

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
October 15, 2019

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:00p.m. by Brian Curtis, 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 11, 2019.
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on January 11, 2019.
- C. Filed written notice with the Clerk of Eastampton Township on January 9, 2019.
- 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.

ROLL CALL:

Brian Curtis, President - present
 Glenn Forney, Vice President - present
 Len DiGiacomo - present
 Deanna McGinnis - present
 James Southard - present
 Susan Taylor - present
 Eve Waite - absent

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

FIRE EXITS

PRESENTATIONS:

- A. Student Recognitions – Mr. Duckett, Superintendent/Principal

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.

In reference to Superintendent's Action Item #1, Mrs. Douglas asked what the acronym DPR stood for. Mr. Duckett indicated that it meant "District Performance Review."

APPROVAL OF MINUTES: (19-20-15)

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

September 17, 2019 (Regular and Exec. Session)

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

A. Information Item(s):

- 1) Bus Drills held on September 25, 2019 at 8:15am for Routes 1, 2, 4, 5, 6, and 7. The bus drill for Route #3 was held on September 26, 2019 at 8:15am. Mr. Duckett, Mrs. Smith, and Mr. Herman were present while the bus drivers conducted the drill for all seven routes.

B. Action Item(s):

On a motion by Brian Curtis, seconded by Len DiGiacomo, the following action items were approved. Roll call vote: Unanimous.

- 1) Recommend the Board approve the following resolution 10-01-2019. **(19-20-16)**

Whereas, the Eastampton Board of Education in the County of Burlington is undergoing evaluation under NJ QSAC for the 2019-2020 school year, and

Whereas, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses and the Statement of Assurance with respect to this process, and

Whereas, the Eastampton Board of Education in the County of Burlington has reviewed the districts DPR responses and Statement of Assurance and hereby approves these documents.

Now Therefore Be It Resolved, that the Eastampton Board of Education does hereby authorize the Superintendent of Schools to submit the attached DPR and Statement of Assurances to the Commissioner of Educations in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

- 2) Recommend the board approve the 2019-2020 Memorandum of Agreement between the Eastampton Police Department, the County Prosecutor's Office and the Eastampton Board of Education.
- 3) Recommend the board approve the 2019-2020 Statement of Assurance for the School Safety and Security Plan.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the following parents as Recess Runner Volunteers for the 2019-2020 school year:

Marie-Elaine Walker
Carla Myers
Vicki Carr
Shannon Tucker
Shannon Neff

Jamie Topoleski
Michael Karle
Kerry Douglas
Kimberlee Bazo

Steve McCarty
Tara Szymanek
Lauren Caparbi
William Gaskins

- 2) Recommend the Board approve the following staff member for 2019-2020 extra-curricular appointment as indicated, with stipend as per negotiated agreement:

Larry Foglia Basketball Chaperone

- 3) Recommend the Board approve the following personnel assignment to Title I salaries for the 2019-2020 school year:

Ruth Magnani 20-231-100-100-000-000-060 Title I Salaries (funded amount \$78,365)

- 4) Recommend the Board approve the district's manual of job descriptions.
- 5) Recommend the Board approve a child rearing leave request by Dan Wythoff from October 28, 2019 to December 9th 2019 (dates are subject to change depending on actual date of birth). FMLA/FLA/use of 26 sick days will run concurrently during this time.
- 6) Recommend the Board approve the appointment of Michael Herman as the District Anti-Bullying Coordinator for the 2019-2020 school year.
- 7) Recommend the Board approve the last day of employment for custodial staff member, Randy Faulkner, as October 10, 2019.

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- a) 2020-2021 Budget Preparations & Tentative Calendar

B. Action Items:

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

- 1) Recommend the Board approve the following payrolls:

- a. September 30, 2019 – \$276,606.43
- b. October 15, 2019 - \$ 277,652.25

- 2) Recommend the Board approve the following invoices for payment: **(19-20-17)**

Regular Bills: \$307,785.56

- 3) Recommend the Board approve Line Item Transfers dated September 30, 2019. **(19-20-18)**

- 4) Recommend the Board approve the Treasurer's Report dated September 30, 2019. **(19-20-19)**
- 5) Recommend the Board approve the Board Secretary's Report dated September 30, 2019. **(19-20-20)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of September 30, 2019 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 September 30, 2019 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 (2019-6-5) with an effective date of June 18, 2019:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedure, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Eastampton Board of Education wishes to deposit anticipated current year surplus into the Impact Aid Reserve account at year end, and

WHEREAS, the Eastampton Board of Education has determined that up to \$4,619 could be available for such purpose of transfer for use in the subsequent general fund budget for general fund expenditures,

NOW THEREFORE BE IT RESOLVED, the Eastampton on Board of Education does hereby authorize the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 8) Recommend the Board approve the attached requests for professional development for the 2019-2020 school year. **(19-20-21)**
- 9) Recommend the Board approve GraMin Consulting Services, LLC to submit a major amendment to the district's Long Range Facilities Plan (pending availability of the facilities state website) at a cost not to exceed \$4,000.
- 10) Recommend the Board approve the attached three year Comprehensive Maintenance Form, Form M-1, Addendum A and Facilities Checklist. **(19-20-22)**
- 11) Recommend the Board approve the following out of district tuition contracts:

CS – Kingsway Learning Center– \$53,195 + aide \$31,500 – pro-rated from November 1, 2019.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Items:

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

1) Recommend the Board approve the first reading of the following policies from Alert 218:

P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R 7440	School District Security (M) (Revised)
P 8600	Student Transportation (M) (Revised)
R 8600	Student Transportation (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 8670	Transportation of Special Needs Students (M) (Revised)
P 9210	Parent Organizations (Revised)
P 9400	Media Relations (Revised)

CURRICULUM: (Deanna McGinnis, Chairperson)

B. Action Item:

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

1) Recommend the Board approve the Nursing Services Plan for the 2019-2020 school year. (19-20-23)

PUBLIC PARTICIPATION:

- Mrs. Douglas attended the Candidates Briefing held by NJSBA and thanked Mrs. Taylor for the suggestion.

NEW BUSINESS:

-Mrs. Taylor asked for an update on Future Ready Schools. She also asked when the next edition of Neighborhood News was going to be released. Mr. Duckett responded that the newsletter would be published next month and the Parent Advisory Group will also meet next month.

-Mr. Duckett commended the staff and parents on the success of Math Night. It was very well attended and the students enjoyed the activities.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:50 p.m. on a motion by Brian Curtis, seconded by Glenn Forney. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary