

**HAMPTON BOARD OF EDUCATION
REORGANIZATION AND REGULAR MONTHLY BUSINESS MEETING
Minutes
January 7, 2014**

Call to Order – Christine M. Werner, Board Secretary –The meeting was called to order by Board Secretary Christine Werner 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 16, 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 Board Secretary Werner:

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 encourage and continue community engagement and encourage two-way communications.

Election Results

Board Secretary Werner announced the results of the School Board Election held on November 5, 2013:

Elected Officials:

Three-year Seats:	Megan Bruton	185 Votes
	Jennifer Shaner	180 Votes
Write-In:	Unknown	2 Votes

Administration of the Oath of Office

INDUCTION AND ADMINISTRATION OF THE OATH OF OFFICE TO THE NEWLY APPOINTED BOARD MEMBERS. per (N.J.S.A. 18A:12-2.1, R.S.41:1-3)

Board Secretary Werner administered the oath of office to newly elected Board Members:

Mrs. Megan Bruton
Mrs. Jennifer Shaner

Board Secretary Werner “congratulated” Mrs. Bruton and Mrs. Shaner.

Roll Call – Board Secretary Werner

Present: Megan Bruton
Elizabeth Dilts
Cheryl Drzewoszewski
Jennifer Shaner
Gina Sharkey

Absent: None

Also Present: Art DiBenedetto, Interim Chief School Administrator
Christine Werner, Business Administrator/Board Secretary
Michael Jones, Assistant Principal
There were also 5 members of the public present.

**HAMPTON BOARD OF EDUCATION
ANNUAL REORGNIZATION AGENDA RESOLUTIONS**

NOMINATION AND ELECTION OF OFFICERS (Bylaw 0152)

Election Of President

Board Secretary Werner called for a motion to accept nominations for the office of **President**:

Motion by Board Trustee Gina Sharkey, seconded by Board Trustee Cheryl Drzewoszewski to nominate Board Trustee **Megan Bruton** for President.

There being no other nominations made, Board Secretary Werner called for a motion to close the floor for nominations.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Megan Bruton to close the floor for nominations for President.

All in favor.

VOTE:	Election of President of the Board of Education – Mrs. Bruton
AYES:	Mrs. Bruton, Mrs. Dilts, Mrs. Drzewoszewski, Mrs. Sharkey and Mrs. Shaner
NAYS:	None
ABSTENTIONS:	None

Board Secretary Werner stated **“RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Hampton Board of Education elects Megan Bruton as President of the Board of Education effective January 7, 2014, for a term prescribed by law.”**

President Megan Bruton called for a motion to accept nominations for the office of the **Vice President**:

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board President Megan Bruton to nominate Board Trustee **Gina Sharkey** for Vice President.

There being no other nominations made, President Megan Bruton called for a motion to close the floor for nominations.

Motion by Board Trustee Elizabeth Dilts, seconded by Board President Megan Bruton to close the floor for nominations for Vice President.

All in favor.

VOTE: Election of Vice President of the Board of Education – Gina Sharkey

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

NAYS: None

ABSTENTIONS: None

Board President Bruton stated **“RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Hampton Board of Education elects Gina Sharkey as Vice President of the Board of Education effective January 7, 2014, for a term prescribed by law.”**

R-1. Adopt Board Member Code of Ethics

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

Recommend that the Board of Education, adopts the New Jersey School Boards Association Code of Ethics as read.

READING OF SCHOOL BOARD CODE OF ETHICS - BOARD PRESIDENT

In accordance with Bylaw 9271 “Code of Ethics,” the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

I will confine my board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

I will carry out my responsibility, not to administer schools, but together with my fellow board members, to see that they are well run.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.

I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Adopted May 10, 1975 Delegate Assembly, New Jersey School Boards Association.

Motion carried by a unanimous roll call vote of all members present.

R-2. Adoption of Board Policies (as stated)

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

Recommend that the Board of Education readopt all current written policies, by-laws and regulations in the official Policy Manual of the Hampton Borough School District from the date of the Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or regulations.

Motion carried by a unanimous roll call vote of all members present.

R-3. Board Committee Assignments (as presented)

Motion by Board Trustee Gina Sharkey, seconded by Board Trustee Cheryl Drzewoszewski, that the following resolution be adopted as presented:

Recommend that the Board Committees as established per Board of Education Policy and the Board President assign members accordingly. Assignments shall be announced at the next opportunity.

Building and Grounds Committee

Budget and Finance

Personnel and Negotiations

Policy

Legislative Delegate

Curriculum and Technology Committee

ESC Representative

Shared Services and Neighboring Outreach Committee

Communications Committee

- A brief discussion ensued. Board Trustee Elizabeth Dilts and Board Trustee Gina Sharkey noted their interest in serving on the Hampton Board of Education Policy Committee. Board President Bruton stated this is duly noted.

Motion carried by a unanimous roll call vote of all members present.

R-4. Adopt Meeting Schedule

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

Recommend that the Hampton Borough Board of Education, upon the recommendation of the Interim Chief School Administrator and Business Administrator, approves the following schedule of meetings until the Board's Reorganization meeting on January 7, 2014.

In compliance with the "OPEN PUBLIC MEETINGS ACT", Chapter 231, Laws of 1975, State of New Jersey, the HAMPTON BOROUGH BOARD OF EDUCATION, County of Hunterdon, State of New Jersey, has designated the following dates for regular meetings on the **third** Tuesday of each month. All meetings, unless otherwise indicated, shall be held at 7:00 p.m. in the Hampton School Library, Hampton Elementary School, 32-41 South Street, Hampton, NJ 08827.

Tuesday, January 7, 2014

Tuesday, January 14, 2014

Tuesday, January 21, 2014

Tuesday, January 28, 2014

Tuesday, February 18, 2014

Tuesday, February 25, 2014 *Preliminary Budget Approval to Submit to ECS

Tuesday, March 18, 2014

Tuesday, March 25, 2014 *2014-2015 School Budget Hearing

Tuesday, April 28, 2014*

Tuesday, May 20, 2014

Tuesday, June 24, 2014*

Tuesday, July 15, 2014

Tuesday, August 19, 2014

Tuesday, August 26, 2014*
Tuesday, September 16, 2014
Tuesday, October 21, 2014
Tuesday, October 28, 2014*
Tuesday, November 18, 2014
Tuesday, December 16, 2014
Tuesday, January 6, 2015 Reorganization

In the event that said schedule is hereafter revised, the Board Secretary is hereby directed to post and direct notice to the local newspaper and Hunterdon Democrat at least 48 hours before the revised meeting date; to file such notice with the Municipal Clerk of Hampton and mail said notice to those persons requesting the same.

- Discussion ensued regarding the designation of the “third” Tuesday as it relates to the monthly bills list, etc. and “Work Session” meetings. Board Trustee Elizabeth Dilts suggested that the Board of Education designate the “fourth” Tuesday to be the designated meeting night for its regular monthly business meetings. The consensus of the the Board of Education and Administration agreed with the suggestion and after further discussion the resolution was amended as follows:

R-4. Adopt Meeting Schedule - AMENDED

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

Recommend that the Hampton Borough Board of Education, upon the recommendation of the Interim Chief School Administrator and Business Administrator, approves the following **AMENDED** schedule of meetings until the Board’s Reorganization meeting on January 7, 2014.

In compliance with the “OPEN PUBLIC MEETINGS ACT”, Chapter 231, Laws of 1975, State of New Jersey, the HAMPTON BOROUGH BOARD OF EDUCATION, County of Hunterdon, State of New Jersey, has designated the following dates for regular meetings on the **fourth** Tuesday of each month. All meetings, unless otherwise indicated, shall be held at 7:00 p.m. in the Hampton School Library, Hampton Elementary School, 32-41 South Street, Hampton, NJ 08827.

Tuesday, January 7, 2014
Tuesday, January 28, 2014
Tuesday, February 18, 2014
Tuesday, February 25, 2014 *Preliminary Budget Approval to Submit to ECS
Tuesday, March 18, 2014
Tuesday, March 25, 2014 *2014-2015 School Budget Hearing
Tuesday, April 29, 2014*
Tuesday, May 27, 2014
Tuesday, June 24, 2014*
Tuesday, July 22, 2014
Tuesday, August 19, 2014 – Work Session

Tuesday, August 26, 2014*
Tuesday, September 3, 2014
Tuesday, October 21, 2014 – Work Session
Tuesday, October 28, 2014*
Tuesday, November 25, 2014
Tuesday, December 16, 2014
Tuesday, January 6, 2015 Reorganization

In the event that said schedule is hereafter revised, the Board Secretary is hereby directed to post and direct notice to the local newspaper and Hunterdon Democrat at least 48 hours before the revised meeting date; to file such notice with the Municipal Clerk of Hampton and mail said notice to those persons requesting the same.

Motion carried by a unanimous roll call vote of all members present.

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Gina Sharkey, that resolutions R-5 – R-29 be adopted as presented:

R-5. Approve Parliamentary Procedures

Recommend that the Board of Education to the extent consistent with the State Law, Policies, and By-Laws of the Board, will be guided by “Robert’s Rules of Order” as per Policy #0164.

R-6. Approve Official Depositories and Authorized Signatures

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, that the following be and are hereby designated as the official depositories of the Board and authorized signatures of same, effective January 7, 2014 until the next Reorganization meeting of this Board as follows:

PNC Bank

(facsimile stamps can be used with advance permission)

a.	Current Account Acct. #8130409943	Minimum of three Signatures required	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec’y
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b.	Payroll Agency Acct. #8130409951	Two signatures required.	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec'y
c.	Payroll Acct. #8130409978	One signature required.	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec'y
d.	Bond Proceeds Acct. #8036361736	One signature required.	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec'y
e.	Money Market Acct. #8130409978	One signature required.	Board President Vice President Treasurer of School Monies Interim Superintendent Bus. Administrator/Bd. Sec'y
f.	Food Service Acct. #8130410725	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine
g.	Student Activities Acct #8130410696	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine
h.	Administrative Account Acct. #80331059941	Two signatures required.	Bus. Administrator/Bd. Sec'y Interim Superintendent School Secretary – Sharon Lentine

Recommend that all funds on deposit in the Current Account, Payroll Agency Account, Payroll Account, Bond Proceeds Account, Money Market Account, Food Service Account, Student Activities Account and Administrative Account at PNC Bank be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

R-7. Budget Transfer Authorization

Recommend that the Board of Education, pursuant to N.J.S.A. 18A:22-8.1 amended authorizes the Interim Chief School Administrator and the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

R-8 NJDOE Chart of Accounts

RESOLVED that the Board of Education designates the NJDOE Chart of Accounts as the minimum Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Interim Chief School Administrator is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

R-9 Use of State Contracts

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property"; and

WHEREAS, the Hampton Borough Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Hampton Borough Board of Education desires to authorize its purchasing agent for the 2014 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore be it

RESOLVED, that Hampton Borough Board of Education does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

R-10 Designation of Official Newspaper for Legal Notices

RESOLVED that the Board of Education designates the Hunterdon Democrat and Express Times as the official newspaper for legal notices and The Star Ledger be so designated should it be impossible to advertise in the Hunterdon Democrat for reasons of timely notice, emergency, or other reasons (N.J.S.A. 18A:14-19, 22-11, 39-3 and 10:4-8); and

BE IT FURTHER RESOLVED, that the board secretary send all notices of any regular, special, or rescheduled Meeting to any individual requesting to be placed on a mailing list as provided by N.J.S.A. 10:4-19.

R-11 Board Attorney

WHEREAS, there exists a need for the appointment of a Board Attorney from January 2014 through December 2014; and

WHEREAS, the Public School Contracts Law defines legal services as professional services not subject to competitive bidding;

THEREFORE BE IT RESOLVED, that the Hampton Borough Board of Education appoints the firm of Schwartz, Simon, Edelstein & Celso as Board Attorney, (N.J.S.A. 18A:23-1), from January 2014 through December 2014 at the following fee schedule:

\$163.30 per hour for Partners, Counsel and Senior Associates

\$153.00 per hour for Junior Associates

\$102.00 per hour for Clerks and Paralegals

with the understanding that:

1. The scope of the services and probable cost be submitted to the Board for approval.
2. No new legal action be undertaken without express approval of the Board; and

THEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Hunterdon Democrat, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

HAMPTON BOROUGH BOARD OF EDUCATION

Notice of Award of Professional Services Contract At its meeting of January 7, 2014, the Board of Education authorized the awarding of a contract for attorney services to Schwartz, Simon, Edelstein & Celso with offices in Whippany, New Jersey, to provide legal services to the district from January 2014 through December 2014. The contractual amount is approximately \$3,000 for the work to be performed at a rate of \$163.30 per hour. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 32-41 South Street, Hampton, New Jersey."

R-12 Appointment of Insurance Brokers

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints the following Insurance Brokers of Record:

- a. Brown & Brown Insurance - Worker's Compensation
Property & Casualty
Bonding

- b. Brown & Brown Benefit Advisors - Dental Insurance

and is hereby appointed insurance agent(s) for this Board of Education, effective January 7, 2014 until the next annual Reorganization Meeting of the Board of Education.

R-13 Authorization of 403 B and 457 Agent

Recommend by the Board of Education of Hampton, in the County of Hunterdon, New Jersey, that the following 403 B and 457 plans be hereby approved until the next annual Reorganization Meeting of the Board of Education:

AXA Equitable 403(b)
AXA Equitable 457

R-14 Appointment of Treasurer of School Monies

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Patti L. Fisher as Treasurer of School Monies for this Board of Education, effective January 7, 2014 until the next Annual Reorganizational meeting of the Board of Education at an annual salary of \$3,965.00.

R-15 Appointment of Section 504 Compliance Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Section 504 Compliance Officer effective January 7, 2014 through June 30, 2014.

R-16 Appointment of Affirmative Action Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Affirmative Action Officer effective January 7, 2014 through June 30, 2014.

R-17 Appointment of School Attendance Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mrs. Diane Weston as the district's Attendance Officer effective January 7, 2014 until the next Reorganization of this Board.

R-18 Appointment of Custodian of District Records

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's custodian of records for personnel records and Mrs. Christine M. Werner as the district's custodian of records for business and financial records effective January 7, 2014 until the next Reorganization of this Board.

R-19 Authorize Interim Chief School Administrator to Collect and Maintain Pupil Records

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorizes Mr. Art DiBenedetto, Interim Chief School Administrator, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 "Pupil Records":

- Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
- Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

R-20 **Appointment of Right to Know Contact Person/Right to Know Consultant**

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the Right-To-Know contact person for the period January 7, 2014 – December 31, 2014. The Board appoints RAMM Environmental Services Inc. as the district's Right-To-Know Consultant for the period January 7, 2014 – December 31, 2014.

R-21 **Appointment of Asbestos Hazard Emergency Response Act (AHERA) Designated person**

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the Asbestos Hazard Emergency Response Act (AHERA) designated person for the period January 7, 2014 – December 31, 2014. The Board appointed RAMM Environmental Services Inc., as the district's licensed asbestos management planner for the period January 7, 2014 – December 31, 2014.

R-22 **Appointment of Pest Management Officer**

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's designated Pest Management Officer, who is responsible for the implementation of the school integrated pest management program for the period January 7, 2014 – December 31, 2014.

R-23 **Appointment of District Health and Safety Designee**

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's Health and Safety Designee for the period January 7, 2014 – December 31, 2014.

R-24 **Appointment of Pathogen Control Officer**

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Robert Myers as the district's designated Pathogen Control Officer for the period January 7, 2014 – December 31, 2014.

R-25 Appointment of Public Agency Compliance Officer (P.A.C.O.) Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mrs. Christine M. Werner as the district's Public Agency Compliance Officer (P.A.C.O.), for the State of New Jersey Division of Contract Compliance and Equal Opportunity in Public Contracts for the for the period January 7, 2014 – December 31, 2014.

R-26 Appointment of Substance Abuse Officer

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Mr. Art DiBenedetto as the district's Substance Abuse Officer effective January 7, 2014 through June 30, 2014.

R-27 Approve Facilities Use Fee Schedule for the 2013-2014 School Year

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves fee schedule for use of the school facility for the the period January 7, 2014 – December 31, 2014 as follows:

For profit organization (not community based)

\$20.00/hr for use of a classroom

\$40.00/hr for use of the All-Purpose Room

HPS Fields etc. T.B.N.

Community Organization Use

\$10.00/hr for use of a classroom

\$20.00/hr for use of the All-Purpose Room

HPS Fields etc. T.B.N.

- **Board Trustee Jennifer Shaner inquired as to the Facility Usage fees charged as it pertains to St. Ann's Church. A brief discussion ensued. Interim Chief School Administrator DiBenedetto stated that he would review the matter and provide the information as requested to the Board of Education at the next opportunity.**

R-28 Adoption of Curriculum

Recommend that the Board of Education readopt all current written curriculum, textbooks, workbooks, and ancillary materials of the district for grades K-8 for the period from the date of this Organization Meeting until the Organization Meeting of the next calendar year, unless modified upon recommendation of the Interim Chief School Administrator.

R-29 Approve Textbooks

Recommend that the Board of Education approve all present textbooks in effect until modified upon the recommendation of the Interim Chief School Administrator.

Motions carried by a unanimous roll call vote of all members present.

End of Reorganization Meeting

Regular Business Meeting Agenda Items – December 17, 2013 Meeting Cancelled (Inclement Weather)

Call to Order – Megan Bruton, President –The meeting was called to order by President Megan Bruton at 8:14 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 16, 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

5. To design and implement an outreach program to expand district enrollment as a choice school.
6. To reduce per pupil costs without sacrificing quality educational opportunities for all students.
7. To implement a seamless administrative transition.
8. 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

3. To complete the revisions and updates to the policy manual; conversion to NJSBA system.
4. To expand and continue community engagement and encourage two-way communications.
- 5.

Roll Call – Board Secretary Werner

Present: Megan Bruton, President
 Elizabeth Dilts
 Cheryl Drzewoszewski
 Jennifer Shaner
 Gina Sharkey

Absent: None

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

Board President’s Report

President Bruton had no comment at this time.

Interim Chief School Administrator’s Report – Art DiBenedetto

Interim Chief School Administrator DiBenedetto respectfully requested that the Board of Education would attend to the Agenda resolutions prepared for the December 17, 2013 which was cancelled due to inclement weather.

Interim Chief School Administrator DiBenedetto discussed the following matters:

1. Safety Drill Report –November

Safety Drill Report

	DATE	EVACUATION TIME
Hampton Public School – Fire Drill		
Hampton Public School – Fire Drill	November 29	59 seconds

- 2. Update on 2014-2015 Budget Planning progress.**
- 3. Update on Elizabethtown gas situation.**
- 4. Update on Pre School aide situation.**
- 5. Enrollment of two new students.**
- 6. Three Choice students for 14-15.**
- 7. Memorandum of Understanding for emergency management.**
- 8. Statement of Appreciation for Services of Mr. Shumski.**

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

CSA -1

Be it resolved that whereas the district is in the position to improve reaction to damage caused by emergency circumstances, it is recommended by the CSA that the board agree to a Memorandum of Understanding with the New Jersey State Police and the Office of Emergency Management , a copy of which shall be attached to the minutes of this meeting.

VOTE: CSA RESOLUTION #CSA1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Assistant Principal Report – Michael Jones

Assistant Principal Jones discussed the following matters:

- 1. School Calendar, 14-15**
- 2. Eighth Grade Algebra Testing – PARRC**
- 3. Eighth Grade Orientation, high school**

Board Secretary’s Report – Christine M. Werner

Board Secretary Werner provided a brief update regarding the following matters:

- 1. Audit**
- 2. Mid Year Budget Meeting with County BA**

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Gina Sharkey to open the public session at 8:26 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 8:26 p.m.

There being no items for discussion at this time, Board Trustee Gina Sharkey moved, seconded by Board Trustee Elizabeth Dilts to close the public session at 8:26 pm. This was approved by a unanimous voice vote by all members present.

Committee Reports

Building & Grounds

RESOLVED that resolution number 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:

Group	Purpose	Date	Time	Fee (if applicable)
Hampton Class of 2015	Snack Stand – Home Basketball Games (Fundraiser)	January – February 2014	3:00 p.m. – 5:30 p.m.	N/A
HSA – Kathleen Walton	Annual Tricky Tray	02/21/14 Friday Set-Up 02/22/14 Tricky Tray	5:00 p.m. – 9:00 p.m. 4:00 p.m. – 11:00 p.m.	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 Member(s).

All In Favor.

Interim Chief School Administrator DiBenedetto provided an overview of the December 2013 Head Custodian Report prepared by Bob Myers. A brief discussion ensued.

B. BUDGET AND FINANCE

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Gina Sharkey, 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 December 17, 2013.

VOTE: SBA RESOLUTION #B-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Gina Sharkey, that Budget and Finance resolutions B-2 – B-5 be adopted as presented:

B-2. Approve Monthly Bills List – December 2013

Recommend the Board **retroactively** approves the attached December 2013 Bills List as recommended by the Interim Superintendent of Schools and School Business Administrator.

Fund 10 – Current Expense	\$300,101.14
Fund 20 – Special Revenue	8,968.61
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-0-
Fund 50 – Food Service	4,598.03
Fund 60 – Aftercare	<u>1,092.00</u>
Grand Total	\$314,759.78

B-3 Approval Payroll – December 13, 2013 and December 20, 2013

Recommend the Board confirm the approval of the payroll for December 13, 2013 in the amount of **\$87,775.12** and December 20, 2013 in the amount of **\$83,567.78**.

B-4 Approval Maschio's Food Service Report –November, 2013

Recommend the Board accept/approve Maschio's Food Service Income Statement report for the month of November 2013, which shows a monthly profit of \$1,186.38 and a year-to-date income of \$4,859.47.

B-5. Approval of Transfers – January 2014

Recommend the Board approve the following budgetary transfers effective January 1, 2014:

<i>Date</i>	<i>Source Account</i>	<i>Target Account</i>	<i>Comments</i>	<i>Amount</i>
01/1/14	11-120-100-101-000 Gr 1-5 Salaries	11-214-100-101-000 Autism Teacher Salaries	Salary – New Autistic Teacher	\$ 12,000.00
	11-150-100-101-000 Home Instruction Salaries			\$ 2,500.00
01/1/14	11-213-100-270-000 Res Room Tcher Hlth Ben	11-213-100-106-000 Other Sal for Instruction	Additional Spec Ed Teacher Aides	\$ 7,200.00
01/1/14	11-402-100-500-000 Purch Services	11-401-100-100-000 Co-Curric Salaries	Additional Stipends	\$ 1,400.00
01/1/14	11-000-221-270-000 Health Benefits	11-000-213-270-000 Health Benefits	Benefits for Nurse	\$ 6,750.00
01/1/14	11-000-216-100-000 Other Support Svcs	11-000-216-320-000 Purch Prof Ed Svcs	New Purch Svcs Agreement - Speech	\$ 12,911.00
	11-000-217-320-000 Purch Prof/Ed Svcs			\$ 1,656.50
01/1/14	11-000-217-320-000 Purch Prof/Ed Svcs	11-000-216-600-000 Speech Supplies	Supplies	\$ 1,200.00
01/1/14	11-000-262-620-000 Heat and Electricity	11-000-261-420-000 Clean/Repair/Maint	Additional Services	\$ 12,000.00
01/1/14	11-000-262-100-003 Custodial O/T	11-000-262-110-003 Other Salaries/Subs	P/T Sub Salaries	\$ 500.00

Total: \$58,117.50

VOTE: SBA RESOLUTIONS #B-2 – #B-5 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

C. PERSONNEL AND NEGOTIATIONS

There were no Personnel and Negotiations matters presented for discussion or action to be taken this evening.

D. POLICY

There were no Policy matters presented for discussion or action to be taken this evening.

E. LEGISLATIVE DELEGATE, NJSBA, HCSBA

There were no Legislative Delegate matters presented for discussion or action to be taken this evening.

F. CURRICULUM AND TECHNOLOGY

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Gina Sharkey, that the following Budget and Finance resolution be adopted as presented:

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	Grades/Date	Notes
Voorhees HS	Mr. Jones	8/January 7, 2014	
Ski Club/Shawnee	Ms. Dalrymple	5-8/ 1/7,14,21,28 2/4,11	

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

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

NAYS: None

ABSTENTIONS: None

G. ESC REPRESENTATIVE

There were no ESC matters presented for discussion or action to be taken this evening.

H. SHARED SERVICES AND NEIGHBORING SCHOOL OUTREACH COMMITTEE

There were no Shared Services and Neighboring School Outreach Committee matters presented for discussion or action to be taken this evening.

I. COMMUNICATION

There were no Communication matters presented for discussion or action to be taken this evening.

Old Business

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

New Business

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

Comments from the Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Gina Sharkey to open the public session at 9:22 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 9:22 p.m.

There being no items presented for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Gina Sharkey to close the public session at 9:23 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 Gina Sharkey and carried by Unanimous Voice Vote to adjourn the January 7, 2014 Reorganization and Regular Business Meeting of the Hampton Board of Education at 9:24 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary