

**HAMPTON BOARD OF EDUCATION
REGULAR MONTHLY BUSINESS MEETING
February 25, 2014 Minutes**

Call to Order – Megan Bruton, President –The meeting was called to order by President Megan Bruton at 6:32 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: Megan Bruton, President
Elizabeth Dilts
Cheryl Drzewoszewski
Jennifer Shaner

Absent: Gina Sharkey, Vice President

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
Michael Jones, Assistant Principal
There was one member (Mr. Montanino, VM Associates – Auditor) 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 |
|-------------------|----------------------------------|
| January 28, 2014 | Regular Monthly Business Meeting |
| February 18, 2014 | Work Session Meeting |

The motion was seconded by Board Trustee Jennifer Shaner and a brief discussion ensued.

VOTE: APPROVAL OF MINUTES AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Amended Minutes Resolution

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend the Board approve amending the minutes of November 19, 2013 to read as follows in the Interim Chief School Administrator’s Report, line ten:

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.

The motion was seconded by Board Trustee Elizabeth Dilts and discussion ensued. The motion was approved by a majority voice vote of all members present. Mrs. Shaner abstained.

JUNE 30, 2013 PRESENTATION of CAFR – AUDIT BY OUR AUDITOR, MR. VINCENT MONTANINO of VM ASSOCIATES

Mr. Vincent Montanino provided an overview of the June 30, 2013 CAFR (annual audit) for the Hampton Board of Education including the Fund Balance Analysis at 06/30/12 in comparison to 06/30/13, Revenue Analysis 2012-2013 and Uncommitted Budget Expenditures per at June 30, 2013 as per the attached summary sheet. Discussion ensued regarding GAAP accounting practices and the district's Financial Statements (Board Secretary A-148 and Treasurer Reports A-149), Special Revenue/Grant Funds (Fund 20) i.e Playground Equipment grant funds \$653, etc., Food Service (Fund 50) and surplus funds as well as the status of various other financial matters of the district. Mr. Montanino also reviewed and discussed the L.O.R. Point List for the 2012-2013 SY as per the attachment, cancellation of out dated general fund checks (180 days or older). Discussion ensued. Per the discussion, there will be one audit recommendation at June 30, 2013:

In reviewing transfers for the 2012-2013 Fiscal Year, it was noted that not all transfers were approved in the minutes. Mrs. Werner noted that a Corrective Action Plan (as distributed) has been prepared for acceptance and approval by the Board of Education this evening.

Mrs. Werner and the Board then **"thanked"** Mr. Montanino for his informative presentation.

Mr. Montanino left the meeting at 7:00 pm.

Board President's Report – Mrs. Megan Bruton

President Bruton noted the following:

1. Board of Education Meetings will be held at **6:30 p.m.** for the remainder of the year (2014). President Bruton requested Mrs. Werner advertise the revised meeting time at the next opportunity.
2. Status Shared Services – Frenchtown. President Bruton stated she she had not heard back from Frenchtown regarding shared services. A brief discussion ensued.
3. President Bruton requested that Board Committee Member Names be **included** on the Agenda.

Interim Chief School Administrator's Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto discussed the following matters:

1. Electronic submittal of professional day, facilities use and field trip requests.
2. Use of facilities charges on Agenda shall read T.B.N. (To Be Negotiated) as appropriate.
3. Technology – Use of Reap grant funds for technology purchases.
4. HPS Community Survey – A brief discussion ensued. The Board of Education provided some input regarding the Community Survey as presented by Interim Chief School Administrator DiBenedetto. The community survey will be presented to the community once the revisions discussed this evening have been finalized.

Assistant Principal Report – Michael Jones

Mr. Jones reported on the the following:

1. Textbook Needs. Mr. Jones provided an overview and discussed the purchase of Chromebooks in conjunction with NHVHS collaboration. A brief discussion ensued regarding cost and replenishment considerations, as well as a back-up plan if system goes down (i.e. Google docs and supplemental materials).

Board Secretary's Report – Christine M. Werner

Mrs. Werner reported on the the following:

1. Audit - June 30, 2013 – Completion and Corrective Action Plan as submitted.
2. 2014-2015 School Budget – A brief discussion ensued regarding status of the 2014-2015 school budget. The 2014-2015 State Aid figures are expected to be released on Thursday, February 27, 2014. Mrs. Werner stated she will inform the Board of Education upon receiving the district's State Aid notification from the NJDOE.

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 7:39 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 7:39 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 7:39 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

A. BUILDING AND GROUNDS – Bruton/Drzewoszewski

Facility Request

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, 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 – 2013-2014

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

| Applicant | Date/Purpose | Referred to |
|--|--|---|
| Hampton Public School Mr. Michael Grossman | April 4, 2014 7:00 PM – 8:00 PM WACKY OLYMPICS HPS Multipurpose Room/Gym | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education |
| Hampton H.S.A. Class of 2014 Mrs. Cheryl Drzewoszewski | March 6, 2014 6:30 PM – 8:30 PM REFRESHMENT STAND AT HAMPTON WOMAN'S CLUB EVENT HPS Lobby | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education |
| Hampton H.S.A. Class of 2014 Mrs. Cheryl Drzewoszewski | March 14, 2014 6:30 PM – 8:30 PM ZUMBA – PROJECT GRADUATION FUNDRAISER HPS Multipurpose Room/Gym | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education |

* 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 Buildings & Grounds Committee Chairperson(s).

A brief discussion ensued. Board Trustee Cheryl Drzewoszewski requested that an additional column be added to the resolution to indicate any charges to be incurred by the Applicant as has been provided to the Board of Education in the past.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that the following resolution be **REVISED and adopted as presented:**

A-1. Hampton Public School Facility Requests – No Facility Use Charge

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

| Applicant | Date/Purpose | Referred to | Fee (if applicable) |
|--|--|---|--------------------------------|
| Hampton Public School Mr. Michael Grossman | April 4, 2014 7:00 PM – 8:00 PM WACKY OLYMPICS HPS Multipurpose Room/Gym | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education | No Charge |
| Hampton H.S.A. Class of 2014 Mrs. Cheryl Drzewoszewski | March 6, 2014 6:30 PM – 8:30 PM REFRESHMENT STAND AT HAMPTON WOMAN'S CLUB EVENT HPS Lobby | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education | No Charge |
| Hampton H.S.A. Class of 2014 Mrs. Cheryl Drzewoszewski | March 14, 2014 6:30 PM – 8:30 PM ZUMBA – PROJECT GRADUATION FUNDRAISER HPS Multipurpose Room/Gym | Art DiBenedetto, Interim CSA C. Werner, Bus. Admin./Board Secretary c: Megan Bruton, Board President Members, Hampton Board of Education | No Charge |

* 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 Buildings & Grounds Committee Chairperson(s).

The motion was approved by a majority voice vote of all members present. Mrs. Drzewoszewski abstained.

B. BUDGET AND FINANCE -Drzewoszewski/Dilts

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that the following Budget and Finance resolution 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 February 25, 2014.

VOTE : SBA/BS MONTHLY CERTIFICATION 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 Trustee Jennifer Shaner, that resolutions B-2 – B-4 be adopted as presented:

RESOLVED that resolutions numbered B-2- B-4 be adopted as presented:

B-2 Approve Monthly Bills List – February 2014

Recommend the Board approves the attached January 29, 2014 – February 25, 2014 Bills List as recommended by the Interim Chief School Administrator and School Business Administrator.

| | |
|---------------------------|---------------------|
| Fund 11 – Current Expense | \$ 64,972.22 |
| Fund 20 – Special Revenue | \$ 2,087.28 |
| Fund 30 – Capital Outlay | \$ -0- |
| Fund 40 – Debt Service | \$198,156.88 |
| Fund 50 – Food Service | <u>\$ 2,866.02</u> |
| Grand Total | \$265,082.40 |

A brief discussion ensued.

B-3 Approval Payrolls – January 30, 2014 and February 14, 2014

Recommend the Board confirm the approval of the payroll for January 30, 2014 in the amount of \$85,457.49 and February 14, 2014 in the amount of \$85,459.53.

B-4 Approval Maschio’s Food Service Report – January 31, 2014

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of January 31, 2014, which shows a monthly profit of \$1,330.53 and a year-to-date income of \$7,275.08.

VOTE: BUDGET AND FINANCE RESOLUTIONS #B-2 - #B-4 AS PRESENTED

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

NAYS: None

ABSTENTIONS: None

Discussion ensued regarding the receipt of and approval of the Treasurer’s Reports. It was noted that the last Treasurer’s Report received was some time ago.

Board Secretary Werner respectfully requested that the Board of Education consider the Addendum resolutions as presented this evening.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions B-5 – B-6 be **ADDENDED** and adopted as presented:

B-5. Acceptance and Approval of the CAFR Report for Fiscal Year Ending June 30, 2013

Recommend the Board accept and approve the Comprehensive Annual Financial Report and Auditors' Management Report for the fiscal year ending June 30, 2013, as submitted by the school auditor, VM Associates, LLP.

B-6. Acceptance and Approval of the Corrective Action Plan for Fiscal Year Ending June 30, 2013

Recommend the Board approve the 2013 Corrective Action Plan for the June 30, 2013 CAFR and certify implementation of same.

VOTE: BUDGET AND FINANCE RESOLUTIONS #B-4 - #B-6 AS ADDED AND 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 Jennifer Shaner, seconded by Board Trustee Elizabeth Dilts, that the following Personnel and Negotiations resolution be adopted as presented:

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

C-1. Approve Substitute Teacher – Sharon Baranek

Recommend the Board add Sharon Baranek to the district's substitute teacher list for the 2013-2014 school year. Ms. Baranek has her Substitute Teacher's certificate and has completed her criminal history background check.

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

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

NAYS: None

ABSTENTIONS: None

D. POLICY – Bruton/Dilts

There were no Policy matters presented for discussion this evening.

E. LEGISLATIVE DELEGATE, NJSBA, HCSBA - Dilts

There were no Legislative Delegate, NJSBA or HCSBA matters presented for discussion this evening.

F. CURRICULUM AND TECHNOLOGY - Shaner/Sharkey

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

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

F-1 Approval of Field Trips

Recommend the Board approve the following field trips as part of the implementation of the 13-14 curriculum.
(Admission, Transportation and Substitute Costs are listed.)

| Date | Grade | Field Trip |
|------------|---|--|
| 04/30/2014 | Grade Kindergarten & Grade 1 & Grade 2 Attanasio/Dalrymple/Legg 25 Students / 5 Adults | Adventure Aquarium Camden, NJ Admission: \$405.00/H.S.A. Donation Transportation Cost - \$350.00 (Current Expense) Substitute Cost: \$90.00 (Nurse) Total Cost: \$445.00 |
| 05/21/2014 | Grade 8 Taylor-Flynn 12 Students / 1 Adult | RVCC Branchburg, NJ Admission: \$0 Transportation Cost \$197.50 (Current Expense) (Shared with Bloomsbury = \$395.00/2) Total Cost: \$197.50 |
| 05/28/2014 | Grade Kindergarten, Grade 1 & Grade 2 Attanasio/Dalrymple/Legg/Mouras 25 Students / 6 Adults | Turtle Back Zoo West Orange, NJ Admission: \$217.00/H.S.A. Donation Transportation Cost \$340.00 (Current Expense) Substitute Cost: \$90.00 (Nurse) Total Cost: \$430.00 |

A brief discussion ensued regarding highlighted notations.

VOTE: CURRICULUM AND TECHNOLOGY RESOLUTION #F-1 AS PRESENTED

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

NAYS: None

ABSTENTIONS: None

G. ESC REPRESENTATIVE - Sharkey

There were no ESC Representative matters presented for discussion this evening.

H. SHARED SERVICES AND NEIGHBORING SCHOOL OUTREACH COMMITTEE – Shaner/Sharkey

There were no Shared Services and Neighboring School Outreach Committee matters presented for discussion this evening.

I. COMMUNICATION – Drzewoszewski/Shaner

Discussion ensued and acknowledgement made regarding the attached letter of communication received from the HSA.

Thank You Letter from Hampton School Association

New Business

A brief discussion ensued regarding preparation for the upcoming HEA Contract Negotiations (2015-2016, 2016-2017, 2017-2018) and draft Scattergram pertaining to same.

Board Trustee Jennifer Shaner inquired as to Senior Citizens and their opportunity to attend the School Play i.e. daytime or evening. A brief discussion ensued.

Mr. Jones, Assistant Principal, provided an overview of the upcoming Hampton Public School Events scheduled and dates of occurrence during March 2014.

Old Business

1. **Meeting Schedule March 2014** – Interim Chief School Administrator DiBenedetto noted that the following meetings are scheduled during the month of March - March 18, 2014 and March 25, 2014.

Parking Lot

The following Parking Lot matter was discussed:

1. **Combining Safe Routes to School and Scavenger Hunt.** A brief discussion ensued.

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 8:38 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 8:38 p.m.

There being no items for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to close the public session at 8:38 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 Jennifer Shaner made a motion, seconded by Board Trustee Cheryl Drzewoszewski and carried by Unanimous Voice Vote to adjourn the February 25, 2014 Regular Business Meeting of the Hampton Board of Education at 8:39 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary