**Meetings:**
**7:00 p.m. – FY 19 Budget Overview – School #1 All-Purpose Room**
**7:30 p.m. - Executive Session, School #1 Faculty Room**
**8:00 p.m. – Public Meeting, School #1 All-Purpose Room**

Southampton Township Board of Education
"Building a Tradition of Excellence"
Southampton, New Jersey 08088

"Statement to the Public"

Please be advised, that often it may appear to members of our audience that the Board of Education takes action with very little comment, and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied that the matter has been thoroughly researched, it is presented to the Board of Education for discussion prior to any final action being taken. Only then, is it placed on the agenda for action at a public meeting.

CALL TO ORDER:

This meeting is held in compliance with N. J. S. A. 10:4-6. A schedule of meetings was posted in all schools and the township municipal building and advertised in the *Burlington County Times* on January 16, 2018, and *The Central Record* on January 18, 2018.

ROLL CALL: BOARD OF EDUCATION MEMBERS:

| | | | |
|---|---|---|---|
| President: J. Hicks ___ | | Vice-President: J. Potter____ | |
| D. Bozarth___ | R. Hann____ | A. Harrison ____ | M. Phillips____ |
| S. Phillips___ | L. Rickborn ____ | B. Wright____ | |

MOTION FOR EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS DURING EXECUTIVE SESSION: (HIB Hearing, FMLA, and personnel attendance at workshops).
Time:_____p.m. Motion_____ Second_____ Roll Call/Vote_____

MOTION TO CLOSE EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION: THE BOARD OF EDUCATION DISCUSSED THE FOLLOWING ITEMS DURING EXECUTIVE SESSION: (HIB Hearing, FMLA, and personnel attendance at workshops).
Time:_____p.m. Motion_____ Second_____ Roll Call/Vote_____

PUBLIC NOTICE OF MEETING:
This meeting is held in compliance with N. J. S. A. 10:4-6. A schedule of meetings was posted in all schools and the township municipal building and advertised in the *Burlington County Times* on January 16, 2018, and *The Central Record* on January 18, 2018.

SALUTE TO THE FLAG

COMMUNITY TOPICS:

- Southampton "Spark" – Mr. DePaulo and students

STUDENT RECOGNITION:

| | |
|---|---|
| Kindergarten | Maylee Bodine, Brian Cozac, Jacob Meredith |
| Grade 1 | Bridget Gower |
| Grade 2 | Luciana Chiavaroli, Anna Orio |
| Grade 3 | Declan Carpenter |
| Grade 4 | Jack Insinga |
| Grade 5 | Giavanna Frattaroli |
| Grade 6 | Dean Konopka |
| Grade 7 | Ann Marie Zack |
| Grade 8 | Austin Daves |

EMPLOYEE OF THE MONTH RECOGNITION: (February, 2018)

- Kimberly Bray – Teacher
- Gina O'Brien - Paraprofessional

OTHER RECOGNITION:

PUBLIC COMMENT ON AGENDA:

Members of the public are invited to submit comments pertaining only to the Board agenda during this public comment portion of the meeting. General comments, not necessarily pertaining to the agenda, are invited to be submitted during the public comment portion at the end of this meeting. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all individual complaints to the Superintendent of Schools or Administration for resolution. Each citizen will be allotted up to three (3) minutes to speak, in order to allow everyone an opportunity to express their opinions or concerns.

CORRESPONDENCE (WHITE)

<u>LETTERS</u>:

To: Mr. Brian Ross, Re: BOE vacancy
Chaplain, (Captain) Clifford L. Jones, US Army (Retired), Re: BOE vacancy
Mrs. Jillian Godfrey, Re: BOE vacancy
Mrs. Nicole B. Miller, Re: BOE vacancy
Southampton Boy Scouts, Mrs. Heather Danser, Re: Solicitation approval
Southampton Girl Scouts, Mrs. Nadine Reed-Kunz, Re: Solicitation approval
Southampton Township Recreation Association, Mrs. Richelle Moneypenny, Re: Solicitation approval

From: NJ School Boards Association – Master Board Member Certification
Subject: Mr. Russell Hann & Mr. Jeffrey Hicks

THANK YOU NOTES: GI Go Fund, Washington, DC

*APPROVAL OF MINUTES: February 26, 2018 Regular and Executive (PINK)

ROLL CALL: BOARD OF EDUCATION MEMBERS:
Motion _____Second_____ Roll Call/Vote_____

President: J. Hicks ___ Vice-President: J. Potter____
D. Bozarth___ R. Hann____ A. Harrison ____ M. Phillips____
S. Phillips___ L. Rickborn ____ B. Wright____
*APPROVAL OF MINUTES: March 12, 2018 Special (PINK)

ROLL CALL: BOARD OF EDUCATION MEMBERS:
Motion _____Second_____ Roll Call/Vote_____

President: J. Hicks ___ Vice-President: J. Potter____
D. Bozarth___ R. Hann____ A. Harrison ____ M. Phillips____
S. Phillips___ L. Rickborn ____ B. Wright____

REPORT OF THE BOARD SECRETARY: (PINK)

1. Information Items:

1.1 • None

2. Action Items:

It is recommended that the Board:

2.1 Approve transfers
*Line items for the month of March 2018 as approved by Superintendent
*Line items between February 2018 and March 2018 meetings as approved by Superintendent

2.2 Authorize the following payments:
*Authorize the payment of the March 2018 bill list in the amount of $586,947.55

2.3 *Interim Check Register and Electronic Fund Transfers for the period of February 26, and March 26, 2018 in the amount of $743,724.70

2.4 *Accept the **Board Secretary's Report** for the month of **February 2018**, which is in agreement with the Treasurer's report

2.5 *Accept the **Treasurer's Report** for the month of **February 2018**, which is in agreement with the Board Secretary's report

2.6 Approve the Board Secretary's Monthly Certification Budgetary Line Item Status. Pursuant to **NJAC 6A:23-2.1(c)3**, I certify that, as of **February 2018**, no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of **NJAC 6A:23-2.11(a).**

2.7 And certify the Board of Education's Monthly Certification Budgetary Major Account/Fund Status Pursuant to **NJAC 6:A23-2.11(c) 4**, we certify that, as of **February 2018,** after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials and the treasurer's monthly financial reports, that to the best of our knowledge, no major account or fund has been over expended in violation of the **NJAC 6:A:23-2.11(b)** and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2.8 *Accept Revenue Account Status Report for **February 2018**

2.9 *Accept **February 2018** NutriServe Cafeteria Report and authorize Check Register in the amount of $21,899.24

Motion to approve (items #2.1-2.9) _____Second_____ Roll Call/Vote_____

President: J. Hicks ___ Vice-President: J. Potter____
D. Bozarth___ R. Hann____ A. Harrison ____ M. Phillips____
S. Phillips___ L. Rickborn ____ B. Wright____

REPORT OF THE SUPERINTENDENT: (BUFF)

1. *Special Services Department
   1.1 Information Items: None
   1.2 Action Items:
   - Approval for Michael Gallaway, O.D.P.C. Pediatric Optometrist and Vision Therapist to facilitate the Parent Advisory Group on May 17, 2018. The topic will be the vision/learning connection. The fee for the hour is $100.00.

   Motion to approve (items #1.2) _____Second _____ Roll Call/Vote _____

2. Harassment, Intimidation and Bullying Report – No Incidents
3. *Curriculum Director's Report
4. *Nurses' Reports
5. *Fire and Security Drill Reports
6. *Suspension Reports
7. Bus Evacuation Drill – None

Motion to accept reports (items #3-6) _____Second _____ Roll Call/Vote _____

8. *2017-2018 School District Goals
   8.1 K-5 Reader's Workshop Implementation
   8.2 K-8 I-STEAM Program Enhancements
   8.3 RtI/I&RS Program Revisions & Training

Motion to accept the 2017-2018 District Goals Status Reports (items #8.1-8.3) _____ Second_____ Roll Call/Vote _____

9. Class Trips / Field Trips
   - 5th Grade, Churchville Nature Center, Churchville, PA, 05/07/18, $789.00
   - 2nd Grade, Adventure Aquarium, Camden, NJ, 05/11/18, $1,100.00
   - 3rd Grade, Vincentown Walking Tour, 05/14/18, NC
   - School #3 Student Council, Six Flags Great Adventure, Jackson, NJ, 05/30/18, Fees paid by students.
   - 7th Grade, Washington Crossing Historic Park, Washington Crossing, PA, 06/13/18, $902.50

Motion to approve class trips (item #9) ____ Second____ Roll Call/Vote___

10. * 2018-2019 School Calendar

Motion to adopt the 2018-2019 school calendar (item #10) _____ Second_____ Roll Call/Vote _____

11. *2017-2018 School Calendar Revision

Motion to adopt the revised 2017-2018 school calendar (item #11) _____
Second_____ Roll Call/Vote _____

12. *Random Acts of Kindness Week
13. *2017-2018 Initial Retention Reports
14. 2018-2019 Kindergarten Enrollment Status Report
    - Registration Packets Requested = 52
    - Preschool Disabled Transitioning = 12
    - Potential Retentions = 6
    - Total Possible Enrollment = 70
15. 2016-2017 NJDOE District and Schools Performance Report (A. Michael)
16. *Enrollment – March 15, 2018
    16.1 Total school enrollment = 716 (PSD-Grade 8, including in-district special education)
    16.2 Special Education = 167
        - Resident students in-district = 126
        - Speech & Language only = 24
        - Out of District Placements = 17

COMMITTEE REPORTS: (GREEN)

1. Personnel / Student Services (Chairperson: B. Wright, R. Hann and D. Bozarth)

   *(Personnel / Student Services Committee Meeting Notes – 3/26/18)

   1.1 Superintendent's Recommendation for Employment:
       - Stacey DeFrank, Substitute Nurse
       - Nancy Tufte, Substitute Nurse
   1.2 FMLA - Leave of Absence
       - Employee #15024, Effective 03/06/18
   1.3 Permission to grant 11.5 days extended sick leave to employee # 15024 in accordance with Title 18A:30-6.
   1.4 Workshops
       - Employee #15189, Supports for Students with Autism, Garfield Park Academy, Willingboro, NJ, 03/09/18, NC
       - Employee #1259, ATRA 2018 Workshop, Pompton Plains, NJ, 04/27/18, NC
       - Employee #1529, Community Forestry Council, Emerald Ash Bore Forum, Rutgers University, New Brunswick, NJ, 04/04/18, NC

Motion to approve (items # 1.2 -1.4) _____ Second_____

ROLL CALL: BOARD OF EDUCATION MEMBERS:
President J. Hicks ___ Vice-President J. Potter___ D. Bozarth___ A. Harrison___ R. Hann___
M. Phillips___ S. Phillips___ L. Rickborn___

2. Curriculum / Policy (Chairperson : S. Phillips, M. Phillips, L. Rickborn)
   (Curriculum / Policy Committee Meeting Agenda – 3/20/18)

2.1 *2017-2018 School Level Objectives

- School #1: During the 2017-2018 school year, 90% of grade one students will achieve a 50% increase in at least three identified areas of need on the Narrative Writer's Workshop rubric. These components consist of Structure, Development, and Language Conventions.
- School #1: During the 2017-2018 school year at least 80% of grade two students will increase their independent reading performance by two reading levels on the Fountas and Pinnell benchmarking assessment.
- School #2: During the 2017-2018 school year at least 80% of grade three students will increase their independent reading performance by two reading levels on the Fountas and Pinnell benchmarking assessment.

2.2 Second Reading of Policy and Regulation Alert #214 (New/Revised)

- P. 0169.2 - BOE Member Use of Social Networks
- P. 3437 – Military Leave
- P.4437 – Military Leave
- P.5516.01 – Student Tracking Devices
- R. 7101 – Educational Adequacy of Capital Projects
- P. 7425 - Lead Testing of Water in Schools
- P&R 7440 – School District Security
- P&R7441- Electronic Surveillance in School Buildings
- P8507 – Breakfast Offer Versus Serve (OVS)
- P8630 – Emergency School Bus Procedures
- P9242 – Use of Electronic Signatures

Motion to adopt Policy Alert #214 (item #2.2 )____ Second_____ Roll Call/Vote_____

2.3 First Reading of Policy

- P. 2561 – Therapy Dog Program
- School #3: During the 2017-2018 school year at least 80% of the students in grade seven will attain a 75% or better on the math assessment identified strand.

3. Budget / Finance /Facilities (Chairperson: J. Potter, A. Harrison, and J. Hicks)
Administrative Facilitator - B. Godfrey
*(Budget / Finance / Facilities Committee Meeting Notes – 03/26/18)

3.1 Information item:

Budget Timeline:

- 3/27/2018 last day Board of Education to approve and submit budget for County review
- 3/27/2018 Ms. Godfrey meets with County DoE officials to review FY 2018-2019 tentative budget
- Approval of budget will be at 7:30 pm, April 30, 2018 prior to the

regular session.

3.2 Action Item:

After School Work Out Group, Monday – Friday, 3:45-4:45 PM, Literature Room or Cafeteria, Facility Use Request.

Motion to approve the Budget/Finance / Facilities items as recommended (item #3.2) _____ Second_____ Roll Call/Vote_____

3.3 ***ADOPTION OF THE TENTATIVE 2018-2019 BUDGET**

WHEREAS, the Southampton Township 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

WHEREAS, N.J.A.C. 6A:23 A-7.3 et seq. 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

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $300 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

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23 A-7.3 et seq. 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; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23 A-7.3 et seq. 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 approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B A7.3 to a maximum expenditure of $65,000 for all staff and board members.

And Further, WHEREAS, the Southampton Township Board of Education recognizes that there is **$75,000 of Banked Cap** generated in the 2015-2016 budget, and

WHEREAS there is the need for and amount of the unused spending authority to be included in the base budget; and

WHEREAS there is the need to utilize banked cap in the 2018-2019 for the purpose of technology and ISTEAM initiatives, and with the understanding said initiative must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time; and further

The Board of Education is utilizing said Banked Cap, and increasing the 2018-2019 General Fund Tax Levy by $75,000 above the 2% tax cap levy.

BE IT RESOLVED that in accordance with the statutory deadline, the **tentative budget be approved for the 2018-2019 School Year**, be adopted as follows:

| | |
|---|---|
| General Fund | $14,063,254 |
| Special Revenue Fund | $ 324,280 |
| Debt Service Fund | $ 893,744 |
| Total | $15,281,278 |

| | |
|---|---|
| General Fund Tax Levy | $11,540,089 |
| Debt Service Tax Levy | $ 893,743 |
| Total | $12,433,832 |

Tax Rate Impact (inclusive of Debt Service)
Proposed Tax Rate $ 1.230
Current Tax Rate $ 1.200

Motion by_____, second by_____, to Adopt Tentative 2018-2019 School Year Budget (Item #3.3)

ROLL CALL: BOARD OF EDUCATION MEMBERS:

President: J. Hicks ___ Vice-President: J. Potter____
D. Bozarth___ R. Hann____ A. Harrison ____ M. Phillips____
S. Phillips___ L. Rickborn ____ B. Wright____

4. President's Council (J. Hicks, J. Potter and M. Harris)
   4.1 2017-2018 Board of Education Goals
   - **Goal #1:** The Board of Education will develop an action plan to enhance its governance and operations through participation in the NJSBA Academy Program to achieve **The Carole E. Larsen Master Board Certification** by June 30, 2018. (President Hicks and Vice-President Potter)
   - **Goal #2** The Board of Education will use effective fiscal planning, including reserving funds in capital reserve and the regular budgetary process to address long-range facility needs pertaining to the demolition of existing storage facilities and the construction of a new storage facility. (Budget / Finance / Facilities Committee)
   - **Goal #3** The Board of Education will develop an action plan to delineate the parameters and timeline for negotiations with the Southampton Township Education Association, Southampton Administrators / Supervisors Association and the support staff to ensure that successor collective bargaining agreements are reached. (Personnel / Student Services Committee)
   - **Goal #4** The Board of Education will develop and implement an action plan to update the Long Range Facilities Plan and the Demographic Study by June 2018. (Budget / Finance / Facilities Committee)

Motion to accept the 2017-2018 Board of Education Goals Status Reports (Item #4.1)
Motion _____ Second_____ Roll Call/Vote_____

**Committee appointments**: (Revised 3/26/18, Due to appointment of A. Harrison)

Personnel / Student Services (members selected by Vice President Potter)

- B. Wright, Chairperson
- R. Hann
- D. Bozarth

Curriculum / Policy

- S. Phillips, Chairperson
- M. Phillips
- L. Rickborn

Budget / Finance /Facilities:

- J. Potter, Chairperson
- A. Harrison
- J. Hicks

Negotiations:

- J. Potter, Chairperson
- R. Hann
- M. Phillips
- B. Wright
- D. Bozarth, Alternate

OLD BUSINESS:

- March 1, 2018 – BCSBA 8th Grade Dialogue – Maple Shade, High School
- March 10, 2018 – BCSBA President / Vice-President Breakfast, Southampton School #3 Media Center.

NEW BUSINESS:

- May 17, 2018 – BCSBA Meeting, Board Member Recognitions, Medford County Club

**PUBLIC COMMENTS:**

Members of the public are invited to submit any general comments during the public comment portion of this meeting. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all individual complaints to the Superintendent of Schools or Administration for resolution. Each citizen will be allotted up to three (3) minutes to speak, in order to allow everyone an opportunity to express their opinions or concerns

| ADJOURNMENT: Time:_____ p.m. |
|---|
| Motion by _____, Second by _____, Roll Call/Vote_____ |

NOTE: Committee Meetings & Date

| Committee | Date | Time | Location |
|---|---|---|---|
| Budget /Finance/Facilities | TBD | TBD | TBD |
| Personnel / Student Services | 04-30-2018 | 7:00 | School #1 Faculty Room |

| | | | |
|---|---|---|---|
| Curriculum / Policy | TBD | TBD | TBD |
| Negotiations | 04-10-2018 | 6:00 | School #3 Media Center |

**Next Board of Education Meetings:**

- NJSBA Training, April 30, 2018, 6:00 p.m. School #1 All Purpose Room
- FY19 Budget Hearing, April 30, 2018, 7:30 p.m. School #1 All Purpose Room
- Regular Session – April 30, 2018, 8:00 p.m. School #1 All Purpose Room

Miscellaneous inserts (GOLDENROD) – None

## Upcoming Events – Dates to Remember

**April**
9 School Resumes
18 PTA Executive Board Meeting – 6:30 Media Center
20 Report Cards Distributed School #3
25 Administrative Professionals Day
26 Take Our Child to Work Day
27 Arbor Day
27 6th-8th Grade PTA Dance – 7:00-9:00 PM
30 NJSBA Training – School #1 APR – 6:00 PM
30 Public Hearing 2018-2019 School Year Budget – School #1 APR – 7:30 PM
30 Board of Education Meeting – School #1 APR – 8:00 PM