

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
May 11, 2023**

CALL TO ORDER - Ms. Monaghan, Board President Time: 7:01 pm

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

- | | |
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| ✓ Ms. Elizabeth Monaghan- President | ✓ Daniel Kerr, Chief School Administrator |
| ☐ Ms. Alicia Noon- Vice President | ✓ Jim Schlessinger, Business Administrator |
| ✓ Ms. Denise Bryant | |
| ✓ Ms. Heather Burd | |
| ✓ Ms. Dana Daneault | |

PRESENTATION:

- Presentation of Audit Results, Laura Atwell, BKC CPAs, PC

A. EXECUTIVE SESSION

None.

B. REVIEW OF MINUTES

- Regular Meeting – May 2, 2023 (Attachment 1A)
- Executive Session – May 2, 2023 (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	Absent	Yes

C. BOARD PRESIDENT’S REPORT: Ms. Monaghan

- Completed evaluation of CSA, to be discussed with Mr. Kerr before the end of the school year.

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

- Recognized the HSA for their support during teacher appreciation week.
- Curriculum updates
- 2023-24 Pre-K and K enrollment update
- Music started this week
- Purchased equipment from Project Lead The Way for STEM

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
April 2023	0	0	-	-
March 2023	0	0	-	-

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	4/4/2023	1:16 pm	0 min, 43 sec
Lockdown Drill	4/30/2023	9:45 pm	n/a

Hampton Student Enrollment:

	Hampton In	Choice In	Total HPS	OOD	Choice Out
Pre-K (3)	16	-	16	-	-
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	102	5	107	2	8
6th Grade	5	-	5	1	-
7th Grade	11	-	11	-	-
8th Grade	12	-	12	3	-
Total Middle School	28	-	28	4	-
TOTAL	130	5	135	6	8

Enrollment as of 4/27/2023

E. Business Administrator's Report – Jim Schlessinger

- Nothing new to report

F. Future Board of Education Meetings

- ~~June 20, 2023~~ Regular Business Meeting **rescheduled to June 27**
- 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

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):

- None.

H. FACILITIES, FINANCE, AND TRANSPORTATION COMMITTEE

Committee Report (A. Noon, Chairperson):

- No meeting

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-6:

Motion: Ms. Bryant Second: Ms. Daneault

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 April 2023, and further that, in compliance with N.J.A.C. 6A:23A 16.10 (c)4, the Board of Education certifies that as of April 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	May 3–May 11
Fund 10 – Current Expense	-
Fund 11 - Current Expense	57,368.85
Fund 20 – Special Revenue	-
Fund 40 – Debt Service	-
Fund 50 – Food Service	5,954.00
Grand Total:	63,322.85

3. Monthly Budget Adjustments (Attachment 4)

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

4. Contract and MOA Approvals

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

ID	Att #	Party	Purpose	Term
A	5	J&B Therapy	Related Services (as needed)	2023-24 SY
B	6	Hunterdon County ESC	Paraprofessionals	2023-24 SY
C	7	Hunterdon County ESC	Ancillary Services (as needed)	2023-24 SY
D	8	Hunterdon County ESC	Technology Services	2023-24 SY
E	9	Phoenix Advisors	Disclosure Agent / Municipal Advisor	2023-24 SY
F	10	BKC, CPAs, PC	Audit services	2023-24 SY
G	11	Franklin Township BOE (Hunt)	ESY Tuition	ESY 2023
H	12	Franklin Township BOE (Hunt)	School Year Tuition	2023-24 SY
I	13	Dr. Ronald Frank, Green Brook Family Medicine	School Physician	2023-24 SY
J	14	Lebanon Township BOE	6-8 th Grade Tuition Contract	7/1/2023 - 6/30/2028

5. Facilities Usage

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

ID	Party	Facility	Purpose	Term
A	School Based Youth Services (SBYS) Hunterdon Health	Gym & Library	Summer Rec Program	6/26 - 8/21/2023 8am-2pm

6. Annual Comprehensive Financial Report (Attachment 15a & 15b)

BE IT RESOLVED to accept the Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report (AMR) for the fiscal year ended June 30, 2022.

Roll Call Vote:

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

I. PERSONNEL AND NEGOTIATIONS COMMITTEE

Committee Report (D. Daneault, Chairperson):

- Discussed social worker hire in committee

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-7:

Motion: Ms. Daneault Second: Ms. Burd

1. Employment Actions (Current)

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	Mora, Melinda (Attachment 16)	Hire	School Social Worker 3 days per week (0.6 FTE) <i>* Grant-funded position</i>	Step 1 MA (\$59,242 x 0.6 FTE)	5/22/2023
	Schlessinger, Emily	Approve	Substitute teacher	District sub rate	5/15/2023

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
6/6/2023	5 th Grade to Woodglen	TBD	Bus TBD	n/a

3. Non-Tenured Teacher Contracts 2023-24

Motion to approve offering an employment contract to the following list of Non-Tenured Teachers for the 2023-24 school year at an annual salary determined by the 2021-24 collective bargaining agreement.

Teacher	Position	FTE
Amey, Adrienne	Teacher	1.0
Battle, Jill	Teacher	1.0
Holt, Tracy	Teacher	1.0

Kiernan, Laura	Teacher	1.0
Kingsland, Katherine	Teacher	1.0
Puppo, Amy	LDTC	0.4
Rodriguez, Daniela	World Language Teacher	0.2
Straight, Susan	Nurse	1.0
Toth, Patricia	Teacher	1.0

4. Newly-Tenured Teacher Contracts 2023-24

Motion to approve offering an employment contract to the following list of Tenured Teachers for the 2023-24 school year at an annual salary determined by the 2021-24 collective bargaining agreement.

Teacher	Position	FTE
DeGaris, Alexandra	Teacher	1.0
Hurford, Noreen	Library Teacher	0.2

5. Tenured Teacher Contracts 2023-24

Motion to approve offering an employment contract to the following list of Tenured Teachers for the 2023-24 school year at an annual salary determined by the 2021-24 collective bargaining agreement.

Teacher	Position	FTE
Grossman, Michael	Teacher	1.0
Ryerson, Matthew	Teacher	1.0
Scherer, Courtney	Psychologist	0.4
Tyerech, Nancy	Teacher	1.0
Walton, Kathleen	Special Ed. Teacher	1.0

6. Non-Certificated Staff Contracts 2023-24

Motion to approve offering an employment contract to the following list of Non-Certificated Staff for the 2023-24 school year at an annual salary determined by the 2021-24 collective bargaining agreement.

Employee	Position	FTE
Neidlinger, James	Custodian	1.0
Neidlinger, Christopher	Custodian	1.0
Schafer, Matthew	Custodian	0.5

7. Non-Affiliated Staff Contracts 2023-24

Motion to approve offering an employment contract to the following list of Non-Affiliated staff members for the 2023-24 school year.

Employee	Position	FTE
Gizis, Dawn	Main office secretary	1.0
Hurford, Noreen	Instructional Aide	0.8
O'Brien, Teresa	Treasurer	n/a
Tyerech, Annalee	Instructional Aide	1.0

Roll Call Vote:

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

J. POLICY AND SCHOOL SECURITY COMMITTEE**Committee Report (D. Bryant, Chairperson):**

- No meeting

Action Items:

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

Motion: Ms. Bryant **Second:** Ms. Burd

1. Policy Alert 230 – Policies/Regulations to be revised or added (Attachment 17)

RESOLVED, to approve the following policies for second reading:

P 0144	Board Member Orientation and Training	Revised
P&R 2520*	Instructional Supplies	Revised
P 3217	Use of Corporal Punishment	Revised
P 4217	Use of Corporal Punishment	New
P 5305*	Health Services Personnel	Revised
P&R 5308*	Student Health Records	Revised
P&R 5310*	Health Services	Revised
P 6112*	Reimbursement of Federal and Other Grant Expenditures	Revised
R 6115.01*	Federal Awards/Funds Internal Controls – Allowability of Costs	New
P 6115.04*	Federal Funds – Duplication of Benefits	New
P 6311*	Contracts for Goods or Services Funded by Federal Grants	Revised
P 7440*	School District Security	Revised
P 9140	Citizens Advisory Committees	Revised

Items marked with an asterisk () are state or federally mandated.*

Roll Call Vote:

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

K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE**Committee Report (H. Burd, Chairperson):**

- No meeting

Action Items:

None.

L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- No meeting

Action Items:

None.

M. LEBANON TOWNSHIP BOE

Liaison Report (D. Daneault):

- No report
-

N. REGIONALIZATION COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- No meeting

Action Items:

None.

O. OLD BUSINESS

- None.
-

P. NEW BUSINESS

- Ms. Monaghan informed those present of her receipt of a letter of resignation from the Board of Education from Alicia Noon, with immediate effect.
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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

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Discussion:

- None.

R. EXECUTIVE SESSION

None.

S. ADJOURNMENT

Motion: Ms. Burd **Second:** Ms. Bryant

BE IT RESOLVED, to adjourn the Regular Business Meeting of May 11, 2023 at 7:49 pm.

Voice Vote: **Ayes:** 4 **Nays:** 0 **Abstentions:** 0