

**Meetings:****7:00 p.m. – Personnel & Student Services, School #3, Media Center****7:30 p.m. – Executive Session, School #3 Media Center****8:00 p.m. – Public Meeting, School #3, Warrior Dome**

Southampton Township Board of Education, Southampton, New Jersey 08088

“Building a Tradition of Excellence”

**Our Mission**

The **Southampton Township School District** shall empower our students with the life skills necessary to attain academic excellence while fostering social and emotional growth.

**“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:****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 17, 2020, posted on the district website and the Southampton Township School District Facebook page. Notification of public access to the Virtual meeting was communicated via the district messaging system, posted on the district website, and posted on the Southampton Township School District Facebook page.

**ROLL CALL: BOARD OF EDUCATION MEMBERS:**

President: Jeffrey Hicks \_\_\_\_

Vice-President: Amy Ushkowitz \_\_\_\_

Donald Bozarth \_\_\_\_

Russell Hann \_\_\_\_

Marie Phillips \_\_\_\_

Suzanne Phillips \_\_\_\_

Jennifer Potter \_\_\_\_

Louise Rickborn \_\_\_\_

Betty Wright \_\_\_\_

**MOTION BY THE BOARD OF EDUCATION FOR EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS: (Approval of home instruction, FMLAs, Negotiations with STEA, Schedule C Stipend for morning announcements and D.J. Litigation)**  
 Time \_\_\_\_ p.m. Motion \_\_\_\_ Second \_\_\_\_ Roll Call/Vote \_\_\_\_

President: Jeffrey Hicks \_\_\_\_

Vice-President: Amy Ushkowitz \_\_\_\_

Donald Bozarth \_\_\_\_

Russell Hann \_\_\_\_

Marie Phillips \_\_\_\_

Suzanne Phillips \_\_\_\_

Jennifer Potter \_\_\_\_

Louise Rickborn \_\_\_\_

Betty Wright \_\_\_\_

MOTION TO CLOSE EXECUTIVE SESSION. THE BOARD OF EDUCATION MEMBERS DISCUSSED THE FOLLOWING ITEMS DURING EXECUTIVE SESSION: (Approval of home instruction, FMLAs, Negotiations with STEA, Schedule C Stipend for morning announcements and D.J. Litigation) Time:\_\_\_\_\_ p.m. Motion\_\_\_\_\_ Second\_\_\_\_\_ Roll Call/Vote\_\_\_\_\_

President: Jeffrey Hicks \_\_\_\_\_

Vice-President: Amy Ushkowitz \_\_\_\_\_

Donald Bozarth \_\_\_\_\_

Russell Hann \_\_\_\_\_

Marie Phillips \_\_\_\_\_

Suzanne Phillips \_\_\_\_\_

Jennifer Potter \_\_\_\_\_

Louise Rickborn \_\_\_\_\_

Betty Wright \_\_\_\_\_

#### SALUTE TO THE FLAG

#### COMMUNITY TOPIC:

- Southampton Township Mayor Mikulski and Committee Members recognize the Retirement of Superintendent Harris.
- Virtual Town Hall Meeting – Thursday, November 19, 2020, 6:30 P.M.
  - Meet Mr. Kobik the Interim Superintendent
  - Update and discussion on in-person learning and remote instruction

STUDENT RECOGNITION: None due to COVID 19

EMPLOYEE OF THE MONTH RECOGNITION: None due to COVID 19

OTHER RECOGNITION: None due to COVID 19

#### 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:

- Department of Education, Letter of Approval for Employment Contract (Christopher Kobik Interim Superintendent of Schools)

LETTERS TO: None

LETTERS FROM: None

THANK YOU NOTES: None

**\*APPROVAL OF MINUTES: REGULAR & EXECUTIVE MEETINGS:**

October 26, 2020 Motion by\_\_\_\_\_, Second by\_\_\_\_\_, Roll Call/Vote\_\_\_\_\_

**ROLL CALL: BOARD OF EDUCATION MEMBERS:**

President: Jeffrey Hicks \_\_\_\_\_ Vice-President: Amy Ushkowitz\_\_\_\_\_  
Donald Bozarth\_\_\_\_\_ Russell Hann\_\_\_\_\_ Marie Phillips\_\_\_\_\_ Suzanne Phillips\_\_\_\_\_  
Jennifer Potter\_\_\_\_\_ Louise Rickborn\_\_\_\_\_ Betty Wright\_\_\_\_\_

**\*APPROVAL OF MINUTES: SPECIAL VIRTUAL MEETING & EXECUTIVE SESSION:**

November 2, 2020

Motion by\_\_\_\_\_, Second by\_\_\_\_\_, Roll Call/Vote\_\_\_\_\_

**ROLL CALL: BOARD OF EDUCATION MEMBERS:**

President: Jeffrey Hicks \_\_\_\_\_ Vice-President: Amy Ushkowitz\_\_\_\_\_  
Donald Bozarth\_\_\_\_\_ Russell Hann\_\_\_\_\_ Marie Phillips\_\_\_\_\_ Suzanne Phillips\_\_\_\_\_  
Jennifer Potter\_\_\_\_\_ Louise Rickborn\_\_\_\_\_ Betty Wright\_\_\_\_\_

**REPORT OF THE BOARD SECRETARY:****1. Information Items:****1.1 November 3<sup>rd</sup> election results are as follows\*\*:**

Cassell, Sean – 3,293 votes (28.1%)  
McMichael, John – 3,107 votes (26.5%)  
Hann, Russell – 2,985 votes (25.5%)  
Rickborn, Louise – 2,285 votes (19.5%)

**\*\*Election results as provided by the Burlington County Board of Elections website**

**2. Action Items:****2.1 It is recommended that the Board:****Approve transfers****\*Line items for the month of **October – November 2020**, as approved by Superintendent.****\*Line items between **November 2020** meetings as approved by Superintendent.****2.2 Authorize the following payments:****\*Authorize the payment of the **November 2020** bill list in the amount of \$499,704.80****2.3 Accept the **Board Secretary's Report** for the month of **October 2020**.****2.4 Accept the **Treasurer's Report** for the month of **October 2020**.****2.5 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 2020** 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)**.****2.6 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 **October 2020** 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.

2.7 Accept Revenue Account Status Report for **October 2020**.

2.8 \*Accept **October 2020** Nutri Serve Cafeteria Report and authorize Check Register in the amount of \$9,012.74

Motion by \_\_\_\_\_, Second by \_\_\_\_\_ to approve Board Secretary items (items #2.1-2.8) Roll Call/Vote \_\_\_\_\_

#### REPORT OF THE SUPERINTENDENT:

1. \*Special Services Department

1.1 Information items: None

1.2 \*Action Items:

- Approval: For employee #15075 to provide Home Instruction up to 10 hours per week for student #160798 as per the student's IEP. Start Date 11/16/2020 End Date: 06/20/2021.

Motion by \_\_\_\_\_, Second by \_\_\_\_\_ to approve (items #1.2 ) Roll Call/Vote \_\_\_\_\_

2. Harassment, Intimidation and Bullying (HIB) Report - None

3. \*Curriculum Director's Report

4. \*Nurses' Reports

5. \*Fire and Security Drill Reports

6. \*Suspension Reports

7. Bus Evacuation Drills – Conducted on 10/02 & 10/09/20

Motion by \_\_\_\_\_, Second by \_\_\_\_\_ to approve (items #3-6) Roll Call/Vote \_\_\_\_\_

8. Class Trips: (None due to COVID-19 Pandemic)

9. \* 2020-2021 School District Goals Action Plans / Progress Reports

9.1 Enhancing School Climate/Culture

9.2 Differentiated Instruction

9.3 Social/Emotional Learning

Motion by \_\_\_\_\_, Second by \_\_\_\_\_, to approve the 2020-2021 School District Goal Status Report (items #9.1-9.3) Roll Call/Vote \_\_\_\_\_

10. \*2019-2020 Student Safety and Data System Report – Period 2.

Motion by \_\_\_\_\_, Second by \_\_\_\_\_, to approve the 2019-2020 Student Safety and Data System Report – Period 2. (item #10) Roll Call/Vote \_\_\_\_\_

#### ROLL CALL: BOARD OF EDUCATION MEMBERS:

President: Jeffrey Hicks \_\_\_\_\_

Vice-President: Amy Ushkowitz \_\_\_\_\_

Donald Bozarth \_\_\_\_\_

Russell Hann \_\_\_\_\_

Marie Phillips \_\_\_\_\_

Suzanne Phillips \_\_\_\_\_

Jennifer Potter \_\_\_\_\_

Louise Rickborn \_\_\_\_\_

Betty Wright \_\_\_\_\_

11. \*Memorandum of Agreement with New Jersey State Police  
Motion to approve memorandum of Agreement (item #11) between the New Jersey State Police and the Southampton Township School District for the 2020-2021 school year \_\_\_\_ Second \_\_\_\_ Roll Call/Vote \_\_\_\_
12. \*Enrollment – October 15, 2020
  - 12.1 Total school enrollment = 704 (PSD-Grade 8, including in-district special education)
  - 12.2 Special Education = 172
    - Resident students in-district = 137
    - Resident students sent out of district = 10
    - Speech and Language only = 25

#### COMMITTEE REPORTS

1. Personnel / Student Services (Chairperson: A. Ushkowitz, L. Rickborn & B. Wright)  
\*(Personnel / Student Services Committee Meeting – 11/16/20)
  - 1.1 Superintendent's Recommendation for Employment: None
  - 1.2 FMLA - Leave of Absence – Extension Child Care
    - Employee #1168, FMLA, NJFMLA, and agreement with STEA, expected return date 03/01/21
 FMLA - Paternity Leave – 11/30/20 – 02/28/21
    - Employee #15083, FMLA, NJFMLA, and agreement with STEA.
  - 1.3 Approval of Employee #15064 to produce and broadcast morning announcements, 6 hours per week at the non-instruction rate.
  - 1.4
    - Requesting approval for Jordan D'Amico to observe an elementary classroom in School # 2 for a total of 25 hours to satisfy her program requirements with the University of Phoenix.
    - Requesting approval for Colbey Salay to complete a full year clinical practical in the area of Health & Physical Education in School # 2/3. Placement will begin January 2021 and continue through December 2021.
  - 1.5 2020-2021 Schedule B Position Appointments - None
 Motion by\_\_\_\_, Second by\_\_\_\_ to approve (items #1.2 – 1.4) Roll Call/Vote \_\_\_\_

2. Curriculum / Policy (Chairperson: S. Phillips, J. Hicks, & M. Phillips)  
(Curriculum / Policy Committee Meeting Agenda – (Virtual 11/12/20)
  - 2.1 2020 – 2021 School Level Objectives – School #1
 

**School #1** – During the 2020-2021 school year, 80% of 1<sup>st</sup> grade students will achieve a set goal of high frequency word fluency which will be determined by their benchmark assessment baseline.

**School #1** – During the 2020-2021 school year, at least 80% of 2<sup>nd</sup> grade students will earn a score of 75% or higher on the end-of-year math assessment. This assessment scores elements of the grade-level curriculum as outlined by the New jersey Student Learning Standards.

**School #1** - During the 2020-2021 school year 100% of staff will increase their

knowledge and utilization instructional technologies pertaining to in-person and/or remote learners.

**School #2** – During the 2020-2021 school year at least 80% of grade three students will increase in an identified area of need on the Narrative Writer's Workshop rubric by at least 50% which addresses structure, development and language conventions.

**School #3** – During the 2020-2021 school year at least 80% of grade seven students will attain a score of 75% or better on an identified strand of need on an approved math assessment.

**School #2/3** – During the 2020-2021 school year 100% of staff will increase their knowledge utilization of instructional technologies pertaining to in-person and/or remote learners.

Motion by\_\_\_\_, Second by\_\_\_\_ to accept the 2020-2021 School Level Objectives Status Report (item #2.1) Roll Call/Vote \_\_\_\_\_

## 2.2 First Reading of Policies/Regulations (Strauss Esmay Policy Alert #221)

- P 1620 - Administrative Employment Contracts (M) (Revised)
- P 2431 - Athletic Competition (M) (Revised)
- R 2431.1 - Emergency Procedures for Sports and Other Athletic Athletic Activity (M) (Revised)
- P 2464 - Gifted and Talented Students (M) (Revised)
- P & R 5330.05 - Seizure Action Plan (M) (New)
- P 6440 - Cooperative Purchasing (M) (Revised)
- P & R 6470.01 - Electronic Funds Transfer and Claimant Certification (M) (New)
- P & R 7440 – School District Security (M) (Revised)
- P 7450 – Property Inventory (M) (Revised)
- P & R 7510 – Use of School Facilities (M) (Revised)
- P 8420 – Emergency and Crisis Situations (M) (Revised)
- P 8561 – Procurement Procedures for School Nutrition Programs (M) (Revised)
- P 1648.03 – Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)

## 3. Budget / Finance / Facilities (Chairperson: D. Bozarth, R. Hann, J. Hicks & J. Potter) Administrative Facilitator – Casey DeJoseph

\*(Budget / Finance / Facilities Committee Meeting Agenda – No Meeting)

### 3.1 Information Items:

- Annual CAFR Audit field testing is complete. The auditors are in the process of compiling the audit document and expect have it certified by the December 5<sup>th</sup> deadline

### 3.2 Action Items:

- \*FY22 Budget Process / Timeline

Motion by\_\_\_\_, Second by\_\_\_\_ to adopt the FY22 Budget Process / Timeline (item #3.2) Roll Call/Vote \_\_\_\_\_

## 4. President's Council (J. Hicks, A. Ushkowitz and M. Harris)

## 4.1 \*2020-2021 Board of Education Goals

• **Goal #1:****Curriculum/Policy Committee**

The Board of Education, in consultation with the Superintendent and Business Administrator, will develop a comprehensive action plan for the reopening of schools in September 2020. This detailed plan will include, but not be limited to, identification and implementation of interventions to address students' academic, social and emotional needs; the necessary safety measures to prevent against COVID-19 (e.g. social distancing in the buildings and school busses, PPE's, etc.) and their financial impact; provisions for remote learning for those that select that option; and a review of all pertinent Board policies and regulations to ensure alignment with mandates from the NJ Department of Education and the Burlington County Board of Health. In addition, this plan will outline the appropriate steps to be taken in the event the district is required to return to a fully remote learning environment at some point during the 2020-2021 school year.

• **Goal #2:****Personnel/Student Services**

The Board of Education, in consultation with the Superintendent, will hold town hall type meetings with members of the community, administrators and staff. The purpose of these meetings will be to collaborate on new ideas, thoughts, and pass on pertinent information on topics concerning our school community. Topics will range from reopening plans, school budget, S2 initiative, and other pertinent information.

• **Goal #3****Budget/Finance Facilities Committee**

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 aid. This action plan will include educating the school community as to the impact on district programming and operations via a public forum and community topic presentations at Board of Education meetings, and developing a framework to address budgetary savings and cuts.

Motion to accept the 2020-2021 Board of Education Goals Status Report (Item 4.1) Motion by\_\_\_\_\_, Second by\_\_\_\_\_ Roll Call Vote\_\_\_\_\_

OLD BUSINESS: None

## NEW BUSINESS:

- Jeffrey E. Hicks, Appointed to NJSBA State Officer Nominations Committee
- NJSBA Delegate Assembly (virtual), Saturday, November 21, 2020 at 9:00 AM. Resolution to be considered.
- Burlington County SBA Virtual Meeting, December 3, 2020, Webex, Topic: Equity It will be announced that Southampton BOE achieved Board Certification.
- Annual Ethics Training, (January 2021 with Jesse Adams)
- \*Resolution for Delegate Assembly: proposed by the Lodi BOE (Bergen County)

**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: \_\_\_\_ p.m.

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 |
|------------------------------|------|------|----------|
| Budget /Finance/Facilities   | TBD  | TBD  | TBD      |
| Curriculum / Policy          | TBD  | TBD  | TBD      |
| Personnel / Student Services | TBD  | TBD  | TBD      |

**Next Board of Education Meeting – December 21, 2020 School #3 Warrior Dome**

Miscellaneous inserts (GOLDENROD) - None

\*Documents

**Dates to Remember**

|                    |       |                                                                              |
|--------------------|-------|------------------------------------------------------------------------------|
| <b>November</b>    | 19    | Virtual Town Hall Meeting – 6:30 P.M., Zoom Webinar                          |
|                    | 23-25 | Parent Conferences – 1:04 Dismissal                                          |
|                    | 26-27 | Thanksgiving Holiday – School Closed                                         |
| <b>December</b>    | 21    | Board of Education Meeting – 8:00 P.M., School 3 Warriordome                 |
|                    | 23    | Early Dismissal, 12:38 P.M.                                                  |
| <b>Dec. – Jan.</b> | 24-31 | Holiday / Winter Break                                                       |
| <b>January</b>     | 4     | School Re-opens                                                              |
| <b>January</b>     | 4     | Board of Education Re-Organization Meeting – 7:00 P.M., School 3 Warriordome |