

**HAMPTON BOARD OF EDUCATION  
REGULAR BUSINESS MEETING MINUTES  
April 25, 2024**

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**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:**

- Budget Hearing (D. Kerr, J. Schlessinger)

## **A. EXECUTIVE SESSION**

None.

## **B. REVIEW OF MINUTES**

- Regular Meeting – March 19, 2024 (Attachment 1A)
- Executive Session – March 19, 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**

- No report.

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

- Activities/events update (Eyes of the Wild, STEM Club, future events).

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

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

### **Safety Drill Report:**

	Date	Time	Evacuation Time
Fire Drill	3/15/2024	1:10 pm	1 min, 10 sec
Security Drill - Evacuation	3/25/2024	1:45 pm	45 sec

### 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	17	2	19	-	1
4th Grade	11	-	11	-	1
5th Grade	8	-	8	1	1
<b>Total Elementary</b>	<b>104</b>	<b>5</b>	<b>109</b>	<b>1</b>	<b>7</b>
6th Grade	17	-	17	1	-
7th Grade	9	-	9	-	1
8th Grade	16	-	16	-	-
<b>Total Middle School</b>	<b>42</b>	<b>-</b>	<b>42</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>146</b>	<b>5</b>	<b>151</b>	<b>2</b>	<b>8</b>

Enrollment as of 4/18/2024

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### E. Business Administrator's Report – Jim Schlessinger

- 2024-25 Budget

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### F. Future Board of Education Meetings

- 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
- September 17, 2024 Regular Business Meeting
- October 15, 2024 Regular Business Meeting
- November 19, 2024 Regular Business Meeting
- December 17, 2024 Regular Business Meeting
- January 6, 2025 Annual Reorganization and Regular Business Meeting

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### 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):

- Did not meet – no report.

### Action Items:

Upon recommendation of the Chief School Administrator, motion to approve **items 1-8**:

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

#### 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 March 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 March 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.

#### 2. Approve Bill List (Attachment 3)

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

Fund	Mar 20 – Apr 25
Fund 10 – Current Expense	7,866.12
Fund 11 – Current Expense	405,606.28
Fund 12 – Capital Expense	-
Fund 20 – Special Revenue	81,871.33
Fund 40 – Debt Service	-
Fund 50 – Food Service	8,561.20
<b>Grand Total:</b>	<b>503,904.93</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 March 2024.

#### 4. Contract and MOA Approvals

None.

#### 5. Facilities Usage

None.

## 6. Budget Approval (Attachment 5A & 5B)

BE IT RESOLVED, to adopt the 2024-2025 budget as follows:

Budget Amounts:

General Fund (11)	4,131,603
Capital Expenditures (12)	114,018
Special Revenue Fund (20)	521,750
Debt Service (40)	245,200
<b>Total Budget Appropriations</b>	<b>5,012,571</b>

Taxation Amounts (School Fiscal Year)

General Fund	2,606,786
Debt Service	25,366
<b>Total Tax Levy</b>	<b>2,632,152</b>

Other Revenue Sources

State Aid (General, Ex-Aid, Debt Service)	1,422,049
Federal, State, and Local Grants	521,750
All Other Sources	436,620
<b>Total Other Sources</b>	<b>2,380,419</b>
<b>Total Budget Funding</b>	<b>5,012,571</b>

## 7. Tax Payment Schedule / Debt Service

BE IT RESOLVED, that the amount of District taxes needed to meet all obligations for the 2024-25 school year is:

### 2024 - 2025 TAX LEVY REQUEST

	Gen'l Fund Tax Levy	Debt Service Levy	Total Levy
July, 2024	217,234.00	2,822.00	220,056.00
August, 2024	217,232.00	2,818.00	220,050.00
September, 2024	217,232.00	2,818.00	220,050.00
October, 2024	217,232.00	2,818.00	220,050.00
November, 2024	217,232.00	2,818.00	220,050.00
December, 2024	217,232.00	2,818.00	220,050.00
January, 2025	217,232.00	2,818.00	220,050.00
February, 2025	217,232.00	2,818.00	220,050.00
March, 2025	217,232.00	2,818.00	220,050.00
April, 2025	217,232.00	0.00	217,232.00
May, 2025	217,232.00	0.00	217,232.00
June, 2025	217,232.00	0.00	217,232.00
	2,606,786.00	25,366.00	2,632,152.00

## 8. 2024-25 Preschool Budget (Attachment 6)

BE IT RESOLVED, to approve the PEA Grant Budget for the 2024-25 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 staffing.
- Negotiations with HEA progressing well.

**Action Items:**

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

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

**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	N. Hurford	Position/salary change	Convert to full-time paraprofessional	\$25,299, prorated	4/26/2024

**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
5/9/2024	Crayola Experience	Grades K-1	Admission: \$626.98 Bus: \$324.00	n/a
5/22/2024	Lehigh Valley Zoo	Pre-K	Admission: \$624.00 Bus: \$324.00	n/a
5/29/2024	Woodglen Middle School	Grade 5	TBD	n/a
6/3/2024	Dorney Park	Grade 5	TBD	n/a
6/13/2024	Hampton Fire Department	Kindergarten	n/a	n/a
4/23/2024	Eyes of the Wild – In-House Presentation	PK-5 <sup>th</sup> Grade	\$640.00	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 the policies on the agenda.

**Action Items:**

Upon recommendation of the Chief School Administrator, motion to approve **items 1-3**:

**Motion:** Ms. Daneault      **Second:** Ms. Panaro

**1. Policy Updates: (Attachments 7A & 7B)**

BE IT RESOLVED, to approve the second 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

## 2. Policy Updates: (Attachment 8)

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

R 2200 (rev)	Curriculum Content
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## 3. Confirm HIB Case

BE IT RESOLVED, to confirm HIB Case #2023002.

### 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):

- 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 has started; budget hearing next week.

## N. SHARED SERVICES COMMITTEE

### Committee Report (E. Monaghan, Chairperson):

- No report.

**Action Items:**

None.

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**O. OLD BUSINESS**

- None.

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**P. NEW BUSINESS**

- None.

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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:**

- Kathleen Walton, teacher, thanked the Board and administration on behalf of the HEA negotiations committee (herself, Mr. Grossman and Mr. Ryerson), for the collaboration throughout the negotiations process.

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**R. EXECUTIVE SESSION**

**Motion:** Ms. Daneault      **Second:** Ms. Bryant      **Time:** 8:23 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 **a contract**. 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:** 5      **Nays:** 0      **Abstentions:** 0

**Executive Session**

**Reconvene into Public Session:**

**Motion:** Ms. Bryant      **Second:** Ms. Panaro      **Time:** 8:54 pm

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



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**S. ADJOURNMENT**

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

BE IT RESOLVED, to adjourn the Regular Business Meeting of April 25, 2024 at 8:54 pm.

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