

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
Minutes
March 26, 2013**

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

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

“In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight’s meeting in area newspaper, the Hunterdon Democrat, on January 17, 2013 and posted in public buildings which include the Hampton Borough Hall and Hampton School.”

Pledge of Allegiance - All of those present participated in the pledge to the allegiance.

District Mission Statement was read into the minutes by President Drzewoszewski:

The Hampton Borough School District, committed to quality and excellence, will provide a broad-based education which is responsive to the needs of all students. Working with the community, the district shall:

- Offer a wide range of academic experiences that encourages all students to meet their potential and prepares them to meet the New Jersey Core Curriculum Standards.
- Foster a respect for self and others
- Encourage personal, social, and civic responsibility
- Develop a continuing interest in self-improvement in all areas
- Create an environment that encourages a desire for successful learning
- Generate an enthusiasm for life-long learning

Roll Call – Board Secretary Werner

Present: Cheryl Drzewoszewski, President
Gina Sharkey, Vice President
Elizabeth Dilts
Robert Shumski

Absent: Megan Bruton

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
There were 10 members of the public present.

HAMPTON BOROUGH PUBLIC HEARING - 2013-2014 BUDGET PRESENTATION

Interim Chief School Administrator DiBenedetto and Business Administrator Werner provided a powerpoint presentation of the Proposed 2013-14 School Budget as follows:

PUBLIC HEARING 2013-2014 BUDGET PRESENTATION

OUR SCHOOL, OUR CHILDREN, OUR FUTURE EFFICIENCY

Objective:

Ensure a transparent budget process through an open public discussion, and propose a annual school budget that is that is fiscally responsible for the Hampton Borough resident and community.

Goals:

Create a budget that is fiscally sound, takes the current economic climate into consideration, and one that responsibly positions Hampton Elementary School for the future.

Create a budget that provides for a quality instructional program reflecting a fiscal sensitivity to the residents and taxpayers of the Hampton Elementary School community.

Revenues:

	<u>2012-2013</u>	<u>2013-2014</u>
Budgeted Fund Balance	110,000	100,000
State Aid	786,845	786,845
Extraordinary Aid	10,000	30,000
Tax Levy	1,688,462	1,663,225
Interest and Misc. Revenue	22,020	53,290
Adjustments - Prior Yr Encumbrances	(1,782)	0
Special Revenue	55,000	53,000
<u>Debt Service</u>	<u>359,140</u>	<u>250,314</u>
TOTAL	3,033,249	2,936,674

Mrs. Werner stated that the proposed 2013-2014 School Year, as proposed, will provide Tax relief for General Fund = \$25,237 and Debt Service Total = \$59,933 for the taxpayers of Hampton Borough. Mrs. Werner provided a comparison of the State Aid Changes and the Local Tax Levy Changes for the 2011-12 school year, 2012-14 school year and the 2013-14 school year as proposed:

Local Tax Levy Changes

2011-12 - INCREASE \$ 26,198
 2012-13 - DECREASE (\$ 50,000)
 2013-14 – DECREASE (\$ 25,237)

State Aid Changes

2011-12 - INCREASE OF 3.3% \$ 25,493
 2012-13 - DECREASE OF (6.8%) (\$ 55,000)
 2013-14 – No Change 0.00 \$ 0

And in terms of the Revenues for All Funds, the Net Change 2012-2013 –vs- 2013-2014:

<u>2012-2013</u>	<u>2013-2014</u>	<u>Difference</u>	<u>Difference %</u>
3,033,249	2,936,674	(\$96,575)	(3.18%)

PROPOSED EXPENDITURES
Current Expense Operating Budget
\$2,633,360

Budget Category	Account	2011-12 Actual	2012-13 Revised	2013-14 Anticipated
General Current Expense:				
Instruction:				
Regular Programs - Instruction	11-1XX-100-XXX	849,999	867,415	785,661
Special Education - Instruction	11-2XX-100-XXX	330,634	344,295	310,578
School-Spon. Co/Extra Curr. Actvts. - Inst	11-401-100-XXX	7,928	6,000	8,000
School-Sponsored Athletics - Instruction	11-402-100-XXX	13,177	14,100	17,250
Support Services:				
Undistributed Expenditures - Instruction (Tuition)	11-000-100-XXX	14,417	0	0
Undist. Expend.-Attendance And Social Work	11-000-211-XXX	886	19,295	20,000
Undist. Expenditures - Health Services	11-000-213-XXX	66,163	69,379	64,450
Undist. Expend.-Speech, OT, PT And Related Svcs	11-000-216-XXX	34,534	24,000	25,316
Undist Expend-Oth Supp Serv Std-Extra Serv	11-000-217-XXX	14,928	25,000	30,300
Undist. Expenditures - Child Study Teams	11-000-219-XXX	112,278	122,840	123,378
Undist. Expend.-Improv. Of Inst. Serv.	11-000-221-XXX	0	37,165	34,264
Undist. Expend.-Edu. Media Serv./Library	11-000-222-XXX	68,355	72,018	77,290
Undist. Expend.-Support Serv.-Gen. Admin.	11-000-230-XXX	82,104	68,804	55,304
Undist. Expend.-Support Serv.-School Admin.	11-000-240-XXX	70,188	41,357	43,122
Undist. Expend. - Central Services	11-000-251-XXX	69,557	54,500	61,808
Undist. Expend.-Oper. And Maint. Of Plant Serv.	11-000-26X-XXX	259,106	267,619	284,171
Undist. Expend.-Student Transportation Serv.	11-000-270-XXX	64,453	61,752	74,000
Personal Services - Employee Benefits	11-XXX-XXX-2XX	473,411	523,550	618,468
Undistributed Expenditures- Food Services	11-000-310-930	7,000	0	0
Total Undistributed Expenditures		<u>1,337,380</u>	<u>1,387,279</u>	<u>1,511,871</u>
Total General Current Expense		2,539,118	2,619,089	2,633,360
Capital Expenditures:				
Interest Deposit To Capital Reserve	10-604	0	20	0
Total Capital Outlay		<u>0</u>	<u>20</u>	<u>0</u>
General Fund Grand Total		<u>2,539,118</u>	<u>2,619,109</u>	<u>2,633,360</u>

TAX RATE ANALYSIS OF 2013-2014 TAX LEVY

2011	\$ 123,957,928	GF Levy	\$1,688,462	GF	\$1,633,225	(\$25,327)	(1.49%)
2012	<u>\$ 123,253,943</u>	Debt Svc.	<u>\$ 201,001</u>	DS	<u>\$ 141,068</u>	<u>(\$59,933)</u>	<u>(29.82%)</u>
Change	(\$703,985)	Total:	\$1,889,463	Total	\$1,804,293	(\$85,260)	(4.275%)

Average Home Assessed Value	2012-2013 Tax Rate	2013-2014 Tax Rate	Change
2011 \$222,971	Gen. Fund \$1.3621	Gen. Fund \$1.3494	\$(1.0127) (0.932%)
<u>2012 \$240,000</u>	<u>Debt Svc. \$0.1622</u>	<u>Debt Svc. \$0.1624</u>	<u>\$(0.0002) (0.123%)</u>
Change (\$ 62,387)	Rate Total: \$1.5243	Rate Total: \$1.5118	\$(0.0125) (0.82%)

.01 = \$12,000 Assessed Valuation

School Tax Calculatons based upon an Average Assessed Value Home of \$240,000.

Mr. Stephen Dilts stated that that .01 should equal a much higher amount than \$12,000 assessed valuation. Interim Chief School Administrator DiBenedetto and Mrs. Werner stated that said figures provided in the powerpoint presentation this evening are as per the NJDOE Budget Software, however, based on this evening's discussion, they will certainly review the figures with Mrs. Kathy Olsen, Hampton Borough Tax Collector and report accordingly. A brief discussion ensued. Being there were no additional questions or comments regarding the 2013-2014 school budget, President Drzewoszewski requested that the Board consider the proposed Agenda resolutions regarding same.

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

Motion Adopting 2013-2014 School Budget

BE IT RESOLVED that the Hampton School District Board of Education, in the County of Hunterdon, New Jersey approves the 2013-2014 school district budget submission as follows:

<u>Fund</u>	<u>Budget</u>
General Fund	\$ 2,633,360
Grant/Special Revenues	\$ 53,000
Debt Service	<u>\$ 250,314</u>
Total Base Budget	<u>\$ 2,936,674</u>

BE IT FURTHER RESOLVED, that there should be raised for the **General Fund** a tax levy of **\$1,663,225** and for the **Debt Service** a tax levy of **\$141,068** for the ensuing School Year 2013-2014; and

BE IT FURTHER RESOLVED, that the unused taxing authority of \$102,221 will be banked for potential use in the subsequent three fiscal years.

NOW, THEREFORE BE IT RESOLVED, that Hampton Borough Board of Education, upon the recommendation of the Interim Chief School Administrator and School Business Administrator, approves the 2013-2014 Annual School Budget (copy on file in the Board Office) as set forth in the amount of:

<u>Fund</u>	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 2,633,360	\$ 1,663,225
Grant/Special Revenues	\$ 53,000	\$ N/A
Debt Service	<u>\$ 250,314</u>	<u>\$ 141,068</u>
Totals	<u>\$ 2,936,674</u>	<u>\$ 1,804,293</u>

The proposed school budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A

VOTE: RESOLUTION ADOPTING 2013-2014 SCHOOL BUDGET

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

NAYS: None

ABSTENTIONS: None

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

Motion Adopting 2013-2014 Maximum Spending Levels for Professional Services

WHEREAS, pursuant to N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS the tentative budget includes the following appropriations:

Legal	\$ 2,000
Accounting	\$ 14,000
Other Administrative Services	\$ 3,000
Repair Services	\$ 32,000
Extraordinary Services	\$ 30,300
Professional Development	\$ 0
Transportation	\$ 74,000

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

VOTE: RESOLUTION ADOPTING 2013-2014 MAXIMUM SPENDING LEVELS FOR PROFESSIONAL SERVICES

AYES: Mrs. Dilts, Mrs. 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 resolution be adopted as presented:

Motion AMENDING the RESOLUTION for the 2013-2014 District Travel Maximum approved March 4, 2013

WHEREAS, the citation for this resolution is corrected from N.J.A.C. 6A:23B-1.1 et seq to N.J.A.C. 6A:23A-7.1 et seq. as was approved on March 4, 2013

WHEREAS, the Hampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in an given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE BE IT RESOLVED that the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N. J. A.C. 6A:23A-7.1, to a maximum expenditure of \$1,500 which includes local, state and federal funds for all staff and Board members. To date the district has spent \$829.00 towards that maximum.

**VOTE: RESOLUTION AMENDING THE RESOLUTION FOR THE 2013-2014 DISTRICT TRAVEL
MAXIMUM APPROVED MARCH 4, 2013**

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

NAYS: None

ABSTENTIONS: None

President Drzewoszewski read the following resolution:

**HAMPTON BOARD OF EDUCATION RESOLUTION
IN RECOGNITION AND APPRECIATION FOR**

TIMOTHY REEVE

WHEREAS, Timothy Reeve has served as a Board Trustee with the Hampton Board of Education April 2006 through December 2012. During this time he has committed himself and served to the operation of the Hampton Board of Education and for the well being of the Children of Hampton; and

WHEREAS, his personal commitment to a quality education, his valued participation in establishing effective policies, and his readiness to render services in seeking educational excellence have contributed immensely to the progress of our school system; and

WHEREAS, his service as a Board Trustee, President of the Board of Education, Vice President of the Board of Education, as well as, having served as Committee Chairperson of the Board's various committees, has contributed immeasurably to the Hampton Board of Education and the Hampton Public School community; and

WHEREAS, the Members of the Board of Education and the community appreciates and hereby recognizes his commitment to the Hampton Board of Education; the Hampton School District and to the children of the community; and

NOW THEREFORE BE IT RESOLVED, that the Hampton Board of Education, on behalf of your colleagues, our teachers and our students, acknowledges the efforts of Timothy Reeve as Board Trustee of the Hampton Board of Education; and

BE IT FURTHER RESOLVED, that with the enactment of this resolution, Timothy Reeve's recognition shall be so noted in the minutes and become a part of the permanent record of the District; and

BE IT FINALLY RESOLVED, that the Hampton Board of Education wishes Timothy Reeve every success during the coming years.

This resolution shall take effect immediately.
Adopted this the 26th day of March 2013.

Cheryl Drzewoszewski, Board President

Art DiBenedetto, Interim Chief School Administrator

Christine M. Werner, Board Secretary

Board President’s Report

President Drzewoszewski had no comment at this time.

Interim Chief School Administrator’s Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto noted the following matters:

1. Safety Drill Report

Safety Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School – Fire Drill	02/25/13 – 1:10 p.m. – 1:12 p.m.	2:00 Minutes
Hampton Public School – Lock Down Drill	02/28/13	

2. **2013-2014 School Calendar** – Interim Chief School Administrator DiBenedetto discussed the 2013-2014 school calendar noting the Spring vacation period has been shortened due to next year’s State Testing schedule. Interim Chief School Administrator DiBenedetto noted that the 2013-2014 proposed School Calendar primarily follows the NHVHS calendar. Chief School Administrator DiBenedetto stated that HPS students will return to school Thursday and Friday before the scheduled State testing schedule. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that a notable goal of the district is to raise test scores and, as such, Administration will provide advance notice to allow for HPS parents to make vacation arrangements in conjunction with the 2013-2014 School calendar. It was also noted that student test scores in directly correlated to the new teacher evaluation system and Interim Chief School Administrator DiBenedetto noted that 50% of the new teacher evaluation is directly correlated to student test scores. A brief discussion ensued. Ms. Ruthann Dalrymple, HPS Teacher, stated that the students’ return to the school day routine following Spring recess and the increased instructional time before the students are required to take State tests will likely improve student test scores.
3. **2012-2013 District Goals and Objectives** – Interim Chief School Administrator DiBenedetto stated that the 2012-2013 district goals and objectives should serve as the basis for Board of Education when completing the Superintendent’s evaluation. Chief School Administrator DiBenedetto stated that the evaluation is to be completed online on the NJSBA website. A brief discussion ensued.
4. **School Performance Report /Report Card** – Interim Chief School Administrator DiBenedetto distributed a copy of the district’s School Performance Report data and then provided an overview of the changes contained in the new document/report which was formerly called the School Report Card. A brief discussion ensued. Interim Chief School Administrator DiBenedetto requested that the Board of Education review the data and ask questions as may be pertinent.
5. **Special Education Program Efforts – Update** - Interim Chief School Administrator DiBenedetto stated that discussions pertaining to the Special Education program as proposed is ongoing. Interim Chief School Administrator DiBenedetto stated he would provide solid answers in the next 30 days.
6. **Enrollment Update 2013-2014** – Interim Chief School Administrator DiBenedetto briefly discussed the 2013-2014 student enrollment.
7. **School Choice Information** - Interim Chief School Administrator DiBenedetto discussed Administrative Outreach efforts and specific family circumstances pertaining to same. A brief discussion ensued.
8. **April 2013 Board of Education Meeting – Final Staffing** – Interim Chief School Administrator DiBenedetto noted that HPS staff evaluations are nearly completed and that 2013-2014 HPS staffing appointments/recommendations will be presented for approval at the Regular Business Meeting scheduled to be held on April 16, 2013. A brief discussion ensued.

9. **Policy Update** – Interim Chief School Administrator DiBenedetto briefly discussed the current status of the Policy Committee’s efforts to complete the updating of the Hampton Board of Education Policy book. Interim Chief School Administrator DiBenedetto stated that the Policy Committee is expected to complete this by June 2014. Interim Chief School Administrator **thanked** Mrs. Dilts and Mr. Shumski for their diligence and efforts! Board Trustee Elizabeth Dilts stated that the updated Policy book is an effort to include policies from the BOE Policy book and policies (samples) provided through New Jersey School Boards Association. A brief discussion ensued.

Interim Chief School Administrator DiBenedetto stated that an Executive Session meeting will be held later this evening to review personnel matters, legal matters and contracts.

Board Trustee Elizabeth Dilts stated that in review of the 2013-2015 Technology Plan presented to the Board of Education for approval this evening, she noted it contained two errors on the budget page of the plan. A brief discussion ensued regarding the typographical errors (\$25,000 s/b \$2,500 and \$24,000 s/b \$2,400) as noted. Interim Chief School Administrator DiBenedetto stated that he would request that Mrs. Flynn correct the noted errors.

Board Secretary’s Report – Christine M. Werner

Board Secretary Werner noted that the 2013 School Board Election information and BOE Candidates’ Petitions information is posted on the HPS Website and are due to the Hunterdon County Board of Elections on June 4, 2013 by 4:00 pm. Mrs. Werner stated that there are two (2) Board Trustee vacancies for 2014.

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

Board Trustee moved Gina Sharkey, seconded by Board Trustee Robert Shumski 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.

Jennifer Shaner (Blossom Road) commented that the per pupil cost for Hampton Public School is very high. Mrs. Werner stated that Administration was making an extraordinary effort to address the district’s per pupil cost through reducing expenditures and increasing enrollment i.e. School Choice designation. Board Trustee Elizabeth Dilts noted that the Board of Education was very cognizant of the high per pupil cost and that every effort is being made to address this.

Steven Dilts (45 Wells Avenue) inquired if Interim Chief School Administrator DiBenedetto had conferred with the Superintendents of neighboring districts with regard to the 2013-2014 School District Calendar and Spring Recess, as well as, synchronizing the HPS school calendar in conjunction with that of NHVHS. Discussion ensued regarding the 2013-2014 School Calendar. A brief discussion then ensued between the Board of Education and the teaching staff members seated in the audience this evening with regard to Spring Recess and the scheduled week of state testing for HPS students. The consensus opinion of the teaching staff present indicated they were supportive of the proposed schedule of the HPS district’s 2014 Spring break.

There being no items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Gina Sharkey to close the public session at 8:15 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

Finance and Building & Grounds - Elizabeth Dilts and Cheryl Drzewoszewski

There were no Finance and Building & Grounds matters presented for discussion 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.

Board Trustee Elizabeth Dilts made several inquiries with regard to Mr. Myers recommendation to request a proposal from Triad Security fire alarm system to install a gas leak detection system. Mr. Myers has suggested that a gas leak detection system can be and should be installed to allow for the evacuation of students/staff in the event of a gas leak. A brief discussion ensued. Board Trustee Robert Shumski inquired as to the district's anticipated increase in cost pertaining to this consideration and wanted to know if more than one proposal had been solicited for this purpose. A brief discussion ensued. Board Trustee Robert Shumski suggested that the company responsible for installing the system be consulted for this purpose. Interim Chief School Administrator DiBenedetto stated he would follow up on the matter as discussed this evening and report his findings to the Board of Education at the next opportunity.

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 Gina Sharkey, seconded by Board Trustee Robert Shumski, 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 Teacher – 2012-13 School Year

Recommend the Board add the following individual to the district's substitute teacher list for the 2012-2013 school year:

Substitute Teacher	Certification/Credentials	Criminal Background Check Status
Ms. Heather Burd	Substitute Teacher Certificate	Completed

D-2. Approval Of Application For Course Reimbursement

Recommend the Board approve the following Applications for Course Reimbursement:

Employee	Course	Reimbursement	Line Item Charged
Ruth Ann Dalrymple	GED624 – Teachers as Change Agents	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2013-2014 School Budget Summer 2013
Ruth Ann Dalrymple	GED639 – Diagnosis and Correction of Reading and Writing Difficulties	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2013-2014 School Budget Fall 2013
Michael Jones	GED698 –Research in Instructional Leadership - Thesis	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2013-2014 School Budget Summer 2013

- Reimbursements in accordance with HEA Contract.

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

RESOLVED that resolution numbered D-3 be addended and adopted as presented:

D-3. Approval Of Application For Course Reimbursement

Recommend the Board approve the following Applications for Course Reimbursement:

Employee	Course	Reimbursement	Line Item Charged
Ruth Ann Dalrymple	GED650 – Principles and Practices of Supervision	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2013-2014 School Budget Fall 2013
Ruth Ann Dalrymple	GED654 – Literacy Curriculum and the Common Core	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2013-2014 School Budget Fall 2013

All in favor.

VOTE: PERSONNEL RESOLUTIONS #D-1 AND #D-2 and #D-3 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

E. Policy – Elizabeth Dilts and Robert Shumski

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

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

E-1. Approve 2013-2014 School Year Calendar

Recommend the Board approve the 2013-2014 school calendar as per attached.

VOTE: POLICY RESOLUTION #E-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

F. Legislative Delegate – Elizabeth Dilts

There were no Legislative Delegate matters 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

President Drzewoszewski provided an overview of a School Safety Workshop she had attended. Discussion ensued. Interim Chief School Administrator DiBenedetto stated that HPS doors remain locked; students participate monthly in lock down drills and procedures regarding security drills (i.e. active shooter) are made known/taught to students. Board Trustee Gina Sharkey stated that while this can be terrifying for students, she was glad to see the children were prepared. Interim Chief School Administrator DiBenedetto stated that emergency drills are taken very seriously in our district and that students/teachers are well prepared for said emergency situation.

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

President Drzewosowski suggested that perhaps our district might share services with the Borough pertaining to emergency situations/notifications. Discussion ensued. Interim Chief School Administrator DiBenedetto stated that the Emergency notification system utilized by the district is not restricted to the # of notifications/calls made. President Drzewoszewski inquired if we might broaden services pertaining to emergency notification/emergency planning with the Borough. A brief discussion ensued..

J. Communication – Megan Bruton and Gina Sharkey

There were no Communication matters presented for discussion this evening.

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

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

Motion by President Cheryl Drzewoszewski, seconded by Board Trustee Gina Sharkey, 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 March 26, 2013.

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

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

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

RESOLVED that resolutions numbered K-2 – K-3 be adopted as presented:

K-2. Approval Monthly Bills List – March 2013

Recommend the Board approve the attached February 27, 2013 – March 26, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

Fund 10 – Current Expense	\$ 34,944.32
Fund 20 – Special Revenue	\$ 4,967.00
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ <u>-0-</u>
Grand Total	\$ 94,097.36

K-3. Approval Monthly Payroll – March 2013

Recommend the Board confirm the approval of the payrolls for March 1, 2013 in the amount of \$96,532.23 and March 15, 2013 in the amount of \$96,426.41.

VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTIONS #K-2 –#K-3 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Gina Sharkey, that the following School Business Administrator resolution be adopted as presented:

K-4. Approval Maschio’s Food Service Report – February 2013

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of February 2013, which shows a monthly loss of (\$251.01) and a year-to-date income loss of (\$2,102.21).

A brief discussion ensued regarding the monthly Food Service Report which consistently reflects a monthly loss. Much discussion ensued regarding the district’s lunch program, specifically pertaining to the variety of food/lunch choices offered, as well as, the quality of the lunch/food being served. i.e. poor quality = less participation/purchase of lunches = monthly operation loss. Interim Chief School Administrator DiBenedetto noted that while our lunch program (length of period/time) and service efforts/personnel is sufficient, the district’s Food Service operation continues to experience a monthly loss. A brief discussion ensued. Interim Chief School Administrator DiBenedetto noted that there will only be one lunch period for all students during the 2013-2014 school year.

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

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

NAYS: None

ABSTENTIONS: None

Old Business

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

New Business

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that the following New Business resolution #1 be adopted as presented:

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

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

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

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

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

Hampton Public School's Responsibilities:

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

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

Hampton Borough DPW personnel will provide the following services:

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

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

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

Discussion ensued. Interim Chief School Administrator DiBenedetto “thanked”, Councilwoman McDougall, Councilman Shaner, Councilman Carroll Swenson, DPW Director John Spiridigliozzi, Board President Drzewoszewski, and Board Trustee Robert Shumski for their efforts in documenting this Shared Services initiative. Interim Chief School Administrator DiBenedetto stated that in the past, this agreement was presented and approved as a 10-year/decade long arrangement but that said agreement may only be approved on an annual basis. Interim Chief School Administrator DiBenedetto provided an overview of the agreement as above. Interim Chief School Administrator DiBenedetto stated that two of the most important aspects of this agreement for us is that the HPS district does not want to nor does it have the fiscal capacity to purchase maintenance equipment, and more importantly, HPS does not have the manpower for this purpose. Interim Chief School Administrator DiBenedetto stated that in this manner the district saves tremendously. A brief discussion ensued. Board Trustee Robert Shumski stated that Hampton is a small community, and as such, always help each other and that both entities, HPS District and the Borough of Hampton, can benefit from “sharing services”. Steven Dilts stated that the agreement did not seem equitable as stated above. Board Trustee Robert Shumski requested that he be authorized to meet/speak with the Borough regarding same. Board Trustee Elizabeth Dilts expressed concern with regard to the verbiage “some or all” because the verbiage as stated is unclear. Discussion ensued. Board Trustee Shumski stated he would be happy to reach out to DPW Director John Spiridigliozzi regarding same. Board President Drzewoszewski recommended that due to the various questions and concerns presented this evening that the resolution be tabled at this time, that the proposed Shared Services Agreement as presented be referred to the Building Maintenance Committee at this time to review the equitable status of the services to be provided by both the HPS district and the Borough of Hampton and requested that Administration, in conjunction with the Building Maintenance Committee, should itemize (put a \$ value) the costs of the services to be provided by each entity. This resolution shall be reviewed by the Building Maintenance Committee in conjunction with Interim Chief School Administrator DiBenedetto and subsequent recommendation(s) for approval of same shall be placed on the April 16, 2013 Regular Business Meeting Agenda for consideration and approval of the Hampton Board of Education.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, that New Business resolution #1 be **TABLED at this time.**

All in favor.

Comments from the Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to open the public session at 9:03 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 9:03 p.m.

Laura () stated that her school (where she is employed) also utilizes Maschio’s food management services. Mrs. stated that the Board of Education should look at the food service operation closely. A brief discussion ensued. Mrs. Werner stated that Maschio’s FSMC had offered to attend a Board meeting last year to discuss their food service management services provided to the district and that she would contact them regarding same. Board Trustee Elizabeth Dilts also noted that the district should encourage HPS families to participate in the CNP/Federal/State “Free/Reduced” lunch program if eligible. Interim Chief School Administrator DiBenedetto stated that families who are eligible or become eligible at any time during the school year are encouraged to participate in the breakfast/lunch program

Jennifer Shaner (Blossom Road) inquired if the district had a specific facility use fee/“rate” for use of the district’s athletic fields. A brief discussion ensued. Mrs. Werner stated she would review the Facilities Use Application/Board Policy to ascertain if there are specific rates for this purpose.

There being no additional items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Gina Sharkey to close the public session at 9:08 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 Robert Shumski made a motion, seconded by Board Trustee Gina Sharkey and carried by Unanimous Voice Vote to adjourn the March 26, 2013 2013-2014 Budget Hearing and Regular Business Meeting of the Hampton Board of Education at 9:09 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary