SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

December 13, 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 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
Sean Cassel		
Russell Hann		
John McMichael		
Suzanne Phillips		
Katie Topf		
Melissa Walker		
Lauren Zarrillo		
Jeffrey Hicks, *Vice President*		
Betty Wright, *President*		

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 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

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, December 13, 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

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		
Lauren Zarrillo		
Jeffrey Hicks, *Vice President*		
Betty Wright, *President*		

SALUTE TO THE FLAG

MOTION BY THE BOARD OF EDUCATION TO ACCEPT THE AGENDA AS PUBLISHED
MOTION: _____ SECOND: _____ VOICE VOTE

COMMUNITY TOPIC:

- Strategic Plan Update-Mrs. Asia Michael, Superintendent
- Health & Safety Fair-Newspaper Article
- Sixth Grade Trip
- Highlight of School #1 Music Program
- Girl Scout Presentation

STUDENT RECOGNITION: Gratitude
Kindergarten-Kaylee Mercado Colin
Grade 1-Landon Miller
Grade 2-Zoeigh Darville
Grade 3-Ryan McWilliams
Grade 4-Emily Sotoj
Grade 5-Haley Caruso
Grade 6-Ryan Enger
Grade 7-Ariana Albano
Grade 8-Jamison Seidle

EMPLOYEE RECOGNITION:

- Elinor Dayton, Business Office Administrative Assistant
- Joseph DePaulo, 5th Grade Teacher

BOARD OF EDUCATION SERVICE RECOGNITION:

- Suzanne L. Phillips-10 Years of Service
- Lauren Zarrillo

2021-2022 TEACHER OF THE YEAR RECOGNITION

- Jonathan Capocci
- Emily Grosser
- Alexander Weinert

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. 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 P 0167. During designated public comment periods members of the pubic 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

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: November 15, 2022

MOTION: _____ SECOND: _____ ROLL CALL VOTE

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

REPORT OF THE BOARD SECRETARY:

INFORMATION ITEMS:

- Board Members have until December 31, 2022 to complete their mandated NJSBA training.
- *Annual Board Member Attendance Report

- **November 8, 2022 (official) election results are as follows**:**
  - **Jeffrey E. Hicks – 2,097 votes (21.18%)**
  - **Irving Bodine III – 2,087 votes (21.08%)**
  - **Kit Applegate – 1,996 votes (20.16%)**
  - Suzanne Phillips – 1,989 votes (20.09%)
  - Stephen Chadwick – 1,676 votes (16.93%)
  - Personal Choice – 56 votes (0.57%)

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

ROUTINE ACTION ITEMS:

1.1 It is recommended that the Board Approve transfers *Line items for the months of **November-December 2022**, as approved by the Superintendent.

1.2 Authorize the following payments *Payment of the **December 2022** bill list in the amount of $712,438.86.
1.3 Accept the ***Board Secretary's Report** for the month of **December 2022.**
1.4 Accept the **Treasurer's Reports** for the month of **October and November 2022.**
1.5 Approve the *Board Secretary's Monthly Certification Budgetary Line Item Status, Pursuant to NJAC 6:A:23-2.1(c)3, I certify that as of **November 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 6:A23-2.11(c)4, we certify that as of **November 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 NJAC6:A23-2.11(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 **November 2022.**
1.8 Authorize Nutri-Serve Check Register for the month of **December 2022** in the amount of $23,134.15.

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

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

REPORT OF THE SUPERINTENDENT:

INFORMATION ITEMS:

- Donation of (5) $25.00 ShopRite Gift Cards for families in need within the Southampton Township School District from Central Lodge No. 44, Free & Accepted Masons of Vincentown, NJ
- PTA Community Outreach Gift Card Drive 12-01-2022 to 12-15-2022. Collection of gift cards for the annual Holiday Gift Program. Southampton families and staff donating gift cards to support Southampton families in need.

ACTION ITEMS:

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

1.1 Incident Number SS 03 11-02-22 School 3 Founded
1.2 Incident Number SS 03 11-04-22 School 3 Unfounded

MOTION: _____ SECOND: _____ to affirm, reject or accept the Superintendent's decision regarding HIB incidents (items # 1.1 and #1.2) ROLL CALL VOTE

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

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
8. *Class Trips

- Seneca High School (Band trip to rehearse with Seneca High School band and other area middle school music ensembles for participation in December 22, 2022 Seneca High School Concert), 12/21/2022, (14) 7th & 8th grade students and (2) adult chaperones, no charge and transportation provided courtesy of Tabernacle Township School District.
- The College of New Jersey (Student Council Winter Convention), 01/11/2023, (32) 6th, 7th & 8th grade student council members and (2) adult chaperones and (1) nurse, cost per student to be paid by parents. Bus transportation approximately $300.00.

9. *Enrollment – November 15, 2022

- Total school enrollment (PS-8 Including Out of District Students) = 700
- Special Education = 185
    - Resident students in-district = 147
    - Resident students sent out of district =12
    - Speech and Language only = 26

MOTION: _____ SECOND: _____ to approve (item #s 2– 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: B. Wright, S. Cassel)
Administrative Facilitator: Superintendent, A. Michael
* Personnel/Student Services Committee Meeting – December 13, 2022

1.2 *Leave of Absence

- Employee #15185, FMLA/NJFLA from on or before 03-20-2023 to 12-04-2023
- Employee #15357, Unpaid leave from 12-01-2022 to 01-16-2023
- Employee #15257, FMLA from 12-09-2022 to TBD.

1.3 *Extended Leave of Absence

- Permission to grant 10 days extended sick leave to Employee#15257 in accordance with Title 18A:30-6 for potential use during medical leave of absence.

1.4 *Accept Resignation with Regret

- Employee #15147 effective 01-16-2023

1.5 Workshops

- Employee #1193, Employee #15347 and Employee #15311, Strengthen Your Special Needs Students' Executive Functioning Skills, 01-23-2023, cost $259.00 per person
- Employee #15309, Hot Issues in Special Ed Law, 02-02-2023, cost $125.00
- Employee #2025, Maximize the Power of Guided Math (K-3), 01-31-2023, cost $279.00

1.6 Superintendent's Recommendation of Employment

Seasonal/Substitute Custodians

- Taariq Michael
- Joshua Milke

MOTION: _____ SECOND: _____ to accept and approve (items 1.2-1.6) 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. CURRICULUM/POLICY COMMITTEE (Chairperson: S. Phillips, K. Topf & J. Hicks)
Administrative Facilitator: Superintendent, A. Michael
Curriculum/Policy Committee Meeting – December 2, 2022

INFORMATION ITEMS:

- *Policies P 0168 Recording Board Meetings and P 5511 Dress Code
- *Policy Audit Reviews were completed for the following policies with no recommended changes: P 0167, P 0172, P 0173, P 0175, P 0177

ACTION ITEMS:

2.1 *First reading of Revised Policy:

P 0171 Duties of President and Vice President

MOTION: _____ SECOND: _____ to acknowledge first reading of Revised Policy P 0171 (item# 2.1) ROLL CALL VOTE

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

2.2 * To approve upon second reading and adoption of Revised Policies:

P 0161 Call, Adjournment, And Cancellation
P 0164 Conduct of Board Meeting
P 0174 Duties of Board Attorney (M)
P 0176 Collective Bargaining and Contract Approval/Ratification

MOTION: _____ SECOND: _____ to approve upon second reading and adoption of Revised Policies (item# 2.2) ROLL CALL VOTE

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

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: R. Hann, J. McMichael & M. Walker) Administrative Facilitator – Business Administrator, C. DeJoseph

*Budget/Finance/Facilities Meeting –December 13, 2022

INFORMATIONAL ITEMS:

- Fiscal Year 2022 CAFR Audit is currently in progress
- 2023-2024 Budget Preparations are in the beginning stages

ACTION ITEMS:

3.1 Renew Contract with Eastern Armored Services, Inc., effective January 1, 2023 for 12 months. Cost is $360.00 based on a 12-Month billing cycle.

MOTION: _____ SECOND: _____ to approve (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 Resolution to participate in the Hunterdon County Education Services Commission

RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM
A RESOLUTION AUTHORIZING SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on December 13, 2022 the governing body of the Southampton Township Board of Education, County of Burlington, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Southampton Township Board of Education

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

MOTION: _____ SECOND: _____ to approve (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**

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
- BCSBA Meeting, November 17, 2022 hosted by Southampton Township
- Delegate's Assembly, November 19, 2022
- Annual BCIP JIF Dinner, November 30, 2022

NEW BUSINESS:

- New Board Member Orientation Monday, December 19, 2022 @12:30 p.m.
- Annual Board Reorganization Meeting, Tuesday, January 3, 2023 @ 7 p.m.
- Full Board Training-Annual Ethics Training, January 3, 2023 @ 8 p.m.

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: _____

DATES TO REMEMBER

December 15	School #3 Band/Choral Concert @ 7:00 p.m. Warrior Dome
December 18	Hanukkah begins in the evening of December 18 and ends in the evening of December 26
December 23	PTA Holiday Parties K-5
December 23	Early Dismissal @ 12:38 p.m.
December 25	Christmas
December 26	Winter Recess Starts
December 26	Kwanzaa begins and lasts through January 1
January 1	New Year's Day
January 3	Winter Break Ends (Schools Open)
January 3	Reorganization Meeting @ 7:00 p.m. -School #2 APR Full Board Training-Annual Ethics Training @ 8:00 p.m. –School #2 APR
January 13	Teacher In-Service (School Closed for Students)
January 16	School Closed in observation of Dr. Martin Luther King Day
January 17	2 Hour Delay (Teacher In-Service)

ADDENDUM

Page #7
Updated bus transportation cost from $275 to "approximately $300"

Page #8 & Executive Session
Added seasonal/substitute custodians

Corrected additional formatting/numbering as needed