

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

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**CALL TO ORDER** - Mrs. Kelly Morris, Board Secretary 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 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 Impellizeri            3 year term

**Oath of Office**

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

**Roll Call** - Kelly Morris, Board Secretary

**Present:**

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

**Administrators:**

- Dr. Timothy Frederiks, Interim CSA
- Mrs. Kelly Morris, Board Secretary

**Election of Officers (Policy 9100)**

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

Motion by Mr. Sherlock, seconded by Mr. Abrahamson, to nominate Mr. Merkel to serve as Board President.

**Roll Call Vote for President:**

Mr. Abrahamson	Mr. Impellizeri	Vacant	Mr. Merkel	Mr. Sherlock
yes	yes		yes	yes

***Mrs. Morris, Board Secretary, turned the meeting over to Mr. Merkel, Board President.***

Mr. Merkel opened the floor to nominations for Vice-President of the Board of Education.

Motion by Mr. Impellizeri, seconded by Mr. Abrahamson, to nominate Mr. Sherlock to serve as Board Vice President.

**Roll Call Vote for Vice President:**

Mr. Abrahamson	Mr. Impellizeri	Vacant	Mr. Merkel	Mr. Sherlock
yes	yes		yes	yes

**Executive Session:**

Motion by Mr. Sherlock, seconded by Mr. Abrahamson, to move into Executive session at 7:07 PM.

**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: All Yes. Motion Carries.**

**Reconvene into Public Session:**

Motion by Mr. Abrahamson, seconded by Mr. Sherlock, to reconvene into public session at 7:10 PM.

**Voice Vote: All Yes. Motion Carries.**

**Appointment of Board Member**

**Whereas** a vacancy has been caused on this board of education by reason of resignation; and

**Whereas** this board of education has by law authority to fill a vacancy for the unexpired term;

**Therefore, be it resolved** that Elizabeth Monaghan be, and hereby is, appointed to serve as a member of the Hampton Public School Board of Education, effective immediately, for the one-year unexpired term ending on December 31, 2019.

**Motion to appoint Elizabeth Monaghan to fill the one-year unexpired term made by Mr. Abrahamson, seconded by Mr. Sherlock.**

Mr. Abrahamson	Mr. Impellizeri	Vacant	Mr. Merkel	Mr. Sherlock
yes	yes		yes	yes

**OATH OF OFFICE**

Mrs. Morris, Board Secretary, administered the Oath of Office to the newly appointed Board Member, Mrs. Elizabeth Monaghan, as per N.J.S.A. 18A:12-2.1, R.S. 41:1-3.

**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:

(Read aloud by Board Members)

- 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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-1 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-2 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-3 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-4 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-5 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Impellizeri, seconded by Mrs. Monaghan, to approve item R-6 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 2019 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 was made by Mr. Sherlock, seconded by Mr. Impellizeri, to approve item R-7 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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	Trina Schafer
Treasurer of School Monies	Ray Krov

**Motion was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-8 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**R-9 Appointment of Qualified Purchasing Agent**

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% (\$6,000) 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 was made by Mr. Abrahamson, seconded by Mr. Sherlock, to approve item R-9 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

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

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-10 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-11 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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

**Community Organization Use**

\$10.00/hr for use of a classroom

\$40.00/hr for use of the All-Purpose Room  
HPS Fields etc. T.B.N.

\$20.00/hr for use of the All-Purpose Room  
HPS Fields etc. T.B.N.

**Motion was made by Mr. Abrahamson, seconded by Mr. Sherlock, to approve item R-12 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Abrahamson, seconded by Mrs. Monaghan, to approve item R-13 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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 was made by Mr. Sherlock, seconded by Mr. Abrahamson, to approve item R-14 as presented.**

Mr. Abrahamson	Mr. Impellizeri	Mrs. Monaghan	Mr. Merkel	Mr. Sherlock
yes	yes	yes	yes	yes

**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: None**

**ADJOURN**

**Motion** made by Mr. Abrahamson, seconded by Mr. Impellizeri to adjourn the Reorganization Meeting of the Hampton Public School Board of Education at 7:34 PM.

**Voice Vote: All yes. Motion Carries.**

**THIS CONCLUDES THE REORGANIZATION OF THE HAMPTON BOROUGH BOARD OF EDUCATION**

Respectfully submitted by:



Kelly Morris  
Board Secretary