

**HAMPTON BOARD OF EDUCATION
REORGANIZATION MEETING / REGULAR MEETING
JANUARY 3, 2023**

CALL TO ORDER - Mr. James Schlessinger, Board Secretary Time: 7:01 pm

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 5, 2022 to the Hunterdon Democrat. Copies of the notice also have been placed in the Board Office and in district school on January 5, 2022, posted on the District website on January 5, 2022, and sent to the Township Clerk on January 5, 2022.

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:

Elizabeth Monaghan	3-year term
Alicia Noon	3-year term
Heather Burd	1-year unexpired term

OATH OF OFFICE

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

Roll Call – James Schlessinger, Board Secretary

✓ Ms. Denise Bryant	✓ Mr. Daniel Kerr, Chief School Administrator
✓ Ms. Heather Burd	✓ Mr. James Schlessinger, Business Administrator
✓ Ms. Dana Daneault	
✓ Ms. Elizabeth Monaghan	
✓ 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

Motion to open nominations: Ms. Noon

Second: Ms. Bryant

Ms. Bryant nominated Ms. Monaghan

There being no further nominations, the board voted to approve Ms. Monaghan as President:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Noon
Yes	Yes	Yes	Yes	Yes

Ms. Monaghan assumed the chair, and asked for a motion to open the floor to nominations for Vice-President of the Board of Education.

R-2. Nomination for Board Vice-President

Motion to open nominations: Ms. Bryant

Second: Ms. Noon

Ms. Bryant nominated Ms. Noon

There being no further nominations, the board voted to approve Ms. Noon as Vice President:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Noon
Yes	Yes	Yes	Yes	Yes

Motion to discuss and approve items R-3 through R-23:

Motion: Ms. Bryant Second: Ms. Noon

R-3. Discuss and 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 4, 2023 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 2023 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 2023 district appointments:

Appointment	Staff Assigned
A.H.E.R.A. Designee	James Neidlinger
Accounting Software	CDK Systems
ADA Coordinator	Daniel Kerr
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	Daniel Kerr
District Anti-Bullying Specialist	Ruth Ann Dalrymple
District Purchasing Agent	James Schlessinger
Financial Advisory Services	Phoenix Advisors, LLC
Flexible Spending Administrator	AFLAC
Homeless Liaison	Daniel Kerr
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	Daniel Kerr
Section 504 Coordinator	Daniel Kerr
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 4, 2023 - January 4, 2024 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	Foundations, 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 2023 (third Tuesday of each month unless otherwise noted):

January 3, 2023	Annual Reorganization & Regular Meeting (first Tuesday)
February 21, 2023	Regular Business Meeting
March 21, 2023	Regular Business Meeting
May 2, 2023	Regular Business Meeting (April) and Budget Hearing (first Tuesday)
May 11, 2023	Regular Business Meeting and Personnel Approval (Thursday)
June 20, 2023	Regular Business Meeting
July	No meeting
August 15, 2023	Regular Business Meeting
September 19, 2023	Regular Business Meeting
October 17, 2023	Regular Business Meeting
November 21, 2023	Regular Business Meeting
December 19, 2023	Regular Business Meeting
January 4, 2024	Annual Reorganization & Regular Meeting (first Thursday)

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

Meetings will be held on-site at the Hampton Public School
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	Ms. Noon
Hampton Town Council Liaison	Ms. Bryant
Hampton Planning Board	Ms. Noon

R-23. Motion to approve the following Board Member committee assignments:

Committee	Board Members Assigned
Facilities, Finance, and Transportation	Ms. Noon (chair), Ms. Burd
Public Relations and Student Affairs	Ms. Monaghan (chair), Ms. Bryant
Curriculum, Instruction, and Technology	Ms. Burd (chair), Ms. Daneault
Negotiations and Personnel	Ms. Daneault (chair), Ms. Monaghan
Policy and School Security	Ms. Bryant (chair), Ms. Noon
Regionalization Committee	Ms. Monaghan (Pres), Ms. Noon (VP)

Voice Vote (R-3 through R-23): 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:

- None.

REGULAR BUSINESS

EXECUTIVE SESSION

None.

REVIEW OF MINUTES

- Regular Meeting – December 20, 2022 (Attachment 1A)
- Executive Session – December 20, 2022 (Attachment 1B)

Motion to approve the minutes as presented:

Motion: Ms. Daneault Second: Ms. Burd

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Noon	Ms. Monaghan
Yes	Yes	Yes	Yes	Yes

BOARD PRESIDENT’S REPORT: Ms. Monaghan

- Thanked the board for completing the NJ-mandated training for board members

CHIEF SCHOOL ADMINISTRATOR’S REPORT: Mr. Daniel Kerr

- Wished all a happy new year
- Updated board on the return to school after winter recess
- Gave an update on testing and other assessments: Ms. Battle is using iXL in conjunction with MAP data to analyze and customize ELA instruction to varying comprehension levels.
- Met with the principal at High Bridge with regard to sharing required preschool supervisory personnel.
- Will be meeting with High Bridge Middle School principal to gather information.

Harassment, Intimidation, and Bullying (HIB) Report -2022-2023

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
December	0	0		
November	0	0		

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	12/8/2022	10:31 am	2 min
Shelter in Place Drill	12/22/2022	9:23 am	11 minutes (total drill)

Hampton Student Enrollment:

	Hampton In	Choice In	Total HPS	OOD	Choice Out
Pre-K (3)	13	-	13	-	-
Pre-K (4)	11	-	11	-	-
Kindergarten	15	1	16	-	2
1st Grade	12	-	12	-	2
2nd Grade	17	2	19	-	-
3rd Grade	8	-	8	-	1
4th Grade	8	-	8	1	1
5th Grade	15	2	17	1	2
Total Elementary	99	5	104	2	8
6th Grade	7	-	7	2	-
7th Grade	11	-	11	-	-
8th Grade	15	-	15	2	-
Total Middle School	33	-	33	4	-
TOTAL	132	5	137	6	8

- Enrollment as of 12/7/2022

Business Administrator's Report – Jim Schlessinger

- Nothing to report.

Future Board of Education Meetings

- February 21, 2023 Regular Business Meeting
- March 21, 2023 Regular Business Meeting
- May 2, 2023 Regular Business Meeting (April) and Budget Hearing (first Tuesday)
- May 11, 2023 Regular Business Meeting and Personnel Approval (Thursday)
- June 20, 2023 Regular Business Meeting

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

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DISCUSSION (Agenda Items):

- None.

COMMITTEE REPORTS

A. BUILDING AND GROUNDS

None.

B. FINANCE

Upon recommendation of the Superintendent and Business Administrator, motion to approve the following item(s):

Motion: Ms. Noon

Second: Ms. Daneault

B-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 December 2022, and further that, in compliance with N.J.A.C. 6A:23A 16.10 (c)4, the Board of Education certifies that as of December 31, 2022, 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.

B-2 Approve Bill List (Attachment 3)

BE IT RESOLVED, to approve the Bill List for the period of December 21, 2022, through January 3, 2022.

Fund	Amount
Fund 10 – Current Expense	4,555.15
Fund 11 - Current Expense	104,530.93
Fund 20 – Special Revenue	25,200.42
Fund 40 – Debt Service	-
Fund 50 – Food Service	-
Grand Total:	134,286.50

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 December 2022.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Noon	Ms. Monaghan
Yes	Yes	Yes	Yes	Yes

C. PERSONNEL AND NEGOTIATIONS

Upon recommendation of the Chief School Administrator, motion to approve the following item(s):

Motion: Ms. Daneault

Second: Ms. Burd

C-1 Employment Actions

BE IT RESOLVED, upon the recommendation of the Chief School Administrator, to approve the following personnel transactions:

ID	Name	Action	Position	Salary	Eff. Date
a	Karl MacQueen	Hire	Music Teacher; 0.2 FTE	BA-1 (56,742) x 20%	1/4/2023
b	Karl MacQueen	Appoint	Choir club advisor	Rate per CBA	1/4/2023

c	Annalee Tyerech	Hire	Instructional Aide	\$18.50/hour	1/4/2023
d	Karl MacQueen	Hire	Substitute Teacher	\$140.00/day	1/4/2023

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Noon	Ms. Monaghan
Yes	Yes	Yes	Yes	Yes

D. POLICY

None.

E. CURRICULUM AND TECHNOLOGY

None.

F. PUBLIC RELATIONS COMMITTEE AND COMMUNICATIONS

- Nothing to report.

OLD BUSINESS

- None.

NEW BUSINESS

- Ms. Noon requested budget planning information
- Discussed methods to ensure transparency of committees

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.

EXECUTIVE SESSION

Motion: Ms. Noon Second: Ms. Daneault Time: 8:18 pm

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 **personnel, contract, and legal** issues. It is anticipated that the length of this closed session will be **45 minutes**. 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: 5 Nays: 0 Abstentions: 0

Executive Session

Reconvene into Public Session:

Motion: Ms. Noon Second: Ms. Daneault Time: 9:14 pm

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

ADJOURNMENT

Motion: Ms. Daneault Second: Ms. Noon

Resolved the Board adjourn the Regular Business Meeting of January 3, 2023 at 9:14 pm

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