SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 14, 2023

MEETINGS:
6:00 p.m.- Budget, Finance & Facilities Meeting, School #2 Media Center
6:30 p.m. – Executive Session, Media Center
7:00 p.m.- Public Meeting, School #2 APR/Cafeteria

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION, SOUTHAMPTON, NJ 08088
"Building a Tradition of Excellence"

OUR MISSION
The Southampton Township School District shall empower our students with the life skills necessary to attain academic excellence while fostering social and emotional growth.

CALL TO ORDER:

ROLL CALL: BOARD OF EDUCATION MEMBERS:

Board of Education Member	Present	Absent
Jeffrey Hicks, *Vice President*		
Kit Applegate		
Sean Cassel		
Katie Topf		
Melissa Walker		
John McMichael		
Irving Bodine III		
Russell Hann		
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, 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 time change of tonight's meeting was transmitted to the Burlington County Times, Courier Post and the Township on October 11, 2023.

Notice that public session is being audio recorded
Please note that the **public session** of tonight's meeting is being audio recorded.

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 # 4, 8, 9, 11 & 12** as above indicated and the subject to be discussed is as follows:

Collective Bargaining Negotiations, Falling Within Attorney-Client Privilege/

Personnel Matters/Pending or Anticipated Litigation & Contract Negotiation

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 14, 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

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 14, 2023

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. 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, *Vice President*		
Kit Applegate		
Sean Cassel		
Katie Topf		
Melissa Walker		
John McMichael		
Irving Bodine III		
Russell Hann		
Betty Wright, *President*		

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: Respect

Kindergarten: River Schubert
Grade 1: Ethan Young
Grade 2: Abbey McCormick
Grade 3: Charlie Shestack
Grade 4: Victoria Vedder
Grade 5: Tiffany Hawk
Grade 6: Hollyn Zwghuizen
Grade 7: Kenny Gower
Grade 8: Max Bauer

EMPLOYEE RECOGNITION-November

- Mr. Joseph DePaulo-Fifth Grade Teacher
- Mrs. Jenny Morrow-Administrative Assistant

Introduction of Interim School #1 Principal, Mr. Daniel Gaffney

SOUTHAMPTON TOWNSHIP PTA

- Leon Carelli, President

SOUTHAMPTON TOWNSHIP EDUATION ASSOCIATION

- Patricia Carpenter, President

Board of Education/Superintendent Policy Review

BRIEF RECESS

STATEMENT TO THE PUBLIC

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

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

As a friendly reminder, public participation in Board of Education meetings is governed by District Policy 0167. During designated public comment periods members of the 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

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:

- Email from Steven Urgo
- Crisis Response Team Acknowledgement and Thank You from the Lumberton Township School District and Educational Services Unit for Allison Shaughnessy.

APPROVAL OF MINUTES: October 16, 2023 – Regular & Executive Meetings

MOTION: _____ SECOND: _____ to approve the meeting minutes from October 16, 2023 (as provided in the Board packet)
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**

APPROVAL OF MINUTES: October 30, 2023 Special & Executive Meetings

MOTION: _____ SECOND: _____ to approve the meeting minutes from October 30, 2023 (as provided in the Board packet)
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**

APPROVAL OF MINUTES: November 2, 2023 Special & Executive Meetings

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION AGENDA

November 14, 2023

MOTION: _____ SECOND: _____ to approve the meeting minutes from November 2, 2023 (as provided in the Board packet)

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:

November 7, 2023 candidates:

- **Russell R. Hann-2038 Votes**
- **Leon Carelli-1892 Votes**
- **Personal Choice-TBD**

**Election results as provided by the Burlington Board of Elections website. Winners will not be declared until the election certification date of November 22, 2023

POST-ELECTION REMINDERS:

- Criminal History Review for new BOE members required prior to service.
- Fingerprinting to be completed within 30 days of vote certification for new BOE members.

ACTION ITEMS:

1.1 It is recommended that the Board Approve transfers *Line items for the months of **October-November 2023**, as approved by the Superintendent.

1.2 Authorize the following payments *Payment of the **November 2023** bill list in the amount of $672,179.47.

1.3 Accept the ***Board Secretary's Report** for the month of **October 2023.**

1.4 Accept the **Treasurer's Report** for the month of **October 2023.**

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 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 6:A23-2.11(c)4, we certify that as of **October 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 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 **October 2023.**

1.8 Authorize Nutri-Serve Check Register dated from 08/13/2023 through 09/30/2023 in the amount of $27,776.91.

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

INFORMATION ITEMS:

Transfer of ESS Paraprofessional

- Transfer of ESS Para Professional to Kindergarten. Each Kindergarten class will now have an aide.

2023-2024 District Goals & Action Plan Progress Report

- District goals were approved at the October 16, 2023 meeting and action plans must be developed to address those goals.

ACTION ITEMS:

1.*Special Services Report
2.*Curriculum Director's Report
3.*Nurse's Report
4.*Fire & Security Drill Reports
5. *HIB/Suspension Reports
6.*Principals' Report
7.*Enrollment –

Total school enrollment as of November 7th (PS-8 Including Out of District Students) = 688

- Special Education = 179
    - Resident students in-district = 145
    - Resident students sent out of district =8
    - Speech and Language only =26

8.*Class Trips

- Philadelphia Zoo, 04/19/2024 (Rain date 04/22/2023) 1st Grade and Mrs. Cahill and Mrs. Rivera's classrooms), $1,545.00 for trip and $975.00 for transportation.

9.*Bus Evacuation Drills

MOTION: _____ SECOND: _____ to accept and approve (item #s 1-9) VOICE VOTE

10.* New Jersey Quality Single Accountability Continuum Components

10.1 *2023-2024 Comprehensive Maintenance Plan

10.2 *2023-2024 Annual Facilities and Health and Safety Evaluation of School Buildings.

MOTION: _____ SECOND: _____ to approve the 2023-2024 Comprehensive Maintenance Plan and Annual Facilities and Health and Safety Evaluation of School Buildings which are a required elements of the New Jersey QSAC District Performance Reviews (items #10.1-10.2) VOICE VOTE

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

11.Approval to provide 1:1 aide for out of district Student #162190 at BCSSSD.

MOTION: _____ SECOND: _____ to approve providing 1:1 aide for out of district Student #162190 at BCSSD (item #11) 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**

12. Approval for out-of-district placement

- **Approval for out of district placement for Student #161177 to attend Archway Lower Schools.**

MOTION: _____ SECOND: _____ to approve out of district placement for Student #161177 to attend Archway Lower Schools (item #12) 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**

COMMITTEE REPORTS

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

Administrative Facilitator: Interim Superintendent, M. Harris

* Personnel/Student Services Committee Meeting – 11-07-2023

1.1 Superintendent's Recommendation for Employment

- **Zachary Phillips**, Substitute Custodian, at $18.50 per hour as needed, effective date TBD and pending satisfactory completion of background check and all required documents.
- **Emma Jakubowksi**, Special Education Teacher, at Step 1, MA Column on the Schedule A-1 Salary Guide, Salary $58,306.00 prorated for the 2023-2024 School Year.

1.2 *Extended Sick Leave

- Permission to grant 65.50 days of extended sick leave to Employee #1233 in accordance with N.J.S.A. 18A:30-6 for use during a medical leave of absence.

1.3 *2023 Winter Schedule B Appointments and Winter Site Managers

- Approval for the attached staff members to fill Winter Schedule B Appointments and Winter Site Managers for the 2023-2024 School Year (Subject to the activities not being terminated due to any reason i.e. the Covid-19 pandemic).

1.4 Approval to Open a Fourth Section of Second Grade Due to Current Class Size

- Approval to open a fourth section of second grade due to current class size of 25 students in each of the class sections.
- Approximately 6 students from each existing section will be transferred into the new section
- Anticipated opening of the class will be in January following the Winter Break.

1.5 *Approval to contract with JostensPIX

- Approval to contract with JostenPIX for school photography services for the 2024-2025 school year.

1.6 *Approval to contract with Para-Plus Translations, Inc.

- Approval to contract with Para-Plus Translations, Inc. for interpretation services for parent meetings for the 2023-2024 school year.

1.7 *Resignation with Regret

- **Jane A. Hatley**- Effective 12-22-2023

1.8 Approve transfer of Administrative Assistant

- **Christine Milke** to be transferred from School 2/3 Administrative Assistant to Executive Administrative Assistant – Superintendent's Office. Transfer effective 01/02/2024 till the end of the 2023-2024 School Year.
- Pro-rated salary to be determined and submitted for BOE approval in December.

1.9 Advertisement for Open Positions

- ***Superintendent**: Approval to advertise for the new superintendent in the Philadelphia Inquirer, The Burlington County Times, on njschooljobs.com, Indeed.com, NJSBA, and NJASA with a closing date of January 2, 2024.
- **School #2/#3 Administrative Assistant** Approval to advertise for the position on njschooljobs.com, Indeed.com, and on the school district website with a closing date of December 1, 2023.

1.10 *Approval to contract with Elevate K-12 for virtual, advanced Spanish and middle school Spanish instruction for the 2023-2024 School Year for $40,070.00

MOTION: _____ SECOND: _____ to accept and approve (items #1.1-1.10) 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**

1.11 Approve Stipulation and Last Chance Agreement

- Employee #1119

MOTION: _____ SECOND: _____ to approve Stipulation and Last Chance Agreement for Employee #1119 (item#1.11) 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**

1.12 Approve withholding of the adjustment increment for Employee #1119 in accordance with N.J.S.A. 18A-29-14 for the 2024-2025 School Year.

MOTION: _____ SECOND: _____ to approve withholding of the adjustment increment for Employee #1119 in accordance with N.J.S.A. 18A-29-14 for the 2024-2025 School Year (item#1.12) 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. CURRICULUM/POLICY COMMITTEE (Chairperson: J. Hicks, K. Topf & K. Applegate)
Administrative Facilitator: Interim Superintendent, M. Harris

Curriculum/Policy Committee Meeting - Date TBD

INFORMATION ITEMS:

- **Committee Updates**
- **School Level Objectives Progress Report for School #1 will begin in December 2023.**

ACTION ITEMS:

2.1 *2023-2024 School Level Objectives Progress Report-Schools 2/3

MOTION: _____ SECOND: _____ to approve the 2023-2024 School Level Objectives Progress Reports for Schools 2/3 (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 revised policy:

2.2.1 P 0168 Recording Board Meetings (Revised)

MOTION: _____ SECOND: _____ to approve upon second reading and adoption of revised policy (item #2.2.1) 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. BUDGET/FINANCE/FACILITIES COMMITTEE (Chairperson: J. McMichael, M. Walker & I. Bodine**)** Administrative Facilitator – Business Administrator, C. DeJoseph
*Budget/Finance/Facilities Meeting – 11-14-2023

INFORMATIONAL ITEMS:

1. **The District's annual audit is expected to commence on November 27th**
2. **Purchase of new district truck**
3. **Parking lot paving**
4. **Fire pump quotes**

UNFINISHED BUSINESS:

NEW BUSINESS:

- BCIP JIF Dinner – Wednesday, November 29, 2023 @ 5:30 p.m. at The Mansion on Main Street in Voorhees
- BCSBA Dinner – Wednesday, December 6, 2023 @ the Pemberton Early Learning Center
- Township Liaison Report-Next Township meeting is 11/21/2023

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

November 1-17	Community Outreach Holiday Food Drive
November 13	Book Fair Ice Cream Social & Book Raffle 6-8 pm
November 15	Book Fair Family Bingo & Soft Pretzels 6-8 pm
November 13-17	Book Fair
November 20-21	Early Dismissal @1:04 p.m. for Students (Parent Conferences)
November 23-24	Thanksgiving Break
December 4	2-Hour Delay (Staff In-Service)
December 22	Winter Recess Begins (12:38 p.m.)
December 25-29	Winter Recess (Schools Closed)