

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
June 18, 2019

ADJOURNMENT TO EXECUTIVE SESSION (6:00PM):

On a motion by Brian Curtis, seconded by Glenn Forney, the Board entered executive session at 6:00p.m. All in favor.

**Eastampton Township School District Board of Education
Resolution 2018-2019
Authorizing Executive Session**

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a public meeting, and

WHEREAS, the Board of Education of the Eastampton Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 7:00 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Eastampton Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

 x Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public;

____ Any matter in which the release of information would impair a right to receive funds from the federal government;

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (specify contract: _____)

____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed:

____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

Any investigations of violations or possible violations of the law;

 X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party.
Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (if pending or anticipated litigation, the matter is: _____)
(if contract negotiation, the nature of the contract and interested party is the Collective Bargaining Agreement)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

x Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is 2017-2018 staff;

____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding

party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

RETURN TO OPEN SESSION:

On a motion by Brian Curtis, seconded by Glenn Forney, the Board returned to open session at 7:01 p.m. All in favor.

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:01p.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 June 11, 2019.
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on June 12, 2019.
- C. Filed written notice with the Clerk of Eastampton Township on June 11, 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 - present

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

FIRE EXITS

PRESENTATIONS:

- A. Student Recognitions – Mr. Duckett, Superintendent/Principal
- B. Presentation of Leukemia and Lymphoma Appreciation Award – Ryan Thalwitzer and Steven McCarty
- C. Recognition of Retirements – Susan Kenney, Vanessa Stevenson, and John Johnson

D. MAP Data Presentation – Brianna Rucci

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)).

NONE

APPROVAL OF MINUTES: (18-19-89)

On a motion by Brian Curtis, seconded by Eve Waite, the following minutes were approved. Roll call vote:

Brian Curtis – yes
 Glenn Forney – yes
 Len DiGiacomo – yes
 Deanna McGinnis – yes
 James Southard – abstain
 Susan Taylor – abstain
 Eve Waite – yes Motion carried.

May 21, 2019 (Regular and Exec. Session)

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

A. Discussion Item(s):

- 1) HIB Report dated June 13, 2019 (18-19-90)
- 2) Recess Runners – Mary Ostaszewski (18-19-91)

B. Action Item:

On a motion by Brian Curtis, seconded by Deanna McGinnis, the following action items were approved. Roll call vote:

Brian Curtis – yes
 Deanna McGinnis – yes
 Len DiGiacomo – yes
 Glenn Forney – yes
 James Southard – yes
 Susan Taylor – abstain to #1; yes to remainder
 Eve Waite – yes Motion carried.

- 1) Recommend the Board approve the HIB Report dated June 13, 2019 as presented.
- 2) Recommend the Board approve the District’s transfer from QSAC Cohort 3 to QSAC Cohort 1 effective July 1, 2019.

- 3) Recommend the Board approve the ESEA Annual School Plan for the 2019-2020 school year.
(sent via separate email)

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 authorize the Superintendent to fill vacancies, accept resignations, and approve transfers/payments for the remainder of the 2019-2020 school year and in July/August 2019 with Board ratification at the August 2019 meeting.
- 2) Recommend the Board approve to amend the 2019-2020 contract for special education teacher, Catherine Steele, from BA/Step 1/\$52,939 to BA+15/Step 1/\$53,539.
- 3) Recommend the Board approve the employment contract for Madison Hughes as Special Education Teacher, MA Step 1 – \$55,339 effective September 1, 2019. **(18-19-92)**
- 4) Recommend the Board approve the employment contracts for the following individuals for the 19-20 school year:

Marian F. Smith – Business Administrator
 Brianna Rucci – Assistant Principal
 Michael Herman – Assistant Principal
 Kelly Eagles – Child Study Team Supervisor
 Dennis Street – Building and Grounds Supervisor

- 5) Recommend the Board accept the retirement of John Johnson, Custodian, effective August 31, 2019.
- 6) Recommend the Board approve the employment of the following individuals:

Juana Gloria Gould – Custodian – effective July 1, 2019 – Step 1, \$39,109
 Jorge George Dejesus – Custodian – effective July 1, 2019 – Step 1, \$39,109

- 7) Recommend the Board approve the following summer work:

Jeffrey Raible at \$13/hr

- 8) Recommend the Board approve the following individuals to attend summer 2019 IEP meetings at the negotiated rate:

Jessica Jones
 Rebecca Scheuerer

- 9) Recommend the Board approve the following individuals for the 2019-2020 extended School Year Program:

Florence Smith – Teacher
 Daniel Wythoff – Teacher
 Angela Henderson – Teacher

Catherine Alderman – Nurse
Sara Eisenhuth – Occupational Therapist

- 10) Recommend the Board approve the following staff members for 2019-2020 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

| | |
|-------------------|---|
| Valerie Ulyett | Yearbook Advisor/Chaperone |
| Kevin Moore | Girls Soccer Coach, Girls Basketball Coach, Chaperone |
| Daniel Wythoff | Softball Coach |
| Teri Montgomery | Chaperone |
| Michael Shoukry | Honor Society Advisor, Student Council Advisor, Chaperone, Saturday School Supervisor |
| James Hall | Boys Basketball Coach |
| Robert Glavan | Baseball Coach |
| Jeffrey Raible | Boys Soccer Coach |
| Jessica Marks | Art Club |
| Larry Foglia | Chaperone (BB Scorekeeper) |
| Lisa Johnson | Science Club Advisor |
| Jackie Smith | Jazz Band, Woodwind Ensemble |
| Kayleigh Whitmore | Select Chorale, Chorus Director, Drama Club |
| Nicole Ragone | 8 th Grade Advisor |
| Monica Dennler | Battle of the Books Advisor |

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) Pursuant to PL 2015, Chapter 47, the Eastampton Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular New Jersey Title 19A:18.et.seq., NJAC Chapter 23, and Federal Procurement Regulations 2 CFR Part 200.317 et. Seq.:

| | |
|---|---------------------------------------|
| 360 Business Solutions | General Chemical and Supply |
| Access Trading Company/DBA Wee Kids Early Learning Center | GovDeals |
| Bowman & Company, LLP | Horizon Blue Cross Blue Shield of NJ |
| Burlington County Joint Insurance Fund | IEP Direct |
| Burlington County Special Services School District | Interactive Kids, LLC |
| Catapult Learning, LLC | Mission One - ESS |
| Cintas Fire Protection | National Benefits Service |
| Columbus Family Physicians | NJ School Boards Association |
| Comcast | NutriServe Food Management, Inc. |
| Conner Strong Buckelew | Parker McCay, LLP |
| Dell Financial Services, LLC | Phoenix Advisors |
| Delta Dental | Plan Connect |
| Diane Bauer | PowerSchool |
| Eastampton Township Municipality | PSE&G |
| Educational Consortium for Telecom Savings | Realtime Information Technology, Inc. |
| Educational Data Services, Inc. | Regan Young England Butera |
| Educational Services Unit | Sara Eisenhuth |
| Energy Transfer Solutions | Software Advantage |

ESCNJ - The Educational Services Commission of New Jersey
 Follett School Solutions
 FP Mailing Solutions
 Functionally Able Rehab
 Garden State Transport

Sprint/Nextel Communications
 Strauss Esmay Associates
 Walsh Legacy, LLC
 Waste Management
 Willis Towers Watson

B. Action Items:

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

Glenn Forney – yes
 Susan Taylor – yes
 Len DiGiacomo – abstain to B22 (personnel); yes to remainder
 Deanna McGinnis – yes
 James Southard – yes
 Eve Waite – yes
 Brian Curtis – yes

Motion carried.

1) Recommend the Board approve the following payrolls:

- a.** May 31, 2019 - \$285,479.13
- b.** June 15, 2019 - \$289,629.35

2) Recommend the Board approve the following invoices for payment: (18-19-93)

Regular Bills - \$390,246.07

3) Recommend the Board approve the May 2019 Line Item Transfers. (18-19-94)

4) Recommend the Board approve the Treasurer's Report dated May 31, 2019. (18-19-95)

5) Recommend the Board approve the Board Secretary's Report dated May 31, 2019. (18-19-96)

- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of May 31, 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 May 31, 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 Student Activity expenses:

| | | | | |
|------|-----------|---|----|----------|
| 1894 | 5/15/2019 | Daniel Wythoff (DJ for Dance on 5/17/19) 8th Gr | \$ | (100.00) |
| 1895 | 5/15/2019 | Treasurer, State of NJ (Reserv#3769) 4th Gr Fieldtrip | \$ | (477.00) |
| 1896 | 5/22/2019 | Michael Shoukry (Reimb. For Pizza) Student Council) | \$ | (60.00) |
| 1897 | 5/22/2019 | Hersheypark Group Sales - 3 extra admissions (8th Gr) | \$ | (163.74) |
| 1898 | 5/23/2019 | David Korang (Baseball Umpire - 5/20/19 Game) | \$ | (83.00) |
| 1899 | 5/24/2019 | Philly Pretzel Factory - Inv# 191411 - 8th Gr | \$ | (80.00) |
| 1900 | 5/28/2019 | James Hall (Reimb. For supplies for end of Year Party) | \$ | (103.59) |
| 1901 | 5/29/2019 | Raymond Geddes Co. (Inv.#721597) Henderson School Store | \$ | (76.56) |
| 1902 | 5/30/2019 | Totally T-Shirts (Class of 19 T-Shirts) - 8th Gr | \$ | (534.50) |
| 1903 | 5/30/2019 | Philly Pretzel Factory (Inv.#191491) Student Council-Shoukry) | \$ | (48.00) |
| 1904 | 5/30/2019 | Daniel Wythoff (DJ for Dinner Dance 6/7/19) 8th Gr | \$ | (200.00) |
| 1905 | 6/3/2019 | VOID | | |
| 1906 | 6/4/2019 | John & Molly's (Dinner Dance Food - 6/7/19) - (8th Gr) | \$ | (420.00) |
| 1907 | 6/5/2019 | Michael Shoukry (Reimb. For Color Run supplies)St. Council | \$ | (84.91) |
| 1908 | 6/10/2019 | Michael Shoukry (Reimb. For Pizza) Student Council) | \$ | (33.20) |
| 1909 | 6/11/2019 | Diahanne Harmon (Reimb. For Dinner Dance supplies)8th Gr | \$ | (139.34) |
| 1910 | 6/11/2019 | Diahanne Harmon (Reimb. For Dinner Dance supplies)8th Gr | \$ | (290.82) |
| 1911 | 6/11/2019 | Michael Shoukry (Reimb. For Honor Soc Induction expenses) | \$ | (170.41) |
| 1912 | 6/12/2019 | VOID | | |
| 1913 | 6/12/2019 | Shannon Neff (Reimb. For Dinner Dance Supplies) 8th Gr | \$ | (168.76) |
| 1914 | 6/13/2019 | Valerie Ulyett (Reimb. For Yearbook Club Party) Yearbook | \$ | (12.82) |
| 1915 | 6/13/2019 | Philly Pretzel Factory (Inv.#191621) Graduation - 8th Gr | \$ | (58.00) |
| 1916 | 6/13/2019 | Nicole Ragone (Reimb. For Grad Library Awards) 8th Gr | \$ | (59.88) |
| 1917 | 6/13/2019 | Sal's Pizza (Pizza for Yearbook end of year party) Yearbook | \$ | (47.00) |
| 1918 | 6/14/2019 | Nicole Ragone (Reimb. For Grad Supplies) 8th Gr | \$ | (12.49) |

8) Recommend the Board approve the following Cafeteria expenses:

| | | | | |
|-----------|------|--|----|-------------|
| 5/15/2019 | 1423 | Nutri-Serve Food Mgmt., Inc. (03/29/19 to 05/02/19) | \$ | (19,957.43) |
| 6/4/2019 | 1424 | Smart Care Equipment Solutions (Inv.# 95547269 & 95559024) | \$ | (1,027.66) |
| 6/11/2019 | 1425 | Nutri-Serve Food Mgmt., Inc. (05/03/19 to 05/30/19) | \$ | (18,315.45) |
| 6/12/2019 | 1426 | Waste Mgmt of NJ (Inv.# 2867354-0502-4- May Services) | \$ | (1,809.72) |
| 6/14/2019 | 1427 | Western Pest Services (Inv.#5056987B) June | \$ | (76.50) |
| 6/14/2019 | 1428 | Batteries Plus Bulbs #498 (Led Panels & Led Vert)PSEG Rebate | \$ | (2,015.20) |

9) Recommend the Board authorize the School Business Administrator to process additional invoices for payment for the current fiscal year and to process invoices for July/August with Board confirmation at the August 2019 meeting.

10) Recommend the Board authorize the School Business Administrator to make all necessary adjustments/account transfers (including transfers to/from fund balance and capital reserve) that may be needed to close out the 2019-2020 school year and July/August with Board confirmation at the August 2019 meeting.

11) Recommend the Board approve the renewal of membership in the Burlington County Joint Insurance Fund for the 19-20 school year and the attached resolution (Resolution 2019-6-1) directing the distribution of net returned surplus funds held by BCIPJIF in the amount of \$6,932 to be used to offset the 2019-2020 premium of \$78,837. (18-19-97)

12) Recommend the Board approve the following resolution (2019-6-2):

WHEREAS, NJSA 18A:21-2, NJSA18A: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 Capital Reserve account at year end, and

WHEREAS, the Eastampton Board of Education has determined that up to \$250,000 could be available for such purpose of transfer;

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.

13) Recommend the Board approve the following resolution (2019-6-3):

WHEREAS, NJSA 18A:21-2, NJSA18A: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 Maintenance Reserve account at year end, and

WHEREAS, the Eastampton Board of Education has determined that up to \$250,000 could be available for such purpose of transfer;

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.

14) Recommend the Board approve the following resolution (2019-6-4)

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 \$40,000 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 (\$40,000 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 (\$6,000 when the threshold is \$40,000) may be awarded by a qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution, and

Whereas, Marian F. Smith, 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, Marian F. Smith, 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 \$40,000 for the procurement of goods and services and appoints Marian F. Smith, 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 Marian F. Smith, 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 (\$6,000) without soliciting competitive quotations, and

Be It Further Resolved that Marian F. Smith, 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 (\$6,000) but less than the bid threshold (\$40,000).

- 15) Recommend the Board approve the attached 19-20 renewal rates for Horizon BCBS NJ and Delta Dental. **(18-19-98)**

- 16) Recommend the Board approve the following out-of-district 19-20 ESY placements:

| | | | |
|----------------|-------------|----|------------|
| BCSSSD | +1:1 aide | NA | \$3,900 |
| | +1:1 aide | GC | \$3,900 |
| | +1:1 aide | MA | \$3,900 |
| | +1:1 aide | ES | \$3,900 |
| | +1:1 aide | CS | \$3,900 |
| | | ET | \$3,900 |
| Edgewater Park | | MW | |
| YALE | Medford | AT | \$8,513.70 |
| YALE | Cherry Hill | AK | \$9,343.50 |

- 17) Recommend the Board renew membership in New Jersey School Board Association at \$5,418.80 for the 19-20 school year.

- 18) Recommend the Board approve a contract with Catapult Learning to provide non-public nursing services to Timothy Christian Academy for the 19-20 school year. Cost will be determined by the Non Public Nursing allotment provided by the state.

- 19) Recommend the Board approve the submission of the 2018-2019 Extraordinary Aid application to the state.

- 20) Recommend the Board accept the following IDEA Allocations and approve the submission of the online 2019-2020 application:

| | <u>FY 20</u> | <u>FY 19</u> |
|----------------|--------------|--------------|
| IDEA B | \$197,809 | \$190,368 |
| IDEA Preschool | \$ 8,651 | \$ 8,478 |

- 21) Recommend the Board accept the following ESEA Allocations and approve the submission of the online 2018-2019 application:

| | <u>FY 20</u> | <u>FY 19</u> |
|-------------|-----------------|------------------|
| Title I | \$78,365 | \$83,626 |
| Title 1 SIA | \$67,000 | \$89,668 |
| Title II | \$13,163 | \$13,248 |
| Title III | \$ 733(refused) | \$ 956 (refused) |
| Title IV | \$10,000 | \$10,000 |

- 22) Recommend the Board approve the following appointments and designations from July 1, 2019 through June 30, 2020:

Personnel:

- Marian F. Smith as Board Secretary, Public Agency Compliance Officer, Custodian of Records, Workers Compensation Coordinator.
- Brianna Rucci as Title IX Officer, ADA Coordinator, HIB District Coordinator, and I&RS Compliance Officer
- Kelly Eagles as District 504 Compliance Officer
- Michael Herman as Affirmative Action Officer
- Nicole Ragone as HIB Specialist
- Erin D'Addona as HIB Specialist
- Dawn Dilliplane as HIB Specialist
- Dennis Street as AHERA Coordinator, PEOSHA Coordinator, Asbestos/AHERA Management Officer, Right to Know Officer, Integrated Pest Management Coordinator
- Kelly Cox as Treasurer of School Monies
- Susan Wolf as Homeless Liaison
- Officer Kelly Horne as School Security Specialist
- Establish the following substitute rates for the 19-20 school year:
Teacher - \$90/day; Substitute custodian - \$13/hr; substitute secretary - \$11/hr.

Finance:

- a) Ambrose F. Duckett, III/Marian F. Smith (alternate) as district representatives with authorization to file applications and accept grants for Federal and State funds on behalf of the Board
- b) Business Administrator/Board Secretary to invest Board of Education funds
- c) Procurement of goods and services through state contracts for the 2019-20 year when feasible and specifically the following contracts:
 -DELL M-0483,WSCA/8997; M-0003; WSCA/89830; #88796, #89967, WN23AGW
 -NJPA - 89520
 -RICOH 40467/G2075 16-r-24223
 -CDW-G M-0003/89849
 -WSCA 89967
 -Francotyp Postalia, Inc (FP), Mailroom Equipment, T-0200
 -HP #88130
- d) Continued membership in the Educational Services Commission of New Jersey (ESCNJ) formerly MRESC— a cooperative Pricing System and National Joint Powers Alliance, Burlington County Cooperative Pricing System, Educational Data Services, and GSA Federal Surplus Property Program.
- e) Investor's Bank as the official depository for school monies for all district accounts.
- f) Signatures on the district's bank accounts at Investor's Bank and authorize the use of facsimile signatures:
 - Agency: Treasurer and Business Administrator
 - Cafeteria: Treasurer and Business Administrator
 - Custodial: Business Administrator or Superintendent AND Treasurer AND Board President
 - Payroll: Business Administrator and Treasurer
 - Student Activity: Business Administrator or Superintendent AND Board President
 - Flex: Business Administrator and Treasurer
 - DCRP: Business Administrator and Treasurer
 - 403 B Plan Connect – Business Administrator and Treasurer
- g) Authorize Business Administrator to advertise for bids and /or RFPs as required

- h) Authorize Business Administrator to conduct the sale and/or disposal of surplus furniture and equipment if needed in accordance with Board policy
- i) Authorize the establishment of a district \$400 Petty cash account.
- j) Designate the following companies to offer Tax Sheltered Plans 403(b) and 457(b) :

AXA Equitable
333 Thronall St., 8th Floor
Edison, NJ 08837

Lincoln Investment Planning, Inc.
8000 Sagemore Drive, Ste. 8301
Marlton, NJ 08053

Voya Financial Advisors, LLC
PO Box 409
Southampton, PA 18966

- k) Establish the following tuition rates for the 2019-2020 school year:
Kindergarten - \$15,606
Grades 1-5 - \$13,097
Grades 6-8 - \$14,663
Special Ed. – MD Class - \$23,620

- l) Recommend the board approve the following Criteria for Independent Evaluations:

In accordance with the N.J.A.C., the Eastampton Township School District required all Independent Evaluations to adhere to New Jersey Regulations (6A:1403) regarding professional license and certifications issued by the New Jersey Department of Education and (6A:14-2.5) with respect to protections in the evaluation procedures.

In addition, the Eastampton Township School District has established reasonable cost criteria as allowable in the memorandum from the Office of Special Education dated 10/1/2013.

Maximum fees for the Child Study Team and related evaluations are as follows:

| | |
|--|------------------|
| Psychological Evaluation | \$500.00 |
| LDT/C Evaluation | \$500.00 |
| Social Case History | \$500.00 |
| Speech/Language Evaluation | \$400.00 |
| Psychiatric Evaluation | \$600.00 |
| Neurological Evaluation | \$550.00 |
| Neuro-Psychological Evaluation | \$1300.00 |
| Functional Behavioral Evaluation | \$500.00 |
| Audiological Evaluation | \$300.00 |
| Central Auditory Processing Evaluation | \$400.00 |
| Occupational Therapy Evaluation | \$350.00 |
| Physical Therapy Evaluation | \$350.00 |
| Assistive Technology Evaluation | \$895.00 |
| Vocational Assessment | \$70.00 per hour |

*Exceptions to this fee schedule will be granted based on the unique needs of a student who may require the examiner to have specific expertise in order to evaluate the student.

- m) Recommend the Board accept the following list of professionals to provide services as directed by the Child Study Team:
Carlo B. Melini, MD. P.A. – Neurological Evaluations - \$350
Joseph C. Hewitt, D.O. – Psychiatrist - \$525
Edward Tobe – Psychiatrist - \$250
REM Audiology - \$250-\$595/exam +Maintenance of Equipment
Dr. Greg Semica - Burlington County Eye Physicians
- n) Designate mileage reimbursement rate to be equal to the rate allowed by the NJ Department of Education fiscal accountability regulations. The current approved rate is 31 cents/mile.

- o) The Tax Payment schedule and request the same from Eastampton Township for the 2019-2020 school year:

| | |
|----------|--------------|
| Aug 2019 | 600,000.00 |
| Sept | 559,625.00 |
| Oct | 559,625.00 |
| Nov | 559,625.00 |
| Dec | 559,625.00 |
| Jan 2020 | 567,700.00 |
| Feb | 567,700.00 |
| Mar | 567,700.00 |
| Apr | 567,700.00 |
| May | 567,700.00 |
| Total | 5,677,000.00 |

- p) The following jointure agreements with Burlington County Educational Services Unit for the 2019-2020 school year:
- a. Non-Public Transportation
 - b. Special Education Transportation – Summer/Winter Routes
 - c. Professional Services
 - d. 192/193 Services
 - e. IDEA/Non-Public Grant
- q) Phoenix Advisors as Continuing Disclosure Agent to manage secondary market disclosures at the rate of \$1000/year.
- r) Columbus Family Physicians as School Physician for \$2,000.
- s) Regan Young England Butera as District Architect of Record in a non-fair and open contract.
- t) Bowman & Company LLP to provide district auditing services.
- u) Willis of New Jersey, Inc. as broker of record for Health Benefits Services in a non fair and open contract.
- v) TRIPS Transportation software license renewal at \$1,610/year.
- w) General Chemical and Supply, Inc to provide custodial supplies in a non fair and open contract.
- x) Standard Operating Procedures Manual for the Business Office
- y) Catapult Learning, LLC to provide Non Public Nursing Services.

Curriculum:

- 1) Current Evaluation Tool – Danielson Model for the current 18-19 school year and the 19-20 school year.
- 2) Approve the Collection and Maintenance of Pupil Records.

BUILDINGS AND GROUNDS: (Eve Waite, 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 request for use of facilities:

| | Group | Purpose | Date | Time | Room |
|---|--|----------------|------------------|-------------------|-----------|
| 1 | Eastampton Recreation Advisory Committee | Holiday Bazaar | December 7, 2019 | 8:30 am – 3:00 pm | Cafeteria |

PUBLIC PARTICIPATION:

-Mr. Graham asked for clarification on Finance Action Item B22 – Finance (b).

-Mrs. Douglas inquired about Superintendent's Report Action Item B3 - Mr. Duckett responded that it was required to be in place because of the school's recent designation.

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Susan Taylor, seconded by Len DiGiacomo, the Board entered executive session at 7:48p.m. All in favor.

RETURN TO OPEN SESSION:

On a motion by Brian Curtis, seconded by Glenn Forney, the Board returned to open session at 8:15 p.m. All in favor.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 8:16 p.m. on a motion by Brian Curtis, seconded by Glenn Forney. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary