

**HAMPTON BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORKSHOP MEETING  
Minutes  
August 19, 2014**

**Call to Order –Megan Bruton, President** –The meeting was called to order by President Bruton at 6:36 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

**Roll Call – Christine M. Werner, Board Secretary**

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

Absent: Cheryl Drzewoszewski  
Gina Sharkey, Vice President and ESC Representative

Also Present: Michael Jones, Administrative Principal  
Christine M. Werner, Business Administrator  
There was one member of the public present.

## **Approve Annual District Goals and Superintendent Goals 2014-2015**

**Board Trustee Jennifer Shaner moved the following resolution:**

**Recommend** the Board approve the 2014-2015 Annual District Goals and 2014-2015 Annual Board of Education Goals as developed on July 22, 2014:

### **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 on utilization of the Parent portal
3. Foster and expand collaboration with parents/guardians to fully utilize the data and information 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

### **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

**The motion was seconded by Board Trustee Elizabeth Dilts and 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

**The motion was approved by an unanimous voice vote of the members present.**

## Communications

Board Trustee Elizabeth Dilts moved the following resolution:

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

Sender	Subject	Referred to
Dawn Decker	Resignation	Mr. Michael Jones, Administrative Principal Mrs. Megan Bruton, Board President Members, Hampton Board of Education
Nydia Peake	Resignation	Mr. Michael Jones, Administrative Principal Mrs. Megan Bruton, Board President Members, Hampton Board of Education

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

President Megan Bruton led a discussion regarding the following matters:

1. **2014-2015 Board Goals – Board Action Plan to be presented at September 23, 2014 BOE meeting.**

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, September 16, 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.

2. **Board of Education Committee Structure.** Discussion ensued regarding tightening up BOE meeting Agenda and prioritizing matters. The consensus of the Board of Education members present was to remove certain Agenda items i.e. E. Legislative Delegate, NJSBA, HCSBA, G. ESC Representative Report and H. Shared Services And Neighboring School Outreach Committee 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 with notations of BOE Representatives designated at the Roll Call portion of the Agenda/Minutes documents – BOE members designated as the representative will provide reports/updates to the rest of the BOE as may be appropriate. Board Trustee Elizabeth Dilts noted that in terms of the newly designated Ad-Hoc Committee structure, the Agenda will only include BOE committee reports for those committees that will have regular meetings/ reports and therefore will make recommendations pertaining to Board Agenda resolutions presented to the Board of Education for consideration and approval of same. Also included to be removed from the BOE Agenda going forward will be the Communications Committee. It was noted that Administrative Principal Jones represents the HBOE for this purpose and he will prepare press releases/articles for publication on behalf of HPS and report to the BOE regarding any/all district communications. A brief discussion ensued regarding the town newsletter publication – “Hampton Junction” and newsletter space made available to our district, as well as the Communications Committee work on HPS press releases. A brief discussion ensued. Administrative Principal Jones shall/will provide HPS press releases to be published in the Hampton Junction as an opportunity to communicate to the Hampton Borough community at large.

Much discussion ensued.

## **Administrative Principal's Report – Mr. Jones**

Administrative Principal Jones reported on the following matters:

1. August 18-22, 2014 Letter to Parents (hand delivered going door to door to student homes with Ms. Dalrymple).
2. August 25, 2014 at 12:00 Noon – HPS Orientation Grade 6.  
August 25, 2014 at 11:00 a.m. - HPS Athletics/Sports Coach Meet-Greet and Information Session.  
Administrative Principal Jones noted that there was a good response from parents regarding same.
3. August 26, 2014 2:00 p.m. – 3:00 p.m. - PreK Orientation.
4. August 27, 2014 at 8:25 a.m. - Hampton Public School - 1<sup>st</sup> Day of School Red Carpet (Opening of Doors) for ALL Students. All are welcome to attend!
5. September 10 and 11, 2014 - Hampton Public School Parent Middle School (grades 6, 7 & 8) Parents Information Session – Parent Portal from 6:00 p.m. – 8:00 p.m..
6. September 18, 2014 Back to School Night at 7:00 p.m. All are welcome to attend!

## **Board Secretary's Report – Christine M. Werner**

Board Secretary Werner had no comment at this time.

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

Board Trustee Jennifer Shaner moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 7:50 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 7:50 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 7:51 pm. This was approved by a unanimous voice vote by all members present.

## **EXECUTIVE SESSION - None**

## **Committee Reports**

### **A. BUILDING AND GROUNDS – Bruton/Drzewoszewski**

President Megan Bruton stated that a Buildings and Grounds Committee meeting was held on August 15, 2014. The B&G committee meeting minutes will be made available to the BOE at the next opportunity. President Megan Bruton then updated the Board of Education pertaining to the shared services arrangement between the Hampton Board of Education and the Borough of Hampton. A brief discussion ensued. The monthly Head Custodian Report will be provided to the Board of Education next week with the Regular Business Meeting Agenda.

**B. BUDGET AND FINANCE –Dilts/Drzewoszewski**

Board Trustee Elizabeth Dilts stated that the Budget and Finance Committee meeting minutes are contained in the BOE Committee Meeting minutes file.

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions numbered B-1 – B-4 be adopted as presented:**

**B-1. Approve Participation in the NJSIG –ERIC WEST July 1, 2014 – June 30, 2017**

**THE NEW JERSEY SCHOOLS INSURANCE GROUP  
ERIC WEST  
2014-2017**

**WHEREAS**, N.J.S.A. 18A:18B-1, *et seq.*, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

**WHEREAS**, the Hampton Borough Board of Education desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

**WHEREAS**, the Hampton Borough Board of Education finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

**WHEREAS**, the Hampton Borough Board of Education under its obligations as a member of the New Jersey Schools Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF Hampton Borough:**

**THAT** the Hampton Borough Board of Education joins with other school districts in organizing and becoming members of the New Jersey Schools Insurance Group; and

**THAT**, by adoption and signing of this resolution, the Hampton Borough Board of Education is hereby joining the New Jersey Schools Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, effective the date indicated below, for the following types of insurance:

Property <input checked="" type="checkbox"/>	EDP <input checked="" type="checkbox"/>	General Liability <input checked="" type="checkbox"/>	Umbrella/Excess <input type="checkbox"/>
Equip Breakdown <input checked="" type="checkbox"/>	Crime/Bonds <input checked="" type="checkbox"/>	Automobile Liability <input checked="" type="checkbox"/>	Errors Omissions <input checked="" type="checkbox"/>
Auto Physical Damage <input checked="" type="checkbox"/>	Workers' Compensation <input checked="" type="checkbox"/>		

Adopted by the Board of Education of Hampton Borough, New Jersey, this 19th day of August 2014 for a three (3) year term.

**B-2. Approve Closure of PNC Account #80-3636-1736 “Bond Proceeds Account”**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal and the School Business Administrator, the closure of PNC Account #80-3636-1736 “Bond Proceeds Account” effective August 19, 2014. The proceeds of the account \$178.36 will be transferred to PNC Account #81-3040-9943 “Current Account” .

**B-3. Approve the SEC Initiative for Secondary Market Disclosure**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal and the School Business, the SEC Initiative for Secondary Market Disclosure compliance and Secondary Market Disclosure of Annual Financial Information and Notice of Material Events.

**B-4. Approval Technology Consultant Contract – FYI Computer Services , Doug Frey - Client Project Manager**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal and the School Business Administrator, the attached Technology Consultant Contract with FYI Computer Services, Doug Frey, Client Project Manager, not to exceed 10 hours per month at a cost of \$75.00/hour for the period August 1, 2014 – June 30, 2015 funded through REAP grant funds awarded for the 2015-2016 school year.

Attachment.

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

**B-5. Allowable Adjustment to Current Budget – 2014-2015 School Year**

**Recommend** the Board approve the appropriation of excess Extraordinary Aid funds received of excess of that which was budgeted in the amount of \$16,000 to fund the Purchased Professional Services – O.T./P.T./Speech:

11-000-216-320-000	Purchased Professional Services	\$16,000.00
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All in favor.

**VOTE : BUDGET AND FINANCE RESOLUTIONS B-1 – B-4 and B-5 AS ADDENDED AS PRESENTED.**

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

**NAYS: None**

**ABSTENTIONS: None**

**C. PERSONNEL AND NEGOTIATIONS – Bruton/Dilts**

Board Trustee Elizabeth Dilts stated that the Personnel and Negotiations Committee meeting minutes will be posted in the BOE Committee Meeting minutes file.

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions numbered C-1 – C-2 be adopted as presented:**

**C-1 Resignation – Ms. Dawn Decker, Autism Teacher Effective August 19, 2014**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the resignation of Ms. Dawn Decker, with regret, effective August 19, 2014.

## **C-2 Resignation – Mrs. Nydia Peake, Spanish Teacher Effective August 19, 2014**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the resignation of Mrs. Nydia Peake, with regret, effective August 19, 2014.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-1 – C-2 AS PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered C-3 be **ADDENDED** and adopted as presented:**

## **C-3. Appointment of Spanish Teacher for the 2014-2015 School Year – Ms. Ana M. Zambrano**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the appointment of Ms. Ana M. Zambrano as a part-time (.40 FTE) Spanish Teacher from August 26, 2014 through June 30, 2015 MA+30 Step I with an annual salary of \$22,890.00 (\$57,225 x .4 FTE)

**A brief discussion ensued regarding FTE and salary calculation. Administrative Principal Jones stated this is within the salary budgeted in the 2014-2015 school budget and is not a shared service arrangement.**

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTION C-3 AS ADDENDED AND AS PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

## **D. POLICY – Bruton/Dilts**

A brief discussion ensued regarding the Revision of BOE Policy #9130 – Committee Roles and Guidelines. Board Trustee Elizabeth Dilts stated that the Policy Committee will meet next week regarding Policy #9130 as it pertains to the discussion held earlier this evening during the Board President’s report.

## **E. LEGISLATIVE DELEGATE, NJSBA, HCSBA - Dilts**

There were no Legislative Delegate, NJSBA or HCSBA matters presented for discussion this evening. It is noted that this section of the Agenda will be removed going forward, the roll call section of the agenda/minutes will note that Board Trustee Elizabeth Dilts is the BOE representative for these affiliations and, as such, she will report to and update the BOE regarding pertinent matters pertaining to same as may be applicable at the beginning of the meeting.

**F. CURRICULUM AND TECHNOLOGY – Shaner/Sharkey**

Board Trustee Elizabeth Dilts stated that the minutes of the Curriculum and Technology Committee meeting held on August 14, 2014 will be posted in the BOE Committee Meeting minutes file.

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

**F-1 Approval of Submission of the Statement of Assurance for the 2014-2015 District Mentoring Plan**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the submission of the 2014-2015 District Mentoring Plan Statement of Assurance to the Executive County Superintendent of Schools.

**F-2 Approve Submission of the 2013-2014 Annual Report of Security Drills to the Executive County Superintendent of Schools**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the submission of the 2013-2014 Annual Report of Security Drills to the Executive County Superintendent of Schools.

**F-3 Approval of Submission of 2014-2015 Statement of Assurance Regarding the Use of Paraprofessional Staff**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, that the 2014-2015 Statement of Assurance for the Hampton Public School “Regarding the Use of Paraprofessional Staff” be submitted to the Executive County Superintendent of Schools.

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

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

**NAYS: None**

**ABSTENTIONS: None**



**Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered F-4 be adopted as presented:**

**F-4 . Approval of School Based Youth Services Program Affiliation Agreement with Hunterdon Medical Center, Hunterdon Behavioral Health Center for the 2014-2015 School Year**

**Recommend** the Board approve, upon the recommendation of the Administrative Principal, the attached School Based Youth Services Affiliation Agreement with the Hunterdon Medical Center, Hunterdon Behavioral Health Center for the 2014-2015 School Year.

**Attachment.**

Board Trustee Jennifer Shaner briefly spoke to the Model Curriculum, guidance for teachers pertaining to same, lesson plan standards (minimum –vs- maximum) and inquired as to the curricula that has been BOE approved. It was noted that the Board of Education approves our curriculum annually and then also individually as curricula is updated/ revised. A brief discussion ensued.

**VOTE : CURRICULUM AND TECHNOLOGY RESOLUTION F-4 AS PRESENTED.**

**AYES: Mrs. Dilts and Mrs. Shaner**

**NAYS: None**

**ABSTENTIONS: President Bruton**

**G. ESC REPRESENTATIVE – Sharkey**

It is noted that this section of the Agenda will be removed going forward, the roll call section of the agenda/minutes will note that Board Trustee Gina Sharkey is the BOE representative for these affiliations and, as such, she will report to and update the BOE regarding pertinent matters pertaining to same as may be applicable at the beginning of the meeting.

**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. A brief discussion ensued. The Shared Services and Neighboring School Outreach Committee will be designated as an ad-hoc committee going forward and committee meetings/reports will be provided as may be necessary.

**I. COMMUNICATION – Drzewoszewski/Shaner**

There were no communications presented for discussion this evening.

## **New Business**

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

## **Old Business**

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

## **Parking Lot**

- ✓ **Lego Program**
- ✓ **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**
- ✓ **Dashboard**
- ✓ **Youth Center**

A brief discussion ensued. Parking Lot matters will be reviewed and updates provided as appropriate.

## **Comments from Public II:**

Board Trustee Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 8:25 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 8:25 p.m.

There being no items presented for discussion at this time, Jennifer Shaner 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.

**ADJOURNMENT** - There being no further business to come before the board, Board Trustee Jennifer Shaner made a motion, seconded by Board Trustee Elizabeth Dilts and carried by Unanimous Voice Vote to adjourn the August 19, 2014 Committee of the Whole Workshop meeting of the Hampton Board of Education at 8:26 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary