

**HAMPTON BOARD OF EDUCATION
WORK SESSION MEETING
Minutes
November 19, 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 October 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

District Goals for 2013 – 2014

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

Board of Education Goals 2013-2014

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

Roll Call – Board Secretary Werner

Present: Cheryl Drzewoszewski, President
Megan Bruton
Elizabeth Dilts
Robert Shumski

Absent: Gina Sharkey, Vice President

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

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

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

- 1. Update on Hampton Student Performance at High School** – Interim Chief School Administrator DiBenedetto provided an update regarding Hampton students' academic performance upon entrance to and continuation of their education at North Hunterdon Voorhees Regional High School. Interim Chief School Administrator DiBenedetto stated that he was impressed with the data on HPS students' performance and achievement at the HS level. Discussion ensued. Interim Chief School Administrator stated that that HPS children should continually try to improve i.e. move from "B"s to "A"s and "C"s to "B"s, etc. because this is very important to the Administration and HPS staff and that he would provide his findings, as presented this evening, to HPS staff on Thursday, at which time the staff will afforded an opportunity to reflect and discuss. Board Trustee Elizabeth Dilts noted that it is important to improve lower achievement scores and that perhaps the district might consider providing additional support for students in this category. A brief discussion ensued.

~~Board President Cheryl Drzewoszewski stated that some times HPS students may be perceived as inferior academically as compared to other students from the sending districts but this information indicates that they are not. Interim Chief School Administrator DiBenedetto stated that HPS students need to continue to improve and work on "rigor" and "stamina" in terms of their educational experience and that the enrichment period provides the opportunity for additional teacher/educational assistance i.e. study skills and also for a wider array of subjects/instruction experiences.~~

Board president Cheryl Drzewoszewski stated that historically there has been concern expressed by the community that HPS students may be perceived as academically inferior as compared to other students from other sending districts, but this information indicates that they are not. In addition, Mrs. Drzewoszewski advised that the BOE has had discussions with the VHS in an effort to follow up on community concern. Feedback from VTS is that Hampton student's academic and social performance is consistent with other sending districts, noting that all districts feeding into VHS are small towns.

Board Trustee Elizabeth Dilts stated that she agreed. Board Trustee Robert Shumski stated that HPS students seem to have a solid foundation in terms of their educational experience as they move on to high school and beyond. Interim Chief School Administrator DiBenedetto stated that the district has made tremendous strides in terms of curriculum, working collaboratively with the NHVHS sending districts to develop and implement curriculum that is aligned with the NJCCCS, and that the consistency of curriculum among the constituent sending districts within the NHVHS consortium, in addition to HPS staff collaboration and implementation of this curriculum, have enabled HPS children to be successful. Interim Chief School Administrator DiBenedetto stated that the strong educational leadership qualities of the NHVHS Superintendent is also to be commended it directly affects student achievement at the HS level.

2. **Choice School Update** - Interim Chief School Administrator DiBenedetto provided the following information regarding School Choice for the 2014-2015 School year:
 - HPS will welcome 3 School Choice Students that are funded (State Aid) for the 2014-2015 school year.
 - HPS will welcome 5 School Choice Students that are not funded (State Aid) for the 2014-2015 school year.
 - HPS will lose 2 students to attend a School Choice district for the 2014-2015 school year.

Board Trustee Elizabeth Dilts distributed meeting notes following the meeting with Senator Doherty on November 12, 2013 to discuss the NJ School Choice Program and HPS as Choice School. Interim Chief School Administrator DiBenedetto and Board Trustee Elizabeth Dilts discussed the matter as follows: a) Basic Intradistrict School Choice Program Facts; b) Hampton's School Choice Story; c) An Unfair Funding Formula; d) Loopholes/Questions about the Program; e) Unintended Consequences/Unstated Purpose; and Benefits of the Program for Hampton Public School. Much discussion ensued. A meeting with Assemblyman Peterson has been scheduled on Thursday, November 21, 2013.

3. **Review of QSAC Statement of Assurance** - Interim Chief School Administrator DiBenedetto provided an overview of the QSAC Statement of Assurance as it pertains to our efforts and accomplishments during the course of the school year to fulfill all of the requirements of QSAC. Interim Chief School Administrator DiBenedetto stated that a resolution to approve the annual QSAC Statement of Assurance will be included on the November 26, 2013 agenda.
4. **Student Teacher** - Interim Chief School Administrator DiBenedetto noted that there will be a student teacher joining the district in January in an effort to complete her teacher practicum requirements. Interim Chief School Administrator DiBenedetto stated that the individual will be placed with Mr. Grossman/Mrs. Stowell and will start in our district January 2014 and be included on the November 26, 2013 Agenda for consideration and approval of same pending a criminal background history check (fingerprinting). A brief discussion ensued.
5. **Assistant Principal Goals** – Interim Chief School Administrator DiBenedetto provided an overview of the Assistant Principal's goals for the 2013-2014 school year which he had set forth for Assistant Principal Jones and noted some of the accomplishments Mr. Jones has already successfully achieved to date. Discussion ensued. In particular, Interim Chief School Administrator DiBenedetto noted the efforts of Assistant Principal Jones with respect to the new Teachers Evaluation system which requires approximately 3 hours to complete (Pre-Conference, Observation, Write-Up and Post Conference requirements) for each teacher. Interim Chief School Administrator DiBenedetto stated that Assistant Principal Jones has completed training and mastered the new teacher evaluation system, has initiated and implemented teacher SGOs, and has done an excellent job supervising and providing leadership for HPS staff.
6. **Preliminary Budget Discussion** – Interim Chief School Administrator DiBenedetto stated that Administration was currently discussing budgeting strategies in regard to the 2014-2015 school budget. Upon completion Interim Chief School Administrator DiBenedetto stated that he would send an email regarding same to the Board of Education, schedule a Finance Committee meeting to discuss these strategies and then provide an overview thereafter to the entire Board of Education. Interim Chief School Administrator DiBenedetto stated that Administration continues to focus on efficiency in terms of the district's programs and fiscal operations. A brief discussion ensued.
7. **Spanish Teacher Replacement** – Interim Chief School Administrator DiBenedetto stated that the Board of Education will need to hold an Executive Session meeting this evening for personnel matters pertaining to the Spanish Teacher vacancy.
8. **Social Studies Teacher Idea for 2014-2015 SY** – Interim Chief School Administrator DiBenedetto briefly discussed an idea with regard to a Social Studies teacher consideration for the 14-15 SY. An individual on staff needs only to take the teacher Praxis test in Social Studies to become certified in this area and could then assume Vice Principal Jones' teaching assignment responsibilities for grades 6, 7 & 8 in 14-15. In this manner, Interim Chief School Administrator DiBenedetto stated that this would eliminate the district's need to hire a P/T Social Studies teacher and would allow the district to take another step toward efficiency. A brief discussion ensued.
9. **Community Survey Draft** – Interim Chief School Administrator DiBenedetto stated that he was currently working on a Community Survey. Interim Chief School Administrator DiBenedetto stated that this survey would provide vital information to the Administration and Board of Education in planning for the district's future. A brief discussion ensued.
10. **Staff Evaluation Update** – Interim Chief School Administrator provided an update and status report pertaining to the new Teacher Evaluation system noting that all staff has been provided an overview pertaining to same. Interim Chief School Administrator DiBenedetto briefly reviewed the changes/new initiatives that Hampton Public School has implemented to date (2013-2014) including but not limited to: a) new teacher evaluation system; b) multigrade classrooms; and 3) enrichment program studies. Discussion ensued. Interim Chief School Administrator DiBenedetto stated that he is/was very proud of the HPS staff!

11. **Field Trips, Conferences, Use of Building** - Interim Chief School Administrator DiBenedetto stated that he had distributed copies of several requests pertaining to upcoming field trips, conferences and Use of Building forms that have been submitted to date for consideration and approval at the regular Business Meeting to be held on November 26, 2013. Interim Chief School Administrator DiBenedetto briefly reviewed the requests for field trips and conferences submitted for approval and funding sources for same.
12. **Job Description – One to One Aide** - Interim Chief School Administrator DiBenedetto stated that he had distributed a copy of a Job Description for a One to One Aide. Interim Chief School Administrator DiBenedetto noted that this matter will be discussed later this evening in Executive Session.
13. **Substitutes** – Interim Chief School Administrator DiBenedetto stated that he will recommend that the Board of Education approve two (2) individuals be added to the district’s substitute teacher list at the regular Business Meeting to be held on November 26, 2013. A brief discussion ensued.
14. **FEMA** – Interim Chief School Administrator DiBenedetto provided an update pertaining to FEMA and briefly discussed a MOA (Memorandum of Agreement) pertaining to acceptance of Federal funding received from this Agency. Interim Chief School Administrator stated that the MOA between HPS and FEMA must be approved by the Board of Education under the regulations. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that a resolution will be included on the November 26, 2013 Agenda.

Discussion Items – Assistant Principal’s Report – Michael Jones

Assistant Principal Michael Jones discussed the following matters:

1. **Enrichment Update:** Assistant Principal Jones stated that HPS Staff is continuing to provide activities that have a lot of interest to the students. Assistant Principal Jones distributed a listing of students and enrichment classes that they take on a daily basis. Assistant Principal Jones provided an overview of the programs being offered.
2. **Hampton School Association Update:** Assistant Principal Jones reported that the Hampton School Association met on November 11, 2013. Assistant Principal Jones stated that he “thanked” the association for their hard work and for giving Hampton students the tools to be successful in the classroom. Assistant Principal Jones also stated the he spoke to the HSA about helping to fund the 8th grade trip this year and for assistance with future 8th grade trips.
3. **HPS Activities for the Month:**
 - a) Pre-K and Kindergarten students had a successful pumpkin patch field trip in October. Assistant Principal Jones stated that a great time was had by all and noted that pictures have been posted on the HPS Facebook page.
 - b) Assistant Principal Jones stated that the November 11, 2013 HSA meeting was successful and noted that the next HSA meeting will be held on December 2, 2013.
 - c) Assistant Principal Jones stated that Mrs. Peake, our new Spanish teacher, started work with us yesterday, November 18, 2013. Assistant Principal Jones stated that he gave her a tour of our building and an orientation/overview of district procedures.
 - d) Assistant Principal Jones stated that a Student Dance was held on Friday, November 15, 2013 noting that the children had a great time.
 - e) Assistant Principal Jones stated that the HPS Talent Show will be held this Thursday November 21, 2013 at 7:00 p.m. Assistant Principal Jones stated that Mrs. Marookian has scheduled 13 acts for the talent show and noted that he, Mr. Jones would serve as the Master of Ceremonies for the evening. Assistant Principal Jones stated that the children have been working very hard on their acts.
 - f) Assistant Principal Jones stated that the district’s music program has been going very well under our new music coach, Ms. Kaelber. Assistant Principal Jones also stated that parents are very pleased and excited with the program and music lessons being provided.

4. Update with Certification:

- a) Leaders to Leaders program (L2L) – Assistant Principal Jones stated that he had a meeting last evening 5:30-8:30 p.m. Assistant Principal Jones stated that this program is a requirement for all new assistant principals and principals.
- b) Assistant Principal Jones stated that he will be taking the praxis test for CSA certification in January 2014. Assistant Principal Jones stated that he has completed 150 hours of internship as required for his certification and will be finished with his coursework on December 2, 2013. Assistant Principal Jones stated that this would fulfill his requirements for his CSA certification.

With regard to Assistant Principal Jones' report, Board Trustee Robert Shumski inquired as to the work schedule of Mrs. Peake's (Spanish Teacher) – days (2-3-4-5/week?) and hours to be worked. Assistant Principal Jones stated that Mrs. Peake's schedule is Monday – Thursday, period 4 or 5 – period 8 (10:54 a.m. (pd. 4) – 3:00 p.m.).

Discussion Items – Business Administrator/Board Secretary's Report – Christine M. Werner

Board Secretary Werner briefly discussed the following matters:

1. Audit Update – Board Secretary Werner stated that VM Associates will be in the district next week to complete the June 30, 2013 audit (CAFR).
2. Approval of BA/BS Revised Contract 2013-2014 will be approved by Board Resolution on November 26, 2013.
3. Status report of the Annual Reports completed in October 2013:
 - a. ASSA (October 15, 2013 Snapshot Date) – ASSA is now submitted through NJSMART and then finalized on the NJDOE Homeroom no later than December 15, 2013.
 - b. DRTRS – This report has been completed and submitted to the NJDOE.
 - c. Debt Service – This report has been completed and submitted to the NJDOE.

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

Board Trustee Robert Shumski moved, seconded by Board Trustee Megan Bruton to open the public session at 7:50 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 7:50 p.m.

A brief discussion ensued regarding the annual audit scheduled for next week. Board Secretary Werner was asked to invite Mr. Montanino, VM Associates to meet at 6:00 p.m. on December 17, 2013 with the Finance Committee and then attend the Public Meeting at 7:00 p.m.

There being no additional items presented for discussion at this time, Board Trustee Robert Shumski moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 7:51 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

A. Budget and Finance - Elizabeth Dilts and Cheryl Drzewoszewski

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

B. Buildings and Grounds – Megan Bruton and Robert Shumski

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

C. Personnel and Negotiations – Gina Sharkey and Robert Shumski

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

D. Policy – Elizabeth Dilts and Robert Shumski

Board Trustee Elizabeth Dilts noted that the Policy Committee will provide the next policy series updates/revisions to Interim Chief School Administrator DiBenedetto for distribution of said policies to the Board of Education for review and consideration for approval of the 1st reading at the November 26, 2013 monthly Business meeting.

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

Board Trustee Elizabeth Dilts stated that she and Interim Chief School Administrator DiBenedetto will meet with Assemblyman Peterson on Thursday, October 21, 2013 regarding School Choice. Board Trustee Elizabeth Dilts stated that we hope to schedule a meeting with Senator Doherty soon. Board Trustee Elizabeth Dilts stated that she and Interim Chief School Administrator DiBenedetto will express their disappointment with the School Choice program and limitations that have been enacted at present, limiting school choice student acceptances (#s of students) by districts and that the acceptance of choice students beyond the NJDOE allowance will not be funded. In addition, Board Trustee Elizabeth Dilts stated that she understood that other districts were receiving School Choice aid in excess of actual School Choice students on roll. Board Trustee Elizabeth Dilts requested Board members provide her with their questions and concerns pertaining to School Choice and that she would compile a general listing of the questions which she would submit to NJ Department of Education Commissioner Cerf. Board Trustee Elizabeth Dilts stated that while school districts talk to/share information with each other, they do not tend to bring these matters to the attention of local politicians or the NJ Department of Education. Board Trustee Elizabeth Dilts stated that this would present an excellent opportunity for Hampton Public School to tell “our story” and open a dialogue with State of NJ legislators and the Commissioner of Education regarding same.

F. ESC Representative – Robert Shumski

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

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

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

H. Communications – Gina Sharkey and Megan Bruton

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

New Business

Interim Chief School Administrator DiBenedetto stated that our School Nurse, Mrs. Schafer has made arrangements for a Municipal Alliance representative to provide “Drop In” services for HPS students in grades 3-8 including supplemental health education and drug education programs to that which is already being provided through the school nurse and physical education teacher.

Old Business

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

Board of Education Meeting Schedule

November 26, 2013 – Regular Monthly Business Meeting

December 17, 2013 – Regular Monthly Business Meeting

EXECUTIVE SESSION

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

The motion was made at 7:57 pm and was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION – A motion is requested to come out of executive session.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Robert Shumski, to close executive session at 8:39 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:39 pm with the following members present:

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

Comments from Public II

Board Trustee Megan Bruton moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 8:40 p.m. and was approved by a unanimous voice vote by all members present. President Drzewoszewski opened the meeting to the public at 8:40 p.m.

There being no items for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 8:41 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 Megan Bruton made a motion, seconded by Board Trustee Robert Shumski and carried by Unanimous Voice Vote to adjourn the November 19, 2013 Work Session Meeting of the Hampton Board of Education at 8:42 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary