

**HAMPTON BOARD OF EDUCATION
MONTHLY BUSINESS MEETING
Minutes
March 31, 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 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.)
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 was one member of the public present. Mrs. Gwen Thornton, NJSBA Field Representative.

EXECUTIVE SESSION

Motion by Board Trustee Darek Merkel, 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, 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 6:36 pm and was approved by a unanimous voice vote by all members present.

Board Secretary Werner left the meeting at 6:36 p.m.

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 7:26 pm. The motion was approved by a unanimous voice vote by all members present.

The Board reconvened in Public Session at 7:26 pm with the following members present:

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

Board President's Report – Mrs. Elizabeth Dilts

President Dilts discussed the following matters:

Board Work Session / Goal Setting Workshop meeting is scheduled on Saturday, April 25, 2015 @ 9:00 a.m.

Possible topics for retreat:

- ✓ Review of Survey Data.
- ✓ Newsletter/Communication Ideas
- ✓ President Dilts stated that the BOE will have an opportunity to review the Lighthouse Study, to discuss Goal Setting for 2015-2016 school year, to discuss Team Building strategies, as well as to discuss other topics of interest and importance during the Work Session/Goal Setting Workshop meeting. All ideas/topics of discussion will be posted in the BOE shared folder and a Meeting Agenda will be provided on/about April 21-22, 2015. Discussion ensued.
- ✓ BOE Committee Meetings are scheduled to be held on Tuesday, April 21, 2015.

Discussion ensued.

Administrative Principal's Report – Mr. Michael Jones

Administrative Principal Jones discussed the following matters:

1. CSA Corner has recently been updated to include HPS March and April events/information.
2. 2015-2016 Hunterdon Healthcare Summer Program will begin 07/06/15 through 08/12/15. The program will be offered to all Hampton children in grades 2 – 7 from 10:30 a.m. – 2:00 p.m. on Mondays, Tuesdays and Wednesdays. Administrative Principal Jones stated that more information will be available soon. A brief discussion ensued.
3. Administrative Principal Jones stated he will be on vacation April 3, 2015 – April 12, 2015.
4. Administrative Principal Jones distributed a copy of his updated CSA Action Plan July 2014 – March 2015. This document will be discussed in Executive Session this evening. Board President Dilts stated that the Superintendent's Evaluation must be completed by June 30, 2015. A brief discussion ensued.
5. Administrative Principal Jones thanked Board Trustee Bruton and Board Trustee Merkel for a very productive Buildings and Grounds Committee meeting earlier this evening and noted that a copy of the meeting minutes will be provided to the rest of the BOE shortly. Administrative Principal Jones stated that another Buildings and Grounds Committee meeting is scheduled to take place on 04/21/15. A brief discussion ensued.

Safety Drill Report

	DATE/TIME	EVACUATION TIME
Hampton Public School - Fire Drill	March 11, 2015	60 Seconds

Board Secretary's Report – Christine M. Werner

Board Secretary Werner had no comment at this time.

Board President Dilts stated that the Board will take a short recess at this time.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that the Board of Education take a short recess at 7:45 p.m.

All in favor.

Board Trustee Megan Bruton and Board Trustee Marielia Gavlick left the meeting at 7:46 p.m.

The Board reconvened in Public Session at 7:51 pm with the following members present:

Present: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President.

Minutes Approval

Board Trustee Jennifer Shaner moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
02/24/15	Regular Business Meeting Executive Session

The motion was seconded by Board Trustee Darek Merkel and was approved by a majority vote of the members present. Mr. Merkel abstained due to his absence from the meeting.

Communications

Board Trustee Jennifer Shaner moved the following resolution:

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. Elizabeth Dilts, Board President Members, Hampton Board of Education

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

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

Board Trustee Darek Merkel moved, seconded by Board Trustee Jennifer Shaner to open the public session at 7:53 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 7:53 p.m.

There being no items presented for discussion at this time, Board Trustee Darek Merkel moved, seconded by Board Trustee Jennifer Shaner to close the public session at 7:53 p.m. This was approved by a unanimous voice vote by all members present.

Committee Reports

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

Facility Request –

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Darek Merkel, 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 Public School Class of 2015	Graduation Planning	March 23, 2015	6:00 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 March 2015 – Bob Myers

Attachment

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

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Darek Merkel, 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 March 31, 2015.

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

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Darek Merkel, seconded by Board Trustee Jennifer Shaner, that resolutions numbered B-2 – B-5 be adopted as presented:

RESOLVED that resolutions numbered B-2 - B-4 be adopted as presented:

B-2. Approve Bills List – March 31, 2015

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

Fund	Total
Fund 10 – Current Expense	\$355 349.20
Fund 20 – Special Revenue	\$ 14,888.00
Fund 30 – Capital Outlay	\$ 0.00
Fund 40 – Debt Service	\$197,706.88
Fund 50 – Food Service	\$ 2,066.56
Fund 60 – Aftercare Enterprise	\$ 1,185.00
Grand Total:	\$571,195.64

*A brief discussion ensued regarding the monthly invoice received from the HCESC for non-public transportation. The Board requested that Administration provide a quarterly report/compilation of the legal fees/invoices paid to date.

B-3. Approval Semi-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 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.

A brief discussion ensued.

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

RESOLVED that resolution numbered B-5 be **ADDENDED** and adopted as presented:

B-5. Approval of Transfers

Recommend the Board approves, upon the recommendation of the Business Administrator and the Administrative Principal, the list of transfers and the monthly transfer report as of March 1, 2015.

	From:	To:
11-000-262-622-000-000 Insurance	\$ 4,900	
11-000-262-100-002-000 Custodial O/T		\$ 500
11-000-262-107-000-000 Salaries of Non-Instructional Staff		\$ 900
11-000-262-621-000-000 Energy – Natural Gas		\$ 3,500
Total:	\$ 4,900	\$ 4,900

All in favor.

VOTE : BUDGET AND FINANCE RESOLUTIONS B-2 – B-4 AND B-5 AS ADDENDED AND AS PRESENTED.

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

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

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

RESOLVED that resolutions numbered C-1 - C-3 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:

a) Approval of Substitute Nurse – 2014-2015 School Year

Substitute Nurse	Certification/Credentials	Criminal Background Check Status
Cynthia Arancio	School Nurse Certification \$90.00 / Day	Approved criminal background check

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

Substitute Aide	Certification/Credentials	Criminal Background Check Status
Danielle Sullivan	Substitute Instructional Aide \$12.50 / Hour	Approved criminal background check

C-3. Appointment of Special Education Teacher 2014-2015 – Daniella Novitskaya

Recommend the Board appoints, upon the recommendation of the Administrative Principal, Daniella Novitskaya as Special Education Teacher (.87 FTE) on MA - Step A (\$49,855 x .87 = 43,373.85) pro-rated to \$14,520.25 for the period March 23, 2015 – June 18, 2015*.

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

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Darek Merkel, that resolution numbered C-2(c) be ADDENDED and adopted as presented:

RESOLVED that resolution numbered C-2 (c) be **ADDENDED** and adopted as presented:

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

c) Approval of Substitute Custodian – 2014-2015 School Year

Substitute Custodian	Certification/Credentials	Criminal Background Check Status
Anthony Watkoskey	Black Seal/Boiler Operator License \$15.00 / Hour	Approved criminal background check

VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTION C-2 (c) AS ADDENED AND AS PRESENTED.

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

D. POLICY – Mrs. Dilts and Mrs. Shaner

Motion by Board Trustee Darek Merkel, seconded by Board Trustee Jennifer Shaner, that resolution numbered D-1 be adopted as presented:

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:

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

VOTE : POLICY RESOLUTION D-1 AS PRESENTED.

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Darek Merkel, that resolution numbered D-2 be ADDENDED and adopted as presented:

RESOLVED that resolution numbered D-2 be **ADDENDED** and adopted as presented:

D-2. Approve 2015-2016 School Year Calendar

Recommend the Board approve the 2015-2016 school calendar as per attached.

*A brief discussion ensued regarding the 2015-2016 School Year calendar as presented. Administrative Principal Jones stated that Hampton Public School traditionally begins the school year prior to September 1. This year (2015-2016), Administrative Principal Jones stated that the calendar is "front loaded" with Teacher In-Service days, rather than the end of the school year which has been the normal practice of the district particularly due to the NJDOE testing schedule and that the Spring Break has been shortened (reduced) slightly (begins Friday and ending on Tuesday) with the return of Teachers and Students on Wednesday. Administrative Principal Jones also stated that the 2015-2016 School Calendar has the last day for both Students and Teachers on the same day. A brief discussion ensued. Administrative Principal Jones provided an overview of the calendar as presented and stated that if no snow days are utilized, Students and Teachers will be provided with additional days off from school. Administrative Principal Jones stated that once the date for graduation has been determined, it is set in stone and cannot be changed. Administrative Principal Jones stated that the School Calendar requires that Administration consider and balance many things to be developed. A brief discussion ensued.

VOTE : POLICY RESOLUTION D-2 AS ADDENDED AND AS PRESENTED.

AYES: Mr. Merkel, Mrs. Shaner and Mrs. Dilts, President

NAYS: None

ABSTENTIONS: None

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

Board Trustee Jennifer Shaner inquired as to the manner of which the Parent Portal is currently working. Administrative Principal Jones stated that the HPS Parent Portal is utilized for grading and communication to parents regarding student progress. Board Trustee Jennifer Shaner inquired if the Parent Portal also included student assignments, etc. Administrative Principal Jones stated that the district's Parent Portal is being updated to include a variety of information regarding each child's work, progress and grades and then noted that for younger children grades are somewhat more difficult than that which is done traditionally for older students, so for younger children, the parent portal will focus on skills and progress toward the achievement of skills. Discussion ensued.

F. COMMUNICATION – Mr. Merkel and Dr. Gavlick

There were not Communications matters presented for discussion this evening.

New Business

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

Old Business

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

Parking Lot

- ✓ 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:

April 21, 2015 - Committee Meetings

April 25, 2015 – Board Work Session Meeting

April 28, 2015 - Monthly Board of Education Business Meeting and Budget Hearing

April 24, 2015 - CSA Evaluation and Summative Document

May 26, 2015 – Board of Education Self Evaluation

Comments from Public II:

Board Trustee Darek Merkel moved, seconded by Board Trustee Jennifer Shaner to open the public session at 8:14 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 8:14 p.m.

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 8:15 pm. This was approved by a unanimous voice vote by all members present.

ADJOURNMENT - There being no further business to come before the board, Board Trustee Jennifer Shaner made a motion, seconded by Board Trustee Darek Merkel and carried by Unanimous Voice Vote to adjourn the March 31, 2015 Regular Business Meeting of the Hampton Board of Education at 8:15 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary