

**HAMPTON BOARD OF EDUCATION  
REGULAR BUSINESS MEETING AGENDA  
December 19, 2023**

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**CALL TO ORDER** - Ms. Monaghan, Board President Time: \_\_\_\_\_

**Open Public Meeting Announcement**

In accordance with the State's Open Public Meetings Act, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting at least forty-eight (48) hours prior to the commencement of this meeting to the Hunterdon Democrat and Express Times. Copies of the notice also have been placed in the Board Office and in the district school, posted on the District website, and sent to the Township Clerk.

**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:**

1. To ensure fidelity to a high-quality instructional program that provides equitable opportunities for all students for in person and remote learning.
2. To implement project-based learning and activities that develop and foster life skills.
3. To invest in and offer professional development for staff on project based learning and other professional development needs as identified in collaboration with the teaching staff.
4. To develop alternative sources of revenue for the district.

**Board Goal:**

1. To engage in ongoing professional development in areas that the Board identifies as crucial to expanding their knowledge as effective school board members.

**Roll Call – Jim Schlessinger, Business Administrator**

☐

Ms. Elizabeth Monaghan- President

☐

Ms. Dana Daneault - Vice President

☐

Ms. Denise Bryant

☐

Ms. Heather Burd

☐

Ms. Nicole Panaro

☐

Daniel Kerr, Chief School Administrator

☐

Jim Schlessinger, Business Administrator

## **PRESENTATION:**

- 2022-23 Audit Results: Laura Atwell, BKC CPAs
- HIB Training: Daniel Kerr

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## **A. 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 anticipated that the Executive Session may last approximately \_\_\_\_\_. 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:** \_\_\_\_\_

### ***Executive Session***

#### **Reconvene into Public Session:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Voice Vote:**    **Ayes:** \_\_\_\_\_    **Nays:** \_\_\_\_\_    **Abstentions:** \_\_\_\_\_

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## **B. REVIEW OF MINUTES**

- Regular Meeting – November 21, 2023 (Attachment 1A)
- Executive Session – November 21, 2023 (Attachment 1B)

### **Motion to approve the minutes as presented:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

#### **Roll Call Vote:**

| Ms. Bryant | Ms. Burd | Ms. Daneault | Ms. Monaghan | Ms. Panaro |
|------------|----------|--------------|--------------|------------|
|            |          |              |              |            |

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## **C. BOARD PRESIDENT’S REPORT: Ms. Monaghan**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## **D. CHIEF SCHOOL ADMINISTRATOR’S REPORT: Mr. Daniel Kerr**

- QSAC
- World language update
- \_\_\_\_\_

**Harassment, Intimidation, and Bullying (HIB) Report -2023-2024**

| Month         | # Incidents Investigated | # Incidents HIB Confirmed | Remediation (Y/N) | Discipline (Y/N) |
|---------------|--------------------------|---------------------------|-------------------|------------------|
| November 2023 | 0                        | 0                         | -                 | -                |
| October 2023  | 0                        | 0                         | -                 | -                |

**Safety Drill Report:**

|                                 | Date       | Time     | Evacuation Time |
|---------------------------------|------------|----------|-----------------|
| Fire Drill                      | 11/16/2023 | 11:10 am | 59 sec          |
| Security Drill – Bus Evacuation | 11/7/2023  | 9:30 am  | n/a             |

**Hampton Student Enrollment:**

|                            | Hampton In | Choice In | Total HPS  | OOD      | Choice Out |
|----------------------------|------------|-----------|------------|----------|------------|
| Pre-K (3)                  | 11         | -         | 11         | -        | -          |
| Pre-K (4)                  | 17         | -         | 17         | -        | -          |
| Kindergarten               | 12         | 1         | 13         | -        | -          |
| 1st Grade                  | 16         | 2         | 18         | -        | 2          |
| 2nd Grade                  | 12         | -         | 12         | -        | 2          |
| 3rd Grade                  | 17         | 2         | 19         | -        | 1          |
| 4th Grade                  | 11         | -         | 11         | -        | 1          |
| 5th Grade                  | 8          | -         | 8          | 1        | 1          |
| <b>Total Elementary</b>    | <b>104</b> | <b>5</b>  | <b>109</b> | <b>1</b> | <b>7</b>   |
| 6th Grade                  | 16         | -         | 16         | 1        | 2          |
| 7th Grade                  | 9          | -         | 9          | -        | -          |
| 8th Grade                  | 16         | -         | 16         | -        | -          |
| <b>Total Middle School</b> | <b>41</b>  | <b>-</b>  | <b>41</b>  | <b>1</b> | <b>2</b>   |
| <b>TOTAL</b>               | <b>145</b> | <b>5</b>  | <b>150</b> | <b>2</b> | <b>9</b>   |

*Enrollment as of 12/12/2023*

**E. Business Administrator's Report – Jim Schlessinger**

- \_\_\_\_\_
- \_\_\_\_\_

**F. Future Board of Education Meetings**

- January 4, 2024 Reorganization and Regular Business Meeting (*first Thursday*)
- *Remainder of 2024 schedule to be set at reorganization meeting*

**G. 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 allotted at the end of the meeting. This Comment session is for Agenda Items only. 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**. 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 (Agenda Items):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**H. FACILITIES, FINANCE, AND TRANSPORTATION COMMITTEE**

**Committee Report (N. Panaro, Chairperson):**

- \_\_\_\_\_
- \_\_\_\_\_

**Action Items:**

Upon recommendation of the Chief School Administrator, motion to approve items 1-5:

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**1. Board Secretary's and Treasurer's Reports (Attachment 2)**

BE IT RESOLVED, to approve, on the recommendation of the Superintendent, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of November 2023, and further that, in compliance with N.J.A.C. 6A:23A 16.10 (c)3 and (c)4, the Board of Education certifies that as of November 30, 2023, and 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.

**2. Approve Bill List (Attachment 3)**

BE IT RESOLVED, to approve the Bill List for the period:

| Fund                      | Nov 22 – Dec 19   |
|---------------------------|-------------------|
| Fund 10 – Current Expense | 8,183.06          |
| Fund 11 – Current Expense | 269,318.53        |
| Fund 12 – Capital Expense | -                 |
| Fund 20 – Special Revenue | 42,632.63         |
| Fund 40 – Debt Service    | -                 |
| Fund 50 – Food Service    | 3,744.24          |
| <b>Grand Total:</b>       | <b>323,878.46</b> |

**3. Monthly Budget Adjustments (Attachment 4)**

BE IT RESOLVED, to approve all budget adjustments as recommended by the Superintendent and School Business Administrator for November 2023.

**4. Contract and MOA Approvals**

BE IT RESOLVED, to approve the following contracts for services:

| ID | Att # | Party                     | Purpose                        | Term       |
|----|-------|---------------------------|--------------------------------|------------|
| A  | 5     | State Law Enforcement MOA | State Law Enforcement MOA      | 2023-24 SY |
| B  | 6     | Lebanon Township BOE      | Joint Transportation Agreement | 2023-24 SY |

## 5. Facilities Usage

BE IT RESOLVED, to approve the following facilities usage requests:

| ID | Party                             | Facility | Purpose                   | Term       |
|----|-----------------------------------|----------|---------------------------|------------|
| A  | Bright and Beautiful Therapy Dogs | TBD      | Social emotional learning | 2023-24 SY |

### Roll Call Vote:

| Ms. Bryant | Ms. Burd | Ms. Daneault | Ms. Monaghan | Ms. Panaro |
|------------|----------|--------------|--------------|------------|
|            |          |              |              |            |

## I. PERSONNEL AND NEGOTIATIONS COMMITTEE

### Committee Report (D. Daneault, Chairperson):

- \_\_\_\_\_
- \_\_\_\_\_

### Action Items:

Upon recommendation of the Chief School Administrator, motion to approve item 1:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

### 1. Employment Actions

BE IT RESOLVED, upon the recommendation of the Chief School Administrator, to approve the following personnel transaction(s):

| ID | Name        | Action             | Position               | Salary    | Eff. Date  |
|----|-------------|--------------------|------------------------|-----------|------------|
| A  | J.Battle    | Approve            | Staff – Winter Concert | \$45/hour | 12/21/2023 |
| B  | S.Morano    | Approve            | Staff – Winter Concert | \$45/hour | 12/21/2023 |
| C  | K.Kingsland | Approve            | Staff – Winter Concert | \$45/hour | 12/21/2023 |
| D  | N.Hurford   | Approve            | Staff – Winter Concert | \$45/hour | 12/21/2023 |
| E  | N.Tyerech   | Appoint            | Cursive Writing Club   | \$45/hour | 12/20/2023 |
| F  | T.Holt      | Accept Resignation | Teacher                | n/a       | 2/15/2024  |

### ~~2. Travel, Field Trips, and Professional Development~~

~~BE IT RESOLVED, to approve the following requests for employee/board member travel in accordance with the School District Accountability Act and BOE 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, and the OMB Mileage Reimbursement Rate in force at the time of the trip.~~

| Date | Event | Employee(s) | Cost | Mileage |
|------|-------|-------------|------|---------|
|      | None. |             |      |         |

### Roll Call Vote:

| Ms. Bryant | Ms. Burd | Ms. Daneault | Ms. Monaghan | Ms. Panaro |
|------------|----------|--------------|--------------|------------|
|            |          |              |              |            |

## J. POLICY AND SCHOOL SECURITY COMMITTEE

### Committee Report (D. Bryant, Chairperson):

- \_\_\_\_\_
- \_\_\_\_\_

### Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 2-3:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

### 1. ~~Policy Updates:~~ \_\_\_\_\_

BE IT RESOLVED, to approve the first reading of the following Policies:

|      |  |
|------|--|
| None |  |
|------|--|

### 2. QSAC District Performance Review ("DPR") (Attachment 7)

BE IT RESOLVED, to approve the submission of the QSAC DPR self-assessment to the County Superintendent.

### 3. Threat Assessment Team

BE IT RESOLVED, to approve the Threat Assessment Team for the 2023-24 school year consisting of Matt Ryerson, Susan Straight, Jill Battle, and Daniel Kerr.

### Roll Call Vote:

| Ms. Bryant | Ms. Burd | Ms. Daneault | Ms. Monaghan | Ms. Panaro |
|------------|----------|--------------|--------------|------------|
|            |          |              |              |            |

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## K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

### Committee Report (H. Burd, Chairperson):

- \_\_\_\_\_
- \_\_\_\_\_

### Action Items:

None.

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## L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

### Committee Report (E. Monaghan, Chairperson):

- \_\_\_\_\_
- \_\_\_\_\_

### Action Items:

None.

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## M. LEBANON TOWNSHIP BOE

### Liaison Report (D. Daneault):

- \_\_\_\_\_
- \_\_\_\_\_

#### N. SHARED SERVICES COMMITTEE

##### Committee Report (E. Monaghan, Chairperson):

- \_\_\_\_\_
- \_\_\_\_\_

##### Action Items:

None.

#### O. OLD BUSINESS

- \_\_\_\_\_
- \_\_\_\_\_

#### P. NEW BUSINESS

- \_\_\_\_\_
- \_\_\_\_\_

#### Q. 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

*During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the second opportunity, just prior to adjournment, 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 on vibrate 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:

- \_\_\_\_\_
- \_\_\_\_\_

#### R. 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 \_\_\_\_\_. It is anticipated that the length of this closed session will be \_\_\_\_\_. No action is anticipated to be taken. 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:** \_\_\_\_\_

***Executive Session***

**Reconvene into Public Session:**

**Motion:** \_\_\_\_\_    **Second:** \_\_\_\_\_    **Time:** \_\_\_\_\_

**Voice Vote:**    **Ayes:** \_\_\_\_\_    **Nays:** \_\_\_\_\_    **Abstentions:** \_\_\_\_\_

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**S. ADJOURNMENT**

**Motion:** \_\_\_\_\_    **Second:** \_\_\_\_\_

BE IT RESOLVED, to adjourn the Regular Business Meeting of December 19, 2023 at \_\_\_\_\_

**Voice Vote:**    **Ayes:** \_\_\_\_\_    **Nays:** \_\_\_\_\_    **Abstentions:** \_\_\_\_\_