

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
Minutes
May 28, 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
Megan Bruton
Elizabeth Dilts
Robert Shumski

Absent: None

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
There were 6 members of the public present.

Minutes Approval

Board Trustee Gina Sharkey moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
March 25, 2013	Regular Business Meeting and 2013-2014 Budget Hearing
	Executive Session
April 16, 2013	Regular Business Meeting and Reorganization Meeting
	Executive Session

The motion was seconded by Board Trustee Megan Bruton and a brief discussion ensued.

Board Trustee Gina Sharkey moved, seconded by Megan Bruton that the following resolution be **tabled** at this time.

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
March 25, 2013	Regular Business Meeting and 2013-2014 Budget Hearing
	Executive Session
April 16, 2013	Regular Business Meeting and Reorganization Meeting
	Executive Session

All in favor.

President Drzewoszewski briefly discussed the February 26, 2013 minutes and requested that they be **AMENDED** as follows:

Pg. 4 – remove name of district noted pertaining to shared services discussion.

Pg. 10 – note that the Shared Services Committee has been working on a status report for distribution to the Board of Education.

Board Trustee Gina Sharkey moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
February 26, 2013	Regular Business Meeting - AMENDED

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

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. Jacklyn Carruthers	Resignation	Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education
Mr. John Stasyshyn	Resignation	Mr. Art DiBenedetto, Interim CSA Mrs. Cheryl Drzewoszewski, Board President Members, Hampton Board of Education

Discussion: A brief discussion ensued. Interim Chief School Administrator DiBenedetto noted that Mrs. Carruthers is our part time LDTIC and may return next year on a “case by case” basis.

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

President Drzewoszewski had no comment at this time.

Interim Chief School Administrator’s Report – Art DiBenedetto

Mr. Jones, HPS Social Studies Teacher, noted that Austin Soares (Student Grade 7) was recently accepted/invited to attend the Jr. National Leaders Conference in Washington DC this Summer (July 27, 2013 – August 1, 2013). Mr. Jones stated that this honor recognizes affective young leaders of today. The conference will cover topics pertaining to governance, the Bill of Rights, leadership, et. al. Mr. Jones stated that it is an honor to be selected to attend this one week seminar. A brief discussion ensued. Board Trustee Elizabeth Dilts stated that she would like to have Mr. Soares attend a Board of Education meeting to provide the Board of Education with an overview of and share his experience in attending the Jr. National Leaders Conference. A brief discussion ensued. Interim Chief School Administrator DiBenedetto and Board Trustee Elizabeth Dilts stated they would each like to make a contribution of \$100 to assist with Austin’s travel expenses for this purpose.

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	04/24/13 – 2:05 p.m. – 2:10 p.m.	5:00 Minutes
Hampton Public School – Lock Down Drill	04/29/13	

2. **Resignation LDTC** – Interim Chief School Administrator DiBenedetto noted that Mrs. Carruthers has submitted a letter of resignation but may remain available to consult on a case by case basis testing students as needed during the 2013-2014 school year. Interim Chief School Administrator DiBenedetto stated that he would investigate/develop a purchased services agreement with Mrs. Carruthers for review and consideration for approval at the next meeting. Interim Chief School Administrator DiBenedetto stated that this would certainly be feasible in terms of providing services to our district’s special education population while also providing for savings to the district in terms of CST salary expenses. A brief discussion ensued.
3. **Assistant Principal Interviews** – Interim Chief School Administrator DiBenedetto stated that it is necessary to schedule Assistant Principal interviews with the Personnel Committee and Assistant Principal search committee and asked as to potential dates that Personnel Committee members would be available to conduct said interviews. A brief discussion ensued. The consensus of the Personnel Committee indicated that June 5, 2013 was preferred. Interim Chief School Administrator DiBenedetto stated that Ms. Dalrymple (HPS Teacher) and Ms. Heather Burd (Parent) will also participate in conducting said interviews.
4. **Summer School Programs** - Interim Chief School Administrator DiBenedetto discussed two summer school programs that will be implemented this Summer. Preschool Readiness/PSD and an Autism class. A brief discussion ensued.
5. **Room Assignments** – Interim Chief School Administrator DiBenedetto briefly discussed the 2013-2014 classroom assignments.
6. **School Nurse Position** – Interim Chief School Administrator DiBenedetto briefly discussed the school nurse appointment placed on this evening’s agenda. Interim Chief School Administrator DiBenedetto noted that Mrs. Schaefer has discussed new potential programs for our district such as meetings for HPS families; Interim Chief School Administrator also noted the Mrs. Schaefer is a nutritionist. A brief discussion ensued. Board Trustee Elizabeth Dilts inquired as to Ms. Schaefer’s appointment resolution pertaining to emergency certification and inquired if this notation is representative of the fact that Mrs. Schaefer is in the process of getting her School Nurse certification. Interim Chief School Administrator DiBenedetto stated “yes”.

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 Elizabeth Dilts, seconded by Board Trustee Gina Sharkey to open the public session at 7:19 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 7:19 p.m.

There being no items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Megan Bruton to close the public session at 7:20 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

Finance and Building & Grounds - Elizabeth Dilts and Cheryl Drzewoszewski

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

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

A-1. Hampton Public School Facility Requests – May 2013 and June 2013

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

Group	Purpose	Date	Time	Fee (if applicable)
Leann Batson	Mother's Day Plant Sale	Friday May 10, 2013 HPS Lobby 4-6 Tables	8:00 am – 3:30 pm	N/A
John Stasyshyn	Yard Sale	Friday – Saturday May 10-11, 2013	8:30 am – 5:30 pm	N/A
Hampton Emergency Squad	Training Session	Tuesday May 28, 2013 HPS Gymnasium	6:00 pm – 9:00 pm	N/A
Hampton Woman's Club	Townwide Yard Sale	Saturday June 1, 2013	8:00 am – 4:00 pm	N/A
Hampton HAS Kathleen Walton	ZUMBA	Wednesdays June 19, 2013 to August 21, 2013	7:00 pm – 8:00 pm	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 Chairperson(s).

Motion carried by a unanimous voice vote of all members present.

Board Trustee Elizabeth Dilts provided a verbal report of the Finance Committee meeting which was held on Tuesday, May 21, 2013. Board Trustee Elizabeth Dilts stated that the committee reviewed and discussed the 2013-2014 Budget and efficiencies/financial savings Interim Chief School Administrator DiBenedetto expects will occur. Board Trustee Elizabeth Dilts thanked Mr. DiBenedetto and Mrs. Werner for their diligence in reviewing, monitoring and implementing savings and efficiencies in the 2013-2014 budget even prior to its being implemented. Board Trustee Elizabeth Dilts noted that Administration has made extraneous efforts to maintain the district's fund balance, proactively provide for savings to the district while implementing programs for district's children and, to maximize efficiencies whenever possible despite that fact that the Board of Education has approved the 2013-2014 budget, Administration continues to work on and attend to the district's budget.

Board Trustee Elizabeth Dilts stated that the Finance and Facilities and Grounds committee also discussed the status of the district's boiler "gas conversion" project, "gas leak" monitoring system, gym lighting (energy efficiency upgrade) project consideration and various Summer facilities/maintenance projects. In addition, Board Trustee Elizabeth Dilts stated that the Finance, Facilities and Grounds committee also discussed Part Time Custodial Summer/Seasonal staffing appointments (2) which have been placed on this evening's agenda for consideration and approval by the Board of Education.

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 was no discussion or questions with regard to Mr. Myers' report.

C. Negotiations - - Gina Sharkey and Robert Shumski

There were no Negotiations matters presented for discussion this evening.

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

All Personnel resolutions were deferred until later this evening following the Executive Session portion of the meeting.

Interim Chief School Administrator DiBenedetto stated that he would respectfully withdraw Personnel resolution #D-5. Approval of LDTC Consultant Contract 2013-2014 – Mrs. Jacklyn Carruthers at this time. Interim Chief School Administrator DiBenedetto stated that he will provide the Board of Education with said consultant contract at the next opportunity.

E. Policy – Elizabeth Dilts and Robert Shumski

Board Trustee Elizabeth Dilts stated that the Policy Committee has completed the "9000" policy series and that Mrs. Werner has distributed the new policies in the Board packages for review and consideration for approval this evening. A brief discussion ensued. Board Trustee Elizabeth Dilts stated that the policies listed are a combination of the district's old policy manual and NJSBA Policy format. Board Trustee Elizabeth Dilts stated that from this point forward, the policies can be formally approved via "reading" /adopting said policies; and in the future merely adjust/amend/approve and implement as may be necessary.

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

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

E-1. Policy Revision(s) – Second Reading

Recommend, the Board approve the **second reading** and adoption of the following Bylaw, Policy and Regulation Revisions:

BYLAW, POLICY AND REGULATION – revisions:

9000 TABLE OF CONTENTS

Number	Title
9000	School Board Powers and Duties
9001	Identification
9010	Role of the Board Member
9020	Public Statements and Board Authority
9100	Organization Meetings
9110	Number of Board Members and Terms of Office
9111	Member Qualifications
9111.1	Prohibited Acts
9112	Election/Appointment
9113	Filling Vacancies
9114	Resignation/Removal from Office
9115	Oath of Office
9120	Board Officers
9121	Role of the President
9122	Role of the Vice President
9123	Board Secretary/Business Administrator
9125	Treasurer of School Moneys
9126	Attorney
9127	Auditor
9130	Role of Committees
9132.1	Policy Committee
9132.3	Finance Committee
9132.4	Curriculum Committee
9132.5	Legislative Committee
9132.6	Building, Grounds, and Transportation Committee
9150	Board Consultants
9200	Orientation and Training of Board Members
9250	Expenses and Reimbursements
9250.1	Expenditures for Non-Employee Activities, Meals and Refreshments
9270	Conflict of Interest
9271	Code of Ethics
9271.1	Board Member Commitment to Service
9271.2	Collective Bargaining and Contract Approval/Ratification
9271.3	Use of Cell Phones and Text Messages by Board Members During Public Meetings and Executive Sessions
9272	Political Contributions
9272.1	Contributions to Board Members and Contract Awards
9311	Formulation, Adoption, Amendment and Review of Policies
9312	Formulation, Adoption, Amendment of Bylaws

Number	Title
9313	Formulation, Adoption, Amendment of Administrative Regulations
9314	Suspension of Policies, Bylaws, and Regulations
9315	New Jersey Quality Single Accountability Continuum (QSAC)
9321	Time, Place and Notification of Meetings
9322	Public and Executive Sessions
9322.1	Board Member Use of Electronic Mail/Internet
9323/9324	Agenda Preparation; Advance Deleivery of Meeting Material
9323.1	Board Meeting Procedures
9325.1	Quorum
9325.2	Regular Board Meetings – Order of Business
9325.3	Rules of Order
9325.32	Suspension of Rules of Order
9325.4	Voting Method
9326	Minutes and Taping of Meetings
9360	School Board Legislative Program
9400	School Board Self-Evaluation
9420	Recognition of Individuals – Pupils, Staff Members and Board Members

Discussion ensued. Board Trustee Elizabeth Dilts stated that Policy #9271.3 is a new policy and should be seperated out and become Resoluton E.2 – first reading.

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

RESOLVED that resolutions number E-1 – E-2 be adopted as presented:

E-1. Policy Revision(s) – Second Reading

Recommend, the Board approve the second reading and adoption of the following Bylaw, Policy and Regulation Revisions:

BYLAW, POLICY AND REGULATION – revisions:

9000 TABLE OF CONTENTS

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9001	Identification
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9112	Election/Appointment
9113	Filling Vacancies
9114	Resignation/Removal from Office
9115	Oath of Office
9120	Board Officers
9121	Role of the President
9122	Role of the Vice President

Number	Title
9123	Board Secretary/Business Administrator
9125	Treasurer of School Moneys
9126	Attorney
9127	Auditor
9130	Role of Committees
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9132.4	Curriculum Committee
9132.5	Legislative Committee
9132.6	Building, Grounds, and Transportation Committee
9150	Board Consultants
9200	Orientation and Training of Board Members
9250	Expenses and Reimbursements
9250.1	Expenditures for Non-Employee Activities, Meals and Refreshments
9270	Conflict of Interest
9271	Code of Ethics
9271.1	Board Member Commitment to Service
9271.2	Collective Bargaining and Contract Approval/Ratification
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9311	Formulation, Adoption, Amendment and Review of Policies
9312	Formulation, Adoption, Amendment of Bylaws
9313	Formulation, Adoption, Amendment of Administrative Regulations
9314	Suspension of Policies, Bylaws, and Regulations
9315	New Jersey Quality Single Accountability Continuum (QSAC)
9321	Time, Place and Notification of Meetings
9322	Public and Executive Sessions
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9325.1	Quorum
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9325.3	Rules of Order
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9325.4	Voting Method
9326	Minutes and Taping of Meetings
9360	School Board Legislative Program
9400	School Board Self-Evaluation
9420	Recognition of Individuals – Pupils, Staff Members and Board Members

E-2. Policy Revision(s) – First Reading

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

BYLAW, POLICY AND REGULATION – revisions:

Number	Title
9271.3	Use of Cell Phones and Text Messages by Board Members During Public Meetings and Executive Sessions

All in favor.

Interim Chief School Administrator humbly “thanked” Board Trustee Elizabeth Dilts for her many hours of hard work pertaining to the Board of Education Policy Updates. Interim Chief School Administrator DiBenedetto stated that Mrs. Dilts diligence and work effort is amazing stating “Kudos, Mrs. Dilts”. Board Trustee Elizabeth Dilts stated that she enjoyed working on district policies.

Board Trustee Elizabeth Dilts stated that the Board of Education discussed the use of cell phones and/or text messaging during meetings in January 2013. Board Trustee Elizabeth Dilts stated that in the event of an emergency, a Board member should excuse themselves from the meeting to respond to a family member and/or emergency and then return to the meeting following said incident. Discussion ensued.

Board President Drzewoszewski provided her suggestions/recommendations pertaining to Policy #9271.3. Much discussion ensued regarding resolution E-2. Policy Revision(s) – First Reading of Policy #9271.3. The final version of policy #9271.3 to be considered and approved/adopted is as follows:

Field Code 9271.3: Use of Cell Phones and Text Messages by Board Members by Board Members During Public Meetings and Executive Sessions

The Board of Education believes that the use of cell phones and text messages is an efficient and convenient way to exchange information but must not be used in lieu of deliberating issues that are appropriately discussed in an open public meeting.

The use of cell phones and/or text messaging by board members at public meetings and executive sessions shall conform to the following guidelines:

- A. Board members shall not use cell phones or text messaging as a substitute for deliberations among its members, administrators, or others present at public board meetings or executive sessions.**
- B. In the event it becomes necessary for a Board member to use his or her cell phone to engage in text messaging with a family member during a public meeting or executive session for an extended conversation, the Board member shall follow proper cell phone etiquette, i.e. for an extended conversation, a Board member must immediately excuse himself or herself from the meeting and return when the call or text message is completed.**

All in favor.

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

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

NAYS: None

ABSTENTIONS: None

F. Legislative Delegate – Elizabeth Dilts

Board Trustee Elizabeth Dilts provided an update and overview of the Public Relations forum workshop that she attended on April 28, 2013. Board Trustee Elizabeth Dilts stated that she requested Mrs. Werner provide a copy of the hand-outs/information that was provided at the workshop and noted that the focus of the workshop pertained to the communication between a school/school district and the school community/school’s community at large. Board Trustee Elizabeth Dilts stated that she would like to present three considerations pertaining to HPS/HBOE public relations efforts with the Hampton community as follows:

- 1) Board Trustee Elizabeth Dilts noted that a company called Nexel would provide unlimited messages from HPS to parents and/or Hampton Borough community for \$1.50/per child enrolled in Hampton Public School. Board Trustee Elizabeth Dilts stated she would ask that Mrs. Werner make contact with Nexel regarding this program. President Drzewoszewski inquired as to how different this communication vehicle is compared to what the district currently has implemented. Interim Chief School Administrator DiBenedetto stated there is no difference from what is currently/has been implemented in the district. Much discussion ensued regarding the districts email list, emergency notification system, Facebook page and the Chief School Administrator's blog. Board Trustee Elizabeth Dilts stated that there is a portion of Hampton community who are not on the district's email list but may wish to be included in terms of receiving HPS emails and/or messages that could be included rather inexpensively in terms of HPS communications. Much discussion ensued regarding the means of which the HPS communicates with its community; Public Relations matters/communications – vs – an Emergency Notification system; etc. Board Trustee Elizabeth Dilts stated that Public Relations has a purpose of promoting the school to its/the community. President Drzewoszewski stated "we can explore this going forward". will was quite impressed with the informbe attending a Public Relations forum workshop on April 26, 2013 and would be happy to provide an overview of the workshop to the BOE at the next opportunity.
- 2) Board Trustee Elizabeth Dilts suggested that the Board of Education might consider "Open Agenda" meetings to include the Interim Chief School Administrator and 1 Board Trustee who will meet with the public in an "Open Agenda" forum such that various discussions may be held, should not be in regard to specific situations, but rather a general discussion meeting. Discussion ensued. Board Trustee Elizabeth Dilts stated she felt that this would be a wonderful outreach to the community and suggested that said meeting(s), perhaps one meeting could be held every other month, alternating which Board Trustee would participate in the meetings (alternate), but the Open Agenda meeting would be different from the regular Board meetings. Discussion ensued with some concern being expressed with regard to the "agenda items" that may be proposed/discussed. Board Trustee Elizabeth Dilts stated that this would give the Board of Education an opportunity to invite the public in to our district whether it is an "Open Agenda" or an "Office meeting", but will serve as a means of opening our doors and meet the people of our community; provide for an opportunity to reach out to "non-parent" residents.
- 3) 11" x 17" Posters promoting HPS events and news, perhaps 12 which may be placed at local businesses which will promote the great things going on at Hampton Public School – provide for the Hampton community and Hampton Public School to come together and provide for a means of promoting the good things going on in our school i.e. such as the HPS facebook page does, however there are various residents who do not have a facebook page. Board Trustee Elizabeth Dilts stated that the Board of Education, Administration and HPS community are committed to building HPS from the bottom up; rebuilding our reputation and promoting ourselves.

Board Trustee Elizabeth Dilts requested that the Board of Education review the information that has been provided in your board packets and continue this discussion at the next opportunity.

G. Curriculum & Technology - Elizabeth Dilts and Gina Sharkey

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

RESOLVED that resolutions numbered G-1 – G-8 be adopted as presented:

G-1. Authorize Interim Superintendent to Submit the Statement of Assurance to Operate Summer School 2013 to NJDOE for Hampton Public School's ESY Program – 2013

Recommend the Board authorizes the Interim Chief School Administrator to submit the Statement of Assurance to Operate Summer School 2013 as attached.

G-2. Authorize Interim Superintendent to Submit Application to NJDOE to Establish and Operate Pre-School Special Needs Autistic Program for the 2013-2014 School Year

Recommend the Board authorizes the Interim Chief School Administrator to submit the Application to establish and operate a Pre-School Special Needs Autistic Program for the 2013-2014 School Year.

G-3. Approval of HPS PreK (Ages 3&4) Program and Tuition Rates 2013-2014 School Year

Recommend the Board approve the following PreK programs and tuition rates for the district for the 2013-2014 School Year:

Preschool Part Time – July 1, 2013 – August 1, 2013.....	\$150.00
Preschool Part Time – August 28, 2013 – June 17, 2014*.....	\$150.00/month = \$1,500.00/Year
Preschool Full Time – August 28, 2013 – June 17, 2014*.....	\$250.00/month = \$2,500.00/Year
Preschool Full Time – August 28, 2013 – June 17, 2014 (Non-Resident)*.....	\$365.00/month = \$3,650.00/Year

and that which shall be billed monthly exclusive of PSD children enrolled in this program.

Note: * Tentative Last Day of School

Discussion ensued. Board Trustee Elizabeth Dilts stated that the tuition rates as listed were discussed in the Finance and Buildings & Grounds committee meeting held on May 21, 2013 and that said rates are recommended as noted for the 2013-2014 school year.

G-4. Approval of Continuance of Before/After Care Program for the 2013-2014 School Year

Recommend the Board approve the continuance of Before/After Care Program to commence on or about August 28, 2013 through June 17, 2014, to operate at no cost to the Hampton Board of Education from 7:45 am – 8:30 am and 3:00 pm – 6:00 pm daily Monday- Friday and Thursday 2:00 pm – 6:00 pm (when school is in session); to be operated in accordance with Hampton Board of Education Policies and Hampton Public School rules and regulations; and to be staffed with current Hampton Public School certificated and non-certificated personnel; and in accordance with the New Jersey State regulations governing “after care” provisions.

G-5. Authorize Interim Superintendent to Submit NCLB Grant Application FY2014

Recommend the Board authorizes the Interim Superintendent to submit the FY2014 NCLB grant application.

G-6. Authorize Interim Superintendent to Submit IDEA Grant Application FY2014

Recommend the Board authorizes the Interim Superintendent to submit the FY2014 IDEA and IDEA-PS grant applications.

G-7. Approval of Submission of 2013-2016 District Technology Plan

Recommend the Board authorizes the Interim Superintendent to submit the 2013 – 2016 District Technology Plan to the Executive County Superintendent of Schools.

G-8. Approval of Field Trip(s)

Recommend the Board approve the following field trip application(s):

a) Incentive Behavior Program

Date	Grade	Field Trip
May 30, 2013	Grades 6,7, & 8	<p>Somerset Ball Park, NJ</p> <p>Admission:</p> <p>33 Students x \$5.00/each = \$ 165.00</p> <p>3 Chaperones x \$5.00/each = \$ 15.00</p> <p>\$ 180.00</p> <p>Current Expense</p> <p>Bus Transportation Cost HCESC: \$ 250.00</p> <p>Current Expense</p> <p>Substitute Teacher: \$ 90.00</p> <p>Current Expense</p>

b) Grade 8

Date	Grade	Field Trip
May 15, 2013	Grade 8	<p>New York City, NY</p> <p>Admission: Parent/Student Fund Raiser Paid</p> <p>Bus Transportation Cost HCESC Parent/Student</p> <p>Substitute Teacher: \$ 180.00</p> <p>Chaperone Fee(s): \$ 270.00</p> <p>Current Expense</p>

Discussion ensued. Mr. Jones, HPS Teacher, provided an overview of the events in NY City that were attended/visited on May 15, 2013. Board Trustee Elizabeth Dilts “thanked” Mr. Jones for his oversight of the 8th grade class events including the NY City field trip, as well as all of the other events he planned/attended on behalf of the 8th grade children. Mr. Jones stated that the NY City field trip event was great and that the students really enjoyed the day! Board Trustee Elizabeth Dilts stated that that this is the kind of thing that a corporation might want to sponsor. Board Trustee Elizabeth Dilts also stated that this would be a wonderful thing in terms of public relations such that the corporation would get advertising through our school newsletter and our school would receive a sponsor. A brief discussion ensued.

VOTE: CURRICULUM & TECHNOLOGY RESOLUTIONS #G-1 AND #G-8 AS PRESENTED.

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

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

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

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

There was no Shared Services and Neighboring Outreach matters presented for discussion this evening.

J. Communication – Megan Bruton and Gina Sharkey

Discussion ensued regarding the Hampton Junction publication and a potential press release pertaining to the HPS.

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

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

Motion by Board Trustee Elizabeth Dilts, 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 May 28, 2013.

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

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

NAYS: None

ABSTENTIONS: None

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

RESOLVED that resolutions numbered K-2 – K-7 be adopted as presented:

K-2. Approval Monthly Bills List – May 2013

Recommend the Board approve the attached April 17, 2013 – May 28, 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

Fund 10 – Current Expense	\$ 79,852.99
Fund 20 – Special Revenue	\$ 10,940.57
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	<u>\$ 3,303.80</u>
Grand Total	\$ 94,097.36

K-3. Approval Monthly Payroll – May 2013

Recommend the Board confirm the approval of the payrolls for May 1, 2013 in the amount of \$98,114.87 and May 15, 2013 in the amount of \$93,360.01.

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

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of April 2013, which shows a monthly loss of (\$207.00) and a year-to-date income loss of (\$2,162.11).

K-5. Approval of Amendment to New Jersey School Boards Association Insurance Group Bylaws

Recommend the Board approve the following revision to the New Jersey School Boards Association Insurance Group Bylaws:

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on March 20, 2013 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments;

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the Hampton Borough Board of Education held on this 28th day of May 2013, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

**K-11. Approval of Environmental Services Contract with RK Occupational & Environmental Analysis, Inc.
– 2013-2014 School Year**

Recommend the Board approves the environmental services contract with RK Occupational & Environmental Analysis, Inc. for the 2013-2014 School Year at a cost not to exceed \$525.00.

All in favor.

**VOTE: SCHOOL BUSINESS ADMINISTRATOR RESOLUTIONS #K-2 –#K-7 AND #K-8 - #K-11
AS ADDED AND AS PRESENTED.**

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

NAYS: None

ABSTENTIONS: None

New Business

Board Trustee Elizabeth Dilts stated that she felt that the Board of Education should consider having 2 meetings per month i.e. a Work Session meeting and a regular Business Meeting, commenting that Mrs. Werner could prepare a bills list during the 4th Tuesday of the month (perhaps this meeting could be held on a Wednesday) and the 3rd Tuesday of the month could be a work session meeting. In this manner, Board Trustee Elizabeth Dilts stated that this would avoid situations whereby Mrs. Werner has had to cancel and reschedule meetings. Discussion ensued. Interim Chief School Administrator DiBenedetto stated that 4-5 months of the year, the Board of Education might consider holding an additional work session meeting. In this manner, the work session meeting might be a longer meeting but, that the regular meeting would go rather quickly. Board Trustee Megan Bruton inquired if this is a common practice to do this. Interim Chief School Administrator DiBenedetto stated yes. Board Trustee Elizabeth Dilts stated that Boards of Education may meet in committee meetings, work session meetings, and/or regular business meetings and would welcome the opportunity for the Public and the Board to reflect on the discussions held if both a Work Session & Business Meeting were held. A brief discussion ensued with consideration to add an additional monthly work session meeting during five additional months during the year (September, October, January, April and May. President Drzewoszewski requested that Interim Chief School Administrator DiBenedetto will meet with Mrs. Werner to develop a preliminary meeting schedule to include 5 additional meetings per year. Discussion ensued.

Old Business

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

Comments from the Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Robert Shumski to open the public session at 8:48 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:48 p.m.

Jeff Mincin (29 Valley Road) stated that he felt the Public Relations consideration to have the students make posters to be placed in local business in Hampton to promote the HPS is a very good idea. He stated that the children designing posters as an art/technology project would be a wonderful opportunity for them to participate in promoting their school.

Jennifer Shaner (Blossom Road) stated that she agreed that having HPS children make posters would encourage people/Hampton residents with regard to interest in and public relations pertaining to Hampton Public School.

Interim Chief School Administrator DiBenedetto stated "Thank You" to Mr. Minchin for his donation of \$260 to Hampton Public School provided through his employer.

There being no additional items presented for discussion at this time, Board Trustee Gina Sharkey moved, seconded by Board Trustee Robert Shumski to close the public session at 8:52 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 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. 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 8:50 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 Megan Bruton, seconded by Board Trustee Robert Shumski, to close executive session at 9:40 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 9:40 pm with the following members present:

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

D. Personnel – Cheryl Drzewoszewski and Gina Sharkey

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

RESOLVED that resolutions numbered D-1 – D-4 and D-6 – D-11 be adopted as presented:

D-1. Approval Interim CSA Employment Contract – July 1, 2013 – June 30, 2014 – A. DiBenedetto

Recommend the Board approves the Employment Contract for Mr. Arthur DiBenedetto, Interim Chief School Administrator of the Hampton Borough Public School, for the period July 1, 2013 to June 30, 2014 with the terms and conditions of the contract as presented. The contract will be submitted to the Hunterdon County Executive Superintendent for his review and approval.

D-2. Amendment of Contract 2012-2013 – Mrs. Jacklyn Carruthers

Recommend the Board approves, the AMENDMENT of the Employee Contract of Mrs. Jacklyn Carruthers for the 2012-2013 School Year, from MA Step J (.2 FTE) \$11,640.00 to MA+15 Step J (.2 FTE) \$11,750 in accordance with the 2012-2015 Hampton Education Association Agreement, effective September 1, 2012.

Note: Ms. Carruthers has earned 15 credits in addition to her MA degree. This is a new column on the 2012-2013 salary guide effective July 1, 2012.

D-3. Approval of Resignation May 22, 2013 – Mr. John Stasyshyn

Recommend the Board approves, the resignation of Mr. John Stasyshyn, with regret, effective May 22, 2013.

D-4. Approval of Resignation June 30, 2013 – Mrs. Jacklyn Carruthers

Recommend the Board approves, the resignation of Mrs. Jacklyn Carruthers, with regret, effective June 30, 2013.

D-6. Acknowledgement of Personnel Advanced Lateral Status 2013-2014 School Year – M. Jones

Recommend the Board acknowledges the movement of the following employee's advanced lateral status effective August 27, 2013 as follows:

Employee	From	To
Michael Jones	BA + 15 – Step L	BA + 30 – Step L
	\$61,280	\$62,405

D-7. Appointment of School Nurse for the 2013-2014 School Year – Mrs. Trina Schaefer

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the appointment of Mrs. Trina Schaefer as a full-time school nurse from September 1, 2013 through June 30, 2014 BA Step K with an annual salary of \$57,120 pending receipt of emergency certification.

D-8. Appointment of Special Education – Autistic Teacher for 2013-2014 School Year – Ms. Dawn Decker

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the appointment of Ms. Dawn Decker as a full-time Special Education – Autistic teacher from September 1, 2013 through June 30, 2014 MA+30 Step M with an annual salary of \$68,915.

D-9. Appointment of Part Time ESY Personnel 2013

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following ESY personnel as follows:

Name	Program	Period	Hourly Rate	Hours Per Day	Salary
Dawn Decker	PSD - Autistic	07/01/13 – 08/08/13 M – Th = 24 Days	\$49.23	4	\$4,725.70
Carly Jackson	Preschool PSD	07/01/13 – 08/01/13 M – Th = 19 Days	\$32.16	4	\$2,443.97
Linda Patterson	Nurse/School Aid	07/01/13 – 07/25/13 M – Th = 15 Days	\$39.06	4	\$2,343.60

D-10. Appoint Seasonal/Summer Custodial Assistant – Mr. Michael Lentine

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following Seasonal/Summer Custodial Assistant(s) as follows:

Name	Position	Effective Date	Salary
Michael Lentine	Summer/ Seasonal Temporary Custodial/Maintenance	June 17, 2013 – August 20, 2013	\$10.00/Hr.

Note: It is anticipated that seasonal/Summer custodial assistants will work 40 hours per week.

D-11. 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	GED550 – Seminar in Curricular Evaluation and Assessment Strategies	\$300.00/Credit x 3 Credits = \$900.00 Per HEA Contract 2012- 2015	11-190-100-280-000-000 2013-2014 School Budget Fall 2013

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

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

D-12. Appoint Seasonal/Summer Custodial Assistant – Nicholas Reeve

Recommend the Board approve, upon the recommendation of the Interim Chief School Administrator, the following Seasonal/Summer Custodial Assistant(s) as follows:

Name	Position	Effective Date	Salary
Nicholas Reeve	Summer/ Seasonal Temporary Custodial/Maintenance	June 17, 2013 – August 20, 2013	\$10.00/Hr.

Note: It is anticipated that seasonal/Summer custodial assistants will work 40 hours per week.

All in favor.

VOTE: PERSONNEL RESOLUTIONS #D-1 –#D-4 AND #D-6 - #D-11 AND #D-12 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

ADJOURNMENT - There being no further business to come before the board, Board Trustee Megan Bruton made a motion, seconded by Board Trustee Robert Shumski and carried by Unanimous Voice Vote to adjourn the May 28, 2013 Regular Business Meeting of the Hampton Board of Education at 9:44 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary