

**SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING MINUTES
JANUARY 3, 2022**

Southampton Township Board of Education
"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.

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. Commemorating

ORGANIZATION MEETING CALL TO ORDER:

The Organization meeting of the Southampton Township Board of Education was called to order at 7:00 P.M. by Mrs. DeJoseph, Business Administrator/Board Secretary in the School #2 Cafeteria/APR

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 10, 2021, posted on the district website and the Southampton Township School District Facebook page.

ROLL CALL: BOARD OF EDUCATION MEMBERS:

Board of Education Member	Present	Absent
Sean Cassel	X	
Russel Hann	X	
Jeffrey Hicks	X	
Suzanne Phillips	X	

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John McMichael	X	
Amy Ushkowitz	X	
Betty Wright	X	

Others present:

Casey DeJoseph, Board Secretary

Asia Michael, Superintendent

Rob Muccilli, Board Solicitor

Katie Topf, New Board Member

Melissa Walker, New Board Member

Approximately 10 members of the public

FLAG SALUTE: Mrs. DeJoseph led the salute to the flag.

Board of Education Candidates official election poll results

Three Year Term (5 candidates for 3 positions)

November 2, 2021 official election results are as follows:

- Betty L. Wright – 2,130 votes (25.02%)
- Katie Topf – 1,910 votes (22.43%)
- Melissa Walker – 1,546 votes (18.19%)
- Louise Rickborn – 1,475 votes (17.32%)
- Irving Bodine – 1,393 votes (16.36%)
- Personal Choice – 58 votes (0.68%)

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

Mrs. DeJoseph, Board Secretary, administered the oath of office to Ms. Topf, Ms. Walker, and Ms. Wright, 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**.

Sean Cassel nominated Jeffrey Hicks for **President**

Katie Topf nominated Amy Ushkowitz for **President**

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

Mr. Hicks withdrew his candidacy 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	Vote For	Abstain
Sean Cassel	Amy Ushkowitz	
Russell Hann	Amy Ushkowitz	
John McMichael	Amy Ushkowitz	
Suzanne Phillips	Amy Ushkowitz	
Katie Topf	Amy Ushkowitz	
Melissa Walker	Amy Ushkowitz	
Betty Wright	Amy Ushkowitz	
Amy Ushkowitz	Jeffrey Hicks	
Jeffrey Hicks	Amy Ushkowitz	

Mrs. DeJoseph congratulated Ms. Ushkowitz on her election to the **Office of President**.

ELECTION OF VICE-PRESIDENT

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

Russell Hann nominated Betty Wright for **Vice President**

Melissa Walker nominated Russell Hann for **Vice President**

Jeffrey Hicks nominated Sean Cassel for **Vice President**

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

Dr. Cassel withdrew his nomination for Vice President.

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~ 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	Vote For	Abstain
Sean Cassel	Betty Wright	
Russell Hann	Betty Wright	
John McMichael	Betty Wright	
Suzanne Phillips	Russell Hann	
Katie Topf	Betty Wright	
Melissa Walker	Russell Hann	
Betty Wright	Betty Wright	
Amy Ushkowitz	Russell Hann	
Jeffrey Hicks		Abstain

Mrs. DeJoseph congratulated Ms. Wright on 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 Ushkowitz and Vice President Wright.

President Ushkowitz conducted the remainder of the meeting.

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

MOTION: S. Phillips SECOND: R. Hann

Mr. Hicks made a MOTION to move the Public Comment on Agenda Items section up following the acceptance of the agenda as published so members of the public have an opportunity to comment on the agenda prior action being taken **S. Phillips SECONDED** the motion. **MOTION CARRIED, ALL IN FAVOR 9-0**

MOTION TO ACCEPT AGENDA AS PUBLISHED WITH CHANGE NOTED ABOVE

MOTION CARRIED, ALL IN FAVOR 9-0

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PUBLIC COMMENT ON AGENDA ACTION ITEMS:

Members of the public are invited to submit comments during the public comment portion 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.

None.

MOTION TO DEFER APPOINTMENTS TO THE NEXT BOARD OF EDUCATION MEETING (JANUARY 24, 2022) MOTION: S. Phillips SECOND: R. Hann

MOTION TO AMEND MOTION WITH THE EXCEPTION OF THE CURRICULUM & POLICY COMMITTEE, TO ALLOW CURRENT SITTING COMMITTEE TO MEET AND COMPLETE BUSINESS PRIOR TO THE JANUARY 24, 2022 BOARD OF EDUCATION MEETING. MOTION: K. Topf SECOND: B. Wright MOTION CARRIED, ALL IN FAVOR 9-0

President Ushkowitz deferred appointments until the January 24th 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

COMMITTEES OF THE BOARD:

Budget / Finance / Facilities

Personnel / Student Services

Curriculum / Policy

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REAFFIRM APPOINTMENTS for 2021-2022 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: Asia Michael
- ATTENDANCE OFFICER: Casey Noble
- 504 OFFICER: Sarah Kilpatrick
- SUBSTANCE ABUSE COORDINATOR: Sarah Kilpatrick
- ASBESTOS MANAGEMENT: Kevin Greene
- PEOSHA OFFICER/COORDINATOR: Kevin Greene
- SAFETY & HEALTH DESIGNEES and Re-Adoption of Safety and Security Plan:
 - Health / Safety Designee: Casey DeJoseph
 - School Safety 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
 - ANTI-BULLYING SPECIALIST SCHOOL #1- #2 Danielle Madison
 - ANTI-BULLYING SPECIALIST SCHOOL #3: Sarah Kilpatrick
 - CHILD WELFARE LIAISON SCHOOL #1- #2: Danielle Madison
 - CHILD WELFARE LIAISON SCHOOL #3: Sarah Kilpatrick

**MOTION: S. Phillips SECOND: B. Wright to affirm above captioned appointments.
MOTION CARRIED, ALL IN FAVOR 9-0**

DESIGNATION AND SCHEDULE DATES OF MEETING NIGHTS – 3rd or 4th

Monday – Regular Meeting, executive session 7:30 p.m., regular session 8:00 p.m.,
APR/Cafeteria, School #2, 100 Miss Mabel Drive, Southampton, NJ 08088, unless
otherwise noted:

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Monday, January 24, 2022	
Monday, February 14, 2022	
Monday, March 14, 2022	
Monday, April 25, 2022	
Monday, May 23, 2022	
Monday, June 6, 2022	7:00 PM Superintendent Evaluation Betty L. Wright Administration Building
Monday, June 27, 2022	
Monday, August 22, 2022	
Monday, September 26, 2022	
Monday, October 24, 2022	(NJSBA Convention TBD)
Monday, November 14, 2022	Thanksgiving 11-24
Monday, December 12, 2022	
Tuesday, January 3, 2023	Organization Meeting, 7:00 PM.

School #2 Cafeteria/APR
100 Miss Mabel Drive Southampton, NJ 08088

MOTION: J. McMichael SECOND: S. Phillips to affirm above captioned schedule of meetings for 2022. ROLL CALL/VOTE

Board of Education Member	YAY	NAY	ABSTAIN
Sean Cassel	X		
Russell Hann	X		
John McMichael	X		
Suzanne Phillips	X		
Katie Topf	X		
Melissa Walker	X		
Betty Wright	X		
Amy Ushkowitz	X		
Jeffrey Hicks	X		

MOTION CARRIED, ALL IN FAVOR 9-0

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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:

- 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 school.
- 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: S. Phillips SECOND: S. Cassel to reaffirm the above captioned NJSBA code of ethics for school board members. ROLL CALL/VOTE

Board of Education Member	YAY	NAY	ABSTAIN
Sean Cassel	X		
Russell Hann	X		
John McMichael	X		
Suzanne Phillips	X		

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Katie Topf	X		
Melissa Walker	X		
Betty Wright	X		
Amy Ushkowitz	X		
Jeffrey Hicks	X		

MOTION CARRIED, ALL IN FAVOR 9-0

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/>

***Reaffirm Board of Education Charter of Acceptable Norms**

MOTION: S. Cassel SECOND: J. McMichael to reaffirm the above captioned Board of Education Charter of Acceptable Norms. MOTION CARRIED, ALL IN FAVOR 9-0

***Reaffirm Board ~ Superintendent Communications**

MOTION: J. Hicks SECOND: S. Cassel to reaffirm the above captioned Board ~ Superintendent Communications MOTION CARRIED, ALL IN FAVOR 9-0

***Reaffirm Board Attendance Policy #0145.1**

MOTION: S. Phillips SECOND: R. Hann to reaffirm Board Attendance Policy #0145.1 ROLL CALL/VOTE

Board of Education Member	YAY	NAY	ABSTAIN
Sean Cassel	X		
Russell Hann	X		
John McMichael	X		
Suzanne Phillips	X		
Katie Topf	X		
Melissa Walker	X		
Betty Wright	X		

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Amy Ushkowitz	X		
Jeffrey Hicks	X		

MOTION CARRIED, ALL IN FAVOR 9-0

ACTION ITEMS:

1. Superintendent's Recommendation for Employment:

1.1.1 Nicole Pollack, 3rd Grade Teacher, BA +15, Step 3, \$56,460 prorated, effective 02/03/2022

MOTION: S. Phillips SECOND: J. McMichael to approve Superintendent's Recommendation for Employment (item #1.1.1 as listed) ROLL CALL/VOTE

Board of Education Member	YAY	NAY	ABSTAIN
Sean Cassel	X		
Russell Hann	X		
John McMichael	X		
Suzanne Phillips	X		
Katie Topf	X		
Melissa Walker	X		
Betty Wright	X		
Amy Ushkowitz	X		
Jeffrey Hicks	X		

MOTION CARRIED, ALL IN FAVOR 9-0

ANNUAL BOARD OF EDUCATION TRAINING - Code of Ethics, Jesse Adams, NJSBA Representative (School #3 Media Center)

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

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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.

None.

MOTION: S. Phillips SECOND: B. Wright TO ADD NEW & OLD BUSINESS TO THE AGENDA. MOTION CARRIED, ALL IN FAVOR 9-0

NEW BUSINESS:

- Ms. Phillips thanked Jeffrey Hicks for his service as President to the Board of Education. She appreciated his leadership, guidance, and knowledge.
- Ms. Wright seconded Ms. Phillips sentiments.
- Mrs. Ushkowitz thanked everyone for their service to their committees over the past year. She also thanked Mr. Hicks for his service and appreciated him. She asked the Board to send their committee and seating preferences to her by Wednesday, January 5, 2022.

OLD BUSINESS:

None.

ADJOURNMENT:

**MOTION: S. Phillips SECOND: J. McMichael TO ADJOURN TIME: 9:01 P.M.
MOTION CARRIED, ALL IN FAVOR 8-0**