

**HAMPTON BOARD OF EDUCATION  
REGULAR MONTHLY BUSINESS MEETING  
Minutes  
September 24, 2013**

**Call to Order – Cheryl Drzewoszewski, President** –The meeting was called to order by President Cheryl Drzewoszewski at 7:03 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 September 5, 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

**District Goals for 2013 – 2014**

1. To design and implement an outreach program to expand district enrollment as a choice schools.
2. To reduce per pupil costs without sacrificing quality educational opportunities for all students.
3. To implement a seamless administrative transition.
4. To continue to improve student achievement as measured by multiple authentic assessments so that every child reaches his/her full potential.

**Board of Education Goals 2013-2014**

1. To complete the revisions and updates to the policy manual; conversion to NJSBA system.
2. To expand and continue community engagement and encourage two-way communications.

## Roll Call – Board Secretary Werner

Present: Cheryl Drzewoszewski, President  
Megan Bruton  
Elizabeth Dilts

Absent: Gina Sharkey, Vice President  
Robert Schumski

Also Present: Art DiBenedetto, Interim Chief School Administrator  
Christine Werner, Business Administrator/Board Secretary  
Michael Jones, Assistant Principal  
There were 2 members of the public present.

Board Secretary Werner noted that she had removed the resolution to approve Board Meeting minutes from the Agenda this evening. Said meeting minutes will be provided to the Board for consideration and approval at a later date.

## 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
Ms. Victoria Nostrand, School Psychologist	Letter of resignation	Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education

- A brief discussion ensued. Resignation of Ms. Nostrand is effective November 6, 2013 or sooner if a replacement can be found. Interim Chief School Administrator DiBenedetto noted that Ms. Nostrand may act as a professional consultant until a replacement can be found.

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

## Board President's Report – Mrs. Cheryl Drzewoszewski

President Drzewoszewski had no comment at this time.

## **Interim Chief School Administrator’s Report – Art DiBenedetto**

Interim Chief School Administrator DiBenedetto reported on the following matters:

### **1. Safety Drill Report – Completed for school year as follows:**

#### **Safety Drill Report**

	<b>DATE/TIME</b>	<b>EVACUATION TIME</b>
Hampton Public School – Fire Drill	09/06/13 – 12:35 p.m. – 12:36 p.m.	1 minute

**2. Update on new PSD student** – Interim Chief School Administrator stated that the district has enrolled a new PSD student as of October 15, 2013. Interim Chief School Administrator DiBenedetto stated that the district will need to hire 2 part-time aides and purchase equipment per the child’s IEP.

**3. Update on three and four year olds** – Interim Chief School Administrator DiBenedetto provided the following information pertaining to the district’s Pre-School program enrollment, there are currently 29 Pre-School children attending the district’s preschool program, 18 children are 4-Year-Olds and 11 children are 3-Year-Olds. Five Pre-School children are Special Education students and have an Individual Education Plan (IEP).

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

Board Secretary Werner had no comment at this time.

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

Board Trustee Megan Bruton moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 7:10 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 7:10 p.m.

There being no items for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Megan Bruton to close the public session at 7:11 pm. This was approved by a unanimous voice vote by all members present.

**Interim Chief School Administrator DiBenedetto noted that an Executive Session meeting will be held later this evening to discuss Personnel matters.**

## **Committee Reports**

### **A. BUILDING AND GROUNDS (Mr. Shumski and Mrs. Bruton)**

#### **Facility Request –**

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution 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 (As Applicable)
Bible Centered Ministries Int. Inc.	Bible lessons	Oct. 7, 2013 to May 14, 2014 Mondays/Classroom	3:05 p.m. – 4:30 p.m.	N/A
HSA, Class of 2014	Babysitting as Project Graduation fundraiser	11/22, 12/6, 12/13, 12/16, 2013 Gym / Library	6pm to 9:30pm	N/A
HEA	Family Pumpkin Carving	10/29/13 Gym	6pm to 7:30pm	N/A
HEA Priority School	Family Literacy Night	9/24/13 Gym	6pm to 7:30pm	N/A
HSA, Class of 2014	Parent mtg. Graduation Activities	10/17/13 Library	6:30 to 8:30pm	N/A
Hampton Woman’s Club	Townwide Yard Sale	6/7/2014, Outside of School	8am to 3pm	N/A
Student Leadership Council	Dances	10/18/13, 2/7/14, 5/2/14	7pm to 9:30pm	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, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution A-2 be addended and adopted as presented:**

**A-2. Hampton Public School Facility Requests –2013 - 2014**

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

Group	Purpose	Date	Time	Fee (As Applicable)
HBCEF	Magic Show Nite	October 4, 2013 Multi-Purpose Room	5:30 p.m. – 9:00 p.m.	N/A
HSA, Class of 2014	Clothing Drive Project Graduation fundraiser	10/23, 10/24, and 10/25, 2013 Multi-Purpose Room Stage	8:15 a.m. - 3:15 p.m.	N/A
HSA	Holiday Shopping	11/01/13 Multi-Purpose Room/Gym	5:00 p.m. - 10:00 p.m.	N/A
HSA	Book Fair	10/31/13 – 11/06/13 Library	T.B.D.	N/A

**VOTE :** FACILITY REQUEST RESOLUTION #A-2 AS ADDENDED AND AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

**Head Custodian Report – Bob Myers – as reviewed at work session. There is no update to be reported.**

**Interim Chief School Administrator provided an update/status report on the following facilities matters:**

- 1. Boilers have been inspected and are ready for the heating season.**
- 2. Gas Hook-up has been completed.**
- 3. Security Warning Strobe light has been replaced and is functioning.**
- 4. Soccer field has been lined.**
- 5. Keys and security fobs are working well.**

**B. BUDGET AND FINANCE (Mrs. Drzewoszewski and Mrs. Dilts)**

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution B-1 be adopted as presented:**

**B-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 September 24, 2013.

**VOTE :** SBA/BS MONTHLY CERTIFICATION AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolutions B-2 – B-6 be adopted as presented:**

**B-2 Professional Day Requests**

**Recommend** the Board approve the following professional development requests as presented:

<b>Workshop</b>	<b>Staff</b>	<b>Date/Cost</b>	<b>Location</b>
504 Plan Workshop	Mr. Jones ( as per CSA rec)	10/9/13 \$75 – NCLB Title IIA	North Hunterdon H.S.
HIB Training	Mr. Grossman, HIB Specialist	10/18/13 \$115.40 – NCLB Title IIA	Parsippany

**B-3 Approve Monthly Bills List – September 2013**

**Recommend** the Board approve resolution B-3, the attached 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

<b>Fund 10 – Current Expense</b>	<b>\$ 74,208.37</b>
<b>Fund 20 – Special Revenue</b>	<b>\$ 2,174.00</b>
<b>Fund 30 – Capital Outlay</b>	<b>\$ -0-</b>
<b>Fund 40 – Debt Service</b>	<b>\$ 55,156.88</b>
<b>Fund 50 – Food Service</b>	<b>\$ -0-</b>
<b>Grand Total</b>	<b>\$131,539.25</b>

**B-4 Approval Payroll – September 2013**

**Recommend** the Board confirm the approval of the payroll for September 9, 2013 in the amount of \$87,697.69

**B-5 Approval Board Secretary Report and Treasurer’s Report – December 2012**

**Recommend** the Board accepts the financial Reports of the School Business Administrator/Board Secretary for the month of December 31, 2012 and after the review of the Secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**B-6 Approval Board Secretary Report and Treasurer’s Report – January 2013**

**Recommend** the Board accepts the financial Reports of the School Business Administrator/Board Secretary for the month of January 31, 2013 and after the review of the Secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**VOTE :**           **SBA/BS RESOLUTIONS B-2 – B-6 AS PRESENTED.**

**AYES:**           **Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President**

**NAYS:**           **None**

**ABSTENTIONS:**   **None**

Discussion ensued regarding the status of Board Secretary and Treasurer's Reports. Board Secretary Werner noted that the reports are being completed as quickly as possible and will be ready for the district's annual audit.

**C. PERSONNEL AND NEGOTIATIONS (Mr. Shumski and Ms. Sharkey)**

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

**C-1 Resignation – Ms. Victoria Nostrand, School Psychologist**

**Recommend** the Board approve the resignation of Victoria Nostrand effective November 6, 2013 or sooner if a replacement is found.

Discussion ensued regarding the resignation of Ms. Nostrand, School Psychologist vacancy, CST case management, and considerations regarding the School Psychologist position i.e. Consultant.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTION C-1 AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution C-2 **be addended** and adopted as presented:

**C-2 Approval of Substitute Teacher – Cassie Mazzetta**

**Recommend** the Board add to the district's substitute teacher list for the 2013-2014 school year. Ms. Mazzetta has her certificate of eligibility and has completed her criminal history background check.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTION C-2 AS ADDENDED AND AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

**D. POLICY (Mrs. Dilts and Mr. Shumski)**

**1. Policy Meeting on September 19, 2013 re. HIB Policy.** – Board Trustee Elizabeth Dilts distributed a copy of the Policy Committee Meeting minutes (09/19/13 – attended by Mrs. Dilts, Mr. Shumski and Mr. DiBenedetto) noting that there is an eighteen (18) page checklist pertaining to the district's HIB policy in order to meet all of the requirements per the NJDOE as qualifying HIB incidents, and further stated that incidents that may not qualify as HIB per our policy and the NJ DOE policy for reporting purposes, are still being handled as such by Administration.

**2. Personal Technology to School** – Board Trustee Elizabeth Dilts stated that Administration is currently reviewing sample policies pertaining to students’ bringing personal technology to school to develop a policy for Hampton Public School. Much discussion ensued regarding the “B.Y.O.T.” initiative and policy pertaining to same.

**E. LEGISLATIVE DELEGATE, NJSBA, HCSBA (Mrs. Dilts)**

Board Trustee Elizabeth Dilts stated that there is an online workshop/training pertaining to the PARCC initiative and stated she had sent the link for said workshop to Interim Chief School Administrator DiBenedetto and Assistant Principal Jones. Much discussion ensued regarding the new PARCC initiative and Board Trustee Elizabeth Dilts noted that some states are opting out and refusing Federal funding as a result. Board Trustee Elizabeth Dilts noted a few concerns regarding PARCC testing including security matters, Ipads have no keyboards, etc. Discussion ensued. It was noted that there are a variety of trainings and powerpoint presentations regarding same for Board Members/Administration/Teachers to achieve a better understanding of this initiative.

**F. CURRICULUM AND TECHNOLOGY (Mrs. Dilts and Ms. Sharkey)**

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution F-1 be adopted as presented:**

**F-1 Field Trip approval(s)**

**Recommend** the Board approve the following field trips as part of the implementation of the 13-14 curriculum.

<b>Destination</b>	<b>Staff</b>	<b>Grades/Date</b>	<b>Notes</b>
Grochowicz Farms	T. Attanasio, R. Dalrymple, C. Jackson, M. Rush	Pre-K and K 11/23/13	Walking trip , Fees paid for by HSA
Nature Science Walk PT. Mountain	A. Burtnick, K. Riley	4 9/26/13	Convocation bus, Admission fee donated/\$25
Grounds for Sculpture, Hamilton, NJ	M. Grossman, <del>J. Burd</del> , M. Stowell	5 10/11/13	Convocation bus, Admission fee donated \$18.
Soccer Matches	Mr. Exley	9/16, 18, 26, 10/3,7	Trans. Costs-approx 1k

**VOTE : CURRICULUM AND TECHNOLOGY RESOLUTION F-1 AS PRESENTED.**

**AYES: Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President**

**NAYS: None**

**ABSTENTIONS: None**

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution F-2 be adopted as presented:**



## F-2 Curriculum approval

**Recommend** the Board approve the following curricula:

- 1. Mathematics, Grades 3-8**
- 2. Reading and Language Arts, Grades K-8**

Discussion ensued. Board Trustee Elizabeth Dilts noted that the curriculum as presented is part of the NHVHS consortium including the sending constituent elementary districts that send their HS students to the NHVHS district. Board Trustee Elizabeth Dilts requested that the curriculum, as approved, be posted on the district's website to that it may be accessible to the Board of Education members, as well as to the public/parents.

**VOTE :** CURRICULUM AND TECHNOLOGY RESOLUTION F-2 AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that resolution F-3 be addended and adopted as presented:**

## F-3 Field Trip approval(s)

**Recommend** the Board approve the following field trips as part of the implementation of the 13-14 curriculum.

Destination	Staff	Grades/Date	Notes
Clinton Twp. Middle School	M. Jones	Grade 8 10/02/13	Transportation \$55.00

**VOTE :** CURRICULUM AND TECHNOLOGY RESOLUTION F-3 AS ADDENDED AND AS PRESENTED.

**AYES:** Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President

**NAYS:** None

**ABSTENTIONS:** None

## G. ESC REPRESENTATIVE (Mr. Shumski)

There were no ESC matters presented for discussion this evening.

## H. SHARED SERVICES AND NEIGHBORING SCHOOL OUTREACH COMMITTEE (Mrs. Drzewoszewski and Mrs. Bruton)

There were no Shared Services and Neighboring School Outreach committee matters presented for discussion this evening.

## I. COMMUNICATION / PUBLIC RELATIONS (Mrs. Sharkey and Mrs. Bruton)

Interim Chief School Administrator noted that per Board Policy, Public Relations matters should be included within the purview of the Communication Committee.

### New Business

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

### Old Business

The Board discussed the following matters:

1. **Dashboard** – discussion ensued regarding the Dashboard consideration. Board Trustee Megan Bruton stated her concept in terms of the “dashboard” consideration was to provide information and details (i.e. vital statistics) in terms of what people/the public might want to know about HPS. President Drzewoszewski stated like a “snapshot” or something at a glance, i.e. report what information is useful and may be reported quarterly, monthly, etc. and that which might be fit on a single page. Specific information that is useful such as the district’s cost per pupil, average GPA of Hampton students (class of 2012, 2013, etc.) @ NHVHS or current matters @ HPS such as the different enrichment classes, etc. Board Trustee Megan Bruton stated something that you might want put “front and center”. A brief discussion ensued. Board Trustee Elizabeth Dilts suggested that Interim Chief School Administrator DiBenedetto and Assistant Principal Jones might come up with a “draft” version of a “dashboard” for distribution to the Board of Education and HPS community as well.
2. **Community Scavenger Hunt**– discussion ensued regarding a community scavenger hunt, activities that may be included, timeline and schedule of events, including students, parents and community members as participants, etc. Board Trustee Elizabeth Dilts suggested that the school might partner with the HSA or Hampton’s Women’s Club to get the community integrated with the HPS. Discussion ensued. President Drzewoszewski stated that the Community Scavenger Hunt consideration will be kept in the BOE “parking lot” at this time. Interim Chief School Administrator DiBenedetto stated that perhaps the district could organize a “Walk to School” or “Walking School Bus” event in an effort to organize a functional school activity or just to walk to different places in town. Board Trustee Elizabeth Dilts stated that such consideration would be something that could promote HPS and provide publicity for our school. A brief discussion ensued. Interim Chief School Administrator DiBenedetto suggested that the Community Scavenger Hunt would remain in the BOE “parking lot” as recommended earlier by President Drzewoszewski.

### **Board of Education Meeting Schedule**

October 15, 2013 - Work Session Meeting  
October 22, 2013 – Regular Monthly Business Meeting  
November 19, 2013 – Work Session Meeting  
November 26, 2013 – Regular Monthly Business Meeting  
December 17, 2013 – Regular Monthly Business Meeting

Discussion ensued regarding an Open House Event for HPS “School Choice” efforts. Board Trustee Elizabeth Dilts inquired as to what efforts have been made pertaining to same since the discussion regarding same at the September 17, 2013 Work Session meeting. Interim Chief School Administrator DiBenedetto stated that he had verbalized and offered tours and meetings with prospective School Choice parents/students over the last month at various times of the day. A brief

discussion ensued. Board Trustee Elizabeth Dilts inquired as to the consideration for the district to purchase signage for HPS School Choice student recruitment and suggested that Interim Chief School Administrator DiBenedetto might solicit a cost estimate for this purpose. Interim Chief School Administrator DiBenedetto stated he would try to get a cost estimate at the next opportunity.

### **Comments from Public II**

Board Trustee Megan Bruton moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 8:05 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:05 p.m.

There being no items for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Megan Bruton to close the public session at 8:05 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 Elizabeth Dilts, 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 legal matters. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

The motion was made at 8:06 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 8:37 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:37 pm with the following members present:

**Present: Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President.**

Interim Chief School Administrator DiBenedetto briefly discussed the 2014-2015 School Budget considerations as it pertains to and in keeping with the 2013-2014 District Goals as publicly discussed on September 17, 2013 and September 24, 2013.

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

**WHEREAS, the Hampton Board of Education 2013-2014 district goals includes the concerted effort to reduce our district's per pupil costs without sacrificing quality educational opportunities for all students; and**

**WHEREAS, our district's current status does not indicate there will be an increase in enrollment for the 2014-2015 school year; and**

**WHEREAS the Hampton Public School District's enrollment is not at a level to support the current staffing of the district;**

**BE IT RESOLVED that the Hampton Board of Education, with the development of the 2014-2015 School Budget and in conjunction with the 2013-2014 District Goals, will show a minimum of one (1) FTE (Full Time Equivalency) RIF (Reduction in Force).**

**VOTE : 2014-2015 SCHOOL BUDGET DEVELOPMENT AND DISTRICT GOALS RESOLUTION AS PRESENTED.**

**AYES: Mrs. Bruton, Mrs. Dilts, and Mrs. Drzewoszewski, President**

**NAYS: None**

**ABSTENTIONS: None**

**ADJOURNMENT** - There being no further business to come before the board, Board Trustee Elizabeth Dilts made a motion, seconded by Board Trustee Megan Bruton and carried by Unanimous Voice Vote to adjourn the September 24, 2013 Regular Monthly Business Meeting of the Hampton Board of Education at 8:40 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary