

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
Minutes
April 16, 2013**

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

Open Public Meeting Announcement - The following is made part of the minutes:

“In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight’s meeting in area newspaper, the Hunterdon Democrat, on January 17, 2013 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 Drzewoszewski:

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: Cheryl Drzewoszewski, President
Megan Bruton
Elizabeth Dilts
Robert Shumski

Absent: Gina Sharkey, Vice President

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
There were 9 members of the public present.

President Cheryl Drzewoszewski read the following resolution:

HAMPTON BOARD OF EDUCATION RESOLUTION

CHAMPION OF CHILDREN AWARD

JENNIFER LEAP

WHEREAS, Miss Jennifer Leap serves as a school counselor to students in Hampton School; and

WHEREAS, she is an employee of the Hunterdon Medical Center, yet is totally immersed in the Hampton School culture; and

WHEREAS, outstanding service by this professional allows continued progress in our student's studies and social skills; and

WHEREAS, without Ms. Leap there would be a vacuum of important services in our school and, finally

WHEREAS, Ms. Leap serves our school in a superlative and thorough fashion;

THEREFORE BE IT RESOLVED, that the Hampton Board of Education, that Ms. Jennifer Leap be awarded the Champion of Children Award for the 2012/2013 school year.

This resolution shall take effect immediately.
Adopted this the 16th day of April 2013.

Cheryl Drzewoszewski, Board President

Art DiBenedetto, Interim Chief School Administrator

Christine M. Werner, Board Secretary

Interim Chief School Administrator DiBenedetto stated that the Champion of Children Award is being presented to Ms. Leap as she has had a strong effect and positive influence on the children of HPS. "Thank you for all that you do!" Ms. Leap stated "Thank you. I enjoy being a part of the Hampton School community. I am truly honored." President Drzewoszewski stated "Congratulations!" which was then affirmed by all the Board Trustees and members of the community present.

Minutes Approval

Board Trustee Robert Shumski moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
January 15, 2013	Regular Business Meeting (amended)
	Executive Session (addended)
January 30, 2013	Special Meeting
	Executive Session
February 26, 2013	Regular Business Meeting
	Executive Session
March 4, 2013	2013-2014 Preliminary Budget Presentation (amended)

The motion was seconded by Board Trustee Elizabeth Dilts and was approved as follows:

Q

AYES: Mrs. Bruton, Mrs. Dilts, Mrs. Sharkey, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: January 15, 2013 - Mrs. Bruton as she was not in attendance at the meeting.
January 30, 2013 – Mr. Shumsky as he was not in attendance at the meeting.
January 15 – March 4, 2013 – President Drzewoszewski.

Communications

Board Trustee Elizabeth Dilts moved the following resolution:

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

Sender	Subject	Referred to
Paula Nicolai	Retirement	Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education

Discussion: A brief discussion ensued. Interim Chief School Administrator DiBenedetto noted that Mrs. Nicolai is our part time Preschool Teacher and will be retiring effective June 30, 2013.

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

Board President's Report

President Drzewoszewski had no comment at this time.

Interim Chief School Administrator's Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto noted the following matters:

1. Safety Drill Report

Safety Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School	03/26/13 – 1:20 p.m. – 1:22 p.m.	2:00 Minutes
Hampton Public School – Lockdown Drill	03/28/13	

- 2. Additional Planning for 2013-2014 School Year** – Interim Chief School Administrator DiBenedetto noted that much planning has taken place with regard to the changes including room assignments, plans pertaining to classroom moves/changes and preliminary plans pertaining to same. Interim Chief School Administrator DiBenedetto stated that the process has also included the opinions of students, staff, etc. regarding same. A brief discussion ensued.

Interim Chief School Administrator DiBenedetto also stated that the 6th grade class will be eating outside during their lunch period on Friday.

- 3. Update on Private School Partnership** – Interim Chief School Administrator DiBenedetto provided an update regarding the partnership with Willow Glen Academy in terms of sponsoring a Special Education program for autistic students in September 2013. Much discussion ensued. Interim Chief School Administrator DiBenedetto discussed a consideration for accepting tuition students from other school districts in this program. Interim Chief School Administrator stated that he and several representatives from Willow Glen Academy would meet with NJ DOE representatives in May to discuss the process, procedures and regulations for said partnership to operate this Program in the Fall. Interim Chief School Administrator DiBenedetto stated that he would keep the Board of Education informed as to the status of said proposal.

- 4. Summer Preschool** - Interim Chief School Administrator DiBenedetto discussed a consideration to implement a Summer Preschool program in July 2013. – Interim Chief School Administrator DiBenedetto stated that he had already surveyed Preschool parents to determine the interest in said program, of which three (3) parents have responded “yes” and six (6) parents have responded “maybe”. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that the cost for this program would not exceed \$2,400 and would include the cost/salary expenditure of a teacher calculated at 3 hours/day for four (4) weeks. Interim Chief School Administrator DiBenedetto stated that this will certainly benefit three (3) special education students who should be provided an ESY program.

Interim Chief School Administrator DiBenedetto noted that there is a need for an Executive Session meeting this evening to discuss student matters.

- 5. New Enrollments** – Interim Chief School Administrator DiBenedetto noted that two new students (sisters) have enrolled as of last Friday, one child has enrolled in grade 2 and one child has enrolled in grade 5.

Board Secretary's Report – Christine M. Werner

Board Secretary Werner noted that the 2013 School Board Election information and BOE Candidates' Petitions information is posted on the HPS Website. Mrs. Werner stated that there are two (2) Board Trustee vacancies.

Board Trustee Elizabeth Dilts complimented Mrs. Werner with regard to the comprehensive nature of the BOE meeting minutes. Board Trustee Elizabeth Dilts inquired if both Board Trustee vacancies were 3 year terms. Mrs. Werner responded “yes”.

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

Board Trustee moved Elizabeth Dilts, seconded by Board Trustee Robert Shumski to open the public session at 7:22 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 7:22 p.m.

There being no items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 7:23 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 Robert Shumski, 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 7:24 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 Elizabeth Dilts, seconded by Board Trustee Megan Bruton, to close executive session at 8:15 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:15 pm with the following members present:

Present: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President.

Committee Reports

Finance and Building & Grounds - Elizabeth Dilts and Cheryl Drzewoszewski

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

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

A-1. Hampton Public School Facility Requests – May 2013 and June 2013

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

Applicant	Date/Purpose	Referred to
Hampton HSA Ms. Tracy Ceglia	May 2 - 6, 2013 8:00 AM – 4:00 PM Clothing Drive Fundraiser HPS Multipurpose Room Stage	Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Cheryl Drzewoszewski, Board President Members, Hampton Board of Education
HPS 8 th Grade Class Mr. Jones, 8 th Grade Advisor	June 6, 2013 4:30 PM – 6:30 PM June 7, 2013 6:00 PM – 12:00 AM Teacher Reception/8 th Grade Lock-In	Art, DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Cheryl Drzewoszewski, Board President Members, Hampton Board of Education

* All dates/times are subject to cancellation in the event of inclement weather by the Interim Chief School Administrator in consult with the Board President or Vice President and the Finance and Buildings & Grounds Committee Chairperson(s).

Discussion: Board President Cheryl Drzewoszewski “thanked” Mr. Jones for all of his work and volunteerism with the HPS 8th grade students this school year.

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

B. Building Maintenance – Megan Bruton and Robert Shumski

A monthly Head Custodian Report completed by Mr. Robert Myers was distributed to the Board of Education for review.

Interim Chief School Administrator DiBenedetto briefly discussed the proposal received from Triad pertaining to installing a “gas leak” monitoring system with regard to the new gas lines installed feeding into the boilers. A brief discussion ensued. Interim Chief School Administrator stated that he would review the cost @ \$1,000.00 with Mrs. Werner and report any concerns regarding same to the Board at the next opportunity.

There was no additional discussion or questions with regard to Mr. Myers’ report.

C. Negotiations - – Gina Sharkey and Robert Shumski

There were no Negotiations matters presented for discussion this evening.

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

Motion by Board Trustee Robert Shumski, seconded by Board Trustee Elizabeth Dilts, that the following resolutions be adopted as presented:

RESOLVED that resolutions numbered D-1 – D-12 be adopted as presented:

D-1. Approval of Retirement – Paula Nicolai

Recommend the Board approves, the resignation of Paula Nicolai, with regret, due to retirement, effective June 30, 2013.

D-2. Appointment of Full Time Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for teachers with **tenure** for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Tina Attanasio	BA+15 / Step G	\$47,745	-0-	\$47,745
Alice Burtnick	MA / Step N	\$71,025	-0-	\$71,025
Ruth Ann Dalrymple	BA + 30 / Step N	\$68,775	\$1,250	\$70,025
Lesley Dignazio	BA / Step N	\$66,525	-0-	\$66,525
Nancy Fleming	BA / Step N	\$66,525	\$1,250	\$67,775
Brynda Flynn	MA / Step M	\$67,790	-0-	\$67,790
Michael Grossman	MA / Step N	\$71,025	\$1,250	\$72,275
Kate Harris	MA / Step N	\$71,025	\$1,250	\$72,275
Michael Jones	BA + 15 / Step L	\$61,280	-0-	\$61,280
Janet Legg	BA / Step N	\$66,525	-0-	\$66,525
Kenda Riley	MA / Step N	\$71,025	-0-	\$71,025
Marlene Rush	BA / Step H	\$48,620	-0-	\$48,620

D-3. Appointment of Part Time Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time teachers with **tenure** for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Jeannine Burd (.6 FTE)	BA / Step N	\$39,915	\$1,350	\$41,265
Bruce Exley (.75 FTE)	BA / Step N	\$49,894	-0-	\$49,894
Marilyn Stowell (.5 FTE)	BA + 15 / Step N	\$33,825	-0-	\$33,825
Kathleen Walton (.5 FTE)	MA / Step N	\$35,512	-0-	\$35,512

D-4. Appointment of Part Time Tenured Child Study Team Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time Child Study Team personnel with **tenure** for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Thea Anaston (.2 FTE)	MA / Step N	\$14,205	-0-	\$14,205

D-5. Appointment of Part Time Non-Tenured Child Study Team Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time **non-tenured** Child Study Team personnel for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Jacqueline Carruthers (.2 FTE) *Tenure 12/15/13	MA / Step K	\$12,324	-0-	\$12,324
Victoria Nostrand (.2 FTE) *Tenure 09/18/16	MA + 30 / Step N	\$14,430	-0-	\$14,430

D-6. Appointment of Full Time Non-Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for full-time **non-tenured** Teaching personnel for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Carley Jackson *Tenure 09/01/16	BA / Step B	\$45,020	-0-	\$45,020
Sara Mouras *Tenure 09/01/13	MA / Step D	\$49,920	-0-	\$49,920

D-7. Appointment of Part Time Non-Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time **non-tenured** Teaching personnel for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Melissa Lashevicki (.45 FTE) Tenure 01/01/16	BA + 15 / Step C	\$20,855	-0-	\$20,855
Susan Samela (.4 FTE) *Tenure 03/03/14	BA / Step M	\$25,316	-0-	\$25,316

Discussion: Interim Chief School Administrator stated that Mrs. Samela will achieve tenure on 03/03/14. A brief discussion ensued.

Motion by Board Trustee Robert Shumski, seconded by Board Trustee Elizabeth Dilts, that the following resolution be AMENDED and adopted as presented:

D-7(a). Appointment of Part Time Non-Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time **non-tenured** Teaching personnel for the 2013-2014 school year as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Melissa Lashevicki (.45 FTE) Tenure 01/01/16	BA + 15 / Step C	\$20,855	-0-	\$20,855

D-7(b). Appointment of Part Time Non-Tenured Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time **non-tenured** Teaching personnel **for the period August 27, 2013 – February 28, 2014** as follows:

Name	Level/Step	Base Salary	Longevity	Salary
Susan Samela (.4 FTE) *Tenure 03/03/14	BA / Step M	\$25,316* * Prorated August 2013 – February 28, 2014 = 8 months	-0-	\$25,316 *\$17,721.20

All in favor.

D-8. Appointment of Tenured Secretarial Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for full-time **tenured** Secretarial personnel for the 2013-2014 school year as follows:

Name	Base Salary	Longevity	Salary
Sharon Lentine 11 months – F/T	\$26,948	-0-	\$26,948
Diane Weston 10 months – F/T	\$37,884	\$1,250	\$39,134

D-9. Appointment of Maintenance/Custodial Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for full-time Maintenance/Custodial personnel for the period July 1, 2013 – June 30, 2014 as follows:

Name	Base Salary	Longevity Additional Salary Items	Salary
Robert Myers	\$43,861	\$6,400	\$50,261
James Neidlinger	\$51,153	\$2,250	\$53,403

D-10. Appointment of Non-Tenured Full Time Teaching Assistant Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for full-time **non-tenured** Teaching Assistant personnel for the 2013-2014 school year as follows:

Name	Salary Base	Longevity	Salary
Noreen Hurford	\$15,300	-0-	\$15,300
Anissa Mikitiuk	\$15,300	-0-	\$15,300
Kimberly Sessock	\$15,300	-0-	\$15,300

D-11. Appointment of Non-Tenured Part Time Teaching Assistant Personnel for the 2013-2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following salary grades and rates for part-time **non-tenured** Teaching Assistant personnel for the 2013-2014 school year as follows:

Name	Salary Base	Longevity	Salary
Susan Brown (.5 FTE)	\$7,650	-0-	\$7,650

D-12. Authorize Interim Superintendent to Post for Seasonal/Summer Custodial Assistant Vacancies

Recommend the Board authorize the Interim Chief School Administrator to post for Seasonal/Summer Custodial Assistant vacancies (2) for the period June 17, 2013 - August 23, 2013.

Note: It is anticipated that seasonal/Summer custodial assistants will work 40 hours per week. Salary rate to be determined.

VOTE: PERSONNEL RESOLUTIONS #D-1 – #D-6, #D-7 (a) AND #D-7 (b) AS AMENDED, AND D-7 – D-12 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

E. Policy – Elizabeth Dilts and Robert Shumski

Board Trustee Elizabeth Dilts provided a verbal report of the Policy Committee meeting held during Spring Recess. Board Trustee Elizabeth Dilts stated that the Policy Committee discussed creating/updating a personnel manual/handbook, a new Policy Manual incorporating NJSBA Policies with the district's current Policy Manual to update the district's approved

Policy Manual. Discussion ensued. Board Trustee Elizabeth Dilts stated that the Policy Committee has reviewed the “9000” policy series and is in the process of updating same for review and consideration for approval by the Board of Education at the next opportunity. A brief discussion ensued. Board Trustee Elizabeth Dilts stated that the Policy Committee has set forth a goal of completing the new/revised Board Policy Manual by June 2014 and will digitize the Board Policy Manual, and will also post it on the HPS district’s website. Board Trustee Elizabeth Dilts stated that it is anticipated that by doing this in-house, the district will save approximately \$8,500.00

Interim Chief School Administrator “thanked” Board Trustee Elizabeth Dilts and Board Trustee Robert Shumski for all of their hard work and efforts. President Cheryl Drzewoszewski also “thanked” Mrs. Dilts and Mr. Shumski.

F. Legislative Delegate – Elizabeth Dilts

Board Trustee Elizabeth Dilts stated that plan to attend the NJSBA Legislative Delegate meeting scheduled to be held in May 2013. Board Trustee Elizabeth Dilts also stated that she will be attending a Public Relations forum workshop on April 26, 2013 and would be happy to provide an overview of the workshop to the BOE at the next opportunity.

G. Curriculum & Technology - Elizabeth Dilts and Gina Sharkey

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

H. ESC Representative – Hunterdon County SBA Representative - Robert Shumski

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

I. Shared Services and Neighboring Outreach Committee - Megan Bruton and Cheryl Drzewoszewski

There was no Shared Services and Neighboring Outreach matters presented for discussion this evening.

J. Communication – Megan Bruton and Gina Sharkey

There were no Communications matters presented for discussion this evening.

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

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

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

K-1. Authorization to Implement 2013-2014 School Budget

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 2013-2014 budget pursuant to applicable local and state policies and regulations.

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTION #K-1 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that the following resolution be adopted as presented:

K-2. Adoption of 2013-2014 Budget

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 2013-2014 school budget pursuant to policies and regulations of the state board and local board in the amounts that follow:

Current Expense	\$2,633,360	
Special Revenue	53,000	
Debt Service	<u>250,314</u>	
TOTAL BUDGET	\$2,936,674	and,

Recommend, that the following General Fund Tax levy schedule also be approved to support the 2013-2014 budget:

<u>Date Due</u>	<u>Amount</u>	<u>Date Due</u>	<u>Amount</u>
July 15, 2013	\$138,602.08	January 15, 2014	\$138,602.08
August 15, 2013	\$138,602.08	February 15, 2014	\$138,602.08
September 15, 2013	\$138,602.08	March 15, 2014	\$138,602.08
October 15, 2013	\$138,602.08	April 15, 2014	\$138,602.08
November 15, 2013	\$138,602.08	May 15, 2014	\$138,602.08
December 15, 2013	\$138,602.10	June 15, 2014	\$138,602.10

Current Expense School District Tax for the 2013-2014 School Year is \$1,663,225.00

Recommend, that the following Debt Service Tax levy schedule also be approved to support the 2013-2014 Debt Service budget:

<u>Date Due</u>	<u>Amount</u>	<u>Date Due</u>	<u>Amount</u>
August 15, 2013	\$55,157.00	February 15, 2014	\$85,913.00

Debt Service School District Tax for the 2013-2014 School Year is \$141,070.00

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTION #K-2 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

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

K-3. Approves Chart of Accounts/CDK Accounting System

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, designates the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary within the district's approved accounting system, CDK Systems, Inc.; and

Recommend that the Interim Business Administrator is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTION #K-3 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that the following resolution be adopted as presented:

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

K-4. 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 April 16, 2013.

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTION #K-4 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Robert Shumski, that the following School Business Administrator resolutions be adopted as presented:

RESOLVED that resolutions numbered K-5 – K-13 be adopted as presented:

K-5. Approve Bills List – April 2013

Recommend the Board approves the attached March 27, 2013 – April 16, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

Fund 10 – Current Expense	\$ 47,721.04
Fund 20 – Special Revenue	\$ 2,403.36
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ <u>5,007.55</u>
Grand Total	\$ 55,131.95

Discussion: A brief discussion ensued regarding Check #15278 to Brown & Brown re: Pollution Policy Renewal. Interim Chief School Administrator DiBenedetto stated that NJDOE Regulations requires that school districts must carry this insurance and is strongly encouraging that districts’ implement “green initiative(s)” as appropriate. A brief discussion also ensued regarding other green initiatives including “Solar Panels”, etc. Interim Chief School Administrator DiBenedetto stated that said initiative should be referred to the BOE Finance and Buildings & Grounds Committee for continued discussion and review.

K-6. Approval Monthly Payroll – April 2013

Recommend the Board confirm the approval of the payrolls for April 1, 2013 in the amount of \$97,353.68 and April 15, 2013 in the amount of \$91,360.02.

K-7. Approval Maschio’s Food Service Report – March 2013

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of March 2013, which shows a monthly profit of \$147.10 and a year-to-date income loss of (\$1,955.11).

K-8. Accept Board Secretary Report (A-148) – September 2012

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for September 2012.

K-9. Accept Board Secretary Report (A-148) – October 2012

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for October 2012.

K-10. Accept Board Secretary Report (A-148) – November 2012

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for November 2012.

K-11. Accept Board Secretary Report (A-148) – December 2012

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for December 2012.

K-12. Accept Board Secretary Report (A-148) – January 2013

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for January 2013.

K-13. Accept Board Secretary Report (A-148) – February 2013

Recommend the Board accepts the financial Report of the Board Secretary (A-148) for February 2013.

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTIONS #K-5 –K-13 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

New Business

A brief discussion ensued regarding an ESY Preschool Program – Summer 2013.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution NB-1 be ADDENDED and adopted as presented:

RESOLVED that resolution number NB-1 be addended and adopted as presented:

NB-1. Authorize Interim Superintendent to Submit Application to Operate An ESY Preschool Program

Recommend the Board authorize the Interim Chief School Administrator to submit application to the Hunterdon County Executive Superintendent to operate an Extended School Year Special Education Preschool Program during the Summer month(s) of FY2013 (4 hours/day for 4 weeks during July/August 2013).

VOTE: NEW BUSINESS RESOLUTION #NB-1 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

Board Trustee Elizabeth Dilts noted that a new program has been implemented at HPS for Babies and then recognized Board Trustee Megan Bruton who was involved with initiating said program stating “Congratulations, Mrs. Bruton! This program seems to be a successful initiative.” Board Trustee Megan Bruton stated that she and Harris have enjoyed this new program. Board Trustee Megan Bruton recognized Mrs. Flynn, HPS Teacher, for her work with the Mommy/Baby group, reading and singing with the children on Tuesday mornings between 9:00 am – 9:30 am. A brief discussion ensued. Board Trustee Elizabeth Dilts inquired if the program would continue during the Summer month(s). Board Trustee Megan Bruton stated she did not believe so.

Board Trustee Elizabeth Dilts also noted the HPS after school computer program offered to the Hampton community and commented that she would like to commend the district for their efforts in reaching out to the local community.

Board Trustee Elizabeth Dilts stated that, in addition to these programs being posted on facebook, HPS should provide flyers to the Community to inform Borough residents of the various initiatives and programs that are provided to/for the Hampton community i.e. “Come play with us!”. A brief discussion ensued.

Old Business

Motion by Board Trustee Robert Shumski, seconded by Board Trustee Megan Bruton, that resolution OB-1 be ADDENDED and adopted as presented:

RESOLVED that resolution number OB-1 be addended and adopted as presented:

OB-1. Appoval Shared Services Agreement – Hampton Board of Education and Hampton Borough.

Recommend the Board accept/approve the Shared Services Agreement for the 2013-2014 School Year as outlined below:

WHEREAS, the Hampton Board of Education and the Hampton Borough governing body wish to share services whenever possible for the purpose of saving taxpayer money; and

WHEREAS, such an arrangement is mutually beneficial due to cooperative manpower and equipment sharing;

BE IT RESOLVED that the Hampton Borough Board of Education enter into a one year Shared Services agreement with the Hampton Borough for the 2013-2014 school year with the goal of an annual renewal of the arrangement in the future, as outlined below:

Hampton Public School's Responsibilities:

Hampton Public School maintenance/custodial personnel will perform some or all of the following duties during the Summer months or during scheduled breaks:

1. Weed whack
2. Blow Leaves
3. Litter pickup
4. Paint crosswalks
5. Paint school curbs
6. Clean off and treat sidewalks following snow
7. Empty trash and recycling receptacle cans at Hampton Public School
8. Pick up brush on school grounds prior to mowing and prepare for chipping (wood chips)
9. Additionally, HPS staff will work ninety hours for DPW; requested in advance of at least one week for planning purposes

Discussion: A brief discussion ensued regarding Item #9. Board President Drzewoszewski suggested that it read as follows:

9. Additionally, HPS staff will work **“up to”** ninety hours for DPW; requested in advance of at least one week for planning purposes

Interim Chief School Administrator DiBenedetto stated that the responsibilities/services are equitable between the two groups and may be adjusted/changed as may be necessary, noting that this document is a fluid document, but that said agreement should be/must be written in a document form for the State of NJ. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that the HPS district's responsibilities will be undertaken within a planned schedule (Summer months) so as to be completed in addition to the school district's regularly schedule summer maintenance/cleaning projects. Interim Chief School Administrator DiBenedetto stated the district's best efforts will be made to schedule projects for the Borough in the early weeks of summer so that HPS staff is available later in the summer for making final preparations in order to be ready for the opening of school in August. Interim Chief School Administrator DiBenedetto “thanked” Mrs. Drzewoszewski and Mr. Shumski for their efforts in assuring the continuance of this shared service initiative. Interim Chief

School Administrator DiBenedetto also “thanked” Councilwoman McDougall for her diligence and for being such a positive force with regard to this initiative.

Hampton Borough DPW personnel will provide the following services:

1. Mowing of school lawn, playground area and soccer/baseball field (includes the cost of manpower, oil/gas/blades associated with equipment necessary to perform these services)
2. Trash pickup and recycling
3. Snow plowing of parking lot area(s)

Additionally, the Hampton Board of Education agrees to the following:

1. The board will pay for pest control for borough building at \$45 per month.
2. The board will pay for security monitoring at borough at \$771 per quarter.

VOTE: OLD BUSINESS RESOLUTION #OB-1 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

Comments from the Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to open the public session at 8:50 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:50 p.m.

Jennifer Shaner (Blossom Road) had a follow up question to the BOE’s prior concerns over the quality of the food being served to HPS children by Maschio’s Food Service company. A brief discussion ensued. Administration noted that said concerns would be relayed to Maschio’s at the next opportunity.

Glori Hrabovecky made an inquiry pertaining to School Facility Use and the process of submitting a request to the Board of Education for consideration and approval of same i.e. how far in advance should facility use application forms be submitted for approval? Administration stated that Facility Use forms may be submitted any time and that all requests are reviewed by the Board of Education monthly and added that it is recommended that requests be submitted a.s.a.p. to provide ample time for an event to be scheduled appropriately and paperwork (insurance forms, etc.) verified such that approval for requests can be done timely.

Jennifer Shaner (Blossom Road) referenced the “Mommy/Baby” reading program that has been implemented by the district and inquired if the program is open to residents of neighboring towns/communities. Interim Chief School Administrator DiBenedetto stated that all are welcome.

Glori Hrabovecky inquired if there would be any Policy changes anticipated with regard to Facility Use for district fields? Are the prices to use the HPS building the same as the use of the fields? i.e. the resolution as included on the Annual Appointment Designations portion of the Agenda? A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that field usage rates will be negotiated.

There being no additional items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Megan Bruton to close the public session at 8:59 pm. This was approved by a unanimous voice vote by all members present.

HAMPTON BOARD OF EDUCATION ANNUAL APPOINTMENT DESIGNATIONS

Continuing Action

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that the Annual Appointment Designation resolutions be adopted as presented:

Recommend the Board to the extent consistent with State Law, Policies, and By-Laws of the Board will be guided and conducted according to Roberts Rules of Order per Board Policy 0164 until the next Reorganization Meeting of the Board of Education.

Designation of School Newspaper

Recommend the Board approve the Hunterdon Democrat as the official newspaper and The Express Times as the alternate newspaper, for the Open Public Meeting Act purposes until the next Reorganization Meeting of the Board of Education.

Designation of Posting Locations

Recommend the Board designate the Hampton Public School and the Hampton Borough Hall as the official posting locations of any and all meeting notices until the next Reorganization Meeting of the Board of Education in accordance with the Open Public Meeting Act (OPMA).

Award Contract for Legal Services through January 7, 2014

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Schwartz, Simon, Edelstein, & Celso, LLC as Board Counsel through January 7, 2014 as follows:

RESOLVED, that the Hampton School District Board of Education, in the County of Hunterdon, New Jersey, appoints the firm of Schwartz, Simon, Edelstein, & Celso, LLC with Nathanya Simon as primary counsel for the period April 16, 2013 – January 7, 2014 ; and

BE IT FURTHER RESOLVED, that the Hampton School District Board of Education, in the County of Hunterdon, authorizes the Interim Chief School Administrator Art DiBenedetto to execute a contract with Schwartz, Simon, Edelstein, & Celso, LLC for an hourly rate of \$160.00 for partners, Counselors and Senior Associates, an hourly rate of \$150 for Junior Associates, work by paralegals and by law clerks shall be billed at the hourly rate of \$100.00 per the terms as outlined in the agreement to commence April 16, 2013 until the next Reorganization of the Board of Education.

BE IT FURTHER RESOLVED, that the Hampton School District Board of Education in the County of Hunterdon, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available public inspection in the office of the Board of Education.

Appointment of Insurance Brokers

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints the following Insurance Brokers of Record:

- a. Brown & Brown Insurance - Worker's Compensation
 Property & Casualty
 Bonding

- b. Brown & Brown Benefit Advisors - Dental Insurance

and is hereby appointed insurance agent(s) for this Board of Education, effective April 16, 2013 until the next annual Reorganization Meeting of the Board of Education.

Authorization of 403 B and 457 Agent

Recommend by the Board of Education of Hampton, in the County of Hunterdon, New Jersey, that the following 403 B and 457 plans be hereby approved until the next annual Reorganization Meeting of the Board of Education:

- AXA Equitable 403(b)
- AXA Equitable 457
- Oppenheimer Funds 403(b)

Appointment of School Physician through June 30, 2013

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 period April 16, 2013 – January 7, 2014 at a semi-annual fee of \$750.00

Appointment of Treasurer of School Monies

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Patti L. Fisher as Treasurer of School Monies for this Board of Education, effective April 16, 2013 until the next Annual Reorgnaization meeting of the Board of Education at an annual salary of \$3,965.00 pro-rated at \$2,973.74 for the period April 1, 2013 – December 31, 2013.

Appointment of Section 504 Compliance Officer

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 April 16, 2013 until the next Reorganization of this Board.

Appointment of Affirmative Action Officer

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 April 16, 2013 until the next Reorganization of this Board.

Appointment of School Attendance Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mrs. Diane Weston as the district's Attendance Officer effective April 16, 2013 until the next Reorganization of this Board.

Appointment of Custodian of District Records

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 April 16, 2013 until the next Reorganization of this Board.

Authorize Interim Chief School Administrator to Collect and Maintain Pupil Records

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.

Appointment of Right to Know Contact Person/Right to Know Consultant

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the Right-To-Know contact person for the 2013-2014 school year. The Board appoints RAMM Environmental Services Inc. as the district's Right-To-Know Consultant for the 2013-2014 school year.

Appointment of Asbestos Hazard Emergency Response Act (AHERA) Designated person

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the Asbestos Hazard Emergency Response Act (AHERA) designated person for the 2013-2014 school year. The Board appointed RAMM Environmental Services Inc., as the district's licensed asbestos management planner for the 2013-2014 school year.

Appointment of Pest Management Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's designated Pest Management Officer, who is responsible for the implementation of the school integrated pest management program for the 2013-2014 school year.

Appointment of District Health and Safety Designee

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's Health and Safety Designee effective April 16, 2013 until the next Reorganization Meeting of this Board.

Appointment of Pathogen Control Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's designated Pathogen Control Officer for the 2013-2014 school year.

Appointment of Public Agency Compliance Officer (P.A.C.O.) Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mrs. Christine M. Werner as the district's Public Agency Compliance Officer (P.A.C.O.), for the 2013-2014 school year for the State of New Jersey Division of Contract Compliance and Equal Opportunity in Public Contracts effective April 16, 2013 until the next Reorganization Meeting of this Board.

Appointment of Substance Abuse Officer

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 April 16, 2013 until the next Reorganization Meeting of this Board.

Approve Facilities Use Fee Schedule for the 2013-2014 School Year

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves fee schedule for use of the school facility for the 2013-2014 school year as follows:

For profit organization (not community based)

\$20.00/hr for use of a classroom

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

Non-Profit Community Organization Use

\$10.00/hr for use of a classroom

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

Discussion: A brief discussion ensued.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that the following resolution be AMENDED and adopted as presented:

Approve Facilities Use Fee Schedule for the 2013-2014 School Year

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves fee schedule for use of the school facility for the 2013-2014 school year as follows:

For profit organization (not community based)

\$20.00/hr for use of a classroom

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

HPS Fields etc. T.B.N.

Community Organization Use

\$10.00/hr for use of a classroom

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

HPS Fields etc. T.B.N.

All in favor.

Approve Curriculum, Courses of Study, Course Guides , Instructional Materials, Handbooks and Textbooks for the 2013-2014 School Year:

Recommend the Board approves Hampton Public School District’s Kindergarten through Eighth Grade curriculum for all subjects inclusive of all mandated state programs and services, in accordance with N.J.A.C. 6:8 – 4.3 (a) 3, including existing curriculum, courses of study, course guides, instructional materials, handbooks, and textbooks, as available through the Chief School Administrator’s office, currently being used immediately prior to this Reorganization Meeting, and are hereby continued in force as if the Board Year had not changed

<u>SUBJECT/ COURSE OF STUDY</u>	<u>DATE OF APPROVAL</u>
Science.....	February 2012
Library.....	February 2010
Computer Literacy.....	May 2010
Health/Family Life.....	November 2008
Mathematics.....	October 2011
Physical Education.....	November 2008
Social Studies.....	February 2007
World Languages.....	March 2010
Lang. Arts/Reading.....	January 2013
Enrichment/Gifted & Talented.....	February 2010
Four & Five Year Old Kindergarten.....	March 2010
Fine & Performing Arts.....	February 2010
Music.....	February 2010
Career Education and Consumer, Family and Life Skills.....	May 2008

VOTE: ANNUAL APPOINTMENT DESIGNATION RESOLUTIONS AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mr. Shumski and Mrs. Drzewoszewski, President

NAYS: None

ABSTENTIONS: None

ADJOURNMENT - There being no further business to come before the board, Board Trustee Robert Shumski made a motion, seconded by Board Trustee Megan Bruton and carried by Unanimous Voice Vote to adjourn the April 16, 2013 Regular Business Meeting and Annual Appointment Designations of the Hampton Board of Education at 9:03 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary