

Meetings:**6:00 p.m. – NJSBA Training – School #1 All-Purpose Room****7:00 p.m. – Budget & Facilities Committee – School #1 Office Conference Room****7:00 p.m. – Personnel / Student Services Committee – School #1 Faculty Room****7:30 p.m. – FY 19 Budget Hearing– School #1 All-Purpose Room****7:45 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. The 2018-2019 Budget Public Hearing was advertised in the *Burlington County Times* on April 20, 2018, and *The Central Record* on April 26, 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 ____

Mr. Jesse Adams, NJSBA Field Service Representative will facilitate the following NJSBA Training workshop. Topic – Conflict Resolution

Motion to recess meeting in order to conduct Personnel / Student Services and Budget / Facilities Committee meetings.

Time: _____ p.m. Motion _____ Second _____ Roll Call/Vote _____

Motion to re-convene meeting to conduct FY19 Budget Public Hearing.

Time: _____ p.m. Motion _____ Second _____ Roll Call/Vote _____

- *PUBLIC HEARING OF 2018-2019 SCHOOL YEAR BUDGET
- PUBLIC COMMENTS ON 2018-2019 SCHOOL YEAR BUDGET

MOTION FOR EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS DURING EXECUTIVE SESSION: (Renewal of Certified Staff, Renewal of Certified Administrators, Renewal of Non-Certified Staff, Renewal of Non-Certified Supervisor of Buildings and Grounds, Special Education Teacher, Long Term Substitutes, Leave of Absence, Business Administrator's contract, Submission of Business Administrator's contract for Executive County Superintendent's review, 2018-2019 compensation increase for Mission One paraprofessionals, and 2018-2019 Source4 Teachers / Mission One contract renewal).

Time: _____ p.m. Motion _____ Second _____ Roll Call/Vote _____

MOTION TO CLOSE EXECUTIVE SESSION. THE BOARD DISCUSSED THE FOLLOWING ITEMS DURING EXECUTIVE SESSION: (Renewal of Certified Staff, Renewal of Certified Administrators, Renewal of Non-Certified Staff, Renewal of Non-Certified Supervisor of Buildings and Grounds, Special Education Teacher, Long Term Substitutes, Leave of Absence, Business Administrator's contract, Submission of Business Administrator's contract for Executive County Superintendent's review, 2018-2019 compensation increase for Mission One paraprofessionals, and 2018-2019 Source4 Teachers / Mission One contract renewal)

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 March 15, 2018. The 2018-2019 Budget Public Hearing was advertised in the *Burlington County Times* on April 20, 2018, and *The Central Record* on April 26, 2018

SALUTE TO THE FLAG

COMMUNITY TOPICS:

- FY19 Budget Adoption
- Special Education Teacher Employment
 - Ms. Julia England, Step 6, MA

Motion to approve Ms. Julia England as a special education teacher for the 2018-2019 school year ____ Second ____ Roll Call/Vote ____

STUDENT RECOGNITION:

Kindergarten	Jacob Lopez, Lila Ruiz
Grade 1	Rylie Ehlers-Pickup, Carlos Madrigal
Grade 2	Cianna Antell, Audrina Prentice
Grade 3	Paisley Seidel
Grade 4	Atalia Rodriguez
Grade 5	Daniel Bogardus
Grade 6	Avery Madosky
Grade 7	Garret Lottes
Grade 8	Luke Christopher

EMPLOYEES OF THE MONTH RECOGNITION: (March, 2018)

- Ms. Sarah Kilpatrick – Counselor
- Ms. Susan Zimm - 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)**LETTERS:**

To: *Board of Education and Community – Arbor Day Celebration 04/27/18

From: *Mrs. Melissa Walker (Parent), Re: Teacher Recognition – Tara DeLucia

From: *NJSBA – New BOE Member Certification, Jennifer Potter.

From: *NJ SEC Advisory Opinion A07-18, RE: Cousins Conflict Clarification

THANK YOU NOTES:

*APPROVAL OF MINUTES: March 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 _____

REPORT OF THE BOARD SECRETARY: (PINK)**1. Information Items:**

- 1.1 Burlington County School Boards Association Spring meeting on Thursday, May 17, 2018, at 6:00 PM, Medford Village Country Club, Medford, NJ

2. Action Items:

It is recommended that the Board:

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

- 2.2 Authorize the following payments:
*Authorize the payment of the April 2018 bill list in the amount of \$616,688.79
- 2.3 *Interim Check Register and Electronic Fund Transfers for the period of March 27, 2018 and April 29, 2018 in the amount of \$713,054.89
- 2.4 *Accept the **Board Secretary's Report** for the month of **March 2018**, which is in agreement with the Treasurer's report
- 2.5 *Accept the **Treasurer's Report** for the month of **March 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 **March 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 **March 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 **March 2018**
- 2.9 *Accept **March 2018** NutriServe Cafeteria Report and authorize Check Register in the amount of \$24,704.08

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 Employees #1146 and #1156 to provide Home Instruction for student #161383 five (5) days a week for a total of 12.5 hours each week, beginning on March 23, 2018.
 - Approval for Employees #15110 and #1155 to provide five (5) hours of Home Instruction for student #160475.
 - Approval to contract with Behavior Therapy Associates for the HI-STEP Summer Program held in Marlton, NJ, from 07/02/2018 – 08/03/18 for student #161246 for \$3,700.00. Student will require bus transportation to and from the program.

- Approval for Dr. Edwin Castillo to conduct a Psychiatric Evaluation for student #161383 and provide a written evaluation.

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 (Not including transportation cost)
 - Student of the Month Recognition – Massimo's Pizza, Vincentown
 - Tech Club, 5th-8th, WIP Radio, Philadelphia, PA, NC, Red Star Pizza, Vincentown, NJ 05/23/18
 - Girls on the Run Club, Princeton Family YMCA 5K, ETS Campus, 660 Rosedale Road, Princeton, NJ, 06/03/18, \$500.00

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

10. *I-STEAM Vision and Mission Statements

Motion to adopt the I-STEAM Vision and Mission Statements (item #10) _____
Second _____ Roll Call/Vote _____

11. *2017-2018 SSDS / HIB-ITP Report – Period 1

Motion to accept the SSDS / HIB-ITP Report – Period 1 (item #11) _____
Second _____ Roll Call/Vote _____

12. 2018-2019 Kindergarten Enrollment Status Report
 - Registration Packets Requested = 58
 - Preschool Disabled Transitioning = 12
 - Potential Retentions = 6
 - Total Possible Enrollment = 76

13. Spring 2018 PARCC Administration Status Report

14. *Enrollment – April 15, 2018

14.1 Total school enrollment = 715 (PSD-Grade 8, including in-district special education)

14.2 Special Education = 169

- Resident students in-district = 126
- Speech & Language only = 26
- 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 Agenda – 4/26/18)

1.1 Superintendent's Recommendation for Employment:

- *Renewal of Certified Staff for 2018-2019
 - 1.1.1 *Approve the hiring of tenured certified staff
 - 1.1.2 *Approve the hiring of certified staff receiving tenure
 - 1.1.3 * Approve the rehiring of non-tenured certified staff
- *Renewal of Certified Administrators for 2018-2019
 - 1.1.4 *Approve the rehiring of tenured administrators
 - 1.1.5 *Approve the rehiring of non-tenured administrators receiving Tenure
 - 1.1.6 *Approve the rehiring of non-tenured administrators
- *Renewal of Non-Certified Staff for 2018-2019
 - 1.1.7 *Approve the rehiring of tenured secretaries
 - 1.1.8 *Approve the hiring of non-tenured secretaries
 - 1.1.9 *Approve the rehiring of tenured custodian/maintenance specialist
 - 1.1.10 *Approve the rehiring of non-tenured custodians
 - 1.1.11 *Approve the rehiring of non-tenured administrative assistant
 - 1.1.12 *Approve the hiring of non-tenured Board of Education Treasurer of School Monies
- * Renewal of non-tenurable Supervisor of Buildings and Grounds
 - 1.1.13 Approve the rehiring of non-tenured Supervisor of Buildings and Grounds.

Motion to approve (item # 1.1.1 – 1.1.13) ___ Second ___ Roll Call/Vote___

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___ B. Wright___

- Source 4 Teachers, long term substitutes:
 - 1.1.15 LTS Heidi Polhemus for Employee #10524
 - 1.1.16 LTS Lisa Arnold for Employee #1179

Motion to approve (items # 1.1.15 -1.1.16) _____ Second_____

1.2 Leave of Absence

- Employee #1179, Effective 04/09/18 – 05/11/18

1.3 Workshops

- Employee #1259, NJDEP, Air Compliance & Enforcement Seminar. NJFSTC, Hamilton, NJ, 05/09/18, NC
- Employee #10564, Ignite STEM 2018, Google Headquarters, 111 8th Avenue, NY, NY, 04/13/18, NC
- Employees #1202 and 1203, School Safety, Mt. Laurel, NJ, 04/24/18, NC

Motion to approve (items #1.2 -1.3) _____ Second_____

- 1.4 *Approve the submission of the 2018-2019 Business Administrator's contract for review and approval by the Burlington County Executive Superintendent.

Motion to approve (items #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___ B. Wright___

- 1.5 Renew the contract with Mission One and Source 4 Teachers for the 2018-2019 school year for paraprofessionals and substitute teachers.

- 1.6 Approve a 3% increase to salaries in 2018-2019 for paraprofessionals contracted via Mission One.

Motion to approve (items # 1.5-1.6) _____ Second_____

2. Curriculum / Policy (Chairperson: S. Phillips, M. Phillips, L. Rickborn)

(Curriculum / Policy Committee Meeting Agenda – No Meeting)

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)

- Policy #2561 – Therapy Dog Program

Motion to adopt Policy #2561 (item #2.2)____ Second____ Roll Call/Vote____

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

*(Budget / Finance / Facilities Committee Meeting Notes – 04/30/18)

3.1 Information item:

- New Jersey American Water – Well drilling information
- FY19 State Aid Status Report

3.2 Action Item:

***ADOPTION OF THE 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 Budget 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 **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	<u>\$ 893,744</u>
Total	\$15,281,278

General Fund Tax Levy	\$11,540,089
Debt Service Tax Levy	<u>\$ 893,743</u>
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 the 2018-2019 School Year Budget (Item #3.2)

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 _____

OLD BUSINESS:

- Board Team Conduct
Motion by _____, second by _____, to Adopt the Board Team Conduct

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 _____

- J. Hicks attended NJSBA Opioid Crisis Seminar, 04/13/18, MCCC
- School Security Audit

NEW BUSINESS:

- School Security – School Resource Officer
- Superintendent's Evaluation

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	05/21/18	7:00	School #1 Office Complex
Personnel / Student Services	05/21/18	7:00	School #1 Faculty Room
Curriculum / Policy	TBD	TBD	TBD
Negotiations	05/14/18	6:00	School #3 Media Center

Next Board of Education Meetings:

- NJSBA Training, May 21, 2018, 6:00 p.m. School #1 All Purpose Room
- Regular Session – May 21, 2018, 8:00 p.m. School #1 All Purpose Room

Miscellaneous inserts (GOLDENROD) :

The Central Record – 03/22/18 – Kindergarten Round Up in Southampton.

Burlington County Times – 03/20/18 – School funding plan draws criticism.

The Central Record – 04/05/18 – Lenape District releases budget information.

Southampton PTA Newsletter - Spring

The Southampton Times – Spring 2018

Upcoming Events – Dates to Remember

May	3	Spring Choral Concert – School #3 – 7:00 PM
	4	6 th -8 th Grade Student Council Dance – 7:00-9:00 PM
	8	Teacher Appreciation Day
	9	Spring Band Concert – School #3 – 7:00 PM – Warrior Dome
	9	National School Nurse's Day
	13	Mother's Day
	16	8 th Grade Trip
	16	Interim Report Cards Distributed – Schools #1 & #2
	16	Ramadan Begins
	17	Parent Advisory Group Meeting – 6:00 PM
	18	Girl Scout Springtime Tea – School #2 APR
	21	Board of Education Meeting – School #1 APR 8:00 PM
	21	2 nd Grade Level Meeting – 10:09 Principal's Office
	24	Interim Report Cards Distributed School #3
	24	Art Show – 6:00 -8:00 PM 5 th Grade Concert – 7:00 PM – Warrior Dome
	28	Memorial Day – School Closed – Parade @ 10:00 AM in Vincentown