

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
September 17, 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.

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.

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

Present:

- Mr. Bob Sherlock, President
- Mrs. Elizabeth Monaghan-Vice President
- Mrs. Nicole Bollenbach
- Mrs. Alicia Noon

Administrators Present:

- Mr. Jason Kornegay, Superintendent
- Mrs. Kelly Morris, Board Secretary

Absent:

- Mr. Mark Impellizeri

Review of Minutes

- August 20, 2019 Regular Meeting Minutes
- August 20, 2019 Executive Session Minutes

Motion was made by Ms. Monaghan, seconded by Ms. Bollenbach, 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

- Mr. Kornegay and Mrs. Dalrymple presented a plaque from the GoHunterdon organization awarded to the school for our Safe Routes to School Program.
- Mr. Kornegay presented the district’s QSAC District Improvement Plan resulting from the 2017-18 inspection where the district scored below standard in both Governance and Instruction & Programming. After our recent County Administrator’s visit, we have improved from a 50% rating to a 100% rating in Governance, which is a result of our partnership with Strauss Esmay to update our policies, regulations, and by-laws. In the area of Curriculum & Instruction, we have gone from a 45% rating to a 50% rating; however, we are presently working to update curriculum documents that align with Lebanon Township, train faculty to record all necessary components in lesson plans (i.e.: including cross curricular content in lessons), and improve standardized test scores.
- 2018-19 PARCC scores have been received by the District. Mr. Kornegay will present the scores at the October BOE meeting.
- Two non-administrator positions have been identified that require the payment of stipends, including a substitute caller and a testing coordinator. Both were discussed and later approved in the Personnel motions.
- Mr. Kornegay and Mrs. Morris met with Mr. and Mrs. Grochowicz regarding the possible encroachment upon neighboring farmland by our playground equipment. A request has been made that the school move the playground equipment so that the farm can go into Highlands Preservation status. The Board inquired as to rights the District may have to the property due to long term use and maintenance, as well as a possibility to negotiate with the Highlands. A Certificate of Other Insured (COI) is being issued by the school’s carrier to limit any liability while the matter is pending resolution. The District will obtain a survey to verify the claim and consult with legal counsel regarding resolution once obtained.

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				

August Safety Drill Report

	Date	Time	Evacuation Time
Hampton Public School – Fire Drill	8/29/19	12:40 pm	1 min 26 sec
Hampton Public School – Lockout Drill	8/6/19	11:10 am	

Board Secretary’s Report - Mrs. Kelly Morris

- Mrs. Morris informed the Board that there are negative student lunch accounts totalling over \$800 from last school year. To mitigate charges this year, some changes have been made to the lunch processes. Information regarding student accounts and paying for lunch is outlined on the school website for parents and guardians.
- The sidewalk project is complete and looks great. The District was able to save significantly by joining the town-wide project. Although the sidewalk on Foss Avenue is designed and reinforced for parking, only parallel parking will be permitted to avoid blocked egress that could force pedestrians into the road.
- The NJ State Fire Marshal conducted an inspection this week and noted violations pertaining to the stairway doors on the 2nd and 3rd floors of the school, as they are not marked as UC Rated. Mrs. Morris will be meeting with our architect to learn about possible costs and scope of work to abate the violations. It is possible to receive an extension to span multiple years due to budgetary issues.

New Business

It is time to begin setting Board and District Goals for the 2019-20 School Year. Goals for the year will focus on the strategic planning process and its outcomes. A survey will be sent out to the Board members and a draft will be created.

Old Business

Motion was made by Ms. Noon, seconded by Mrs. Monaghan, to change the 2019-2020 School Calendar to move the June 17, 2020 Professional Development Day to Friday, February 14, 2020, making June 16, 2020 the last day of school for both students and staff.

Voice Vote. All yes. Motion Carried.

Future Board of Education Meetings

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

Hampton Student Enrollment

Pre-K	18	Grade 6	9
Kindergarten	10	Grade 7	15
Grade 1	6	Grade 8	9
Grade 2	16	ABA Program	3
Grade 3	6	BD Program	8
Grade 4	10	Choice In	6
Grade 5	11	Choice Out	6
Out of District	3		

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: none

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 School Association	Monthly Meetings (Library)	Sept. 4, Oct. 2, Nov. 20, Jan. 8, Feb. 5, Mar. 4, Apr. 1, May 6, Jun 3	3:15p - 4:15p	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 Integrated Pest Management

Motion to approve the 2019/2020 District Integrated Pest Management Plan as presented.

Motion made by Ms. Monaghan, seconded by Ms. Noon, to approve building and grounds items A-1 to A-2 as presented. **Voice Vote. All Yes. Motion Carried.**

B. FINANCE

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 July 31, 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 **July 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 July 31, 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 August 21, 2019 through September 17, 2019.

Fund	Total
Fund 10 – Current Expense	9,3308.56
Fund 11 - Current Expense	171,145.98
Fund 12 - Capital Expense	10,363.28
Fund 20 – Special Revenue	12,240.00
Fund 40 – Debt Service	33,750.00
Fund 50 – Food Service	731.38
Fund 65 - BD/ABA Program	0
Grand Total:	237,539.20

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 **July 2019** in the amount of \$11,756.52.

B-4 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 August 31, 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 **August 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 August 31, 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-5 Monthly Transfers

There were no transfers for the month of **August 2019**.

B-6 Appropriation of Extraordinary Aid

Motion to accept and appropriate of Fiscal Year 2019 Extraordinary Aid in the amount of \$136,064 into the following accounts:

11-190-100-610	Instructional Supplies	\$8,000
11-000-221-320	Professional Development	\$5,000
11-000-262-420	Operations and Maintenance	\$10,102
11-000-270-518	Transportation	\$15,000
11-000-100-561	Tuition - Out of District	\$50,000
11-150-100-101	Home Instruction	\$12,000
12-000-400-710	Capital Expenditures - Sidewalk	\$11,962
11-000-251-104	Business Office	\$14,000
11-000-310-930	Food Service Subsidy	\$10,000

B-7 Donors Choose Donation

Motion to accept, with gratitude, items donated to Anne Bruno’s classroom through the Donors Choose program. Mrs. Bruno was in attendance at the meeting and presented.

Motion was made by Ms. Bollenbach, seconded by Ms. Noon, to approve items B-1 to B-7 as presented.

Mrs. Bollenbach	Mr. Impellizeri	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
yes	absent	yes	yes	yes

Roll Call Vote. All Yes. Motion carries.

C. PERSONNEL AND NEGOTIATIONS

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
9/24/10 to 9/26/19	Wilson Reading System Introductory Course Fairfield, NJ	Tina Attanasio Kathleen Walton	\$600 x 2 = \$1,200 Subs: \$540	OMB Mileage Reimbursement Rate
2019/20 Schedule	NJASBO Monthly Meetings and PD Programs	Kelly Morris	\$100 per program	OMB Mileage Reimbursement Rate
2019/20 Schedule	HWASBO Monthly Meetings and PD Programs	Kelly Morris	\$195 annual membership fee	OMB Mileage Reimbursement Rate

C-2 2019-2020 Spanish Teacher Contract

Motion to approve the employment of **Carissa Roe**, Spanish Teacher, FTE 0.2, at BA salary of \$9,600 for the 2019/20 School Year, as recommended by the Superintendent.

C-3 2019-2020 Part-Time Hourly Custodian Staff

Motion to approve the part-time, hourly employment of **Lawrence DeMarco**, Custodian, at an hourly rate of \$18.00 per hour for an average of 15 hours per week, pending criminal history, as recommended by the Superintendent.

C-4 2019-2020 Substitute Custodian

Motion to approve the employment of **Tracy Hartrum**, Substitute Custodian, at the approved substitute rate, as recommended by the Superintendent.

C-5 2019-2020 Substitute Custodian

Motion to approve the employment of **George Fox**, to serve as Voluntary Custodian, as recommended by the Superintendent.

C-6 2019-2020 Substitute Teacher

Motion to approve the employment of **Jeanne Cassano**, Substitute Teacher, at the approved substitute rate, as recommended by the Superintendent.

C-7 2019-2020 District Appointments

Motion to approve below list of District Staff Appointments for the 2019-2020 School Year:

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	Kelly Morris
Chemical Hygiene Officer	Trina Schafer
Custodian of Government Records	Kelly Morris
District Anti-Bullying Coordinator	Ruth Ann Dalrymple
District Purchasing Agent	Kelly Morris
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	Kelly Morris
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	Ray Krov

C-8 2019-2020 Stipends

Motion to approve the below appointments of stipend positions for the 2019-2020 school year:

Stipend Position	Staff Appointed	Stipend Amount
Substitute Caller	Diane Weston	\$1,000
Testing Coordinator	Tina Attanasio	\$1,000

Motion was made by Ms. Bollenbach, seconded by Ms. Monaghan, to approve personnel items C-1 and C-8 as presented.

Mrs. Bollenbach	Mr. Impellizeri	Mrs. Monaghan	Mrs. Noon	Mr. Sherlock
yes	absent	yes	yes	yes

Roll Call Vote. All Yes. Motion carries.

D. POLICY

D-1 Draft of Revised Policies and Regulations

Motion to approve the first reading of the Hampton Public School Bylaws, Regulations and Policies Draft, as revised to reflect current laws and practices by Strauss Esmay, on the recommendation of the Superintendent.

Motion was made by Ms. Noon, seconded by Mrs. Monaghan, to approve policy item D-1 as presented.

Voice Vote. All Yes. Motion Carried.

E. CURRICULUM AND TECHNOLOGY

E-1 CAP Program Grant Acceptance

Motion to accept, with gratitude, a grant for an anti-bullying state primary prevention education program to be implemented by New Jersey Child Assault Prevention (CAP), on the recommendation of the Superintendent.

Motion was made by Ms. Bollenbach, seconded by Ms. Noon, to approve policy item E-1 as presented.
Voice Vote. All Yes. Motion Carried.

F. COMMUNICATION

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

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Discussion: none

ADJOURNMENT

Motion was made by Ms. Noon, seconded by Ms. Monaghan, to adjourn.
Voice Vote. All Yes. Motion Carried.

Resolved the Board adjourn the Regular Business Meeting of September 17, 2019 at 8:06 PM.

Respectfully submitted by:



Kelly Morris
Board Secretary