

**HAMPTON BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION MEETING  
Minutes  
March 17, 2015**

**Call to Order – Elizabeth Dilts, President** –The meeting was called to order by President Dilts at 6:32 p.m. The meeting was held in the Hampton Public School Library as publicly advertised.

**Open Public Meeting Announcement** - The following is made part of the minutes:

“In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight’s meeting in area newspaper, the Hunterdon Democrat, on January 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  
Darek Merkel  
Jennifer Shaner, Vice President, ESC Representative  
Elizabeth Dilts, President

Absent: None

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:**

1. **Board Retreat**  
Board President Dilts stated that a Board Retreat meeting has been scheduled for Saturday, April 25, 2015 from 9:00 a.m. – 12:00 noon. Board President Dilts stated that the Board will discuss a variety of topics including Board Goals, the District Mission Statement, etc.
2. **New Board Policy Book at NJSBA under Review**
3. **Online Board Package Discussion** – Board President Dilts led a discussion regarding Board of Education packages via Google docs/Google folder with the objective of the Board working 100% online in the future. Discussion ensued.
4. **Joint Committee for Program Efficacy and Sustainability Report** is attached for the Board of Education's review.

President Dilts requested that our Treasurer, Mrs, Kathy Olsen and Board Secretary, Mrs. Christine Werner preempt the order of this evening's meeting Agenda at this time to provide a powerpoint presentation entitled "Understanding the Board Secretary's Report and Treasurer's Report".

## “Understanding the Board Secretary’s Report and Treasurer of School Monies Report” Presentation

- A. Introduction - Reading and Understanding the “Report of the Board Secretary “ and the “Report of the Treasurer of School Monies” is intended as a resource to assist in understanding and explaining the school district’s finances at any point during the year, as well as, indicate agreements in these various reports.
- B. Report of the Board Secretary - The Report of the Board Secretary is primarily intended to serve as an interim financial report to provide the Board of Education, district administrators, and others with a snapshot of the district’s financial status to help readers determine:
1. Whether estimated revenues are being sufficiently realized to support the current operations of the district.
  2. Whether actual expenditures are within approved appropriations.
  3. What the financial position of the district, *as of the point in time, such as:*
    - a) *What does it own? (Assets and Resources)*
    - b) *What does it owe? (Liabilities)*
    - c) *What is the residual of assets and resources minus liabilities?*  
*i.e. Fund Balance(s)*

The Report of the Board Secretary is only required for the following Governmental Funds:

- ✓ **Fund 10 – General Fund.** This is defined as the accounts for all financial resources of the district except those required to be accounted for in another fund. i.e. General Operating expenses.
- ✓ **Fund 20 – Special Revenue Fund.** This is defined as the accounts for specific revenue sources that are legally restrict to expenditures for specified purposes. i.e. Grant Funds
- ✓ **Fund 30 – Capital Projects Fund.** This is defined as the accounts for financial resources used to acquire or construct major capital facilities. i.e. Bonds
- ✓ **Fund 40 – Debt Service Fund.** This is defined as accounts for the accumulation of resources for, and the payment of, long-term debt, principal and interest.

Interim Balance Sheet –

Provides information on the financial position of the district as of a point in time. It shows Assets and Resources, Liabilities and Fund Balances.

**Important:** Assets and Resources must equal Liabilities and Fund Balances.

**NOTE:** The cash balance in each fund must equal the cash balance in the Report of the Treasurer of School Monies as of the corresponding Balance Sheet date.

- C. **Report of the Treasurer of School Monies - The Report of the Treasurer of School Monies**, represents the cash reconciliation of the district’s Current Expense, Payroll and Agency Checking Accounts, much like your personal checking account.

The Board Secretary provides various accounting system reports to the Treasurer in order for the Treasurer to complete the monthly reconciliations or “Treasurer of School Monies Report”. A receipts report, a check register, a journal entry and/or check redistribution report and a monthly cash status report to provide the Treasurer with the information necessary to complete her report.

The Treasurer of School Monies (A-149) reconciles the district’s checking accounts at the month’s end. A typical report includes the following:

**REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION**

<b>GOVERNMENTAL FUNDS</b>	<b>Beginning Cash Balance</b>	<b>Cash Receipts this Month</b>	<b>Disbursements this Month</b>	<b>Ending Cash Balance</b>
<b>General Fund Fund 10</b>	\$ 238,140.80	\$ 85,386.46	\$ 103,196.73	\$ 220,330.53
<b>Special Revenue Fund 20</b>	\$ 20,810.69	\$ -0-	\$ -0-	\$ 20,810.69
<b>Capital Projects Fund 30</b>	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Debt Service Fund 40</b>	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Enterprise Fund Child Care</b>	\$ 11,529.98	\$ 1,718.46	\$ 686.44	\$ 12,562.00
<b>Bond Proceeds</b>	\$ 179.36	\$ .01	\$ -0-	\$ 179.37
<b>Money Market</b>	\$ 295.04	\$ -0-	\$ -0-	\$ 295.04
<b>Total All Funds</b>	\$ 270,626.87	\$ 87,104.93	\$ 103,883.17	\$ 253,848.63

## BANK RECONCILIATION REPORT

	HAMPTON	HAMPTON	HAMPTON	HAMPTON	HAMPTON
	BD OF ED	BD OF ED	BD OF ED	BD OF ED	BD OF ED
	<u>CURRENT</u>	<u>BOND</u>	<u>MONEY</u>		
	<u>ACCT.</u>	<u>PROCEEDS</u>	<u>MARKET</u>	<u>AFTER CARE</u>	<u>PAYROLL</u>
<b>BALANCE 6/30/14</b>	190,977.32	178.36	295.04	11,529.98	0.00
<b>RECEIPTS</b>	85,386.46	0.01	0.00	1,718.46	58,649.45
<b>SUB-TOTAL</b>	276,363.78	178.37	295.04	13,248.44	58,649.45
<b>DISBURSEMENTS</b>	103,196.73	0.00	0.00	686.44	57,161.89
<b>BOOK BALANCE</b>					
7/31/14	173,167.05	178.37	295.04	12,562.00	1,487.56
<b>PNC BANK ACCOUNT</b>					
#	8130409943	8036361736	8130011046	8055526305	8130409978
<b>BANK BALANCE</b>	284,182.17	178.37	295.04	12,562.00	268.98
<b>ADJUSTMENTS</b>					
<b>Interest Due From Bond</b>					
<b>Proceeds Acct.</b>					
<b>July 2014</b>	0.01				
<b>Reconciling Items</b>					
<b>DIT to GF</b>					-2,546.43
<b>Void DD - Moran 7/14</b>					1,487.56
<b>DIT - Exley 7/14</b>					4,989.40
<b>DIT - Moran 7/14</b>					206.61
<b>SUB-TOTAL</b>	284,182.18	178.37	295.04	12,562.00	4,406.12
<b>LESS: OUTSTANDING</b>					
<b>CKS.</b>	111,015.13	0.00	0.00	0.00	2,918.56
<b>BANK BALANCE</b>	173,167.05	178.37	295.04	12,562.00	1,487.56
<b>OUTSTANDING</b>					
<b>CHECKS</b>	<b>PER</b>				
	<b>ATTACHED</b>				
	<b>LISTING</b>				

**Interim Statements Compare Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date –**

- a. In general, this report is a summary of details at the level used to advertise the budget; its totals should agree to the applicable aforementioned control accounts on the Interim Balance Sheet.
- b. Revenues are summarized at the Source Level and there are four columns on this report:

<u>Budgeted/Estimated</u>	<u>Actual to Date</u>	<u>Over/Under</u>	<u>Unrealized Balance</u>
Budgeted amounts, including revisions to date.	Actual Revenues recognized to date.	States the variance compared to the Budget.	Positive #s indicate revenue yet to be realized; Negative #s indicate more revenue has been received than anticipated

- c. Appropriations are summarized at the Function Level and there are four columns on this report:

<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balances</u>
Revised Appropriations to Date including transfers, if any.	Cumulative Expenditures to date (either paid or or set up as a liability.	Open Purchase Orders and Contracts to date. (i.e. services/materials not yet received in full or in part.)	The difference between Appropriations less Expenditures and Encumbrances. This is generally the amount the the District has available to finish out the year.

Mrs. Olsen and Mrs. Werner then asked for any questions regarding the presentation. Being there were no questions posed, President Dilts thanked Mrs. Olsen and Mrs. Werner this very informative presentation provided to the Board this evening.

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

Administrative Principal Jones “thanked” Mrs. Dalrymple, Ms. Mouras and Mrs. Flynn for their work efforts and assistance with the recent series of PARCC testing.

Mrs. Olsen left the meeting at 7:23 p.m.

Administrative Principal Jones noted the following:

1. February 24, 2015 PARCC letter to parents/guardians as attached. A brief discussion ensued.
2. February 24, 2015 Parent Portal letter to parents/guardians as attached. A brief discussion ensued.
3. Administrative Principal Jones stated that one student opted out of PARCC. A brief discussion ensued.
4. Administrative Principal Jones stated that two new students (grades 2 and 5) have enrolled at HPS.

5. Administrative Principal Jones stated that one student has left Hampton School.
6. Administrative Principal Jones recognized the following HEA teachers regarding the Priority Schools Initiative Workshop held on March 7, 2015:  
Mr. Michael Grossman, Mrs. Kate Harris, Mrs. Janet Legg, Mrs. Carley Marookian, Ms. Tina Attanasio, Mrs. Lesley Dignazio, Mrs. Marlene Rush
7. Administrative Principal Jones stated that an additional PreK and Kindergarten Registration for the 2015-2016 school year will be held on April 30, 2015 from 9:00 a.m. – 2:00 p.m. and noted that there are currently seven (7) openings available for Hampton residents and a potential for four (4) openings for out-of-town children. Administrative Principal Jones stated that there are currently fifteen (15) children registered for Kindergarten for the 2015-2016 school year. A brief discussion ensued.
8. Administrative Principal Jones stated that the HPS staff is working hard and on 03/16/15 worked collaboratively to place sticky notes of encouragement on HPS student lockers. Administrative Principal Jones stated that their (HPS staff) efforts are not to go unrecognized as this goes hand in hand with regard to improving the school climate for all. Administrative Principal Jones stated that our school has a very caring staff with tremendous pride in the HPS community/students.

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

**RESOLVED, that the Hampton Board of Education, upon the recommendation of the Administrative Principal, recognizes and approves the Harassment, Intimidation and Bullying report as of March 6, 2015, as summarized below:**

Incidents Investigated	Confirmed Incidents of HIB
3	0

**BE IT FURTHER RESOLVED, that the Hampton Board of Education approves the remedial and disciplinary action taken by the Administrative Principal.**

**VOTE : APPROVAL OF HIB REPORT DATED MARCH 6, 2015 AS PRESENTED.**

**AYES: Mrs. Bruton, Dr. Gavlick, Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President**  
**NAYS: None**  
**ABSTENTIONS: None**

**Safety Drill Report**

	DATE/TIME	EVACUATION TIME
Hampton Public School – Missing Student (Protocol)	February 4, 2015	
Hampton Public School – Fire Drill with Lock-In	February 25, 2015	59 seconds

**Board Secretary’s Report – Christine M. Werner**

**2015-2016 PRELIMINARY BUDGET PRESENTATION**

Administrative Principal Jones and Board Secretary Werner provided an overview of the and led a discussion regarding the 2015-2016 Preliminary School Budget including, but not limited to, an overview of the projected revenues and expenditures, detailed budgetary line item discussion, proposed decrease in local taxation and budgetary vision for the 2015-2016 school year. Much discussion ensued.

Administrative Principal Jones stated that the 2015-2016 School Budget has been developed with the purpose of providing the best possible education for the children of Hampton while remaining cognizant of the Hampton Borough taxpayer. Additionally, Administration and the Board of Education is committed to developing a school budget that provides for a quality instructional program for all Hampton Public School children. Administrative Principal Jones stated that the Administration and Board of Education have worked diligently and collaboratively to decrease the local tax levy every year for the past 4 years without compromising the quality of education for our students. Much discussion ensued. Board Secretary Werner stated that the Preliminary Budget as presented this evening to the Board of Education, will be submitted to the County Executive Superintendent and Business Administrator for approval in accordance with the NJDOE regulations. Board Secretary Werner stated that once the district has received the approval of the ECS and County BA, the Board of Education and Administration may make changes and adjustments until the such time that the school budget is presented at the Public Hearing. It is then that the Board of Education may consider changes/additions/reductions and subsequently they will adopt the final 2015-2016 school budget.

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

**Adoption of 2015-2016 Tentative School Budget**

**BE IT RESOLVED**, that the Hampton Board of Education, upon the recommendation of the Administrative Principal, approves the tentative 2015-2016 School District Budget using the 2015-2016 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b><u>Budget</u></b>	<b><u>Local Tax Levy</u></b>
General Fund	2,763,780	1,602,895
Special Revenue Fund	53,000	-0-
Debt Service Fund	<u>250,379</u>	<u>142,110</u>
<b>Total Base Budget:</b>	<b>3,067,159</b>	<b>1,745,005</b>

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Cost and Other Capital Projects, in the amount of \$18,000, is \$12,000 for the lighting upgrades for the to be made energy efficient in the multipurpose room and \$6,000 for the repair to the blacktop area at the Hampton Public School

**FURTHER RESOLVED**, that a public hearing be held in the Hampton Elementary School Library, 32-41 South Street, Hampton, New Jersey on April 28, 2015 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

**VOTE :           ADOPTION OF 2015-2016 TENTATIVE SCHOOL BUDGET AS PRESENTED.**

**AYES:           Mrs. Bruton, Dr. Gavlick, Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President**  
**NAYS:           None**  
**ABSTENTIONS:   None**

**Administrative Principal Jones and Board Secretary Werner provided an overview of the district's 2015-2016 NJSIG Safety Grant application. A brief discussion ensued.**

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

**Authorize Submission of the NJSIG Safety Grant 2015-2016 Application**

**Recommend** that the Board hereby approves the submission of grant application for the 2015 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC-West Subfund for the purposes described in the application, in the amount of \$1,000.00 for the period July 1, 2015 through July 30, 2016.

**VOTE :           AUTHORIZE SUBMISSION OF THE NJSIG SAFETY GRANT 2015-2016 AS PRESENTED.**

**AYES:           Mrs. Bruton, Dr. Gavlick, Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President**  
**NAYS:           None**  
**ABSTENTIONS:   None**

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

Board Trustee moved Megan Bruton, seconded by Board Trustee Jennifer Shaner to open the public session at 8:28 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 8:30 p.m.

Ruth Ann Dalrymple (HPS Teacher/Supervisor) stated that it was wonderful that the proposed 2015-2016 School Budget will meet the needs of the children and HPS community and exemplifies the commitment of the Administration and the Board of Education to our school.

There being no additional items presented for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Darek Merkel to close the public session at 8:29 pm. This was approved by a unanimous voice vote by all members present.

### **EXECUTIVE SESSION**

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Marielia Gavlick, 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, and negotiations 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 8:30 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 9:30 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 9:31 pm with the following members present:

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

**Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Megan Bruton, that resolution numbered C-1 be ADDENDED and adopted as presented:**

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

### **C-2. Approve Settlement Agreement with Employee #91902**

**Recommend** the Board approves, upon the recommendation of the Administrative Principal, the settlement agreement with Employee #91902 as presented.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTION C-1 AS ADDENDED AND PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

**Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Megan Bruton, that resolution numbered C-2 be ADDENDED and adopted as presented:**

**RESOLVED that resolution numbered C-2 be adopted as presented:**

**C-2. Appoint School Physician for the 2015-2016 School Year**

**Recommend** the Board of Education of Hampton, in the County of Hunterdon, New Jersey, appoints Dr. Felix Foschetti, Washington, NJ as its medical examiner to provide school physician services in accordance with N.J.S.A. 18A:40-1, for the period July 1, 2015 – June 30, 2016 at a semi-annual fee of \$750.00.

**VOTE :** PERSONNEL AND NEGOTIATIONS RESOLUTION C-2 AS ADDENDED AND PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

**COMMITTEE OF THE WHOLE – WORK SESSION AGENDA**

The Hampton Board of Education reviewed and discussed the following Work Session Agenda Resolutions as presented. Board President Dilts stated that following this evening’s discussion and review, said resolutions will be presented for consideration and approval at the Regular Business Meeting scheduled to be held on Tuesday, March 31, 2015.

**Minutes Approval**

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

<b>Date</b>	<b>Meeting</b>
2/24/15	Regular Business Meeting Executive Session

Board Secretary will distribute the meeting minutes at the next opportunity for the Board’s review.

**OK for Agenda.**

## Communications

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

Sender	Subject	Referred to
Ms. Danielle Sullivan	Resignation	Mr. Michael Jones, Admin. Principal Mrs. Megan Bruton, Board President Members, Hampton Board of Education

**OK for Agenda.**

## COMMITTEE REPORTS

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

Administrative Principal Jones briefly discussed the Hampton Public School Facilities Requests 2014-2015 as presented, as well as, the matters included on the monthly Head Custodian's Report. Administrative Principal Jones stated that the Buildings and Grounds Committee will meet prior to the March 31, 2015 Business Meeting and will provide an update on various pending matters accordingly.

### **Facility Request – Mrs. Bruton and Mr. Merkel**

#### **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 School Class of 2015	Graduation Planning	March 23, 2015	6:00 p.m.-8:00 p.m.	N/A

\* 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).

#### **-Head Custodian Report March 2015 – Bob Myers (Attached)**

A brief discussion ensued. Board Trustee Jennifer Shaner inquired if the part for the broken lunch table repair had been received and the lunch table subsequently repaired. Administrative Principal Jones stated that he believed Mr. Myers had already attended to repairing the lunch table. A brief discussion ensued.

**OK for Agenda.**

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

Board President Dilts stated that the HBOE Budget and Finance Committee meets monthly for the purpose of reviewing monthly bills and attend to the district’s budget and finance matters and then reports to the Board of Education. Board Trustee Jennifer Shaner and Board Trustee Marielia Gavlick stated that the Committee will meet on Thursday, March 26, 2015 to review of the district’s monthly expenditure reports including the monthly Bills List and food service reports as presented, and other financial bugetary matters that may be presented by the Administrative Principal and/or Business Administrator. The monthly Budget and Finance resolutions that are expected to be presented for the Board’s consideration and approval on March 31, 2015 are as follows:

**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 March 31, 2015.

**OK for Agenda.**

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

**B-2. Approve Monthly Bills List –**

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

<b>Fund</b>	<b>Total</b>
<b>Fund 10 – Current Expense</b>	
<b>Fund 20 – Special Revenue</b>	
<b>Fund 30 – Capital Outlay</b>	
<b>Fund 40 – Debt Service</b>	
<b>Fund 50 – Food Service</b>	
<b>Fund 60 – Aftercare Enterprise</b>	
<b>Grand Total:</b>	

**B-3. Approval Monthly Payrolls – February 27, 2015 and March 13, 2015.**

**Recommend** the Board confirms the approval of the payrolls for February 27, 2015 in the amount of \$86,141.45 and March 13, 2015 in the amount of \$84,356.91.

**B-4. Approval of Board Secretary and Treasurer’s Monthly Financial Reports –**

**Recommend** the Board accepts the financial Reports of the School Business Administrator/Board Secretary for the month of \_\_\_\_\_ and after the review of the Secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**B-5. Approval Maschio’s Food Service Report – February 2015**

**Recommend** the Board accept/approve Maschio’s Food Service Income Statement report for the month of February 2015, which shows a monthly profit of \$1,878.95 and a year-to-date income profit of \$8,551.30.

**OK for Agenda.**

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

Board President Dilts stated that the HBOE Personnel and Negotiations Committee has met with Administrative Principal Jones to discuss and review personnel matters (i.e. staffing matters, new vacancies, new hires, resignations, workshop and graduate course approvals, salary changes, etc.) as presented and HEA negotiations matters. Board President Dilts stated that the Personnel and Negotiations Committee has been meeting regularly (biweekly) with the HEA regarding contract negotiations 2015-2018. A brief discussion ensued.

**RESOLVED that resolutions numbered C-1 and C-2 be adopted as presented:**

**C-1. Acceptance of Resignation – Ms. Danielle Sullivan**

**Recommend** the Board, upon the recommendation of the Administrative Principal, accepts the resignation of Ms. Danillelle Sullivan effective March 13, 2015.

**C-2. Approval of Substitute Personnel – 2014-2015 School Year**

**Recommend** the Board, upon the recommendation of the Administrative Principal, approves the following substitute/per diem/hourly personnel as follows:

- **Approval of Substitute Nurse – 2014-2015 School Year**

<b>Substitute Nurse</b>	<b>Certification/Credentials</b>	<b>Criminal Background Check Status</b>
Cynthia Arancio	School Nurse Certification	Approved criminal background check

- **Approval of Substitute/Hourly Instructional Aide – 2014-2015 School Year**

<b>Substitute Teacher</b>	<b>Certification/Credentials</b>	<b>Criminal Background Check Status</b>
Danielle Sullivan	Substitute Teacher	Approved criminal background check

**OK for Agenda.**

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

Board President Dilts stated that the Hampton Board of Education Policy manual is under review at the NJSBA for a wellness audit. A brief discussion ensued.

Board President Dilts stated that the following resolution will be considered for approval at the March 31, 2015 Monthly Business Meeting as recommended by the HBOE Policy Committee:

**D-1. New Policy– First Reading of Policy 3541.34**

**Recommend** the Board approve the **first reading** of the following Policy:

**BYLAW, POLICY AND REGULATION – New Policy:**

<b><i>Number</i></b>	<b><i>Title</i></b>
3541.34	Student Transportation by Employees

**OK for Agenda.**

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

Dr. Gavlick stated that the Curriculum and Technology Committee met with Administrative Principal Jones on Monday, March 16, 2015.

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

A brief discussion ensued regarding the Email and discussion held on March 13 between Mrs. Shaner and Mrs. Lentine.

## **New Business**

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

## **Old Business**

A brief discussion ensued regarding the upcoming negotiations of the Shared Services Agreement between the HBOE and Hampton Borough. Board Trustee Jennifer Shaner stated that the Shared Services Agreement negotiations should not be “employee” specific. Board President Dilts requested that the Buildings and Grounds Committee should take this evening’s discussion and comments made regarding the Shared Services Agreement between the HBOE and the Borough under advisement as the discussions with Hampton Borough regarding same ensues.

## **Parking Lot Discussion**

- Mind Program: Robotics (Ages 9-14) approximately \$350.00/Year
- ✓ 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:**

**March 31, 2015 Regular Business Meeting**  
**April 21, 2015 Board Committee Meetings**  
**April 28, 2015 Regular Business Meeting and Public Hearing on the 2015-2016 School Budget**

## **Miscellaneous**

A brief discussion ensued regarding the upcoming 8<sup>th</sup> grade field trip. Administrative Principal Jones stated he would follow up regarding same.

**Administrative Principal Jones discussed the following miscellaneous matters:**

- **Request from the Raiders Drum and Bugle Corps regarding use of the HPS Fields this summer. A brief discussion ensued. Administrative Principal Jones stated that he would follow up with the Borough regarding any ordinances that might preclude the approval of said request i.e. noise ordinance, etc. The Buildings and Grounds Committee will then review the Use of School Facilities request, set forth a rental fee and make a recommendation to the Board of Education for approval as may be appropriate. Administrative Principal Jones stated that he would like to see the Raiders Drum and Bugle Corps perform at a Community Concert for Hampton residents on/about July 2. A brief discussion ensued.**
- **Board Trustee Megan Bruton stated that the North Hunterdon Little League had also sent her an email inquiring about the use of HPS fields for practices/games. A brief discussion ensued. Administrative Principal Jones stated he would contact the North Hunterdon Little League regarding same and review the matter/request with the Buildings and Grounds Committee at the next opportunity.**

**Comments from Public II:**

Board Trustee moved Megan Bruton, seconded by Board Trustee Marielia Gavlick to open the public session at 9:42 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 9:42 p.m.

There being no items presented for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Darek Merkel to close the public session at 9:42 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 Marielia Gavlick and carried by Unanimous Voice Vote to adjourn the March 17, 2015 Committee of the Whole Work Session Meeting of the Hampton Board of Education at 9:43 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary