


**HAMPTON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 7, 2019**



CALL TO ORDER - Mrs. Kelly Morris, Board Secretary Time: _____

Open Public Meeting Announcement

“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 December 5th, 2018, the district’s website and posted in public buildings which include the Hampton Borough Hall and Hampton School.”

Pledge of Allegiance

District Mission Statement

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 2018 – 2019

1. By the end of SY 2018-19, students will show measurable improvement (via American Reading Company IRLA data and if applicable SGO data); progress will be monitored throughout the year via mandatory program benchmark evaluations.
2. Improve overall student achievement at the district level by increased teacher accountability through district assessment tools, leading certified staff to increase their rating measured by the final summative evaluation scores from 2017-18 to 2018-19.
3. Improve student math achievement by evaluating individual PARCC Mathematics scores comparing 2017-18 to 2018-19.

Board of Education Goals 2018-2019

1. Develop and support a comprehensive communication plan ensuring timely and accurate reporting to parents and other school stakeholders.
2. Develop and support an employee recognition program that highlights positive production and contributions within the larger school community.

ELECTION RESULTS

Duly Elected Member of the Board of Education:

Mark Impezzereilli 3 year term

OATH OF OFFICE

Mrs. Morris, Board Secretary, to administer the Oath of Office to the newly elected Board Member, Mr. Mark Impezzereilli as per N.J.S.A. 18A:12-2.1, R.S. 41:1-3.

Roll Call – Kelly Morris, Board Secretary

<input type="checkbox"/> Mr. Andrew Abrahamson	Dr. Timothy Frederiks, CSA
<input type="checkbox"/> Mr. Mark Impezzereilli	Mrs. Kelly Morris, Bd. Secy.
<input type="checkbox"/> Mr. Darek Merkel	
<input type="checkbox"/> Mr. Robert Sherlock	

NOMINATION AND ELECTION OF OFFICERS (Policy 9100)

Mrs. Morris to open the floor to nominations for President of the Board of Education.

Motion: _____ **Second:** _____ **Time:** _____

Roll Call Vote for President:

Nominee: _____

Mr. Abrahamson	Mr. Impezzereilli	Vacant	Mr. Merkel	Mr. Sherlock

Mrs. Morris, Board Secretary to turn the meeting over to the newly elected President.

President to open the floor to nominations for Vice-President of the Board of Education.

Motion: _____ **Second:** _____ **Time:** _____

Roll Call Vote for Vice President:

Nominee: _____

Mr. Abrahamson	Mr. Impezzereilli	Vacant	Mr. Merkel	Mr. Sherlock

EXECUTIVE SESSION

Motion: _____ **Second:** _____ **Time:** _____

RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Hampton Borough Board of Education hold a closed Executive Session regarding one or more of the following matters: **Board Vacancy**. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

Voice Vote: **Ayes:** **Nays:** **Abstentions:**

Reconvene into Public Session:

Motion: _____ **Second:** _____ **Time:** _____

Voice Vote: **Ayes:** **Nays:** **Abstentions:**

R-1. Adopt Board Member Code of Ethics

Motion to adopt the New Jersey School Boards Association Code of Ethics for School Board Members, 18A:12-24.1 as follows:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

- g. I will hold confidential all matters pertaining to the schools which, if disclosed,

would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.”

Further Be It Resolved that the Board acknowledges receipt of the Code of Ethics material forwarded by the NJ School Boards Association; and

Finally Resolved, in accordance with N.J.A.C. 18A: 12-24.1, each Board Member will be asked to sign the **ACKNOWLEDGEMENT OF RECEIPT** of the Code of Ethics for School Board Members, and to forward the form to the Board Secretary.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-2. Adoption of Board Policies

Motion to re-adopt all current written policies, by-laws and regulations in the official Policy Manual of the Hampton Borough School District from the date of the Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or regulations.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-3. Approve Parliamentary Procedures

Motion to recommend that the Board of Education to the extent consistent with the State Law, Policies, and Bylaws of the Board, will be guided by “Robert’s Rules of Order” as per Board Policy.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-4. Approve Official Depositories and Authorized Signatures

Motion to recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorize the Business Administrator to invest school district funds within statutory limitations and process bank wire transfers; and

Further Be It Resolved that the following be and are hereby designated as the official depositories of the Board and authorized signatures of same, effective January 7, 2019 until the next Reorganization meeting of this Board as follows:

- a. Current Account Minimum of three signatures required:
 Board President or Vice President
 Treasurer of School Monies
 Business Administrator

- b. Payroll Agency One signature required:
 Treasurer of School Monies or Business Administrator

- c. Payroll One signature required:
 Treasurer of School Monies or Business Administrator

- d. Money Market One signature required:
 Business Administrator

- e. Food Service Two signatures required:
 Business Administrator
 Board President

- f. Student Activities Two signatures required:
 Business Administrator
 Chief School Administrator

Recommend that all funds on deposit in the Current Account, Payroll Agency Account, Payroll Account, Money Market Account, Food Service Account and Student Activities Account at PNC Bank be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-5. Budget Transfer and Payment of Bills

Motion to authorize, pursuant to N.J.S.A. 18A:22-8.1 amended, the Chief School Administrator and the Business Administrator to approve line item transfers as necessary between board meetings and that such transfers shall be reported to the Board of Education, ratified, and duly recorded in the minutes of the next regular meeting.

Be it further resolved that the Business Administrator may approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-6 NJDOE Chart of Accounts

Motion to designate the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-7 Use of State Contracts

Motion to approve the use of State Contracts per Title 18A:18A-10 which provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property"; and

WHEREAS, the Hampton Borough Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Hampton Borough Board of Education desires to authorize its purchasing agent for the 2016 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore be it

RESOLVED, that Hampton Borough Board of Education does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-8 District Appointments

Motion to approve the following district appointments:

- | | |
|-------------------------------------|------------------------------|
| A.H.E.R.A. Designee | James Neidlinger |
| Accounting Software | CDK Systems |
| ADA Coordinator | CSA |
| Affirmative Action Officer | CSA |
| Architect | SSP Architectural Group |
| Auditor | Bedard, Kurowicki, and Co. |
| Board Attorney | Scarinci Hollenbeck |
| Board Secretary | Kelly Morris |
| Chemical Hygiene Officer | Trina Schafer |
| Custodian of Government Records | Kelly Morris |
| District Anti-Bullying Coordinator | Ruth Ann Dalrymple |
| District Qualified Purchasing Agent | Teresa Barna |
| Financial Advisory Services | Phoenix Advisors, LLC |
| Flexible Spending Administrator | AFLAC |
| Homeless Liaison | CSA |
| Indoor Air Quality/PEOSH Designee | James Neidlinger |
| Insurance Broker | Brown and Brown |
| Integrated Pest Management Designee | James Neidlinger |
| NJ DCP&P Coordinator | Ruth Ann Dalrymple |
| Official Newspaper | Hunterdon Democrat (primary) |
| | Express Times (secondary) |
| | Star Ledger (alternate) |
| Payroll Services | R&L Payroll Services, Inc. |
| Public Agency Compliance Officer | Teresa Barna |
| Right to Know Officer | James Neidlinger |
| Safety and Health Designee | Trina Schafer |
| School Attendance Officer | Diane Weston |
| School Safety Specialist | CSA |
| Section 504 Coordinator | CSA |
| Student Data Management Software | Real Time |
| Substance Awareness Counselor | Tina Schafer |

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-9 Appointment of Qualified Purchasing Agent

Motion to approve item R-9 of the reorganization as presented.

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$40,000, if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$6,00) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the Hampton Board of Education, pursuant to the statutes cited above, hereby appoints **Teresa E. Barna, School Business Administrator** as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the District, and;

BE IT FURTHER RESOLVED, that Teresa E. Barna is hereby authorized to award contracts on behalf of the Hampton Board of Education that are in the aggregate less than 15% (\$6,000) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Teresa E. Barna is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and

BE IT FURTHER RESOLVED, that Teresa E. Barna is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$40,000 without soliciting competitive bids.

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-10 Authorize Chief School Administrator to Collect and Maintain Pupil Records

Motion to approve item R-10 of the reorganization as presented.

Recommend the Board of Education of Hampton, in the County of Hunterdon, New Jersey, authorizes the Chief School Administrator, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy #5125:

- Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
- Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-11 Adopt Existing Contracts and Agreements

Motion to approve the adoption of the existing Contracts and Agreements to which the Hampton Board of Education is a party.

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-12 Approve Facilities Use Fee Schedule – January 7, 2019 – January 2, 2020

Motion to approve fee schedule for use of the school facility for the period January 7, 2019 –January 2, 2020 as per Board Policy and as follows:

For profit organization (not community based)

\$20.00/hr for use of a classroom
 \$40.00/hr for use of the All-Purpose Room

Community Organization Use

\$10.00/hr for use of a classroom
 \$20.00/hr for use of the All-Purpose Room

HPS Fields etc. T.B.N.

HPS Fields etc. T.B.N.

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-13 Adoption of Curriculum and Materials

Motion to re-adopt all current written curriculum, textbooks, workbooks, and ancillary materials of the district for grades K-5 for the period from the date of this Organization Meeting until the Organization Meeting of the next calendar year, unless modified upon recommendation of the Chief School Administrator.

Motion: _____ Second: _____ Time: _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

R-14 Approve 2019 Board of Education Meeting Schedule

Motion to approve the following dates for meetings of the Hampton Public School Board of Education for 2019:

- January 7, 2019 Annual Reorganization Meeting
- January 15, 2019 Committee of the Whole
- January 22, 2019 Regular Business Meeting
- February 19, 2019 Committee of the Whole
- February 26, 2019 Regular Business Meeting
- March 2, 2019 (Sat.)* Budget Work Session @ 9:00 A.M.
- March 9, 2019 (Sat.)* Budget Work Session @ 9:00 A.M.
- March 19, 2019 Committee of the Whole
- March 26, 2019 Regular Business Meeting
- April 16, 2019 Committee of the Whole
- April 24, 2019 (Wed.) Budget Hearing / Regular Business Meeting
- May 14, 2019 Committee of the Whole / Personnel Approval
- May 28, 2019 Regular Business Meeting

June 25, 2019	Regular Business Meeting
July 23, 2019	Regular Business Meeting
August 20, 2019	Committee of the Whole
August 27, 2019	Regular Business Meeting
September 17, 2019	Committee of the Whole
September 24, 2019	Regular Business Meeting
October 15, 2019	Committee of the Whole
October 22, 2019	Regular Business Meeting
November 19, 2019	Committee of the Whole
November 26, 2019	Regular Business Meeting
December 10, 2019	Committee of the Whole
December 17, 2019	Regular Business Meeting

TIME AND LOCATION OF MEETINGS:

7:00 P.M. (unless otherwise noted)
 Hampton Public School Library
 32-41 South Street, Hampton, NJ

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

COMMENTS FROM THE PUBLIC

Brief comments on any matter of interest to the district should be reserved for the time reserved in the order of business. File Code: 9322

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited regarding subjects on this agenda. The second opportunity occurs just prior to adjournment, when citizens may address general questions and comments to the Board. Persons wishing to speak must, upon being recognized, rise and state their name and address. The Board reserves the right to establish rules for the conduct of its meetings including such matters as the time at which the public will be heard if at all, who may speak, and for how long. All such rules shall be monitored by the presiding officer. All cell phones must be turned off or be in vibrating or silent ring mode. Persons should leave the meeting room before answering their cell phones. All comments and questions must be addressed to the Board President or the presiding officer, and shall be limited to school-related issues. If personal remarks or discourteous statements are made, the presiding officer may require the speaker to sit down.

Discussion:

ADJOURN

Motion to adjourn the Reorganization Meeting of the Hampton Public School Board of Education.

Motion: _____ **Second:** _____ **Time:** _____

Mr. Abrahamson	Mr. Imprezzerelli	Vacant	Mr. Merkel	Mr. Sherlock

THIS CONCLUDES THE REORGANIZATION OF THE HAMPTON BOROUGH BOARD OF EDUCATION