

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



MEETINGS:

7:15 p.m. – Personnel & Student Services, Media Center

7:15 p.m.- Budget & Facilities-School #2 Room 52

7:30 p.m. – Executive Session, Media Center

8:00 p.m. – Public Meeting, School #2 APR

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
Sean Cassel		
Russell Hann		
John McMichael		
Suzanne Phillips		
Katie Topf		
Melissa Walker		
Jeffrey Hicks, <i>Vice President</i>		
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 and advertised in the *Burlington County Times* on January 9, 2022, posted on the district website and the Southamptton 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
4. collective bargaining negotiations

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



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, November 15, 2022**; 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 an 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

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



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 REGULAR MEETING:

ROLL CALL:

Board of Education Member	Present	Absent
Sean Cassel		
Russell Hann		
John McMichael		
Suzanne Phillips		
Katie Topf		
Melissa Walker		
Jeffrey Hicks, <i>Vice President</i>		
Betty Wright, <i>President</i>		

SALUTE TO THE FLAG

ADMINISTRATION OF OATH OF MEMBERSHIP TO NEW BOE MEMBER

Mrs. DeJoseph, Board Secretary, will administer the oath of office to Ms. Zarrillo and congratulate her on being selected to fill the Board Vacancy expiring on December 31, 2022.

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

MOTION: _____ **SECOND:** _____ **VOICE VOTE**

COMMUNITY TOPIC:

- Miraculous Journey of Edward Tulane-Presentation of Mrs. Forte's 2nd grade students' work. Presentation by Mrs. Miranda Forte.
- Strategic Plan Update-Mrs. Asia Michael, Superintendent
- BOE Vacancy Selected Candidate, Ms. Lauren Zarrillo
- Sixth Grade Trip
- Health & Safety Fair
- Health & PE Update

STUDENT RECOGNITION: EMPATHY

Kindergarten-Kinsley Been

Grade 1-Addison Rogers

Grade 2-Deegan Heino

Grade 3-Dale Cruzan

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



Grade 4-Charlotte Heino

Grade 5-Maggie Teller

Grade 6-Emma Clark

Grade 7-Alyssa Orio

Grade 8-Josie Swogger

EMPLOYEE RECOGNITION:

Mr. Raymond Johnson, Custodian/Maintenance Specialist

Mr. Edward Witts, Bus Driver

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. 22010. c 122) and the Student Safety Data System (SSDS)

Report Period January 1, 2022 to June 30, 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. Failure to abide by this obligation may result in the District losing State Aid which can have significant economic impact on the community. The District is also required to abide by State and Federal laws prohibiting discrimination. The consequence of failing to do so can expose the District to significant liability. The curricula of the District does not include the teaching of Critical Race Theory.

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.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



PUBLIC COMMENT ON AGENDA ACTION ITEMS

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

CLOSE PUBLIC COMMENT

CORRESPONDENCE

APPROVAL OF MINUTES:

REGULAR & EXECUTIVE MEETINGS: October 18, 2022

MOTION: _____ SECOND: _____ ROLL CALL VOTE

S. Cassel

R. Hann

J. McMichael

S. Phillips

K. Topf

M. Walker

L. Zarrillo

J. Hicks, Vice President

B. Wright, President

REPORT OF THE BOARD SECRETARY:

INFORMATION ITEMS:

▪ November 8, 2022 (unofficial) election results are as follows:**

- **Jeffrey E. Hicks – 2,071 votes (21.17%)**
- **Irving Bodine III – 2,063 votes (21.09%)**
- **Kit Applegate – 1,974 votes (20.18%)**
- Suzanne Phillips – 1,967 votes (20.11%)
- Stephen Chadwick – 1,652 votes (16.89%)
- Personal Choice – 56 votes (0.57%)

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

Winners will not be declared until the election certification date of November 21, 2022.

▪ Post-Election Reminders:

- Criminal History Review for New BOE members required prior to service.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA
November 15, 2022



- Fingerprinting to be completed within 30 days of vote certification for new BOE members.

ROUTINE ACTION ITEMS:

- 1.1** It is recommended that the Board Approve transfers *Line items for the months of **October-November 2022**, as approved by the Superintendent.
- 1.2** Authorize the following payments *Payment of the **November 2022** bill list in the amount of \$528,857.38
- 1.3** Accept the ***Board Secretary's Report** for the month of **November 2022**.
- 1.4** Accept the **Treasurer's Reports** for the month of **September and October 2022**.
- 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 **October 2022** 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 **October 2022** 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 **October 2022**.
- 1.8** Authorize Nutri-Serve Check Register for the month of **November** in the amount of \$28,139.72.

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

S. Cassel

R. Hann

J. McMichael

S. Phillips

K. Topf

M. Walker

L. Zarrillo

J. Hicks, Vice President

B. Wright, President

REPORT OF THE SUPERINTENDENT:

INFORMATION ITEMS: CHPE Family Learning Series Update-Mrs. Asia Michael, Superintendent

ACTION ITEMS:

- 1. Harassment, Intimidation and Bullying (HIB) Report**
 - 1.1 Incident Number: SS 03 10-10-22 School 3 Unfounded**

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



MOTION: _____ SECOND: _____ to affirm, reject or accept the Superintendent's decision regarding HIB incident (item # 1.1) ROLL CALL VOTE

S. Cassel

S. Phillips

L. Zarrillo

R. Hann

K. Topf

J. Hicks, Vice President

J. McMichael

M. Walker

B. Wright, President

1.2 Incident Number SS 03 11-02-22 School 3 Founded

1.3 Incident Number SS 03 11-04-22 School 3 Unfounded

MOTION: _____ SECOND: _____ to acknowledge receipt of Superintendent's Report regarding HIB incident (item #s 1.2-1.3) ROLL CALL VOTE

S. Cassel

S. Phillips

L. Zarrillo

R. Hann

K. Topf

J. Hicks, Vice President

J. McMichael

M. Walker

B. Wright, President

2. *Special Services Report

3. *Curriculum Director's Report

4. *Nurse's Report

5. *Fire & Security Drill Reports

6. *HIB/Suspension Reports

7. *Principals' Report

MOTION: _____ SECOND: _____ to approve (item #s 2- 7) VOICE VOTE

8. New Jersey Quality Single Accountability Continuum Components

8.1 2022-2023 Emergency Management Plan

MOTION: _____ SECOND: _____ to approve the Emergency Management Plan which is a required element of New Jersey QSAC District Performance Reviews (item #8.1) VOICE VOTE

9. *2022-2023 District Goal Action Plan Progress Reports

MOTION: _____ SECOND: _____ to accept the 2022-2023 District Goal Action Plan Progress Reports (item #9) VOICE VOTE

10. *Approval of the School Safety and Security Plan Annual Review-Statement of Assurance (item #10) ROLL CALL VOTE

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



MOTION: _____ SECOND: _____ to approve Security Plan Annual Review-Statement of Assurance.

S. Cassel

S. Phillips

L. Zarrillo

R. Hann

K. Topf

J. Hicks, Vice President

J. McMichael

M. Walker

B. Wright, President

11. *Approval of Memorandum of Agreement (MOA) and Memorandum of Understanding (MUA) between the NJ State Police and Southampton Township School District for the 2022-2023 School Year.

MOTION: _____ SECOND: _____ to approve Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) between the NJ State Police and Southampton Township School District for the 2022-2023 School Year (item #11) ROLL CALL VOTE

S. Cassel

S. Phillips

L. Zarrillo

R. Hann

K. Topf

J. Hicks, Vice President

J. McMichael

M. Walker

B. Wright, President

12. *Enrollment – November 15, 2022

- Total school enrollment (PS-8 Including Out of District Students) = 703
- Special Education = 183
 - Resident students in-district = 146
 - Resident students sent out of district = 12
 - Speech and Language only = 25

COMMITTEE REPORTS

1. PERSONNEL/STUDENT SERVICES (Chairperson: B. Wright, S. Cassel)

Administrative Facilitator: Superintendent, A. Michael

* Personnel/Student Services Committee Meeting – November 15, 2022

1.1 Superintendent's Recommendation for Employment

- Marykay String, Substitute Custodian, Salary \$18.50 per hour, effective date TBD.
- Stanley Tarasewicz, Substitute Custodian, Salary \$18.50 per hour, effective date 11-8-2022.

1.2 Leave of Absence

- *Employee #15065, FMLA/NJFLA from Date TBD to 2-10-2023.
- Employee #1259, FMLA from 10-31-2022 to TBD.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA
November 15, 2022



1.3 Paid Administrative Leave

- *Employee #15357, from 11-14-22 to TBD.

MOTION: _____ **SECOND:** _____ **to accept and approve (item #s 1.1-1.3) ROLL CALL VOTE**

S. Cassel

R. Hann

J. McMichael

S. Phillips

K. Topf

M. Walker

L. Zarrillo

J. Hicks, Vice President

B. Wright, President

2. CURRICULUM/POLICY COMMITTEE (Chairperson: S. Phillips, K. Topf & J. Hicks)

Administrative Facilitator: Superintendent, A. Michael

Curriculum/Policy Committee Meeting – November 7, 2022 (virtual)

INFORMATION ITEMS:

- *Policy Review Update on the following policies: 0162, 0165, 0166 and 0169
- *Policy 0168 Further Research Needed

ACTION ITEMS:

2.1 *FIRST READING OF REVISED POLICIES #0161 and #0164

MOTION: _____ **SECOND:** _____ **to acknowledge first reading of Revised Policies #0161 and #0164 (item# 2.1) ROLL CALL VOTE**

S. Cassel

R. Hann

J. McMichael

S. Phillips

K. Topf

M. Walker

L. Zarrillo

J. Hicks, Vice President

B. Wright, President

2.2 *2022-2023 School Level Objectives Progress Reports

MOTION: _____ **SECOND:** _____ **to accept the 2022 – 2023 School Level Objectives Progress Report (item# 2.2) VOICE VOTE**

3. BUDGET/FINANCE/FACILITIES COMMITTEE (Chairperson: R. Hann, J. McMichael & M. Walker) Administrative Facilitator – Business Administrator, C. DeJoseph

*Budget/Finance/Facilities Meeting – November 15, 2022

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA
November 15, 2022



INFORMATIONAL ITEMS:

- Fiscal Year 2022 CAFR Audit is currently in progress

ACTION ITEMS:

3.1 *Readopt the Standard Operating Procedures (SOP) Manual

MOTION: _____ **SECOND:** _____ **to readopt the Standard Operating Procedures (SOP) Manual (item #3.1) ROLL CALL VOTE**

S. Cassel	S. Phillips	L. Zarrillo
R. Hann	K. Topf	J. Hicks, Vice President
J. McMichael	M. Walker	B. Wright, President

3.2 Amend Year End Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7G-41 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Southampton Township Board of Education wishes to deposit anticipated current year surplus into Maintenance Reserve and/or Capital Reserve accounts at year end, and

WHEREAS, the Southampton Township Board of Education has determined that up to \$950,000 is available for such purpose of transfer:

NOW THEREFORE BE IT RESOLVED by the Southampton Township Board of Education that it hereby authorizes the district's School Business Administrator to make the transfer of up to \$950,000 into Capital Reserve, Maintenance Reserve, and/or Emergency Reserve while maintaining 2% fund balance consistent with all applicable laws and regulations.

MOTION: _____ **SECOND:** _____ **to amend the year end transfer of surplus (item #3.2) ROLL CALL VOTE**

S. Cassel	S. Phillips	L. Zarrillo
R. Hann	K. Topf	J. Hicks, Vice President
J. McMichael	M. Walker	B. Wright, President

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



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**

PRESIDENT'S STATEMENT (Letter to the Public)

UNFINISHED BUSINESS:

- Southampton Township Committee Liaison Report
- NJSBA Workshop - October 24-26
- Annual BCIP JIF Dinner, November 30, 2022
- BCSBA Meeting, November 17, 2022 hosted by Southampton Township

NEW BUSINESS:

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. **As a reminder, the public comment period is not a dialogue or a question and answer session.**

CLOSE PUBLIC COMMENT

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

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 15, 2022



DATES TO REMEMBER

November 14-18	Southampton Township PTA Book Fair
November 16	Supporting Students with Anxiety Presentation for Parents and Guardians @ 6:00 p.m.
November 17	BCSBA -Foundations for Success Meeting - Southampton #3
November 21-22	Parent/Teacher Conferences –Early Dismissal @ 1:04 p.m.
November 23	Early Dismissal @ 12:38 p.m.
November 24 and 25	Thanksgiving Recess
December 2	Southampton Township Christmas Tree Lighting @ 6:30 p.m.
December 5	2 Hour Delay (Teacher In-Service)
December 13	Regular Board of Education Meeting @ 8:00 p.m. in School #2 APR

ADDENDUM

Page #3

Added Administration of Oath of Membership for new BOE Member, Lauren Zarrillo

Page #4

Added Employee Recognition recipient names

Page #5

Updated election results/voter counts as supplied by Burlington County Board of Elections

Page #7 & Executive Session

Added additional HIB Report

Corrected additional formatting/numbering as needed