

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
Minutes
October 16, 2012**

Call to Order – Tim Reeve, President –The meeting was called to order by President Tim Reeve at 7:01 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 – Board Secretary Werner

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

Absent: Kimberly Donnenberg

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
There was 1 member of the public present.

Minutes Approval

Board Trustee Gina Sharkey moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
September 18, 2012	Regular Business Meeting
	Executive Session

The motion was seconded by Board Trustee Cheryl Drzewoszewski and was approved by a majority voice vote of the members present. Ms. Sharkey abstained due to her absence from the meeting.

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

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
October 9, 2012	Special Meeting

All in favor.

The motion as addended was approved by a unanimous voice vote of all members present.

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
NJSBAIG	2012-13 Safety Grant Award	Mr. Art DiBenedetto, Interim CSA Mr. Tim Reeve, Board President Members, Hampton Board of Education

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

Board President's Report

President Reeve had no comment at this time.

Interim Chief School Administrator’s Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto discussed the following matters:

1. Fire Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School	10/04/12 – 10:57 a.m. – 11:00 a.m.	3:00 Minutes
Hampton Public School – Evacuation Drill	10/11/12 – 1:34 p.m. – 1:42 p.m.	8:00 Minutes

2. **School Violence Awareness Week, October 15-18, 2012** – Interim Chief School Administrator DiBenedetto stated that the School Violence Awareness Week is designated during the week of October 15-19, 2012.
3. **Red Ribbon Week, October 20-28, 2012** – Interim Chief School Administrator DiBenedetto stated that Red Ribbon Week is designated during the week of October 23-31, 2012. Interim Chief School Administrator DiBenedetto stated that a special event has been planned for every day during this week as follows:

- a) **Tuesday, October 23 – Hampton Closes the Door on Drugs Day.** The event for students is “Decorate Your Homeroom Door Contest” – doors will be judged and winners announced.
- b) **Wednesday, October 24 – Wear Something Red Day.**
- c) **Thursday, October 25 – It’s Crazy To Take Drugs Day.** Students wear crazy hair.
- d) **Friday, October 26 – Sock It to Drugs Day.** Students wear red, mismatched or crazy socks. Lunchtime Pizza Party for winners of Door Decorating Contest.
- e) **Monday, October 29 – Turn Your Back on Drugs Day.** Students wear their shirts backwards. Nurse reads the book *The Red Ribbon* to Grades K, 1, 2.
- f) **Tuesday, October 30 – Assembly @ 9:30 a.m. – Trooper Drew** – grades 6, 7, 8. Students visit the Information Station.
- g) **Wednesday, October 31 – Say Boo to Drugs Day.**

4. **American Education Week – November 12-16, 2012** – Interim Chief School Administrator DiBenedetto stated that American Education Week is designated during the week of November 12-16, 2012.
5. **Violence and Vandalism Community Report (Verbal Report)** – Interim Chief Administrator DiBenedetto provided a verbal report pertaining to the annual Violence and Vandalism Community Report as follows:

- Interim Chief School Administrator DiBenedetto reported that Hampton Public School had no incidents of Violence or Vandalism reported on the annual EVVRS Report for the 2011-2012 school year.
- Interim Chief School Administrator DiBenedetto reported that Hampton Public School had no incidents of Violence or Vandalism as of today, October 16, 2012 for the 2012-2013 school year.
- Interim Chief School Administrator DiBenedetto provided a HIB report as of today, October 16, 2012.

Incidents Investigated	Confirmed Incidents of HIB
-0-	-0-

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

RESOLVED, that the Hampton Board of Education accepts the report and acknowledges the presentation by the Interim Chief School Administrator of the incidents of violence and vandalism during the 2011-2012 school year as reported on the Electronic Violence and Vandalism Reporting System (EVVRS) for the State; and

BE IT FURTHER RESOLVED, that the Hampton Board of Education recognizes the school’s participation in Violence Awareness Week during the week of October 15-19, 2012.

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

6. **Diagnostic Testing Report** – Interim Chief School Administrator DiBenedetto noted that this week the HPS students will be given diagnostic testing to determine student academic standing/deficiencies. Interim Chief School Administrator DiBenedetto stated that the results will be used to focus on and correct any areas needing additional attention. Interim Chief School Administrator DiBenedetto noted that a summary of the results of the diagnostic testing and associated analysis report will be provided to the Board of Education accordingly.

Board Secretary’s Report – Christine M. Werner

Board Secretary Werner noted that the June 30, 2012 audit began yesterday, Monday, October 15, 2012. Board Secretary Werner stated that it is expected there will be audit recommendations which will be addressed utilizing a CAP (Corrective Action Plan). Board Secretary Werner stated that Mr. Ardito has indicated that he would like to make a formal presentation to the Board of Education, discuss the audit recommendations and answer any questions the Board may have regarding the June 30, 2012 CAFR. Board Secretary Werner stated that the Board of Education is required to accept the CAFR (Audit report) and to approve the CAP (Corrective Action Plan) via Board resolution. It is expected that the formal report will be completed and presented prior to November 30, 2012. A brief discussion ensued.

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

Board Trustee Cheryl Drzewoszewski moved, seconded by Board Trustee Gina Sharkey 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.

There being no items for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Cheryl Drzewoszewski to close the public session at 7:16 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 Gina Sharkey, seconded by Board Trustee Megan Bruton, that the following resolutions be adopted as presented:

RESOLVED that resolution number A-1 be adopted as presented:

A-1. Hampton Public School HSA Facility Request – Vendor Night Event

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

Applicant	Date/Purpose	Referred to
Hampton HSA Ms. Belinda Brandt	November 2, 2012 Vendor Night 5:30 PM – 10:00 PM HPS Gymnasium and Kitchen	Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Tim Reeve, Board President Members, Hampton Board of Education

Discussion: Board Trustee Cheryl Drzewoszewski inquired if the food service vendor would have any issues with the HSA using the kitchen area. Mrs. Werner responded “no”. A brief discussion ensued

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 was distributed to the Board of Education for review. There were no questions or concerns noted pertaining the Head Custodian Report as distributed.

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

RESOLVED that resolutions numbered B-1 – B-2 be adopted as presented:

B-1. Authorization to Submit 3-Year Comprehensive Maintenance Plan – 2011-2014 Hampton Public School

Recommend the Board authorizes the Interim Chief School Administrator and Business Administrator to submit the Annual 3-Year Comprehensive Maintenance Plan for the period 2011-2014 as presented:

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

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

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

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

B-2. Authorization to Submit M-1 Annual Maintenance Budget Worksheet and Detail and 7.6 Indicator Checklist Evaluation of School Buildings- Hampton Public School

Recommend the Board authorizes the Interim Chief School Administrator and Business Administrator to submit the School Facilities Worksheets to the NJDOE as follows:

- a. Form M-1 – Annual Maintenance Budget Amount Worksheet and Detail**
- b. 7.6 Indicator Checklist Evaluation of School Buildings**

Discussion: Interim Chief School Administrator DiBenedetto highlighted the Additional Projects to be undertaken during the 2012-13 school year, namely the 1) conversion of the district boilers from oil to gas; 2) repair of stairs (indoor stairs) and 3) paving repairs and the Additional projects to be undertaken during the 2013-14 school year, namely the 1) repair of stairs (indoor stairs) continued; 2) paving repairs and 3) Lighting Upgrades – Gymnasium. Interim Chief School Administrator stated that the repair of the stairs will likely

be expensive and will be a continued project to be undertaken over several years. Interim Chief School Administrator stated that the new projects discussed this evening are the result of a few safety concerns that have been noted in our district. Interim Chief School Administrator DiBenedetto stated that Administration is currently awaiting estimates for all of the “Additional Projects” as noted, will review/discuss project estimates with the Board of Education and will budget accordingly for the ensuing school year(s) to complete the projects as listed and as recommended by Administration and approved by the Board of Education. A brief discussion ensued.

Motions carried by a unanimous voice vote of all members present.

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

RESOLVED that resolutions numbered D-1 – D-2 be adopted as presented:

D-1. Approval of Professional Workshops

Recommend the Board approve the request for the following Professional Workshops as noted:

Date	Personnel	Subject	Estimated Cost
11/01/12	Ms. Linda Aller	Better Sleep / Better Memory Clinton, NJ	\$81.00 – NCLB Title IIA \$11.78 Mileage (Current Expense)
11/30/12	Ms. Sara Mouras	NJAFPA Winter Training Instituted Eatontown, NJ	\$149.00 – NCLB Title IIA \$43.39 Mileage (Current Expense)
12/04/12	Mrs. Alice Burtnick	Using IPADS to Meet the Needs of All Learners New Brunswick, NJ	\$149.00 – NCLB Title IIA \$22.94 Mileage (Current Expense)

D-2. Approval of Substitute Teachers – 2012-13 School Year

Recommend the Board add the following individuals to the district’s substitute teacher list for the 2012-2013 school year:

Substitute Teacher	Certification/Credentials	Criminal Background Check Status
Ms. Nicole Peoni	Certificate of Eligibility	Completed
Ms. Alexis Andrian	Substitute Teacher Certificate	Completed

VOTE: PERSONNEL RESOLUTIONS #D-1 – #D-2 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Drzewoszewski, Ms. Sharkey 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

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

RESOLVED that resolutions numbered G-1 – G-3 be adopted as presented:

G-1. Accept REAP Grant FY2013 - \$17,700

Recommend the Board accepts the FY2013 REAP grant funds in the amount of \$17,700.00.

G-2. Accept NJSBAIG Grant FY2013 - \$3,100.00

Recommend the Board accepts the 2012-2013 NJSBAIG grant funds in the amount of \$3,100.00 to be utilized for safety and security related improvements.

G-3. Approval of Field Trip Requests for the 2012-2013 School Year

Recommend the Board approve the following Field Trips as listed:

(Admission, Transportation and Substitute Costs are listed.)

Date	Grade	Field Trip
10/24/12	PreK and Kindergarten Attanasio/Jackson/Nicolai/Hurford 26 Students / 4 Adults	Grochowicz Farm Glen Gardener, NJ Admission: Donation from HSA Transportation Cost - None Substitute Cost: \$45.00 (Nurse)

Date	Grade	Field Trip
11/20/12	Grades 7 & 8 Dignazio/Burnick/Jones 30 Students / 3 Adults	Performance of "The Giver" Branchburg, NJ Admission: \$320.00 - Donation from HSA Transportation Cost - \$275.00 / Current Expense Substitute Cost: \$90.00 (Nurse)
05/29/13	Grades 2 & 3 Dalrymple and Fleming 18 Students / 5 Adults	Sterling Mines Ogdensburg, NJ Admission: \$207.00 - Donation from HSA Transportation Cost - \$483.33 / Current Expense Substitute Cost: \$90.00 (Nurse)
05/31/13	Grades 6 & 7 Dignazio/Harris/Mouras 22 Students / 4 Adults	Sandy Hook State Park Sandy Hook, NJ Admission: None Transportation Cost - \$508.55 / Current Expense Substitute Cost: None

VOTE: CURRICULUM AND TECHNOLOGY RESOLUTIONS #G-1 – #G-3 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

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 Communications matters presented for discussion this evening.

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

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

Mrs. Werner read the SBA/BS Monthly Certification statement as follows:

K-1. 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 August 21, 2012.

VOTE: SBA/BS RESOLUTION #K-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Megan Bruton, that the following School Business Administrator/Board Secretary resolutions be adopted as presented:

RESOLVED that resolutions numbered K-2 – K-6 be adopted as presented:

K-2. Approve Monthly Bills List – October 2012

Recommend the Board approves the attached September 19, 2012 – October 16, 2012 Bills List as recommended by the Interim Chief School Administrator and the School Business Administrator.

Fund 10 – Current Expense	\$ 67,271.48
Fund 20 – Special Revenue	\$ 5,399.24
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-0-
Grand Total	\$ 72,670.72

K-3. Approval Monthly Payroll – October 2012

Recommend the Board confirm the approval of the payrolls for October 1, 2012 in the amount of \$93,470.68 and October 15, 2012 in the amount of \$96,988.16.

K-4. Approval Student Activity Fund Report – September 2012

Recommend the Board accept/approve the Student Activity Fund report for the month of September 2012 submitted by Mrs. Sharon Lentine in the amount of \$2,665.49.

K-5. Approval Administrative Account Report – September 2012

Recommend the Board accept/approve the Administrative Account Report for the month of September 2012 submitted by Mrs. Sharon Lentine in the amount of \$2,488.00.

K-6. Approval Cafeteria Account Report – September 2012

Recommend the Board accept/approve the Cafeteria Account’s Monthly report for the month of September 2012 submitted by Mrs. Sharon Lentine in the amount of \$4,197.53.

VOTE: SBA/BS RESOLUTION #K-2 – K-6 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Old Business

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

New Business

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

Comments from the Public II:

Board Trustee Gina Sharkey moved, seconded by Board Trustee Megan Bruton to open the public session at 7:46 p.m. and was approved by a unanimous voice vote by all members present. President Reeve opened the meeting to the public at 7:46 p.m.

There being no items presented for discussion at this time, Board Trustee Gina Sharkey moved, seconded by Board Trustee Megan Bruton to close the public session at 7:47 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 Gina Sharkey, 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 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 7:48 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 Cheryl Drzewoszewski, to close executive session at 8:45 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:45 pm with the following members present:

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

ADJOURNMENT - There being no further business to come before the board, Board Trustee Gina Sharkey made a motion, seconded by Board Trustee Cheryl Drzewoszewski and carried by Unanimous Voice Vote to adjourn the October 16, 2012 Regular Business Meeting of the Hampton Board of Education at 8:46 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary