

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

Call to Order – Cheryl Drzewoszewski, President –The meeting was called to order by President Cheryl Drzewoszewski 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 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
Gina Sharkey, Vice President
Megan Bruton
Elizabeth Dilts
Robert Shumski

Absent: None

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 Megan Bruton moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

| Date | Meeting |
|----------------------------|--------------------------|
| June 18, 2013 – (Amended*) | Regular Business Meeting |
| | Executive Session I |
| | Executive Session II |

The motion was seconded by Board Trustee Robert Shumski and a brief discussion ensued. President Drzewoszewski referenced pages 7,11,13,15 and Goal Setting Session and the Executive Session II minutes and subsequently requested minor amendments be made. Board Secretary Werner stated the minutes shall be amended as noted.

The resolution, June 18, 2013 minutes as listed and as amended, were then approved by a unanimous voice vote of the members present.

Interim Chief School Administrator DiBenedetto stated that in reference to the “Per Pupil Cost” information – Historical Date information presented at the June 18, 2013 Board Meeting, there were a few corrections to be made pertaining to the figures provided. Board Secretary Werner stated that the minutes shall reflect the revised figures presented this evening.

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 |
|--|------------------------------------|---|
| Dr. Gerald Vernotica, Ed.D | Approval of CSA contract for 13-14 | Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education |
| Mrs. Anissa Mikitiuk | Letter of Resignation, Aide | Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education |
| Laurence Cocco, Director of Office Technology, DOE | Approval of Tech Plan 2013-2016 | Mr. Art DiBenedetto, Interim CSA Members Hampton BOE |

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

Board President’s Report

President Drzewoszewski stated that she had recently attended a HCSBA Safety workshop where there was discussion pertaining to school safety matters. A brief discussion ensued. President Drzewoszewski stated that they provide a free “assessment” service to all school districts and asked if the BOE or district District Administration would like to have it

done. President Drzewoszewski stated that the HPS district has had this assessment done in the past. A brief discussion ensued. President Drzewoszewski then provided an overview of the items discussed at the meeting including installing bullet proof glass (not recommended), glass doors –vs- metal doors, etc. President Drzewoszewski stated that it is recommended (per the discussion with the workshop moderator) that the district’s Safety Plan be updated. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that he had already updated the district’s Emergency Plan and would provide a copy of the general information contained within it to the Board of Education. Interim Chief School Administrator DiBenedetto stated that a copy of the Emergency Plan is on file in the Superintendent’s Office and that Assistant Principal Jones also has a copy.

Interim Chief School Administrator’s Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto discussed the following matters:

1. Safety Drill Report – Completed for School Year

| | DATE/TIME | EVACUATION TIME |
|---|------------------|------------------------|
| Hampton Public School – Weather Emergency Drill | TBA | |
| Hampton Public School – Fire Drill | TBA | |

2. **Speech Therapist for Summer Program** – Interim Chief School Administrator DiBenedetto stated that he was able to find a Speech Therapist to serve the needs of PSD students attending the ESY program. Interim Chief School Administrator DiBenedetto stated that Ms. Camille Reilly is listed on this evening’s Agenda for the BOE’s consideration of her appointment to provide speech therapy services for the period 07/01/13 – 08/08/13.
3. **Nurse/Aide for Summer Program- 07/29/13 through 08/08/13** – Interim Chief School Administrator DiBenedetto stated that he was also able to find a Nurse/Aide to serve the needs of a PSD student attending the ESY program for the period 07/29/13 – 08/08/13. Interim Chief School Administrator DiBenedetto stated that Ms. Nike Bradner was in-district earlier today to familiarize herself with the district. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that Ms. Bradner is also listed on this evening’s Agenda for the BOE’s consideration of her appointment to provide Nursing/Aide services for the period 07/29/13 – 08/08/13.
4. **Spanish Teacher Replacement Update** - Interim Chief School Administrator DiBenedetto stated that he was still working on finding a new part-time Spanish teacher for the 2013-2014 school year. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that there may be a possibility of sharing services with another district, perhaps Stockton School District might be an option, but that he was still soliciting resumes to fill this part time vacancy at the present time.
5. **Violence and Vandalism Report** - Interim Chief School Administrator DiBenedetto stated that HPS had had only one (1) incident in terms of vandalism but that the incident (ceiling tile incident) was not actually and act of vandalism. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that HPS had NO Violence or Vandalism incidents during the 2012-2013 school year to be reported to the NJDOE.
6. **Choice School Outreach Effort** – Interim Chief School Administrator DiBenedetto discussed School Choice Outreach Effort(s) that may be considered in terms of attracting potential new students for the 2014-2015 school year, including but not limited to:
 - Make Hampton School a “Choice DESTINATION School” effective with the 2014-2015 School Year.
 - 1st Quarter of School Year, Interim Chief School Administrator DiBenedetto stated would focus on the 2014-2015 HPS enrollment as it relates to the # of Students Hampton Public School may accept as choice students for the 2014-2015 school year.
 - Interim Chief School Administrator DiBenedetto stated that technology (computer accessibility, state of the art network, etc.) will be a focus of the School Choice campaign. (i.e. Grades K-3 have iPads and Grades 4-8 have laptops @ 1:1 ratio.)

- Consideration to purchase signs as a means of advertising HPS as a “Choice School Destination.” Interim Chief School Administrator DiBenedetto inquired if there was any questions or comments. A brief discussion ensued regard advertising including the HPS Website, as well as considering asking the HSA and the Hampton Education Foundation for financial assistance. Interim Chief School Administrator DiBenedetto also indicated that he would also provide financial assistance. Discussion ensued. Interim School Administrator DiBenedetto stated that more planning and doing with regard to making HPS a Choice School destination will be done in the next few months.

Interim Chief School Administrator DiBenedetto stated that the Interim Chief School Administrator’s Report items **#7. Assistant Principal Contract Discussion** and **#8. 2013-2014 Stipend Consideration Discussion** would be addressed in Executive Session this evening.

9. **Superintendent Update – Food Service Program 2013-2014 School Year** – Interim Chief School Administrator DiBenedetto stated that the strategy developed with regard to the HPS Food Service Program 2013-2014 was to retain the services of Maschio’s Food Service Management Company and strategies thereof that will allow both the HPS district, as well as, Maschio’s to “break even” with regard to the food service operations. Interim Chief School Administrator stated that Administration had discussed various ways of accomplishing this through various strategies such as making a concerted effort to encourage families to participate, if eligible, in the district’s Free/Reduced Lunch and Breakfast programs; serving lunch on half-day sessions, provide lunch for eligible students while on field trip events/days; the Board of Education may consider hiring personnel to provide lunch service/assistance for students, etc. and various ways of optimizing student participation and increasing efficiencies pertaining to the Food Service Program. Discussion ensued. Interim Chief School Administrator DiBenedetto stated that while the Board of Education had expressed some concerns with regard to Mashio’s Food Service Management Company in the past, that he had had an opportunity to discuss and resolve those concerns while lending assistance to the Food Service operations last Spring. Interim Chief School Administrator DiBenedetto stated that he was very comfortable with the 2013-2014 Food Service Program’s plan of operation as discussed this evening and will certainly keep the Board of Education informed as to its successes and concerns as appropriate. A brief discussion ensued.

10. **HPS Board of Education Meeting Schedule Update** – Interim Chief School Administrator DiBenedetto noted the following:

- a. **Tuesday, August 6, 2013** – Hampton Board of Education members must submit Board Self Evaluations on NJSBA website.
- b. **Tuesday, August 20, 2013** – Hampton Board of Education Work Session/Board Retreat meeting @ 7:00 pm.
- c. **Tuesday, August 27, 2013** – Hampton Board of Education Regular Business meeting @ 7:00 p.m.

A brief discussion ensued.

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend that the Board authorize the Business Administrator/Board Secretary to advertise the change of meeting date for the regular monthly Business meeting of the Board of Education from Tuesday, August 20, 2013 to Tuesday, August 27, 2013 and to advertise that a Work Session/Board Retreat meeting will be held on Tuesday, August 20, 2013; this is in accordance with the Open Public Meetings Act.

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

Interim Chief School Administrator DiBenedetto provided an overview of the School Self Assessment report.

Mr. Stephen Dilts entered the meeting at 7:45 p.m.

The Board of Education briefly discussed the School Self-Assessment Report and the information and requirements for said assessment. Interim Chief School Administrator stated that the district is graded – i.e. B - B+ - A and the results of the Self –Assessment is required to be Board approved for submission of same to the NJDOE.

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend that the Board approve the Hampton Public School Self-Assessment Report as presented and authorizes the Interim Chief School Administrator to submit the HPS School Self-Assessment Report to the State of New Jersey Department of Education per regulation.

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

Board Secretary’s Report – Christine M. Werner

Board Secretary Werner stated that all Board members may complete the Board Self Evaluation on the NJSBA website as per the instructions she provided via email.

Board Secretary Werner stated that while she had anticipated and budgeted the district’s Extraordinary Aid revenue to be \$30,000, the State Award notice indicates that the district will actually receive \$48,054. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated Administration recommends that the additional Extraordinary Aid be appropriated to fund the ESY program salaries and services. A brief discussion ensued. Board Secretary Werner stated that an Addendum Agenda has been provided for consideration and approval by the Board of Education regarding transfers for this purpose.

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to open the public session at 7:50 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 7:50 p.m.

Jennifer Shaner (Blossom Road) commented with regard to Interim Chief School Administrator DiBenedetto’s discussion pertaining to HPS’ Choice School outreach effort and inquired about the district’s application to accept children within a 20 mile radius of HPS. Interim Chief School Administrator stated that the district’s application, as submitted to the NJDOE, emphasizes the district’s various technology resources (1:1 computer/student ratio) and upgrades which enables children to utilize today’s technology resources during the school day and at home such that every child can be in a learning environment any time. A brief discussion ensued. Mrs. Shaner stated that other Hunterdon County school districts, such as Lebanon, have emphasized their sports programs as their draw for Choice students. Interim Chief School Administrator DiBenedetto stated that each district submitting a School Choice application provides a philosophy and/or focus point(s) of which serves as the foundation for its Choice School application and that our district (HPS) has designated technology as its primary focus.

There being no additional items for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Gina Sharkey to close the public session at 7:52 pm. This was approved by a unanimous voice vote by all members present.

Interim Chief School Administrator DiBenedetto stated that an Executive Session will be held later this evening to discuss Personnel Matters and Negotiations.

Finance and Building & Grounds - Cheryl Drzewoszewski and Elizabeth Dilts

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

A. Facility Request – Cheryl Drzewoszewski and Elizabeth Dilts

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

A-1. Hampton Public School Facility Requests –2013 - 2014

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

| Group | Purpose | Date | Time | Fee (if applicable) |
|----------------------------|-----------------|---|-----------------------|---------------------|
| Hampton School Association | Market Days/Gym | Fridays 9/13/13, 10/11/13, 11/5/13, 12/6/13, 1/17/14, 2/11/14, 3/14/14, 4/11/14, 5/16/14, and 6/6/14 | 3:30 p.m. - 5:30 p.m. | N/A |

* 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 Member(s).

VOTE: FACILITY REQUEST RESOLUTION #A-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

B. Building Maintenance - Megan Bruton and Robert Shumski

Board Trustee Elizabeth Dilts distributed a copy of the May 21, 2013 Finance & Buildings and Grounds Committee Meeting minutes. A brief discussion ensued.

A monthly Head Custodian Report completed by Mr. Robert Myers was distributed to the Board of Education for review. A brief discussion ensued. Interim Chief School Administrator DiBenedetto provided an overview and update regarding the following projects:

1. Cleaning of Building and Room Changes
2. Boiler Maintenance
3. Gas Conversion

Board Trustee Robert Shumski stated that Interim Chief School Administrator DiBenedetto has taken great pride in the HPS facility matters and that the building is in great shape! Board Trustee Robert Shumski stated that he noticed the district is way ahead of schedule in terms of the Summer maintenance program and it is working seamlessly with the district's ESY program. Board Trustee Robert Schumski stated that he was able to walk through the HPS building today and that it is in very good shape. A brief discussion ensued. Board Trustee Robert Shumski noted that the district's custodial staff and Summer help has made tremendous progress with the regard to the district's summer maintenance program, including all of the HPS classroom changes, while also working with Hampton Borough on a weekly schedule fulfilling the district's responsibilities per the Shared Services agreement.

Interim Chief School Administrator DiBenedetto provided an update regarding FEMA re: Hurricane Sandy. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated "nothing is easy."

C. Negotiations – Gina Sharkey and Robert Shumski

Interim Chief School Administrator DiBenedetto stated that the Board of Education will meet in Executive Session later this evening to discuss the following 2013-2014 Stipend considerations:

1. Lunch Server Stipend
2. Drama Coach Stipend
3. Student Concerts Winter/Spring (2) Stipends
4. Family Evening Sessions Stipend(s)

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

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

RESOLVED that resolutions numbered D1 – D7 be adopted as presented:

D-1. Approval of Resignation July 3, 2013 – Ms. Anissa Mikitiuk

Recommend the Board approves, upon the recommendation of the Interim Chief School Administrator, the resignation of Ms. Anissa Mikitiuk, with regret, effective July 3, 2013.

D-2. Approval ESY Program Speech Therapist – Ms. Camille Reilly 07/01/13 – 08/08/13

Recommend the Board approves, upon the recommendation of the Interim Chief School Administrator, Camille Reilly to provide Speech Therapy services during the Extended School Year (ESY) program at a pay rate of \$80.00 per hour, three (3) hours per week for the period 07/01/13 – 08/01/13 and two (2) hours per week for the period 08/05/13 – 08/08/13.

A brief discussion ensued. Board Trustee Elizabeth Dilts inquired if the ESY Program Speech Therapist's salary was budgeted in the district's 2013-14 budget. Interim Chief School Administrator DiBenedetto stated that the ESY program stipends will be provided through appropriating ESY tuition revenues and Extraordinary Aid.

D-3. Approval of Summer Program Nurse/Aide, Ms. Nike Brandner - 07/29/13 – 08/08/13

Recommend the Board approves, upon the recommendation of the Interim Chief School Administrator, Ms. Nike Brandner as Nurse/Aide for the period 07/29/13 – 08/08/13, four (4) hours per day, four (4) days per week, at a rate of \$39.06 per hour.

Note: Additional information will be placed on the Board table.

A brief discussion ensued. Board Trustee Elizabeth Dilts inquired if the ESY Program Nurse/Aide’s salary was budgeted in the district’s 2013-14 budget. Interim Chief School Administrator DiBenedetto stated that the ESY program stipends will be provided through appropriating ESY tuition revenues and Extraordinary Aid.

D-4. Approval of Additional Days ESY Personnel 2013 – Carley Jackson

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, additional hours for the following ESY personnel:

| Name | Program | Period | Hourly Rate | Hours Per Day | Salary |
|---------------|------------------|--|-------------|---------------|----------|
| Carly Jackson | Preschool PSD | 08/05/13 – 08/08/13 M – Th = 4 Days | \$32.16 | 4 | \$514.56 |

A brief discussion ensued. Board Trustee Elizabeth Dilts inquired if the ESY Program Teacher’s salary was budgeted in the district’s 2013-14 budget. Interim Chief School Administrator DiBenedetto stated that the ESY program stipends will be provided through appropriating ESY tuition revenues and Extraordinary Aid.

D-5. Approval of Revised Employment Contract – Ms. Susan Brown

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the revised employment contract of Ms. Susan Brown effective August 27, 2013.

| | From | To |
|-------------|-----------------------|-----------------------|
| Susan Brown | 10 Months – Part Time | 10 Months – Full Time |
| | \$7,650 | \$15,300 |

A brief discussion ensued. Board Trustee Elizabeth Dilts inquired if Ms. Brown’s salary was budgeted in the district’s 2013-14 budget. Interim Chief School Administrator DiBenedetto stated that with Mrs. Mikituik’s resignation, there is a full-time Instructional Aide vacancy. Interim Chief School Administrator DiBenedetto stated he recommends the vacancy be filled by Ms. Susan Brown, as presented.

D-6. Approval of Volunteer Service to Hampton Public School – Mr. Gerard Pollastro

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the volunteer Community Service provided by Mr. Gerard Pollastro in the Superintendent’s Office to assist Mr. DiBenedetto with various tasks (typing, etc.) for up to 180 hours.

A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that Mr. Pollastro is required to provide community service due to a legal issue. Board Trustee Elizabeth Dilts inquired if Mr. Pollastro has completed his criminal background check (fingerprints) to which Interim Chief School Administrator DiBenedetto stated “yes, he is a teacher.”

D-7. Approval Extra-Curricular Service Positions – 2013–2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the Hampton School Extra Service Positions for the 2013 - 2014 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 |
| Attendance Officer..... | D. Weston |
| Substitute Caller..... | S. Lentine |

Interim Chief School Administrator DiBenedetto stated that Ms. Mouras submitted a letter of interest in serving as the Safety Patrol coordinator and that he recommends that she be appointed this evening has been noted and highlighted. Board Trustee Elizabeth Dilts inquired if there were changes in terms of the staff member assignments for Extra Service positions as listed. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that extra pay positions are posted annually and that all HPS staff are encouraged to apply, sometimes there are changes in terms of the staff member assigned depending on a variety of circumstances.

A brief discussion ensued.

Motion by Board Trustee Robert Shumski, seconded by Board Trustee Megan Bruton, that resolution D-8 be TABLED pending discussion in Executive Session later this evening.

All in favor.

D-8. Approval NEW Extra-Curricular Service Positions – 2013–2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the newly created Hampton School Extra Service Positions for the 2013 - 2014 School Year as follows:

| <u>Position</u> | <u>Staff Member</u> |
|------------------------------|---------------------|
| Lunch Server..... | TBD |
| Drama Coach..... | TBD |
| Student Concerts. | TBD |
| Evening Family Sessions..... | TBD |

VOTE: PERSONNEL RESOLUTIONS #D-1 - #D-7 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

E. Policy – Elizabeth Dilts and Robert Shumski

Board Trustee Elizabeth Dilts distributed a copy of the June 27, 2013 Policy Committee meeting minutes.

Board Trustee Elizabeth Dilts distributed a copy of the following Bylaws:

BYLAW:

| <i>Number</i> | <i>Title</i> |
|---------------|---|
| 4111.1 | Residency Requirement for Person Holding School District Office, Employment or Position |
| 9130 | Committee Guidelines |
| 9326.1 | Editing of Meeting Minutes |

Much discussion ensued. Board Trustee Elizabeth Dilts stated that the discussion, suggestions for changes/additions/deletions pertaining to the above Bylaws will be reviewed by the Policy Committee and brought forth as a 2nd Reading for consideration and approval at the August 27, 2013 Board of Education Meeting following consideration and approval of same as a 1st Reading this evening.

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

RESOLVED that resolution number E1 be adopted as presented:

E-1. First Reading – Bylaw 4111.1 Residency Requirement for Person Holding School District Office, Employment or Position

Recommend, the Board approve the **first reading** and adoption of the following Bylaw:

BYLAW:

| <i>Number</i> | <i>Title</i> |
|---------------|---|
| 4111.1 | Residency Requirement for Person Holding School District Office, Employment or Position |

VOTE: POLICY RESOLUTION #E-1 AS PRESENTED.

AYES: Mrs. Bruton, Mrs. Dilts, Mrs. Sharkey, Mr. Shumski and Mrs. Drzewoszewski, President
NAYS: None
ABSTENTIONS: None

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

E-2. First Reading – Bylaw 9130.1 Committee Guidelines

Recommend, the Board approve the **first reading** and adoption of the following Bylaw:

BYLAW:

| <i>Number</i> | <i>Title</i> |
|---------------|----------------------|
| 9130 | Committee Guidelines |

VOTE: POLICY RESOLUTION #E-2 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

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

E-3. First Reading – Bylaw 9326.1 Editing of Meeting Minutes

Recommend, the Board approve the **first reading** and adoption of the following Bylaw:

BYLAW:

| <i>Number</i> | <i>Title</i> |
|---------------|----------------------------|
| 9326.1 | Editing of Meeting Minutes |

Discussion ensued regarding Policy 9326.1 Editing of Minutes Policy as presented. Board Secretary Werner stated that she had made a practice sending draft minutes to the Board and requested they provide corrections/additions/deletions as may be necessary when she first came to the district being that she was not familiar with names of individuals (personnel and/or residents) and particulars of the district that should be cited in the BOE meeting minutes. Board Secretary Werner stated that as a practice, she prefers having a second set of eyes review the minutes, to insure the minutes have been recorded properly. Discussion ensued. President Drzewoszewski stated Mrs. Werner had oftentimes asked that she provide editing suggestions and feedback regarding the typed minutes as distributed to the Board prior to securing approval of said minutes. Discussion ensued. Board Trustee Elizabeth Dilts stated that Policy #9326.1, as presented, speaks to the Editing of Meeting Minutes and sets forth guidelines that should be acceptable practices and procedures with regard to same.

VOTE: POLICY RESOLUTION #E-3 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Discussion ensued regarding the Committee Meeting Report Form as distributed. President Drzewoszewski stated that, based on the consensus of the Board of Education, this form shall be the format of which all Committee Meeting Reports shall be written and subsequently a copy shall then be provided to all Board members.

Motion by Board Trustee Robert Shumski, seconded by Board Trustee Gina Sharkey, that Resolution E-4 be **ADDENDED** and adopted as presented:

E-4. Adoption of Committee Meeting Report Form

Recommend, the Board adopt the Committee Meeting Report Form as presented.

VOTE: POLICY RESOLUTION #E-4 AS ADDENDED AND AS PRESENTED.

| | |
|---------------------|--|
| AYES: | Mrs. Bruton, Mrs. Dilts, Ms. Sharkey, Mr. Shumski and Mrs. Drzewoszewski, President |
| NAYS: | None |
| ABSTENTIONS: | None |

Board Trustee Elizabeth Dilts stated that the Hampton Board of Education Policy #7000 series will be provided to the Board of Education for review and consideration for adoption of same, as anticipated, at the August 27, 2013 Board meeting.

Board Trustee Elizabeth Dilts stated that part of the Hampton Board of Education Policy #6000 series will be provided to the Board of Education for review and consideration for adoption of same, as anticipated, at the August 27, 2013 Board meeting.

President Drzewoszewski inquired if the new Policy #3251 - Non Payment of Before/After Care Program Fees and Policy #5118 – Tuition for Pupils Attending Hampton Public School will also be provided to the Board for review on August 27, 2013.

F. Legislative Delegate- Elizabeth Dilts

Board Trustee Elizabeth Dilts stated there were no Legislative Delegate matters to be presented for discussion this evening.

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 was no ESC Representative – Hunterdon County SBA Representative report presented this evening.

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

1. Hampton Borough Meeting Presentation Overview - Mr. DiBenedetto – July 8, 2013. Interim Chief School Administrator DiBenedetto provided an overview of his outreach to the Borough of Hampton while attending the Borough Council meeting held on July 8, 2013. A brief discussion ensued.
2. Shared Services Article as distributed by Mr. DiBenedetto. Interim Chief School Administrator DiBenedetto provided an overview of the Shared Services article regarding Hunterdon County School Districts’ efforts to discuss, evaluate and pursue shared services. In particular, Interim Chief School Administrator DiBenedetto stated that he will chair the Hunterdon County Special Education shared services committee, comprised of 13 Hunterdon County school districts, including all sending districts to NHVHS, who have joined together to review potential opportunities for sharing services for this purpose. A brief discussion ensued.

J. Communication – Gina Sharkey and Megan Bruton

There was no Communication(s) matter(s) presented for discussion this evening.

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

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

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

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 July 16, 2013.

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

AYES: Mrs. Bruton, Mrs. Dilts, Ms. Sharkey, 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 School Business Administrator resolutions be adopted as presented:

RESOLVED that resolutions numbered K-2 – K-12 be adopted as presented:

K-2. Approve Monthly Bills List – June 2013

Recommend the Board approve the attached June 18, 2013 to June 30, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

| | |
|----------------------------------|---------------------------|
| Fund 10 – Current Expense | \$ 1,874.38 |
| Fund 20 – Special Revenue | \$ -0- |
| Fund 30 – Capital Outlay | \$ -0- |
| Fund 40 – Debt Service | \$ -0- |
| Fund 50 – Food Service | <u>\$ 6,934.74</u> |
| Grand Total | \$ 8,809.12 |

K-3. Approve Monthly Bills List – July 2013

Recommend the Board approve the attached July 18, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

| | |
|----------------------------------|----------------------|
| Fund 10 – Current Expense | \$ 55,198.57 |
| Fund 20 – Special Revenue | \$ -0- |
| Fund 30 – Capital Outlay | \$ -0- |
| Fund 40 – Debt Service | \$ -0- |
| Fund 50 – Food Service | <u>\$ -0-</u> |
| Grand Total | \$ 55,198.57 |

K-4. Authorization to Generate Intermittant Payments – July 2013

Recommend the Board authorize the Business Administrator to pay bills during the month of July 2013 that shall be post approved at the next meeting of the Hampton Board of Education as recommended by the Interim Chief School Administrator and School Business Administrator.

K-5. Approval Payroll – July 2013

Recommend the Board confirm the approval of the payroll for July 9, 2013 in the amount of \$23,830.46.

K-6. Approval Maschio’s Food Service Report – June, 2013

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of June, 2013, which shows a monthly income of \$3,008.97 and a year-to-date income loss of (\$0.00).

Note: FSMC No Cost / Break Even Guarantee for the 2012-2013 School Year = \$3,697.45

K-7. Approval of Participation in the Hunterdon County Educational Services Commission Cooperative Pricing Program for the 2013-2014 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 2013-2014 school year as recommended by the Interim Chief School Administrator and School Business Administrator.

Note: This is at no cost to the District.

K-8. Approval of Participation in the Middlesex County Educational Services Commission Cooperative Pricing Program for the 2013-2014 SY

BE IT RESOLVED by the Hampton Board of Education that the Board, upon the recommendation of the Interim Chief School Administrator and the Business Administrator, approves the following resolution:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on July 17, 2012, the governing body of the Hampton Board of Education, County of Hunterdon, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Hampton Board of Education;

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law* (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

Note: This is at no cost to the District.

K-9. Approval of Contract Renewal with Maschio’s Food Services, Inc. for the 2013-2014 School Year

Recommend the Board approves the agreement with Maschio’s Food Services, Inc. for the 2013-2014 school year as follows:

ADDENDUM TO AGREEMENT made by and between the Hampton Borough Board of Education whose office is located at 23-41 South Street, Hampton, NJ (hereinafter referred to as the “LEA” (Local Education Agency) and Maschio’s Food Services, Inc., a NJ Corporation having its principal place of business at 525 East Main Street, Chester NJ 07930.

WHEREAS, the LEA and Maschio’s entered into a contract for a food service program;

WHEREAS, the LEA has found that Maschio’s is performing the services under the contract in an effective and efficient manner;

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, the LEA and Maschio's agree as follows:

Article I: Federal and State Required Language

A. DURATION OF ADDENDUM

- 1) This addendum begins on July 1, 2013 and ends on June 30, 2014

B. MANAGEMENT FEE(S)/GUARANTEES

1) MANAGEMENT FEE

It is the intent of the Local Education Agency to award the food service contract on a flat management fee basis. The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$5,000.00. The management fee shall be payable in monthly installments of \$500.00 per month commencing on September 1, 2013 and ending on June 30, 2014.

2) GUARANTEE NO COST/BREAKEVEN

Maschio's guarantees a no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred with the conditions as outlined in the Addendum Agreement.

Discussion ensued. Board Trustee Elizabeth Dilts inquires as to the # of days breakfast/lunch will be served. Board Secretary Werner stated that the contract stipulates 172 days of which breakfast/lunch will be served. Board Trustee Elizabeth Dilts inquires as to the # of students that participate in the Lunch program. Board Secretary Werner stated that she would provide student participation data/information as requested, as may be available or may become available, at the next opportunity.

K-10. Approval of Hampton Board of Education Standard Operating Procedures Manual

Recommend the Board approves the Hampton Board of Education Standard Operating Procedures Manual as recommended by the Interim Chief School Administrator and School Business Administrator as presented.

Discussion ensued. Board Trustee Elizabeth Dilts stated she would review Hampton Board of Education Policy to insure the Standard Operating Procedures Manual is in conjunction/agreement with the other.

K-11. Approval of Joint Transportation Agreement with Lebanon Township Schools 2013-2014 SY

Recommend the Board approves the 2013-2014 Joint Transportation Agreement with Lebanon Township School District for three Choice School students in the amount of \$2,595.00 as recommended by the Interim Chief School Administrator and School Business Administrator as attached.

Note: This joint transportation agreement cost per pupil is less than the aid in lieu threshold of \$884.00 allowable for the 2013-2014 School Year. Under NJDOE Regulations, Administration recommends that the Board of Education approve said agreement.

K-12. Acknowledgement of Health Benefits Waiver Payments to Employees Per N.J.S.A. 52:14-17.46.11 and Per Hampton Education Association Contract 2012-2015

Recommend the Board approves the following resolution:

WHEREAS, N.J.S.A. 52:14-17.31a, in conjunction with N.J.S.A.52:14-17.46.11, permits employers participating in the School Employess Health Benefits Program to unilaterally establish an amount to be paid to employees who agree to waive their health benefits coverage in exchange for a cash payment; and

WHEREAS, the Board has decided that it would be beneficial for both the Board and its employees to offer this incentive to all of its employees; and

NOW THEREFORE BE IT RESOLVED, that during the 2013-2014 school year, the cash incentive for each employee to waive his/her medical insurance shall receive 25% of the amount saved by the Board of Education or the established rates as per the HEA Agreement 2012-2015 as follows:

Single, \$2,146 Husband/Wife, \$4,292 Family, \$5,000 Parent/Child, \$3,176

which amounts are consistent with the limitations imposed by N.J.S.A. 52:14-17.31a(c) ; and

BE IT FURTHER RESOLVED that the amount saved by the Board of Education is the premium due for the employee’s coverage minust the contribution the employee would have mad if he or she did not waive coverage, currently a specified percentage of the cost of coverage for health care benefits for the employee’s salary range, but not less than 1.5% of the employee’s annual base salary, as required by N.J.S.A. 18A:16-17, as may be amended by the legislature; and

BE IT FURTHER RESOLVED that uf an employee does not waive his/her coverage for an entire year, he/she shall receive a prorated amount of money based on the number of months for which he/she waived their medical coverage.

BE IT FURTHER RESOLVED that employees shall receive the medical isnurance waiver payment on June 30 of the school year in which coverage is waived.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that resolutions K-13 – K-18 be **ADDENDED and adopted as presented:**

RESOLVED that resolution number K-13 – K-18 be addended and adopted as presented:

K-13. Approval to Transfer Excess Capital Project Funds at Juny 30, 2012 to Debt Service

Recommend the Board authorize the transfer of excess funds from the Hampton Public School Referendum Project in the amount of \$987 to Debt Service for repayment of the bonds associated with this project for the 2013-2014 school year.

K-14. Approval of Transfers – July 2013

Recommend the Board approve the following budgetary transfers effective July 1, 2013:

| <i>Date</i> | <i>Source Account</i> | <i>Target Account</i> | <i>Comments</i> | <i>Amount</i> |
|-------------|--|---|--|---------------|
| 07/1/13 | 11-000-270-518-000 Spec Ed Transportation | 11-214-100-101-000 Autism – Teacher Salary | New Special Education Program | \$ 32,000.00 |
| 07/1/13 | 11-000-213-270-000 Nurse Benefits | 11-213-100-001-000 Autism – Teacher Benefits | Autism Teacher Benefits | \$ 15,000.00 |
| 07/1/13 | 11-120-100-101-000 Grade 1-5 Salary | 11-401-100-100-000 Co-Curricular | Move Music Coach Salary to Extra Curr Stipends and Add'l Support Extra Curr Stipends | \$ 15,000.00 |

K-15. Allowable Adjustment to Current Budget – 2013-2014 School Year

Recommend the Board approve the appropriation of excess Extraordinary Aid funds received of excess of that which was budgeted in the amount of \$13,695 to fund the Extended Year Program Salaries:

| | | |
|--------------------|-------------------------------|--------------------|
| 11-214-100-101-000 | Autism Teacher Salaries | \$4,726.00 |
| 11-105-100-101-000 | Preschool Teacher Salaries | \$2,959.00 |
| 11-000-213-270-000 | Nurse Salaries | \$3,595.00 |
| 11-000-216-100-000 | Speech Salaries | \$1,440.00 |
| 11-190-100-220-000 | Social Security Contributions | \$ 975.00 |
| | TOTAL: | \$13,695.00 |

K-16. Accept Treasurer’s Report – July 2012

Recommend the Board accepts the Treasurer’s Report for July 31, 2012.

K-17. Accept Treasurer’s Report – August 2012

Recommend the Board accepts the Treasurer’s Report for August 31, 2012.

K-18. Accept Treasurer’s Report – September 2012

Recommend the Board accepts the Treasurer’s Report for September 30, 2012.

All in favor.

VOTE: SCHOOL BUSINESS ADMINISTRATOR’S RESOLUTIONS #K-2 – #K-12 AND #K-13 - #K-18 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

New Business

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

Old Business

Board Trustee Elizabeth Dilts inquired about the REVISED Board of Education meeting schedule, in particular with regard to the additional Board meetings – Committee of the Whole, etc. as has been discussed previously. Interim Chief School Administrator DiBenedetto stated that he had emailed it previously but will email it again to insure all Board members receive it. Interim Chief School Administrator stated that the August schedule of Board meetings was approved earlier this evening and, in going forward, he will rework the Board Meeting schedule through the Reorganization Meeting scheduled to be held on Tuesday, January 7, 2014 and thereafter through June 30, 2014.

Comments from the Public II:

Board Trustee moved Elizabeth Dilts, seconded by Board Trustee Robert Shumski to open the public session at 8:57 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:57 p.m.

Stephen Dilts (48 Wells Avenue) requested a clarification pertaining to the Board of Education Policy pertaining to the taping of Board meetings and, in particular, Executive Session. A brief discussion ensued. Board Secretary Werner stated that, per her experience, Executive Session meetings should not be taped unless specifically requested to be taped and that Board Meetings may be taped but are not required to be taped. Board Secretary Werner stated that NJ regulations stipulate that Board meeting minutes shall be reasonably comprehensive and provide sufficient information to explain the actions taken and contains any other information required to be shown by law. Board Secretary Werner stated she preferred that Board of Education meetings are not recorded.

Jennifer Shaner (Blossom Road) stated that Readington Board of Education has a policy pertaining to school employee's children attending school in the district of which a parent is employed. Mrs. Shaner stated that in reference to the ESY program, "How many children are currently attending the program?" Interim Chief School Administrator DiBenedetto stated that twelve students are currently enrolled in the ESY program, 1 Autistic child and 11 Preschool children. Interim Chief School Administrator DiBenedetto stated that Special Education children do not pay tuition and that the ESY Tuition Contract stipulates that any child who is eligible to receive Free/Reduced meals are also not required to pay tuition. Board Secretary Werner stated that the Business Office has already received ESY tuition payments for 6-7 students attending the ESY program.

There being no items presented for discussion at this time, Board Trustee Gina Sharkey moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 9:00 pm. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION

Motion by Board Trustee Gina Sharkey, 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 and negotiations. 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 9:00 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 Robert Shumski, to close executive session at 9:21 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 9:21 pm with the following members present:

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

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

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

RESOLVED that resolution number D8 be adopted as presented:

D-8. Approval NEW Extra-Curricular Service Positions – 2013–2014 School Year

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the newly created Hampton School Extra Service Positions for the 2013 - 2014 School Year as follows:

| <u>Position</u> | <u>Staff Member</u> |
|----------------------------------|---|
| Lunch Server..... | \$ 350.00 |
| Drama Coach..... | \$1,200.00 |
| Student Concerts. | \$1,200.00 |
| Evening Family Sessions.....10 @ | \$ 200.00/ea. (Approved personnel will organize and conduct Evening Family Sessions) |
| Music Coach..... | \$7,500.00/yr. |

VOTE: PERSONNEL RESOLUTION #D-8 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that resolution D-9 be **ADDENDED** and adopted as presented:

D-9. Approval of Revised Employment Contract of School Business Administrator/Board Secretary

Recommend the Board approve the revised Employment Contract of the School Business Administrator/Board Secretary as per the attached for the 2013-2014 School Year.

VOTE: PERSONNEL RESOLUTION #D-9 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board President Drzewoszewski, seconded by Board Trustee Robert Shumski, that the following resolution D-10 be **ADDENDED** and adopted as presented:

D-10. Approval Employment Contract of Assistant Principal – Mr. Michael Jones – July 1, 2013 – June 30, 2014

Recommend the Board approves the Employment Contract for Mr. Michael Jones, Assistant Principal of the Hampton Borough Public School, for the period July 1, 2013 to June 30, 2014 with the terms and conditions of the contract as presented and as developed by the Board Attorney.

VOTE: PERSONNEL RESOLUTION #D-10 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

ADJOURNMENT - There being no further business to come before the board, Board Trustee Megan Bruton made a motion, seconded by Board Trustee Gina Sharkey and carried by Unanimous Voice Vote to adjourn the July 16, 2013 Regular Monthly Business Meeting of the Hampton Board of Education at 9:25 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary