

**HAMPTON BOARD OF EDUCATION
MONTHLY BUSINESS MEETING
Minutes
November 25, 2014**

Call to Order –Megan Bruton, President –The meeting was called to order by President Bruton 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 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

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: Elizabeth Dilts, Legislative Delegate, NJSBA and HCSBA Representative
Cheryl Drzewoszewski
Jennifer Shaner
Megan Bruton, President

Absent: Gina Sharkey, Vice President and ESC Representative

Also Present: Michael Jones, Administrative Principal
Christine M. Werner, Business Administrator
There were four members 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
August 19, 2014	Committee of the Whole Workshop Meeting *
August 26, 2014	Monthly Business Meeting Executive Session Meeting

The motion was seconded by Board Trustee Jennifer Shaner. A brief discussion ensued. Board Trustee Cheryl Drzewoszewski requested a change be made to the August 19, 2014 on page 3 regarding the discussion pertaining to the Committee Structure with the Communications Committee being changed to an adhoc committee. Board Secretary noted the requested amendment shall be made to the August 19, 2014 meeting minutes.

Board Trustee Elizabeth Dilts moved the following resolution:

Recommend the Board approve the minutes of the following meetings:

Date	Meeting
August 19, 2014	Committee of the Whole Workshop Meeting * Amended
August 26, 2014	Monthly Business Meeting Executive Session Meeting

The motion was seconded by Board Trustee Jennifer Shaner. The motion as amended was approved as follows:

VOTE : APPROVAL OF BOARD MEETING MINUTES – AUGUST 19, 2014 AS AMENDED AND AS PRESENTED.

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

NAYS: None

ABSTENTIONS: Mrs. Drzewoszewski due to her absence from the meeting.

VOTE : APPROVAL OF BOARD MEETING MINUTES – AUGUST 26, 2014 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Board President’s Report – Mrs. Megan Bruton

President Bruton discussed the following matters:

1. Gwen Thornton, NJSBA Representative will be rescheduled to meet with the BOE in the future.
2. New board member orientation (packet) will be compiled and distributed to current and new Board of Education members to provide introductory information, BOE member responsibilities, financial reporting overview of BOE operations, School Ethics, HPS Mission Statement, Organizations of HPS and other miscellaneous information (school acronyms NCLB, IDEA, website, Friday newsletter, etc.) of and related to the Board of Education and Hampton Public School. A brief discussion ensued.
3. Calendar coverage shall be the responsibility of the Communications Committee members and provide information to the Board of Education members advising them of various upcoming Hampton Public School events so as to keep all BOE members informed of concerts, programs, and presentations etc. In this manner, BOE members will be able to collaborate with each other and schedule attendance at HPS events with respect to Board Goal #4. A brief discussion ensued regarding the process and procedure of developing a calendar, methods of collaborating (electronic calendar) and tracking BOE member attendance at HPS events, and finally evaluating the success of this effort/procedure as it pertains to achieving the BOE goal.

Administrative Principal’s Report – Michael Jones

Administrative Principal Jones reported on the following matters:

1. School Choice intent for enrolling is due by December 1st. We currently have 6 seats filled for our maximum availability for the 2015-2016 School Year.
2. American Education Week events held November 17-21, 2014 was successful!
3. HPS celebrated Veterans Day on November 11, 2014.
4. HPS Basketball teams 10 boys and 11 girls in grades 5-8. They are ready to play! The 1st Home game is December 17th. All are welcome!
5. One HPS student moved out of district on Monday, November 17, 2014. HPS enrollment is 122 including Preschool students.
6. The HPS Winter Concert will be held on Thursday, December 11, 2014 at 7:00 pm. All are welcome!
7. Lego project will be provided during the HPS Enrichment starting Dec. 1 with teacher and students interested in participating.
8. HPS Staff Professional Development programs are held each Thursday afternoon from 2:00 – 4:00 p.m. These workshops are going well! District (Superintendent) Goal #2.

9. Violence and Vandalism Community Report (verbal report) provided by Administrative Principal Jones.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Cheryl Drzewoszewski, 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 November 25, 2014, as summarized below:

Incidents Investigated	Confirmed Incidents of HIB
2	1

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 NOVEMBER 25, 2014 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Safety Drill Report

	DATE/TIME	EVACUATION TIME
HAMPTON PUBLIC SCHOOL-Lock Down	10/31/14	-
Hampton Public School-Fire Drill	11/11/14	55 seconds

Administrative Principal Jones wished everyone "Happy Thanksgiving".

Board Secretary's Report – Christine M. Werner

Board Secretary Werner discussed the following matters:

Audit Update – VM Associates has been in the Board office working on the June 30, 2014 audit. Mr. Montanino will meet with the Board of Education to present the CAFR (audit) in January 2014.

Election 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

Happy Thanksgiving!

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

Board Trustee Jennifer Shaner moved, seconded by Board Trustee Elizabeth Dilts to open the public session at 6:58 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 6:58 p.m.

Nancy Fleming (HPS Teacher) stated “Thank you for your continued support over the years I have taught at HPS!” Board Trustee Cheryl Drzewoszewski stated “Thank you Mrs. Fleming for your many years of service to our children!” Administrative Principal Jones “Thank you Mrs. Fleming! I have worked alongside you and you are a wonderful teacher! I wish you much happiness and health in your retirement! You will be missed by all! President Bruton stated “Mrs. Fleming, we wish you the best of luck in your retirement!”

There being no additional items presented for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to close the public session at 7:00 p.m. This was approved by a unanimous voice vote by all members present.

EXECUTIVE SESSION – None.

Committee Reports

A. BUILDING AND GROUNDS – Bruton/Drzewoszewski

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

A-1. Hampton Public School Facility Requests –2014 - 2015

Recommend the Board approve the following facility request(s) as presented:

Group	Purpose	Date	Time	Fee (As Applicable)
Hampton Priority School Night Program	Root beer float and movie night	Friday 12/5/14	6:30 p.m. - 8:30p.m.	N/A Non-Profit HPS Organization

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

VOTE : BUILDINGS AND GROUNDS RESOLUTION A-1 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

Head Custodian Report – Bob Myers

Attachment

A brief discussion ensued.

B. BUDGET AND FINANCE –Dilts/Drzewoszewski

Board Trustee Elizabeth Dilts noted that a copy of the minutes of the Budget and Finance Committee meeting held on 11/18/14 were placed in the Board packet.

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

B-1. SBA/BS Monthly Certification – NJAC 6:20-2:113

Recommend in accordance with NJAC 6:20-2:113 the Board of Education certifies to the best of their knowledge, that no major account or fund has been over expended and that sufficient funds are available to meet the districts financial obligations as of November 25, 2014.

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

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

NAYS: None

ABSTENTIONS: None

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Jennifer Shaner, that resolutions numbered B-2 – B-7 be adopted as presented:

RESOLVED that resolutions numbered B-2 - B-7 be adopted as presented:

B-2. Approve Monthly Bills List – November 25, 2014

Recommend the Board approves the attached November 25, 2014 Bills List as recommended by the Administrative Principal and School Business Administrator.

Fund	Total
Fund 10 – Current Expense	\$304,318.32
Fund 20 – Special Revenue	\$ 12,908.13
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-0-
Fund 50 – Food Service	\$ 3,717.34
Fund 60 – Aftercare Enterprise	\$ 1,466.99
Grand Total:	\$322,410.78

A brief discussion ensued regarding the Attorney fees/invoice, O.T., P.T. and Speech Therapy Services invoice and Autism Family Cooperative Services invoice/payments included/listed on the monthly bills list and put forth for approval this evening.

B-3. Approval Monthly Payrolls – October 30, 2014, November 14, 2014 and November 26, 2014

Recommend the Board confirms the approval of the payrolls for October 30, 2014 in the amount of \$81,295.35 November 14, 2014 in the amount of \$79,890.51 and November 26, 2014 in the amount of \$78,721.52.

B-4. Approval of Board Secretary and Treasurer’s Monthly Financial Reports – August 2014

Recommend the Board accepts the financial Reports of the School Business Administrator/Board Secretary for the month of August 31, 2014 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 of Board Secretary and Treasurer’s Monthly Financial Reports – September 2014

Recommend the Board accepts the financial Reports of the School Business Administrator/Board Secretary for the month of September 30, 2014 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.

Board Secretary Werner commented that Mrs. Olsen is a pleasure to work with!

B-6. Approval Maschio’s Food Service Report – September 2014

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of September 2014, which shows a monthly profit of \$1,659.44 and a year-to-date income of \$1,659.44.

B-7. Approval Maschio’s Food Service Report – October 2014

Recommend the Board accept/approve Maschio’s Food Service Income Statement report for the month of October 2014, which shows a monthly profit of \$829.75 and a year-to-date income of \$2,489.19.

A brief discussion ensued regarding the monthly food service reports regarding Free/Reduced Breakfast and Lunch counts. Board Secretary Werner stated that the monthly Food Service Report does not provide this information.

VOTE : BUDGET AND FINANCE RESOLUTIONS B-2 – B-7 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

C. PERSONNEL AND NEGOTIATIONS – Bruton/Dilts

Board Trustee Elizabeth Dilts noted that a copy of the minutes of the Personnel Committee meeting held on 11/18/14 were placed in the Board packet.

Motion by Board Trustee Elizabeth Dilts, seconded by Board Trustee Cheryl Drzewoszewski, that resolutions numbered C-1 – C-2 be adopted as presented:

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

C-1. Appointment of One-to-One Instructional Aide – Ms. Karen Schultz

Recommend the Board approve, upon the recommendation of the Administrator, the employment of Karen Schultz as One-to-One Instructional Aide for the 2014-2015 School Year at an annual salary of \$7,650.00 pro-rated to **\$6,120.00** for the period November 1, 2014 - June 30, 2015.

C-2. Appointment of On-to-One Instructional Aide-Ms. Michelle Stecker

Recommend the Board approve, upon the recommendation of the Administrator, the employment of Michelle Stecker as One-to-One Instructional Aide for the 2014-2015 School Year at an annual salary of \$7,650.00 pro-rated to **\$5,508.00** for the period November 21, 2014 - June 30, 2015.

A brief discussion ensued. Administrative Principal Jones stated that Ms. Schultz will work in the morning and Ms. Stecker will work in the afternoon.

VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-1 - C-2 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

D. POLICY – Bruton/Dilts

There were no Policy matters presented for discussion this evening.

E. CURRICULUM AND TECHNOLOGY – Shaner/Sharkey

Motion by Board Trustee Cheryl Drzewoszewski, seconded by Board Trustee Jennifer Shaner, that resolutions numbered E-1 - E-2 be adopted as presented:

RESOLVED that resolutions numbered E-1 - E-2 be adopted as presented:

E-1. Approval Of Application For Course Reimbursement

Recommend the Board approve, upon the recommendation of the Administrative Principal, the following Application for Course Reimbursement:

Employee	Course	Reimbursement	Line Item Charged
Rebecca Bortman	E-021-E – Pre-Entry Seminar	\$225.00/Credit x 1 Credits = <u>\$225.00</u> Per HEA Contract 2012-2015	11-190-100-280-000-000 2014-2015 School Budget Fall 2014

E-2. Approval of Athletic Game Transportation Requests – 2014-2015 HPS Basketball Games

Recommend the board approves, upon the recommendation of the Administrative Principal, the following Athletic Game(s) and transportation as listed:

(Transportation will be funded through the current expense budget.)

Hampton Public School Basketball Team(s)

Date/Day	Time	Destination	Cost of Transportation
December 22, 2014	3:05 p.m. - 5:45 p.m.	Clinton Public	\$225
January 6, 2015	3:05 p.m. - 5:45 p.m.	Frenchtown	\$225
January 7, 2015	3:05 p.m. - 5:45 p.m.	Milford	\$225
January 12, 2015	3:05 p.m. - 5:45 p.m.	Bethlehem	\$225
January 20, 2015	3:05 p.m. - 5:45 p.m.	Holland	\$225
January 26, 2015	3:05 p.m. - 5:45 p.m.	Califon	\$225
February 9, 2015	3:05 p.m. - 5:45 p.m.	Clinton Twp.	\$225

VOTE : CURRICULUM AND TECHNOLOGY RESOLUTIONS E-1 – E-2 AS PRESENTED.

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

NAYS: None

ABSTENTIONS: None

COMMUNICATION – Drzewoszewski/Shaner

There were no Communication 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
- ✓ 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 Administrative Principal Jones stated that the gym Teacher will be bringing a proposal to the BOE to spend the unused grant funds at the next opportunity.
- ✓ Dash Board
- ✓ Community Survey Compilation – distribution of results via email address. Much discussion ensued regarding HPS school community email addresses/distribution list in comparison to the local community email/distribution list (HSA list) in comparison to the Parent email addresses/distribution list (Sharon Lentine’s list). Board Trustee Elizabeth Dilts noted that all school and BOE emails are subject to OPRA requests. A brief discussion ensued. Administrative Principal Jones will review this matter and make a recommendation regarding same.

Comments from Public II:

Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to open the public session at 7:26 p.m. and was approved by a unanimous voice vote by all members present. President Bruton opened the meeting to the public at 7:26 p.m.

Sara Mouras (HPS Teacher) inquired if Administration/Board of Education has/had checked and are knowledgeable as to individuals residing locally that are registered sex offenders. A brief discussion ensued.

There being no additional items presented for discussion at this time, Board Trustee Elizabeth Dilts moved, seconded by Board Trustee Jennifer Shaner to close the public session at 7:27 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 Elizabeth Dilts made a motion, seconded by Board Trustee Cheryl Drzewoszewski Elizabeth Dilts and carried by Unanimous Voice Vote to adjourn the November 25, 2014 Regular Business Meeting of the Hampton Board of Education at 7:28 PM.

Respectfully Submitted,

Christine M. Werner
Board Secretary