

Southampton Township Board of Education Meeting

November 26, 2018

Meetings:

7:00 p.m. - Personnel / Student Services Committee, School #1 Faculty Room

7:00 p.m. – Budget / Facilities, School #1, Office Conference 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 March 15, 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: (HIB Investigations, Superintendent’s recommendation of employment for Entrepreneurship Club Advisors, FMLA, and 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 Investigations, Superintendent’s recommendation of employment for Entrepreneurship Club Advisors, FMLA, and workshops)

Time: _____ p.m.

Motion _____ Second _____ Roll Call/Vote _____

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 ____

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 March 15, 2018.

SALUTE TO THE FLAG

COMMUNITY TOPIC:

- STAR Foundation – Major grant award

Staff Member	Position	School	Title	Cost
Asia Michael Michael Harris	Curriculum Director Superintendent	District	"Choose Kindness" School Climate	\$5,750.00
			Total awarded prior to Major Grant	\$341,415.71
			Total Awarded to date:	\$347,165.71

- Revenue: STAR Donations 20-1920-000 \$ 5,750.00
- Appropriations: STAR mini grants 20-050-100-610-00 \$ 5,750.00

Motion by ____, Second by ____, to accept the Fall 2018 Major Grant Award and to revise 2018-2019 Budget Roll Call/Vote ____

- Carole E. Larson – NJSBA Master Board of Education Certification (MBC)
- School Security Presentation – (Following student recognition)

STUDENT RECOGNITION:

Kindergarten	Logan Smith
Grade 1	Ember Hahn
Grade 2	Meredith Rogers
Grade 3	Natalie Hodgson
Grade 4	Kaiden Walker
Grade 5	Jacey Gibson
Grade 6	Joseph Zaczek
Grade 7	Jack Guerrero
Grade 8	E'onya Rivera

EMPLOYEE OF THE MONTH RECOGNITION:

Lauren Karpovich – Teacher, School #3 Physical Education & Health

Jenny Morrow – Administrative Assistant – School #3 Main Office

OTHER RECOGNITION:

SCHOOL SECURITY PRESENTATION:

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)

LETTERS:

*From: Joe Bongon, Veterans Assistance Manager

GI GO Fund – \$355.00 Contribution, Veterans Day Jeans for Troops Fundraiser

*To: NONE

THANK YOU NOTES: Vincentown Garden Club

*APPROVAL OF MINUTES: October 15, 2018 Regular and Executive (PINK)

Motion by_____, Second by_____, Roll Call/Vote_____

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____

REPORT OF THE BOARD SECRETARY: (PINK)

1. Information Items:

1.1 *Board of Education Candidates official election poll results

- Three Year Term (4 candidates for 3 positions)

- Donald Bozarth, Jr. 2478
- Betty L. Wright 2623
- Jennifer M. Potter 2508
- Clifford L. Jones 1381

- One Year Unexpired Term (2 candidates for one position)

- Amy Ushkowitz 1789
- Arnold E. Harrison, III 1272

*NJSBA Dinner Meeting – December 4, 2018, 6:00-9:00p.m.

Medford Village Country Club, 28 Golfview Drive, Medford, NJ

JIF Dinner, Wednesday, December 5, 2018, Mansion in Voorhees

2. Action Items:

2.1 It is recommended that the Board:

Approve transfers

*Line items for the months of November 2018 as approved by Superintendent

*Line items between October 2018 and November, 2018 meetings as approved by Superintendent.

2.2 Authorize the following payments:

*Authorize the payment of the November 2018 bill list in the amount of \$760,326.94

2.3 *Authorize payment of Interim Check Register and Electronic Fund Transfers for the period of October 15, 2018 and November 23, 2018 in the amount of \$741,839.67

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

2.5 Accept the Treasurer's Report for the month of **October 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 **October 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 **None** 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 October 2018

2.9 *Accept October 2018 NutriServe Cafeteria Report and authorize payment of Check Register in the amount of \$36,310.84

Motion by _____, Second by _____ to approve Board Secretary items (items #2.1-2.9) Roll Call/Vote _____

REPORT OF THE SUPERINTENDENT: (BUFF)

1. *Special Services Department

1.1 Information Items: None

1.2 Action Items:

- Approval for Mrs. Wilson to work an additional 1 day per week to conduct counseling, case management, and support for teachers, effective November 27, 2018 through TB.
- Approval for Mrs. Pero to provide Wilson Instruction for student #160624 and student #161557 after school for 2 hours per week per their Individual Education Programs from December 1, 2018 through December 21, 2018. Pay rate is at the 2018-2019 home instruction rate \$39.00 per hour.
- Approval for Mrs. Seidel to provide Wilson Instruction for student #161563 after school for two hours per week, and 42 minutes during the school day, effective October 29, 2018 through June 18, 2019.

- Approval for Julia England to provide a total of ten (10) hours of additional Home Instruction for student #160212 beginning on November 7, 2018.
- Approval for Stephanie Stevenson to provide Home Instruction for student #160815. Effective start date is 11/19/18 with termination of services to be determined pending medical clearance to return to school.

Motion by____, Second by ____ to approve (items #1.2) Roll Call/Vote_____

2. Harassment, Intimidation and Bullying (HIB) Report

Incident Number	School	Founded/Unfounded
SS-03-10-24-2018	School #3	Founded
SS-03-10-26-2018	School #3	Unfounded
SS-02-11-14-2018	School #2	Founded
SS-03-11-16-2018	School #3	Founded
SS-02-11-19-2018	School #2	Unfounded
SS-03-11-19-2018	School #3	Unfounded
Motion to affirm HIB incidents (item #2) _____ Second _____ Roll Call/Vote _____		

3. *Curriculum Director's Report

4. *Nurses' Reports

5. *Fire and Security Drill Reports

6. *Suspension Reports

7. *Bus Evacuation Drill

Motion by____, Second by_____, to accept reports (items #3-6)

Roll Call/Vote _____

8. *2018-2019 School District Goals

8.1 Differentiated Instruction

8.2 Enhancing School Culture

8.3 K-8 I-STEAM Program Enhancements

Motion by____, Second by_____, to accept the 2018-2019 District Goals Status Reports (items #8.1-8.3) Roll Call/Vote _____

9. Class Trips (not including transportation)

- Grades 6, 7 & 8 Student Council, TCNJ-NJASC Winter Convention, Ewing, NJ, 01/09/19, \$782.00.
- 6th Grade Band, Symphony in C Concert for Young People, Scottish Rite Auditorium, Collingswood, NJ, 02/08/19, \$110.00
- 8th Grade, Olsen Middle School, Tabernacle, NJ, Anti-Drug Presentation, 12/05/18, NC

Motion by____, Second by____, to approve class trips (item #9) Roll Call/Vote _____

10. QSAC Testimony – Superintendent Harris, December 4, 2018

11. *Red Ribbon Week and Week of Respect

12. *Enrollment – November 15, 2018

- 12.1 Total school enrollment = 710 (PSD-Grade 8, including in-district special education)
- 12.2 Special Education = 159
 - Resident students in-district = 115
 - Resident students sent out of district = 16
 - Speech and Language only = 28

COMMITTEE REPORTS: (GREEN)

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

*(Personnel / Student Services Committee Meeting Agenda – 11/26/18)

- 1.1 Superintendent's Recommendation for Employment:
 - Schedule B - Entrepreneurship Club Advisors
 - Brittney Kenney
 - Ronald Nober
- 1.2 FMLA – Leaves of Absence
 - Employee #15101, Effective 11/02/18 – 02/01/19
- 1.3 Workshops
 - Employee #15073, Executive Functioning in the Classroom, PESI, Trevoise, PA, 11/02/18, \$199.00
 - Employee #15245, Units of Studying Reading & NJELA Exam, Somerset, NJ, 11/30/18, \$165.00
 - Employee #1188, Parkway Central Library, Philadelphia, PA, 12/14/18, NC
 - Employees #1188, and #15158, 35th Annual Winners Workshop, Voorhees, NJ, 05/15/19, \$418.00

Motion by_____, Second by_____, to approve (items # 1.1 -1.3)

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_____

2. Curriculum / Policy (Chairperson: S. Phillips, M. Phillips, and L. Rickborn) (Curriculum / Policy Committee Meeting Agenda – No Meeting)

- 2.1 2018-2019 School Level Objectives
 - School #1: During the 2018-2019 school year, at least 90% of second grade students will improve at least two independent reading levels on the Fountas and Pinnell benchmark assessment, which addresses both reading fluency and comprehension.
 - School #1: During the 2018-2019 school year, at least 90% of first grade students will achieve a 50% increase on the Narrative Writer's Workshop rubric, which addresses writing structure, development, and language conventions (equivalent to a 6 point or more increase on the rubric).
 - School #1: During the 2018-2019 school year, at least 80% of Kindergarten representatives (students, staff, and parents) surveyed will indicate a positive perception of school culture through an

evaluation of the school's physical environment, school-home communication, and a sense of school community and opportunities for involvement.

- School #2: During the 2018-2019 school year at least 80% of fourth grade students will increase their independent reading performance by two reading levels on the Fountas and Pinnell benchmarking assessment.
- School #3: During the 2018-2019 school year at least 80% of the students in eighth grade will attain a 75% or better on the math assessment identified strand.
- School #2/#3: During the 2018-2019 school year, School #2/#3 will create a school level committee comprised of administration, staff, parents, and students to create and implement a school level action plan based on a needs assessment to address the District Goal pertaining to enhancing school climate / culture. Implemented activities will be documented and reported to the Board of Education via monthly School Level Objective Progress Report.

Motion by_____, Second by_____, to accept the 2018-2019 School Level Objectives status reports (item # 2.1) Roll Call/Vote_____

3. Budget / Finance / Facilities (Chairperson: J. Potter, A. Harrison, and J. Hicks)
Administrative Facilitator - B. Godfrey

*(Budget / Finance / Facilities Committee Meeting Agenda – November 26, 2018)

3.1 Information items:

- Budget development for Fiscal Year 2019-2020 is ongoing.
- 2017-2018 Comprehensive Annual Financial Report (audit) is delayed until December 21, 2018 due to State of New Jersey delay in releasing Pension Liability data. Otherwise, the audit is essentially complete, with no recommendation or findings. Acceptance of audit will be at January Board Meeting.

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3.2 Authorize RYEBREAD Architects to submit project applications and revise the Long Range Facility Plan (LRFP) including security cameras, construction of a security office, and security bollards, pending the availability of grant funding from the School Development Authority.

3.3 Approve revision to Southampton Township 403b to include post-employment benefits of Central Office Staff.

Motion by_____, Second by_____, to approve the Budget/Finance/Facilities items as recommended (items #3.2-3.3) Roll Call/Vote_____

4. President's Council (J. Hicks, J. Potter and M. Harris)

4.1 2018-2019 Board of Education Goals

- **Goal #1:** 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 during the summer of 2019.

Budget/Finance/Facilities Committee

- **Goal #2** The Board of Education, in consultation with the Superintendent and Business Administrator, will develop a comprehensive action plan to address the seven year phase out of state adjustment aid. This action plan will include educating the school community as to the impact on district programming and operations and developing a framework to address budgetary savings and cuts.

Budget/Finance/Facilities Committee

- **Goal #3** The Board of Education, in collaboration with the Superintendent, will develop a comprehensive action plan to further enhance school security and safety. This plan will include increasing counseling services for students, enhancing facilities security, and exploring the feasibility of adding an armed security officer.

Budget/Finance/Facilities Committee

4.2 • *Southampton Township Board of Education Communications Charter

Motion by _____, second by _____, to adopt the Southampton Township Board of Education Communications Charter. (Item 4.2) Roll Call/Vote_____

OLD BUSINESS:

- *"Support Our Students" State Aid Advocacy Group – BOE Goal #2
- NJSBA Delegate Assembly – November 17, 2018
- NJSBA Workshop, AC – October 24-28, 2018

NEW BUSINESS: - None

PUBLIC COMMENTS:

Members of the public are invited to submit any general comments during this public comment portion of the 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.

MOTION FOR EXECUTIVE SESSION: (Personnel, Contract Negotiations, Legal)

Time:

Motion _____ Second _____ Roll Call/Vote _____

MOTION TO CLOSE EXECUTIVE SESSION:

(Personnel, Contract Negotiations, Legal)

Time: _____ p.m.

Motion _____ Second _____ Roll Call/Vote _____

ADJOURNMENT: Time: _____ p.m.

Motion _____ Second _____ Roll Call/Vote _____

NOTE: Committee Meetings & Dates

Committee	Date	Time	Location
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Budget /Finance/Facilities	12/17/2018	TBD	TBD
Curriculum / Policy	TBD	TBD	TBD
Personnel / Students Services	TBD	TBD	TBD

Next Board of Education Meeting – December 17, 2018, School #1 All-Purpose Room

Miscellaneous inserts (GOLDENROD) - None

*Documents attached

Upcoming School Events - Dates to Remember

December	2-10	Hanukkah
	5	Holiday Program – School #1
	5	Camp Cross Age Mentoring Program
	6	Camp Cross Age Mentoring Program
	7	Pearl Harbor Remembrance Day
	7	Special Event Fridays – American Spirit
	13	Winter Concert School #3 @ 7 PM Warrior Dome
	14	Special Event Fridays – Choose Kind
	17	BOE Meeting – School #1 APR 8:00 PM
	18	Toy Drive Pickup
	21	No PM Preschool – district early dismissal
	21	Special Event Fridays – STEA Scholarship Day
	21	PTA Winter Holiday Parties – 11:30 am – 12: 15 pm
	22-31	Winter Recess – School Closed
	25	Christmas Day
	26	Kwanzaa Begins/Boxing Day