

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
June 27, 2023**

CALL TO ORDER - Ms. Monaghan, Board President Time: 7:08 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

☒	Ms. Elizabeth Monaghan- President
☐	[Vacant Seat] - Vice President
☒	Ms. Denise Bryant
☒	Ms. Heather Burd
☒	Ms. Dana Daneault

☒	Daniel Kerr, Chief School Administrator
☒	Jim Schlessinger, Business Administrator

PRESENTATION:

- None

A. EXECUTIVE SESSION

None.

B. REVIEW OF MINUTES

- Regular Meeting – May 11, 2023 (Attachment 1)

Motion to approve the minutes as presented:

Motion: Ms. Daneault **Second:** Ms. Bryant

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	[Open Seat]	Ms. Monaghan
Yes	Yes	Yes	n/a	Yes

C. BOARD PRESIDENT'S REPORT: Ms. Monaghan

- Nothing to report

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

- School year wrap-up
- Summer programs
- Update on summer professional development

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
June 2023	2	1	-	Y
May 2023	0	0	-	-

Roll Call Vote to uphold HIB finding:

Ms. Bryant	Ms. Burd	Ms. Daneault	[Open Seat]	Ms. Monaghan
Yes	Yes	Yes	n/a	Yes

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	5/23/2023	11:50 am	1 min, 30 sec
Security Drill - Evacuation	5/30/2023	2:32 pm	0 min, 48 sec
Fire Drill	6/1/2023	2:45 pm	1 min, 04 sec
Security Drill – Shelter in Place	6/12/2023	2:42 pm	14 min

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 6/15/2023

E. Business Administrator's Report – Jim Schlessinger

- Gave some additional information regarding bills on the bills list

F. Future Board of Education Meetings

- July 3, 2023 Special Meeting (appoint new board member)
- August 15, 2023 Regular Business Meeting
- September 19, 2023 Regular Business Meeting (NJSBA BOE Training)
- 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):

- Karen Cunningham, resident, inquired about the district's flexibility in choosing curriculum.

H. FACILITIES, FINANCE, AND TRANSPORTATION COMMITTEE

Committee Report

- None.

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-15:

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 May 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 May 31, 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 12 – Jun 27
Fund 10 – Current Expense	13,564.95
Fund 11 - Current Expense	647,274.37
Fund 20 – Special Revenue	83,204.11
Fund 40 – Debt Service	-
Fund 50 – Food Service	8,951.37
Grand Total:	752,994.80

3. Monthly Budget Adjustments (Attachment 4)

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

4. Contract and MOA Approvals

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

ID	Att #	Party	Purpose	Term
A	5	Scarinci Hollenbeck	Board attorney	2023-24 SY
B	6	Warren County SSSD	Coordinated transportation	2023-24 SY
C	7	Warren County SSSD	Business services agreement	2023-24 SY
D	8	Lebanon Twp BOE	Special education tuition	2023-24 SY
E	9	Lebanon Twp BOE	Special education tuition	ESY 2023

5. Facilities Usage

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

ID	Party	Facility	Purpose	Term
A	None.			

6. Accept Grant Award

BE IT RESOLVED to accept a grant in the amount of \$2,000 from Sustainable Jersey for Schools for the purpose of establishing a traffic garden within the school playground.

7. Corrective Action Plan (CAP) and Certification of Implementation (COI) (Attachments 10A & 10B)

BE IT RESOLVED that the board approves the Corrective Action Plan and Certification of Implementation resulting from the findings in the audit of the 2021-22 financial statements and operations.

8. Approval of Grant and Extraordinary Aid Submission

Motion to approve the submission of the 2022-2023 Extraordinary Aid application and the 2023-24 IDEA and ESEA grant applications.

9. Year End Account Close Out

Motion to authorize the Chief School Administrator and the School Business Administrator to pay all fully documented bills and make any necessary line item transfers of funds to close the fiscal year.

10. IDEA Grant Acceptance

Motion to approve the submission of the IDEA (IDEA FY 2024) application to the NJ Department of Education and to accept the grant award in the following amounts:

Basic:	\$ 34,004
Preschool:	\$ 2,053

11. ESEA Grant Acceptance

Motion to approve the submission of the ESEA (ESEA FY 2024) application to the NJ Department of Education and to accept the grant award in the following amounts:

Title I-A:	\$ 1,689
Title II-A:	\$ 3,021

12. Year End Reserve Accounts

Motion to establish and/or deposit into certain reserve accounts at year end.

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Hampton Board of Education wishes to deposit anticipated current year surplus into the following reserve accounts at year end:

Capital Reserve:	Not to exceed \$300,000
Maintenance Reserve:	Not to exceed \$300,000
Emergency Reserve:	Not to exceed \$300,000
Total reserve deposit	not to exceed \$500,000

13. Food Service Contract Renewal (Attachment 11)

BE IT RESOLVED THAT THE BOARD OF EDUCATION of Hampton Borough upon the recommendation of the School Business Administrator hereby renew the contract with Maschio's Food Service, Inc. for the 2023-2024 school year:

- FSMC fee (flat fee): \$6,240.77
- Guaranteed income (capped loss): (\$15,000)
- Total contract cost: \$39,395.80

14. Toilet room Facilities for Pre-Kindergarten and Kindergarten Classrooms (Attachment 12)

BE IT RESOLVED, to approve the Annual Toilet Room Facilities for Pre-Kindergarten and Kindergarten Approval Form for 2023-24 School Year.

15. Annual Temporary Facility Approval (Attachment 13)

BE IT RESOLVED, to approve the Annual Temporary Facility Approval Form for 2023-24 School Year.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	[Open Seat]	Ms. Monaghan
Yes	Yes	Yes	n/a	Yes

I. PERSONNEL AND NEGOTIATIONS COMMITTEE

Committee Report (D. Daneault, Chairperson):

- Committee met to discuss staffing requirements for the upcoming school year.

Action Items:

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

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	Holt, Tracy	Appoint	ESY Teacher	\$45.00/hr*	7/10-8/10/2023
b	Toth, Patricia	Appoint	ESY Teacher	\$45.00/hr*	7/10-8/10/2023
c	Hurford, Noreen	Appoint	ESY Instructional Aide	\$25.00/hr	7/10-8/10/2023
d	Fox, Amy	Appoint	ESY One-to-One Aide	\$25.00/hr	7/10-8/10/2023
e	Kingsland, Katherine	Appoint	Summer Learning Teacher	\$45.00/hr*	7/10-8/10/2023
f	Grossman, Michael	Appoint	Summer Learning Teacher	\$45.00/hr*	7/10-8/10/2023
g	Walton, Michael	Hire	Summer custodian	\$15.00/hr	6/28-8/31/2023
h	Ayers, Gabriella	Hire (Att 17)	Teacher (Kindergarten)	BA 1: \$59,285	9/1/2023
i	Morano, Sarah	Hire (Att 18)	Teacher (Special Education)	MA 2: \$63,035	9/1/2023

* hourly rate in excess of contractual \$32.50 funded by ESSER grant.

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
7/10-14/2023	Comprehensive Orton-Gillingham Plus Secaucus, NJ	Walton, Kathleen	\$1,500 reg. fee, \$140/day pay	Appx. 60 mi/ day @\$0.47
7/10-14/2023	Comprehensive Orton-Gillingham Plus Secaucus, NJ	Kiernan, Laura	\$1,500 reg. fee \$140/day pay	Appx. 60 mi/ day @\$0.47
7/24-28/2023	Orton-Gillingham Morphology Plus (Virtual)	Battle, Jill	\$1,500 reg. fee \$140/day pay	n/a

3. Lead Teacher Job Description (Attachment 14)

BE IT RESOLVED, to approve the job description for the position of Lead Teacher.

4. Front Office Administrative Assistant Job Description (Attachment 15)

BE IT RESOLVED, to approve the amended job description for the position of Front Office Administrative Assistant.

5. Stipend Appointments

BE IT RESOLVED, to approve the following stipend appointments:

- Jill Battle as Lead Teacher, 2023-24 school year at a rate of \$5,000 per annum.
- Dawn Gizis as Test Administrator, 2022-23 and 2023-24 school years at a rate of \$1,000 per annum.
- Dawn Gizis as Project Lead The Way Administrator, 2023-24 school year at a rate of \$1,500 per annum.

6. Front Office Administrative Assistant Contract (Attachment 16)

BE IT RESOLVED, to approve the employment contract for and appointment of Dawn Gizis, Front Office Administrative Assistant, for the 2023-24 school year.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	[Open Seat]	Ms. Monaghan
Yes	Yes	Yes	n/a	Yes

J. POLICY AND SCHOOL SECURITY COMMITTEE

Committee Report (D. Bryant, Chairperson):

- No report

Action Items:

None.

K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

Committee Report (H. Burd, Chairperson):

- No report

Action Items:

None.

L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Will be meeting to discuss information to be sent to families over the summer.

Action Items:

None.

M. LEBANON TOWNSHIP BOE

Liaison Report (D. Daneault):

- Special education students at Woodglen (including one Hampton alumni) did a project to clean items in the lost and found at the end of the year and post pictures online for parents and students to review and claim items.
 - 8th grade graduation
-

N. REGIONALIZATION AND SHARED SERVICES COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Will be a meeting on July 10

Action Items:

None.

O. OLD BUSINESS

- None
-

P. NEW BUSINESS

- None
-

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:

- Alexandra Dickey, resident, read a letter written by Ms. Dominique Kinney, former Kindergarten teacher.
 - *Ms. Monaghan and Mr. Kerr explained the steps and supports currently in place for all staff, students, and their families at the district, as well as the proper formal protocols staff are expected to follow to alert administration to potential student needs.*
-

R. EXECUTIVE SESSION

Motion: Ms. Bryant **Second:** Ms. Daneault **Time:** 8:05 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 **staffing**. It is anticipated that the length of this closed session will be **15-20 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:** 4 **Nays:** 0 **Abstentions:** 0

Executive Session

Reconvene into Public Session:

Motion: Ms. Bryant **Second:** Ms. Daneault **Time:** 8:22 pm

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

S. ADJOURNMENT

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

BE IT RESOLVED, to adjourn the Regular Business Meeting of June 27, 2023 at 8:23 pm

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