

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, April 28, 2020

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:00p.m. 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 April 28, 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:

Dial in number: 929-900-1786
Meeting ID – 534 527 143#

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

BUDGET PUBLIC HEARING:

- A. **Information Item:** Budget Hearing – [Slide show presentation is available on our website](#)

B. Action Item: (Kerry Douglas, Chairperson)

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

- 1) Recommend the Board adopt the 2020-2021 school district budget as approved by the Executive County Superintendent of Schools:

BE IT RESOLVED that the tentative budget be approved and certified for the 2020-2021 school year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget (including the use of all automatic adjustments, if applicable) to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline. The district intends to use \$28,241 in banked cap for expenditures that must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

| | General Fund | Special Revenues | Debt Service | TOTAL |
|---------------------|---------------------|-------------------------|---------------------|--------------|
| 2020-2021 | | | | |
| Total | | | | |
| Expenditures | 9,472,285 | 261,000 | 781,400 | 10,525,385 |
| Less | | | | |
| Anticipated | | | | |
| Revenues | 4,445,432 | 261,000 | 0 | 4,717,132 |
| Taxes to be | | | | |
| Raised | 5,026,853 | 0 | 781,400 | 5,808,253 |

And to advertise said tentative budget in the *Burlington County Times* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held on April 28, 2020 at 7:00pm for the purpose of conducting a public hearing on the proposed budget for the 2020-2021 school year.

TRAVEL RESOLUTION:

WHEREAS, the Eastampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150/staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1-June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$35,000 for all staff and board members.

PUBLIC PARTICIPATION (AGENDA ITEMS ONLY)

All meetings must be open to the public at all times except for those meetings at which certain excepted matters are discussed. However, the right of the public to be present at the meeting should not be

confused with public participation. The public body retains the right to permit, regulate or prohibit active participation of the public at any meeting. (N.J.S.A. 10:4-12 (a)).

This meeting will now be open to the public; however, if your questions or comments pertain to litigation, students, personnel or negotiations, we ask that you see the Superintendent after the meeting since we do not discuss these items in public.

-Mr. Graham asked if the NutriServe Contract was being reviewed since the school is only serving 100 meals a week.

Mr. Forney asked the Board of Education and the public to recognize a moment of silence for those who work on the front lines in the fight against COVID 19.

APPROVAL OF MINUTES: (19-20-62)

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

Glenn Forney – yes
 Len DiGiacomo – yes
 Brian Curtis – yes
 Kerry Douglas – yes
 Deanna McGinnis – yes
 Susan Taylor – yes
 Eve Waite – abstain

Motion carried.

March 17, 2020 (Regular Session)

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

A. Information Item(s):

- 1) HIB Report dated April 22, 2020 (19-20-63)
- 2) Distance Learning Update
- 3) QSAC Update (19-20-64)
- 4) Board Goals Update (19-20-65)

B. Action Item(s):

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

- 1) Recommend the Board approve the HIB Report dated April 22, 2020 as presented.
- 2) Recommend the Board approve the attached QSAC District Improvement Plan as presented.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

- 1) Recommend the Board accept the retirement of Dennis Street, Supervisor of Building and Grounds effective July 1, 2020.
- 2) Recommend the Board approve the attached list of staff members for the 2020-2021 school year. (19-20-66)

FINANCE: (Kerry Douglas, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the following payrolls:
 - a. March 31, 2020- \$278,908.98
 - b. April 15, 2020 - \$272,928.93
 - c. April 30, 2020 - \$270,549.75
- 2) Recommend the Board approve the following invoices for payment: (19-20-67)

Regular Bills: \$353,270.59
- 3) Recommend the Board approve Line Item Transfers dated March 31, 2020. (19-20-68)
- 4) Recommend the Board approve the Treasurer's Report dated March 31, 2020. (19-20-69)
- 5) Recommend the Board approve the Board Secretary's Report dated March 31, 2020. (19-20-70)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of March 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 March 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 attached Student Activity expenses:

| | | | |
|------|-----------|--|-------------|
| 2050 | 3/12/2020 | GST Transport Corp -(Inv.#15761-2/11 Kimmel/2/28 RVHS) | \$ (550.00) |
| 2051 | 3/16/2020 | Raymond Geddes Co., (Inv. #751973 - Henderson)School Store | \$ (98.39) |
| 2052 | 4/23/2020 | Michael Shoukry – Reimb for Supplies (Honor Society) | \$ (163.83) |

- 8) Recommend the Board approve the following Cafeteria expenses:

| | | | |
|-----------|------|--|-------------|
| 3/12/2020 | 1462 | Waste Mgmt of NJ (Inv.# 2917953-0502-3- February Services) | \$ (778.88) |
|-----------|------|--|-------------|

| | | | |
|-----------|------|--|----------------|
| 3/13/2020 | 1463 | Western Pest Services (Invoice #5278888B - March) | \$ (80.50) |
| 4/23/2020 | 1464 | Western Pest Services (Invoice #5299670B - April) | \$ (80.50) |
| 4/23/2020 | 1465 | Waste Mgmt of NJ (Inv.# 2923571-0502-5 - March Services) | \$ (376.79) |
| 4/23/2020 | 1466 | Nutri-Serve Food Mgmt., Inc. (02/01/20 to 02/29/20) | \$ (20,426.94) |
| 4/23/2020 | 1467 | LunchTime Software LLC (Inv. 8619) Maint/Support Renewal | \$ (890.00) |

PUBLIC PARTICIPATION:

-Mr. Graham inquired what meal or meals the district was providing and if requests were being screened to determine if the students were from ECS. Mr. Duckett indicated that lunches were being served and that all students were from ECS.

-Mr. DiGiacomo asked for clarification that the payment to NutriServe indicated on the agenda was for the month of February while students were still in school. Mrs. Smith confirmed.

NEW BUSINESS:

Mrs. Taylor presented the Board with an update of the town council meeting held on April 27, 2020. Mr. Santillo and Mr. Besko, town council members also provided information.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:43 p.m. on a motion by Glenn Forney, seconded by Susan Taylor. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary