

**HAMPTON BOARD OF EDUCATION  
REGULAR MONTHLY BUSINESS MEETING**

**Minutes  
January 25, 2012**

**Call to Order – Tim Reeve, President** –The meeting was called to order by President Tim Reeve at 7:06 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 January 17, 2012 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.

**District Mission Statement** was read into the minutes by President Reeve:

The Hampton Borough School District, committed to quality and excellence, will provide a broad-based education which is responsive to the needs of all students. Working with the community, the district shall:

- Offer a wide range of academic experiences that encourages all students to meet their potential and prepares them to meet the New Jersey Core Curriculum Standards.
- Foster a respect for self and others
- Encourage personal, social, and civic responsibility
- Develop a continuing interest in self-improvement in all areas
- Create an environment that encourages a desire for successful learning
- Generate an enthusiasm for life-long learning

**Roll Call – Interim Board Secretary Werner**

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

Absent: None

Also Present: Joanna Hughes, Chief School Administrator  
Christine Werner, Interim Business Administrator/Board Secretary  
There were two (2) members of the public present.

**INDUCTION AND ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY APPOINTED BOARD MEMBER, MS. MEGAN BRUTON.** Administered by Christine M. Werner, Interim Business Administrator/Board Secretary per (N.J.S.A. 18A:12-2.1, R.S.41:1-3)

Interim Board Secretary Werner administered the Oath of Office to the newly appointed Board Trustee: Ms. Megan Bruton

Interim Board Secretary Werner “**CONGRATULATED**” Board Trustee Bruton.

**Roll Call – Interim Board Secretary Werner**

Present: Tim Reeve, President  
Kimberly Donnenberg  
Megan Bruton  
Cheryl Drzewoszewski, Vice President  
Gina Sharkey

Absent: None

Also Present: Joanna Hughes, Chief School Administrator  
Christine Werner, Interim Business Administrator/Board Secretary  
There were two (2) members of the public present.

**Minutes Approval**

**Board Trustee Cheryl Drzewoszewski moved the following resolution:**

**Recommend** the Board approve the minutes of the following meetings:

Date	Meeting
December 15, 2011	Regular Meeting
	Executive Session I
	Executive Session II

**Board Trustee Cheryl Drzewoszewski requested that the minutes of December 15, 2011 approving the minutes of November 15, 2011 be re-approved as amended:**

**Recommend** the Board approve the minutes of the following meetings:

Date	Meeting
November 15, 2011	Regular Meeting - (AMENDED)

Board Trustee Cheryl Drzewoszewski stated that she recalls the November meeting discussion differently than was recorded in the minutes and asked that they be amended as follows: (See page #2)

- Mr. Neil McCarthy, 69 New Street, commented that that the BOE meeting minutes were not reflective of the # of public participants.

- It was also noted that the BOE Policy governs the time frame of which minutes are to be made available to the BOE for approval and then, said official minutes, are made immediately available via posting on the BOE website.

Board Trustee Cheryl Drzewoszewski stated that, while advised the old minutes did comply with BOE policy, she felt that the Board Secretary should feel free to adjust and make enhancements.

Board Trustee Cheryl Drzewoszewski commented that the November 15, 2011 meeting minutes reflects the following notation with regard to Facility Usage motions:

- **Note: The Facility Use fee has been negotiated per the request of the Board of Education and Chief School Administrator.**

Board Trustee Cheryl Drzewoszewski requested that the Board of Education meeting agendas/minutes continue to utilize this notation rather than actual fee.

**The motion approving the December 20, 2011 Regular Meeting minutes and Executive Session I & II, as well as, the Amended November 15, 2011 Regular Meeting minutes was seconded by Board Trustee Gina Sharkey and was approved as follows:**

**AYES:** Board Trustee Donnenberg, Board Trustee Drzewoszewski, Board Trustee Sharkey, President Reeve.  
**NAYS:** None  
**ABSTENTIONS:** Board Trustee Bruton due to her absence from the meeting (appointed December 20, 2011).

## Communications

**Board Trustee Gina Sharkey moved the following resolution:**

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

Sender	Subject	Referred to
Mr. Jeffrey R. Scott, Hunterdon County Executive Superintendent	Mid-Year Budget Review	Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.
NJSBA	Resolution Seeking Amendment to Assembly Bill 4394/Senate Bill 3148 Authority to Move Annual Election to November	Tim Reeve, President Hampton Board of Education Members, Hampton Board of Education Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.
NJSBA	Resolution In Support of Tenure Reform	Tim Reeve, President Hampton Board of Education Members, Hampton Board of Education Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.
NJSBA	Resolution Seeking Amendment to Senate Bill 4132 (Coutinho/Singleton) To Retain Local School Board and Superintendent Authority over Personnel Decisions	Tim Reeve, President Hampton Board of Education Members, Hampton Board of Education Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.
NJSBA	Resolution In Opposition to Senate Bill and Assembly Bill 2810 of the 2010-2011 Session of the New Jersey Legislature "Opportunity Scholarship Act"	Tim Reeve, President Hampton Board of Education Members, Hampton Board of Education Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.

Sender	Subject	Referred to
Mayor and Council Lebanon Borough	Lebanon Borough Resolution support Shared Services and discussion on County Wide School District	Tim Reeve, President Hampton Board of Education Members, Hampton Board of Education Joanna Hughes, Chief School Administrator Christine Werner, Interim B.A./B.S.

**Discussion:** Board Trustee Cheryl Drzewoszewski noted that the letter of correspondence received from Mr. Jeffrey R. Scott, Hunterdon County Executive Superintendent was quite complimentary to Chief School Administrator Hughes. Chief School Administrator Hughes provided an overview of the matters discussed with Mr. Scott, Hunterdon County Executive Superintendent and his team commenting that the discussion revolved around the district's current status and the planned course of action going forward, adding that Mr. Scott feels the district is in good hands and that the district is on the right track.

The motion was seconded by Board Trustee Kimberly Donnenberg and approved was approved by a unanimous voice vote of the members present.

President Reeve read the following Proclamation:

**School Board Recognition Month in New Jersey  
January 2012**

- WHEREAS,** The New Jersey School Boards Association and the National School Boards Association have declared January 2012 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and
- WHEREAS,** The Hampton Borough Board of Education is one of 587 local school boards in New Jersey that sets policies and oversees operations for public school districts; and
- WHEREAS,** The Hampton Borough Board of Education embraces the goal of high-quality education for all New Jersey public school students; and
- WHEREAS,** New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and
- WHEREAS,** New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
- WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
- WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and
- WHEREAS,** New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

**RESOLVED,** That the Hampton Borough Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2012 as SCHOOL BOARD RECOGNITION MONTH; and be it further

**RESOLVED,** That the Hampton Borough Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

Hereby duly acknowledged this 25<sup>th</sup> day of January 2012

*Christine M. Werner*

Chief School Administrator Hughes "THANKED" all the Board Members for giving their time and their service to the Hampton Elementary School community.

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted as presented:**

## RESOLUTION

### **Establishing the Election of Members of the Hampton Borough Board of Education As the First Tuesday after the First Monday in November**

**WHEREAS,** P.L. 2011, c.202 (Senate Bill 3148) authorizes a local board of education to change the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and

**WHEREAS,** Such action requires the adoption of a resolution by a majority vote of a quorum of the local board of education; and

**WHEREAS,** P.L. 2011, c. 202 (S-3148) requires that the change in election date remain in effect for four years; and

**WHEREAS,** P.L. 2011, c. 202 (S-3148) eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are selected at the General Election; and

**WHEREAS,** P.L. 2011, c. 202 (S-3148) requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and

**WHEREAS,** The Hampton Board of Education believes that the financial interest of its constituents is safeguarded by the state's tax levy cap and the thorough review of the proposed school budget by the Executive County Superintendent and the Executive County School Business Administrator; and

**WHEREAS,** The Hampton Board of Education believes that more citizens will participate in the selection of its members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and

**WHEREAS,** The Hampton Board of Education is committed to the non-partisan status of school board membership and the non-partisan conduct of school elections, and believes this principle will not be compromised by conducting board member elections in November. Now therefore be it

**RESOLVED,** That, pursuant to P.L. 2011, c. 202 (S-3148), the Hampton Board of Education changes the annual election date for its members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election), beginning in 2012; and be it further

**RESOLVED,** That, pursuant to P.L. 2011, c. 202 (S-3148), this change will remain in effect at least through November 2015;

**RESOLVED,** That, pursuant to P.L. 2011, c. 202 (S-3148), the annual organization meeting of the Hampton Board of Education will take place in the first week of January following the November General Election and that the board of education's next organization meeting will take place on January 3, 2013; and be it further

**RESOLVED,** That, pursuant to P.L. 2011, c. 202 (S-3148), members of the Hampton Board of Education whose terms would have expired by May 1, 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

**RESOLVED,** That this resolution be transmitted to Governor Christopher Christie, Lieutenant Governor/Secretary of State Kimberly M. Guadagno; Richard E. Constable, III, Acting Commissioner, Department of Community Affairs; Robert F. Giles, Director, Division of Elections, Department of State; Mary Melfi, Hunterdon County Clerk; the Hunterdon County Board of Elections; Christopher Cerf, Acting Commissioner of Education; the Division of Finance, New Jersey Department of Education; and Jeff Scott, Executive County Superintendent for Hunterdon County; and be it further

**RESOLVED,** That a copy of this resolution be provided to the New Jersey School Boards Association.

**Discussion:** Discussion ensued regarding the resolution as presented. President Reeve noted that there are many advantages to moving the School Board Election to November and specifically noted that the Hampton Borough taxpayers will save money as a shared service with the Borough pertaining to election expenses which is a wonderful opportunity for both the Board of Education and the Borough. President Reeve also noted that as a result of the election being moved to November, the currently seated Board Trustees' terms of office would be extended for an additional eight (8) months, through December 31, 2012. Discussion ensued. Board Trustee Megan Bruton inquired if there was a Board Committee listing, and requested a copy so that she is apprised of her Board Committee assignment. President Reeve requested that Interim Board Secretary Werner provide the current listing for his review and assignment or reassignment of Board Trustees whom are currently seated members. Board Secretary Werner noted she would do so at the next opportunity.

**VOTE:**            **Establishing the Election of Members of the Hampton Borough Board of Education  
As the First Tuesday after the First Monday in November**

**AYES:** Board Trustee Bruton, Board Trustee Donnenberg, Board Trustee Drzewoszewski, Board Trustee Sharkey, and President Reeve.

**NAYES:** None

**ABSTENTIONS:** None

President Reeve requested that Board Secretary Werner notify all of the appropriate parties immediately as noted in the above resolution.

**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 reserved in the order of business.*  
File Code:9322

Board Trustee Cheryl Drzewoszewski moved, seconded by Board Trustee Kimberly Donnenberg to open the public session at 7:25 p.m. and was approved by a unanimous voice vote by all members present. President Reeve opened the meeting to the public at 7:25 p.m.

There being no items for discussion at this time, Board Trustee Kimberly Donnenberg moved, seconded by Board Trustee Gina Sharkey to close the public session at 7:26 pm. This was approved by a unanimous voice vote by all members present.

**Committee Reports**

**A. Finance and Building & Grounds –Timothy Reeve**

Chief School Administrator Hughes reported that the district had finalized the Referendum Building project and has remitted final payment for same. A brief discussion ensued. Chief School Administrator Hughes stated that she had received a phone call from the Boiler Subcontractor stating that the General Contractor had not remitted full payment for the services his company had rendered as part of the Referendum Building project. Chief School Administrator Hughes noted that she had referred him back to the GC.  
will be completed utilizing local professional tradesmen/women outside of the general contractor as part of the final negotiated agreement.

**B. Building Maintenance- Timothy Reeve**

There were no Building Maintenance matters presented for discussion this evening.

**C. Negotiations –Timothy Reeve & Gina Sharkey**

President Tim Reeve stated that the next Negotiations' meeting between the Hampton Teachers' Association and the HBOE Negotiations Committee is scheduled to take place on February 2, 2012.

**D. Personnel – Kimberly Donnenberg & Gina Sharkey**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted as presented:**

**Recommend** the Board approve the request for Professional Day for Brynda Taylor-Flynn. The request is to attend Hunterdon County Librarians Association Mid-Winter Workshop. The workshop is scheduled for 1/25/12 (Snow Date 01/26/12) and will be held at Hunterdon Central High School.

Cost: \$ 40.00 (conference cost)  
      \$ .00 (mileage)  
      \$ 40.00

**Motion Carried**

**Motion by Board Trustee Gina Sharkey, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted as presented:**

**Recommend** the Board approve the request for Professional Day for Elaine Ciba. The request is to attend the NJMEA (NJ Music Educators Conference). The workshop is scheduled for February 23-24, 2012 and will be held in East Brunswick, NJ.

Cost: \$ 180.00 (conference cost)

\$ \_\_\_\_\_ .00 (mileage)

\$ 180.00

**Discussion:** A brief discussion ensued regarding a potential to share the cost of the workshop with another district as Ms. Ciba previously has simultaneously worked in two districts. Chief School Administrator Hughes noted that Ms. Ciba is currently employed in Hampton only and that, as a result, our district would be responsible for the full cost of the conference.

**Motion Carried**

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

**Recommend** the Board approves the continued request for LOA (Leave of Absence) for Jacqueline Carruthers under the FLMA for the period February 1, 2012 – February 15, 2012.

**Discussion:** Board Trustee Megan Bruton inquired if this was an unpaid LOA. Chief School Administrator Hughes stated yes.

**Motion Carried**

**Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted as presented:**

**Recommend** the Board approve the employment contract for Kate Feo, Teacher Assistant for the 2011-2012 school year, at an annual salary of \$12,000.00 pro-rata as recommended by the Superintendent of Schools. **Funding Source: IDEA Grant Funds** Benefits are not included.

**Discussion:** Chief School Administrator Hughes noted that Administration would be submitting an Amended IDEA Grant application to fund this personnel expenditure as presented. See Curriculum & Technology Resolution #4 below. A brief discussion ensued.

**Motion Carried**

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

**Recommend** the Board add Jennifer M. Peterson to the district's substitute teacher list for the 2011-2012 school year. Ms. Peterson has her certificate of eligibility and has completed her criminal history background check.

**Motion Carried**



**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted as presented:**

**Recommend** the Board add Mary Calo to the district's substitute teacher list for the 2011-2012 school year. Ms. Calo has her standard certificate and has completed her criminal history background check.

**Discussion:** Board Trustee Gina Sharkey inquired as to the difference between a Standard Certificate and a Certificate of Eligibility status. Chief School Administrator Hughes explained.

**Motion Carried**

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

**Recommend** the Board approve the Co-Curricular Contract for Michael Grossman as Crowd Control (basketball) at the annual stipend of \$675.00 in accordance with the 2009-2011 HTA negotiated agreement.

**Discussion:** Board Trustee Megan Bruton inquired as to what a "Crowd Control" position does. Chief School Administrator Hughes stated this position manages the crowd at basketball games as may be necessary.

**Motion Carried**

#### **E. Policy – Gina Sharkey and Cheryl Drzewoszewski**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted as presented:**

**Recommend** the Board approve the Class of 2013 to operate a snack concession at school Basketball games as a fund raising activity for the Class of 2013 in accordance with Policy # 5830 Pupil Fund Raising.

**Motion Carried**

#### **F. Legislative Delegate-**

There were no legislative matters presented for discussion this evening.

**G. Curriculum & Technology-Timothy Reeve and Cheryl Drzewoszewski**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Gina Sharkey, that the following resolution be adopted as presented:**

**Recommend** the Board approve the following field trip applications.

(Transportation will be provided as noted and funded as listed.)

a)

Date	Grade	Field Trip
05/25/12	Grade 2 & Grade 3 Admission: 23 students x \$5.00 = \$115.00 3 adults    x \$8.00 = <u>\$ 24.00</u> \$139.00 • <b>Note: HSA pays admission fees.</b>	Quiet Valley Stroudsburg, PA Bus \$438.45 (Current Expense)

**Motion Carried**

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

**Recommend** the Board approve the NJQSAC Statement of Assurance – School Year 2011-12 as reviewed and outlined in Attachment 1 .

Discussion: Chief School Administrator Hughes briefly discussed the NJQSAC Statement of Assurance document as presented. Chief School Administrator noted that the 2008-2009 NJQSAC document required a Corrective Action Plan as the result of the NJDOE’s not providing partial points for compliance items contained within the NJQSAC scoring system. However, Chief School Administrator Hughes noted that the 2011-2012 NJQA scoring does allow for partial credit this time around.

**Motion Carried**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Gina Sharkey, that the following resolution be adopted as presented:**

**Recommend** the Board approve the NJQSAC District Performance Review – School Year 2011-12 for sections Instruction & Program, Fiscal Management, Governace, Personnel, and Operations, as reviewd and outlined in Attachment 2 , pursuant to N.J.S.A. 18A:7A-11 and N.J.A.C. 6A:30-3.1(a).

**Motion Carried**

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

**Recommend** the Board authorizes the Chief School Administrator and Interim Business Administrator to submit the district’s amended FY2012 IDEA grant application.

**Motion Carried**

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

**Recommend** the Board approve the revised curricula for the Hampton School District for the 2011-2012 school year:

Science - Grades K-8

- Note: This has been revised to reflect the NJCCCS.

**Discussion:** Chief School Administrator Hughes briefly discussed the Science – Grades K-8 revised curricula as presented.

**Motion Carried**

**H. ESC Representative-Kimberly Donnenberg**

Board Trustee Kimberly Donnenberg noted that an ESC meeting has been scheduled in February.

**I. Hunterdon County SBA Representative-Kimberly Donnenberg**

Board Trustee Kimberly Donnenberg noted that she had received information regarding the HCSBA and would share said information at the next opportunity.

**J. Communication-Gina Sharkey and Cheryl Drzewoszewski**

There were no communication matters presented for discussion this evening.

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

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted:**

**Recommend** that the Board accept the Report of the Board Secretary/Business Administrator for the month of July 2011.

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

**Motion by Board Trustee Kimberly Donnenberg, seconded by President Tim Reeve, that the following resolution be adopted:**

**Recommend** that the Board accept the Report of the Treasurer for the month of July 2011.

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

**Motion by President Tim Reeve, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted:**

**Recommend** in accordance with NJAC 6:20-2:113 the Board of Education acknowledges and accepts the certification from the Interim Business Administrator/Board Secretary that as of January 25\*, 2012 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10©3.

(\* Date corrected.)

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

**Motion by President Tim Reeve, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted:**

**Recommend** the Board retroactively approve the attached December 2011 Bills List as recommended by the Superintendent of Schools.

<b>Funds 10, 18 &amp; 20</b>	Check Numbers 14735 - 14778
<b>Fund 30</b>	Check Numbers 14734, 14780 - 14781
<b>Fund 40</b>	Check Numbers None
<b>Grand Total</b>	<b>\$144,747.13</b>

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

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

**Recommend** the Board approve the attached January 2012 Bills List as recommended by the Superintendent of Schools.

<b>Funds 10, 18 &amp; 20</b>	Check Numbers 14779 - 14800
<b>Fund 30</b>	Check Numbers 14779, 14788 - 14796
<b>Fund 40</b>	Check Numbers None
<b>Grand Total</b>	<b>\$35,604.97</b>

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

**Motion by President Tim Reeve, seconded by Board Trustee Kimberly Donnenberg, that the following resolution be adopted as presented:**

**Recommend** the Board confirm the approval of the payrolls for December 1, 2011 in the amount of \$88,462.17 and December 15, 2011 in the amount of \$88,188.29.

**Motion Carried**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by President Tim Reeve, that the following resolution be adopted as presented:**

**Recommend** the Board accept/approve the Student Activity Fund report for the month of December 2011 submitted by Mrs. Sharon Lentine in the amount of \$2,308.60.

**Discussion:** A brief discussion ensued regarding the Student Activity Fund report as presented.

**Motion by Board Trustee Kimberly Donnenberg, seconded by President Tim Reeve, that the following resolution be tabled:**

**Recommend** the Board accept/approve the Student Activity Fund report for the month of December 2011 submitted by Mrs. Sharon Lentine in the amount of \$2,308.60.

**All in favor.**

**Motion by President Tim Reeve, seconded by Board Trustee Gina Sharkey, that the following resolution be adopted:**

**Recommend** the Board accept/approve the Administrative Account Report for the month of December 2011 submitted by Mrs. Sharon Lentine in the amount of \$1,118.68.

**Motion Carried**

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

**Recommend** the Board accept/approve the Cafeteria's Monthly report for the month of December 2011, submitted by Mrs. Sharon Lentine in the amount of \$876.21.

**Motion Carried**

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by President Tim Reeve, that the following resolution be adopted as presented:**

**Recommend** the Board accept and approve the Comprehensive Annual Financial Report and Auditors' Management Report for the fiscal year ending June 30, 2011, as submitted by the school auditor, Ardito & Company, LLP.

**Discussion:** Board Trustee Cheryl Drzewoszewski noted that while the introductory letter of the district's CAFR is dated December 5, 2010 the Hampton Board of Education did not receive the June 30, 2011 CAFR report until January 17, 2012. A brief discussion ensued.

**Motion Carried**

**Motion by Board Trustee Kimberly Donnenberg, seconded by President Tim Reeve, that the following resolution be adopted:**

**Recommend** the Board approve the 2011 Corrective Action Plan for the June 30, 2011 CAFR and certify implementation of same.

**Motion Carried**

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

**Recommend** the Board approve the Tuition Contract Agreement of the following Out of District placement pursuant to Policy 2460, and authorizing the Interim Business Administrator/Board Secretary to execute the associated tuition contract:

<b>Student ID</b>	<b>Placement</b>	<b>Dates</b>	<b>2011-2012 Tuition</b>
4168705255	Tewksbury Preschool Inclusion Program	01/23/12 - 6/30/12	\$166.67/diem

**Discussion:** A brief discussion ensued

**Motion Carried**

## Chief School Administrator's Report – Joanna Hughes

1. **January 2012 and February 2012 School Calendar and Events** – Chief School Administrator Hughes reviewed the January 2012 and February 2012 school calendar(s) and events including the following:

### **School Events:**

January 27:	Report Cards distributed
February 2:	Ernie & Don's Fundraiser/HBCEF
February 6 - 24:	Pennies for Patients campaign sponsored by H.S.A.
February 16:	National Wear Red Day – American Heart Association
February 17/20:	School closed for President's Weekend
February 21:	Board of Education Meeting

### **Sports**

Basketball Away Games: January 26, 30; February 6  
Basketball Home Games: January 25; February 1, 2, 8, 9

Playoffs: Monday, Feb. 13  
Wednesday, February 15

### **Ski Club**

January 17/Week 2 of Ski Club had to be canceled due to weather.

Remaining dates: January 24, 31; February 7, 14, 21 (02/21 added to schedule due to cancellation 01/17)

### **Drama Club**

*Honk Jr.* : Rehearsals are progressing nicely.

### **Students of the Month for January:**

6<sup>th</sup> grade is Megan Coward  
7<sup>th</sup> grade is  
8<sup>th</sup> grade is

**Congratulations to all the nominees!**

2. **Observations:** Chief School Administrator Hughes noted that she started staff for non-tenured teachers.
3. **Teacher Evaluation Program (EE4NJ):** Chief School Administrator Hughes stated that she attended workshops for the new Teacher Evaluation system on January 23, 2012 with two other workshops scheduled on February 6 and 14 respectively. Chief School Administrator Hughes provided an overview of the new Teacher Evaluation system and noted that this is another NJDOE unfunded mandate. A brief discussion ensued.
4. **Curriculum Consortium:** Chief School Administrator Hughes noted that a Curriculum Consortium meeting will take place on February 8, 2012 to discuss the new/revised Mathematics K-5 curriculum.

5. **Facilities Update:** Chief School Administrator Hughes noted the following:
  - a) HPS district recently purchased walkie talkies for the custodians.
  - b) HPS installed 3 new security cameras.
  - c) HPS custodial staff attended an Asbestos training workshop (required under the law).
  - d) HPS Handilift equipment was repaired.
  - e) HPS district purchased new classroom locks as needed, repaired broken signs, replaced the gym doors, replaced the hot water heater, replaced the utility sinks and has upgraded the telephone system.
6. **Hunterdon County Art Museum Showcase:** Chief School Administrator Hughes noted that the Hunterdon County Art Museum Showcase will be held on January 28, 2012.

**Old Business** – None.

**New Business** – None.

### **Comments from 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**

Board Trustee Cheryl Drzewoszewski moved, seconded by Board Trustee Kimberly Donnenberg to open the public session at 8:15 p.m. and was approved by a unanimous voice vote by all members present. President Reeve opened the meeting to the public at 8:15 p.m.

There being no items for discussion at this time, Board Trustee Kimberly Donnenberg moved, seconded by Board Trustee Gina Sharkey to close the public session at 8:16 pm. This was approved by a unanimous voice vote by all members present.

**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 Board of Education Trustee interviews in accordance with Board of Education Policy #0143.**

### **EXECUTIVE SESSION**

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Kim Donnenberg, 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 8:15 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 Gina Sharkey, seconded by Board Trustee Kimberly Donnenberg, to close executive session at 8:55 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:55 pm with the following members present:

**Present:** Ms. Bruton, Ms. Donnenberg, Ms. Drzewoszewski, Ms. Sharkey and Mr. Reeve, President.

**D. Personnel – Kimberly Donnenberg & Gina Sharkey**

**Motion by Board Trustee Kimberly Donnenberg, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted as presented:**

**Recommend** the Board approves, upon the recommendation of the Chief School Administrator, additional compensation (one time payment only) utilizing Education Job Fund grant monies to Mrs. Sharon Lentine in the amount of \$1,500.00 and Mrs. Diane Weston in the amount of \$1,500.00 for extra duties assigned in the absence of the School Business Administrator/Board Secretary for the period October 1, 2011 – present.

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

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

**Recommend** the Board approves, upon the recommendation of the Chief School Administrator, that the following be and are hereby designated as the official depositories of the Board, and authorized signatures effective January 25, 2012 until the next Reorganization Meeting of this Board:

**PNC Bank**

(facsimile stamps can be used with advance permission)

a. Current Account Minimum of three Signatures required	Board President Treasurer of School Monies Interim Bus. Administrator/Bd. Sec’y Chief School Administrator
b. Payroll Agency One signature required.	Board President Treasurer of School Monies Interim Bus. Administrator/Bd. Sec’y Chief School Administrator
c. Payroll One signature required.	Board President Treasurer of School Monies Interim Bus. Administrator/Bd. Sec’y Chief School Administrator

- |  |   |
|--|---|
| d. Food Service One signature required.            | School Secretary<br>Interim Bus. Administrator/Bd. Sec'y<br>Chief School Administrator<br>Board President<br>Board Vice President |
| e. Bond Proceeds Account Two signatures required.  | Board President<br>Board Vice President<br>Interim Bus. Administrator/Bd. Sec'y<br>Chief School Administrator                     |
| f. Administrative Account Two signatures required. | Chief School Administrator<br>School Secretary<br>Interim Bus. Administrator/Bd. Sec'y<br>Chief School Administrator              |

**FURTHER RESOLVED** that all funds on deposit in the general checking account, payroll agency account, payroll, and food service account at PNC Bank be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

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

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Gina Sharkey, that the following resolution be adopted as presented:**

**Recommend** the Board approves, upon the recommendation of the Chief School Administrator, approves the Qualified Purchasing Agent designation for the Hampton Borough Board of Education as follows:

**WHEREAS**, 18A:18A-2 provides that a board of education may assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

**WHEREAS**, 18A:18A-2 defines purchasing agent as the secretary, business administrator or the business manager of the board of education, but if there be no secretary, business administrator or business manager, such officer, committees or employees who such power has been delegated by the board of education, and

**WHEREAS**, 18A:18A-3 provides that contracts awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

**WHEREAS**, 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution, and now therefore

**BE IT RESOLVED**, that the Hampton Borough Board of Education pursuant to the statutes cited Above hereby appoints Christine M. Werner, Interim Business Administrator/Board Secretary, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Hampton Borough Board of Education, and

**BE IT FURTHER RESOLVED**, that Christine M. Werner, Interim Business Administrator/Board Secretary, is hereby authorized to award contracts on behalf of the Hampton Borough Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED**, that Christine M. Werner, Interim Business Administrator/Board Secretary, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold but less than the bid threshold per statute set at \$36,000.00.

**Note: Quotation threshold per statute to be set at \$5,400.00 per 18A:18A-4.**

**AYES: Ms Bruton, Ms. Donnenberg, Ms. Drzewoszewski, Ms. Sharkey, and Mr. Reeve, President**

**NAYS: None**

**ABSTENTIONS: None**

**ADJOURNMENT** - There being no further business to come before the board, Board Trustee Cheryl Drzewoszewski made a motion, seconded by Board Trustee Gina Sharkey and carried by Unanimous Voice Vote to adjourn the January 25, 2012 Regular Meeting of the Hampton Board of Education at 8:59 PM.

Respectfully Submitted,

Christine M. Werner  
Interim Board Secretary