SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

Southampton Township Board of Education

"Building a Tradition of Excellence"

Our Mission

The mission of the **Southampton Township School District**, in partnership with the community, is to educate, empower and inspire students to be successful global citizens. Driven by a passion for education and rooted in a tradition of excellence, we are committed to providing an inclusive and engaging environment that fosters a future forward mindset.

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.

ORGANIZATION MEETING CALL TO ORDER:

PUBLIC NOTICE OF MEETING:

This meeting is held in compliance with N. J. S. A. 10:4-6. A schedule of meetings was posted in all schools and the township municipal building, 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. A revised schedule of meetings was filed with the Township Clerk on March 28, 2023. Notice of the date change of tonight's meeting was transmitted to the Burlington County Times, Courier Post and the Township on November 15, 2023.

Notice that public session may be audio recorded

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

ROLL CALL: BOARD OF EDUCATION MEMBERS:

Board of Education Member	Present	Absent
Kit Applegate		
Irving Bodine III		
Leon Carelli		
Russell Hann		
Jeffrey Hicks		
Janine Hoey		
Betty Wright		
Katie Topf		
Melissa Walker		

FLAG SALUTE:

Board of Education Candidates official election poll results:

Three Year Term (6 candidates for 3 positions)

- November 7, 2023 candidates:
  - **Russell R. Hann-2038 Votes**
  - **Leon Carelli-1892 Votes**
  - **Janine Hoey-120 Votes**
  - Brett Hart - 81 Votes
  - Joseph Allen - 63 Votes
  - Jacqueline Markhorst - 49 Votes

**Election results as provided by the Burlington County Board of Elections. Winners were certified on November 27, 2023

ADMINISTRATION OF OATH OF OFFICE TO RE-ELECTED AND NEW MEMBERS

Mrs. DeJoseph, Board Secretary, will administer the oath of office to Mr. Hann, Mr. Carelli and Ms. Hoey, congratulating them on being elected to the Board of Education.

ELECTION OF PRESIDENT

Mrs. DeJoseph opened nominations from the floor for the **Office of President**.

_____ nominated _____ as **President**

_____ nominated _____ as **President**

Hearing no other nominations Mrs. DeJoseph closed nominations for President.

~ Should there be more than one board member nominated, and in accordance with Board policy 0152, Mrs. DeJoseph provided each member with a blank piece of paper asking them to indicate the candidate they wish to see elected for President, sign and returned. Upon tally of the ballots, Mrs. DeJoseph indicated the following results:

Board of Education Member	Voting For:
Kit Applegate	
Irving Bodine III	
Leon Carelli	
Russel Hann	
Jeffrey Hicks	
Janine Hoey	
Katie Topf	
Melissa Walker	
Betty Wright	

Mrs. DeJoseph congratulated _____ on his/her election to the **Office of President.**

ELECTION OF VICE-PRESIDENT

Board President _____ opened nominations from the floor for the **Office of Vice President**.

_____ nominated _____ as **Vice President**

_____ nominated _____ as **Vice President**

Hearing no other nominations President _____ closed nominations for Vice President.

~ Should there be more than one board member nominated, and in accordance with Board policy 0152, Mrs. DeJoseph provided each member with a blank piece of paper asking them to indicate the candidate they wish to see elected for Vice President, sign and returned. Upon tally of the ballots, Mrs. DeJoseph indicated the following results:

Board of Education Member	Voting For:
Kit Applegate	
Irving Bodine III	
Leon Carelli	
Russel Hann	

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

Jeffrey Hicks	
Janine Hoey	
Katie Topf	
Melissa Walker	
Betty Wright	

Mrs. DeJoseph congratulated _____ on his/her election to the **Office of Vice President.**

ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED OFFICERS

Mrs. DeJoseph administered the oath of office to President_____ and Vice President _____.

President _____ conducted the remainder of the meeting.

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

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.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

CLOSE PUBLIC COMMENT

President _____ deferred appointments until the next January Board of Education meeting allowing Board Members the opportunity to submit their preferences for consideration.

NEW JERSEY SCHOOL BOARDS ASSOCIATION:
DELEGATE:
ALTERNATE DELEGATE:
LEGISLATIVE CHAIRPERSON:
ALTERNATE LEGISLATIVE CHAIRPERSON:

BURLINGTON COUNTY SCHOOL BOARDS ASSOCIATION:
REPRESENTATIVE TO EXECUTIVE COMMITTEE

BOARD OF EDUCATION LIAISON TO TOWNSHIP COMMITTEE:

COMMITTEES OF THE BOARD:
Budget / Finance / Facilities
Personnel / Student Services
Curriculum / Policy

AD-HOC COMMITTEES OF THE BOARD:
Employee Recognition Committee
Sick Leave Bank Committee

REAFFIRM APPOINTMENTS for 2023-2024 School Year

- SECRETARY OF BOARD OF EDUCATION: Casey DeJoseph
- PUBLIC AGENCY COMPLIANCE OFFICER (PACO): Casey DeJoseph
- CUSTODIAN OF SCHOOL RECORDS – OPEN PUBLIC RECORDS ACT: Casey DeJoseph
- AFFIRMATIVE ACTION OFFICER: Michael Harris
- ATTENDANCE OFFICER: Casey Noble
- 504 OFFICER SCHOOL #1: Samantha Fenton
- 504 OFFICER SCHOOL #2: Allison Shaughnessy
- 504 OFFICER SCHOOL #3: Lynn Lehner
- SUBSTANCE ABUSE COORDINATOR: Lynn Lehner

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

- ASBESTOS MANAGEMENT:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- PEOSHA OFFICER/COORDINATOR:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- SAFETY & HEALTH DESIGNEES:
- Health / Safety Designee: Casey DeJoseph
- School Safety Specialist: Kristine Bertulis
- INDOOR AIR QUALITY DESIGNEE:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- INTEGRATED PEST MANAGEMENT COORDINATOR:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- RIGHT TO KNOW OFFICER:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- CHEMICAL HYGIENE OFFICER:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- AHERA COORDINATOR:
    - Kevin Greene, until 1/31/24
    - Bruce Stranahan, effective 2/1/24
- TITLE IX COORDINATOR: Casey Noble
- HOMELESS LIAISON: Maureen Walsh
- ANTI-BULLYING COORDINATOR: Casey Noble
- ANTI-BULLYING SPECIALIST SCHOOL #1: Samantha Fenton
- ANTI-BULLYING SPECIALIST SCHOOL #2: Allison Shaughnessy
- ANTI-BULLING SPECIALIST SCHOOL #3: Lynn Lehner
- CHILD WELFARE LIAISON SCHOOL #1: Samantha Fenton
- CHILD WELFARE LIAISON SCHOOL #2: Allison Shaughnessy
- CHILD WELFARE LIAISON SCHOOL #3: Lynn Lehner

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

MOTION: _____ SECOND: _____ to affirm above captioned appointments. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L.. Carelli	**J. Hoey**	**B. Wright**

DESIGNATION AND SCHEDULE DATES OF MEETING NIGHTS – 3rd or 4th
Tuesday– Regular Meeting, executive session TBD., regular session TBD, School #2 APR, 100 Warrior Way, Southampton, NJ 08088, unless otherwise noted:

Tuesday, January 23, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
Tuesday, April 23, 2024
Tuesday, May 28, 2024
Tuesday, June 4, 2024 (7:00 p.m. Board Self-Evaluation and Superintendent Evaluation)
Tuesday, June 25, 2024
Tuesday, August 27, 2024
Tuesday, September 24, 2024
Tuesday, October 15, 2024
Tuesday, November 12, 2024
Tuesday December 17, 2024
Wednesday, January 3, 2025 (7:00 p.m. Organization Meeting)

MOTION: _____ SECOND: _____ to affirm above captioned schedule of meetings for 2024, with a regular session start time of _____p.m. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

REAFFIRM NEW JERSEY CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

A school board member shall abide by the following Code of Ethics for School Board Members:

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

- I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

MOTION: _____ SECOND: _____ to reaffirm the above captioned NJSBA Code of Ethics for school board members. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

The School Ethics Act, N.J.S.A. 18A:12-21 et seq., requires Board Members to complete Training Programs. Mandated training of District Board of Education Members can be found at the following NJSBA Link: http://www.njsba.org/training/mandated-training/

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

***Reaffirm Board of Education Charter of Acceptable Norms Bylaw #0142.7**

MOTION: _____ SECOND: _____ to reaffirm the Board of Education Charter of Acceptable Norms Bylaw #0142.7. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

***Reaffirm Board ~ Superintendent Communications Charter Policy #1210.02**

MOTION: _____ SECOND: _____ to reaffirm the Board ~ Superintendent Communications Charter Policy #1210.02 ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

Reaffirm Board Attendance Policy #0145.1

MOTION: _____ SECOND: _____ to reaffirm Board Attendance Policy #0145.1 ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

STAR Foundation – Grant Approval

Staff Member	Position	School	Title	Cost
P. Carpenter	6th Grade	School #3	Drama Club Audio Package	$5,315.00
R. Nober	STEAM	School #2/#3	Electronic Bulletin Boards	$13,106.00
			Total 2023 – 24 Grant Awards	$18,421.00

MOTION: _____ SECOND: _____ to accept approved STAR Foundation Grants in the amount of $5,315.00 ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

RESOLUTION TO APPROVE DISTRIBUTION OF JIF FUNDS

RESOLUTION NO. 2024-01-03
Resolution Directing the Distribution of the
Southampton Township Board of Education
Net Returned Surplus Funds Held in Trust by the
BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND

WHEREAS, the Southampton Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2019, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq., and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus by FUND fiscal year
Released by the FUND's Board of Trustees – Valued as of June 30, 2022 Financial Position

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

Fund Fiscal Year	Total FUND Release	BOARD's Share
July 1, 2019 to June 30, 2022	$500,000	$3,909
Subtotal Current Distribution	**$500,000**	**$3,909**
Aggregate Excess Loss Contingency Fund (Optional Distribution)	$6,181,159	$106,959
Total Distribution Available	**$6,681,159**	**$110,868**

, and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2023-2024 premium in the FUND fiscal year (N.J.A.C. 11:15-4.21 (e)) (current FUND members only)
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency FUND, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, 3 & 4 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows (check the box that applies):

- ☐ Forward a check in the full amount to the BOARD – please sign and return the enclosed payment voucher with executed resolution.
- ☐ Apply the full amount to the BOARD's 2023-2024 Fund Year premium (current FUND members only) – please sign and reduce the amount from your net due.
- ☐ Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.
- X Distribute the Total Distribution Available amount among options 1, 2, & 3 as follows providing the necessary documentation noted previously per selected Options:

Option 1 - $ 55,137.75, Option 2 - $ _____, Option 3 - $ 55,730.25.

MOTION: _____ SECOND: _____ to approve Resolution 2024-01-03 approving the distribution of JIF funds as outlined above. ROLL CALL VOTE

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

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
10. penalty or loss of license to an individual
11. pending or anticipated litigation
12. contract negotiation

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

Falling Within Attorney-Client Privilege & Personnel Matters

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 **Wednesday, January 3, 2024** 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.

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

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

INTERIM SUPERINTENDENT'S RECOMMENDATION FOR A PAID ADMINISTRATIVE LEAVE:

Motion to approve Interim Superintendent's recommendation to place Employee #15065 on a paid administrative leave effective January 2, 2024 until (TBD).

MOTION: _____ SECOND: _____ to approve paid administrative leave for employee #15065. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

NEW BUSINESS:

- **Schedule Special Board of Education meeting – Superintendent Search**

Motion to schedule a Special Board of Education meeting on _____2024 for the purpose of determining the process for the superintendent search and to screen resumes of the applicants.

MOTION: _____ SECOND: _____ to schedule Special Board Meetings on _____. ROLL CALL VOTE

K. Applegate	**R. Hann**	**K. Topf**
I. Bodine	**J. Hicks**	**M. Walker**
L. Carelli	**J. Hoey**	**B. Wright**

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING, JANUARY 3, 2024
7:00 p.m. – School #2 APR

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.

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

CLOSE PUBLIC COMMENT

ADJOURNMENT:

MOTION: _____ SECOND: _____ TO ADJOURN TIME: _____ P.M.