

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
August 25, 2020

The Regular Meeting of the Eastampton Township Board of Education was called to order at 6:00pm by Glenn Forney, President.

FLAG SALUTE

PUBLIC ANNOUNCEMENT: In compliance with the Open Public Meeting Law, adequate public notice of this meeting has been given by the Business Administrator in the following manner:

- A. Posted written notice on the official bulletin board at the Eastampton Community School on January 12, 2020.
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on January 12, 2020.
- C. Filed written notice with the Clerk of Eastampton Township on January 8, 2020.
- D. Posted official notice on the district's website.
- E. Mailed written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charges fixed for such service.

Due to the declared a state of emergency that requires school buildings and offices to be closed, the Board of Education shall conduct its meeting scheduled for August 25, 2020 via conference call. Members of the public desiring to listen to and participate in the Board of Education meeting will be able to access the conference call by following the directions below:

DIRECTIONS:

1- 575-342-1954 PIN: 736336215

ROLL CALL:

Glenn Forney, President - present
 Susan Taylor, Vice President - present
 Brian Curtis - present
 Len DiGiacomo - present
 Kerry Douglas -present
 Deanna McGinnis - present
 Eve Waite - present

Ambrose F. Duckett, III, Superintendent of Schools
 Marian Smith, Business Administrator/Board Secretary

FIRE EXITS

PUBLIC PARTICIPATION (AGENDA ITEMS ONLY)

Several staff member questioned the expectations of teachers returning to work. Mr. Forney indicated that since this subject was not an agenda item, that those comments should be held until the second public participation.

APPROVAL OF MINUTES: (20-21-01)

On a motion by Glenn Forney, seconded by Susan Taylor, the following minutes were approved. Roll call vote:

Glenn Forney – yes
 Susan Taylor – yes
 Brian Curtis – yes
 Len DiGiacomo – yes
 Kerry Douglas – yes
 Deanna McGinnis – abstain to 6/16/20 & 8/18/20; yes to 7/28/20
 Eve Waite – yes

Motion carried.

June 16, 2020 (Regular Session)

July 28, 2020 (Regular Session)

August 18, 2020 (Executive Session and Regular Session)

SUPERINTENDENT’S REPORT: (Ambrose F. Duckett, III, Superintendent/Principal)

A. Information Item(s):

- 1) School Calendar change (20-21-02)
- 2) Board Goals 2020-2021 (20-21-03)

B. Action Item(s):

On a motion by Glenn Forney, seconded by Brian Curtis, the following action item was approved. Roll call vote: Unanimous. Motion carried.

C.

- 1) Recommend the Board approve the Board Goals for 2020-2021, as presented.
- 2) Recommend the Board approve the school calendar change as presented.

1. PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

On a motion by Susan Taylor, seconded by Len DiGiacomo, the following action item was approved. Roll call vote: Unanimous. Motion carried.

Susan Taylor – yes
 Len DiGiacomo – yes
 Brian Curtis – yes
 Kerry Douglas – abstain to 4; yes to remainder
 Deanna McGinnis – yes
 Eve Waite – abstain to 4 & 9; yes to remainder
 Glenn Forney – yes

Motion carried.

- 1) Recommend the Board approve the resignation of Mark Genther, custodian, effective August 14, 2020.

- 2) Recommend the Board approve a ten-month contract of employment for SY 2020-2021 with Melanie Southard as elementary teacher, MA/Step 2 – \$56,799.00, effective September 1, 2020, pending completion of paperwork.
- 3) Recommend the Board accept the retirement of Marian Smith, Business Administrator/Board Secretary, effective September 1, 2020.
- 4) Recommend the Board approve an employment contract with Patricia Austin as Interim Business Administrator/Board Secretary from September 1, 2020 to June 30, 2021 as approved by the Burlington County Office of Education. Ms. Austin will be retained to help transition in the Board office during the month of August.
- 5) Recommend the Board approve the amended request for an unpaid medical leave of absence for Karen Smith, custodian, from June 12, 2020 with return date of September 4, 2020, instead of July 24, 2020. FMLA will run concurrent with the absence.
- 6) Recommend the Board accept the retirement of Debra Calvert, Special Education teacher, effective September 1, 2020.
- 7) Recommend the Board approve the request for a medical leave of absence for Caren Spatzier from September 1, 2020 to December 31, 2020. FMLA will run currently until December 1, 2020. Sick days will be used concurrently with this leave. Mrs. Spatzier will retire on January 1, 2020.
- 8) Recommend the Board approve a request for medical leave for Joanne May effective September 21, 2020 to approximately October 7, 2020. FMLA and sick leave will run concurrently for this time.
- 9) Recommend the Board approve the list of District Substitutes for the 2020-2021 school year. **(20-21-04)**

FINANCE: (Kerry Douglas, Chairperson)

A. Information Items:

- 1) District Audit

B. Action Items:

On a motion by Kerry Douglas, seconded by Glenn Forney, the following action items were approved. Roll call vote: Unanimous. Motion carried.

- 1) Recommend the Board approve the following payrolls:
 - a. July 15, 2020 – \$49,904.39
 - b. July 31, 2020 – \$48,514.16
 - c. August 15, 2020 – \$52,133.44
 - d. August 31, 2020 -\$ 44,798.10
- 2) Recommend the Board approve the following invoices for payment: **(20-21-05)**

Regular Bills:

June Bill List #2 – \$323,997.26

June Bill List #3- \$286,483.10

July Bills - \$280,314.16

August Bills - \$295,097.93

- 3) Recommend the Board approve Line Item Transfers dated June 30, 2020 and July 31, 2020. (20-21-06)
- 4) Recommend the Board approve the Treasurer's Report dated June 30, 2020 and July 31, 2020. (20-21-07)
- 5) Recommend the Board approve the Board Secretary's Report dated June 30, 2020 and July 31, 2020. (20-21-08)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of June 30, 2020 and July 31, 2020 after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(c)3* and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year. It is also certified that the Board Secretary's report matches the Treasurer's Report. *Citations are subject to change due to periodic amendments, new rules, repeals. Figures subject to final audit.

Pursuant to N.J.A.C. 6A:23-2.12(c)8*, I certify that as of June 30, 2020 and July 31, 2020 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1. *Citations are subject to change due to periodic amendments, new rules, and repeals. Figures subject to final audit.

- 7) Recommend the Board approve the following resolution (2020-08-01)

Whereas 18A:18A-2 provides that a "Purchasing Agent" for a school district means the secretary, business administrator or the business manager of the board of education duly assigned the authority, responsibility and accountability for the purchasing of goods or services on behalf of the board of education and, Whereas, the Eastampton Township Board of Education desires to establish a bid threshold for the procurement of goods and services at \$44,000 and to appoint a qualified purchasing agent pursuant to 18A:18A-3, and

Whereas 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (\$44,000 for purchasing agents holding valid QPA certification), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

Whereas 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$6,600 when the threshold is \$44,000) may be awarded by a qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution, and

Whereas, Patricia Austin, Interim Business Administrator/Board Secretary, has applied to the Department of Community Affairs, Division of Local Government Services for a Qualified Purchasing Agent Certification, and

Whereas, Patricia Austin, Interim Business Administrator/Board Secretary, has been awarded a valid QPA Certificate by the Department of Community Affairs effective January 7, 2003,

Now Therefore Be It Resolved, that the Eastampton Township Board of Education hereby establishes a bid threshold of \$44,000 for the procurement of goods and services and appoints Patricia Austin, Interim Business Administrator/Board Secretary, as its duly authorized Qualified Purchasing Agent for the Eastampton Board of Education in the County of Burlington, and

Be It Further Resolved, that Patricia Austin, Interim Business Administrator/Board Secretary, is hereby authorized to award contracts on behalf of the Eastampton Township Board of Education that are in the aggregate less than 15% of the Bid threshold (\$6,600) without soliciting competitive quotations, and

Be It Further Resolved that Patricia Austin, Interim Business Administrator/Board Secretary, is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold (\$6,600) but less than the bid threshold (\$44,000).

- 8) Recommend the Board approve the attached Cafeteria expenses. **(20-21-09)**
- 9) Recommend the Board approve the following designations for the 2020-2021 school year beginning September 1, 2020 through June 30, 2020:

Personnel:

Patricia Austin as Interim Board Secretary, Public Agency Compliance Officer, Custodian of Records, Workers Compensation Coordinator

Finance:

- a) Ambrose F. Duckett, III/Patricia Austin (alternate) as district representatives with authorization to file applications and accept grants for Federal and State funds on behalf of the Board
- b) Interim Business Administrator/Board Secretary to invest Board of Education funds
- c) Signatures on the district's bank accounts at Investor's Bank and authorize the use of facsimile signatures:
 - Agency: Treasurer and Interim Business Administrator
 - Cafeteria: Treasurer and Interim Business Administrator
 - Custodial: Interim Business Administrator or Superintendent AND Treasurer AND Board President
 - Payroll: Interim Business Administrator and Treasurer
 - Student Activity: Interim Business Administrator or Superintendent AND Board President
 - Flex: Interim Business Administrator and Treasurer
 - DCRP: Interim Business Administrator and Treasurer
 - 403 B Plan Connect – Interim Business Administrator and Treasurer
- d) Authorize Interim Business Administrator to advertise for bids and /or RFPs as required
- e) Authorize Interim Business Administrator to conduct the sale and/or disposal of surplus furniture and equipment if needed in accordance with Board policy
- f) Designate the addition of Valic Financial (AIG) to the existing group of companies offering Tax Sheltered Plans 403(b) and 457(b) in the district

- 10) Recommend the Board approve the following 2020-2021 Out-of-District placements:

Placement	Student(s)	Tuition per Student
BCSSSD	MA	\$44,550
	MM	\$22,275 + 1:1 Nurse
	NA, ET,JW	\$50,737 ea.
	ES	\$42,074
Westampton Board of Education	NQ, RU	\$21,000 ea.

	IL, FS, SS, WC, OP	\$10,500 ea.
Garfield Park	CR	\$ 57,934.80
YALE North	AT	\$60,240.60
Kingsway Learning Center	CZ	\$61,420.32+ 1:1 aide - \$35,700

- 11) Recommend the Board approve the following purchases with Non Public Funding for Timothy Christian Academy:

Textbook - \$5,620 – K-8 math, science and history books from Bob Jones University Press.

- 12) Recommend the Board approve the online submission of the Digital Divide Grant in the amount of \$15,754. This grant's deadline was August 4, 2020.
- 13) Recommend the Board approve the online submission of the Alyssa's Law Grant in the amount of \$31,708 when it is released.
- 14) Recommend the Board approve the online submission of the FEMA COVID Grant. Grant is currently ongoing with no deadline.
- 15) Recommend the Board approve the attached resolution authorizing the preparation and distribution of offering documents in connection with the sale of the school district's school refunding bonds; authorizing the issuance, sale, and award of said refunding bonds/ making certain determinations and covenants in connection herewith; and authorizing certain actions related thereto. **(20-21-10)**

POLICY: (Len DiGiacomo, Chairperson)

A. Action Items:

On a motion by Len DiGiacomo, seconded by Susan Taylor, the following action items were approved. Roll call vote: Unanimous. Motion carried.

- 1) Recommend the Board approve the second reading and adoption of the following policy/regulation guide Alert 219 **(sent in separate email)**:

P 1581 Domestic Violence (M) (Revised)
R 1581 Domestic Violence (M) (New)
P 2422 Health and Physical Education (M) (Revised)
P & R 5330 Administration of Medication (M) (Revised)
P 7243 Supervision of Construction (M) (Revised)
P 8210 School Year (Revised)
P 8220 School Day (M) (Revised)
R 8220 School Closings (Revised)
P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)

- 2) Recommend the Board approve the first reading of the following policy/regulation guide Alert 220 **(sent in separate email)**:

P 1649 Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
P 2270 Religion in Schools (Revised)
P 2622 Student Assessment (M) (Revised)
P & R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
P & R 5200 Attendance (M) (Revised)

P & R 5320 Immunization (Revised)
 P 5610 Suspension (M) (Revised)
 R 5610 Suspension Procedures (M) (Revised)
 P 5620 Expulsion (M) (Revised)
 P & R 8320 Personnel Records (M) (Revised)
 P 1648 Restart and Recovery Plan (M) New
 P 1648.02 Remote Learning Options for Families (M) New

CURRICULUM (Deanna McGinnis, Chairperson)

A. Action Items:

On a motion by Deanna McGinnis, seconded by Glenn Forney, the following action items were approved. Roll call vote: Unanimous. Motion carried.

- 1) Recommend the Board approve the Eastampton District Professional Development Plan (PDP) Statement of Assurance which is on file.
- 2) Recommend the Board approve the District's Danielson Evaluation Model.
- 3) Recommend the Board approve the 2020-2021 curriculum (available for review at www.etsdnj.us), as well as textbooks, and substance abuse prevention program, currently in use.

PUBLIC PARTICIPATION:

-Mr. Graham asked for an update on the status of the SRO agreement with the township.

-Several staff members made statements indicating their reluctance to return to the building assuming that teaching staff members would be required to teach from their classrooms. Mr. Duckett indicated that the return to work plan for teachers is still being developed. Mr. Forney and Mrs. Taylor restated the board's position to make sure that all decisions are based on safety first for both students and staff.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:18 p.m. on a motion by Glenn Forney, seconded by Eve Waite. All in favor.

Respectfully submitted,

Marian F. Smith
 Business Administrator/Board Secretary