

**HAMPTON BOARD OF EDUCATION REORGANIZATION
MEETING MINUTES
JANUARY 6, 2020**

CALL TO ORDER - Mrs. Marci Krasny, Board Secretary Time: 7:00 P.M.

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 June 13, 2019 have been given of tonight’s meeting in area newspaper, the Hunterdon Democrat, on 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 2019 – 2020

1. By the end of SY 2019-20, 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 2019-2020

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:

Mrs. Nicole Bollenbach 1 year unexpired term

Mrs. Bollenbach	Mrs. Bruton	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Y	Y		Y	Y

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 school.
- 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: Mrs. Bollenbach

Second: Mr. Sherlock

Mrs. Bollenbach	Mrs. Bruton	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Y	Y	Y	Y	Y

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 Organizational 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: Mrs. Noon

Second: Mr. Sherlock

Voice Vote: x Ayes: 5 Nays: 0 Abstentions: 0

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: Mrs. Monaghan

Second: Mr. Sherlock

Voice Vote: x Ayes: 5 Nays: 0 Abstentions: 0

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

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 2020 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.

Voice Vote: **x** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

R-8 District Appointments

Motion to approve the following district appointments:

Appointment	Staff Assigned
A.H.E.R.A. Designee	James Neidlinger
Accounting Software	CDK Systems
ADA Coordinator	Jason Kornegay
Affirmative Action Officer	Ruth Ann Dalrymple
Architect	SSP Architectural Group
Auditor	Bedard, Kurowicki, and Co.
Board Attorney	Scarinci Hollenbeck
Board Secretary	Marci Krasny
Chemical Hygiene Officer	Trina Schafer
Custodian of Government Records	Marci Krasny
District Anti-Bullying Coordinator	Ruth Ann Dalrymple
District Purchasing Agent	Marci Krasny

Financial Advisory Services	Phoenix Advisors, LLC
Flexible Spending Administrator	AFLAC
Homeless Liaison	Jason Kornegay
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	Marci Krasny
Right to Know Officer	James Neidlinger
Safety and Health Designee	Trina Schafer
School Attendance Officer	Ruth Ann Dalrymple
School Safety Specialist	Jason Kornegay
Section 504 Coordinator	Jason Kornegay
Student Data Management Software	Real Time
Substance Awareness Counselor	Trina Schafer
Treasurer of School Monies	Teresa Barna

Motion: Mr. Sherlock

Second: Mrs. Bollenbach

Mrs. Bollenbach	Mrs. Bruton	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Y	Y	Y	Y	Y

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% (\$6,000) 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 Marci Krasny, 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 Marci Krasny 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 Marci Krasny 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

Voice Vote: X Ayes: 5 Nays: 0 Abstentions: 0

R-10 Authorize Superintendent 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

Superintendent, 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.

Voice Vote: **X** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

R-11 Adopt Existing Contracts and Agreements

Motion to approve the adoption of the existing Contracts and Agreements to which the Hampton Board

Voice Vote: **X** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

R-12 Approve Facilities Use Fee Schedule – January 6, 2020 – January 2, 2021

Motion to approve fee schedule for use of the school facility for the period January 6, 2020 –January 2, 2021 as per Board Policy and as follows:

Non-profit Organizations located in or servicing the citizens of Hampton Borough, NJ:
No Use Charge

Non-profit Organizations located outside of Hampton Borough, NJ:
\$30/school year each classroom
\$65/use nights or weekends
\$135/season for youth sports

Voice Vote: **X** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

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 Superintendent.

Subject	Grade	Curricular Program
Math	PK - 5	iReady
Reading	PK - 3	Foundations, Creative Curriculum
	4 - 5	Reader’s Workshop
Writing	4 - 5	Writer’s Workshop
Writing	PK - 3	Handwriting without Tears and Foundations

Science	K-3	Mystery Science
Science	4 -5	TCi Science
Social Studies	K-3	Scholastic News
Social Studies	4 - 5	Harcourt Social Studies

Voice Vote: **X** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

R-14 Approve 2020 Board of Education Meeting Schedule

Motion to approve the following dates for meetings of the Hampton Public School Board of Education for 2020:

January 6, 2020	Annual Reorganizational Meeting
February 18, 2020	Regular Business Meeting
March 17, 2020 (Tuesday)	Preliminary Budget Approval
April 27, 2020 (Monday)	Budget Hearing / Regular Business Meeting
May 11, 2020 (Monday)	Regular Business Meeting / Personnel Approval
June 16, 2020	Regular Business Meeting
August 18, 2020	Regular Business Meeting
September 15, 2020	Regular Business Meeting
October 20, 2020	Regular Business Meeting
November 17, 2020	Regular Business Meeting
December 15, 2020	Regular Business Meeting
January 6, 2021 (Wednesday)	Annual Organization/Regular Meeting

TIME AND LOCATION OF MEETINGS:

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

Voice Vote: **X** **Ayes:** **5** **Nays:** **0** **Abstentions:** **0**

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:

Review of Minutes

- December 17, 2019 Regular Meeting Minutes
- December 17, 2019 Executive Meeting Minutes

Motion to approve the minutes as presented.

Motion: Mrs. Bollenbach

Second: Mr. Sherlock

Voice Vote: x **Ayes:** 4 **Nays:** 0 **Abstentions:** 1

Superintendent’s Report – Mr. Jason Kornegay

- School Calendar – discussed new law requiring all schools closed on all Election Days.

Harassment, Intimidation, and Bullying (HIB) Report

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
July	0	0		
August	0	0		
September	0	0		
October	0	0		
November	0	0		
December	1	1	N	Y
January				
February				
March				
April				
May				
June				

December Safety Drill Report

	Date	Time	Evacuation Time
Hampton Public School – Fire Drill	12/13/19	9:39 AM	1 min 18 sec
Hampton Public School – Shelter Drill	12/20/19	9:09 AM	n/a

Board Secretary’s Report - Mrs. Marci Krasny

New Business

Old Business

Hampton Student Enrollment

Pre-K	18	Grade 6	8
Kindergarten	12	Grade 7	11
Grade 1	7	Grade 8	11
Grade 2	15	ABA Program	3
Grade 3	6	BD Program	8
Grade 4	10	Choice In	6
Grade 5	10	Choice Out	6
Out of District	2		

COMMITTEE REPORTS

A. BUILDING AND GROUNDS

B. FINANCE

Motion to approve items B-1 to B-4 as presented.

B-1 Board Secretary’s and Treasurer’s Reports -November

As required by N.J.A.C. 6A:23A-16.10 (c)3, I, Marci Krasny, Board Secretary, certify that no line account has been over expended as of November 20, 2019 Motion to approve, on the recommendation of the Superintendent, the acceptance of the monthly financial reports (Funds 10, 20, 40, 50) of the Board Secretary and the Treasurer for the month of November 2019 and further that, in compliance with N.J.A.C. 6A:23A-16.10 (c)4, the Board of Education certifies that as of November 30, 2019, after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

B-3 Approve Monthly Bill List

Motion to approve the Bill List as recommended by the Superintendent and School Business Administrator for the period of December 18, 2019 through January 6, 2020

Fund	Total
Fund 10 – Current Expense	3,142.19
Fund 11 - Current Expense	102,286.23
Fund 20 – Special Revenue	5,731.00
Fund 30 – Capital Outlay	0
Fund 40 – Debt Service	0
Fund 50 – Food Service	5,353.06
Grand Total:	116,512.48

B-4 Monthly Transfers

Motion to approve all budget transfers as recommended by the Superintendent and School Business Administrator for the month of December 2019 in the amount of \$37,654.70

Motion: Mrs. Bollenbach Second: Mrs. Noon Time: 7:41 p.m.

Mrs. Bollenbach	Mrs. Bruton	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Y	Y	Y	Y	Y

C. PERSONNEL

D. POLICY

E. CURRICULUM AND TECHNOLOGY

F. COMMUNICATION

COMMENTS FROM THE PUBLIC II (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

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Discussion:

Motion to go into Executive Meeting:

Motion: Mr. Sherlock Second: Mrs. Bollenbach Time: 7:42

Discussed current Tort Law Suit – see attached notes.

Motion to exit Executive Session:

Motion: Mr. Sherlock Second: Mrs. Bollenbach Time: 8:22

ADJOURNMENT

Motion: Mrs. Bruton Second: Mrs. Bollenbach Time: 8:30 p.m.

Voice Vote: x Ayes: 5 Nays: 0 Abstentions: 0

Resolved the Board adjourn the Regular Business Meeting of January 6, 2020 at 8:30 p.m.

THIS CONCLUDES THE REORGANIZATION OF THE HAMPTON BOROUGH BOARD OF EDUCATION