

**HAMPTON BOARD OF EDUCATION
WORK SESSION MEETING
Minutes
September 17, 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 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.

*As addended/amended.

Roll Call – Board Secretary Werner

Present: Cheryl Drzewoszewski, President
Gina Sharkey, Vice President (arrived at 7:02 p.m.)
Elizabeth Dilts
Robert Shumski

Absent: Megan Bruton

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.

Discussion Items - Interim Chief School Administrator's Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto noted that he had placed informational items on the Board table pertaining to next week's Regular Business Meeting Agenda.

1. **Back to School Night** – Interim Chief School Administrator DiBenedetto stated that Back to School Night will be held on Thursday, September 19, 2013 at 7:00 p.m.. All are welcome!
2. **Pre-School Enrollment Update** - Interim Chief School Administrator DiBenedetto stated that the Pre-School enrollment has been doing very well with three classrooms – PSD/Autism with Ms Decker, Pre-School with Mrs. Marookian and Mrs. Rush, two part-time classroom aides and one full-time classroom aide with 32 students in all. A brief discussion ensued. Board Trustee Elizabeth Dilts inquired as to the breakdown of the enrolled students by age, Interim Chief School Administrator DiBenedetto stated that there are 19 four(4)-year-olds and 13 three(3)-year-olds. Mrs. Shaner (Blossom Road) suggested that the Board of Education/Administration get parents involved to see what is going on at the Hampton Public School. Assistant Principal Jones stated that there were at least 2 new parents who had attended the HSA meeting last Monday evening and that they had noticeably participated in the meeting. Interim Chief School Administrator stated that while at present there are 32 preschool students enrolled, it is anticipated that an out-of-district child (Washington Twp.) will be also attend our Pre-School class on or about October 15, 2013. Interim Chief School Administrator DiBenedetto also stated that the district has received notification that a Special Education child (age 3) will also begin to attend our Pre-School Disabilities (self contained) class on October 15, 2013. Interim Chief School Administrator DiBenedetto stated that this is a student matter and may be discussed in the Executive Session portion of this evening's meeting. Board Trustee Elizabeth Dilts stated that the Pre-School is rapidly expanding and suggested that Administration might survey parents pertaining to ascertaining their assessment of the program. A brief discussion ensued. President Drzewoszewski stated that sometimes surveys are lacking in terms of receiving a sufficient # of responses and suggested Administration might hold a parent meeting instead. President Drzewoszewski stated this is a parking lot idea. Board Trustee Gina Sharkey stated she was happy to see that the children were making friends and that the program was doing well. Board Trustee Elizabeth Dilts suggested that an assessment of the Pre-School program might be done in April. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that the suggestions/recommendations stated this evening will be taken under advisement.
3. **Action Plan on District Goals** - Interim Chief School Administrator DiBenedetto discussed the Action Plan on the 2013-2014 District Goals as follows:

District Goal – To design and implement an outreach program to expand district enrollment as a choice school.

Activities

1. Outreach via advertisements in local newspapers; – 2nd, 3rd, 4th week of October
2. Outreach via sign position in key areas; 1st week of October
3. Outreach via the Sunday School program at Hampton School; 1st week of October

4. Outreach via Open House opportunities in October; Date - October 31st
5. Outreach via 'word of mouth' strategies set-up; on-going
6. Outreach using social media. On-going
7. Consider radio ads if affordable
8. Outreach with Q and A on website

CHOICE Timeline

- 12/2/13 – Student application from parent due to be received by Choice District.
 12/6/13 – Confirmation of Enrollment for Tier One verification from Choice District to Resident district.
 12/13/13 – Confirmation of Enrollment verified by Resident district to Choice District.
 12/20/13 – Notice of Conditional Acceptance, rejection or Waiting List.
 01/6/14 – Student Notice of Intent to Enroll - Parent to Choice district.
 01/17/14 – Student Notice of Intent to Enroll to resident district.
 01/24/14 – Choice district sends enrollment of choice students to DOE.

Evaluation

1. Evaluation of these activities toward goal will be based on the number of Choice students who are attracted to the Hampton School as per the deadlines set above.

District Goal – To reduce per pupil costs without sacrificing quality educational opportunities for all students.

Activities

1. When 14-15 budget is prepared, use zero based budgeting as the rule.
2. Maximize potential of retirement of staff members who are on the edge of finishing their careers.
3. Complete next year's schedule at budget time to ensure that over-staffing is not a difficulty.
4. Inform staff of possible cut in FTE at budget time to allow for proper time to find new employment.
5. Hire new staff at lower steps whenever possible.
6. Consider making the middle school teachers work grades five through eight for purposes of efficiency improvement.
7. Continue to check on alternatives for health insurance.
8. Maximize enrollment at every opportunity including Choice, Employee and special education tuition potential.
9. Work towards maximizing fund balance accumulation in 13-14 budget.

Evaluation

1. Using enrollment projections for Kindergarten through eighth grade for 14-15 and comparing them to the October 15, 2013 enrollment and 13-14 budget total, the per pupil spending should predict a lesser amount of cost per child.

District Goal – To implement a seamless administrative transition.

Activities

1. Maximize training opportunities for the assistant principal in the areas of: a) special education law, b) technology, c) school law, d) emergency management, e) finance, f) evaluation of staff.
2. Increase the assumption of responsibilities for the assistant principal as the school year progresses.
3. Have assistant principal begin attending DOE and articulation meetings in the Spring of 14.
4. Ensure that administrative leadership during the 13-14 school year is a shared partnership between the CSA and assistant principal.

Evaluation

1. Quantitative review of workshops attended in 13-14.
2. Quantitative review of meetings attended as per above.
3. CSA evaluation of assistant principal and a section on transition.

District Goal – To continue to improve student achievement as measured by multiple authentic assessments so that every child reaches his/her full potential.

Activities

1. Engage students in DRA and Go Math Assessment at beginning of school year. (completed)
2. Continue homework help program during enrichment throughout the school year. (started)
3. Continue to spend subject specialists from middle school to lower grades. (started)
4. Formalize Basic Skills program for students below proficiency level on NJASK and teacher recommendation at non-tested grades. (October)
5. Continue training on use of Formative Assessments as part of Danielson evaluation process. (ongoing)
6. Engage students in enrichment activities that expand thinking skills. (Winter of 13)
7. Continue to improve team/co teaching activities of staff.

Evaluation

1. Comparison of Student test scores from 2013 to 2014.
2. Pre- and Post- Testing – evaluate assessments (“evidence of growth” through evaluation of pre- and post- tests).
3. Tracking HPS students going on through high school years.
4. **Bring Your Own Technology** - Interim Chief School Administrator DiBenedetto discussed HPS children in terms of bringing their own technology noting that HPS middle school student/computer ratio is currently 1:1 and, in fact, Middle School Social Studies textbooks are currently on-line (HPS middle school students are enjoying on-line textbooks). Board Trustee Gina Sharkey stated this is awesome in that there is less for students to carry in their backpacks (textbooks). Board Trustee Elizabeth Dilts inquired if there is enough computers for all students. Interim Chief School Administrator stated “yes”. A brief discussion ensued. Board Trustee Elizabeth Dilts stated that there should be a policy with regard to this matter. Assistant Principal Jones stated that he would look to Washington Twp. School District for a policy as they have already implemented BYOT. Assistant Principal Jones stated this is the next step in the 21st century. Board Trustee Elizabeth Dilts stated there should be a clear policy in terms of expectations and consequences i.e. equipment breakage and repair. Discussion ensued regarding the policy consideration of BYOT. Board Trustee Gina Sharkey stated she was very supportive of this initiative. Assistant Principal Jones stated that this is a selling point of HPS School Choice designation. A brief discussion ensued.
5. **Enrichment Activities Update** – Interim Chief School Administrator DiBenedetto provided an overview of the Enrichment Activities program for HPS students. Discussion ensued regarding enrichment program activities, extra help, music program (instruments/voice training), etc.
6. **NJASK Scores – Remediation** – Interim Chief School Administrator DiBenedetto stated that the Remediation Program will start soon.
7. **NJASK Scores and Classroom Assessment – Gifted Students** – Interim Chief School Administrator DiBenedetto provided a brief overview of the Gifted Students program.
8. **HIB Policy – Review and Update with Committee** – Interim Chief School Administrator DiBenedetto stated that there is a need for the Policy Committee to meet and review the HIB policy as it needs updating. Policy Committee will meet at the next opportunity.
9. **Upcoming Trips and Conferences** – Interim Chief School Administrator DiBenedetto stated that he had distributed several requests pertaining to upcoming trips and conferences that have been submitted to date for consideration and approval at the regular Business Meeting to be held on September 24, 2013. Interim Chief School Administrator DiBenedetto briefly reviewed the requests for field trips and conferences submitted for approval and funding source for same.

10. Custodian Monthly Maintenance Report – Interim Chief School Administrator reviewed the monthly Custodian Maintenance Report as distributed.

Miscellaneous

Board Trustee Gina Sharkey stated that Mr. Hensler has provided gatorades to all of the HPS team soccer players during this season and suggested that the Board of Education might invite him to a Board meeting to thank him and honor him with a card or gift. A brief discussion ensued.

Discussion Items – Business Administrator

Board Secretary Werner briefly discussed the following matters:

1. Status of District Finances as related to SAVINGS and UNEXPECTED EXPENSES. (i.e. new Autism program/Transportation costs for Out of District Placement).
2. Update regarding CSA and BA visit to Borough of Hampton Council meeting regarding monthly tax check.
3. Extraordinary Aid Award and appropriation of same to 2013-2014 budget line items.
4. Status of 2013-2014 Food Service Management Company and Operation of Food Service program. (2013-2014 monthly profit –vs- 2012-2013 monthly loss trend.)
5. REAP Grant Funds 2013-2014 award and budgetary expenses planned.
6. Health Benefits Costs 2013-2014 – Budgeted 22% increase –vs- actual increase rate of 11%.
7. Upcoming Annual Reports to be completed in October 2013:
 - a. ASSA
 - b. DRTRS
 - c. Debt Service

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

Board Trustee Robert Shumski moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 8:19 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:19 p.m.

There being no items for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to close the public session at 8:19 pm. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION

Motion by Board Trustee Elizabeth Dilts, 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 student matters. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

The motion was made at 8:19 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 8:29 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:29 pm with the following members present:

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

President Drzewoszewski provided an overview of the revised Board Committee structure per the revised Board of Education Policy(ies) pertaining to Board of Education Operations and Committee meeting reporting/minutes.

Interim Chief School Administrator DiBenedetto provided an update and overview of the new Board Meeting Agenda format.

Committee Reports

A. Budget and Finance - Elizabeth Dilts and Cheryl Drzewoszewski

There were no additional Budget and Finance matters presented for discussion this evening.

B. Buildings and Grounds – Megan Bruton and Robert Shumski

There were no additional Buildings and Grounds matters presented for discussion this evening.

C. Personnel and Negotiations – Gina Sharkey, Cheryl Drzewoszewski and Robert Shumski

There were no additional Personnel and Negotiations matters presented for discussion this evening.

D. Policy – Elizabeth Dilts and Robert Shumski

Board Trustee Elizabeth Dilts stated that the Policy Committee will meet with Interim Chief School Administrator DiBenedetto on September 24, 2013 at 6:30 p.m. to discuss various policy matters.

E. Legislative Delegate & NJSBA and HCSBA Representative – Elizabeth Dilts

Board Trustee Elizabeth Dilts stated that there were no Legislative or NJSBA/HCSBA matters to be discussed at this time.

F. ESC Representative – Robert Shumski

Board Trustee Robert Shumski stated that there was nothing to report pertaining to the ESC this evening.

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

Board President Drzewoszewski stated that there were no Shared Services and Neighboring School Outreach committee matters to be discussed at this time.

H. Communications – Gina Sharkey and Megan Bruton

There were no additional Communications matters presented for discussion this evening.

New Business

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

Old Business

The Board discussed the following matters:

1. **Parking Lot Idea** – matters discussed by the Board of Education that should be included in the BOE “parking lot”; continuation of the BOE “parking lot” concept, etc.
2. **Community Scavenger Hunt Idea** – consideration regarding a community scavenger hunt was discussed including activities that may be included, timeline and schedule of events, including students, parents and community members as participants, etc. Assistant Principal Jones stated he would review with Interim Chief School Administrator DiBenedetto and bring the matter/plan of action pertaining to same back to the Board of Education for continued discussion/consideration.
3. **Dash Board Idea** – matters discussed by the Board of Education and items for consideration/approval that should be included in the BOE “dashboard”; continuation of the BOE “dashboard” concept, etc.

Board of Education Meeting Schedule

September 24, 2013 – Regular Monthly Business Meeting
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

Board Secretary Werner was asked to advertise and post the meeting schedule at the next opportunity.

President Drzewoszewski stated that the work session meetings as noted will provide an opportunity to discuss various matters including, but not limited to, the Board of Education Self-Evaluation matters, review matters of discussion and concern, recap matters discussed and provide updates, etc. A brief discussion ensued.

Comments from Public II

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to open the public session at 8:46 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:46 p.m.

There being no items for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to close the public session at 8:46 pm. This was approved by a unanimous voice vote by all members present.

ADJOURNMENT - There being no further business to come before the board, Board Trustee Gina Sharkey made a motion, seconded by Board Trustee Elizabeth Dilts and carried by Unanimous Voice Vote to adjourn the September 17, 2013 Work Session Meeting of the Hampton Board of Education at 8:47 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary