

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
March 17, 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 March 17, 2020, 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: 646-568-7788

Meeting ID – 279 173 8662

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 - absent

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

FIRE EXITS

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.

NONE

APPROVAL OF MINUTES: (19-20-55)

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

February 25, 2020 (Regular & Executive Session)

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

A. Information Item(s):

- 1) HIB Report dated March 13, 2020 (19-20-56)
- 2) Coronavirus Update

B. Action Item(s):

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

- 1) Recommend the Board approve the HIB Report dated March 13, 2020 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 approve the following individuals as district substitutes effective March 18, 2020, pending completion of paperwork:

Joy Shorter
Myra Phillips – substitute custodian

- 2) Recommend the Board approve an FMLA leave of absence for Joanne May, Administrative Assistant, beginning March 30, 2020 to April 9, 2020.
- 3) Recommend the Board approve an FMLA leave of absence for Karen Smith, Custodian, beginning on March 27th for a period not to exceed 12 weeks.
- 4) Recommend the Board approve the termination of an employee effective March 6, 2020 whose name is on file in the Superintendent's office.
- 5) Recommend the Board authorize the Superintendent to fill vacancies, accept resignations, and approve transfers/payments during the COVID 19 shutdown with Board ratification at the meeting held after school resumes.

FINANCE: (Kerry Douglas, Chairperson)**A. Information Items:**

- 1) 2020-2021 Proposed Budget
- 2) Commuter Plan Document – effective March 1, 2020
- 3) Bond Refinancing

B. 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 15, 2020- \$ 279,629.05

- 2) Recommend the Board approve the following invoices for payment: **(19-20-57)**

Regular Bills: \$963,321.51 (includes \$638,200 Debt Service Pmt)

- 3) Recommend the Board approve Line Item Transfers dated February 28, 2020. **(19-20-58)**
- 4) Recommend the Board approve the Treasurer's Report dated February 28, 2020. **(19-20-59)**
- 5) Recommend the Board approve the Board Secretary's Report dated February 28, 2020. **(19-20-60)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of February 28, 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 February 28, 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:

2046	2/21/2020	The College of Physicians of Philadelphia-deposit-6th Gr)	\$ (50.00)
2047	2/26/2020	RVR HS (Tickets to the Outsiders)-Chapman-8th Gr	\$ (200.00)
2048	2/27/2020	Broadway.com/Groups-Order#772708 Band/Chorus Trip	\$(6,799.50)
2049	2/28/2020	Lisa Reminicky (NYC Deposit Refund)Sophia Band/Chorus	\$ (50.00)

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

2/26/2020	1460	Nutri-Serve Food Mgmt (Special Functions 9/30-1/31/20-TCA)	\$ (2,367.50)
3/9/2020	1461	Sam's Club -(Order # 4623125216)	\$ (208.80)

- 9) Recommend the Board approve the Section 132 pre-tax Commuter Plan Document effective March 1, 2020.
- 10) Recommend the Board approve the attached Master Collaborative Educational Services Agreement with Educational Services Commission of New Jersey (ESCNJ) for the period July 1, 2020 to June 30, 2025. **(19-20-61)**
- 11) Recommend the Board approve the following 2020-2021 budget/travel resolution:

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.

- 12) Recommend the Board authorize the School Business Administrator to process additional invoices for payment that may be needed during the COVID 19 shutdown with Board ratification at the meeting held after school resumes.
- 13) Recommend the Board authorize the School Business Administrator to make all necessary adjustments/account transfers that may be needed during the COVID 19 shutdown with Board ratification at the meeting held after school resumes.
- 14) Recommend the Board approve the attached introduction of the Eastampton Board of Education's Bond Refunding Ordinance.

CURRICULUM: (Deanna McGinnis, Chairperson)

A. Action Item:

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

- 1) Recommend the Board approve the following field trips:

Date	Students	Destination	Time	Chaperones
4/29/20	4 th Grade	NJ State Museum	8:40 am – 2:00 pm	5 staff/15 parents
5/8/20	8 th Honors Science	Princeton Plasma Physics Lab	9:00 am – 1:30 pm	1 staff/1 parent
5/22/20	7 th Grade	African American History Museum & Constitution Center, Philadelphia	8:35 am – 2:15 pm	6 staff/8 parents
5/14/20	Kindergarten	Please Touch Museum, Philadelphia	8:45 am – 1:30 pm	8 staff

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-Ms. Chapman thanked Mr. Duckett and Mrs. Rucci for their leadership during the COVID 19 shut down.

-Mr. Forney complimented the administrators and the teachers for being so well prepared. He stated that Eastampton was well ahead of the curve compared to other districts in handling the closing of school and more importantly, in making sure that students were sent home with appropriate work. Mr. Duckett recognized the teachers for their efforts as well.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:40 p.m. on a motion by Glenn Forney, seconded by Susan Taylor. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary