

**HAMPTON BOARD OF EDUCATION
SPECIAL MEETING
Minutes
January 30, 2013**

Call to Order – Cheryl Drzewoszewski, President –The meeting was called to order by President Cheryl Drzewoszewski at 7:06 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 24, 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
Elizabeth Dilts
Gina Sharkey

Absent: Robert Shumski

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
There were 4 members of the public present.

Board President's Report

President Drzewoszewski noted that the Board of Education will appoint a new Board Member this evening.

Appoint Board of Education Trustee - Mrs. Megan Bruton

Motion by Board Trustee Gina Sharkey, seconded by Board Trustee Elizabeth Dilts, to appoint Mrs. Megan Bruton to fill the Board of Education Trustee vacancy from January 30, 2013 through January 6, 2014 until the next Reorganization Meeting to be held on January 14, 2014.

Motion carried by a unanimous roll call vote of all members present.

INDUCTION AND ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY APPOINTED BOARD MEMBER, MRS. MEGAN BRUTON.

Administered by Christine M. Werner, Business Administrator/Board Secretary per (N.J.S.A. 18A:12-2.1, R.S.41:1-3)

Board Secretary Werner administered the Oath of Office to the newly appointed Board Trustee: Mrs. Megan Bruton

Board Secretary Werner "**CONGRATULATED**" Board Trustee Megan Bruton.

Interim Chief School Administrator DiBenedetto congratulated Mrs. Bruton and noted that the Board of Education has not yet elected a Vice President. A brief discussion ensued. Board Trustee Elizabeth Dilts stated she would like to wait to elect a Vice President until all five Board Members can be present noting that Mr. Shumski was not able to be present this evening. Interim Chief School Administrator DiBenedetto stated that Board Policy does not require all Board Members must be present to elect a Vice President.

NOMINATION AND ELECTION OF OFFICERS (Bylaw 0152)

Election Of Vice President

President Drzewoszewski called for a motion to accept nominations for the office of **Vice President**:

Motion by Board President Cheryl Drzewoszewski, seconded by Board Trustee Megan Bruton to nominate Board Trustee **Gina Sharkey** for Vice President.

There being no other nominations made, President Drzewoszewski called for a motion to close the floor for nominations.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Gina Sharkey to close the floor for nominations for Vice President.

Motion carried.

VOTE: Election of Vice President of the Board of Education

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

NAYS: None

ABSTENTIONS: Mrs. Dilts

Board Secretary Werner stated “**RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Hampton Board of Education elects Gina Sharkey as Vice President of the Board of Education effective January 30, 2013, for a term prescribed by law.**”

Interim Chief School Administrator’s Report – Art DiBenedetto

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

Board Secretary’s Report – Christine M. Werner

Board Secretary Werner distributed a copy of the the district’s Annual Audit Report/CAFR dated June 20, 2012, a synopsis of the Audit Recommendations associated with the CAFR and a copy of the Corrective Action Plan (CAP).

Much discussion ensued regarding the CAFR, Audit Recommendations and CAP.

Board Trustee Elizabeth Dilts thanked Mrs. Werner for providing a detailed description and explanation of the CAFR, Audit Recommendations and CAP.

Minutes Approval

Board Trustee Megan Bruton moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
December 18, 2013	Regular Business Meeting
	Executive Session

The motion was seconded by Board Trustee Gina Sharkey and was approved by an majority voice vote of the members present. Board Trustee Elizabeth Dilts abstained due to her not being a Board member at the time of the meeting.

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 8:10 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:10 p.m.

Mrs. McDougall (37 E. Grand St.) congratulated Mrs. Bruton on her appointment as a Board Trustee this evening!

There being no additional items for discussion at this time, Board Trustee Gina Sharkey moved, seconded by Board Trustee Megan Bruton to close the public session at 8:11 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

Finance and Building & Grounds – Elizabeth Dilts and Cheryl Drzewoszewski

A. Facility Request – Elizabeth Dilts and Cheryl Drzewoszewski

There were no Facility requests presented for discussion or consideration for approval this evening.

B. Building Maintenance – Megan Bruton and Robert Shumski

A monthly Head Custodian Report completed by Mr. Robert Myers was distributed to the Board of Education for review. There were no questions or concerns noted pertaining to the Head Custodian Report as distributed.

C. Negotiations – Gina Sharkey and Robert Shumski

There were no Negotiations matters presented for discussion this evening.

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

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

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

D-1. Approval of Substitute Teachers – 2012-13 School Year

Recommend the Board approve the following Substitute Teacher for the 2012-2013 school year:

Substitute Teacher (Tewksbury)	Certification/Credentials	Criminal Background Check Status
Shannon Murphy	Substitute Teacher Certificate	Completed

D-2. Approval Professional Workshops

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

Date	Teacher	Subject	Estimated Cost
02/25-26/13	Ms. Tina Attanasio	2013 Conference for NJ Kindergarten Teachers Atlantic City, NJ	\$349.00 (NCLB Title IIA) \$76.63 Mileage (Current Expense) \$180.00 Substitute (NCLB Title IIA)
02/25-26/13	Ms. Ruthann Dalrymple	2013 Conference for NJ Kindergarten Teachers Atlantic City, NJ	\$349.00 (NCLB Title IIA) \$76.63 Mileage (Current Expense) \$180.00 Substitute (NCLB Title IIA)
03/13/13	Mrs. Nancy Fleming Mrs. Janet Legg	Enhancing Your Co-Teaching Program with New Advanced Strategies Parsippany, NJ	\$225.00 (NCLB Title IIA) No Mileage \$90.00 Substitute (NCLB Title IIA)

Discussion: Discussion ensued. Board Trustee Elizabeth Dilts requested that deadlines be set forth pertaining to the submission of requests for professional workshops such that Agenda resolutions allow for 30 days prior approval to the date that the workshop will be held. Interim Chief School Administrator DiBenedetto stated that sometimes there is a need for staff to attend a workshop that may not allow for 30 days notice to the BOE/approval prior to the date of the workshop.

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

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

NAYS: None

ABSTENTIONS: None

E. Policy – Elizabeth Dilts and Robert Shumski

Motion by Board Trustee Gina Sharkey, seconded by Board Trustee Elizabeth Dilts, that the resolutions E-1 - E-2 be ADDENDED and adopted as presented

E-1. Approval of New Policy – Second Reading

Recommend the Board approve the **second reading** and adoption of the following new Policy:

POLICY:

Number	Title
	35 Year Veteran Exit

Discussion: Discussion ensued. Board Trustee Elizabeth Dilts requested that the Board Trustees look at outsourcing the process of updating the district’s policy book. Interim Chief School Administrator DiBenedetto stated that he recommends that the district’s Policy Committee take responsibility for updating the Board Policy Book and stated he would be happy to take on the responsibility of overseeing this task. Interim Chief School Administrator DiBenedetto requested that the Policy Committee set forth a meeting date to begin the review and revision process.

E-2. Change 2012-2013 School Year Calendar

Recommend the board approve the following change to the 2012-2013 school calendar. Change March 11, 2013 which was previously marked as “School Closed – Teacher In-Service” to “school in session” and change March 4, 2013 which was previously marked as “school in session” to “School Closed – Teacher In-Service”.

All in favor.

VOTE: POLICY RESOLUTIONS #E-1 – #E-2 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

F. Legislative Delegate – Elizabeth Dilts

There were no Legislative matters presented for discussion this evening.

G. Curriculum & Technology - Elizabeth Dilts and Gina Sharkey

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

RESOLVED that resolution numbered G-1 be addended and adopted as presented:

G-1. Approval of Field Trip Requests for the 2012-2013 School Year

Recommend the Board approve the following Field Trips as listed:

(Admission, Transportation and Substitute Costs are listed.)

Date	Grade	Field Trip
02/12/13	Grade 2 Ms. Dalrymple & Mr. DiBenedetto 8 Students / 2 Adults Radio Talk Show Guests	Chamber of Commerce Flemington, NJ Admission: None Transportation Cost - \$132.00 Substitute Cost: None

VOTE: CURRICULUM AND TECHNOLOGY RESOLUTION G-1 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

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

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

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

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

J. Communication – Megan Bruton and Gina Sharkey

There were no Communications matters presented for discussion this evening.

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

Interim Chief School Administrator DiBenedetto and Mrs. Werner stated that at this time of year there will be Finance Committee meetings and Board meetings as may be necessary to discuss/review/approve 2013-2014 school budget matters. Mrs. Werner noted the NJSBA Budget Timeline document and highlighted important dates pertaining to same. Discussion ensued. President Drzewoszewski stated that budget matters should be discussed with and reviewed by the entire Board of Educaiton, together as a group. All those present concurred.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton, that the following School Business Administrator/Board Secertary resolutions be adopted as presented:

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

K-1. Approve Interimittant Bills List – January 2013

Recommend the Board approves the attached January 16, 2013 – January 30, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

Fund 10 – Current Expense	\$ 17,092.44
Fund 20 – Special Revenue	\$ 13,000.00
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ -0-
Grand Total	\$ 30,092.44

K-3. Cancel Outstanding Checks and Reconciling Items – Payroll and Agency Accounts

Recommend the Board affirm the cancellation of ourstanding checks and reconciling items as follows:

Payroll Account – Account #81-3040-9978

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
2706		\$ 114.78
4720		\$ 700.07
4776		\$ 127.34
5644		\$1,299.51
8770		\$ 40.65

Agency Account – Account #81-3040-9978

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
	534		\$ 176.12
07/31/99	542	Prudential Insurance Co.	\$ 352.24
		Due General Fund	\$23,807.75
11/30/10	622	Wm. Schultz, Constable	\$ 311.71

Discussion: Discussion ensued. Mrs. Werner provided an overview of the disbursements listed above and noted that both she and Mr. DiBenedetto had reviewed a few of the O/S Agency Check payments as listed and found the process time consuming and futile. Mrs. Werner stated that the above disbursements were not likely outstanding due to the fact that they are payroll and deductions/withholding remittances and should not be outstanding at this point in time, but rather that an accounting adjustment was necessary but likely not completed when the reconciling items were noted.

VOTE: SBA/BS RESOLUTIONS #K-1 – K-2 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Old Business

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

New Business

Board Trustee Elizabeth Dilts stated she had attended an NJSBA STEM (Science, Technology, Engineering and Math) meeting and stated she spoke with Mr. Steve Scheck regarding STEM. Board Trustee Elizabeth Dilts stated that with tight budgets in school districts across the State and particularly for our district, where there is little or no \$ available in the district's regular budget, there may be grant funding available. Board Trustee Elizabeth Dilts stated that a firm named TEQ has a grant writer on staff that assists districts in ascertaining grant monies. A brief discussion ensued.

Comments from the Public II:

Board Trustee Gina Sharkey moved, seconded by Board Trustee Megan Bruton to open the public session at 8:47 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:47 p.m.

There being no items presented for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 8:48 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 Megan Bruton, 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 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 8:49 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 8:40 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 9:01 pm with the following members present:

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

ADJOURNMENT - There being no further business to come before the board, Board Trustee Megan Bruton made a motion, seconded by Board Trustee Elizabeth Dilts and carried by Unanimous Voice Vote to adjourn the January 30, 2013 Special Meeting of the Hampton Board of Education at 9:02 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary