion Carried

Chief School Administrator's Report – Joanna Hughes

Ms. Hughes recognized and congratulated Miss Jessica Peterson for her accomplishment of being named Hampton's Distinguished Student of the Year for 2011. She also recognized and congratulated Mrs. Alice Burtnick for her selection as Hampton's 2010/2011 Governor's Teacher Recognition Award recipient. Ms. Hughes also thanked Mrs. Harris for all the time and effort spent on making the Science Fair a big success and Mrs. Flynn for her efforts in creating the Hampton Professional Development Plan. The school year is winding down with many class field trips planned for all grades during the remaining weeks of the school year with our annual Field Day and BBQ being held on June 22nd. The last day of school will be June 23rd, with graduation exercises beginning at 7:00 P.M.

Old Business

Building Project Closeout

New Business

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve the 2011 – 2012 Board of Education meeting schedule.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board approve the 2011 – 2012 Cooperative Transportation Agreement with the Hunterdon County Educational Services Commission.

Motion Carried

Motion by Gina Sharkey, second by Kimberly Donnenberg, the Board approve Schwartz Simon Edelstein Celso & Kessler as the Board Attorney for the 2011-2012 school year.

Motion Carried

2011 – 2012 DEFEATED BUDGET

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the budget for the Hampton Borough Public School for the 2011-2012 school year in the amount of \$3,109,371.00, and

WHEREAS, the Hampton Borough Board of Education submitted the 2011-2012 budget to the legal voters of Hampton on April 27, 2011 for approval, and

WHEREAS, the budget was defeated at the polls by 33 votes, and

WHEREAS, the Hampton Borough Board of Education met with representatives of Hampton Town Council to review and agree on the budget , and

WHEREAS, Hampton Town Council(s) have met and passed resolutions not to decrease the 2011-2012 budget and certified the general fund tax levy to be collected for the 2011-2012 school year in the amount of \$1,764,660.00,

BE IT FURTHER RESOLVED, that the Hampton Borough Board of Education directs the Business Administrator to submit the 2011-2012 budget to the proper agencies.

Roll Call:

Kimberly Donnenberg - Aye

Gina Sharkey - Aye

Cheryl Drzewoszewski, Vice President - Aye

William Peterson, - Absent

Timothy Reeve, President - Aye

Motion Carried

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 at this time.

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board adjourn from Public Meeting at 8:30 P.M.

Motion Carried

Respectfully Submitted,

Robert Sulvinski
Business Administrator/Board Secretary

**HAMPTON BOARD OF EDUCATION
ANNUAL RE-ORGANIZATION MEETING MINUTES
May 12, 2011 School Library**

Call to Order – Timothy Reeve, Vice President at 7:08 P.M.

Open Public Meeting Announcement

“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 April 21, 2011, and posted in the Hampton School.”

Pledge of Allegiance

Roll Call – Robert Sulvinski, SBA/Board Secretary

Kimberly Donnenberg
William Peterson - Absent
Timothy Reeve
Gina Sharkey – Arrived at 7:18 P.M.
Cheryl Drzewoszewski

Also Present: Joanna Hughes, Superintendent/Principal
Robert Sulvinski, SBA/Board Secretary

INFORMATION ITEM: Report of April 27, 2011 Election Results

Candidate, 3 year term:	Cheryl Drzewoszewski	93
	Gina Sharkey	85

2011 - 2012 Hampton Budget	Yes	60
	No	93

North Hunterdon/Voorhees HS	Yes	65
	No	86

Administration of the Oath of Office

Administration of the oath of office to newly elected Board Members by the Board Secretary/School Business Administrator

Open the floor for Nominations for President

Request nominations and the election of the President to the Board of Education for the 2011-2012 term of office.

Mrs. Drzewoszewski nominated Mr. Timothy Reeve for President. No other nomination was made.

Close the floor for nominations.

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, to elect Timothy Reeve president of the Board of Education for the 2011 - 2012 School Year.

Roll Call:

Kimberly Donnenberg - Aye
Gina Sharkey - Aye
Timothy Reeve - Abstained

William Peterson - Absent
Cheryl Drzewoszewski - Aye

Motion Carried

Open the floor for Nominations for Vice President

Request nominations and the election of the Vice President to the Board of Education for the 2011-2012 term of office.

Mr. Reeve nominated Mrs. Cheryl Drzewoszewski for Vice President. No other nomination was made.

Close the floor for nominations.

Motion by Timothy Reeve, second by Kimberly Donnenberg, to elect Cheryl Drzewoszewski Vice President for the 2011 - 2012 School Year.

Roll Call:

Kimberly Donnenberg - Aye
Cheryl Drzewoszewski – Abstained
Gina Sharkey - Aye

William Peterson - Absent
Timothy Reeve - Aye

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board re-adopt all previous Board of Education policies and administrative rules and regulations for the 2011-2012 school year and that Regular Meetings of the Board of Education be conducted according to Roberts Rules of Order.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board re-adopt Kindergarten through Eighth Grade curriculum for all subjects inclusive of all mandated state programs and services, in accordance with N.J.A.C. 6:8 – 4.3 (a) 3.

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board re-adopt the basic textbooks presently being used in the Board's approved curriculum.

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the following appointments for the 2011-2012 school year:

- 1) **Secretary of the Board of Education**
Presently: Robert Sulvinski, SBA

- 2) **Board Secretary Pro Tem**
Presently: Chief School Administrator – Joanna Hughes
- 3) **Treasurer of Monies**
Presently: Patti Fisher
- 4) **School Auditor**
Presently: Williams and Ardito, Stroudsburg, PA
- 5) **School Board Attorney**
Presently: Schwartz Simon Edelstein Celco & Kessler LLC.
- 6) **Attendance Officer**
Presently: Diane Weston
- 7) **School Physician**
Presently: Dr. Felix Foschetti, Washington, NJ
- 8) **Insurance Agent of Record**
Presently: Brown & Brown
- 9) **Public Agency Compliance Officer, PACO (for bidding purposes)**
Presently: Robert Sulvinski, SBA
- 10) **504 Officer**
Presently: Joanna Hughes
- 11) **Affirmative Action Officer**
Presently: Joanna Hughes
- 12) **Pathogen Control Officer**
Presently: Robert Myers
- 13) **Right to Know/AHERA Designee**
Presently: R K Occupational & Environmental Analysis, Phillipsburg, NJ
- 14) **Architect**
Presently: Tetra Tec

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the following financial institutions for the depository and investments for the 2011-2012 school year.

- a) **Primary Depository**
PNC Bank, Washington, NJ

b) Investment Institutions

(The SBA is appointed as the investment officer of record and is authorized to invest board funds as permitted by State Law.)

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve the following 403(b) and 457(b) plans for employee investments for the 2011-2012 school year.

AXA Equitable 403(b)

AXA Equitable 457(b)

Oppenheimer Funds 403(b)

Motion Carried

Motion by Gina Sharkey, second by Kimberly Donnenberg, the Board approve the Hunterdon Democrat as the official newspaper and The Courier News and The Express Times as the alternate newspapers, for the Open Public Meeting Act purposes for the 2011-2012 school year.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board designate the Hampton Public School and the Hampton Borough Hall as the official posting locations of any and all meeting notices for the 2011-2012 school year in accordance with the Open Public Meeting Act (OPMA).

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board approve Robert Myers as the Districts' Integrated Pest Control Management Coordinator for the 2011-2012 School Year.

Motion Carried

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board approve Robert Myers as the District Safety and Health Designee for the 2011-2012 School Year.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve Robert Sulvinski as the Custodian of Records for the 2011-2012 School Year.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve Joanna Hughes as the District's Substance Awareness Coordinator for the 2011-2012 School Year.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board approve the fee schedule for use of the school facility for the 2011-2012 school year.

For profit organization (not community based)

\$20.00/hr for use of a classroom

\$40.00/hr for use of the All-Purpose Room

Community Organization Use

\$10.00/hr for use of a classroom

\$20.00/hr for use of the All-Purpose Room

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board establish 7:00 pm as the Regular Business Meeting start time on Tuesdays, third week of the month, with the date(s) and time(s) as listed for the monthly regular business meetings of the Board of Education. The meeting in April will be held on the 4th Tuesday due to the annual school election being held on the 3rd Tuesday.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Gina Sharkey, the Board approve the establishment of the following Petty Cash Fund for the 2011-2012 school year in the amount of \$200.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve the establishment of the Administrative Fund Account for the 2011-2012 school year in the amount of \$5,000. The Chief School Administrator authorizes disbursements from this account.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the President make appointments of committee members and chairpersons to the following committees for the 2011-2012 term of office.

- ❖ Finance/Building & Grounds – William Peterson & Timothy Reeve
- ❖ Negotiations – William Peterson & Timothy Reeve
- ❖ Personnel – Kimberly Donnenberg & Gina Sharkey
- ❖ Policy – Cheryl Drzewoszewski & Gina Sharkey
- ❖ Legislative Delegate – William Peterson
- ❖ Curriculum & Technology – Cheryl Drzewoszewski & Timothy Reeve
- ❖ ESC Representative – Kimberly Donnenberg
- ❖ Communication – Cheryl Drzewoszewski & Gina Sharkey
- ❖ Hunterdon County SBA Representative – Kimberly Donnenberg

Motion Carried

Motion by Cheryl Drzewoszewski, second by Gina Sharkey, the Board re-adopt the New Jersey School Board Member Code of Ethics for the 2011-2012 school year.

Motion Carried

Motion by Gina Sharkey, second by Cheryl Drzewoszewski, the Board set a per page copy fee of \$.50 for the first 20 copies and \$.25 for each additional page for any and all copies of any official board of education public documents for the 2011-2012 school year.

Motion Carried

Motion by Kimberly Donnenberg, second by Gina Sharkey, the Board approve the Board President, Board Vice President and Business Administrator to approve and pay vendor invoices prior to the regular scheduled board meeting; and the Chief School Administrator and School Secretary in their absence.

Motion Carried

Motion by Cheryl Drzewoszewski, second by Kimberly Donnenberg, the Board approve authorizing the Business Administrator to award contracts for services up to the BID threshold of \$17,500.

Motion Carried

Motion by Kimberly Donnenberg, second by Cheryl Drzewoszewski, the Board approve authorizing CDK and the NJ Uniform Minimum Chart of Accounts for financial record keeping for the 2011-2012 school year.

Motion Carried

Motion by Gina Sharkey, second by Kimberly Donnenberg, the Board adjourn from Public Meeting at 7:34 P.M.

Motion Carried

Respectfully Submitted,

Robert Sulvinski
Business Administrator/Board Secretary