

**HAMPTON BOARD OF EDUCATION  
REORGANIZATION MEETING  
Minutes  
January 6, 2015**

**Call to Order – Christine M. Werner, Board Secretary** –The meeting was called to order by Board Secretary Christine Werner at 6:30 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 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
- 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

## **Election Results**

Board Secretary Werner announced the results of the School Board Election held on November 4, 2014:

Elected Officials:

Three-year Seats:	Wellington Darek Merkel	155 Votes
	Marielia Gavlick	155 Votes
Write-In:	Robert Hoffman	3 Votes
	John DiNizio	1 Vote
	Robert Shumski	1 Vote

## **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:

Mr. Derek Merkel  
Dr. Marielia Gavlick

Board Secretary Werner “congratulated” Mr. Merkel and Dr. Gavlick.

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

Present: Megan Bruton  
Elizabeth Dilts  
Marielia Gavlick  
Daryl Merkel  
Jennifer Shaner

Absent: None

Also Present: Michael Jones, Administrative Principal  
Christine Werner, Business Administrator/Board Secretary  
There were also 7 members of the public present.

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

### **NOMINATION AND ELECTION OF OFFICERS (Policy 9100)**

#### **Election Of President**

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

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Daryl Merkel to nominate Board Trustee **Megan Bruton** for President.

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Marielia Gavlick to nominate Board Trustee **Elizabeth Dilts** 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**

**Roll Call Vote for President:**

	<b>Mrs. Bruton</b>	<b>Mrs. Dilts</b>
Mrs. Bruton	X	
Mrs. Dilts		X
Dr. Gavlick		X
Mr. Merkel	X	
Mrs. Shaner		X
<b>Votes Cast:</b>	<b>2</b>	<b>3</b>

Board Secretary Werner stated **“RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Hampton Board of Education elects Elizabeth Dilts as President of the Board of Education effective January 6, 2015, for a term prescribed by law.”**

President Elizabeth Dilts called for a motion to accept nominations for the office of the **Vice President:**

Motion by Board President Elizabeth Dilts, seconded by Board Trustee Marielia Gavlick to nominate Board Trustee **Jennifer Shaner** for Vice President.

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

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Marielia Gavlick to close the floor for nominations for Vice President.

**All in favor.**

**VOTE: Election of Vice President of the Board of Education – Jennifer Shaner**

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

**NAYS: None**

**ABSTENTIONS: None**

Board President Dilts stated **“RESOLVED, that in accordance with N.J.S.A. 18A:15-1 the Hampton Board of Education elects Jennifer Shaner as Vice President of the Board of Education effective January 6, 2015, for a term prescribed by law.”**

Board President Dilts congratulated Mrs. Shaner on her election to serve as Vice President of the Board of Education.

**R-1. Adopt Board Member Code of Ethics**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that the following resolution be adopted as presented:**

**Recommend** that the Board of Education, adopts the New Jersey School Boards Association Code of Ethics for School Board Members, 18A:12-24 as follows.

**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.**

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. 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.
- c. 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.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. 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.
- f. 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.
- g. 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.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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."

**Further Be It Resolved** that the Board acknowledges receipt of the Code of Ethics material forwarded by the NJ School Boards Association; and

**Finally Resolved**, in accordance with N.J.A.C. 18A: 12-24.1, each Board Member will be asked to sign the **ACKNOWLEDGEMENT OF RECEIPT** of the Code of Ethics for School Board Members, and to forward the form to the School Business Administrator/Board Secretary.

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

**R-2. Adoption of Board Policies**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, 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 (Policy 9130)**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Daryl Merkel, 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. Assignment shall be announced at the next opportunity.

Building and Grounds Committee

Budget and Finance

Personnel and Negotiations

Policy

Curriculum and Technology Committee

Communications Committee

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

**R-4. Adopt Meeting Schedule**

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Daryl Merkel, that the following resolution be adopted as presented:**

**Recommend** that the Hampton Borough Board of Education, upon the recommendation of the Administrative Principal and Business Administrator, approves the following schedule of meetings until the Board's Reorganization meeting to be held on on January 5, 2016.

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 6:30 p.m. in the Hampton School Library, Hampton Elementary School, 32-41 South Street, Hampton, NJ 08827.

**Tuesday, January 6, 2015 Reorganization Meeting**  
**Tuesday, January 20, 2015 – Committee of the Whole Meeting**  
**Tuesday, January 27, 2015 – Regular Business Meeting**  
**Tuesday, February 17, 2015 Committee of the Whole Meeting**  
**Tuesday, February 24, 2015 – Regular Business Meeting**  
**Tuesday, March 24, 2015 Committee Meetings (Unadvertised)**  
**Tuesday, March 31, 2015 – Regular Business Meeting**  
**Tuesday, April 21, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, April 28, 2015 – Regular Business Meeting and School Budget Public Hearing**  
**Tuesday, May 19, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, May 26, 2015 – Regular Business Meeting**  
**Tuesday, June 23, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, June 30, 2014 – Regular Business Meeting**  
**Tuesday, July 21, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, July 28, 2015 – Regular Business Meeting**  
**Tuesday, August 18, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, August 25, 2015 – Regular Business Meeting**  
**Tuesday, September 22, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, September 29, 2015 – Regular Business Meeting**  
**Tuesday, October 20, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, October 27, 2015 – Regular Business Meeting**  
**Tuesday, November 17, 2015 – Committee Meetings (Unadvertised)**  
**Tuesday, November 24, 2015 – Regular Business Meeting**  
**Tuesday, December 15, 2015 - Committee Meetings (Unadvertised)**  
**Tuesday, December 22, 2015 – Regular Business Meeting**  
**Tuesday, January 5, 2016 - Reorganization Meeting**

In the event that said schedule is hereafter revised, the Interim 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.**

Board President Elizabeth Dilts thanked the Board of Education members for their support in electing her as Board President.

Board President Elizabeth Dilts congratulated Dr. Gavlick and Mr. Merkel on their election to the Board of Education. Board President Elizabeth Dilts welcomed Dr. Gavlick and Mr. Merkel to the Board of Education stating that Board Members have been elected to represent the Hampton Borough community and that she is and will be available to offer new and seated BOE members support and guidance.

Board President Elizabeth Dilts thanked Mrs. Drzewoszewski and Mrs. Sharkey for their service to the Hampton Board of Education recognizing the many contributions to the BOE and HPS community over the last several years.

Board President Elizabeth Dilts thanked Mrs. Bruton for her service as Board President last year.

Board President Elizabeth Dilts stated that each Board Member has been provided an Board of Education Member handbook "A Year in the Life of the Board of Education Member" with various information provided by seated Board Members and organized under the direction of Mrs. Bruton. A brief discussion ensued. Board President Bruton then stated "Let's work together to make this year a success!" and further that "...all Board of Education members' opinions are valuable" and that "...(we) will work going forward". Board President Elizabeth Dilts noted that she had learned a lot about creating a life long learner during her years of service as a Gifted and Talented teacher and during her nine years of service as a Board Member and that she looked forward to working collaboratively as a Board during 2015. Board Trustee Elizabeth Dilts then thanked the Board of Education for their support in electing her President of the Board of Education this evening.

Board President Elizabeth Dilts stated that she would email all Board Members and then requested that each Board Member respond with their preferred Committee assignment(s) via email or note/mail by Friday, January 16, 2015.

The Board of Education then returned to the regular order of business.

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Sharner, that resolutions R-5 – R-30 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 #9325.3.



**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorize the Business Administrator to invest school district funds within statutory limitations and process bank wire transfers; and

**Further Be It Resolved** that the following be and are hereby designated as the official depositories of the Board and authorized signatures of same, effective January 6, 2015 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 Administrative Principal Bus. Administrator/Bd. Sec’y
b.	Payroll Agency Acct. #8130409951	Two signatures required.	Board President Vice President Treasurer of School Monies Administrative Principal Bus. Administrator/Bd. Sec’y
c.	Payroll Acct. #8130409978	One signature required.	Board President Vice President Treasurer of School Monies Administrative Principal Bus. Administrator/Bd. Sec’y
d.	Money Market Acct. #8130409978	One signature required.	Board President Vice President Treasurer of School Monies Administrative Principal Bus. Administrator/Bd. Sec’y
e.	Food Service Acct. #8130410725	Two signatures required.	Bus. Administrator/Bd. Sec’y Administrative Principal School Secretary – Sharon Lentine
f.	Student Activities Acct #8130410696	Two signatures required.	Bus. Administrator/Bd. Sec’y Administrative Principal School Secretary – Sharon Lentine

**Recommend** that all funds on deposit in the Current Account, Payroll Agency Account, Payroll Account, Money Market Account, Food Service Account and Student Activities 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 Administrative Principal 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 Administrative Principal 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 2015 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 (Policy 9126)**

**WHEREAS**, there exists a need for the appointment of a Board Attorney from January 2015 through January 2016; 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 2015 through January 2016 at the following fee schedule:

\$166.46 per hour for Partners, Counsel and Senior Associates  
\$156.06 per hour for Junior Associates  
\$104.04 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 6, 2015, 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 2015 through December 2015. The contractual amount is approximately \$3,000 for the work to be performed at a rate of \$166.46 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."

Discussion ensued regarding the Board Attorney appointment as presented and Retainer arrangement as noted on the SSECK engagement letter. Administrative Principal Jones stated that he had spoken with Mrs. Simon of SSECK regarding same and that she indicated her firm's "retainer fee" is \$5,000.00 annually and is paid for services including, but not limited to, regular legal representation at BOE meetings and that, in addition to the annual retainer, an hourly rate of \$166.46 will be charged for legal services provided to the district. In short, Administrative Principal Jones stated that this amount is fiscally prohibitive for our district being that the district does not exceed legal expenses in the amount of \$2,000 +/- annually. A brief discussion ensued. Administrative Principal Jones stated that he concurred with Mrs. Simon in that a retainer agreement with SSECK does not make fiscal sense for Hampton School District.

**R-12 Appointment of School Auditor 2014-2015 SY to Provide Audit Services at June 30, 2015 – VM Associates, Inc. (Policy 9127)**

**WHEREAS**, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the Hampton Borough School District Board of Education, in the County of Hunterdon, New Jersey, for the school year 2014-2015; and

**WHEREAS**, funds are available in the annual school budget for this purpose; and

**WHEREAS**, the Public School Contracts Law defines auditing and accounting services as Professional Services not subject to competitive bidding;

**RESOLVED**, that the Hampton Borough School District Board of Education, in the County of Hunterdon, New Jersey, appoints VM Associates, Inc. as public school accountant, in accordance with N.J.A.S.A. 18A:23-1 and Policy 9127, for the 2014-2015 school year, at June 30, 2015 for a fee of \$11,000 and for additional services as may be necessary for accounting/auditing purposes in accordance with the following fee schedule:

<u>Fee Schedule:</u>	<u>Rate</u>
- Partner	\$135.00/hour
- Manager	\$100.00/hour
- Senior	\$ 80.00/hour
- Staff	\$ 70.00/hour

**BE IT FURTHER RESOLVED**, that the Hampton Borough School District Board of Education in the County of Hunterdon, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, service, and amount of the contract and available public inspection in the office of the Board of Education.

**HAMPTON BOROUGH BOARD OF EDUCATION**

**Notice of Award of Professional Services Contract** At its meeting of January 6, 2015, the Board of Education authorized the awarding of a contract for auditing services to VM Associates with offices in Mount Arlington, New Jersey, to provide auditing services to the district at June 30, 2015. The contractual amount is approximately \$11,000 for the work to be performed and consulting services at a rate of \$135.00 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-13 Appointment of Financial Advisors (Policy 9150)**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, in accordance with N.J.S.A. 18A:18A-5.1, appoints Pheonix Advisors, LLC , as the Continuing Disclosure Agent and Financial Advisors for the period January 6, 2015 through January 5, 2016.

**R-14 Appointment of Insurance Brokers (Policy 9150)**

**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  
Vision Insurance

and is hereby appointed insurance agent(s) for this Board of Education, effective January 6, 2015 until the next annual Reorganization Meeting of the Board of Education.

**R-15 Appointment of Aflac to Provide Flexible Spending Account Services**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Aflac to provide Flexible Spending Account Services (FSA) for Hampton Public School employees effective January 6, 2015 until the next annual Reorganization Meeting of the Board of Education.

**R-16 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-17 Regulatory Compliance and Asbestos Management Company**

**Recommend** by the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves RAMM Environmental as the District's Regulatory Compliance and Asbestos Management Company, effective January 6, 2015 until the next annual Reorganization Meeting of the Board of Education.

**R-18 District Appointments**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the following district appointments for the period January 6, 2015 – January 5, 2016:

Board Secretary	Christine Werner
Acting Board Secretary	Michael Jones
Treasurer of School Monies	Kathleen Olsen
School Attendance Officer	Diane Weston
District Qualified Purchasing Agent	Christine Werner
Custodian of District Records	Michael Jones
Custodian of Business/Financial Records	Christine Werner
Public Agency Compliance Officer	Christine Werner
Affirmative Action Officer	Michael Jones
Homeless Liaison	Michael Jones
District Anti-Bullying Coordinator	Ruth Ann Dalrymple
Substance Awareness Coordinator	Michael Jones
NJ Division of Child Protection & Permanency (DCP&P) formerly DYFS	Michael Jones
Section 504 Coordinator	Michael Jones
ADA Coordinator	Michael Jones
A.H.E.R.A. Designee	Robert Myers
Right to Know Officer	Robert Myers
Chemical Hygeine Officer	Robert Myers
Safety and Health Designee	Trina Schafer
Indoor Air Quality/PEOSH Designee	Robert Myers
Intergrated Pest Management Designee	Robert Myers

**R-19     School District Maximum Travel (Policy 9250)**

**WHEREAS**, school district policy and N.J.A.C. 6A:23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the period January 6, 2015 – January 5, 2016; and

**WHEREAS**, the Hampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in an given year; and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE BE IT RESOLVED** that the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N. J. A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 which includes local, state and federal funds for all staff and Board members; and

**FINALLY RESOLVED**, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**R-20 Custodian of Government Records – Business Administrator/Board Secretary**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints the Business Administrator/Board Secretary as the Custodian of Government Records for the period January 6, 2015 – January 5, 2016, as required by N.J.S.A. 47:1A-1, et. seq., the New Jersey Open Public Records Law. Fees for such public documents requested are as follows: Letter size pages - \$0.05 per pag; Legal size pages - \$0.07 per page; and other materials (CD, DVD, etc.) – actual cost of material.

**R-21 Appointment of Qualified Purchasing Agent**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Christine Werner as the Qualified Purchasing Agent, to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Hampton Board of Education.

**R-22 Authorize Administrative Principal to Collect and Maintain Pupil Records**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorizes Mr. Michael Jones, Administrative Principal, 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:

- 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-23 Adopt Existing Contracts and Agreements**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the adoption of the existing Contracts and Agreements to which the Hampton Board of Education is a party.

**R-24 Petty Cash Account**

**WHEREAS**, there has been established a petty cash fund for the purpose of making immediate payments of comparative small amounts; and

**WHEREAS**, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds.

**THEREFORE BE IT RESOLVED**, that the Hampton Board of Education establishes the following Petty Cash Account and direct that it be replenished by the rules and regulations for Petty Cash Funds:

<b>Central Office Petty Cash</b>	<b>\$200.00</b>	<b>Controlled by: Administrative Principal To be monitored by: the Business Administrator</b>
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**Individual payment amounts shall not exceed the amount set for maximum single expenditures outlined in board Policy #6620."**

**R-25 Approve Participation in HCESC – January 6, 2015 – January 5, 2016**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the Hampton Public School’s participation in the Hunterdon County Educational Services Commission (HCESC) for purchasing supplies, goods and services for the period January 6, 2015 – January 5, 2016 from its authorized vendors.

**R-26 Approve Participation in MRESC – January 6, 2015 – January 5, 2016**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the Hampton Public School’s participation in the Middlesex Regional Educational Services Commission (MRESC) for purchasing supplies, goods and services for the period January 6, 2015 – January 5, 2016 from its authorized vendors.



**R-27 Approve Participation in NJ State Contract Process – January 6, 2015 – January 5, 2016**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the Hampton Public School’s participation in the New Jersey State Contract Process and further authorize the Business Administrator/Board Secretary to utilize State contracts via New Jersey participation in Western States Contracting Alliance/National Association of state Procurement Officials (WSCA/NASPO) for purchases; participate in cooperative purchasing ventures, solicit quotations and go out to bid as required under statute, and to approve, but not limited the following state contract vendors , for purchases during the 2014-2015 school year:

<b>Vendor</b>	<b>Contract #</b>	<b>Description of Goods/Services</b>
Apple	70259	Technology Equipment & Associated Software/Licenses
CDW-G	70661	Technology Equipment & Associated Software/Licenses
Hewlett Packard Company Public Sector, Omaha, NE	A70262	Technology Equipment & Associated Software/Licenses
Dell	70256/77003 T#M0003/M0483	Computers and Associated Software/Licenses
Grainger	72605 T#M0002	Industrial Supplies/Equipment
Staples	77429 (A74337)	Supplies
School Specialty	65606	Supplies

**R-28 Approve Facilities Use Fee Schedule – January 6, 2015 – January 5, 2016**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, approves the fee schedule for use of the school facility for the the period January 6, 2015 – January 5, 2016 as per Policy 1330 (R) 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.**

**Discussion ensued regarding the Facilities Use Fee Schedule as presented. Board Trustee Jennifer Shaner inquired as to the categories listed above: For Profit Organization (not community based) as compared to Community Organization Use and further, with regard to consideration for review of the fee schedule as presented and also consideration to “negotiate” (adjust/lower rates) as may be appropriate. Discussion ensued. Board President Elizabeth Dilts stated that said policy will be referred to the Policy Committee for consideration and also to make a recommendation regarding same.**

**R-29 Adoption of Curriculum (Policy 6140)**

**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 Administrative Principal.

English Language Arts curriculum:	Approved October 2013
Math curriculum:	Approved: K-2: October 2011 Approved: 3-8: October 2013
Science curriculum:	Approved: February 2012
Social Studies curriculum:	Approved: October 2014
World Languages curriculum:	Approved: August 2014 (Model Curriculum)
Technology curriculum:	Approved: September 2012 (Updated January 2015)
21 <sup>st</sup> Century Life and Careers:	Approved: September 2012 (Updated January 2015)
Visual and Performing Arts:	Approved: October 2014 (Model Curriculum)
Comprehensive Health and Physical Education:	Approved: August 2014 (Model Curriculum)

**R-30 Approve Textbooks**

**Recommend** that the Board of Education approve all present textbooks in effect until modified upon the recommendation of the Administrative Principal.

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

**Meeting Schedule Announcement:**

**Committee of the Whole Work Session Meeting – January 20, 2015  
Regular Business Meeting - January 27, 2014**

**Comments from the Public II:**

Board Trustee Jennifer Shaner moved, seconded by Board Trustee Megan Bruton to open the public session at 7:09 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 7:09 p.m.

Diane Weston (HPS) stated Congratulations to Dr. Gavlick and Mr. Merkel on their election to the Hampton Board of Education – “Welcome Aboard!”; Congratulations to President Dilts on your election as Board President; and “Thank you Mrs. Bruton for your service to the district as President of the Board of Education in 2014”.

There being no items presented for discussion at this time, Board Trustee Jennifer Shaner moved, seconded by Board Trustee Megan Bruton to close the public session at 7:10 pm. This was approved by a unanimous voice vote by all members present.

Board President Elizabeth Dilts stated that BOE Committee assignments will be announced at the Committee of the Whole Work Session meeting scheduled to be held on January 20, 2015.

**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 January 6, 2015 Reorganization Meeting of the Hampton Board of Education at 7:11 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary