

**HAMPTON BOARD OF EDUCATION
MONTHLY BUSINESS MEETING
Minutes
August 26, 2014**

Call to Order –Megan Bruton, President –The meeting was called to order by President Bruton at 6:40 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 Administrative Principal Jones:

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
- Develop a continuing interest in self-improvement in all areas

District Goals for 2014 – 2015

1. Analyze multiple assessments, use the data to drive instructional changes to address the identified areas of student needs
2. To provide professional development for staff on utilization of online assessments including PARCC and utilization of the parent portal
3. Foster and expand collaboration with parents/guardians to fully utilize the data and information available on the parent portal
4. To reduce per pupil costs without sacrificing quality educational opportunities for all students
5. To retain current student enrollment numbers in the district*

A brief discussion ensued. Board Trustee Cheryl Drzewoszewski noted that with regard to District Goal #5, some things are beyond Administrative Principal Jones’ control.

Board of Education Goals 2014-2015

1. To complete the revisions and updates to the policy manual; conversion to NJSBA system
2. To successfully complete negotiations
3. To engage in on site, in district professional development for the board including the following topics: negotiations, school treasurer –role and responsibilities and in- district orientation for new board members
4. To have Board representation at as many school community events as time/schedules permit

A brief discussion ensued. The following Board of Education goals have been assigned to be under the direction of the following committee and/or individual:

1. Policy Committee
2. Personnel/Negotiations Committee
3. Board President
4. Communications Committee

Roll Call – Christine M. Werner, Board Secretary

Present: Elizabeth Dilts, Legislative Delegate, NJSBA and HCSBA Representative
Cheryl Drzewoszewski
Jennifer Shaner
Megan Bruton, President

Absent: Gina Sharkey, Vice President and ESC Representative

Also Present: Michael Jones, Administrative Principal
Christine M. Werner, Business Administrator
There were five members of the public present.

Minutes Approval

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
July 22, 2014	Board Retreat Meeting

The motion was seconded by Board Trustee Jennifer Shaner and approved by a majority of the Board members present. President Bruton abstained.

Board President's Report – Mrs. Megan Bruton

President Bruton had no comment at this time.

Administrative Principal's Report – Michael Jones

Administrative Principal Jones reported on the following matters:

- 1. Administrative Principal Jones will attend the CSA Retreat at Shawnee, PA on September 25-26, 2014**
- 2. The repairs to HPS Dugout will begin week of September 2, 2014**
- 3. 2014-2015 Preparation and Teacher Meetings held on August 26, 2014 Update – Administrative Principal Jones provided an overview of the 2014-2015 Preparation and Teacher meetings held earlier today. Administrative Principal Jones stated that this was a great day for all HPS staff!**
- 4. 2014-2015 Preparation for Students' First Day of School on August 27, 2014 Overview – Administrative Principal Jones noted that Christine Leigh, Reporter with the Hunterdon County Democrat will be shooting a photo gallery of the HPS Opening Day Red Carpet event tomorrow morning at 8:15 a.m. and will publish the photos in the newspaper. Administrative Principal Jones stated that this is a wonderful opportunity for HPS to communicate with Hampton Borough community residents as well as the general public. A brief discussion ensued. Board Trustee Cheryl Drzewoszewski stated this is great and added that Administration should keep in mind efforts to communicate with new parents and families @ HPS. Administrative Principal Jones noted that he and Ms. Dalrymple went door to door to meet HPS students and their families and stated that this was a great opportunity for Administration to get out there and meet with parents/students. Ms. Dalrymple added that everyone was excited to see us!**
- 5. Administrative Principal Jones introduced Ms. Sara Mouras noting that she is currently doing her Administrative Internship hours and will be attending BOE meetings and will be "shadowing" Mr. Jones as appropriate as part of her requirements for attaining her Principal certification. Administrative Principal Jones stated that this is at no cost to the Board of Education and that upon completion he will sign off on her mentorship hours that she has completed.**
- 6. Administrative Principal Jones provided an overview of the Hunterdon County Health Center Summer Program 2014. Administrative Principal Jones stated that the program was well received by Hampton residents and the program went well with a range of 23-30 students attending every day the program was held. (Program hours 10:00 a.m. – 2:00 p.m.) Board Trustee Elizabeth Dilts stated that her neighbor's child attended the program and that he loved it. Board Trustee Elizabeth Dilts also stated that the program was provided free of charge. A brief discussion ensued.**
- 7. President Bruton inquired if there was any update with regard to the Youth Center program. Administrative Principal Jones stated that the Director of the program is working with her attorney and there is no update for this at the present time.**

Board Secretary's Report – Christine M. Werner

Board Secretary Werner stated that NJSBA has opened the registration period for Board members to complete their annual training. A brief discussion ensued. Registrations for the online training will be completed shortly on behalf of those Board members required to take the training workshops.

President Bruton noted that she had been trying to contact Ms. Gwen Thornton, NJSBA Field Service Representative to provide training to Hampton BOE members regarding understanding the district's financial reports i.e. Board Secretary and Treasurer Reports at the November BOE meeting. A brief discussion ensued.

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend the Board authorize the SchoolBusiness Administrator/Board Secretary to advertise a Special Committee of the Whole work session meeting of the Hampton Board of Education to be held on Tuesday, November 18, 2014 at 6:30 p.m.

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

Board Trustee Elizabeth Dilts noted that NJSBA is holding a training session for Negotiations on October 11, 2014 from 9:00 a.m. – 4:00 p.m. in Monroe Twp., NJ. A brief discussion ensued.

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 8:02 p.m. and was approved by a unanimous voice vote by all members present. Administrative Principal Jones opened the meeting to the public at 8:02 p.m.

There being no items presented for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to close the public session at 8:03 pm. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Cheryl Drzewoszewski, 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 negotiations and contracts and matters that are attorney-client privileged. 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 8:03 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 Jennifer Shaner, seconded by Board Trustee Elizabeth Dilts, to close executive session at 8:24 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 8:24 pm with the following members present:

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

Committee Reports

A. BUILDING AND GROUNDS – Bruton/Drzewoszewski

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered A-1 be adopted as presented:

A-1. Hampton Public School Facility Requests –2014 - 2015

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

Group	Purpose	Date	Time	Fee (As Applicable)
HSA – Linda Williams	Market Day Fund Raising Event(s)	Sept. 12, 2014 to June 12, 2015 Fridays (2 nd Friday of the Month) /Multipurpose Room or Library	3:45 p.m. – 5:30 p.m.	N/A Non-Profit School Organization
Hunterdon Hustle – Kevin McCarron, Coach	Basketball Practice AAU	September 2, 2014 – June 12, 2015 Tuesday and Fridays on Days School is in Session	6:00 pm to 9:30pm	Negotiated in accordance with Board Policy #1330 at \$20.00/hour

* 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).

VOTE : BUILDINGS AND GROUNDS RESOLUTION A-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: Mrs. Shaner

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered A-1 (a) be ADDENDED and adopted as presented:

A-1 (a). Hampton Public School Facility Requests –2014 - 2015

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

Group	Purpose	Date	Time	Fee (As Applicable)
AAV – Michael Jones	Basketball Practice	Sept. 1, 2014 to June 12, 2015 Monday - Friday Multipurpose Room	7:00 p.m. – 9:00 p.m.	Negotiated in accordance with Board Policy #1330 \$20.00/Hour Non-Profit Organization

* 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).

VOTE : BUILDINGS AND GROUNDS RESOLUTION A-1 (a) AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

A brief discussion ensued regarding the Head Custodian Report and facilities maintenance/repairs listed therein. Administrative Principal Jones stated that HPS is ready to go for the opening day of school 2014-2015. Board Trustee Cheryl Drzewoszewski stated the report looks great!

B. BUDGET AND FINANCE –Dilts/Drzewoszewski

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered B-1 be adopted as presented:

B-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 August 26, 2014.

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

Motion by Board Trustee Elizabeth Dilts, seconded by Board President Bruton, that resolutions numbered B-2 – B-7 be adopted as presented:

B-2. Approve Monthly Bills List – July 30, 2014

Recommend the Board approves the attached July 16, 2014 – July 31, 2014 Bills List as recommended by the Administrative Principal and School Business Administrator.

Fund 10 – Current Expense	\$ 14,808.29
Fund 20 – Special Revenue	\$ -0-
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ -0-
Grand Total	\$ 14,808.29

B-3. Approve Monthly Bills List – August 26, 2014

Recommend the Board approves the attached July 1, 2014 – July 14, 2014 Bills List as recommended by the Administrative Principal and School Business Administrator.

Fund 10 – Current Expense	\$ 81,389.64
Fund 20 – Special Revenue	\$ 12,067.50
Fund 30 – Capital Outlay	\$ -0-
Fund 40 – Debt Service	\$ -0-
Fund 50 – Food Service	\$ 334.20
Grand Total	\$ 93,791.34

B-4. Approval of Transfers

Recommend the Board approves, upon the recommendation of the Business Administrator and the Administrative Principal, the list of transfers and the monthly transfer report as of August 26, 2014.

	From:	To:
11-190-100-290-000-000 Other Employee Benefits	\$ 2,500.00	
11-000-221-890-000-000 Miscellaneous Expenditures		\$ 2,500.00
TOTAL	\$ 2,500.00	\$ 2,500.00

B-5. Approval Monthly Payrolls – July 30, 2014 and August 14, 2014

Recommend the Board confirms the approval of the payrolls for July 15, 2014 in the amount of \$16,117.67 and August 14, 2014 in the amount of \$16,806.30.

B-6. Approval Of Application For Course Reimbursement

Recommend the Board approve, upon the recommendation of the Administrative Principal, the following Applications for Course Reimbursement:

Employee	Course	Reimbursement	Line Item Charged
Marlene Rush	15:293:534 – Classroom Organization for Special Education	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2014-2015 School Budget Fall 2014
Carley Marookian	GED510 – Educational Theory	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2014-2015 School Budget Fall 2014
Trina Schafer	GED 92445 – Internship Health Teaching School Nurse	\$300.00/Credit x 3 Credits = <u>\$900.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2014-2015 School Budget Fall 2014

B-7. Approve Closure of PNC Account #80-3105-9941 “Administrative Account”

Recommend the Board approve, upon the recommendation of the Administrative Principal and the School Business Administrator, the closure of PNC Account #80-3105-9941 “Administrative Account” effective August 26, 2014.

VOTE : BUDGET AND FINANCE RESOLUTIONS B-1 – B-7 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

C. PERSONNEL AND NEGOTIATIONS – Bruton/Dilts

Motion by Board Trustee Elizabeth Dilts, seconded by Board President Megan Bruton, that resolution numbered C-1 be adopted as presented:

C-1. Appointment of Autism Teacher 2014-2015 – Rebecca Bortman

Recommend the Board appoints, upon the recommendation of the Administrative Principal, Rebecca Bortman as Special Education Autism Teacher (1 FTE) on MA - Step F at an annual salary of \$51,155.00 pro-rated to \$49,364.54 for the period September 8, 2014 – June 18, 2015*.

VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTION C-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board President Megan Bruton, that resolutions numbered C-2 – C-4 be ADDENDED and adopted as presented:

C-2. Acknowledgement of Personnel Advanced Lateral Status 2014-2015 School Year

Recommend the Board acknowledges the movement of the following employee’s advanced lateral status effective August 26, 2014 as follows:

Employee	From	To
Ruth Ann Dalrymple	BA + 30 – Step L + Longevity (\$1,500) + Supervisor Stipend (\$7,500)	MA – Step L + Longevity (\$1,500) Supervisor Stipend (\$7,500)
	\$78,400	\$80,700

C-3. RESCIND Appointment of Part Time Child Study Team Educational Consultants for the 2014-2015 School Year

Recommend the Board approve, upon the recommendation of the Administrative Principal, to **rescind** the consultant contract for the following Child Study Team Educational Consultant for the 2014-2015 school year as follows:

Name	Fee
Jacqueline Carruthers LDTC Services	\$375/Per Case

C-4. Approval Professional Services Contract 2014-2015 SY – Ann Marie Lombardo, Educational Consultant

Recommend the Board approve, upon the recommendation of the Administrative Principal, the Professional Services contract with Ann Lombardo, Educational Consultant to provide LDTC Consultant Services for the Hampton Borough School District for 2014-2015 school year at a Rate of \$375.00/case.

VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-2 – C-4 AS ADDENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Jennifer Shaner, that resolution numbered C-5 be ADDENDED and adopted as presented:

C-5. Approval Professional Services Contract 2014-2015 SY – Autism Family Cooperative of NJ

Recommend the Board approve, upon the recommendation of the Administrative Principal, the Professional Services contract with Autism Family Cooperative of NJ to provide BCBA Services for the Hampton Borough School District for 2014-2015 school year at the following fee schedule (as noted in the Professional Services contract):

July 1, 2014 – June 30, 2015

<u>Professional Service</u>	<u>Rate</u>
BCBA Therapy Services	\$150.00/per hour (Not to Exceed 50 hours)

VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTION C-5 AS PRESENTED.

AYES: Mrs. Drzewoszewski, Mrs. Shaner and Mrs. Bruton, President

NAYS: None

ABSTENTIONS: Mrs. Dilts

D. POLICY – Bruton/Dilts

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered D-1 be adopted as presented:

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

Recommend, the Board approve the **second reading** and adoption of the following revised Policies:

BYLAW, POLICY AND REGULATION – Revised Policies:

<i>Number</i>	<i>Title</i>
9130	Committee Roles and Guidelines

Discussion ensued. Board Trustee Elizabeth Dilts provided an overview of the Policy revision presented which removes certain Agenda items i.e. E. Legislative Delegate, NJSBA, HCSBA, G. ESC Representative Report and H. Shared Services And Neighboring School Outreach Committee and I. Communications Committed such that the committees that do not meet nor report to the BOE on a regular basis and are therefore designated as hereafter as ad-hoc committees – BOE members designated as the representative will provide reports/updates to the rest of the BOE as may be appropriate.

VOTE : POLICY RESOLUTION D-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

E. CURRICULUM AND TECHNOLOGY – Shaner/Sharkey

Administrative Principal Jones discussed the following matter:

1. Student Chromebook Insurance Information. A brief discussion ensued. Administrative Principal Jones stated that this will be at no cost to HPS parents and will be charged to our 2014-2015 REAP grant. Administrative Principal Jones stated that the HAS will be purchasing the chromebook carry case for HPS students (Qty. 31 @ \$5.00/each = \$155.00).

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions numbered E-1 - E-3 be adopted as presented:

E-1. Approval of Revised Curricula

Recommend the Board approve the revised curricula, upon the recommendation of the Administrative Principal, for the Hampton School District for the 2014-2015 school year:

Music- Grades K-8
Spanish/World Languages – Grades K-8
Physical Education/Health – Grades K-8

- **Note:** This has been revised to reflect the NJ DOE Model Curriculum.

E-2. Approve Participation in the Environmental Education Program through HART for the 2014-2015 School Year

Recommend the Board approve, upon the recommendation of the Administrative Principal, the district's participation in the Environmental Education Program through HART for the 2014-2015 School Year.

- **Note:** This program is at no cost to the Hampton Board of Education.

A brief discussion ensued. Administrative Principal Jones stated that this program will be added to the enrichment period offering for HPS students on all grade levels.

E-3. Approve Participation in the First Lego League Program for the 2014-2015 School Year

Recommend the Board approve, upon the recommendation of the Administrative Principal, the district's participation in the First Lego League Program for the 2014-2015 School Year at a cost not to exceed \$750.00.

A brief discussion ensued. Administrative Principal Jones provided an overview of the program (district purchases kit, students sign up to participate (10-12 students on a team) and team enters competition. Teacher will only provide supervision of the students after hours and will not offer assistance to students nor participate.) stating that this program will also be added to the enrichment period offering for HPS students in grades 2 - 8.

VOTE : CURRICULUM AND TECHNOLOGY RESOLUTIONS E-1 – E-3 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

COMMUNICATION – Drzewoszewski/Shaner

Board Trustee Jennifer Shaner noted the Communication Committee will meet at 9:00 a.m. on September 11, 2014.

New Business

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

Old Business

The Board discussed the shared services agreement with Hampton Borough: 1) Legal Agreement (Borough) rather than resolution (BOE) 2) Language (typos) 3) Keep track of hours – review and re-assess as needed. A brief discussion ensued. It was noted that the legal agreement approved by the Borough is not substantially different from than the resolution approved by BOE.

Parking Lot

- ✓ **Mind Program: Robotics (Ages 9-14) approximately \$350.00/Year**
- ✓ **Mind Program: Storms/Natural Disaster Themes – Kit \$420.00 for group usage (10 participants) Tournament/NJ State Competition for Mind Programs cost approximately \$770.00/inclusive.**
- ✓ **Destination Imagination – Odyssey of the Mind Program – \$145.00 (2-7 participants)**
There is a Tournament for this program as well. (2012-2013 Tournament held in May in Robbinsville, NJ). This program tournament also includes instant challenges.
- ✓ **Unused Playground Grant Funds - \$600.00 – Tot Playground**
- ✓ **Dashboard**
- ✓ **Youth Center**

Comments from Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 7:52 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 7:52 p.m.

- Ms. Ruth Ann Dalrymple noted that Mrs. Evans, (HPS Physical Education Teacher) had led today's ending Teacher Workshop session in conjunction with Mr. Jones' "All In" philosophy and requested all teachers to trace their hands which will be joined together on the wall and that which signifies the support of HPS staff in Mr. Jones' "All In" motto. Ms. Dalrymple asked that all Board of Education members would also trace their hands and "join in with us" as a team. The Board of Education was very happy to participate in support of HPS!

There being no additional items presented for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Cheryl Drzewoszewski to close the public session at 7:54 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 Elizabeth Dilts made a motion, seconded by Board Trustee Cheryl Drzewoszewski and carried by Unanimous Voice Vote to adjourn the August 26, 2014 Regular Business Meeting of the Hampton Board of Education at 7:54 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary