


**HAMPTON BOARD OF EDUCATION
COMMITTEE OF THE WHOLE MEETING MINUTES
January 15, 2019**



CALL TO ORDER - Mr. Merkel Board President called the meeting to order at 7:00 PM.

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 January 10, 2019, 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.

Roll Call was called by Kelly Morris, Board Secretary

Present:

Mr. Andrew Abrahamson
Mr. Mark Impellizeri
Mr. Darek Merkel
Mr. Robert Sherlock

Administrators:

Dr. Timothy Frederiks, Interim CSA
Ms. Teresa Barna, Business Administrator (arrived 7:40 PM)
Mrs. Kelly Morris, Board Secretary

Review of Minutes

- November 20, 2018 Regular Business Meeting
- November 20, 2018 Executive Session Minutes
- December 18, 2018 Regular Business Minutes
- December 18, 2018 Executive Session Minutes
- January 7, 2019 Reorganization Meeting Minutes

Board President’s Report - Mr. Darek Merkel

- Mr. Merkel will have the appointments prepared for a future meeting. Mrs. Morris will forward a list of positions for his consideration.

Chief School Administrator’s Report – Dr. Timothy Frederiks

- Dr. Frederiks shared that the CSA Shared Agreement with Lebanon Township is still at the county level pending some minor changes. Once it is sent to the state, approval can be expected in approximately one month. A present target effective date is March 1, 2019. Dr. Frederiks will remain as the Interim CSA until the transition.
- Dr. Frederiks, Ms. Barna, and Mrs. Morris attended the county office mid-year budget review meeting today, which had a positive outcome. He shared that county staff is supportive and solution oriented, and that Hampton’s small school issues and concerns are also shared by many schools of similar size in the county and state. He thanks Mrs. Morris and Ms. Barna for their work in preparing for the meeting.

December Safety Drill Report

	Date	Time	Evacuation Time
Hampton Public School – Fire Drill	12/3/18	10:51 am	81 seconds
Hampton Public School – Hold Drill	12/11/18	11:10 am	11 minutes duration

Mrs. Dalrymple noted that a Hold Drill occurs to keep the hallways cleared due to a spill or medical situation. Students and teachers are instructed to remain in their classrooms, doors closed, business as usual.

Board Secretary’s Report - Mrs. Kelly Morris

- Laura Atwell from Bedard, Kurowicki, and Co. presented the 2017-18 audit. The final comprehensive annual financial report (CAFR) has been held up due to a delay required information (GASB 75) release by the state, but should be available in about 4 weeks. She thanked the administrators and office staff at Hampton, especially the front office, for pleasant assistance during a long audit process.

While there are several findings/recommendations that will require a corrective action plan, she noted that most of the issues have already been addressed, and she does not anticipate any repeat findings.

Recommendations include:

- changing banks to leverage better offerings for schools such as no fees, courier service, remote deposit capture, and more informative reports
- timely completion of 3-year payroll verification
- vendor signature for all purchases above the quote threshold (\$6,000)
- timely cafeteria cash deposits
- proper classification of tuition deposits as revenue (not refunds)
- accurate record-keeping among interfunds for monthly reconciliation
- cash balances reconciled monthly between bank records and accounting records
 - \$60,000 was overstated for the past several years. This amount was adjusted with the assistance of the auditor to be clean moving forward.
- Mrs. Morris and Ms. Barna informed that Board that they will soon receive notification to complete state required ethical disclosures and mandatory training. Prompt completion of these mandates was respectfully requested.
- Future Board of Education Meetings:
 - February 19, 2019 - Committee of the Whole
 - February 26, 2019 - Regular Business

Hampton Student Enrollment - Mr. Merkel requested a simple by grade summary moving forward.

New Business

Purchase of Replacement Tractor - Mr. Jim Neidlinger was present to request purchasing a replacement tractor to meet maintenance needs. He has several quotes, and the cost range is \$15,000 to \$24,000. The district's current tractor is 25 years old and in disrepair. At this time, parts are no longer available. The tractor is necessary for snow removal and field maintenance. Adding a bucket attachment useful for moving items, including dirt, snow, and mulch was recommended. The Board agreed that the expenditure was necessary and asked Ms. Barna to move forward with the process of identifying financing/payment alternatives.

Old Business - none

COMMENTS FROM THE PUBLIC I (Public discussion of agenda items)

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:

- Elizabeth Dilts asked some clarifying questions regarding the audit presentation.

COMMITTEE REPORTS

A. BUILDING AND GROUNDS

A-1 Hampton Public School Facility Requests – 2018 – 2019 School Year

Move to approve the following facility use requests:

Applicant	Purpose	Date(s)	Time(s)	Fee(s) (if applicable)
HSA	Tricky Tray	March 8, 2019 March 9, 2019 (change in date from prior approval)	3pm-6pm all day	none

** All dates/times are subject to cancellation in the event of inclement weather by the Chief School Administrator in consultation with the Board President or Vice President.*

B. FINANCE

B-1 Accept Holiday Donation

Recommend the Board accept a holiday donation from The Work-Family Connection in the amount of \$100 to assist families in need within the District.

PERSONNEL AND NEGOTIATIONS

Motion made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve items C-1 and C-3 as presented:

C-1 Resignation - Music Teacher

Recommend the Board accept the resignation of **Elizabeth Rosa**, Music Teacher, effective January 4, 2019.

C-2 Appointment - Music Teacher

Motion to offer a part-time employment contract to **Gena James**, .25 FTE, for the position of Vocal and Instrumental Music Teacher, based upon an annual salary of \$48,000 (BA-Step 1) with an effective date of January 16, 2019, pending satisfactory criminal history check. (Salary to be prorated based upon start date.)

C-3 Approval of Application for Course Reimbursement – 2018-2019 School Year

Recommend the Board approve, upon the recommendation of the Chief School Administrator, the following Application for Course Reimbursement:

Employee	Course/Date	Reimbursement
Ruth Ann Dalrymple	GED651 Curriculum and Development 8/27/18 to 12/14/18	\$500.00/Credit x 3 Credits = <u>\$1500.00</u> Per Employment Contract 2018-19

	GED671 Field Supervision Internship II 8/27/18 to 12/14/18	\$500.00/Credit x 3 Credits = <u>\$1500.00</u> Per Employment Contract 2018-19 Total Reimbursement: \$3,000.00
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Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Sherlock	Mr. Merkel
Yes	Yes	Yes	Yes	Yes

Motion Carries.

D. POLICY

E. CURRICULUM AND TECHNOLOGY

F. COMMUNICATION

COMMENTS FROM THE PUBLIC II (Public discussion of agenda items)

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Discussion: none

ADJOURNMENT

Motion was made by Mr. Abrahamson, seconded by Mr. Sherlock, to adjourn the Committee of the Whole meeting of January 15, 2019 at 8:12 PM. **Voice Vote: All yes. Motion Carries.**

Respectfully submitted by:



Kelly Morris
Board Secretary