

**HAMPTON BOARD OF EDUCATION
SPECIAL MEETING – ANNUAL BOARD RETREAT
Minutes
July 22, 2014**

Call to Order –Megan Bruton, President –The meeting was called to order by President Megan Bruton at 6:10 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 July 3, 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
- Develop a continuing interest in self-improvement in all areas

Roll Call – Board Secretary Werner

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

Absent: None

Also Present: Michael Jones, Administrative Principal
Christine M. Werner, Business Administrator/Board Secretary
Ms. Gwen Thornton, NJSBA Fiels Service Representative
There was one member of the public present.

Minutes Approval

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
June 24, 2014	Regular Meeting Executive Session

The motion was seconded by Board Trustee Jennifer Shaner and a brief discussion ensued. Board Secretary Werner will amend minutes as discussed.

Board Trustee Elizabeth Dilts moved the following resolution as **AMENDED:**

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
June 24, 2014	Regular Meeting - AMENDED Executive Session

The motion was seconded by Board Trustee Jennifer Shaner and approved by a unanimous voice vote of the Board members present.

Board President's Report – Mrs. Megan Bruton

President Bruton had no comment at this time.

Administrative Principal's Report – Mr. Michael Jones

Mr. Jones had no comment at this time.

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 Elizabeth Dilts moved, seconded by Board Trustee Gina Sharkey to open the public session at 6:20 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 6:20 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 6:21 pm. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION – No Executive Session Meeting was held.

Committee Reports

Building & Grounds – Bruton and Drzewoszewski

Board Trustee Cheryl Drzewoszewski noted that the Buildings & Grounds Committee will meeting Monday, July 28, 2014 at 9:00 a.m.

B. BUDGET AND FINANCE –Dilts/Drzewoszewski

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions numbered B-1 – B-6 be adopted as presented:

B-1. Approval of the REVISED Treasurer’s Monthly Financial Report – July 2013

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the **REVISED** Treasurer of School Monies’ (A-149) report for the month of July 2013.

Board Trustee Elizabeth Dilts noted that the July Report Fund 20 Cash Balance should be amended to include .24 cents. Board Secretary Werner noted that the report shall be amended to reflect the .24 cents as noted stating that the oversight is likely a typographical error. A brief discussion ensued.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolution numbered B-1 be **AMENDED** and adopted as presented:

B-1. Approval of the REVISED Treasurer’s Monthly Financial Report as **AMENDED – July 2013**

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the **REVISED** and **AMENDED** Treasurer of School Monies’ (A-149) report for the month of July 2013.

All in favor.

B-2. Approval of the REVISED Treasurer’s Monthly Financial Report – February 2014

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the **REVISED** Treasurer of School Monies’ (A-149) report for the month of February 2014.

B-3. Approval of the REVISED Treasurer’s Monthly Financial Report – March 2014

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the **REVISED** Treasurer of School Monies’ (A-149) report for the month of March 2014.

B-4. Approval of the REVISED Treasurer’s Monthly Financial Report – April 2014

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the **REVISED** Treasurer of School Monies’ (A-149) report for the month of April 2014.

B-5. Approval of Board Secretary and Treasurer’s Monthly Financial Reports – May 2014

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the financial Report of the Board Secretary (A-148) for May 2014 and the associated Treasurer of School Monies’ (A-149) report for the month of May 2014 which were reconciled with each other by Fund for that period.

B-6. Approval of Board Secretary and Treasurer’s Monthly Financial Reports – June 2014

Recommend the Board accepts, upon the recommendation of the School Business Administrator and the Administrative Principal, the financial Report of the Board Secretary (A-148) for June 2014 and the associated Treasurer of School Monies’ (A-149) report for the month of June 2014 which were reconciled with each other by Fund for that period.

A brief discussion ensued regarding the expectation for the Board of Education to have the July 2014 Board Secretary/Treasurer’s Report. Board Secretary stated likely in August but after the July Bank Statements have been received and the new Treasurer has been presented with the reconciliations. A brief discussion ensued. Ms. Gwen Thornton, NJSBA Field Service Representative noted that School Districts no longer are required to have said position.

VOTE : BUDGET AND FINANCE RESOLUTIONS **B-1– B-6 AS AMENDED** AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Ms. Gavlik entered the meeting at 6:26 p.m.

C. PERSONNEL AND NEGOTIATIONS – Bruton/Dilts

There were no Personnel matters presented for discussion this evening.

D. POLICY – Bruton/Dilts

There were no Policy matters presented for discussion this evening.

E. LEGISLATIVE DELEGATE, NJSBA, HCSBA - Dilts

There were no Legislative Delegate matters presented for discussion this evening.

F. CURRICULUM AND TECHNOLOGY - Shaner/Sharkey

There were no Curriculum and Technology matters presented for discussion this evening.

G. ESC REPRESENTATIVE - Sharkey

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

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

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

I. COMMUNICATION – Drzewoszewski/Shaner

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.

2014-2015 Annual Board Self-Evaluation and Goal Setting Workshop

Ms. Gwen Thornton, NJ School Boards Representative

Ms. Thornton began the Board Retreat by reviewing the Board's 2013-2014 Self Evaluation including the following categories: Planning, Policy, Student Achievement, Finance, Board Operation, Board Performance, Board/Superintendent Relationships, Board/Staff Relationships and Board and Community. Ms. Thornton then continued the discussion with the Board to identify those areas that present the greatest challenge for the Board and the District.

Following a brief discussion on the district's progress, the accomplishments of the district and its challenges, the Board of Education identified strengths and opportunities for growth, challenges and solutions and agreed upon the following District and Board of Education Goals for the 2014-2015 school year:

District Goals for 2014 – 2015

1. Analyze multiple assessments, using 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 available for them on the parent portal.
4. To reduce per pupil costs without sacrificing quality educational opportunities for all students.
5. To retain current 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 attend as many school and community events as time/schedules permit.

Next steps . . .

Ms. Thornton then stated that the next step in the goal-setting process is for the Superintendent to develop an action plan (strategies) for each district goal. The Board also needs to develop a Professional Development Improvement Plan for Board goals. Ms. Thornton stated that the District and Board goals should be formally approved and the action plans should be formally accepted at a future board of education meeting (Aug./Sept.) Dates for periodic updates on progress toward achievement of these goals (both District and Board of Education) should be established. The final step will be evaluating the Superintendent on progress toward achievement of the district goals.

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

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 8:51 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 8:51 p.m.

There being were 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 8:52 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 Gina Sharkey made a motion, seconded by Board Trustee Elizabeth Dilts and carried by Unanimous Voice Vote to adjourn the July 22, 2014 Special Meeting – Annual Board Retreat of the Hampton Board of Education at 8:52 p.m.

Respectfully Submitted,

Christine M. Werner
Board Secretary