

**HAMPTON BOARD OF EDUCATION
REORGANIZATION MEETING / REGULAR MEETING
JANUARY 4, 2022**

CALL TO ORDER - Mr. James Schlessinger, Board Secretary Time: _____

Open Public Meeting Announcement

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, instructions for remote access and making public comment and, to the extent known, the agenda of this meeting on January 14, 2021 to the Hunterdon Democrat. Copies of the notice also have been placed in the Board Office and in district school on January 14, 2021, posted on the District website on January 14, 2021, and sent to the Township Clerk on January 14, 2021.

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.

ELECTION RESULTS

Duly Elected Member of the Board of Education:

- | | |
|---------------|-------------|
| Denise Bryant | 3-year term |
| Dana Daneault | 3-year term |

OATH OF OFFICE

Mr. Schlessinger, Board Secretary, to administer the Oath of Office to the newly elected Board Member, to Ms. Daneault as per N.J.S.A. 18A:12-2.1, R.S. 41:1-3.

Roll Call – James Schlessinger, Board Secretary

- | | |
|---|---|
| <input type="checkbox"/> Ms. Megan Bruton | <input type="checkbox"/> Dr. Timothy Frederiks, Interim Superintendent |
| <input type="checkbox"/> Ms. Denise Bryant | <input type="checkbox"/> Mr. James Schlessinger, Business Administrator |
| <input type="checkbox"/> Ms. Dana Daneault | |
| <input type="checkbox"/> Ms. Elizabeth Monaghan | |
| <input type="checkbox"/> Ms. Alicia Noon | |

NOMINATION AND ELECTION OF OFFICERS (Policy 9100)

Mr. Schlessinger to open the floor to nominations for President of the Board of Education.

R-1. Nominate Board President

Open Nomination for Board President _____

Motion: _____ Second: _____

Ms. Bruton	Ms. Bryant	Ms. Daneault	Ms. Monaghan	Ms. Noon

Newly elected President assumes the chair.

President to open the floor to nominations for Vice-President of the Board of Education.

R-2. Open Nomination for Board Vice-President _____

Motion: _____ Second: _____

Ms. Bruton	Ms. Bryant	Ms. Daneault	Ms. Monaghan	Ms. Noon

R-3. 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 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.”

BE IT FURTHER 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.

R-4. 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.

R-5. 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.

R-6. 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

BE IT FURTHER RESOLVED that the following be and are hereby designated as the official depositories of the Board and authorized signatures of same, effective January 6, 2021 until the next Reorganization meeting of this Board as follows:

General Account: Three signatures required: President, Board Secretary and Treasurer

Payroll Account: One signature required: Treasurer

Payroll Agency Account: One signature required: Treasurer

Summer Pay Account: Two signatures required: Business Administrator, Superintendent Student

Activity Account: Two signatures required: Superintendent, Building

Supervisor/Principal

Money Market Account: Business Administrator/Board Secretary to act as Investment Officer

Recommend that all funds on deposit in the Current Account, Payroll Agency Account, Payroll Account, Money Market Account, Summer Pay Account, and Student Activities Account at Investor Savings Bank

be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

R-7. Motion to approve the following resolution designation the depository of record

BE IT RESOLVED that Investor Savings Bank be designated as the depository of record for the Hampton Borough Board of Education accounts:

BE IT RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

R-8. Motion to authorize the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.

R.9. Motion to authorize the Business Administrator/Board Secretary to 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.

R-10. Motion to approve the following 403(b) plan providers:

AXA Equitable

R-11. Annual Regular Business Travel Limit per Employee Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) and board policy, the Board of Education authorizes an annual maximum amount per employee not to exceed \$1,500 for regular business travel only for which prior Board approval is not required.

R-12. Motion to authorize, pursuant to N.J.S.A. 18A:22-8.1 amended, the Superintendent 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.

R-13. Motion to approve the New Jersey minimum chart of accounts.

R-14. 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.

R-15. Motion to approve the following 2022 district appointments:

Appointment	Staff Assigned
A.H.E.R.A. Designee	James Neidlinger
Accounting Software	CDK Systems
ADA Coordinator	Tim Frederiks (to be replaced by new CSA)
Affirmative Action Officer	Ruth Ann Dalrymple
Architect	SSP Architectural Group
Auditor	BKC Certified Public Accountants, PC
Board Attorney	Scarinci Hollenbeck
Special Council	TBD
Board Secretary	James Schlessinger
Chemical Hygiene Officer	Susan Straight
Custodian of Government Records	James Schlessinger
District Anti-Bullying Coordinator	Ruth Ann Dalrymple
District Purchasing Agent	James Schlessinger
Financial Advisory Services	Phoenix Advisors, LLC
Flexible Spending Administrator	AFLAC
Homeless Liaison	Tim Frederiks (to be replaced by new 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	James Schlessinger
Right to Know Officer	James Neidlinger
Safety and Health Designee	Susan Straight
School Attendance Officer	Ruth Ann Dalrymple
School Safety Specialist	Tim Frederiks (to be replaced by new CSA)
Section 504 Coordinator	Tim Frederiks (to be replaced by new CSA)
Student Data Management Software	Real Time
Substance Awareness Counselor	Susan Straight
Treasurer of School Monies	Teresa Barna

R-16. Motion to approve item R-16 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 \$32,000, which shall be increased to \$44,000, 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% (\$4,800, \$6,600 in the case of a qualified purchasing agent) 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 James Schlessinger, 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 James Schlessinger is hereby authorized to award contracts on behalf of the Hampton Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that James Schlessinger 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

R-17. Motion to approve item R-17 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.

R-18 Motion to approve the adoption of the existing Contracts and Agreements to which the Hampton Board is a party and where continuation is not authorized by law.

R-19. Motion to approve fee schedule for use of the school facility for the period January 6, 2021 –January 2,2022 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
- Exterior Athletic Fields- \$150/day

R-20. 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	My Math
Reading	PK - 3 4 - 5	Fundations, Creative Curriculum Reader's Workshop
Writing	PK - 3 4 - 5	Handwriting without Tears and Fundations Writer's Workshop
Science	K - 3 4 - 5	Mystery Science TCi Science
Social Studies	K - 3 4 - 5	Scholastic News Harcourt Social Studies

R-21. Motion to approve the following dates for meetings of the Hampton Public School Board of Education for 2021:

January 4, 2022	Annual Reorganizational Meeting
January 11, 2022	Special Meeting: Appoint New CSA
February 15, 2022	Regular Business Meeting
March 15, 2022	Preliminary Budget Approval
April 26, 2022	Budget Hearing / Regular Business Meeting
May 10, 2022	Regular Business Meeting / Personnel Approval
June 14, 2022	Regular Business Meeting
August 16, 2022	Regular Business Meeting
September 13, 2022	Regular Business Meeting
October 18, 2022	Regular Business Meeting
November 15, 2022	Regular Business Meeting
December 13, 2022	Regular Business Meeting
January 3, 2023	Annual Organization Meeting and Regular Meeting

TIME AND LOCATION OF MEETINGS: 7:00 P.M. (unless otherwise noted)

Hampton Public School Library
32-41 South Street, Hampton, NJ

R-22. Motion to approve the following Board Member liaison/representative assignments:

Appointment	Board Member Assigned
Hampton BoE Representative at Lebanon Township meetings	Elizabeth Monaghan
Hampton Town Council Liaison	
Hampton Planning Board	
PR Committee	

Board President calls for a motion and a second to approve R:3-R:22

Motion: _____ **Second:** _____

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

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:

- _____
- _____

REGULAR BUSINESS

Review of Minutes

- December 14, 2021 Regular Meeting Minutes
- December 14, 2021 Executive Meeting Minutes

Motion to approve the minutes as presented.

Motion: _____ **Second:** _____

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

Superintendent’s Report – Dr. Tim Frederiks

- ERI Program for 2022-23

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	1	0		
November	0	0		
December	0	0		
January				
February				
March				
April				
May				
June				

December Safety Drill Report

	Date	Time	Evacuation Time
Fire Drill	12/6/21	10:18am	64 seconds
Safety Drill, shelter drill	12/22/21	2:10 pm	

Hampton Student Enrollment

	District: In	Choice: In	District: Out
Prek	18	-	1
Kindergarten	9	-	-
1	18	2	-
2	8	-	-
3	6	1	1
4	14	2	-
5	6	-	1
SUBTOTAL	79*	5*	3
Choice Out	8	-	-
LT - 6	14	-	-
LT - 7	16	-	2
LT - 8	8	-	-
SUBTOTAL	46	-	2
TOTAL	125	5	5

- Present in building on 1/3/2022

Board Secretary’s Report - Mr. James Schlessinger

New Business

- _____

Old Business

- _____

COMMITTEE REPORTS

A. BUILDING AND GROUNDS

A-1 _____

Motion to approve _____

Motion: _____ Second: _____

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

B. FINANCE

Motion to approve item B-1 as presented.

B-1 Approve Monthly Bill List

Motion to approve the Bill List as recommended by the Superintendent and School Business Administrator for the period of December 15, 2021 through January 6, 2022

Fund	Total
Fund 10 – Current Expense	\$7,573.14
Fund 11 - Current Expense	\$211,147.97
Fund 20 – Special Revenue	\$10,524.99
Fund 30 – Capital Outlay	0.00
Fund 40 – Debt Service	0.00
Fund 50 – Food Service	0.00
Grand Total:	\$239,246.10

Motion: _____ **Second:** _____ **Time:** _____

Ms. Bruton	Ms. Bryant	Ms. Daneault	Ms. Monaghan	Ms. Noon

C. PERSONNEL

- _____

D. POLICY

- _____

E. CURRICULUM AND TECHNOLOGY

- _____

F. COMMUNICATION

- _____

COMMENTS FROM THE PUBLIC II

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Discussion:

- _____
- _____

EXECUTIVE SESSION

Motion: _____ **Second:** _____ **Time:** _____

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: _____. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

Reconvene into Public Session:

Motion: _____ **Second:** _____ **Time:** _____

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

ADJOURNMENT

Motion: _____ **Second:** _____ **Time:** _____

Voice Vote: **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

Resolved the Board adjourn the Regular Business Meeting of January 4, 2022 at _____.