

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



MEETINGS:

6:00 p.m. – Budget, Finance & Facilities, School #2 Room 52

6:00 p.m. – Personnel & Student Services, Media Center

6:15 p.m. – Executive Session, Media Center

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION, SOUTHAMPTON, NJ 08088

"Building a Tradition of Excellence"

OUR MISSION

The Southamptton 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 Southamptton Township School District Facebook page. A revised schedule of meetings was filed with the Township Clerk on March 28, 2023.

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
4. collective bargaining negotiations

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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 # 3, 4, 8, 9, & 10** as above indicated and the subject to be discussed is as follows:

Unwarranted Invasion of Individual Privacy/Collective Bargaining Negotiations

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, May 23, 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

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placed on the agenda for action at a public meeting. Please be aware this meeting may be recorded in accordance with District Policy #0168.

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

STUDENT RECOGNITION: Perseverance

Kindergarten-Greyson Jamison

Grade 1-George Warner

Grade 2-Joel Miloszar

Grade 3-Lily Stevens

Grade 4-Aubrey Cooper

Grade 5-Chloe Fenimore

Grade 6-Julian McKinney

Grade 7-Andhel Hernandez Bermudez

Grade 8-Alexis Burnell

COMMUNITY TOPIC:

- Strategic Plan Update
- Southampton Spring Family Festival

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EMPLOYEE RECOGNITION:

- Brianna Allen, First Grade Teacher
- Anthony Jones, School Psychologist

***Superintendent's Recommendation for Employment**

- Susan Zimm, Building-Based Substitute, Prorated Salary \$45,144.00 (0.8 FTE) effective date 7-01-2023

MOTION: _____ **SECOND:** _____ **to approve Superintendent's recommendation for employment 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

Introduction of Susan Zimm

COMMUNITY RECOGNITION:

- Sharon Roseboro: State PTA President
- Jackie Gibbs: State PTA Vice-President of Advocacy

BRIEF RECESS

REPORTING (SSDS): Mrs. Asia Michael, Superintendent

Public hearing of all incidents of violence, vandalism, weapons, substance use, and harassment, intimidation and bullying (HIB) – investigations, training, and programs in accordance to the Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010. c 122) and the Student Safety Data System (SSDS)

Report Period September 1, 2022 to December 31, 2022 for the Southampton Township School District.

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

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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, municipality, and the action item you're commenting on.

CLOSE PUBLIC COMMENT

CORRESPONDENCE

APPROVAL OF MINUTES:

REGULAR & EXECUTIVE MEETINGS: April 25, 2023

MOTION: _____ **SECOND:** _____ **to approve the regular and executive meeting minutes from April 25, 2023 (as provided in the Board packet)**

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

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SPECIAL MEETING/BOE TRAINING: May 11, 2023

MOTION: _____ SECOND: _____ to approve the special meeting/BOE training meeting minutes from May 11, 2023 (as provided in the Board packet)

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

2023-2024 APPOINTMENTS:

NOTE: From here forward (item #1-#24) will be made in one motion.

1. APPOINTMENTS for 2023-2024 School Year

- SECRETARY OF BOARD OF EDUCATION: Casey M. DeJoseph
- PUBLIC AGENCY COMPLIANCE OFFICER (PACO): Casey M. DeJoseph
- CUSTODIAN OF SCHOOL RECORDS–OPEN PUBLIC RECORDS ACT: Casey M. DeJoseph
- AFFIRMATIVE ACTION OFFICER: Asia Michael
- ATTENDANCE OFFICER: Casey Noble
- ASBESTOS MANAGEMENT: Kevin Greene
- PEOSHA OFFICER/COORDINATOR: Kevin Greene
- SAFETY & HEALTH DESIGNEES and Re-Adoption of Safety and Security Plan:
 - Health / Safety Designee: Casey M. DeJoseph
 - School Security Specialist: Asia Michael
 - Co-School Security Specialist: Kristine Bertulis
- INDOOR AIR QUALITY DESIGNEE: Kevin Greene
- INTEGRATED PEST MANAGEMENT COORDINATOR: Kevin Greene
- RIGHT TO KNOW OFFICER: Kevin Greene
- CHEMICAL HYGIENE OFFICER: Kevin Greene
- AHERA COORDINATOR: Kevin Greene
- TITLE IX COORDINATOR: Casey Noble
- HOMELESS LIAISON: Maureen Walsh
- ANTI-BULLYING COORDINATOR: Asia Michael
- 504 OFFICERS: Danielle Madison, Allison Shaughnessy, Samantha Fenton
- SUBSTANCE ABUSE COORDINATOR: Danielle Madison
- ANTI-BULLYING SPECIALIST SCHOOL #1- Samantha Fenton
- ANTI-BULLYING SPECIALIST SCHOOL #2: Allison Shaughnessy
- ANTI-BULLYING SPECIALIST SCHOOL #3: Danielle Madison

2. RESOLUTION NAMING DEPOSITORY OF SCHOOL FUNDS:

(Note: Republic Bank is an authorized institution under a shared service agreement for banking services for the Lenape Consortium comprised of the Lenape RHSD and its K-8 constituents)

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RESOLVED, Republic Bank and Citizen's Bank (for student activities account), are designated as a depository of the Southampton Township Board of Education with authority to accept at any time, for the credit of this Board, deposits of funds or any other property whosoever made in any form, and in whatever manner endorsed; and

BE IT FURTHER RESOLVED, that Betty Wright, President, or Jeffrey Hicks, Vice-President, and Casey M. DeJoseph, Board Secretary, Amy Lerner, Treasurer, and Asia Michael, Superintendent, of this Board are authorized to engage in any and all customary banking transactions with or through Republic Bank and Citizen's Bank, including, without limiting the generality of the foregoing authority:

To sign checks, drafts, notes, acceptances and other instruments and orders for the payment of money or for the withdrawal of funds or other property at any time held by Republic Bank and Citizen's Bank, for the account of this Board; and Republic Bank and Citizen's Bank, and is authorized to honor such checks, drafts, notes, acceptances, and other instruments and orders, including any thereof payable to or for the benefit of any signer thereof or other officer or employee of this Board, without inquiry as to the circumstances of the issue or the deposition of the proceeds thereof and without limit as to amount; and

To endorse, negotiate, and receive, or authorize the payment of, the proceeds of any negotiable instruments or orders for the payment of money payable to or belonging to this Board; and to purchase, exchange, sell, pledge or otherwise deal in or with any stocks, bonds or other securities or property to or through, Republic Bank and Citizen's Bank; and

BE IT FURTHER RESOLVED, that the Secretary of this Board is authorized to and shall from time to time certify to Republic Bank and Citizen's Bank the names of the officers of this Board and other persons, if any, authorized to sign and act for it and the offices respectively held by them, together with specimens of their signatures; and

BE IT FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect and Republic Bank and Citizen's Bank, shall be entitled to rely thereon and to rely on certificates furnished thereunder until the actual receipt by Republic Bank and Citizen's Bank, of a certified copy of a resolution of the Board modifying or revoking any or all such resolutions.

3. APPOINTMENT OF PURCHASING AGENT AND ESTABLISHMENT OF BIDDING THRESHOLD

Whereas 18A:18A-2 provides that a "Purchasing Agent" for a school district means the secretary, business administrator or the business manager of the board of education duly assigned the authority, responsibility and accountability for the purchasing of goods or services on behalf of the board of education and, Whereas, the Southampton Township Board of Education desires to establish a bid threshold for the procurement of goods and services at \$29,000 and to appoint a purchasing agent pursuant to 18A:18A-3, and

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Whereas 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (\$29,000 for purchasing agents not holding valid QPA certification), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

Whereas 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$4,350 when the threshold is \$29,000) may be awarded by a qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution, and

Now Therefore Be It Resolved, that the Southampton Township Board of Education hereby establishes a bid threshold of \$29,000 for the procurement of goods and services and appoints Casey M. DeJoseph, Business Administrator/Board Secretary, as its duly authorized Purchasing Agent for the Southampton Board of Education in the County of Burlington, and

Be It Further Resolved, that Casey M. DeJoseph, Business Administrator/Board Secretary, is hereby authorized to award contracts on behalf of the Southampton Township Board of Education that are in the aggregate less than 15% of the Bid threshold (\$4,350) without soliciting competitive quotations, and

Be It Further Resolved that Casey M. DeJoseph, Business Administrator/Board Secretary, is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold (\$4,350) but less than the bid threshold (\$29,000).

4. AUTHORIZATION FOR PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the state by the Division of Purchase and Property, and

Whereas, the Southampton Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Southampton Township Board of Education desires to authorize its purchasing agent for the 2023-2024 and the 2024-2025 fiscal years to make any and all purchases necessary to meet the needs of the school district throughout the school year.

Now Therefore Be It Resolved that the Southampton Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed.

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Vendor State Contract #RICOHA-46622

5. REAFFIRM PARTICIPATING IN THE FOLLOWING COOPERATIVE PURCHASING AGREEMENTS:

- Camden County Cooperative pricing system through the Camden County Educational Services Commission
- Burlington County Cooperative pricing system through Burlington County Board of Chosen Freeholders
- Education Data Services Inc., An LEA sponsored shared services agreement for the purchase of all supplies, services and material and furniture
- Education Services Commission of New Jersey for Technology Hardware and Software Purchases, supplies, services and material and furniture
- Gloucester County Special Services District
- Hunterdon County Education Services Commission

6. APPOINTMENT OF TREASURER OF SCHOOL MONEYS: Amy Lerner

7. APPOINTMENT OF AUDITOR:

Whereas, the Public School Contracts Law (N.J.S.A.18A:18A-1 et. Seq.) requires that a resolution authorizing the award of contracts for "Professional Services" without competitive bids, Therefore, be it resolved by the Board of Education that Holt, McNally & Associates, 618 Stokes Road, Medford, New Jersey, be appointed the Public School Auditor for the period from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by an Auditor of the State of New Jersey, and to receive such compensation as may be reasonable for such services. Said, Holt, McNally & Associates is an Auditor, a recognized profession in the State of New Jersey, which practices are regulated by the laws of this State; to wit, the profession of Public School Auditor. These professional services are necessary and are required by this Board of Education.

8. APPOINTMENT OF SCHOOL PHYSICIAN:

Whereas, the Public School Contracts Law (N.J.S.A.18A:18A-1 et. Seq.) requires that a resolution authorizing the award of contracts for "Professional Services" without competitive bids, Therefore, be it resolved by the Board of Education that Virtua Primary Care – Mount Laurel, 401 Young Avenue, Suite 260, Moorestown, NJ, be appointed the School Physician for the period from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by a School Physician of the State of New Jersey, and to receive such compensation as may be reasonable for such services. Said Virtua Primary Care-Mount Laurel, is a Physician authorized by law to practice a recognized profession in the State of New Jersey, which practices are regulated by the laws of this State; to wit, the profession of School Physician. These professional services are necessary and are required by this Board of Education.

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9. APPOINTMENT OF DISCLOSURE AGENT and MUNICIPAL ADVISOR:

Approve Phoenix Advisors as Continuing Disclosure Agent and Municipal Advisor of Record for 2023-2024 fiscal year.

10. APPOINTMENT OF ARCHITECT OF RECORD:

Whereas, the Public School Contracts Law (N.J.S.A.18A:18A-1 et. Seq.) requires that a resolution authorizing the award of contracts for "Professional Services" without competitive bids, Therefore, be it resolved by the Board of Education that Regan Young England and Butera Architects, 456 High Street, Mt. Holly, New Jersey, be appointed Architects of Record for the period from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by an Architect of Record of the State of New Jersey, and to receive such compensation as may be reasonable for such services. Said Regan Young England and Butera Architects is an Architect, a recognized profession in the State of New Jersey, which practices are regulated by the laws of this State; to wit, the profession of Architect of Record. These professional services are necessary and are required by this Board of Education.

11. APPOINTMENT OF LEGAL SERVICES:

Therefore, be it resolved by the Board of Education that Capehart and Scatchard, Laurel Corporate Center, Suite 300, Mt. Laurel, NJ 08054, be appointed the Legal Services provider for the period from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by a Legal Services provider of the State of New Jersey, and to receive such compensation as may be reasonable for such services.

12. APPROVAL OF LEGAL ADVERTISING PAPER:

- Burlington County Times (Primary)
- Courier Post (Secondary)

13. REAFFIRMATION OF EXISTING POLICIES, RULES AND REGULATIONS, and to further notice; all Policies are on district website

- POLICY: File Code #6422 - TRANSFER OF FUNDS BETWEEN LINE ITEMS/AMENDMENTS/PURCHASES NOT BUDGETED
- POLICY: FILE CODE #1110 - ORGANIZATION CHART
- POLICY: FILE CODE #6471 - TRAVEL LIMITS
- POLICY: FILE CODE #6470 - PAYMENT OF CLAIMS

14. REAFFIRM PARTICIPATION IN THE FOLLOWING 2023-2024 PROFESSIONAL AGREEMENTS WITH THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT EDUCATIONAL SERVICES UNIT:

- Child Study Team Evaluations, including Summer Evaluations
- Physical, Occupational, and Speech Therapy

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- Home Instruction and Supplemental Instruction
- Transition Services, Structured Learning Experiences Coordinator
- Assistive Technology
- Staff training
- Behavioral Services and Consultation
- Deaf and Hard of Hearing Services-and Hearing CST Evaluation Study
- Reading Specialist
- Augmentative Alternative Communication Evaluation
- Information Technology Services
- Student Assistance Coordinator
- Surrogate Parent Agreement
- Preschool Integrated Program Support Services
- Burlington County Professional Development Institute
- Burlington County School Crisis Response Team

15. APPROVE PARTICIPATION IN THE FOLLOWING 2023-2024 PROFESSIONAL AGREEMENTS

- **Aline Therapy** – Approval to contract with Aline Therapy to provide physical therapy at the contracted rate of \$84.00 per hour. Off-site locations will be billed at the rate of \$120.00 per hour with a one-hour minimum.
- **Speech Language Associates, LLC** - Approval to contract with Speech Language Associates, LLC to provide Augmentative Alternative Communication Services:
 - Augmentative Alternative Communication Consultation = \$102.00 per hour
 - Assistive Technology Consultation = \$112.20
 - Augmentative Alternative Communication Evaluation = \$979.20
 - Communication Device Leasing Program:
 - iPads with communication application and protective case, handle, and strap = \$68.00 per month
 - PRC Accent 800 D or Saltillo NovaChat8 rental = \$98.00
 - AAC Mid-Tech rental (e.g. Enabling Devices, GoTalk6, Tactile Talker = \$20.00 per month
 - Speech Language Therapy Evaluation articulation and language = \$423.00
 - Speech Language Therapy hourly (under 4 hours) = \$95.88 per hour
 - Block Bill (4+ hours) = \$90.78 per hour
 - Educational American Sign Language -ASL Interpretation 2 hr. min = \$83.64 per hour; mileage rate of \$.50 per mile between in-district school applies.
 - Speech-Language Therapy Evaluation for Deaf/Hard of Hearing= \$489.60
 - Communication Aide = \$44.88 per hour
 - Educational Audiologist Consult/Counseling = \$163.20 per hour
 - Classroom Observation and Assessment (to include 2 visits) = \$402.90
 - Comprehensive Diagnostic Evaluation = \$357.00
 - Audiological Central Auditory Processing Evaluation (CAPD) \$540.00

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- Teacher of the Deaf = \$102.00
 - Audiological In-Service (up to 2 hours) = \$341.70
- **Bayada Home Health Care, Inc.**- Approval to contract with Bayada Home Health Care, Inc. to provide substitute nursing services at the rate of \$70.00 per hour.
- **General Healthcare Resources of New Jersey** - Approval to contract with General Healthcare Resources of New Jersey to provide substitute RN nursing services at the rate of \$85.00 per hour.
- **Medford Family Psychiatric, Thomas O'Reilly, MD** - Approval to contract with Medford Family Psychiatry, Thomas O'Reilly, MD, for the following evaluations (per evaluation):
 - Psychiatric evaluation / Zero Tolerance evaluation = \$575.00
 - No-Show = \$100.00
 - School District Staff Consultation = \$300.00 per hour
- **Hewitt Psychiatric, P.C., for Dr. Joseph C. Hewitt D.O.**- Approval to contract with Hewitt Psychiatric, P.C for Dr. Joseph C. Hewitt D.O., for the following evaluations (per evaluation):
 - Psychiatric Evaluation at Lawnside Office = \$600.00
 - Psychiatric Evaluation at school (minimum of 3 students) = \$650.00
 - Telemedicine/Tele psychiatry = \$600.00
 - Neuropsychiatric / Neurodevelopmental = \$700.00
 - Consultation per hour = \$200.00
 - Fitness for Duty Evaluation = \$1,250.00
- **Cooper Health, Cooper University Health Care for Pediatric Neurological** – Approval to contract Cooper Health, Cooper University Health Care for Pediatric Neurological for evaluations at the rate of \$375.00 per case/per evaluation.
- **Gallaway Beckett Vision Therapy, Developmental Optometry and Rehabilitation** - Approval to contract with Gallaway Beckett Vision Therapy, Developmental Optometry and Rehabilitation for examinations for vision and learning related issues and vision therapy evaluation and reports at the rate of \$225.00 per examination.
- **New Jersey Commission for the Blind and Visually** - Approval to contract with the New Jersey Commission for the Blind and Visually Impaired for:
 - Level 2 \$5,250.00 yearly, up to 30 lessons per school year or 1 lesson per week;
 - Level 3 \$14,600.00 yearly, 2 to 3 lessons per week through the school year;
 - Level 4 \$16,590.00 yearly, 4 lessons per week through the school year.

16. REAFFIRM PARTICIPATION IN THE FOLLOWING 2023-2024 TRANSPORTATION AGREEMENTS WITH THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT EDUCATIONAL SERVICES UNIT

- Joint Transportation Agreement
- Special Education Winter Bus Routes / Special Education Summer Schools
- Public, Non-Public, and Vocational Schools
- Jointure, Regular and Special Education

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17. RE-ADOPT PARTICIPATION IN JOINTURE AGREEMENT WITH LENAPE REGIONAL HIGH SCHOOL DISTRICT TO TRANSPORT IN-DISTRICT STUDENTS EXCLUDING PRESCHOOL DISABLED

18. RE-ADOPTION OF EVALUATION RUBRICS FOR TEACHERS, PRINCIPALS, AND VICE-PRINCIPAL

- Teacher Evaluation Rubric – Danielson Framework for Teaching
- *New Jersey Principal Evaluation for Professional Learning Observation Instrument*

19. APPROVE 403 (b) PLAN AND AUTHORIZED TAX SHELTER ANNUITY PROVIDERS:

- AXA Equitable
- Lincoln Investment Planning Inc.
- Siracusa Benefits

20. DESIGNATE MILEAGE REIMBURSEMENT RATE:

To be equal to rate allowed by the New Jersey Department of Education fiscal accountability regulations. The current approved rate is 31 cents per mile.

21. DESIGNATE PHOTOCOYPING AND PRINTING RATE:

Per N.J.S.A 47:1A-5.b

- Every public agency must charge \$0.05 per page for letter sized pages and smaller
- Every public agency must charge \$0.07 per page for legal sized pages and larger
- Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication.
- Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via e-mail and fax).
- Every public agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD).

22. APPOINTMENT OF PAYROLL AND BUDGETARY SERVICES PROVIDER:

Renew contract with Asbury Park, ITC of 1506 Park Avenue, Asbury Park, NJ 07712, for Budgetary Accounting System and Payroll/Personnel System services for the 2023-2024 school year, with a total annual license fee not to exceed \$18,975.00.

23. APPOINTMENT OF COMMODITY HAULING SERVICES:

Renew agreement with Paul's Commodity Hauling of 938 Union Road, Mullica Hill, NJ 08062, for food service commodity hauling for the 2023-2024 school year.

24. APPOINTMENT OF AME, INC. TO MAINTAIN BUILDING AUTOMATION SYSTEM HARDWARE AND SOFTWARE:

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Renew agreement with AME, Inc. of 1275 Bloomfield Avenue, Bldg. 2, Suite 17B, Fairfield, NJ 07004, for building automation system hardware and software maintenance for the 2023-2024 school year.

MOTION: _____ **SECOND:** _____, to approve, reaffirm, designate, renew and/or appoint, the Board action items (items #1 - #24) **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

REPORT OF THE BOARD SECRETARY:

INFORMATION ITEMS:

ACTION ITEMS:

- 1.1 It is recommended that the Board Approve transfers *Line items for the months of **April-May 2023**, as approved by the Superintendent.
- 1.2 Authorize the following payments *Payment of the **May 2023** bill list in the amount of \$636,145.92
- 1.3 Accept the ***Board Secretary's Report** for the month of **May 2023**.
- 1.4 Accept the **Treasurer's Reports** for the month of **April and May 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 **April 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 **April 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 **April 2023**.
- 1.8 Authorize Nutri-Serve Check Register for the month of **May 2023** in the amount of \$51,202.89

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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

1.9 Authorize renewal of contracted rates with Schools Health Insurance Fund (Aetna) for Medical and Prescription, Horizon for Dental, with a total aggregate annual cost increase of 3.29%, at the following monthly rates from July 1, 2023 through June 30, 2024.

7/1/2024	Single	Parent / Child	Employee / Spouse	Family
Medical Aetna SHIF +3.59%				
Aetna Patriot X	\$868.00	\$1,611.00	\$1,808.00	\$2,566.00
Aetna Patriot V	\$829.00	\$1,545.00	\$1,737.00	\$2,460.00
Aetna PPO Core	\$650.00	\$1,209.00	\$1,359.00	\$1,927.00
Aetna EPO	\$701.00	\$1,306.00	\$1,466.00	\$2,076.00
Aetna HDHP	\$691.00	\$1,289.00	\$1,448.00	\$2,051.00
NJ Educator's Plan	\$818.00	\$1,523.00	\$1,716.00	\$2,427.00
Garden State Plan	\$787.00	\$1,465.00	\$1,650.00	\$2,335.00
RX SHIF +2.34%				
RX Option 1	\$116.00	\$149.00	\$229.00	\$264.00
RX Option 2	\$101.00	\$132.00	\$203.00	\$233.00
RX NJ Educators & Garden State	\$107.00	\$139.00	\$213.00	\$245.00
Dental –Horizon +0%				
DOP (0.0%)	\$36.43	\$63.66	\$63.66	\$108.78
HDC (0.0%)	\$24.00	\$47.56	\$47.56	\$71.32
HTC (0.0%)	\$40.85	\$71.37	\$71.37	\$121.93

MOTION: _____ **SECOND:** _____ to accept renewal of contracted rates with SHIF for 2023-2024 (item #1.9 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:

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



1. Harassment, Intimidation and Bullying (HIB) Report

1.1 Incident Number SS305082023 Unfounded

MOTION: _____ **SECOND:** _____ to acknowledge receipt of Superintendent's Report regarding HIB incident (item #1.1) **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. Harassment, Intimidation and Bullying (HIB) Report

2.1 Incident Number SS104032023 Founded

MOTION: _____ **SECOND:** _____ to affirm, reject or modify the Superintendent's decision regarding HIB incident (item #2.1) **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

3.*Special Services Report

4 *Curriculum Director's Report

5. *Nurse's Report

6. *Fire & Security Drill Reports

7. *HIB/Suspension Reports

8. *Principals' Report

9. *Enrollment – As of May 15, 2023

Total school enrollment (PS-8 Including Out of District Students) = 696

- Special Education = 195
 - Resident students in-district = 153
 - Resident students sent out of district = 11
 - Speech and Language only = 31

10. *Kindergarten Enrollment Status Report as of May 15, 2023

- Total Kindergarten Enrollment = 69
- Completed Registrations = 56
- Pending Registrations to be completed on May 23, 2023 = 7
- Preschool Students = 5
- Potential Retentions = 1

MOTION: _____ **SECOND:** _____ to approve (item #s 3 – 10)

VOICE VOTE

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA
May 23, 2023



11. *2022-2023 District Goal Action Plan Progress Reports

MOTION: _____ **SECOND:** _____ **to accept the 2022-2023 District Goal Action Plan Progress Reports (item #11) 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 – May 23, 2023

1.2 Renewal of Non-Tenurable Supervisor of Buildings & Grounds

- Approve the rehiring of Non-Tenurable Supervisor of Buildings & Grounds

MOTION: _____ **SECOND:** _____ **to approve rehiring of Non-Tenurable Supervisor of Buildings & Grounds (item #1.2)**

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann
S. Cassel	J. McMichael	B. Wright, President

1.3 *Approve the 2023-2024 Business Administrator's contract

MOTION: _____ **SECOND:** _____ **to approve Business Administrator's Contract for 2023-2024 (item #1.3) 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

1.4 Summer 2023-2024 Extended School Year (ESY) and Summer Assignments

1.4.1 *Approve placement of out of district special needs students for (ESY).

1.4.2 *Approve the in-district (ESY) program for special needs students.

- Program will run from July 5 to July 27 (M, T, W, TH) 8:30 a.m.-11:30 a.m.

1.4.3 *Approve teachers'/faculty members to work the in-district (ESY) program for special needs students. Employees will be paid at the 2023-2024 contractual hourly-rate.

1.4.4 Approve paraprofessional staffing for the in-district (ESY) program for special needs students with ESS for (9) paraprofessionals.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



1.4.5 Approve Resource Officer for the in-district (ESY) program for special needs students with Tri-Shield Security from July 5 to July 27 (M, T, W, TH) 8:00 a.m. to 12:00 p.m.

1.4.6 Approve Aline Therapy to provide Physical Therapy services for (5) special needs students during the in-district (ESY) program for special needs students. Services provided at \$84.00 per hour not to exceed (30) hours.

1.4.7 Approve the Child Study Team to work (10) days each during the (ESY) program for evaluations, meetings and case management. Employees will be paid at the 2023-2024 contractual hourly-rate as per their negotiated contract.

1.4.8 Approve Employee #1241 to work up to 3 days to review sports physicals for 5th – 8th grade students.

1.4.9 Approve Employee #1108, ESY Coordinator, effective 7/5/2023 – 7/27/2023

MOTION: _____ SECOND: _____ to approve summer 2023-2024 assignments (item #1.4.1 – 1.4.9) 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

1.5 *Clinical Practice Placement

1.5.1 Approve a full year clinical practice inclusive Elementary Education placement for Rowan University student Caitlin Lemmon with Stefany Capocci and Amanda Bramley.

1.5.2 Approve a full year clinical practice inclusive Elementary Education placement for Rowan University student Aaron Anthony Endres with Emily Grosser and Sydney Rosenberg.

MOTION: _____ SECOND: _____ to approve clinical practice placements (item #1.5.1 – 1.5.2) 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

1.6 Graduate Course Enrollment/Tuition Reimbursement

- Approve enrollment and tuition reimbursement for a doctoral program in Educational Administration and Leadership at Walden University for Employee #15245, in accordance with Article IV, Section L of the negotiated contract.

MOTION: _____ SECOND: _____ to approve enrollment and tuition reimbursement (item #1.6) ROLL CALL VOTE

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



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

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

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

1.7 *Leave of Absence

- Employee #15260 FMLA/NJFLA from on or before 10-10-2023 to approximately 2-26-2024 (TBD).

MOTION: _____ SECOND: _____ to approve leave of absence for Employee #15260 from on or before 10-10-2023 to approximately 2-26-2024 (TBD) (item #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**

1.8 *Workshops

- Employee #15133 to attend NJECC Google Training, on 06/27/2023 and 06/28/2023. Cost is \$110.00.
- Employee #15271 to attend NJASBO 2023 Annual Conference in Atlantic City, NJ on 06/06/2023-06/09/2023. Cost is \$275.00

MOTION: _____ SECOND: _____ to approve employee #15133 to attend NJECC Google Training (item #1.8) 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**

1.9 Approve withholding of the employment increment and adjustment increment for Employee #15366 for the 2023-2024 school year in accordance with N.J.S.A. 18A-29-11

MOTION: _____ SECOND: _____ to approve withholding of the employment increment and adjustment increment for Employee #15366 for the 2023-2024 School year in accordance with N.J.S.A. 18A-29-11 (item #1.9) 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)

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



Administrative Facilitator: Superintendent, A. Michael (*Meeting scheduled for 5/16 was cancelled*)

ACTION ITEMS:

2.1 *Second Reading and Adoption of Revised and/or New Policies/Regulations

- | | |
|---------------|---|
| R 5200 | Attendance |
| R 5230 | Late Arrival and Early Dismissal |
| R 5410 | Promotion and Retention |
| P 0155 | Board Committees |

MOTION: _____ **SECOND:** _____ to acknowledge second reading and adoption of revised and/or new policies/regulations (item #2.1) **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

2.2 * Second Reading and Adoption of Policy and Regulations – Policy Alert #230

- | | |
|-----------------------|---|
| P 0144 | Board Member Orientation and Training (Revised) |
| P & R 2520 | Instructional Supplies (M) (Revised) |
| P 3217 | Use of Corporal Punishment (Revised) |
| P 4217 | Use of Corporal Punishment (New) |
| P 5305 | Health Services Personnel (M) (Revised) |
| P & R 5308 | Student Health Records (M) (Revised) |
| P & R 5310 | Health Services (M) (Revised) |
| P 6112 | Reimbursement of Federal and Other Grant Expenditures (M) (Revised) |
| P 6115.01 | Federal Awards/Funds Internet Controls-Allowability of Costs (M) (New) |
| P 6115.04 | Federal Funds-Duplication of Benefits (M) (New) |
| P 6311 | Contracts for Goods or Services Funded by Federal Grants (M) (Revised) |
| P 7440 | School District Security (M) (Revised) |
| P 9140 | Citizens Advisory Committee (Revised) |

MOTION: _____ **SECOND:** _____ to acknowledge second reading and adoption of Policy Alert #230 (item #2.2) **ROLL CALL VOTE**

J. Hicks, Vice President	K. Topf	I. Bodine III
K. Applegate	M. Walker	R. Hann

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



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 – May 23, 2023

INFORMATIONAL ITEMS: NONE

ACTION ITEMS:

3.1 Renewal of contract with Nutri-Serve Food Management Company for the 2023-2024 school year with a management flat fee of \$27,500.00, with no guarantee as to profit.

**MOTION: _____ SECOND: _____ to approve the renewal of the Nutri-Serve Food Management Company contract for the 2023-2024 School Year (item #3.1)
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

3.2 Affirm non-resident tuition rate in accordance with Policy #5111, Eligibility of Resident/ Non-Resident Students for the children of non-resident staff members at the rate of \$_____ per year. (Currently \$1,900.00 per year)

MOTION: _____ SECOND: _____ to affirm the non-resident tuition rate for the 2023-2024 School Year (item #3.2) 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

3.3 Donation of console piano

- Approve donation of a console piano from Mr. & Mrs. Brown, 13 Westminster Drive Southampton, NJ.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



MOTION: _____ SECOND: _____ to accept donation of console piano (item #3.3) 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

3.4 *Approval of comprehensive lighting upgrade by Albright, LLC. The total cost to the district is \$1,290.00

MOTION: _____ SECOND: _____ to approve comprehensive lighting upgrade (item #3.4) 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

4. PRESIDENT'S COUNCIL

INFORMATION ITEM:

- July 8th / Upcoming Events

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
- Reminder to Submit Superintendent / BOE Evaluation by 5/23
- Town Hall Committee Update

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



MOTION: _____ **SECOND:** _____ **to approve NJSBA Representative to moderate June 15, 2023 Town Hall Meeting for up to four hours at a rate not to exceed \$500.00. VOICE VOTE**

NEW BUSINESS:

- **Future BCSBA Meeting Dates:**
 - October 5, 2023
 - December 6, 2023
 - January 11, 2024
 - March 7, 2024
 - May 2, 2024

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

MOTION: _____ **SECOND:** _____ **TO ADJOURN TIME:** _____

DATES TO REMEMBER

May 24 th	PTA Parents Night Out @ 6:00 p.m. Ramblewood Country Club
May 25 th	Spring Community Night 6:00 - 8:00 p.m.
May 29 th	Memorial Day (Schools Closed)
May 31 st	PTA General Membership Meeting
June 6 th	Superintendent's Evaluation/Board Self-Evaluation @ 7:00 p.m. School 2/3 Media Center
*June 13 th	8 th Grade Awards Ceremony 6:00 p.m. in the Warrior Dome (<i>by invitation only</i>)
June 15 th	Town Hall Meeting-School #3 Warrior Dome @ 7:00 p.m.
*June 20 th	8 th Grade Graduation Ceremony 6:00 p.m. in the Warrior Dome
June 27 th	BOE Meeting- School #2 @ 7:00 p.m.
August 29 th	BOE Meeting-School #2 @ 7:00 p.m.

*Time corrected from April Dates to Remember

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 23, 2023



ADDENDUM

Page #19

Added Employee #15271 to attend NJASBO 2023 Annual Conference in Atlantic City, NJ on 06/06/2023-06/09/2023. Cost is \$275.00

Page #23

Added "for up to four hours at a rate not to exceed \$500.00."