

# SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

February 21, 2023



## MEETINGS:

6:15 p.m. – Personnel & Student Services, School #1 Faculty Room

6:15 p.m. – Budget & Facilities, School #1 Conference Room

6:30 p.m. – Executive Session, School #1 Faculty Room

7:00 p.m. – Public Meeting, School #1 APR

**SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION, SOUTHAMPTON, NJ 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.**

## CALL TO ORDER:

## ROLL CALL: BOARD OF EDUCATION MEMBERS:

| Board of Education Member            | Present | Absent |
|--------------------------------------|---------|--------|
| Jeffrey Hicks, <i>Vice President</i> |         |        |
| Kit Applegate                        |         |        |
| Sean Cassel                          |         |        |
| Katie Topf                           |         |        |
| Melissa Walker                       |         |        |
| John McMichael                       |         |        |
| Irving Bodine III                    |         |        |
| Russell Hann                         |         |        |
| Betty Wright, <i>President</i>       |         |        |

**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, advertised in the *Burlington County Times* on January 6, 2023, and the *Courier Post* on February 17, 2023, and posted on the district website and the Southampton Township School District Facebook page.

**RESOLUTION TO ENTER CLOSED EXECUTIVE SESSION:** The Board of Education is exercising their right to an exemption pursuant to N. J. S. A. 10:4-6 et seq. which provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of exceptions being matters:

1. rendered confidential by expressed provision of law or court order
2. right to receive federal funds
3. unwarranted invasion of individual privacy

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4. collective bargaining negotiations
5. purchase/lease/acquisition of real property with public funds
6. items where immediate disclosure would impair public safety
7. investigation of violations of or possible violations of law
8. falling within attorney-client privilege
9. personnel matters penalty or loss of license to an individual
10. pending or anticipated litigation
11. contract negotiation

The Board of Education has determined that such a circumstance exists which warrants a closed executive session under **items # 8, 9, & 10** as above indicated and the subject to be discussed is as follows:

## **Falling Within Attorney-Client Privilege/Personnel Matters/**

### **Pending or Anticipated Litigation**

The Southampton Township Board of Education, pursuant to N.J.S.A. 10:4-6 et seq, will meet in executive session closed to the public for the discussion of a matter which falls under a statutory exception to the New Jersey Open Public Meetings Act and that said closed session will be held on **Tuesday, February 21, 2023**; and the closed executive session discussions will pertain to the above mentioned items and that the minutes of the closed executive session will be disclosed after the Board of Education takes formal action or after the reason for the discussions in closed session no longer exists.

### **MOTION BY THE BOARD OF EDUCATION TO APPROVE RESOLUTION TO ENTER INTO EXECUTIVE SESSION**

**TIME:** \_\_\_\_\_ **MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOICE VOTE**

### **MOTION BY THE BOARD OF EDUCATION TO CLOSE EXECUTIVE SESSION**

**TIME:** \_\_\_\_\_ **MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOICE VOTE**

### **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.

# SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

February 21, 2023



## CALL TO ORDER REGULAR MEETING:

### ROLL CALL:

| Board of Education Member            | Present | Absent |
|--------------------------------------|---------|--------|
| Jeffrey Hicks, <i>Vice President</i> |         |        |
| Kit Applegate                        |         |        |
| Sean Cassel                          |         |        |
| Katie Topf                           |         |        |
| Melissa Walker                       |         |        |
| John McMichael                       |         |        |
| Irving Bodine III                    |         |        |
| Russell Hann                         |         |        |
| Betty Wright, <i>President</i>       |         |        |

## SALUTE TO THE FLAG

### MOTION BY THE BOARD OF EDUCATION TO ACCEPT THE AGENDA AS PUBLISHED

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to accept the agenda as published

### VOICE VOTE

### MOTION BY THE BOARD OF EDUCATION TO REAFFIRM ALL ACTIONS TAKEN AT THE JANUARY 3, 2023 AND THE JANUARY 24, 2023 BOARD OF EDUCATION MEETINGS

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to reaffirm all actions taken at the January 3, 2023 and January 24, 2023 Board of Education Meetings VOICE VOTE

### COMMUNITY TOPIC:

- Strategic Planning Update
- Superintendent Learning Series

### STUDENT RECOGNITION: Respect

**Kindergarten**-Molly Cowerthwait

**Grade 1**-Annabeth Chapin

**Grade 2**-Brooke Wells

**Grade 3**-Lily Clark

**Grade 4**-Landon Briscoe

**Grade 5**-Tony Figueroa & Julianna Millerline

**Grade 6**-Julian Schmeid

**Grade 7**-DJ Konscol

**Grade 8**-Chase Horner

# **SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**

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**EMPLOYEE RECOGNITION:** Brianna Chapin and Danielle Madison

## **BRIEF RECESS**

## **STATEMENT TO THE PUBLIC**

Board Members are legally and ethically required to uphold and enforce the laws and rules of the State Board of Education. This obligation applies to mandated curricula. Administrators are under a similar obligation. Therefore, the District is not in a position to countermand the law and rules.

## **PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS**

As a friendly reminder, public participation in Board of Education meetings is governed by District Policy 0167. During designated public comment periods members of the public shall direct all statements, questions, or inquiries to the presiding officer (i.e. Board President) and any questions or inquiries directed by a participant to another Board member will be redirected to the presiding officer. The presiding officer may interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy; is abusive, obscene, or may be defamatory; and may request any person to leave the meeting when that person does not observe reasonable decorum.

## **PUBLIC COMMENT ON AGENDA ACTION ITEMS**

In accordance with District Policies 0164 and 0167 members of the public are invited to submit comments pertaining only to the Board agenda action items 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.

Public participation shall be governed by the following rules:

- A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable
- Each statement made by a participant shall be limited to (not less than) three minutes' duration
- No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard

Please state your name, address, and the action item you're commenting on.

## **CLOSE PUBLIC COMMENT**

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## CORRESPONDENCE

### APPROVAL OF MINUTES:

**REGULAR & EXECUTIVE MEETINGS: January 24, 2023**

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to approve the regular and executive meeting minutes from January 24, 2023 ROLL CALL VOTE**

**J. Hicks, Vice President**

**K. Applegate**

**S. Cassel**

**K. Topf**

**M. Walker**

**J. McMichael**

**I. Bodine III**

**R. Hann**

**B. Wright, President**

## REPORT OF THE BOARD SECRETARY:

### INFORMATION ITEMS:

Personal/Relative and Financial Disclosure Statement Reminder – Due April 30<sup>th</sup> for returning BOE Members

### ACTION ITEMS:

- 1.1** It is recommended that the Board Approve transfers \*Line items for the months of **January 2023-February 2023**, as approved by the Superintendent.
- 1.2** Authorize the following payments \*Payment of the **February 2023** bill list in the amount of \$152,690.84.
- 1.3** Accept the \***Board Secretary's Report** for the month of **February 2023**.
- 1.4** Accept the **Treasurer's Reports** for the month of **January and February 2023**.
- 1.5** 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 **January 2023** no budgetary line item account has encumbrances and expenditures, which in total exceed line item appropriation in violation of NJAC 6A:23-2.11(a).
- 1.6** And certify the Board of Education's Monthly Certification Budgetary Major Account/Fund Status Pursuant to NJAC 6A:23-2.11(c)4, we certify that as of **January 2023** 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 NJAC6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 1.7** Accept \*Revenue Account Status Report for **January 2023**.
- 1.8** Authorize Nutri-Serve Check Register for the month of **February 2023** in the amount of \$28,316.16.

# **SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**

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**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to approve Board Secretary Report (items # 1.1– 1.8 as listed) ROLL CALL VOTE**

**J. Hicks, Vice President  
K. Applegate  
S. Cassel**

**K. Topf  
M. Walker  
J. McMichael**

**I. Bodine III  
R. Hann  
B. Wright, President**

**REPORT OF THE SUPERINTENDENT:**

**INFORMATION ITEMS:**

**ACTION ITEMS:**

**1. \*Harassment, Intimidation and Bullying (HIB) Report**

- 1.1 Incident Number SS 02-02-03-23 School 2 Founded
- 1.2 Incident Number SS 03-02-07-23 School 3 Founded
- 1.3 Incident Number SS 03-02-02-23 School 3 Unfounded
- 1.4 Incident Number SS 03-01-23-23 School 3 Unfounded
- 1.5 Incident Number SS 03-02-06-23 School 3 Unfounded
- 1.6 Incident Number SS 03-02-10-23 School 3 Founded and Unfounded
- 1.7 Incident Number SS 02-02-13-23 School 2 Founded

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to acknowledge receipt of Superintendent's Report regarding HIB incidents (item #1.1-1.7) ROLL CALL VOTE**

**J. Hicks, Vice President  
K. Applegate  
S. Cassel**

**K. Topf  
M. Walker  
J. McMichael**

**I. Bodine III  
R. Hann  
B. Wright, President**

**2. Harassment, Intimidation and Bullying (HIB) Report**

- 2.1 Incident Number SS 03-12-21-22 School 3 Founded
- 2.2 Incident Number SS 02-01-05-23 School 2 Founded

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to affirm, reject or accept the Superintendent's decision regarding HIB incidents (item #2.1 and #2.2) ROLL CALL VOTE**

**3. \*Special Services Report**

**4. \*Curriculum Director's Report**

**5. \*Nurse's Report**

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## **6. \*Fire & Security Drill Reports**

## **7. \*HIB/Suspension Reports**

## **8. \*Principals' Report**

## **9. \*Enrollment – February 6, 2023**

- Total school enrollment (PS-8 Including Out of District Students) = 697
- Special Education = 187
  - Resident students in-district = 148
  - Resident students sent out of district = 11
  - Speech and Language only = 28

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to approve (item #s 3– 9) VOICE VOTE**

## **10. \*2022-2023 District Goal Action Plan Progress Reports**

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to accept the 2022-2023 District Goal Action Plan Progress Reports (item #10) VOICE VOTE**

## **COMMITTEE REPORTS**

### **1. PERSONNEL/STUDENT SERVICES** (Chairperson: R. Hann, B. Wright, S. Cassel)

Administrative Facilitator: Superintendent, A. Michael

\* Personnel/Student Services Committee Meeting – February 21, 2023

#### **1.1 \*Extended Leave of Absence**

- Permission to grant 20 days extended sick leave to Employee #15250 in accordance with Title 18A:30-6 for potential use during medical leave of absence.

#### **1.2 \*Resignation with Regret**

- Employee #15116 effective 03/31/2023

#### **1.3 \*Superintendent's Recommendation for Employment**

- Sara Steckler, World Language Teacher, at Step 2, BA +15 Column on the Schedule A-1 Salary Guide, Salary \$56,647 effective date TBD. Prorated for the 2022-2023 School Year.

#### **1.4 \*Workshops**

- Employees #1232 and #1184 to attend the NJ Association of Student Councils Advisor's workshop, 03/20/2023, 8:30 a.m. - 3:30 p.m., cost is \$35.00 each.
- Employees #15394 and #15329 to attend the BCPDI workshop, *Guided Reading and Small Group Instruction* at BCSSS on 03/02/2023, 8:30 a.m.- 3:30 p.m., N/C.

# **SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**

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- Employee #15352 and Employee #15353, 2023 NJMEA (NJ Music Educators Association) State Conference, \$180.00 per person (seeking approval for price adjustment).

## **1.5 \*Class Trips**

- **Seneca High School** (First grade to attend Read Across America event), 03/02/2023, (77) 1st grade students, (8 adults -5 teachers and 3 aides) No cost for trip, bus transportation approximately \$580.00.
- **Adventure Aquarium**, 05/17/2023, 2nd grade class trip. Admission cost is \$1,241.26, bus transportation approximately \$580.00.
- **Cedar Run Wildlife Refuge**, 04/24/2023, Kindergarten. Admission cost is \$752.00, bus transportation approximately \$870.00.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **to accept and approve (items #1.1-1.5) ROLL CALL VOTE**

**J. Hicks, Vice President**

**K. Applegate**

**S. Cassel**

**K. Topf**

**M. Walker**

**J. McMichael**

**I. Bodine III**

**R. Hann**

**B. Wright, President**

## **2. CURRICULUM/POLICY COMMITTEE** (Chairperson: J. Hicks, K. Topf & K. Applegate)

Administrative Facilitator: Superintendent, A. Michael

Curriculum/Policy Committee Meeting – February 7, 2023

### **INFORMATION ITEMS:**

- \*Update on Policy Review 5511 Dress Code
- \*Update on Policy Review 0167 Public Participation in Board Meetings
- \*Updates on Acceptable Norms and Communication Charter

### **ACTION ITEMS:**

#### **2.1 \* FIRST READING AND ABOLISHMENT OF CERTAIN POLICIES**

**P 1648.11 The Road Forward COVID-19-Health and Safety (M) (Abolished)**

**P 1648.13 School Employee Vaccination Requirements (M) (Abolished)**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **to acknowledge first reading and abolishment of policies 1648.11 and 1648.13 (item #2.1) ROLL CALL VOTE**

**J. Hicks, Vice President**

**K. Applegate**

**S. Cassel**

**K. Topf**

**M. Walker**

**J. McMichael**

**I. Bodine III**

**R. Hann**

**B. Wright, President**

# **SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**

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## **2.2 \* FIRST READING OF POLICY & REGULATIONS – POLICY ALERT #229**

- P 0152 Board Officers (Revised)**
- P 0161 Call, Adjournment, and Cancellation (Revised)**
- P 0162 Notice of Board Meetings (Revised)**
- P & R 2423 Bilingual and ESL Education (M) (Revised)**
- P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)**
- R 2425 Emergency Virtual or Remote Instruction Program (M) (New)**
- P & R 5200 Attendance (M) (Revised)**
- P 5512 Harassment, Intimidation, or Bullying (M) (Revised)**
- P 8140 Student Enrollments (M) (Revised)**
- R 8140 Enrollment Accounting (M) Revised**
- P & R 8330 Student Records (M) (Revised)**
- R 8420.2 Bomb Threats (M) (Revised)**
- R 8420.7 Lockdown Procedures (M) (Revised)**
- R 8420.10 Active Shooter (M) (Revised)**

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to acknowledge first reading of  
Policy Alert #229 (item #2.2) ROLL CALL VOTE**

**J. Hicks, Vice President**

**K. Topf**

**I. Bodine III**

**K. Applegate**

**M. Walker**

**R. Hann**

**S. Cassel**

**J. McMichael**

**B. Wright, President**

## **2.3 \*2022-2023 School Level Objectives Progress Reports**

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to accept the 2022 – 2023 School Level  
Objectives Progress Report (item# 2.3) VOICE VOTE**

## **3. BUDGET/FINANCE/FACILITIES COMMITTEE (Chairperson: J. McMichael,**

**M. Walker & I. Bodine) Administrative Facilitator – Business Administrator, C. DeJoseph**

**\*Budget/Finance/Facilities Meeting –February 21, 2023**

### **INFORMATIONAL ITEMS:**

- Fiscal Year ending June 30, 2022 Comprehensive Annual Financial Report (audit) has been completed.
- Budget Development for FY23 is ongoing, plans to meet in small groups to go over the budget in further detail will be forthcoming.
- Wifi Access Update

# **SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**

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**ACTION ITEMS: None.**

## **4. PRESIDENT'S COUNCIL**

### **4.1 \*2022-2023 Board of Education Goal**

**GOAL # 1:** Based on past self-evaluations and community feedback, the Board of Education will adopt and implement a public relations program to enhance communications with our fellow residents. To achieve this goal, the Board of Education will foster a collaborative relationship with the greater Southampton community by building public awareness, increasing engagement, and boosting its visibility. The effectiveness of this program will be measured by community feedback and future Board self-evaluations facilitated by the New Jersey School Boards Association.

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to accept the 2022-2023 Board of Education Goal Action Plan Progress Report (item #4.1) VOICE VOTE**

### **UNFINISHED BUSINESS:**

- Southampton Township Committee Liaison Report
- Follow-up on BCSBA Meeting January 26, 2023 (Virtual)
- Follow-up on NJSBA Legislative Committee Meeting January 25, 2023 (Virtual)

### **NEW BUSINESS:**

- Future BCSBA Meetings (Tentative Schedule)
  - 8<sup>th</sup> Grade Dialogue – March 7, 2023 @ Cherokee High School
  - Spring Meeting – May 18, 2023
- Future BOE Meeting Dates
  - Board Training Dates TBD
  - July BOE Retreat Date TBD
  - August Meeting date change from 8/22/2023 to 8/29/2023

**MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ to move the August BOE meeting date from 8/22/2023 to 8/29/2023 VOICE VOTE**

**PUBLIC COMMENTS:** As per policies 0164 and 0167, members of the public are invited to submit general comments during this public comment portion of the meeting.

### **CLOSE PUBLIC COMMENT**

**SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA**  
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**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **TO ADJOURN TIME:** \_\_\_\_\_

**DATES TO REMEMBER**

|                                                    |                                                                                              |
|----------------------------------------------------|----------------------------------------------------------------------------------------------|
| February 17                                        | Teacher In-Service (School Closed for Students)                                              |
| February 20                                        | President's Day (School Closed)                                                              |
| February 23                                        | Superintendent's Learning Series –Safety First, with Mrs. Bertulis<br>School #2 5:00-6:00 PM |
| February 26                                        | Start of Read Across America Week                                                            |
| March 3                                            | Teacher In- Service (1:04 Dismissal for Students)                                            |
| March 6-9                                          | Kindergarten Registration                                                                    |
| March 13                                           | 2-Hour Delay (Teacher In-Service)                                                            |
| March 14                                           | Board of Education Meeting, 7 p.m., School #2 APR                                            |
| March 30, 31 <sup>st</sup> & April 1 <sup>st</sup> | The Little Mermaid Drama Performance                                                         |
| March 31                                           | Teacher In-Service (School Closed for Students)                                              |