

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING**

**Minutes
April 29, 2014**

Call to Order – Megan Bruton President –The meeting was called to order by President Megan Bruton at 6:35 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 February 5, 2014 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 Bruton.

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 school.
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: Gina Sharkey, Vice President
Megan Bruton, President
Elizabeth Dilts
Jennifer Shaner

Absent: Cheryl Drzewoszewski

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
Michael Jones, Assistant Principal
There were 8 members of the public present.

Communications

Board Trustee Gina Sharkey moved the following resolution:

Recommend the communications mentioned be listed in the minutes and action be taken as necessary.

Sender	Subject	Copies
NJ Interdistrict Choice Assoc.	Membership decision	All BOE
Jeannine Burd	Letter of retirement	All BOE, B.A.
CSA	Informational Vacancy Posting	All BOE, B.A.
Bruce Exley	Letter of retirement	All BOE, B.A.

The motion was seconded by Board Trustee Jennifer Shaner and was approved by a unanimous voice vote of the members present.

Board President’s Report – Mrs. Megan Bruton

No report was given.

Interim Chief School Administrator’s Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto reported on the following matters:

- Safety Drill Report** – Completed for the month as follows:

Safety Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School – Fire Drill	3/20	1 minute
Hampton School - Fire Drill	3/27	55 sec.
Hampton School - Fire Drill	4/28	59 sec.

1. Youth Center Update –The board received information about the CSA intent to contact the board attorney for input on a working collaboration with the Youth Center. Trustees Bruton and Shaner described the meeting held with Colleen Rountree from the Center and called the potential effort one that would benefit Hampton. Mr. Jones added that if the Center used the school it might generate some Choice interest.

2. NJ ASK Prep – The CSA explained how non-tested subject times were used for NJ ASK prep periods, thanking the staff for working these periods in a positive manner.

3. Community Survey – The CSA reviewed the responses to questions in a verbal manner explaining that hard copy would follow. Survey results will be attached to the minutes.

4. Personnel Update for 14-15 – The CSA was pleased to report that all current staff members were being recommended for re-hire and explained that after this evening, new hires would all be part time employees.

5. Grade four and five walkability study and scavenger hunt – CSA explained that after NJ ASK tests he would schedule these events. Mrs. Dilts commented on the positive experience of the Walk to School Day that took place.

6. District day reports – Will be given to BOE members as they are submitted for updates on curriculum and workshops.

Assistant Principal Report – Michael Jones

Mr. Jones reported on the following items:

- 1. March 14 Sci-Pi Night a huge success! 90+ were involved recognition**
- 2. NJ Ask testing April 28-May 15 starting with 7,8-down to grade 3 each week:. Additional dates of importance were/are as follows:**

April 4-Wacky Olympics 3-8 grades

April 7-HSA appreciation for their help with our student's education

April 10-Successful walk to School Day

April 11-Students to SHIP dance for 8th graders

April 16-Successful play performance

April 22-Jump Rope for Heart \$540.00 American Heart Association

April 24-Take your child to work day-Share: 10 students went

April 28-Hampton Foundation meeting:

April 30-Tomorrow: k,1,2 Adventure Aquarium 8:00am leave time

May 2-School Dance

May 2-CSA roundtable 9am

May 6-Teacher and Nurse Day

May 9- 8:15-3:30 flower sale for all classes

May 9-Parents luncheon 11:35am-12:20pm

May 16-CSA articulation meeting 9am

May 21-8th RVCC Holocaust

May 22-8th grade Hersey Park trip

May 28-K,1,2 Turtle Back Zoo

May 29- Healthy Habits Night 6-8pm All grades

May 30-Gr 6,7,8 Sandy Hook and Gr. 3,4,5 DaVinci Science Center:

- 3. McCrel meeting Ruth Ann and myself April 10-Motivation**

- 4. Goals: 2014-2015:**

Communication, collaboration and the All-In concept will be seen as important consideration of goals for the next year.

Board Secretary's Report – Christine M. Werner

Board Secretary Werner reported on the 14-15 School Budget with collaboration from Mr. Jones and Mr. DiBenedetto.

The presentation on the budget featured review of the continuing of a tax levy decrease (\$30,330 general fund), the need to rebuild the fund balance due to previous year efforts of offsetting tax levy, continued cuts in special teacher FTE's, Choice Aid for the first time, differences in the budget between this year and next year, how the budget is not a user friendly document and how cost per pupil can be influenced by expanded enrollment which the school hopes to see next year.

Ms. Werner also provided a power point presentation on budget highlights and changes that have taken place in the last few years.

Board trustee Dilts motioned that the adoption of the 2014-2015 budget take place as per the recommendation of the B.A. and CSA

<u>2014-2015 School Budget</u>	
Current Expense	\$2,590,644
Special Revenue	53,000
Debt Service	250,414
Total Budget	\$2,894,058

BE IT FURTHER RESOLVED that there should be raised for the the General Fund a tax levy of \$1,632,895 as well as a Debt Service tax levy of \$142,111 for the ensuing School Year, 2014-2015.

BE IT FURTHER RESOLVED, that the unused taxing authority of \$277,961, be banked for potential use in the 15-16 school year.

Trustee Sharkey seconded the motion which passed by a unanimous vote of 4-0.

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jen Shaner to open the public session at 8:30 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 8:30 p.m.

Mrs. Kate Harris, teacher spoke on behalf of the very positive work done by retiring staff members J. Burd and B.Exley.

Mrs. Desch, parent asked about coaching stipends and was told, no team, no stipend as related to her concern about middle school enrollment next year. She also commented on Science preparation of eighth raders for the high school. She also commented on parent portals for online access to student grades which Mr. Jones stated would be an initiative for next year.

Mrs. Bruton asked if the school formally asked students about preparation for the high school. Mr. Jones mentioned the excellent colleges students from hampton were being accepted at and that given the size of the classes, constant communication with graduates was taking place.

Mrs. Dilts mentioned the student poem that had been shared about the first day of school in Hampton.

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Gina Sharkey to close the public session at 8:45 pm. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Gina Sharkey, that RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Hampton Board of Education hold a closed Executive Session regarding personnel matters and student matters. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken. The motion was made at 8:45 pm and was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION –

Motion by Board Trustee Dilts, seconded by Board Trustee Sharkey to come out of closed session at 9:50pm was unanimously approved

Committee Reports

On a motion from Board Trustee Dilts with a second from Board Trustee Sharkey, the entire agenda, including the addendum was moved as passed by a 4-0 roll call vote.

Motions included the following:

BUILDING AND GROUNDS (Bruton, Drzewoszewski)

Facility Request –

RESOLVED that resolution number **A-1** be adopted as presented:

- A-1. Hampton Public School Facility Requests –2013 – 2014 – none at this time**
Recommend the Board approve the following facility request(s) as presented:

Group	Purpose	Date	Time	Fee (if applicable)
Novo Soccer	Youth Soccer	Fridays	4:30-6:30	
HSA	Mother Day Flower Sale	5/19/14	8:15-3:30	

* 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 Member(s).

B. BUDGET AND FINANCE (Drzewoszewski and Dilts) and C. Personnel and Negotiations (Dilts, Bruton)

B-1 Professional Day Requests –

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

Recommend the Board approve the following professional development requests as presented:

Workshop	Staff	Date/Cost	Location
McRel – Teaching Excellence	Jones, Dalrymple	\$120, each/April 9,2014, retroactive approval, attendance requested by CSA	EIRC Center

B-2 Tuition reimbursement

Recommend the board approve reimbursement ___for course work, as per contract with the HEA. Full reimbursement is dependent upon usage of this budget line for the full school year.

Roll Call:

<u>Dalrymple, Ruth Ann</u>	Supervised Practicum for Reading Specialist GED 644	Centenary College
<u>Dalrymple, Ruth Ann</u>	Seminar for Curric. Evaluation and Assessment Strategies GED 550	Centenary College
<u>Sara Mouras</u>	Administration Theory GED 510	Centenary College

B-3 Approve Monthly Bills List – September 2013

Recommend the Board approve resolution B-2, the attached 2013 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

Fund 10 – Current Expense	\$ 63,018.88
Fund 20 – Special Revenue	\$ 488.00
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ 2,557.43
Fund 60 After Care Enterprise Fund	\$ <u>98.00</u>
Grand Total	\$66,162.31

B-4 Approval Payroll – March 28, 2014 and April 15, 2014 and April 30, 2014.

Recommend the Board confirm the approval of payroll for March 28, 2014 in the amount of \$89,641, for April 15, 2014 in the amount of \$87,015.31 and April 30, 2014 in the amount of \$84,601.30.

B-5 – Appointment of tenured, Part Time Personnel for 14-15 school year.

NAME	LEVEL STEP	BASE SALARY	LONGEVITY	SALARY
STOWELL, MARILYN	BA 15/N	68,250 x .43 FTE		29,348
WALTON, KATH	MA /N	71,700 x.43 FTE		30,831

B-6 – Appointment of Part time Child Study Team Personnel for 14-15 school year.

NAME	LEVEL STEP	BASE SALARY	LONGEVITY	SALARY
ANASTON, THEA	MA /N	71,700 x.2 FTE		14,340

B-7 – Appointment of Full Time Non-Tenured Personnel for 14-15

NAME	LEVEL STEP	BASE SALARY	LONGEVITY	SALARY
MAROOKIAN, CARLEY	BA /C	45,655		45,655
MOURAS, SARAH*	MA /E	50,655		50,655
DECKER, DAWN	MA 30, N	72,850		72,850
SCHAEFER, TRINA	BA /K	60,550		60,550

*Tenure at August 30, 2014

** New Hire

B-8 – Appointment of Part Time, Non Tenured Personnel for 14-15 school year.

NAME	LEVEL STEP	BASE SALARY	LONGEVITY	SALARY
PEAKE, NYDIA	BA /L .45 FTE	60,550		27,247

B-9 – Appointment of Tenured secretarial Personnel for 14-15 school year.

NAME	BASE SALARY	LONGEVITY	SALARY	
SHARON LENTINE, 12 month	30,241		30,241	
DIANE WESTON, 10month	38,642	1,250	39,892	

B-10 – Appointment of Custodial Staff for 14-15 school year.

NAME	BASE SALARY	ADDITIONAL	SALARY	
ROBERT MYERS	44,738	6,400	51,138	
JAMES NEIDLINGER	52,176	2,250	54,426	

B-11 – Appointment of Non Tenured Teacher Aides for 14-15 school year.

NAME	BASE SALARY	
NOREEN HURFORD 1.0 FTE	15,606	
KIMBERLY SESSOCK 1.0 FTE	15,606	
DANIELLE SULLIVAN 1.0 FTE	15,300	
JEN MORAN .5 FTE	7,650	

B-12 – Appointment of Consultants for Educational Services for 14-15 school year.

J and B THERAPY (O.T., P.T., SPEECH)	O.T., 81 per hr. /P.T., 81 per hour Speech, 81 per hr.	
Mrs. J. CARRUTHERS (LDTC SERVICES)	\$375 per case	
M. MYER LLC (PSYCHOLOGIST)	\$375 per day	

B - 13 - Appoitment of Substitutes

Andrea Romero, All grades, Background check completed

B-14 – New Hires for 14-15 school year.

Recommended that the BOE approve hiring of new staff for 14-15 school year.

BROWN, SUE	BA /A	45,255		45,255
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B-15 – Recommended that the BOE approve hiring of new staff for 14-15 school year.

BRIAN GIBSON**	BA / B	45,455	Art/Special Ed	45,455
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B-16 – Appointment of Full time Tenured Personnel for 14-15 school year.

NAME	LEVEL STEP	BASE SALARY	LONGEVITY	SALARY
ATTANASIO, TINA	BA 15 /G	50,010		50,010
DALRYMPLE, RUTH A	BA 30 / N	69,400	1,250	70,650
DIGNAZIO, LESLIE	BA /N	67,100		67,100
FLEMING, NANCY	BA /N	67,100	1,250	68,350
FLYNN, BRYNDA	MA /N	71,700		71,700
GROSSMAN, MIKE	MA /N	71,700	1,250	72,950
HARRIS, KATE	MA /N	71,700	1,250	72,950
LEGG, JANET	BA /N	67,100		67,100
RILEY, KENDA	MA/N	71,700		71,700
RUSH, MARLENE	BA /I	51,475		51,475

B-16 – Recommended that the BOE approve hiring of new staff for 14-15 school year.

KAHLER, SHANNEN	MA/B .45 FTE	50,055	Music	22,524
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D. POLICY (Dilts) ADDENDUM:

Recommend first reading of revised and new 1000, 2000 and 5000 series policies as below:

5000 Students

- 5020 Role of Parents/Guardians Old Revised
- 5021 School Wide Parental Involvement New 1st Reading
- 5111 Admission Old Revised

5112 Entrance Age Old Revised
5113 Attendance, Absences and Excuses Old Revised
5113 (R) Regulation, Class Make-Up Procedure New 1st Reading
5113 (R2) Regulation, Student Attendance Procedure New 1st Reading
5114 Suspension and Expulsion Old with Changes 1st Reading
5144 (R) Regulation, Hearing Procedure New 1st Reading
5118 Nonresidents Old with Changes 1st Reading
5119 Transfers Old with Changes 1st Reading
5120 Assessment of Individual Needs Old Revised
5121 Examinations/Grading/Rating/Testing Old Revised
5123 Promotion/Retention Old with Changes 1st Reading
5123.2 Academic Acceleration Old with Changes 1st Reading
5124 Reporting to Parents/Guardians Old Revised
5124 (R) Regulation New 1st Reading
5125 Student Records Old with Changes 1st Reading
5125 (R) Regulation New 1st Reading
5125.2 Student Photographs Old Revised
5126 Awards for Achievement Old with Changes 1st Reading
5127 Commencement Activities Old with Changes 1st Reading
5131 Conduct/Discipline Old with Changes 1st Reading
5131 (R) Regulation, Student Conduct New 1st Reading
5131 (R2) Regulation, Student Unrest New 1st Reading
5131.1 Harassment, Intimidation and Bullying New 1st Reading
5131.2 Physical Restraint New 1st Reading
5131.2 (F) Form, Physical Management Documentation New 1st Reading
5131.3 Student Vehicles Old Revision
5131.5 Vandalism/Violence Old Revision
5131.51 Student Care of School Property Old Revision
5131.6 Drugs, Alcohol, Tobacco Old with Changes 1st Reading
5131.6 (F) Form, Nurse Observation New 1st Reading
5131.6 (F2) Form, Potential Substance Abuse Referral New 1st Reading
5131.7 Weapons and Dangerous Instruments New 1st Reading
5131.8 Dating Violence Incidents New 1st Reading
5132 Dress Code Old with Changes 1st Reading
5132.1 Suspected Gang Activity Old Revision
5134 Married/Pregnant Students Old Revision
5136 Fund-Raising Activities Old with Changes 1st Reading
5141 Health Old with Changes 1st Reading
5141.1 Accidents Old Revision
5141.2 Illness Old Revision
5141.2 (R) Regulation, Handling Body Fluids New 1st Reading
5141.21 Administering Medication Old with Changes 1st Reading
5141.3 Health Examinations and Immunizations Old with Changes 1st Reading
5141.3 (R) Regulation New 1st Reading
5141.4 Child Abuse and Neglect Old Revision
5141.5 Student Assistance Program Old with Changes 1st Reading
5141.6 Crisis Intervention/Student Suicide Old with Changes 1st Reading
5141.8 Sports Related Concussion and Head Injury New 1st Reading

5142 Student Safety Old with Changes 1st Reading
5142.1 Safety Patrols Old with Changes 1st Reading
5145.11 Questioning and Apprehension Old Revision
5145.12 Search and Seizure Old with Changes 1st Reading
5145.4 Equal Educational Opportunity Old with Changes 1st Reading
5145.5 Photographs of Students New 1st Reading
5145.6 Student Grievance Procedure Old Revision

5200 Non Public School Students Old Revision

2000/2010 Concepts and Roles in Administration/Goals and Objectives Old with Changes 1st Reading
2121 Line of Responsibility New 1st Reading
2121 (X) Exhibit, Organizational Charts New 1st Reading
2131 Chief School Administrator Old with Changes 1st Reading
2210 Administrative Leeway in Absence of Board Policy Old Revision
2224 Nondiscrimination/Affirmative Action Old Revision
2232 Manuals, Directives, Bulletins, Announcements, Reports Old Revision
2240 Research, Evaluation and Planning Old with Changes 1st Reading
2255 Action Planning for NJQSAC Old with Changes
1000/1010 Concepts and Roles/Goals and Objectives Old Revision
1100 Communicating with the Public Old Revision
1110 Media Old Revision
1111 District Publications New 1st Reading
1120 Board of Education Meetings Old Revision
1140 Distribution of Materials by Students and Staff New 1st Reading
1160 Responsibilities of the Board Old Revision
1200 Community Volunteers Old with Changes 1st Reading
1220 Ad Hoc Advisory Committees Old Revision
1230 School-connected Organizations Old Revision
1250 Visitors Old Revision
1251 Loitering and Causing Disturbance Old Revision
1312 Community Complaints and Inquiries Old Revision
1312 Community Complaints and Inquiries Old Revision
1312 (R) Community Complaints and Inquiries, Regulation New 1st Reading
1313 Gifts to District Employees Old Revision
1322 Contests for Students Old with Changes 1st Reading
1325 Advertising and Promotion Old Revision
1330 Use of School Facilities Old with Changes 1st Reading
1330 (R) Regulation, Schedule of Charges New 1st Reading
1330 (R2) Regulation, Use of School Facilities Rules New 1st Reading
1330 (F) Form, Application for Use of School Property Old with Changes 1st Reading
1330.1 Lending of District Owned Equipment Old Revision
1330.4 Community Use of School Grounds Old Revision
1340 Access to Information Old with Changes 1st Reading
1410 Local Units Old Revision
1600 Relations Between Other Entities and the District Old Revision

E. LEGISLATIVE DELEGATE, NJSBA, HCSBA (Dilts

F. CURRICULUM AND TECHNOLOGY (Mrs. Dilts and Ms. Sharkey) –

Resolved that resolution F-1 be adopted as presented:

Recommend the Board approve the following field trips as part of the implementation of the 13-14 curriculum.

Destination	Staff	Date	Notes
Hershey Park	Jones, Schafer	5/22/14	8th Grade Trip
Patriot's Stadium	Jones, Schafer	6/4/14	6,7,8th grades, Academic Incentive trip
Delaware River Steamboat	Burtnick, Fleming,Stowell, Grossman, Nurse TBD	6/5/14, 6/6/14 raindate	3,4,5 grades, Environmental science, history

G. ESC REPRESENTATIVE (Sharkey)

H. SHARED SERVICES AND NEIGHBORING SCHOOL OUTREACH COMMITTEE (Mrs. Drzewoszewski and Mrs. Bruton)

I. COMMUNICATION (Sharkey and Bruton)

New Business

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

Old Business

Board Trustee Shaner shared information about the Lego program previously mentioned. Cost of materials seem to be approximately \$770. This was favorably received by the Board.

Board of Education Meeting Schedule:

May 20, 2014

May 27, 2014

Comments from Public II - There was no audience at this time.

Respectfully Submitted,

A. DiBenedetto, CSA

DRAFT