

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION MINUTES

December 19, 2023



MEETINGS:

6:00 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 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: 6:00 p.m.

ROLL CALL: BOARD OF EDUCATION MEMBERS:

Board of Education Member	Present	Absent
Jeffrey Hicks, <i>Vice President</i>	X	
Kit Applegate	X	
Sean Cassel	X	
Katie Topf	X	
Melissa Walker		6:01 p.m.
John McMichael		Excused
Irving Bodine III	X	
Russell Hann	X	
Betty Wright, <i>President</i>	X	

Others present: S. Dev, M. Harris, C. DeJoseph

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 Southamptton 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.

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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 # 3, 4, 8, 9, 11 & 12** as above indicated and the subject to be discussed is as follows:

Unwarranted Invasion of Individual Privacy, 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, December 19, 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: 6:01 p.m. MOTION: S. Cassel SECOND: J. Hicks VOICE VOTE; MOTION CARRIED, 7-0

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MOTION BY THE BOARD OF EDUCATION TO CLOSE EXECUTIVE SESSION

TIME: 6:58 p.m. MOTION: J. Hicks SECOND: S. Cassel VOICE VOTE; MOTION CARRIED, 9-0

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: 7:00 p.m.

ROLL CALL:

Board of Education Member	Present	Absent
Jeffrey Hicks, <i>Vice President</i>	X	
Kit Applegate	X	
Sean Cassel	X	
Katie Topf	X	
Melissa Walker	X	
John McMichael	X	
Irving Bodine III	X	
Russell Hann	X	
Betty Wright, <i>President</i>	X	

Others present: S. Dev, M. Harris, C. DeJoseph

SALUTE TO THE FLAG

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

MOTION: S. Cassel SECOND: J. McMichael to accept the agenda as published

MOTION: K. Applegate SECOND: K. Topf to postpone item #12 (page #9) until the January regular BOE meeting. VOICE VOTE; MOTION CARRIED, 9-0

MOTION: S. Cassel SECOND: J. McMichael to accept the agenda as amended VOICE VOTE; MOTION CARRIED, 8 YES – 1 NO (S. Cassel)

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STUDENT RECOGNITION: Gratitude

Kindergarten: Finlay O'Neal

Grade 1: Alexander Coyle

Grade 2: Axel Bisignano

Grade 3: Adyson Ausloos

Grade 4: Natalie Topf

Grade 5: Jayden Kessler

Grade 6: Gracie Sheets

Grade 7: Brandon Archibald

Grade 8: Maddie Xenakis

EMPLOYEE RECOGNITION-November

- **Ms. Kelly Henderson**, Instrumental Music Teacher Schools 2/3
- **Mrs. Jacalyn Ruhland**, Kindergarten Teacher

BOARD OF EDUCATION SERVICE RECOGNITION

- Dr. Sean Cassel
- Mr. John McMichael

1. Interim Superintendent's Recommendation for Employment

- **Bruce Stranahan**, Supervisor of Buildings and Grounds, Salary \$85,000.00 pro-rated for the 2023-2024 school year, effective date TBD and pending satisfactory completion of background check and all required documents.
- **Elizabeth Roy**, Special Education Teacher, at Step 8, MA Column on the Schedule A-1 Salary Guide, Salary \$63,306.00 prorated for the 2023-2024 school year, effective date TBD and pending satisfactory completion of background check and all required documents.
- **Harold L. Bauer**, Substitute Custodian, at \$18.50 per hour as needed, effective date TBD and pending satisfactory completion of background check and all required documents.
- **Corie Mazuerk**, School #2/#3 Administrative Assistant, salary of \$42,000 pro-rated for the 2023-2024 school year, effective date TBD and pending satisfactory completion of background check and all required documents.

MOTION: J. Hicks SECOND: I. Bodine to accept and approve interim superintendent's recommendation for employment (item #1) ROLL CALL VOTE

J. Hicks, Vice President - YES

K. Topf - YES

I. Bodine III -YES

K. Applegate – ABSTAIN (Bauer)/YES

M. Walker - YES

R. Hann - YES

S. Cassel – YES

J. McMichael - YES

B. Wright, President - YES

INTRODUCTION OF NEW STAFF

- *Victoria Bowman*
- *Emma Jakubowski*
- *Corie Mazuerk*

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- *Karly Rabinowitz*
- *Elizabeth Roy*
- *Bruce Stranahan*

SOUTHAMPTON TOWNSHIP PTA

- Leon Carelli, President

SOUTHAMPTON TOWNSHIP EDUCATION ASSOCIATION

- Patricia Carpenter, President

***Board of Education/Superintendent Policy Review**

BRIEF RECESS (7:29 p.m. – 7:37 p.m.)

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 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.

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

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- 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.

None.

CLOSE PUBLIC COMMENT

CORRESPONDENCE: None

APPROVAL OF MINUTES: November 14, 2023 Regular & Executive Meetings

MOTION: J. Hicks SECOND: K. Applegate to approve the meeting minutes from November 14, 2023 (as provided in the Board packet)

ROLL CALL VOTE

J. Hicks, Vice President - YES

K. Topf - YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President - YES

MOTION CARRIES 9-0

APPROVAL OF MINUTES: November 28, 2023 Special & Executive Meetings

MOTION: J. Hicks SECOND: K. Applegate to approve the meeting minutes from November 28, 2023 (w/correction that Bodine was present)

ROLL CALL VOTE

J. Hicks, Vice President - Abstain

K. Topf - YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President - YES

MOTION CARRIES 8 YES – 0 No – 1 ABSTAIN

REPORT OF THE BOARD SECRETARY

INFORMATION ITEMS:

- ***Annual Board Member Attendance Report**
- **November 7, 2023 candidates:**
 - **Russell R. Hann-2038 Votes**
 - **Leon Carelli-1892 Votes**
 - **Janine Hoey-120 Votes**

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

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ACTION ITEMS:

- 1.1 It is recommended that the Board Approve transfers *Line items for the months of **November 2023-December 2023**, as approved by the Superintendent.
- 1.2 Authorize the following payments *Payment of the **December 2023** bill list in the amount of \$659,776.30.
- 1.3 Accept the ***Board Secretary's Report** for the month of **November 2023**.
- 1.4 Accept the **Treasurer's Report** for the month of **November 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 **November 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 **November 2023**.
- 1.8 Authorize Nutri-Serve Check Register in the amount of \$21,255.65.

MOTION: S. Cassel SECOND: J. Hicks to approve Board Secretary Report (items # 1.1- 1.8 as listed) ROLL CALL VOTE

J. Hicks, Vice President – YES*

K. Topf – YES**

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President – YES***

MOTION CARRIES 9-0 (*J. Hicks recused item #1.2 check #4070; K.Topf recused item #1.2, check #4010; B. Wright recused item #1.2, check #3976*)

REPORT OF THE SUPERINTENDENT:

INFORMATION ITEMS:

- ***PTA Community Outreach Gift Card Drive from December 1st to December 15th**
Collection of gift cards for the annual Holiday Gift Program. Southamptown families and staff donating gift cards to support Southamptown families in need.
- ***Gift Card Donation**
Six gift cards @ \$25.00 from the Central Lodge No. 44, Free & Accepted Masons of Vincentown, NJ
- ***Presentation on 2022-2023 School Self-Assessment and Statement of Assurance for Determining HIB Grades – Casey Noble**

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- **ARP–ESSER Grant**
 - **STEMgineers for Grade 5:** 2 four week sessions will begin 1-18-24 to 2-8-24 and 2-22-24 to 3-21-24
 - **STEMSprouts for Kindergarten:** 2 four week sessions will begin 1-22-24 to 2-12-24 and 2-26-24 to 3-18-24
- **Jostens PIX** School Photo Provider Update

ACTION ITEMS:

1. Harassment, Intimidation and Bullying (HIB) Report

1.1 Incident Number SS312052023 Unfounded

MOTION: J. Hicks SECOND: K. Applegate to acknowledge receipt of Interim Superintendent's Report regarding HIB incidents (item #1.1) ROLL CALL VOTE

J. Hicks, Vice President – YES

K. Topf – YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - ABSTAIN

B. Wright, President – YES

MOTION CARRIES 8 YES – 0 NO – 1 ABSTAIN

2.* Submission to NJDOE of 2022-2023 School Self-Assessment and Statement of Assurance for Determining HIB Grades in accordance with the Anti-Bullying Bill of Right Act and School Grade Report

MOTION: J. Hicks SECOND: K. Applegate to accept and approve submission to NJDOE of 2022-2023 School Self-Assessment and Statement of Assurance for Determining HIB Grades in accordance with the Anti-Bullying Bill of Right Act and School Grade Report (item #2) VOICE VOTE; MOTION CARRIED 9-0

3.*Special Services Report

4.*Curriculum Director's Report

5.*Nurse's Report

6.*Fire & Security Drill Reports

7.*HIB/Suspension Reports

8.*Principals' Report

9.*Enrollment –

Total school enrollment as of December 6th (PS-8 Including Out of District Students) = 687

- Special Education = 180
 - Resident students in-district = 145
 - Resident students sent out of district =9
 - Speech and Language only =26

10.*Class Trips

- **Kimmel Center**, 03/27/2024, Drama Club (Grades 5-8) 70 Students and 5 adults. Admission fees and transportation paid with Drama Club monies.

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- **TCNJ**, 01/10/2024, Snow Date 01/11/2024, Student Council (Grades 6-8) 34 Students and 3 adults. Admission Fees paid by students, \$96.00 for adults and \$450.00 transportation.
- **Junior Achievement of NJ, 360 Pear Blossom Drive Edison, NJ**, 03/26/2024, Grade 7, 79 Students, 8 adults, No charge for admission, \$900.00 transportation.
- **Junior Achievement of NJ, 360 Pear Blossom Drive Edison, NJ**, 03/06/2024, Grade 6, 84 Students, 7 adults, No charge for admission, \$900.00 transportation.

MOTION: S. Cassel SECOND: J. Hicks to accept and approve (item #s 3-10) VOICE VOTE; MOTION CARRIED, 9-0

11.*Approve revisions to Southampton Township School District 2023-2024 Calendar

MOTION: K. Topf SECOND: J. McMichael to approve revisions to the Southampton Township School District 2023-2024 Calendar (item #11) ROLL CALL VOTE

J. Hicks, Vice President – YES

K. Topf – YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President – YES

MOTION CARRIES 9-0

12.*Renewal of memorandum of understanding with Character Strong for \$3,774.60 via the Title IV grant for the years 2023-2026.

Postponed until January BOE meeting

COMMITTEE REPORTS

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

Administrative Facilitator: Interim Superintendent, M. Harris

* Personnel/Student Services Committee Meeting – 12-11-2023

1.1 Mentoring

- **Victoria Bowman** to be mentored in accordance with state regulations under the provisional license program for the remainder of her provisional license program by Jonathan Capocci
- **Emma Jakubowski** to be mentored in accordance with state regulations under the provisional license program for 30 weeks by Julia Levinson
- **Karly Rabinowitz** to be mentored in accordance with state regulations under the provisional license program for the remainder of her provisional license program by Lisa Palmer

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1.2 *Retirement with Regret

- **Susan McNally** as of 06/30/2024
- **Michael Weller** as of 06/30/2024
- **Lisa Smith** as of 04/01/2024

1.3 *Leave of Absence

- Employee #1261, FMLA from 12-29-2023 to TBD.
- Employee #15354, FMLA/NJFLA from 05-01-2024 to TBD.
- Employee #15408, from 01-02-2024 to TBD.

1.4 *Workshops

- **Maureen Walsh**, *Trauma Informed IEPs and FBAs* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on January 4, 2024, No-Charge.
- **Jenna Montrose, Alyssa Bruhnsen and Lydia Bauer** to attend *Literacy Interventions: Tools for Your Toolbox* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on January 9, 2024, No-Charge.
- **Jennifer Horner**, to attend *De-Escalation and Safe Travels in the Community* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on January 24, 2024, No-Charge.
- **Stefani Hannah** to virtually attend *Designing Custom Learning Opportunities to Support Student Career Clusters* at BCSSS, Westampton, NJ from 3:00 PM- 5:00 PM on January 25, 2024. No-Charge.
- **Jenna Montrose, Bridget O'Neill and Kelly Spicer** to attend *Classroom Engagement* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on January 30, 2024. No-Charge.
- **Jennifer Horner** to attend *Breaking Barriers and Bias* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on February 8, 2024. No-Charge
- **Erika Raditz** to virtually attend *Practical Strategies for Improving the Effectiveness, Efficiency and Impact of your School-Based Occupational Therapist*, Sponsored by the Bureau of Education and Research from 9:00 AM- 3:00 PM on February 16, 2024. Cost \$279
- **Jennifer Horner** to attend *Leveraging UDL for Every Learner* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on February 22, 2024. No-Charge
- **Margo Dippner and Maureen Walsh** to attend *ABA 101* at BCSSS, Westampton, NJ from 9:00 AM- 3:00 PM on February 28, 2024. No-Charge.
- **Maureen Walsh, Barbara Fletcher, Anthony Jones and Alyssa Gentile** to attend NJAPSA Presentation entitled *Updates in Assessment and Identification of Specific Learning Disability* to be held in Monroe, NJ on January 19, 2024 from 9:00 a.m. to 3:00 p.m. Total fee will be \$596.00.

1.5 ASSIGNMENTS FOR ARP/ESSER GRANT FUNDED STEMgineers for Grade 5 and Grade K for STEMsprouts

- **Denise Sunbury** for 25 hours at the Schedule C: instructional salary of \$41.00 per hour.

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MOTION: R. Hann SECOND: S. Cassel to accept and approve (item #s 1.1-1.5)
ROLL CALL VOTE

J. Hicks, Vice President – YES*

K. Topf – YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President – YES

MOTION CARRIES 9-0 (*J. Hicks recused item #1.4, bullets 3,6,8*)

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

Administrative Facilitator: Interim Superintendent, M. Harris

Curriculum/Policy Committee Meeting – No meeting scheduled

INFORMATION ITEMS:

- **Committee Updates**

ACTION ITEMS:

2.1 *2023-2024 School Level Objectives Progress Reports

MOTION: J. Hicks SECOND: R. Hann to approve the 2023-2024 School Level Objectives Progress Reports (item #2.1) ROLL CALL VOTE

J. Hicks, Vice President – YES

K. Topf – YES

I. Bodine III - YES

K. Applegate - YES

M. Walker - YES

R. Hann - YES

S. Cassel - YES

J. McMichael - YES

B. Wright, President – YES

MOTION CARRIES 9-0

3. BUDGET/FINANCE/FACILITIES COMMITTEE (Chairperson: J. McMichael,

M. Walker & I. Bodine) Administrative Facilitator – Business Administrator, C. DeJoseph

*Budget/Finance/Facilities Meeting – 12-18-2023 via Zoom

INFORMATIONAL ITEMS:

- **Purchase of new district truck**
- **Parking lot paving**
- **Fire pump quotes**
- **2024-2025 Budget Preparations are in the beginning stages**

3.1 Renew Contract with Eastern Armored Services, Inc., effective January 1, 2024 for 12 months at no cost.

MOTION: J. McMichael SECOND: I. Bodine to approve (item# 3.1) ROLL CALL VOTE

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J. Hicks, Vice President – YES

K. Applegate - YES

S. Cassel - YES

MOTION CARRIES 9-0

K. Topf – YES

M. Walker - YES

J. McMichael - YES

I. Bodine III - YES

R. Hann - YES

B. Wright, President – YES

3.2 *Approve CME Associates to draft specs and create proposal for the repaving of School 2/3 parking lot.

MOTION: J. McMichael SECOND: I. Bodine to approve (item# 3.2) ROLL CALL VOTE

J. Hicks, Vice President – YES

K. Applegate - YES

S. Cassel - YES

MOTION CARRIES 9-0

K. Topf – YES

M. Walker - YES

J. McMichael - YES

I. Bodine III - YES

R. Hann - YES

B. Wright, President – YES

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Township Liaison Report-Regular Township meeting scheduled for 12/19/2023. Next Township meeting is reorganization meeting on 01/02/2024.
- BCSBA Revised Meeting Date is Thursday, 01/25/2024. Meeting is all virtual.
- BCSBA Report from 12/06/2023 Meeting*
- NJSBA Delegate Assembly Report from 12/02/2023 Meeting*

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.

N. Urso, Southampton, commented that she was glad to hear about suicide prevention and stated the district should revisit the transgender policy. Commented on a problem she had with the holiday shop.

CLOSE PUBLIC COMMENT

MOTION: J. McMichael SECOND: S. Cassel TO ADJOURN TIME: 8:43 p.m.

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DATES TO REMEMBER

December 22	Winter Recess Begins (12:38 p.m.) and Holiday Parties
December 25-29	Winter Recess (Schools Closed)
January 2	Winter Recess Ends (Schools Open)
January 3	Reorganization Meeting, 7:00 p.m.
January 15	Dr. Martin Luther King Day (Schools Closed)
January 29	2 Hour Delay (Staff In-Service)