

**HAMPTON BOARD OF EDUCATION  
MONTHLY BUSINESS MEETING  
Minutes  
September 29, 2015**

**Call to Order – Elizabeth Dilts, President** –The meeting was called to order by President Dilts at 6:30 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. Our District seeks to create a challenging learning environment that encourages high expectations for success through the development of appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student’s self-esteem is fostered by positive relationships with students, staff and the community. We strive to have our students, parents, teachers and community members actively involved in a desire for lifelong learning.**

**District Goals for 2015 – 2016**

1. Develop additional benchmarks and activities for students (Multiple Assessments). Complete development of DIP
2. Develop Professional Development for staff aligned to DIP requirements
3. Analyze data to inform and improve instruction/student learning

**Board of Education Goals 2015-2016**

1. To become a NJ Sustainable Certified Board
2. To expand opportunities to honor students, staff and volunteers
3. To continue to expand two-way communication with all stakeholders

## **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 six (6) members of the public present.

## **Minutes Approval**

**Board Trustee Darek Merkel moved the following resolution:**

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

<b>Date</b>	<b>Meeting</b>
August 25, 2015	Regular Business Meeting Executive Session

**The motion was seconded by Board Trustee Jennifer Shaner and was approved by a majority voice vote of all of the members present. Board Trustee Megan Bruton abstained due to her 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.

<b>Sender</b>	<b>Subject</b>	<b>Distribution</b>
Cheryl A. Mojta, Director of Operations Jeanette Collins, Director of Curriculum NJ CAP Regional Training Center	NJ CAP Grant Award	Mr. Micheal Jones, Administrative 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 voice vote of all of the members present.**

## **Board President's Report – Mrs. Elizabeth Dilts**

Board President Dilts discussed the following matters:

President Dilts discussed the Haberman matter, particularly the latest court session, Co-Ops (33-45 units), environmental testimony, and "fair share" discussion. Much discussion ensued. President Dilts stated that the next court session will be held mid-November. More information will follow following the next court session.

Hunterdon Healthcare Appreciation Resolution(s): President Dilts stated "Great Work"! We APPRECIATE how much the Hunterdon Healthcare organization has done for our School (HPS) and our Community! It is the Board of Education's honor to recognize two particular individuals who have contributed to our HPS students and Hampton Borough children immensely this evening and recognize two individuals the Hampton Board of Education "Champion of Children Award" this evening.

**HAMPTON BOARD OF EDUCATION RESOLUTION  
CHAMPION OF CHILDREN AWARD  
ADRIENNE BOLINDER**

**WHEREAS**, we recognize that growing up in today's world can be both a rewarding and challenging experience and issues which may seem manageable for one person may seem overwhelming for another; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students by giving them a place to talk about problems and anything else that is on their mind; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students find solutions to their concerns and gives them the support and confidence they need to face their challenges; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students resolve issues before they become major problems, working together with the student to become a responsible, self-supporting member of the community; and

**WHEREAS**, Adrienne Bolinder is a Therapist with the Hunterdon Behavioral Health School Based Youth Services Program, yet is totally immersed in the Hampton School culture; and

**WHEREAS**, Adrienne Bolinder serves as a school counselor to students of Hampton School in a superlative and thorough fashion; and

**THEREFORE BE IT RESOLVED**, that the Hampton Board of Education awards the Champion of Children Award to Adrienne Bolinder for the 2015/2016 school year.

This resolution shall take effect immediately.  
Adopted this the 28th day of September 2015.

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Elizabeth Dilts, Board President

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Michael Jones, Administrative Principal

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Christine M. Werner, Board Secretary

**HAMPTON BOARD OF EDUCATION RESOLUTION  
CHAMPION OF CHILDREN AWARD  
Meghan Deuel**

**WHEREAS**, we recognize that growing up in today’s world can be both a rewarding and challenging experience and issues which may seem manageable for one person may seem overwhelming for another; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students by giving them a place to talk about problems and anything else that is on their mind; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students find solutions to their concerns and gives them the support and confidence they need to face their challenges; and

**WHEREAS**, Hunterdon Behavioral Health School Based Youth Services Program helps students resolve issues before they become major problems, working together with the student to become a responsible, self-supporting member of the community; and

**WHEREAS**, Meghan Deuel is the Coordinator of the Hunterdon Behavioral Health School Based Youth Services Program, yet is totally immersed in the Hampton School culture; and

**WHEREAS**, Meghan Deuel serves as a school counselor to students of Hampton School in a superlative and thorough fashion; and

**THEREFORE BE IT RESOLVED**, that the Hampton Board of Education awards the Champion of Children Award to Meghan Deuel for the 2015/2016 school year.

This resolution shall take effect immediately.  
Adopted this the 29<sup>th</sup> day of September 2015.

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Elizabeth Dilts, Board President

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Michael Jones, Administrative Principal

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Christine M. Werner, Board Secretary

Administrative Principal Jones stated “THANK YOU VERY MUCH”! Administrative Principal Jones stated that the Hunterdon Healthcare organization has provided a Summer program/camp for HPS students and the Hampton Community, counseling services throughout the school year and an After School Program for our students. You are both “Champion of Children”!

Ms. Bolinder and Ms. Deuel thanked the Board of Education and Mr. Jones for this honor stating “It is an honor to be here at HPS! Hampton is a great community!” Ms. Bolinder and Ms. Deuel left the meeting at 6:56 p.m.

Board President Dilts briefly discussed the Board of Education Member Code of Ethics and processes and procedures associated with invoking the Doctrine of Necessity in terms of voting on Board Agenda Resolutions. A brief discussion ensued.

### **Administrative Principal's Report – Mr. Michael Jones**

Administrative Principal Jones introduced Mrs. Marlene Rush to discuss the HPS Character Education program. Mrs. Rush provided an overview of the Character Education Program:

Each month will focus on one character education word. On the first of the month all students and teachers will report to the gym to hear about the word of the month. A short story will be shared exemplifying the word.

Each week middle school students will share a quote related to the word of the month during the morning announcements.

Every Friday each class will watch a short video to support our word.

Each month we will have a service project that relates to the character word. The project can be within the school or community or outreach related.

Class discussions can be held to talk about definitions and examples during the week that focus on the character word.

Teachers will submit names of students who practice and demonstrate the character by the end of each month. Nominated students will receive a certificate and have their names read over the announcements.

Mrs. Rush provided an overview of the Month of September – ENCOURAGEMENT, events and projects. Mrs. Rush provided an overview of the Month of October – RESPECT / ANTI-BULLYING, events and projects that have been planned. Mrs. Rush also provided an overview of the Character Education calendar for November – June. **Much discussion ensued.** President Dilts thanked Mrs. Rush for her presentation stating the Board of Education was appreciative of her efforts to initiate this very important program for our children. Administrative Principal Jones thanked Mrs. Rush as well stating that the HPS Character Education program has gotten off to a great start and has been a great influence on our students!

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

#### **Safety Drill Report**

	<b>DATE/TIME</b>	<b>EVACUATION TIME</b>
<b>Hampton Public School – Fire Drill</b>	<b>08/31/15</b>	<b>60 Seconds</b>
<b>Hampton Public School – Weather Drill</b>	<b>08/31/15</b>	
<b>Hampton Public School – Fire Drill</b>	<b>09/21/15</b>	<b>60 Seconds</b>

- 1. GREAT START TO THE 2015-2016 SCHOOL YEAR!**
2. “Walk to School” program has been a great success! This event is held on Tuesday and Thursday beginning September 10, 2015 through October 29, 2015.
3. “Back to School Night” information/update. (September 15, 2015) A brief discussion ensued. President Dilts noted that there seem to be a lighter attendance of Middle School parents but stated that the # of students in grades 6 – 8 are fewer in number than our primary grades, therefore, fewer parents in attendance.

4. Hampton Totlot Playground Ribbon Cutting Ceremony – September 25, 2015. Photographs have been posted on the BOE shared drive and our Facebook page. Administrative Principal Jones “THANKED” the H.S.A., B.O.E. and HPS Staff for their support! HPS children are very excited and enjoy the new totlot playground immensely. A brief discussion ensued. Administrative Principal Jones stated that adult supervision is always provided when the totlot playground is being utilized and appropriate signage will be posted.
5. Hampton School Association meeting update. (September 14, 2015)
6. Hampton Junction Newsletter – CSA Post.
7. Hampton Public School Herald has been mailed and received in our community. A brief discussion ensued.
8. NJ ASK Test Scores – Grades 4 and 8 Science. Administrative Principal Jones provided an overview of the NJ ASK Science Test scores for grade 4 (6 Advanced Proficient and 1 Proficient) and grade 8 (5 Advanced Proficient, 6 Proficient and 1 Partially Proficient). All in all, Administrative Principal Jones said the scores were great.

**Administrative Principal Jones stated that the PARCC Test Scores/data is expected to be delivered to the district on October 28, 2015.**

9. Hampton Public School Enrollment – September 2015

GRADE	ENROLLMENT
PK3	2
PK4	27
K	16
1	16
2	12
3	13
4	4
5	6
6	14
7	7
8	6
<b>Total:</b>	<b>126</b>

10. Important Dates to Remember:

- a. Wednesday, September 30, 2015, Chromebook Meeting for Parents/Students Grades 6-8 @ 6:00 PM
- b. Thursday, October 1, 2015, IRLA (Reading Program) Presentation for Parents Grades K-5 @ 6:00 PM
- c. October 5, 2015 – October 9, 2015 – Week of Respect
- d. October 5, 2015 – October 9, 2015 – Fire Prevention Week
- e. Monday, October 12, 2015 SCHOOL CLOSED for Students – Staff Inservice Workshops.
- f. October 19, 2015 – October 23, 2015 – Red Ribbon Week/School Violence Awareness Week
- g. Tuesday, October 20, 2015 – HPS Bonfire Event
- h. November 16, 2015 – November 20, 2015 – American Education Week

Administrative Principal Jones also noted the following:

11. Hampton Public School Preschool Program has been designated a “Five Star Preschool Program” by the NJDOE and have been accepted to participate in the ECERS 3 Program – Improving the Preschool Environment for Young Children with Disabilities Pilot program. Administrative Principal Jones provided an overview of our Preschool program stating that this is a success for our district and a success for us all!
12. Hunterdon Healthcare is providing an afterschool program for HPS students in grades 4-8 on Tuesday afternoons from 3:00 p.m. – 4:30 p.m. and is hosted by Hunterdon County School Based Youth Services.

13. Fifty-five (55) individuals (44 students and 11 parents) participated in the HPS Breakfast with the Superintendent program on Friday, September 25, 2015. Administrative Principal Jones stated he was pleased with the participation of both students and parents and will continue to have the “Breakfast with the Superintendent” event each month.

Administrative Principal Jones stated that there is a need to meet in Executive Session this evening regarding a legal matter/contract matter for a short period (likely 5-10 minutes).

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

Board Secretary Werner noted the following:

- 1. June 30, 2015 CAFR (Audit) in progress. Mr. Montanino will meet with the BOE in November to present the Audit to the Board of Education.**
- 2. Child Nutrition Program Review to be scheduled.**

Upcoming annual reports that must be submitted to the NJDOE during October/November:

- ✓ **ASSA (Annual Student Enrollment Report)**
- ✓ **DRTRS (Annual District Transportation Report)**
- ✓ **Debt Service Report**

**Board President Dilts noted that NHVHS is having a Referendum Election.**

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

Board Trustee Jennifer Shaner moved, seconded by Board Trustee Marielia Gavlick to open the public session at 7:41 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 7:41 p.m.

Mrs. Dalrymple stated that the HPS Breakfast with the Superintendent program was great!

President Dilts stated that she was made aware that the Hampton Borough community was very impressed with the Hampton Public School Herald newsletter and that residents are happy to see that class sizes/HPS enrollment is increasing.

There being no additional items/comments presented for discussion at this time, Board Trustee Darek Merkel moved, seconded by Board Trustee Jennifer to close the public session at 7:43 p.m. This was approved by a unanimous voice vote by all members present.

**EXECUTIVE SESSION**     **None at this time.**

## Committee Reports

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

September 22, 2015 Building and Grounds Committee Meeting Minutes included in Board shared folder.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Darek Merkel, that resolution numbered A-1 be adopted as presented:

**RESOLVED** that resolution number A-1 be adopted as presented:

#### A-1. Hampton Public School Facility Requests –2015 – 2016

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

Group	Purpose	Date	Time	Fee (As Applicable)
HPS Soccer Team	Annual Bonfire Event	October 20, 2015 Tuesday	6:00 p.m. - 7:30 p.m.	N/A Non-Profit School Organization Per Policy 1330
Hampton Bible Club	Bible lesson, songs, games, snacks, fun	October 14, 2015 – May 11, 2016 Wednesday(s)	Every Wednesday 3:15 p.m. -4:30 p.m.	N/A Non-Profit School Organization Per Policy 1330
HEA	Family Pumpkin Carving	October 29, 2015 Wednesday	6:00 p.m. - 7:30 p.m.	N/A Non-Profit School Organization Per Policy 1330

\* 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 Buildings & Grounds Committee Member(s).

*A brief discussion ensued.*

**Resolution A-1 was approved by a unanimous voice vote of all members present.**

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Marielia Gavlick, that resolution numbered A-2 be adopted as presented:

**RESOLVED** that resolution number A-2 be adopted as presented:

#### A-2. Annual Facility Checklist – Health and Safety Evaluation

**Recommend** the Board authorize the Administrative Principal and Business Administrator to submit the attached Annual Facilities Checklist/Health and Safety Evaluation with the district facility meeting compliance requirements.

(Attachment)



**VOTE :** BUILDINGS AND GROUNDS RESOLUTION A-2 AS PRESENTED.

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

**NAYS:** None

**ABSTENTIONS:** None

**- Custodian Report September 2015 – Bob Myers**

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

September 22, 2015 Budget and Finance Committee Meeting Minutes included in Board shared folder.

**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 September 29, 2015.

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

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

**NAYS:** None

**ABSTENTIONS:** None

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

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

**B-2. Approve Additional Monthly Bills List – August 31, 2015**

**Recommend** the Board approves the attached August 31, 2015 Bills List as recommended by the Administrative Principal and School Business Administrator.

Fund	Total
Fund 10 – Current Expense	\$ 460.21
Fund 20 – Special Revenue	-0-
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-\$50,169.38
Fund 50 – Food Service	-0-
Fund 60 – Aftercare Enterprise	-0-
<b>Grand Total:</b>	<b>\$50,629.59</b>

**B-3. Approve Monthly Bills List – September 29, 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	\$ 89,180.71
Fund 20 – Special Revenue	\$ 17,760.28
Fund 30 – Capital Outlay	-0-
Fund 40 – Debt Service	-0-
Fund 50 – Food Service	-0-
Fund 60 – Aftercare Enterprise	\$ 202.71
<b>Grand Total:</b>	<b>\$107,143.70</b>

**B-4. Approval Semi-Monthly Payroll – September 11, 2015 and September 30, 2015**

**Recommend** the Board confirms the approval of the payroll for September 11, 2015 in the amount of \$90,831.38 and September 30, 2015 in the amount of \$90,928.93.

**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 August 1, 2015.

	From:	To:
11-000-221-105-000-000 Sec’y Improvement of Instruction	\$ 5,000	
11-000-221-102-000-000 Sal Supervisor of Instruction		\$ 5,000
11-000-211-100-002-000 Sal of Attendance Clerk	\$ 26,000	
11-000-221-110-000-000 Sec’y Improvement of Instruction	\$ 4,000	
11-000-251-104-000-000 Sal Support Svcs – Business Administrator		\$ 30,000

	From:	To:
11-000-221-270-000-000 Benefits Improvement of Instruction	\$ 26,051	
11-000-251-270-000-000 Benefits Business Office		\$ 26,051
<b>Total:</b>	<b>\$ 61,051</b>	<b>\$61,051</b>

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

**RESOLVED that resolution number B-5(a) be ADDENDED and adopted as presented:**

**B-5(a). 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 August 1, 2015.

	From:	To:
11-000-230-340-000-000 BOE Other Purch Svcs	\$ 2,000	
11-000-230-585-000-000 BOE Other Purch Svcs	\$ 1,970	
11-000-230-890-000-000 Misc Expenditures		\$ 3,970
<b>Total</b>	<b>\$ 3,970</b>	<b>\$ 3,970</b>

**All in favor.**

*Board Trustee Megan Bruton suggested that perhaps the Breakfast with the Superintendent event could take place more often than monthly (perhaps weekly or daily) with students and then also promote it to occur monthly with parents. Board President Dilts stated it is more of a community event when this event occurs more often than monthly. A brief discussion ensued. Administrative Principal Jones stated that Breakfast is served every day to our students for their health and well-being and helps to prepare students for daily learning, therefore, he would encourage all students to eat a healthy breakfast either at home or at school each and every day.*

**BUDGET AND FINANCE RESOLUTIONS B-2 – B-5 and B-5(a) AS ADDENDED AND AS PRESENTED.**

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

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

September 22, 2015 Personnel and Negotiations Committee Meeting Minutes included in Board shared folder.

Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Marielia Gavlick, that resolutions numbered C-1 – C-5 be adopted as presented:

RESOLVED that resolutions numbered C-1 - C-5 be adopted as presented:

**C-1. Approval Of Application For Course Reimbursement**

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

Employee	Course	Reimbursement	Line Item Charged
Susan Brown	GED 615 – Collaborative Practices	\$300.00/Credit x 6 Credits = <u>\$1,800.00</u>	11-190-100-280-000-000 2015-2016 School Budget
	GED 699 – Special Topics in Special Education: Autism	Per HEA Contract 2015-2018	Fall 2015

**C-2. Approval of Professional Workshops/Travel and Related Expenses**

Recommend the Board approves, upon the recommendation of the Administrative Principal, the following professional workshops/travel and related expenses.

Date	Employee(s)	Subject	Estimated Cost
9/17/15 (Retroactive Approval)	<del>M. Rush</del> M. Zambas M. Jones	Improving the Preschool Classroom Environment for Young Children With Disabilities  Trenton, NJ	Conference Registration Cost: \$ 0.00 Substitute Expense: \$ 0.00 Mileage Expense: \$ 0.00  Total: FREE
11/13/15	M. Grossman R. Dalrymple	Improving Student Achievement Utilizing I&RS to Develop and Implement In-House Programs  Lodi, NJ	Conference Registration Cost: \$198.00 Substitute Expense: \$ 90.00 Mileage Expense: \$ 38.22  Total: \$325.22

**Administrative Principal – Superintendent Roundtable Meetings**

Date	Subject	Place / Time	Estimated Cost
09/11/15* 10/23/15 12/04/15 01/08/16 02/05/16 03/04/16 04/08/16 05/06/15 06/03/16	Monthly School Administrator Roundtable Meetings	Beaverbrook County Club 25 Country Club Road Annandale, NJ	No Charge

**Administrative Principal – Special Education Directors Roundtable Meetings**

<i>Date</i>	<i>Subject</i>	<i>Place / Time</i>	<i>Estimated Cost</i>
09/18/15*	Monthly Special Education Directors Roundtable Meetings	Route 12, Buidling 1	No Charge
10/09/15			
11/20/15			
12/18/15			
01/15/16			
02/19/16			
03/18/16			
04/15/16			
05/20/15			
06/10/16			

- Retroactive Approval.

**Motion by Board Trustee Jennifer Shaner, seconded by Board Trustee Marielia Gavlick, that resolutions numbered C-2(a) be ADDENED and adopted as presented:**

**RESOLVED** that resolution number C-2(a) be ADDENED and adopted as presented:

**C-2(a). Approval of Professional Workshops/Travel and Related Expenses**

**Recommend** the Board approves, upon the recommendation of the Administrative Principal, the following professional workshops/travel and related expenses.

<i>Date</i>	<i>Employee</i>	<i>Subject</i>	<i>Estimated Cost</i>
9/30/15	M. Jones	Tools, Tips and Practical Guidance for Meeting NJ SGO Data Collection and Reporting Requirements  Elizabeth, NJ	Conference Registration Cost: \$ 0.00 Substitute Expense: \$ 0.00 Mileage Expense: \$ 0.00  Total: FREE

**All in favor.**

**C-3. Approval of Substitute Personnel – 2015-2016 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 Teachers**

<b>Substitute Teacher</b>	<b>Certification/Credentials</b>	<b>Criminal Background Check Status</b>
Catherine M. Lisa	Substitute Teacher Certification	Criminal background check completed.
Soma Das	Substitute Teacher Certification	Criminal background check completed.

- **Approval of Substitute Custodians**

<b>Name</b>	<b>Position</b>	<b>Criminal Background Check Status</b>	<b>Salary</b>
Matt Schafer	Substitute Custodial/Maintenance	Approved criminal background check	\$10.00/Hr.
Christopher Neidlinger	Substitute Custodial/Maintenance	Criminal background check is pending.	\$10.00/Hr.

**C-4. Approval of Technology Coordinator Job Description**

**Recommend** the Board, upon the recommendation of the Administrative Principal, approves the Technology Coordinator job description.

*Board Trustee Megan Bruton stated that the qualifications of the Technology Coordinator was not listed on the job description such as degree, expertise (broad based knowledge?), expertise, etc. A brief discussion ensued. Administrative Principal Jones stated that these items/qualifications will be added to the Technology Coordinator job description at the next opportunity.*

**C-5. Approval Extra-Curricular Service Position Staff and Stipend – 2015–2016 School Year**

**Recommend**, the Board approve, upon the recommendation of the Administrative Principal, the Hampton School Extra Service Position staff and stipend for the 2015 - 2016 School Year, as follows:

Position	Staff Member	Stipend
Safety Patrol	M. Grossman	\$ 963.00

*A brief discussion ensued. Board Trustee Jennifer Shaner inquired as to how many students are participating on the Safety Patrol. Administrative Principal Jones stated 18 students are participating. Board President Dilts stated that HART has donated the Safety Patrol Belts, Badges for our students and Ryan Fisher will also be providing training to our students as Safety Patrol members.*

**VOTE : PERSONNEL AND NEGOTIATIONS RESOLUTIONS C-1 – C-5 AND C-2(a) AS ADDENDED AND AS PRESENTED.**

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

**NAYS: None**

**ABSTENTIONS: None**

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

President Dilts stated that the Policies (Draft) as presented this evening for discussion and consideration for approval have been placed in the Board Shared folder.

**Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that resolution number B-1 be adopted as presented:**

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

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

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

<i>Number</i>	<i>Title</i>
	Transgender Students
	Pupil Use of Vehicles
	School Nutrition Program
	Outstanding Food Services Charges

*Much discussion ensued. Board President Dilts stated that the Policy Committee will meet again to further review/discuss the Transgender Policy.*

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that resolution number B-1 First Reading of “Transgender Students” Policy be **TABLED**.

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

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

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

<i>Number</i>	<i>Title</i>
	Transgender Students

All in favor.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that the **AMENDED** resolution number B-1 be adopted as presented:

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

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

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

<i>Number</i>	<i>Title</i>
5131.31	Pupil Use of Vehicles Bike to School
	School Nutrition Program
	Outstanding Food Services Charges

*Much discussion ensued. Board President Dilts noted that all recommendations/suggestions as discussed this evening for all Policies as presented for the first reading have been noted and the resolution for consideration/approval is now presented as such. President Dilts requested that Administrative Principal Jones schedule Mr. Fisher of HART to provide Bike safety training for HPS students at the next opportunity.*

Resolution D-1 as **AMENDED** and as presented was approved by a unanimous voice vote of all members present.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Jennifer Shaner, that resolution number B-2 be adopted as presented:

**D-2. Revised Policy– Second Reading of Policy**

**Recommend**, the Board approve the **second reading** of the following REVISED Policy:

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

<i>Number</i>	<i>Title</i>
5512	Harrassment, Intimidation and Bullying

*Board President Dilts noted that Policy #5512 must be reviewed and approved by the Board of Education annually. A brief discussion ensued.*

Resolution D-2 as presented was approved by a unanimous voice vote of all members present.

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

September 22, 2015 Curriculum and Technology Committee Meeting Minutes included in Board shared folder.

Motion by Board Trustee Megan Bruton, seconded by Board Trustee Marielia Gavlick, that resolutions numbered E-1 – E-7 be adopted as presented:

**RESOLVED** that resolutions numbered E-1 – E-7 be adopted as presented:

**E-1. Approval of the 2015-2016 Nursing Services Plan**

**Recommend the** board approve, upon the recommendation of the Administrative Principal, the 2015-2016 District Nursing Plan as presented.

(A copy of the Nursing plan is made available to the Public upon request.)

**E-2. Approval of Field Trip Request – Athletic Soccer Games**

**Recommend** the board approve, upon the recommendation of the Administrative Principal, the following Athletic Soccer Games as listed:

(Transporation will be provided by Snyder Bus Service funded through current expense as listed.)

Date/Day	Time	Destination	Cost of Transportation
September 14, 2015	3:15-5:45	Alexandria	\$250.00
September 16, 2015	3:15-5:45	Franklin Township	\$250.00
September 22, 2015	3:15-5:45	Frenchtown	\$250.00
September 23, 2015	3:15-5:45	Califon	\$250.00
September 28, 2015	3:15-5:45	Lebanon Twp. - Woodglen	\$250.00
September 29, 2015	3:15-5:45	Milford	\$250.00
October 7, 2015	3:15-5:45	Kingwood	\$250.00



**E-3. Approval of Field Trip Requests for October**

**Recommend** the board approve, upon the recommendation of the Administrative Principal, the following Field Trips as listed:

(Admission, Transportation and Substitute Costs are listed.)

**a) Grochowicz Farm**

Date	Grade	Field Trip
10/15/15	PreK & Kindergarten 10 Teachers/Aides 43 Students	Gorchowicz Farm Glen Gardner, New Jersey Admission Cost: \$424.00 Bus Transportation Cost: None Substitute Cost: Nurse <u>\$90.00</u> Total: \$514.00

**b) Intolerance Presentation by Michael Fowlin**

Date	Grade	Field Trip
10/17/15	Grade 8 Mrs. Walton 6 Students	Intolerance Presentation by Michael Fowlin Clinton Township, New Jersey Admission Cost: No Cost Bus Transportation Cost: \$150.00 Substitute Cost: <u>None</u> Total: \$150.00

**c) Merrill Creek Reservoir**

Date	Grade	Field Trip
05/13/16	Grades 2&3 Mrs. Harris, Mrs. Linnen & Ms. Brown 25 Students	Intolerance Presentation by Michael Fowlin Clinton Township, New Jersey Admission Cost: No Cost Bus Transportation Cost: \$300.00 Substitute Cost: <u>None</u> Total: \$300.00

**E-4. Approval of Update to Uniform State Memorandum of Agreement between Hampton Borough Public School and the NJ State Police (Washington, NJ) for the 2015-2016 School Year**

**Recommend** the board approve, upon the recommendation of the Administrative Principal, the Update to the Uniform State Memorandum of Agreement between the Hampton Borough Public School and the NJ State Police (Washington, NJ) for the 2015-2016 School Year.

**E-5. Acknowledge “Week of Respect – October 5 – 9, 2015**

**Recommend** the board acknowledge, upon the recommendation of the Administrative Principal, the “Week of Respect” week, and encourage District Administration and Staff to promote school safety as outlined in the “Requirements of Schools” per the State of NJ Department of Education.

**E-6. Proclaim “School Violence Awareness Week – October 19 – 23, 2015**

**Recommend** the board proclaim, upon the recommendation of the Administrative Principal, the “School Violence Awareness Week” and encourage District Administration and Staff to promote school safety as outlined in the “Requirements of Schools” per the State of NJ Department of Education.

**E-7.**

**Resolution of Hampton Board of Education  
Proclaiming October 5, 2015 – October 9, 2015 as Fire Prevention Week and  
The Month of October as Fire Prevention Month**

**WHEREAS**, fire is a serious public safety concern where injures or kills thousands of people each year; and

**WHEREAS**, in the United States, more than 2,500 people died in hire fires, 12,500 people were injured, and fire departments responded to 496,000 home fires in 2014; and

**WHEREAS**, the observance of Fire Prevention Week and Fire Prevention Month offers us an opportunity to raise the awareness about fire safety and prevention and honor the firefighters who keep us safe; and

**WHEREAS**, Fire Prevention Week was established to commemorate the Great Chicago Fire of 1871 which killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres; and

**WHEREAS**, this year, National Fire Prevention Week will be observed from October 5 – 9, 2015 under the theme “Hear the Beep Where You Sleep. Every Bedroom Needs a Working Smoke Alarm!”;

**NOW THEREFORE BE IT RESOLVED THAT**, the Hampton Board of Education proclaims October 5 through October 9, 2015 as Fire Prevention Week and the month of October 2015 as Fire Prevention month.

**A brief discussion ensued.**

**VOTE : CURRICULUM AND TECHNOLOGY RESOLUTIONS E-1 – E-7 AS PRESENTED.**

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

**NAYS: None**

**ABSTENTIONS: None**

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

Administrative Principal Jones noted the following:

- ✓ A lot of good stuff is in the works. Parent Portal – communication with Parents regarding student grades. Parents of students in Grades 3-8 can see their child’s grades. Teachers are posting student homework assignments on their webpages. A brief discussion ensued. Board Trustee Megan Bruton noted that she assumed that the parent portal was more robust. Administrative Principal Jones stated that the parent portal element is still growing.

- ✓ A brief discussion ensued regarding the development of a HPS Parent Brochure for new HPS parents. Administrative Principal Jones stated that the Communications Committee will be working on this in the near future.
- ✓ Board President Dilts stated that the Communication Committee and the Board of Education is communicating with the Hampton Borough community very well and at every opportunity. Great Job!

### **New Business**

- ✓ Board Trustee Jennifer Shaner noted that Voorhees HS has received national approval.
- ✓ A brief discussion ensued regarding the HamptonElementary.com website. Administrative Principal Jones stated that Administration will make every effort to remove the website as noted.

### **Old Business**

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

### **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)
- ✓ Dash Board

### **Board President Dilts noted the following Board of Education Meeting Schedule:**

Board of Education Meeting Schedule and Important Notes:

**October 20, 2015 Board Committee Meetings**  
**October 27, 2015 Regular Business Meeting**

Board Trustee Megan Bruton noted that Administration has placed the names of Mrs. Cheryl Drzewoszewski and Mrs. Gina Sharkey on the Board of Education Recognition Placques located in the foyer area of the school. Board Trustee Megan Bruton suggested that they be sent letters indicating that their names are listed on the placques and thanking them for their service. Administrative Principal Jones stated he would be happy to do so.

### **Comments from Public II:**

Board Trustee Megan Bruton moved, seconded by Board Trustee Marielia Gavlick to open the public session at 8:47 p.m. and was approved by a unanimous voice vote by all members present. President Dilts opened the meeting to the public at 8:47 p.m.

There being no items presented for discussion at this time, Board Trustee Megan Bruton moved, seconded by Board Trustee Jennifer Shaner to close the public session at 8:48 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 Darek Merkel, 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 negotiations/contracts. 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 8:49 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 Darek Merkel, seconded by Board Trustee Megan Bruton, to close executive session at 9:15 pm. The motion was approved by a unanimous roll call vote by all members present.

The Board reconvened in Public Session at 9:16 pm with the following members present:

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

**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 September 29, 2015 Regular Business Meeting of the Hampton Board of Education at 9:16 PM.

Respectfully Submitted,

Christine M. Werner  
Board Secretary