

**HAMPTON BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
March 19, 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

☒	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:

- None

A. EXECUTIVE SESSION

None.

B. REVIEW OF MINUTES

- Regular Meeting – February 20, 2024 (Attachment 1A)
- Executive Session – February 20, 2024 (Attachment 1B)

Motion to approve the minutes as presented:

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

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	Yes	Yes	Yes

C. BOARD PRESIDENT'S REPORT: Ms. Monaghan

- Nothing to report.

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

- Activities update, including thanks to Rosatas for participating in the Pre-K pizza-making day.
- Discussed projected enrollment for the 2024-25 school year.
- Presented data collected by the 2-week presence of an automated speed sign.

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
February 2024	1	0	N	N
January 2024	0	0	-	-

- After presentation of the report by Mr. Kerr, a motion was raised by Ms. Bryant and seconded by Ms. Daneault, to uphold the findings of the Chief School Administrator and HIB team that the February incident was not a confirmed HIB. Motion carried in a unanimous roll call vote.

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	2/8/2024	1:16 pm	2 min, 24 sec
Security Drill - Lockdown	2/26/2024	11:00 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 3/13/2024

E. Business Administrator's Report – Jim Schlessinger

- Discussed preliminary budget

F. Future Board of Education Meetings

- 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):

- Facilities – new gate.
- Finance – budget discussions.

Action Items:

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

Motion: Ms. Panaro Second: Ms. Bryant

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 February 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 February 29, 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.

2. Approve Bill List (Attachment 3)

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

Fund	Feb 21 – Mar 19
Fund 10 – Current Expense	7,617.36
Fund 11 – Current Expense	291,652.12
Fund 12 – Capital Expense	77,416.00
Fund 20 – Special Revenue	43,233.55
Fund 40 – Debt Service	226,700.00
Fund 50 – Food Service	-
Grand Total:	646,619.03

3. Monthly Budget Adjustments (Attachment 4)

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

4. Contract and MOA Approvals

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

ID	Att #	Party	Purpose	Term
A	5	TeamPAR	Facilities Management	Duration of Phase I and II evaluation
B	6	[Name Redacted]	Guardian transportation contract	Remainder of 2023-24 SY

5. Facilities Usage

None.

6. Preliminary Budget Approval

Motion to adopt the 2024-2025 preliminary budget.

WHEREAS, the 2024-2025 preliminary budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

WHEREAS, the 2024-2025 preliminary budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED the Hampton Board of Education, having considered the allowable adjustments:

- Adjustment for increased enrollment of \$138,929, and
- Adjustment for increased health care costs of \$12,162,

approves the 2024-2025 preliminary General Fund budget in the amount of \$4,245,621 and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

	<u>Fund 10:</u> General Fund	<u>Fund 20:</u> Special Revenue	<u>Fund 40:</u> Debt Service	Total
2024-2025 Total Expenditures	4,245,621	521,750	245,200	5,012,571
Less: Anticipated Revenue	1,316,003	521,750	219,834	2,057,587
Less: Usage of Reserves/Fund Balance	322,832	-	-	322,832
Taxes to be Raised	2,606,786	-	25,366	2,632,152

Highlights:

- 1.82% increase to the general fund budget
- Usage of capital reserve to reduce debt service taxes to offset 1.5% of the increase.
- Remaining dollar-value of the increase absorbed by new taxpayers.
- Net impact to returning taxpayers = zero increase over prior year.
- 2024-25 budget generates additional banked tax levy cap; cap generated in 2021-22 will expire unused.

And to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Hampton Public School Library, Hampton, NJ, on April 25, 2024 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	Yes	Yes	Yes

I. PERSONNEL AND NEGOTIATIONS COMMITTEE

Committee Report (D. Daneault, Chairperson):

- Discussed 2024-25 calendar and staffing needs.

Action Items:

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

Motion: Ms. Burd **Second:** Ms. Daneault

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	<u>None</u>				

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
4/19/2024	PK trip to Nash Theater, Lamington, to see the play "The Rainbow Fish"	P.Toth, A.MacEwen, N.Hurford, H.Yaple	No admission fee for students, \$8 per adult. Bus TBD	n/a

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	Yes	Yes	Yes

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

- Discussed policies put forth on the agenda for this meeting.

Action Items:

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

Motion: Ms. Daneault **Second:** Ms. Burd

1. Policy Updates: (Attachment 7)

BE IT RESOLVED, to approve the second 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. Policy Updates: (Attachments 8A and 8B)

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

P 1140 (rev)	Educational Equity Policies/Affirmative
P 1523 (rev)	Comprehensive Equity Plan
P&R 1530 (rev)	Equal Employment Opportunities
P 1550 (rev)	Equal Employment/Anti-Discrimination Practices
P&R 2260 (rev)	Equity In School And Classroom Practices
P 2411 (rev)	Guidance Counseling
P&R 2423 (rev)	Bilingual Education
P&R 2431.4 (new)	Prevention and Treatment of Sports-Related Concussions And Head Injuries
P 5570 (new)	Sportsmanship
P 5750 (rev)	Equitable Educational Opportunity
P 5842 (new)	Equal Access of Student Organizations
P&R 7610 (rev)	Vandalism
P 9323 (new)	Notification of Juvenile Offender Case Disposition

3. 2024-25 Calendar (Attachment 9)

BE IT RESOLVED, upon the recommendation of the Chief School Administrator, to approve the calendar for the 2024-25 school year.

4. Fundraising

BE IT RESOLVED, to approve the Hampton Public School to facilitate the HSA's Cupcake Wars fundraising activity on April 12, 2024 from 5:00pm to 8:00pm. A facilities request from will be forthcoming if deemed necessary.

Roll Call Vote:

Ms. Bryant	Ms. Burd	Ms. Daneault	Ms. Monaghan	Ms. Panaro
Yes	Yes	Yes	Yes	Yes

K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

Committee Report (H. Burd, Chairperson):

- Discussed math curriculum

Action Items:

None.

L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- No report.

Action Items:

None.

M. LEBANON TOWNSHIP BOE

Liaison Report (E. Monaghan):

- Transition in process from former to interim to new CSA.
-

N. SHARED SERVICES COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Mr. Kerr met with the North Hunterdon-Voorhees articulation group.

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:

- None.
-

R. EXECUTIVE SESSION

Motion: Ms. Daneault Second: Ms. Burd

Time: 7:45 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 **HIB incident and personnel matter**. It is anticipated that the length of this closed session will be **15 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. Daneault Second: Ms. Burd Time: 7:55 pm

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

S. ADJOURNMENT

Motion: Ms. Daneault Second: Ms. Burd

BE IT RESOLVED, to adjourn the Regular Business Meeting of March 19, 2024 at 7:55 pm.

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