

**HAMPTON BOARD OF EDUCATION  
REGULAR BUSINESS MEETING MINUTES  
June 18, 2024**

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**CALL TO ORDER - Ms. Monaghan, Board President** Time: **7:02 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**

None.

**B. REVIEW OF MINUTES**

- Regular Meeting – May 7, 2024 (Attachment 1A)
- Executive Session – May 7, 2024 (Attachment 1B)

**Motion to approve the minutes as presented:**

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

**Roll Call Vote:**

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

**C. BOARD PRESIDENT’S REPORT: Ms. Monaghan**

- Nothing to report.

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

- Presented the end-of-year activities and upcoming summer programs.
- Discussed the results of the State’s QSAC examination of the District.

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

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
May 2024	0	0	N	N
April 2024	0	0	N	N

**Safety Drill Report:**

	Date	Time	Evacuation Time
Fire Drill	5/30/2024	10:05 am	0 min, 52 sec
Security Drill – Table Top	5/23/2024	10:15 am	20 min

### 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 6/13/2024

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

- Reminder that petitions are due to the county by July 29 for anyone running for a BOE seat.
- Highlighted several items on the Finance portion of the agenda.
- ESEA allocations have been released; IDEA should be soon but were not available for this meeting.

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### F. Future Board of Education Meetings

- July 16, 2024 Regular Business Meeting
- 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.

### Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-17:

Motion: Ms. Daneault Second: Ms. Panaro

#### 1. Board Secretary's and Treasurer's Reports (Attachment 2 & 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 May 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 May 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 April 2024.

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

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

Fund	May 8 – May 31	Jun 1 – Jun 18	Total
Fund 10 – Current Expense	8,103.94	4,051.97	12,155.91
Fund 11 – Current Expense	191,050.83	214,126.01	405,176.84
Fund 12 – Capital Expense	-	-	-
Fund 20 – Special Revenue	39,120.68	30,518.82	69,639.50
Fund 40 – Debt Service	-	-	-
Fund 50 – Food Service	4,071.57	-	4,071.57
<b>Grand Total:</b>	<b>242,347.02</b>	<b>248,696.80</b>	<b>491,043.82</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 April 2024.

#### 4. Contract and MOA Approvals

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

ID	Att #	Party	Purpose	Term
A	14	Allison Peck, PT	Physical therapy services	2024-25 SY
B	15	Cambridge School	Student placement	2024-25 SY
C	16 A/B	Greenwich BOE	Student placement	ESY, 2024-25 SY
D	17	Califon Borough BOE	Shared Spanish teacher (0.2 FTE)	2024-25 SY
E	18	Catherine Santa	Behavioral services	2024-25 SY
F	19	Hunterdon ESC	Paraprofessionals	2024-25 SY
G	20	Scarinci Hollenbeck	Board Attorney	2024-25 SY
H	21	Tri-County Termite and Pest	Integrated Pest Management Services	2024-25 SY
I	22	AME	HVAC maintenance	2024-25 SY

**5. Facilities Usage**

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

ID	Party	Facility	Purpose	Term
A	<i>None.</i>			

**6. Certification of Implementation (COI) of Corrective Action Plan (CAP) (Attachment 5)**

BE IT RESOLVED that the board approves the Corrective Action Plan and Certification of Implementation resulting from the findings in the audit of the 2022-23 financial statements and operations.

**7. Approval of Extraordinary Aid Submission**

Motion to approve the submission of the 2023-2024 Extraordinary Aid application.

**8. Approval of Grant and Submission**

Motion to approve the submission of the 2024-25 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. ESEA Grant Acceptance**

Motion to approve the submission of the ESEA (ESEA FY 2025) application to the NJ Department of Education and to accept the grant award in the following amounts:

Title I-A:       \$ 30,988.00  
Title II-A:       \$ 4,653.00  
Title IV-A:       \$ 10,000.00

**11. 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

**12. Food Service Contract Renewal (Attachment 6)**

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 2024-2025 school year:

- FSMC fee (flat fee): \$6,329.49
- Guaranteed income (capped loss): (\$15,000)
- Total contract cost: \$40,247.91

**13. Toilet room Facilities for Pre-Kindergarten and Kindergarten Classrooms (Attachment 7)**

Motion to approve the Annual Toilet Room Facilities for Pre-Kindergarten and Kindergarten Approval Form for 2024-25 School Year.

**14. Annual Temporary Facility Approval (Attachment 8)**

Motion to approve the Annual Temporary Facility Approval Form for 2024-25 School Year.

**15. Lead Testing in Water Statement of Assurance (Attachment 9)**

Motion to approve the Annual Statement of Assurance for the testing for lead in the District's water supply.

**16. Insured Sweep Account (Attachment 23)**

Motion to approve the establishment of an Insured Sweep Account in compliance with N.J.S.A 18A:20-37 for all deposits held in the district's general account at Citizens Bank.

**Roll Call Vote:**

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

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**I. PERSONNEL AND NEGOTIATIONS COMMITTEE**

**Committee Report (D. Daneault, Chairperson):**

- Teacher search
- Gifted and Talented and Tier 2 programming

**Action Items:**

Upon recommendation of the Chief School Administrator, motion to approve items 1-5:

**Motion:** Ms. Panaro      **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	Ayers, Gabriella	Summer Learning	Teacher	\$40/ hour	7/8- 8/8/2024
B	Grossman, Michael	Summer Learning	Teacher	\$40/ hour	7/8- 8/8/2024
C	Kingsland, Katherine	Summer Learning	Teacher	\$40/ hour	7/8- 8/8/2024
D	Tyerech, Annalee	Summer Learning	Aide	\$21/ hour	7/8- 8/8/2024

**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
	None			

**3. Job Description (Attachment 10)**

BE IT RESOLVED, to approve the updated job description for the administrative assistant.

**4. Employment Contract (Attachment 11)**

BE IT RESOLVED, to approve the administrative assistant employment contract for Dawn Gizis for the 2024-25 school year effective July 1, 2024.

**5. Paraprofessional Hourly Rate for the 2024-25 School Year**

BE IT RESOLVED, to approve the wage increase for the paraprofessionals to \$22.00/hour for the 2024-25 school year.

**Roll Call Vote:**

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

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**J. POLICY AND SCHOOL SECURITY COMMITTEE**

**Committee Report (D. Bryant, Chairperson):**

- Discussed various upcoming issues.

**Action Items:**

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

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

**1. LEA Plan for Safe Return to In-Person Instruction and Continuity of Services (Attachment 12)**

BE IT RESOLVED, to approve the LEA Plan for Safe Return to In-Person Instruction and Continuity of Services for the 2024-25 school year.

**2. Quality Single Accountability Continuum (NJQSAC) Placement (Attachment 13)**

BE IT RESOLVED, to accept the State's determination that the district has satisfied at least 80% of the weighted indicators in each of the five areas of the NJQSAC review process and has been designated as "high performing."

**Roll Call Vote:**

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

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**K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE**

**Committee Report (H. Burd, Chairperson):**

- Did not meet.

**Action Items:**

None.

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## **L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE**

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

- Did not meet.
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### **Action Items:**

None.

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## **M. LEBANON TOWNSHIP BOE**

### **Liaison Report (E. Monaghan):**

- Had a Board Retreat to discuss goals.
  - New principal search underway.
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## **N. SHARED SERVICES COMMITTEE**

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

- Continuing relationship with High Bridge for the Art Teacher and Preschool Instructional Coach.
- Entering into an agreement with Califon for a shared Spanish Teacher.

### **Action Items:**

None.

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## **O. OLD BUSINESS**

- None.
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## **P. NEW BUSINESS**

- Investigating options for outdoor improvements to close out ARP/ESSER funding.
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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

*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.



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## R. EXECUTIVE SESSION

Motion: Ms. Daneault Second: Ms. Panaro Time: 7:51 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 **Personnel (Superintendent evaluation)**. It is anticipated that the length of this closed session will be **15-30 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: 3 Nays: - Abstentions: -

### *Executive Session*

#### Reconvene into Public Session:

Motion: Ms. Panaro Second: Ms. Daneault Time: 8:17 pm

Voice Vote: Ayes: 3 Nays: - Abstentions: -

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## S. ADJOURNMENT

Motion: Ms. Panaro Second: Ms. Daneault

BE IT RESOLVED, to adjourn the Regular Business Meeting of June 18, 2024 at 8:17 pm.

Voice Vote: Ayes: 3 Nays: - Abstentions: -