

**HAMPTON BOARD OF EDUCATION  
MONTHLY BUSINESS MEETING  
Minutes  
February 24, 2015**

**Call to Order – Elizabeth Dilts, President** –The meeting was called to order by President Dilts at 6:30 p.m. The meeting was held in the Hampton Public School Library as publicly posted.

**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 15, 2015 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 Dilts:

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

## **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

## **Roll Call – Board Secretary Werner**

Present: Megan Bruton, NJSBA and HCSBA Representative  
Marielia Gavlick (entered the meeting at 6:33 p.m.)  
Jennifer Shaner, Vice President, ESC Representative  
Elizabeth Dilts, President

Absent: Darek Merkel

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

## **Board President’s Report – Mrs. Elizabeth Dilts**

### **President Dilts discussed the following matters:**

**NJSBA Leadership Conference 2015** - President Dilts stated that on Saturday, February 7, 2015 she and Mrs. Shaner attended the NJSBA Leadership Conference in Princeton, NJ. President Dilts stated that there were many useful ideas and discussions that she and Mrs. Shaner were able to take away from this conference. In particular, President Dilts provided an overview of the Iowa Association of School Boards “Lighthouse Study” noting that the IASB Lighthouse Study is a groundbreaking research study that indicates that school boards in high-achieving districts are significantly different in their knowledge and beliefs than those in low achieving districts. President Dilts shared the summary document that was included in the Leadership Conference materials with the BOE for their review. President Dilts stated that the study can help shape the way that we as a Board operate. President Dilts stated that she would like to schedule a Board Retreat in the coming months to discuss and explore this topic. Discussion ensued. President Dilts called a straw poll of the BOE to determine the interest level and potential date to schedule the BOE retreat to review the Lighthouse Study, to discuss Goal Setting for the HBOE, to discuss Team Building strategies for the BOE, and other topics that may be of interest and importance. The consensus of the Board of Education was to schedule a breakfast meeting (to be advertised) for the BOE during the upcoming months (likely April 2015) for this purpose.

**Hampton School Report Card 2013-2014** – President Dilts stated that the NJDOE recently release NJ School District’s 2013-2014 School Report Cards. President Dilts stated that she has provided a copy of Hampton Public School’s Report Card to the BOE and asked that the BOE review the information and forward any questions that BOE members might have regarding same. A brief discussion ensued.

**PARCC (Partnership for Assessments of Readiness for College and Careers) Overview** – President Dilts stated that there NJDOE has been a great deal of discussion and debate regarding the PARCC testing, most recently around whether or not students can “opt out” of taking these tests, and how districts and Board of Educations are handling

these decisions (ie Policy changes, Procedures, Resolutions, etc.). President Dilts lead a discussion regarding this issue and stated she had attached the following information for the BOE's review:

1. Memo from October 20, 2014 from Commissioner Hespe regarding Student Participation in Statewide Assessment Program
2. Hampton BoE Policy #5120: Assessment of Individual Needs
3. Strauss Esmay Summary of changes to Policy #2622 – Student Assessment
4. Example of Strauss Esmay Policy #2622 – Student Assessment (REVISED)
5. Example of Strauss Esmay Policy #2622 – Student Assessment (NEW)
6. Example of Strauss Esmay Policy #2622 – Student Assessment (Procedure)
7. Bloomfield BoE Resolution supporting Senate Bill S2154 to create a task force to analyze the use of PARCC testing
8. Montclair BoE Policy regarding Parental Refusal of Standardized Testing
9. Princeton BoE Letter to Parents regarding PARCC assessment
10. NJSBA FAQ on PARCC
11. Save our Schools “12 Reasons We Oppose the PARCC Test”

**Discussion ensued.**

Board President Dilts also noted the following:

**Kathy Olsen, Treasurer will attend the March 17, 2015 Committee of the Whole Work Session meeting to provide an overview of the Board Secretary and Treasurer’s Reports in conjunction with Mrs. Werner. A brief discussion ensued.**

**Hunterdon County Educational Association – “Save the Date” April 24, 2015 event.**

**Shared Services Meeting(s) held in October 2014 and Minutes of meeting. Board Trustee Bruton inquired as to the minutes and RFP for a Feasibility Study regarding Shared Services and/or Regionalization, cost of Feasibility Study, etc and updated information pertaining to same. Discussion ensued. President Dilts requested that Administrative Principal Jones obtain a copy of the minutes from Superintendent Kornegay and provide to the BOE at the next opportunity.**

### **Administrative Principal’s Report – Michael Jones**

Administrative Principal Jones discussed the following matters:

1. Discussion of changes coming to the 2014-2015 Calendar and concert date
2. Hampton Public School’s Frozen Walk will be rescheduled due to weather conditions
3. Grant for School Cafeteria
4. Hunterdon County Department of Public Safety Certificate of Compliance
5. Grade 6-8 Outstanding students of the 2<sup>nd</sup> Marking Period on website and recognized by the school.
  - a. Anna Lopez
  - b. Lily Phillips
  - c. Jenna Baranek
  - d. Alba Paz-Sanchez
  - e. Jessica Smith
  - f. Jessica Donnenberg
  - g. Student Volunteer Certificate of Recognition
6. 2014-2015 School Calendar Revision

#### Safety Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School - Fire Drill	January 29, 2015	56 Seconds
Hampton Public School - Security Drill	January 30, 2015	-

**Much discussion ensued.**

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

Board Secretary Werner indicated that the Board Secretary's Report and the Treasurer's Report presentation has been postponed until March 17, 2015 due to scheduling difficulties.

Board Secretary Werner indicated that the 2015-2016 Preliminary Budget Development was continuing.

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

Board Trustee Megan Bruton moved, seconded by Board Trustee Jennifer Shaner to open the public session at 7:22 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 7:22 p.m.

Discussion ensued with regard to current matters regarding PARCC Testing, standardized testing processes and procedures and affects of standardized testing on students i.e. anxiety and nervousness, intensity, special education students IEP and testing processes, student placement considerations etc. as well as, current parental requests to "opt-out" matters. Mrs. McDougall expressed concern regarding the PARCC testing, standardized testing and affect it has on children.

There being no items presented for discussion at this time, Board Trustee Jennifer Shaner moved, seconded by Board Trustee Darek Merkel to close the public session at 7:22 p.m. This was approved by a unanimous voice vote by all members present.

### **EXECUTIVE SESSION**

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, 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, legal matters, negotiations and student matters which 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 7:33 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 Megan Bruton, seconded by Board Trustee Jennifer Shaner, to close executive session at 9:29 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 9:29 pm with the following members present:

**Present: Mrs. Bruton, Dr. Gavlick, Mrs. Shaner and Mrs. Dilts, President.**

## Minutes Approval

Board Trustee Megan Bruton moved the following resolution:

**Recommend** the Board approve the minutes of the following meetings:

Date	Meeting
01/20/15	Committee of the Whole- Work Session Meeting Executive Session
02/03/15	Regular Business Meeting Executive Session

The motion was seconded by Board Trustee Marielia Gavlick and was approved by a unanimous vote of the members present.

## Committee Reports

### A. BUILDING AND GROUNDS – Mrs. Bruton and Mr. Merkel Facility Request –

Motion by Board Trustee Megan Bruton, 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)
Hampton Priority School Night Program	Math and Science Fair	March 31, 2015	4:00 p.m. – 8:00 p.m.	N/A Non-Profit HPS Organization

\* All dates/times are subject to cancellation in the event of inclement weather by the **Administrator** in consult with the Board President or Vice President and the Buildings & Grounds Committee Member(s).

The motion was approved by a unanimous voice vote of all members present.

-Head Custodian Report February 2015 – Bob Myers

Attachment

\*A brief discussion ensued. Administrative Principal Jones noted that the new cafeteria tables have been received and installed.

**B. BUDGET AND FINANCE – Mrs. Shaner and Dr. Gavlick**

**Motion by Board Trustee Megan Bruton, 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 February 24, 2015.

**VOTE : BUDGET AND FINANCE RESOLUTION B-1 AS PRESENTED.**

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

**NAYS: None**

**ABSTENTIONS: None**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Marielia Gavlick, that resolutions numbered B-2 – B-5 be adopted as presented:**

**RESOLVED that resolutions numbered B-2 - B-5 be adopted as presented:**

**B-2. Approve Bills List – February 24, 2015**

**Recommend** the Board approves the attached Bills List as recommended by the Administrative Principal and School Business Administrator.

<b>Fund</b>	<b>Total</b>
Fund 10 – Current Expense	\$219,488.17
Fund 20 – Special Revenue	\$ 7,942.50
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-0-
Fund 50 – Food Service	\$ 6,974.36
Fund 60 – Aftercare Enterprise	\$ 777.00
<b>Grand Total:</b>	<b>\$235,182.03</b>

**B-3. Approval Semi-Monthly Payrolls –January 30, 2015 and February 13, 2015**

**Recommend** the Board confirms the approval of the payrolls for January 30, 2015 in the amount of \$79,572.00 and February 13, 2015 in the amount of \$81,447.87.

**B-4. Approval Maschio’s Food Service Report – January 2015**

**Recommend** the Board accept/approve Maschio’s Food Service Income Statement report for the month of January 2015, which shows a monthly profit of \$1,614.38 and a year-to-date income profit of \$6,672.35.

### B-5. 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
Carley Marookian	GED 634 – Innovative Approaches to Literacy	\$300.00/Credit x 3 Credits = \$900.00 Per HEA Contract 2012-2015	11-190-100-280-000-000 2014-2015 School Budget Spring 2015

**VOTE :** BUDGET AND FINANCE RESOLUTIONS B-2 – B-5 AS PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

### C. PERSONNEL AND NEGOTIATIONS – Mrs. Dilts and Mrs. Shaner

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that resolutions numbered C-1 – C-3be adopted as presented:

**RESOLVED** that resolutions numbered C-1 - C-3 be adopted as presented:

#### C-1. Approval of Professional Workshops

<i>Date</i>	<i>Employee</i>	<i>Subject</i>	<i>Estimated Cost</i>
2/25-26/15	Rebecca Bortman	Natural Environment Teaching	\$0 No Mileage Cost

#### C-2. Approval of Substitute Teacher – Danielle Sullivan

**Recommend** the Board, upon the recommendation of the Administrative Principal, add Danielle Sullivan to the district’s substitute teacher list for the 2014-2015 school year. Ms. Sullivan has her Substitute Teacher certificate and has completed her criminal history background check.

#### C-3. Approval Substitute Paraprofessional - Anne Verdon

**Recommend** the Board, upon the recommendation of the Administrative Principal, approve Anne Verdon as a substitute paraprofessional for the 2014-2015 school year pending criminal background approval.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-1 – C-3 AS PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that resolutions numbered C-4 – C-5 be ADDENDED and adopted as presented:

RESOLVED that resolutions numbered C-4 – C-5 be **ADDENDED** and adopted as presented:

**C-4. Approve Hourly Rate of Pay Substitute Custodian for the 2014-2015 School Year**

**Recommend** the Board approves, upon the recommendation of the Administrative Principal, the hourly rate of pay for a Substitute Custodian for the 2014-2015 School Year:

	Hourly Rate
Substitute Custodian – No Boilers License	\$10.00/Hr.
Substitute Custodian – Black Seal License	\$15.00/Hr.

**C-5. Approve Stipend Payment QSAC Team**

**Recommend** the Board approves, upon the recommendation of the Administrative Principal, the payment of a stipend of \$1,000 for the following HPS QSAC Team staff, Mrs. Carley Marookian, Ms. Sara Mouras and Mrs. Brynda Flynn for additional hours worked in association with the preparation for QSAC monitoring.

\*A brief discussion ensued. Administrative Principal Jones provided an overview of the district's preparation for QSAC monitoring and the contribution of all HPS staff, noting that Mrs. Marookian (policy), Ms. Mouras (data analysis) and Mrs. Flynn (curriculum) had worked some 40+ additional hours assisting Administrative Principal Jones in compiling, organizing and documenting the district's QSAC data and materials.

**VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-4 - C-5 AS ADDENED AND AS PRESENTED.**

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

**NAYS: None**

**ABSTENTIONS: None**

**D. POLICY – Mrs. Dilts and Mrs. Shaner**

President Dilts noted that all Board of Education policies are now updated and approved and stated that she has contacted NJSBA for a review and wellness check of our policy manual.

**E. CURRICULUM AND TECHNOLOGY – Dr. Gavlick and Mrs. Bruton**

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Marielia Gavlick, that resolutions numbered E-1 – E-3 be adopted as presented:



**RESOLVED** that resolutions numbered E-1 – E-3 be adopted as presented:

**E.1 Approve Curricula for HPS 2014-2015**

**Recommend** the Board, upon the recommendaton of the Administrative Principal, approves the following curricula for the Hampton School District for the 2014-2015 year:

- K-8 Library, Information Literacy and Technology Curriculum Guide (new)**
- K-8 Reading and Language Arts Curriculum Guide (revised)**
- K-2 Mathematics Curriculum Guide (revised)**
- 3-8 Mathematics Curriculum Guide (revised)**

A brief discussion ensued. Board Trustee Megan Bruton stated that she would like an opportunity to learn more. A brief discussion ensued. Administrative Principal Jones stated that he would meet with Mrs. Bruton and Dr. Gavlick in committee forum to provide an overview of the district’s curriculum and review and discuss matters pertaining to same.

**E-2. Approval of Field Trip Requests – 2014-2015 School Year**

**Recommend** the board approves, upon the recommendation of the Administrative Principal, the following Field Trips as listed:

(Transportation will be provided by Snyder Bus Service funded through current expense as listed.)

**a) Hampton Public School Field Trip to Lost River Caverns, Hellertown, PA - Grade Kindergarten/Grade 1**

Date(s)	Grade	Field Trip
05/01/15	Grade K and Grade 1 – Ms. Attanasio/Mrs. Legg Students: 30/3 Adults	Lost River Caverns Hellertown, PA Admission Cost: \$150.00 (H.S.A.) Bus Transportation Cost: \$300.00 Substitute Cost: None

**b) Hampton Public School Field Trip to Entertaining Arts Day, Hershey Park, PA – Grade 8**

Dates	Grade	Field Trip
05/21/15	Grade 8 – Mrs. Dignazio Students: 12/3 Adults	Entertaining Arts Day Hershey Park, PA Admission Cost: Paid by 8 <sup>th</sup> Grade Class/Parents Bus Transportation Cost: \$650.00 Paid by 8 <sup>th</sup> Grade Class/Parents Substitute Cost: None

**c) Hampton Public School Field Trip to Turtle Back Zoo, West Orange NJ - Grade Pre-K3/Kindergarten/Grade 1**

Date(s)	Grade	Field Trip
05/26/15	Grade Pre-K3, Kindergarten and Grade 1 Ms. Bortman/Ms. Attanasio/Mrs. Legg Students: 30/3 Adults	Turtle Back Zoo West Orange, NJ Admission Cost: \$360.00 (H.S.A.) Bus Transportation Cost: \$300.00 Substitute Cost: None

**d) Hampton Public School Field Trip to Quiet Valley Farms, Stroudsburg PA - Grade 2 and Grade 3**

Date(s)	Grade	Field Trip
05/27/15	Grade 2 and Grade 3 Ms. Linnen/Ms. Brown/2 Homeroom Parents Students: 15/4 Adults	Quiet Valley Farms Stroudsburg, PA Admission Cost: \$99.00 (H.S.A.) Bus Transportation Cost: \$300.00 Substitute Cost: Nurse @ \$90.00

e) Hampton Public School Field Trip to Sandy Hook State Park, Sandy Hook NJ - Grade 7

Date(s)	Grade	Field Trip
05/29/15	Grade 7 Mrs. Dignazio/Mrs. Harris Students: 18/2 Adults	Sandy Hook State Park Sandy Hook, NJ Admission Cost: Free Bus Transportation Cost: \$400.00 Substitute Cost: Nurse @ \$90.00

f) Hampton Public School Field Trip to Crystal Cave, Kutztown PA - Grade 6 and Grade 7

Date(s)	Grade	Field Trip
05/29/15	Grade 6 and Grade 7 Mrs. Dignazio/Mrs. Harris Students: 17/2 Adults	Crystal Cave Kutztown, PA Admission Cost: \$268.75 (H.S.A.) Bus Transportation Cost: \$300.00 Substitute Cost: Nurse @ \$90.00

**E-3. Revision of 2014-2015 School Calendar**

**Recommend** the board approves, upon the recommendation of the Administrative Principal, the **REVISED** 2014-2015 School Calendar as attached.

A brief discussion ensued. Administrative Principal Jones stated that the additional revisions to the school calendar may be necessary should inclement weather cause additional school closures.

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

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

**NAYS:** None

**ABSTENTIONS:** None

**F. COMMUNICATION – Mr. Merkel and Dr. Gavlick**

It was noted that the February 2015 Administrative Principal's letter has been posted on the district's website.

**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

- ✓ Mind Program: Robotics (Ages 9-14) approximately \$350.00/Year – Administrative Principal Jones stated that this program will be offered during the Enrichment period with Mrs. Harris (2:25 pm – 3:00 pm) for HPS students in grades 3-8. Administrative Principal Jones stated that students in grades 6, 7 and 8 have begun the program at present.
- ✓ Mind Program: Storms/Natural Disaster Themes – Kit \$420.00 for group usage (10 participants)
- ✓ Destination Imagination – Odyssey of the Mind Program – \$145.00 (2-7 participants)
- ✓ Unused Playground Grant Funds - \$600.00
- ✓ Dash Board

Board President Dilts noted the following Board of Education Meeting Schedule:

**PROPOSED:** March 17, 2015 Committee of the Whole Work Session Meeting  
(Rescheduled Committee of the Whole Work Session 02/19/15)  
March 31, 2015 Regular Business Meeting

## Comments from Public II:

Board Trustee Megan Bruton moved, seconded by Board Trustee Jennifer Shaner to open the public session at 9:43 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 9:43 p.m.

There being no items presented for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Jennifer Shaner to close the public session at 9:43 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 Megan Bruton made a motion, seconded by Board Trustee Jennifer Shaner and carried by Unanimous Voice Vote to adjourn the February 24, 2015 Regular Business Meeting of the Hampton Board of Education at 9:44 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary