

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

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

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 & Reorganization Meeting – February 18, 2025 (Attachment 1A)
- Executive Session – February 18, 2025 (Attachment 1B)

Motion to approve the minutes as presented:

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

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

- Demographic studies
- School events – Unsung Heroes Award, PK Fashion Show, Read Across America, The Grand Falloons

Harassment, Intimidation, and Bullying (HIB) Report – 2024-2025

Month	# Incidents Investigated	# Incidents HIB Confirmed	Remediation (Y/N)	Discipline (Y/N)
February 2025	1	0	N	N
January 2025	0	0	N	N

Safety Drill Report:

	Date	Time	Evacuation Time
Fire Drill	2/13/2025	1:17 pm	1 min, 20 sec
Security Drill – Evacuation Drill	2/26/2025	10:24 am	1 min, 04 sec

Hampton Student Enrollment:

	Hampton In	Choice In	Total HPS	OOD	Choice Out
Pre-K (3)	10	-	10	-	-
Pre-K (4)	14	-	14	-	-
Kindergarten	18	-	18	1	2
1st Grade	13	1	14	-	-
2nd Grade	15	1	16	-	2
3rd Grade	14	-	14	-	2
4th Grade	17	1	18	-	-
5th Grade	11	-	11	-	1
Total Elementary	112	3	115	1	7
6th Grade	8	-	8	1	-
7th Grade	19	-	19	1	-
8th Grade	9	-	9	-	1
Total Middle School	36	-	36	2	1
TOTAL	148	3	151	3	8

Enrollment as of 3/12/2025

E. Business Administrator's Report – Jim Schlessinger

- Budget update

F. Future Board of Education Meetings

- April 29, 2025 Regular Business Meeting / Budget Hearing / Personnel Approval (fourth Tuesday)
- May 20, 2025 Regular Business Meeting
- June 17, 2025 Regular Business Meeting
- July 15, 2025 Regular Business Meeting – only if needed
- August 19, 2025 Regular Business Meeting
- September 16, 2025 Regular Business Meeting
- October 21, 2025 Regular Business Meeting
- November 18, 2025 Regular Business Meeting
- December 16, 2025 Regular Business Meeting
- January 5, 2026 Annual Reorganization & Regular Meeting (first Monday)

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 (D. Bryant, Chairperson):

- Met 3/13 - Discussed budget, HVAC project completion, phones, and demographic study.

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve items 1-7:

Motion: Ms. Bryant Second: Ms. Daneault

1. 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 2025, 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 28, 2025, 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 19 – Mar 18
Fund 10 – Current Expense	(2,585.07)
Fund 11 – Current Expense	232,891.78
Fund 12 – Capital Expense	-
Fund 20 – Special Revenue	25,478.65
Fund 40 – Debt Service	227,600.00
Fund 50 – Food Service	4,398.30
Grand Total:	487,783.66

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 2025.

4. Contract and MOA Approvals

None.

5. Facilities Usage

None.

6. Preliminary Budget Approval

Motion to adopt the 2025-2026 preliminary budget.

BE IT RESOLVED that the tentative budget be approved for the 2025-2026 school year using the 2025-2026 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<u>Fund 10:</u> General Fund	<u>Fund 20:</u> Special Revenue	<u>Fund 40:</u> Debt Service	Total
2025-26 Total Expenditures	4,380,778	593,085	246,800	5,220,663
Less: Anticipated Revenue	1,492,376	498,735	106,739	2,097,850
Less: Usage of Reserves/Fund Balance	203,673	94,350	140,061	438,084
Taxes to be Raised	2,684,729	-	-	2,684,729

Highlights:

- Net impact to returning taxpayers = 2.00% increase over prior year.
- 2.99% increase to the general fund budget
- Combination of the usage of capital reserve to reduce debt service taxes and increase in the Borough's taxable property ratables offset nearly 1% of the increase.
- 2025-26 budget generates additional banked tax levy cap; cap generated in 2022-23 will expire unused.

Adjustment for Enrollment: \$37,780

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$25,807. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Adjustment for Health Care Costs: \$38,679

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for increased costs of health benefits in the amount of \$0.00.

Adjustment for Banked Cap: \$374,615

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$0.00.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$1,500.00 for all staff and board members for the 2025-2026 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

CAPITAL RESERVE

Capital Reserve Account Withdrawal: \$140,061

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$140,061.00 to:

- Offset of the debt service portion of the tax levy

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, Hampton, NJ, on April 29, 2025 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year.

7. 2025-26 Preschool Budget (Attachment 5A and 5B)

BE IT RESOLVED, to approve the PEA Grant Budget for the 2025-26 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):

- Met 3/13 - Discussed 25/26 staffing needs

Action Items:

Upon recommendation of the Chief School Administrator, motion to approve item 2:

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

1. Employment Actions

None.

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
5/14-16/2025	NJASA Spring Leadership Conference	D. Kerr	\$0 + mileage	232

Date	Event	Employee(s)	Cost	Mileage
3/5/2025	IMSE Literacy Summit	S. Morano	\$20	n/a
5/16/2025	K/1 st Grade to Lehigh Valley Zoo	K/1 staff	\$400 admission \$415 transportation	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 (E. Monaghan, Chairperson):

- Discussed cameras in the main hallway and NJ State Police presence.
- Impact of proposed new phones.

Action Items:

None.

K. CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

Committee Report (N. Panaro, Chairperson):

- Discussed parent opt-out of health curriculum
- Discussed amplify/special education
- Discussed tech purchases – Chromebook and smart board replacements

Action Items:

None.

L. PUBLIC RELATIONS AND STUDENT AFFAIRS COMMITTEE

Committee Report (H. Burd, Chairperson):

- Discussed school dance, field trips, and homework club

Action Items:

None.

M. LEBANON TOWNSHIP BOE

Liaison Report (E. Monaghan):

- LTBOE proposed a 4% tax increase

N. SHARED SERVICES COMMITTEE

Committee Report (E. Monaghan, Chairperson):

- Did not meet

- Mr. Kerr is discussing needs with neighboring districts

Action Items:

None.

O. OLD BUSINESS

- Discussion of CSA 2024-25 Goals

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

1. Approval of CSA 2024-25 Goals

BE IT RESOLVED, to approve the CSA's goals for the 2024-25 school year as presented.

Roll Call Vote:

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

P. NEW BUSINESS

- Strategic planning survey ready, pending board review and approval
- North Hunterdon/Voorhees strategic planning committee

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:

- None

R. EXECUTIVE SESSION

Motion: Ms. Bryant **Second:** Ms. Daneault **Time:** 7:47pm

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 contracts. It is anticipated that the length of this closed session will be 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. Daneault Second: Ms. Bryant Time: 8:28pm

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

S. ADJOURNMENT

Motion: Ms. Daneault Second: Ms. Bryant

BE IT RESOLVED, to adjourn the Regular Business Meeting of March 18, 2025 at 8:28pm.

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