

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
August 20, 2019**

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

Open Public Meeting Announcement

“In accordance with the 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 June 13, 2019, the district’s website and posted in public buildings which include the Hampton Borough Hall and Hampton School.”

The Pledge of Allegiance was said by all present.

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 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 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.

Mrs. Kelly Morris, Board Secretary, called the roll and declared that a quorum was present.

Members Present

Mr. Robert Sherlock-President
Mrs. Nicole Bollenbach
Mr. Mark Impellizeri
Mrs. Elizabeth Monaghan-Vice President
Mrs. Alicia Noon

Administrators Present

Mr. Jason Kornegay, Superintendent
Mrs. Kelly Morris, Board Secretary
Ms. Ruth Ann Dalry

Review of Minutes

- June 20 Regular Meeting Minutes

Motion was made by Mr. Impellizeri, seconded by Mrs. Monaghan, to approve the minutes as presented.
Voice Vote. All Yes. Motion Carried.

Board President’s Report - Mr. Robert Sherlock

- None given

Chief School Administrator’s Report – Mr. Jason Kornegay

- Property Issue - The owner of the District’s neighboring farm is seeking Farmland Preservation Status from the State of NJ, and as a result, recently had a property survey conducted that indicates a possible boundary issue with the school. He indicated to Mr. Kornegay that he is willing to work cooperatively with the school to find a resolution, but that liability issues may present. It is anticipated that Board Counsel will be contacted at some point regarding this matter.
- Personnel Update - In addition to the retirement of Mrs. Harris, the District also received the resignation of Ms. Moss, teacher of the PreSchool Classroom, who is leaving us to move out of state. The District was fortunate to find high quality candidates to replace them both, as is detailed in the Personnel section of the agenda. In addition, schedules for instructional aides provided by Hunterdon ESC are being finalized by Mrs. Dalrymple. We are still seeking a part-time World Language Teacher at this time.
- Strategic Planning - Mr. Kornegay recommended that the District move forward with a Strategic Planning process without procuring outside assistance (i.e.: N.J. School Boards). The process will be inclusive to ensure that thoughts of all school stakeholders are heard. He asked the Board for two volunteers to serve on an Ad Hoc Committee to steer the process.
- Straus Esmay (policy) - Mr. Kornegay and Mrs. Morris met with the attorneys from Straus Esmay, and we have received the first draft of updated policies from Straus Esmay. They will review the draft and make any necessary additions and/or changes; however, policies are driven by statute and case law with little room for variation. The files will be made available electronically for Board review. The first reading approval will be in September, and the second reading approval will be in October.

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				
October				
November				
December				

January				
February				
March				
April				
May				
June				

July Safety Drill Report

	Date	Time	Evacuation Time
Hampton Public School – Fire Drill			
Hampton Public School – Lockout Drill			

Board Secretary’s Report - Mrs. Kelly Morris

- Facilities Updates -
 - The Borough of Hampton graciously added South Street to the scope of their town-wide sidewalk upgrade project with the District only paying for labor and materials. During the evaluation process, it was discovered that the roots of the two trees in front of the school were heaving the existing sidewalk, and that the presence of the sidewalk and roadway had compromised the trees stability. Therefore, we removed both trees prior to upgrading the sidewalk.
 - The building is looking great as we get ready to welcome back our staff and students. Several teachers have been in quite a bit to set up their rooms. Kudos were given to our custodial team - Jim, Matt, Carter, and Jeremy - for their hard work all summer.
 - Our security upgrade project was delayed due to back order of materials. All items are now available, and the project will be scheduled soon.
 - New stair treads are in transit. We will work with Mr. Neidlinger to plan for their installation.
- There is an item for approval to move \$11,000 from Maintenance Reserve to the Current Account to cover the unbudgeted cost of tree removal and sidewalk repair/upgrade.
- Our 2018-19 Fiscal Year Audit is complete with four recommendations, which is good news considering the transitional issues within the Business Office last school year. Ms. Atwell from BKC Accounting will present the audit findings in December.
- The school’s updated website is available at hamptonpublcschool.org. The old URLs have been taken down. Until the new site propagates the Internet, searches may still return the old URLs, which will go to “unavailable” pages. The new URL is posted on the Borough’s website and has been sent to parents via email communication.

New Business

1. Mr. Korengay recommended that the annual school yearbook be discontinued due to the move of

our middle schoolers to Lebanon Township. Interest is low among our students, as only about 25 students purchased yearbooks last year, and there is a minimum of 30 to be purchased.

2. There will be an upcoming change to the 19/20 School Calendar to move the June 17, 2019 Professional Development Day to a different day earlier in the year so that the time is more productive for teachers. Presently, a day near the President's Day holiday is being considered.

Old Business - none

Future Board of Education Meetings

- September 17, 2019 - Regular Business Meeting
- October 15, 2019 - Regular business meeting
- November 19, 2019 - Regular Business Meeting
- December 17, 2019 - Regular Business Meeting
- January 6, 2020 - District Reorganization Meeting

Motion was made by Mrs. Noon, seconded by Mr. Impellizeri, to approve the updated district meeting schedule for the remainder of 2019 reflecting the new structure of one monthly meeting that will include both discussion of topics as a Committee of the Whole and action to conduct Regular Business.

Voice Vote. All Yes. Motion Carried.

Hampton Student Enrollment - August 28, 2019 projected:

Pre-K	18	Grade 6	9
Kindergarten	12	Grade 7	15
Grade 1	6	Grade 8	9
Grade 2	17	ABA Program	3
Grade 3	6	BD Program	8
Grade 4	10	Choice In	6
Grade 5	11	Choice Out	6
Out of District	2		

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:

Megan Bruton encouraged the Board to continue the Norwescap Backpack Program to support at-risk students by providing food staples to ensure that no one is hungry on the weekends. She also shared that there was a delay in implementation of the basic skills program last year, and she asked that the program begin timely this year. Finally, Mrs. Bruton stated that she did not feel that the statement issued by the town regarding the tax increase showed a partnership with the school, and she requested that some sort of response be issued by the school in an effort to improve public relations.

EXECUTIVE SESSION

Motion made by Mr. Impellizeri, seconded by Mrs. Monaghan, to move into Executive session at 7:41 PM for approximately 20 minutes.

RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Hampton Borough Board of Education may hold a closed Executive Session regarding one or more of the following matters: contract issue. 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 Carried.

Reconvene into Public Session:

Motion made by Mr. Impellizeri, seconded by Mrs. Monaghan, to return to public session at 8:07 PM.

Voice Vote. All Yes. Motion Carried.

COMMITTEE REPORTS

A. BUILDING AND GROUNDS

A-1 Hampton Public School Facility Requests – 2019-20 School Year

Applicant	Purpose	Date(s)	Time(s)	Fee(s) (if applicable)
Hampton Recreation Association	Fall Soccer (Use of Fields)	Sept. 3 - Nov. 4 2019	5:30p - 7:30p - M -F 9:00a - 11:00p - Sat.	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.*

A-2 Alternate Method of Bathroom Facilities Compliance

Motion to approve the submission of a waiver request to the Hunterdon County Office of Education titled: "Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms" pertaining to the Kindergarten, Preschool, and Behavioral Disability classrooms in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in the classroom.

A-3 Items for Disposal

Motion to approve the disposal of the following items due to disrepair and/or obsolescence:

Item(s)	Reason	Disposition
2 Door Freezer	15 year old unit needs parts that are no longer available; multiple failures	Scrap - no charge
16 Computer Monitors	Obsolete - not compatible with district devices - age unknown	Recycling Pick Up - no charge

Motion made by Mrs. Noon, seconded by Mr. Impellizeri, to approve items A-1 to A-3 as presented.

Voice Vote. All Yes. Motion Carried.

B. FINANCE

Mrs. Morris noted that the July reports will be presented for approval at the September meeting, as the school treasurer is on vacation. Reports will still be presented within the statutory 60 days time frame required.

B-1 Board Secretary's and Treasurer's Reports

As required by N.J.A.C. 6A:23A-16.10 (c)3, I, Kelly Morris, Board Secretary, certify that no line account has been over expended as of June 30, 2019;

Motion to approve, on the recommendation of the Superintendent, the acceptance of the monthly financial reports of the Board Secretary (Fund 10, Fund 20, Fund 40, Fund 50, Fund 65) and the Treasurer for the month of June 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 June 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-2 Approve Bill List

Motion to approve the Bill List as recommended by the Chief School Administrator and School Business Administrator for the period of July 1, 2019 through August 20, 2019.

Fund	Total
Fund 10 – Current Expense	1,875.57
Fund 11 - Current Expense	236,012.52
Fund 20 – Special Revenue	0
Fund 30 – Capital Outlay	0
Fund 40 – Debt Service	0
Fund 50 – Food Service	0
Fund 65 - BD/ABA Program	0
Grand Total:	273,888.09

B-3 Monthly Transfers

Motion to approve all budget transfers as recommended by the Chief School Administrator and School Business Administrator for the month of June 2019 in the amount of \$544,174.96

B-4 ESY Tuition Contracts - Receiving/Lopatcong

Motion to approve the 2019-2020 ESY tuition contract with Lopatcong Township School District Board of Education to receive one identified student into the Hampton Borough School District 2019 Extended School Year Program at a tuition rate of \$4,465 per student; any extraordinary or individual related service required will be provided by the sending district.

B-5 ESY Tuition Contracts - Receiving/Union

Motion to approve the 2019-2020 ESY tuition contract with Union Township School District Board of Education to receive one identified student into the Hampton Borough School District 2019 Extended School Year Program at a tuition rate of \$4,465 per student; any extraordinary or individual related service required will be provided by the sending district.

B-6 ESY Tuition Contracts - Receiving/Oxford

Motion to approve the 2019-2020 ESY tuition contract with Oxford Township School District Board of Education to receive one identified student into the Hampton Borough School District 2019 Extended School Year Program at a tuition rate of \$4,465 per student; any extraordinary or individual related service required will be provided by the sending district.

B-7 Tuition Contract - Receiving/Union

Motion to approve the 2019-2020 school year tuition contract with Union Township School District Board of Education to receive one identified student into the Hampton Borough School District 2019 Autistic Program at a tuition rate of \$25,000 per student plus provision of a 1:1 Instructional Aide at a rate of \$36,770 per student; any other extraordinary or individual related services required will be provided by the sending district.

B-8 Tuition Contracts - Receiving/Lopatcong

Motion to approve the 2019-2020 school year tuition contracts with Lopatcong Township School District Board of Education to receive two identified students into the Hampton Borough School District, one student to be enrolled in the Autistic Program at a tuition rate of \$25,000 per student and the other to be enrolled in the Behavioral Disability Program at a tuition rate of \$39,875; any other extraordinary or individual related services required will be provided by the sending district.

B-9 Tuition Contracts - Receiving/Lebanon Borough

Motion to approve the 2019-2020 school year tuition contract with Lebanon Borough School District Board of Education to receive one identified student into the Hampton Borough School District Behavioral Disability Program at a tuition rate of \$39,875; any other extraordinary or individual related services required will be provided by the sending district.

B-10 Tuition Contracts - Receiving/Oxford

Motion to approve the 2019-2020 school year tuition contract with Oxford Township School District Board of Education to receive one identified student into the Hampton Borough School District Behavioral Disability Program at a tuition rate of \$39,875; any other extraordinary or individual related services required will be provided by the sending district.

B-11 Enterprise Fund Transfer

Motion to approve an audit adjustment to amend all 2018-2019 fiscal year expenditures and revenues from Fund 65 (BD/Autistic Programs) to Fund 10 (General Fund).

B-12 Maintenance Reserve Transfer

Motion to approve the transfer of \$11,000 from Maintenance Reserve to the General Fund to supplement the cost of the tree removal and sidewalk repair/replacement project.

B-13 ESY Transportation - Joint Agreement - Franklin Township

Motion to approve the Joint Transportation Agreement between Franklin Township Board of Education (Host) and the Hampton Borough Board of Education (Joiner) for the 2019 Extended School Year as follows:

Start Date	End Date	Route #	Destination	Cost	# Host Students	# Hampton Students
07/08/2019	08/08/2019	ESY19	HPS	\$500	4	1

Motion made by Mrs. Noon, seconded by Mr. Impellizeri, to approve items B-1 to B-13 as presented.

Mrs. Bollenbach	Mr. Impellizeri	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Yes	Yes	Yes	Yes	Yes

Roll Call Vote. All Yes. Motion Carried.

C. PERSONNEL AND NEGOTIATIONS

Motion to approve personnel items C-1 and C-9 as presented.

C-1 Staff Member Travel

Motion to approve the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy. Only overnight stays are eligible for meal reimbursement. Mileage, meals and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: \$0.35.

Date	Program/Location	Employee	Cost	Mileage
9/9, 11/14, 2/11, 5/7	NJASBO School Business Academy	Kelly Morris	\$200 (4 sessions)	\$105.40 per trip

C-2 Approval of Application for Course Reimbursement – 2019-2020 School Year

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

Employee	Course/Date	Reimbursement
Carley Marookian	GED 650: Principles and Practices of Supervision - Fall 2019 beginning 8/26/19	\$325 per credit x 3 credits = \$975

C-3 3-Year Comprehensive Equity Plan

Motion to approve the development of the 3-Year Comprehensive Equity Plan as recommended by the Superintendent.

C-4 Resignation

Motion to approve the resignation, with regret, of **Samantha Moss** from the position of Preschool Teacher effective June 30, 2019.

C-5 2019-2020 2nd Grade Teacher Contract

Motion to approve the employment of **Mary Meyer**, Second Grade Teacher, FTE 1.0, at MA salary of \$51,500 for the 2019/20 School Year, as recommended by the Superintendent.

Mrs. Meyer was present at the meeting, and Mr. Kornegay introduced her to the Board. She commented that she was very excited to join the District.

C-6 2019-2020 Preschool Teacher Contract

Motion to approve the employment of **Alexandra DeGaris**, Preschool Teacher, FTE 1.0, at BA salary of \$48,000 for the 2019/20 School Year, as recommended by the Superintendent.

C-7 2019-2020 Principal Contract

Motion to approve the change in title of **Ruth Ann Dalrymple**, to Principal effective July 15, 2019, at an annual salary of \$104,000, as recommended by the Superintendent.

C-8 2019-2020 Part-Time Hourly Custodian/Technology Staff

Motion to approve the continued part-time, hourly employment of **Jeremy Onorato**, Custodian / Technology Assistant, at an hourly rate of \$10.00 per hour, not to exceed an average of 10 hours per week, as recommended by the Superintendent.

C-9 2019-2020 Part-Time Hourly Business Office Assistant

Motion to approve the continued part-time, hourly employment of **Annalee Tyerech**, Business Office Assistant, at an hourly rate of \$10.00 per hour, not to exceed an average of 10 hours per week, as recommended by the Superintendent.

Motion made by Ms. Bollenbach, seconded by Mr. Impellizeri, to approve items C-1 to C-9 as presented.

Mrs. Bollenbach	Mr. Impellizeri	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
Yes	Yes	Yes	Yes	Yes

Roll Call Vote. All Yes. Motion Carried.

D. POLICY

E. CURRICULUM AND TECHNOLOGY

Motion to approve item E-1 as presented.

E.1 Revised 2018 QSAC District Improvement Plan

Motion made by Mr. Impellizeri, seconded by Mrs. Noon, to approve the revised 2018 QSAC District Improvement Plan as presented.

Voice Vote. All Yes. Motion Carried.

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: None

ADJOURNMENT

Motion made by Mr. Impellizeri, seconded by Mrs. Bollenbach, to adjourn the Regular Business Meeting at 8:19 PM.

Voice Vote. All Yes. Motion Carried.

Respectfully submitted by:



Kelly Morris
Board Secretary