

**HAMPTON BOARD OF EDUCATION  
REGULAR MONTHLY BUSINESS MEETING  
Minutes  
July 17, 2012**

**Call to Order – Tim Reeve, President** –The meeting was called to order by President Tim Reeve at 7:02 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 May 24, 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  
Cheryl Drzewoszewski, Vice President  
Megan Bruton

Absent: Kimberly Donnenberg  
Gina Sharkey

Also Present: Art DiBenedetto, Interim Chief School Administrator  
Christine M. Werner, Business Administrator/Board Secretary  
There were 3 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:

<b>Date</b>	<b>Meeting</b>
May 22, 2012	Regular Meeting and Annual Reorganization Meeting
	Executive Session

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

## Communications

Board Trustee Cheryl Drzewoszewski moved the following resolution:

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

<b>Sender</b>	<b>Subject</b>	<b>Referred to</b>
Barbara Keshishian, President NJEA	Acceptance of Hampton Borough Public School – NJEA Priority Schools Initiative Program	Mr. M. Grossman, HEA Co-President Ms. R. Dalrymple, HEA Co-President Members, Hampton Education Association c.: Art DiBenedetto, Interim CSA Members, Hampton Board of Education

- **Discussion:** Interim Chief School Administrator DiBenedetto provided an overview of the NJEA Priority Schools Initiative Program noting that the HPS Teachers prepared and submitted the application on behalf of the district. Interim Chief School Administrator DiBenedetto noted that this will provide various opportunities for the HEA to improve instructional strategies/methodologies through professional training.

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

## Board President's Report

President Reeve noted that there will be an Executive Session meeting at the end of the evening.

## Interim Chief School Administrator's Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto discussed the following:

1. Communication and Outreach efforts that have been made with HPS Staff and HPS Community to date.
2. HPS After Care Program Meeting with parents scheduled to be held on Wednesday, July 25, 2012.
3. CSA Corner on HPS Website and HPS Facebook link.
4. FIEL Conference overview.
5. Letter sent to Hampton Mayor Peter Winters.
6. Outreach to HPS Parents/Students to meet with CSA during the week of 08/13/12- 08/17/12.

## **Board Secretary's Report – Christine M. Werner**

Mrs. Werner discussed the following:

1. Hampton Board of Education Self Evaluation must be completed by August 31, 2012. Gentle reminders have been provided via email.
2. Hampton Board of Education Goal Setting Session and Board Retreat will be scheduled upon completion of the Board of Education Self Evaluation in September/October 2012. Mrs. Werner stated she would contact Ms. Gwen Thornton, NJSBA Field Service Representative to schedule the 2012-2013 Board/Superintendent Goal Setting workshop accordingly.

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

Board Trustee Cheryl Drzewoszewski moved, seconded by Board Trustee Megan Bruton to open the public session at 7:15 p.m. and was approved by a unanimous voice vote by all members present. President Reeve opened the meeting to the public at 7:15 p.m.

**Elizabeth Dilts (45 Wells Avenue) stated that she had been attending Board of Education meetings over the last several months due to her interest in the operations/actions of the Board of Education, her concern of errors that have been made in the past and her interest/intention in becoming a Board of Education Trustee. (Mrs. Dilts stated that she had submitted her petition to run for the School Board election in November.) Mrs. Dilts inquired about the following Agenda Items:**

**Resolution D-1. Is Mr. DiBenedetto's Employment Contract posted on the website as noted on the Agenda with resolution D-1? Mrs. Werner noted that if it has not been posted, it will be. Mrs. Werner stated that the Agenda's notation shall read "will be" posted rather than "has been" posted accordingly.**

**Resolution D-3. Ms. Hughes' sick day pay, is this the actual amount or is it related to a CAP; Can I have the actual calculation that was done to show the actual amount? Mrs. Werner stated that the calculation was actually based on 70 sick days in her bank but that her contract states no more than 27 days may be paid @ her per diem rate (\$157,738/260 = \$606.69/day x 27 days = \$16,380.63 but is CAPPED @ \$15,000) not to exceed \$15,000.**

**Board Policies – Mrs. Dilts inquired if the district's Board Policies might be posted on the district website. Interim Chief School Administrator DiBenedetto stated that he would look into posting the district policies on the website and respond upon determining the capability of the district to do so.**

**Board Secretary/Treasurer's Reports status. Mrs. Werner stated that there was much work to do regarding correcting the financial data to date. Much effort/work has been made to correct the numerous errors contained in the general ledger and subsidiary ledgers in the accounting system as was noted in the June 30, 2011 CAFR/audit report.**

There being no additional items for discussion at this time, Board Trustee Cheryl Drzewoszewski moved, seconded by Board Trustee Megan Bruton to close the public session at 7:31 pm. This was approved by a unanimous voice vote by all members present.

## Committee Reports

### Finance and Building & Grounds – Timothy Reeve and Cheryl Drzewoszewski

#### A. Facility Request – Timothy Reeve and Megan Bruton

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

A1. **Recommend** the Board approve the following facility request(s) as presented:

<b>Applicant</b>	<b>Date/Purpose</b>	<b>Referred to</b>
Hampton Public School HSA Ms. Kathleen Walton	<b>February 22, 2013</b> <b>6:00 PM – 10:00 PM</b> <b>HSA Tricky Tray Event Set-Up</b>	Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary
	<b>February 23, 2013</b> <b>3:00 PM – 11:00 PM</b> <b>HSA Tricky Tray Event</b>	c: Tim Reeve, Board President Members, Hampton Board of Education

- All dates/times are subject to cancellation in the event of inclement weather by the Chief School Administrator in consult with the Board President or Vice President and the Finance & Buildings and Grounds Committee Member.

*Discussion:* A brief discussion ensued regarding the # of chairs needed by the HSA to insure the need and room capacity are in compliance. Mrs. Werner was asked to contact Mrs. Walton to determine how many chairs will actually be needed for this event. Mrs. Werner stated she would do so at the next opportunity.

**Motion carried by a unanimous voice vote of all members present.**

#### B. Building Maintenance- Timothy Reeve and Megan Bruton

A monthly Head Custodian Report completed by Mr. Robert Myers, Head Custodian was distributed to the Board of Education for review. There were no questions or concerns noted pertaining the the Head Custodian Report as distributed.

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

There were no Negotiations matters presented for discussion this evening.

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

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

##### **D-1. Approval Interim CSA Employment Contract – July 1, 2012 – June 30, 2013**

**Recommend** the Board approves the Employment Contract for Mr. Arthur DiBenedetto, Interim Chief School Administrator of the Hampton Borough Public School, for the period July 1, 2012 to June 30, 2013 with the terms and conditions of the contract as presented and as approved by the Hunterdon County Executive Superintendent.

**Note:** A copy of the contract ~~has been~~ will be posted on the district website.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**D-2. Approval Extra-Curricular Service Positions – 2012–2013 School Year**

**Recommend,** the Board, upon the recommendation of the Interim Chief School Administrator, approves the Hampton School Extra Service Positions for the 2012 - 2013 School Year as follows:

<u>Position</u>	<u>Staff Member</u>
Yearbook.....	J. Burd
Student Leadership.....	K. Harris
Ski Club.....	R. Dalrymple
Safety Patrol.....	S. Mouras
Crowd Control.....	L. Dignazio
Middle School Newspaper.....	A. Burtnick
Soccer.....	B. Exley
Boys’ Basketball.....	B. Exley
Girls’ Basketball.....	B. Exley
Cheerleading.....	T. Attanasio
Coordinator of Interscholastic Sports.....	B. Exley
Teacher-in-Charge.....	A. Burtnick
Attendance Officer.....	D. Weston
Substitute Caller.....	S. Lentine

*Discussion:* A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that the staff members had applied for the positions as listed and that he had concurred with Ms. Hughes recommendations for appointment pertaining to same.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**D-3. Approval 403b or 457 Resolution – Sick Day Payment**

**Recommend,** the Board approve the 403b and/or 457 - Sick Day Pay as follows:

**WHEREAS,** the following employee has terminated employment with the Hampton Borough Board of Education effective June 30, 2012 and has requested that their unused sick days be deposited into their 403(b) tax shelter account and/or their 457 account, and



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

**D-5. Approval of Additional Summer Hours – CST Staff**

**Recommend** the Board approve the additional Summer hours for CST staff for student evaluation(s)/parent conference work pertaining to Student #6246054284’s I E.P. as follows:

<b>Teacher</b>	<b>Per Diem Rate</b>	<b>Estimated Cost</b>
Ms. Thea Anaston Social Worker	\$70.35/day Not to Exceed 3 Days.	\$211.05
Ms. Jacqueline Carruthers LDT/C	\$58.20/day Not to Exceed 3 Days	\$174.60
Ms. Sarah Herzenberg School Psychologist	\$50.28/day Not to Exceed 3 Days	\$150.84

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**  
**NAYS: None**  
**ABSTENTIONS: None**

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

There were no Policy matters presented for discussion this evening.

**F. Legislative Delegate- Megan Bruton**

There were no Legislative matters presented for discussion this evening.

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

There were no Curriculum and Technology matters presented for discussion this evening.

**H. ESC Representative-Kimberly Donnenberg**

There were no ESC matters presented for discussion this evening.

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

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

**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, SBA**

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

**K1. SBA/BS Monthly Certification – NJAC 6:20-2:113**

**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 July 17, 2012.

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**  
**NAYS: None**  
**ABSTENTIONS: None**

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

**K2. Authorize Monthly Bills List – July 2012**

**Recommend** the Board authorize the Business Administrator to pay bills during the month of July 2012 that shall be post approved at the next meeting of the Hampton Board of Education.

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**  
**NAYS: None**  
**ABSTENTIONS: None**



**Motion by Board President Reeve, seconded by Board Trustee Megan Bruton, that the following resolution be adopted as presented:**

**K3. Approval Monthly Payroll – July 2012**

**Recommend** the Board confirm the approval of the payrolls for July 2, 2012 in the amount of \$11,697.52 and July 12, 2012 in the amount of \$12,818.58.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

**Motion by Board Trustee Megan Bruton, seconded by Board President Reeve, that the following resolution be adopted as presented:**

**K4. Approval Professional Services Contract 2012-2013 SY - Therapeutic Intervention, Inc.**

**Recommend** the Board approve the contract with Therapeutic Intervention, Inc., to provide occupational therapy services for the Hampton Borough School District for 2012-2013 school year at the following fee schedule (as noted in the Professional Services contract):

**July 1, 2012 – June 30, 2013**

<u>Professional Service</u>	<u>Rate</u>
School Based Therapy – In District	\$87.75/per hour
Home Based Therapy	\$98.40/per hour
Evaluations	\$335.00/Evaluation

**Discussion:** Business Administrator/Board Secretary Werner stated that Therapeutic Intervention, Inc. 2012-2013 fees are the same as the 2011-2012 fees. There is no increase in their fees for the ensuing school year.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

**Motion by Board Trustee Megan Bruton, seconded by Board President Reeve that the following resolution be adopted as presented:**

**K5. Approval Professional Services Contract 2012-2013 SY – Allison M. Peck, PT**

**Recommend** the Board approve the contract with Allison M. Peck, PT, to provide physical therapy services for the Hampton Borough School District for 2012-2013 school year at the following fee schedule (as noted in the Professional Services contract):

**July 1, 2012 – June 30, 2013**

<u>Professional Service</u>	<u>Rate</u>
School Based Therapy – In District	\$83.00/per hour
Evaluations – 2 Hour Minimum Chg.	\$83.00/per hour

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**K6. Approval HPS PreK (Ages 3&4) Tuition Rate 2012-2013 SY**

**Recommend** the Board approve the tuition rate for the district's PreK program be set at \$100.00/month or \$1,000.00/year effective August 23, 2012 – June 12, 2013\* for the 2012-2013 school year and that which shall be billed monthly exclusive of PSD children enrolled in this program.

**Note: \* Tentative Last Day of School**

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**K7. Approval of Participation in the Hunterdon County Educational Services Commission Cooperative Pricing Program for the 2012-2013 SY**

**Recommend** the Board authorizes the Hampton Borough Public School to participate in the Hunterdon County Educational Services Commission's voluntary Cooperative Pricing program for the 2012-2013 school year.

**Note: This is at no cost to the District.**

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**K8. Approval of Participation in the Middlesex County Educational Services Commission Cooperative Pricing Program for the 2012-2013 SY**

**Recommend** the Board authorizes the Hampton Borough Public School to participate in the Middlesex County Educational Services Commission’s voluntary Cooperative Pricing program for the 2012-2013 school year.

**Note:** This is at no cost to the District.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**K9. Approval of Tuition Contract – Tewksbury Board of Education – Student 416705255 for the 2012-2013 SY**

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

Student ID	Placement	Dates	2012-2013 Tuition
4168705255	Tewksbury Preschool Inclusion Program	08/29/12 - 6/30/13	\$30,000/Annual \$166.67/Day

***Discussion:** A brief discussion ensued regarding tuition costs and services. Interim Chief School Administrator DiBenedetto stated he would love to have the child return to district and give us the opportunity to provides educational services even though it might not necessarily be fiscally cost effective for one child but that gien an opportunity he would be very humbled and ecstatic to be afforded the opportunity to start a program for autistic children here in Hampton.*

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be **tabled** at this time:

**K9. Approval of Tuition Contract – Tewksbury Board of Education – Student 416705255 for the 2012-2013 SY**

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

Student ID	Placement	Dates	2012-2013 Tuition
4168705255	Tewksbury Preschool Inclusion Program	08/29/12 - 6/30/13	\$30,000/Annual \$166.67/Day

**All in favor.**

**Old Business**

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

**L1. Bank Accounts and Signature Resolution**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, that the following be and are hereby designated as the official depositories of the Board and authorized signatures of same, effective July 1, 2012 until the next Reorganization meeting of this Board as follows:

**PNC Bank**

(facsimile stamps can be used with advance permission)

- |    |                                      |   |   |
|----|--------------------------------------|---|---|
| a. | Current Account<br>Acct. #8130409943 | Minimum of three<br>Signatures required | Board President<br>Vice President<br>Treasurer of School Monies<br>Interim Superintendent<br>Bus. Administrator/Bd. Sec’y |
| b. | Payroll Agency<br>Acct. #8130409951  | One signature<br>required.              | Board President<br>Vice President<br>Treasurer of School Monies<br>Interim Superintendent<br>Bus. Administrator/Bd. Sec’y |
| c. | Payroll<br>Acct. #8130409978         | One signature<br>required.              | Board President<br>Vice President<br>Treasurer of School Monies<br>Interim Superintendent<br>Bus. Administrator/Bd. Sec’y |
| d. | Bond Proceeds<br>Acct. #8036361736   | One signature<br>required.              | Board President<br>Vice President<br>Treasurer of School Monies<br>Interim Superintendent<br>Bus. Administrator/Bd. Sec’y |

e.	Money Market Acct. #8130409978	Two signatures required.	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec'y
f.	Food Service Acct. #8130410725	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine
g.	Student Activities Acct #8130410696	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine
h.	Administrative Account Acct. #80331059941	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine

**Recommend** that all funds on deposit in the Current Account, Payroll Agency Account, Payroll Account, Bond Proceeds Account, Money Market Account, Food Service Account, Student Activities Account and Administrative 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:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

**L2. Investment of District Funds/Transfers**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, that the Business Administrator/Board Secretary be permitted to invest Board funds at the most advantageous rate in compliance with all state laws and regulations.

**Recommend** that the Business Administrator/Board Secretary be authorized to make telephone and/or electronic transfers by and between school accounts, and to facilitate electronic transactions by and between school accounts, and to facilitate electronic transactions by and between the Board's agency accounts.

**Recommend** that the Business Administrator/Board Secretary, in consultation and agreement with the Interim Chief School Administrator, is hereby designated as the individual to authorize line item changes between Board meetings, effective July 1, 2012 until the next annual Reorganization Meeting of this Board.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

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

### **L3. Appointment of Medical Examiner**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Dr. Felix Foschetti, Washington, NJ as its medical examiner to provide school physician services in accordance with N.J.S.A. 18A:40-1, for the 2012-2013 school year at an annual fee of \$1,500 until the next annual Reorganization of this Board.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution adopted as presented:**

### **L4. Appointment of Board Secretary**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints the School Business Administrator to serve as the Board Secretary, effective July 1, 2012 until the next annual Reorganization Meeting of this Board.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Megan Bruton, that the following resolution adopted as presented:**

### **L5. Appointment of Acting Board Secretary**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints the Interim Chief School Administrator or designee to act as the Board Secretary in the absence of the Board Secretary, for this Board of Education effective July 1, 2012 until the next annual Reorganization Meeting of this Board.

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None

**Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Megan Bruton, that the following resolution adopted as presented:**

**L6. Designation/Authorization of Petty Cash Fund and Personnel Responsible for Petty Cash Fund**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, designates that the Petty Cash Fund be approved in the amount of \$200.00 with the person responsible to be the Interim Chief School Administrator and Business Administrator with the maximum expenditure for one purpose to be \$50.00, effective July 1, 2012 until the next annual Reorganization Meeting of this Board.

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**  
**NAYS: None**  
**ABSTENTIONS: None**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution adopted as presented:**

**L7. Designation/Authorization of Administrative Fund Account and Personnel Responsible for Account**

**Recommend** the Board approve the establishment of the Administrative Fund Account for the 2012-2013 school year in the amount of \$5,000. The Interim Chief School Administrator shall be responsible for authorizing disbursements from this account.

*Discussion: A brief discussion ensued regarding the purpose of the Administrative Fund Account. Mrs. Werner note dthat this account allows for district funds to be more easily accessed to pay expenditures that are anticipated but that the date to pay the expenditure may not be known for certain i.e. referees for basketbal games. This allows the district to pay said expenditures expediently and timely.*

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**  
**NAYS: None**  
**ABSTENTIONS: None**

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Megan Bruton, that the following resolution adopted as presented:

**L8. Adoption of 2012-2013 School Budget and Authorization to Implement 2012-2013 School Budget and AMENDED Debt Service Tax Levy 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorizes the Interim Chief School Administrator and Business Administrator to implement the 2012-2013 school budget pursuant to policies and regulations of the state board and local board in the amounts that follow:

Current Expense	\$2,617,327.00	
Special Revenue	55,000.00	
Debt Service	<u>360,039.00</u>	
<b>TOTAL BUDGET</b>	<b>\$3,032,366.00</b>	and,

**Recommend**, that the following General Fund Tax levy schedule also be approved to support the 2012-2013 budget:

<u>Date Due</u>	<u>Amount</u>	<u>Date Due</u>	<u>Amount</u>
July 15, 2012	\$140,705.16	January 15, 2013	\$140,705.16
August 15, 2012	\$140,705.16	February 15, 2013	\$140,705.16
September 15, 2012	\$140,705.16	March 15, 2013	\$140,705.16
October 15, 2012	\$140,705.16	April 15, 2013	\$140,705.16
November 15, 2012	\$140,705.16	May 15, 2013	\$140,705.16
December 15, 2012	\$140,705.20	June 15, 2013	\$140,705.20

Current Expense School District Tax for the 2012-2013 School Year is \$1,688,462.00

*Note: The Current Expense School District Tax Levy schedule remains unchanged.*

**Recommend**, that the following AMENDED Debt Service Tax levy schedule also be approved to support the 2012-2013 Debt Service budget:

<u>Date Due</u>	<u>Amount</u>	<u>Date Due</u>	<u>Amount</u>
August 24, 2012	\$57,520.00	February 22, 2013	\$84,380.00
	June 7, 2013	\$59,101	
	(2009 – 2010 Debt Service Tax Levy Balance Due)		

Debt Service School District Tax for the 2012-2013 School Year is \$201,001.00

**AYES:** Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President  
**NAYS:** None  
**ABSTENTIONS:** None



**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, that resolutions #L9 - # L13 be adopted as presented:**

**L9. Appointment of Section 504 Compliance Officer - 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Section 504 Compliance Officer effective July 1, 2012 until the next Reorganization of this Board.

**L10. Appointment of Affirmative Action Officer - 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Affirmative Action Officer effective July 1, 2012 until the next Reorganization of this Board.

**L11. Appointment of District Custodian of Records Officers - 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's custodian of records for personnel records and Mrs. Christine M. Werner as the district's custodian of records for business and financial records effective July 1, 2012 until the next Reorganization of this Board.

**L12. Appointment of Custodian of Pupil Records - 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorizes Mr. Art DiBenedetto, Interim Chief School Administrator, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 "Pupil Records":

- Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
- Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

### **L13. Appointment of Substance Abuse Officer - 2012-2013 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Substance Abuse Officer effective July 1, 2012 until the next Reorganization Meeting of this Board.

**VOTE: RESOLUTIONS #L9 - #L13 AS PRESENTED.**

**AYES: Mrs. Bruton, Mrs. Drzewoszewski, and Mr. Reeve, President**

**NAYS: None**

**ABSTENTIONS: None**

### **New Business**

There were no New Business matters presented for discussion this evening.

### **Comments from the Public II:**

Board Trustee Megan Bruton moved, seconded by Board Trustee Cheryl Drzewoszewski 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.

### **Discussion:**

Elizabeth Dilts (45 Wells Avenue) inquired as to the status of President Reeve designating 2 BOE members to be assigned to review the Exploratory Committee's Report and Recommendations to date. President Reeve stated that this was still in the process but that Mr. DiBenedetto has reviewed the report and recommendations and plans to discuss this with the committee and Board of Education to determine what actions may be taken, if any. President Reeve stated that the Board of Education's review, in conjunction with Interim Chief School Administrator DiBenedetto, will likely not be completed by the August 21, 2012 Regular Business Meeting and will likely continue to be an on-going project over the next few months.

Elizabeth Dilts (45 Wells Avenue) referenced the school grounds and stated that a few members of the public have expressed disappointment with regard to the condition of the school grounds, specifically with regard to the lack of maintenance. Board President Reeve stated that there is a Shared Services Agreement with the Borough of Hampton which stipulates that the Hampton Borough DPW provides grass cutting services and that, at times, the district needs to reach out to the Borough DPW to request said services. President Reeve stated that they (Hampton DPW) usually will provide grass cutting services at the next opportunity. Interim Chief School Administrator DiBenedetto stated that the Hampton Borough DPW had cut the grass only a few days after he had come on Board here in Hampton. And only last week, the Hampton DPW had completed weeding services for us. Board President Reeve stated that the HPS custodial staff are currently focused on the inside of the building right now but that they do attend to the outside as time allows. Mrs. Dilts stated that the Board of Education might make an effort to review the Shared Services contract with the Borough to make sure that everyone knows and completes what they are responsible for. Interim Chief School Administrator DiBenedetto stated that our custodial staff has been doing a great job this Summer.

Stephen Dilts (45 Wells Avenue) stated that there is certainly a value in sharing services/Shared Services agreement especially when there is a “time” savings advantage. Interim Chief School Administrator DiBenedetto stated that while the district has a small riding mower the process of cutting the district’s grass (around the school and fields) is slow and time consuming. The Hampton DPW has much larger equipment and they are able to provide grass cutting services in a fraction of the time than our staff is able to do with the small equipment that we have. The time we are saving with the Borough DPW providing grass cutting services is advantageous to the district. A brief discussion ensued.

There being no additional items for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Cheryl Drzewoszewski to close the public session at 8:16 pm. This was approved by a unanimous voice vote by all members present.

### **EXECUTIVE SESSION**

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, 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 **personnel, legal, contract and student matters**. 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 8:17 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 Megan Bruton, seconded by Board Trustee Cheryl Drzewoszewski, to close executive session at 8:36 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:36 pm with the following members present:

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

**ADJOURNMENT** - There being no further business to come before the board, Board Trustee Megan Bruton made a motion, seconded by Board Trustee Cheryl Drzewoszewski and carried by Unanimous Voice Vote to adjourn the July 17, 2012 Regular Business Meeting of the Hampton Board of Education at 8:37 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary