

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
February 20, 2024**

CALL TO ORDER - Ms. Monaghan, Board President Time: 7:00 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

<input checked="" type="checkbox"/>	Ms. Elizabeth Monaghan- President
<input checked="" type="checkbox"/>	Ms. Dana Daneault - Vice President
<input checked="" type="checkbox"/>	Ms. Denise Bryant
<input checked="" type="checkbox"/>	Ms. Heather Burd
<input checked="" type="checkbox"/>	Ms. Nicole Panaro

<input checked="" type="checkbox"/>	Daniel Kerr, Chief School Administrator
<input checked="" type="checkbox"/>	Jim Schlessinger, Business Administrator

PRESENTATION:

- None.

A. EXECUTIVE SESSION

Motion: Ms. Panaro **Second:** Ms. Burd **Time:** 7:02 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 one or more of the following matters: **contract**. It is anticipated that the Executive Session may last approximately **10 minutes**. 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. Burd **Time:** 7:07 pm

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

B. REVIEW OF MINUTES

- Reorganization and Regular Meeting – January 4, 2024 (Attachment 1)

Motion to approve the minutes as presented:

Motion: Ms. Bryant **Second:** Ms. Panaro

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	{absent}	Yes	Yes

C. BOARD PRESIDENT’S REPORT: Ms. Monaghan

- Nothing to report.

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

- School activities:
 - K-2 presentation on street safety
 - All-school assembly re assertiveness
 - American Heart Association fundraiser
 - Club updates
- Bus evacuation drill: Nov 7, 2023
- QSAC update

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
January 2024	0	0	-	-
December 2023	0	0	-	-

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	1/26/2024	1:18 pm	1 min, 20 sec
Security Drill	1/30/2024	9:13 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	16	2	18	-	1
4th Grade	10	-	10	-	1
5th Grade	8	-	8	1	1
Total Elementary	102	5	107	1	7
6th Grade	16	-	16	1	1
7th Grade	9	-	9	-	-
8th Grade	16	-	16	-	-
Total Middle School	41	-	41	1	1
TOTAL	143	5	148	2	8

Enrollment as of 2/15/2024

E. Business Administrator's Report – Jim Schlessinger

- Discuss budget calendar and preliminary direction.

F. Future Board of Education Meetings

- March 19, 2024 Regular Business Meeting / Preliminary Budget Approval
- April 25, 2024 Regular Business Meeting / Budget Hearing (Thursday)
- May 7, 2024 Regular Business Meeting / Personnel Approval (first Tuesday)
- June 18, 2024 Regular Business Meeting
- July 16, 2024 Regular Business Meeting – only if needed
- August 20, 2024 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 (N. Panaro, Chairperson):

- Met 2/15 – discussed budget discussion and ESSER spending.

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-9:

Motion: Ms. Burd **Second:** Ms. Panaro

1. Board Secretary's and Treasurer's Reports (Attachments 2 and 2A)

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 January 2024, 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 January 31, 2024, 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.

BE IT FURTHER RESOLVED, to approve the final Treasurer's Report for the month of December 2023.

2. Approve Bill List (Attachment 3A & 3B)

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

Fund	Jan 5 – Jan 31	Feb 1 – Feb 20	TOTAL
Fund 10 – Current Expense	8,132.38	4,038.94	12,171.32
Fund 11 – Current Expense	223,056.56	236,605.71	459,662.27
Fund 12 – Capital Expense	-	-	-
Fund 20 – Special Revenue	49,207.10	24,410.41	73,617.51
Fund 40 – Debt Service	-	-	-
Fund 50 – Food Service	3,183.30	5,040.81	8,224.11
Grand Total:	283,579.34	270,095.87	553,675.21

3. Monthly Budget Adjustments (Attachment 4)

BE IT RESOLVED, to approve all budget adjustments as recommended by the Superintendent and School Business Administrator for January 2024.

4. Contract and MOA Approvals

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

ID	Att #	Party	Purpose	Term
A	5	McCloskey Mechanical Contractors, Inc.	HVAC upgrades using ESSER funding and HCESC bid #HCESC-SER-21A	ASAP

5. Facilities Usage

None.

6. Annual Comprehensive Financial Report (Attachment 6A & 6B)

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, 2023

7. Corrective Action Plan (Attachment 7)

BE IT RESOLVED, to approve the Corrective Action Plan (CAP) related to the Auditor's finding as a result of the audit for the fiscal year ended June 30, 2023

8. School Alliance Insurance Fund (SAIF) Resolution for Renewal of Membership

WHEREAS, the Hampton Borough Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2023 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

- Workers' Compensation Supplemental Indemnity
- Workers' Compensation Package
- Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2023, and ending July 1, 2026 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, James Schlessinger, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

9. SEMI Waiver (Attachment 8)

BE IT RESOLVED, to approve the submission of a request for a waiver of participation in the Special Education Medicaid Initiative (SEMI) program for the 2024-25 school year, as the District anticipates enrollment of less than 40 Medicaid-eligible students.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	{absent}	Yes	Yes

I. PERSONNEL AND NEGOTIATIONS COMMITTEE**Committee Report (D. Daneault, Chairperson):**

- Negotiations are ongoing.

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve **items 1-2**:

Motion: Ms. Panaro **Second:** Ms. Bryant

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	Valle, Deana	Hire	Teacher (S/E)	\$65,035 (MA-2)	2/21/2024
B	Bostock, Theresa	Hire	Day custodian	\$56,000 (prorated)	On or about 3/25/2024

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
(4 days)	IMSE Online Training: Morphology Plus	S.Morano	\$140/day	n/a
4/22/2024	RVCC Planetarium	Ms. Kiernan, Ms. Tyerech, Ms. Battle, Mr. Ryerson	<u>Admission:</u> \$10 per (approx. \$500.00) <u>Bus:</u> \$216.00	n/a

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	{absent}	Yes	Yes

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

- Met to discuss the new policies presented on the agenda.

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve **items 1-4**:

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

1. Policy Updates: (Attachment 9)

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

P & R 9320 (rev)	Cooperation with Law Enforcement Agencies
P & R 7410 (rev)	Maintenance and Repair
P 8420 (rev)	Emergency and Crisis Situations
P 2417 (rev)	Student Intervention and Referral Services
P 2415.50 (new)	Title I – School Parent and Family Engagement
P 2415.04 (rev)	Title I – District-Wide Parent and Family Engagement
P 1648.15 (new)	Record Keeping for Healthcare Settings in School Buildings – COVID-19

2. Compliance Officer

BE IT RESOLVED, to approve Daniel Kerr as Section 504/ADA Title II Compliance Officer/Title VI, Title IX Student Matters Compliance Officer

3. School Improvement Panel (SciP)

BE IT RESOLVED, to approve the School Improvement Panel (SciP) team of Mr. Kerr, Mr. Grossman, Mr. Ryerson, and Ms. Battle.

4. Fundraising

BE IT RESOLVED, to approve the Hampton Public School to facilitate a fundraising activity for the benefit of the American Heart Association.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	{absent}	Yes	Yes

K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

Committee Report (H. Burd, Chairperson):

- Did not meet – no report.

Action Items:

None.

L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Did not meet – no report.

Action Items:

None.

M. LEBANON TOWNSHIP BOE

Liaison Report (E. Monaghan):

- New CSA to be appointed pending successful approval by BOE.

N. SHARED SERVICES COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Mr. Kerr and Mr. Schlessinger attended a meeting of Warren County administrators to discuss best practices and resource-sharing opportunities among those with Preschool Expansion grant funding.

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:

- K. Cunningham, resident, asked about the district's funding sources for 2024-25.
 - R. Celentano, resident, asked about when the positive test score data will be seen by the general public (real estate sites, etc.)
-

R. EXECUTIVE SESSION

Motion: Ms. Burd Second: Ms. Panaro Time: 8:04 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 contracts. It is anticipated that the length of this closed session will be 1 hour. 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. Burd

Time: 9:38 pm

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

S. ADJOURNMENT

Motion: Ms. Panaro **Second:** Ms. Bryant

BE IT RESOLVED, to adjourn the Regular Business Meeting of February 20, 2024 at 9:38 pm

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