EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes April 30, 2019

ADJOURNMENT TO EXECUTIVE SESSION (6:30PM):

On a motion by Brian Curtis, seconded by Glenn Forney, the Board entered executive session at 6:30p.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 James Southard, the Board returned to open session at 7:00 p.m. All in favor.

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:06p.m. by Brian Curtis, President.

FLAG SALUTE

<u>PUBLIC ANNOUNCEMENT</u>: 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 on January 9, 2019.

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

BUDGET PUBLIC HEARING:

A. Information Item: Budget Hearing – After the presentation, there was a question and answer period.

B. Action Item: (Glenn Forney, Chairperson)

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

1) Recommend the Board adopt the 2019-2020 school district budget as approved by the Executive County Superintendent of Schools:

	General Fund	Special Revenues	Debt Service	TOTAL
2019-2020 Total Expenditures	9,523,831	271,700	776,400	10,571,931
Less Anticipated Revenues	4,623,231	271,700	0	4,894,931
Taxes to be Raised	4,900,600	0	776,400	5,677,000

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:

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

Brian Curtis – yes

Len DiGiacomo – yes

Glenn Forney – yes

Deanna McGinnis – yes

James Southard – yes

Susan Taylor, yes to Executive Session; abstain to Regular Session

Eve Waive – abstain Motion carried.

March 19, 2019 (Regular & Exec Session) (18-19-70)

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

Discussion Item(s):

- 1) HIB Report dated April 18, 2019 (18-19-71)
- 2) Future Ready Schools

3) OSAC Results

B. Action Item:

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

- 1) Recommend the Board approve the HIB Report dated April 18, 2019 as presented.
- 2) Recommend the Board approve the attached Participation in Future Ready Schools NJ resolution. (18-19-72)
- 3) Recommend the Board approve the attached QSAC District Improvement Plan (DIP) (18-19-73)

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

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Susan Taylor – yes
Len DiGiacomo – yes
Glenn Forney – yes
Deanna McGinnis – yes
James Southard – abstain to #1; yes to remainder
Eve Waite – yes
Brian Curtis – yes
Motion carried.
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1) Recommend the Board approve the following individual as district substitute effective March 20, 2019, pending completion of paperwork:

Melanie Southard

- 2) Recommend the Board approve the attached list of staff members for the 2019-2020 school year. (18-19-74)
- 3) Recommend the Board approve LDT-C student Amy Nicholls to complete a summer externship program from June 25, 2019 to August 12, 2019.
- **4)** Recommend the Board approve Thomas Grice as practicum teacher observing teacher, Jeffrey Raible.

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

1) RFQ's for Occupational Therapy, Behavior Consultation, and District Auditor Services were posted online on April 4, 2019 with a due date of May 2, 2019.

2) The Food Services Management Company Request for Proposal was advertised in the *Burlington County Times* on April 8, 2019 with a due date of May 16, 2019.

B. Action Items:

On a motion by Glenn Forney, 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, 2019 \$265,021.63
 - **b.** April 15, 2019 \$270,070.68
 - **c.** April 30, 2019 \$270,827.92
- 2) Recommend the Board approve the following invoices for payment: (18-19-75)

Regular Bills - \$ 523,719.39

- 3) Recommend the Board approve the March 2019 Line Item Transfers. (18-19-76)
- 4) Recommend the Board approve the Treasurer's Report dated March 31, 2019. (18-19-77)
- 5) Recommend the Board approve the Board Secretary's Report dated March 31, 2019. (18-19-78)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of March 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 March 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:

1860	3/14/2019	Berea Kaeser (NYC Trip Refund for Andrew)Band/Chorus	\$ (80.00)
1861	4/1/2019	Homeland Fundraising (Car Magnets) 8th Grade	\$ (202.50)
1862	4/1/2019	Michael Shoukry (Reimb. For supplies) Honor Society)	\$ (23.94)
1863	4/3/2019	Grounds for Sculpture (Balance-Art club Jessica Marks	\$ (317.00)
1864	4/3/2019	RVRHS (1 Bus of Students & Staff to see Chicago)Hecker	\$ (200.00)
1865	4/8/2019	Nicole Ragone (Reimb. For Pretzels) Talent Show (8th Gr)	\$ (19.00)
1866	4/8/2019	Raymond Geddes Co. (Inv.#715166) Henderson School Store	\$ (81.25)
1867	4/9/2019	John Fiorilla (Softball Umpire - 4/3/19 Game)	\$ (83.00)
1868	4/9/2019	William Anderson (Baseball Umpire - 4/3/19 Game)	\$ (83.00)
1869	4/9/2019	Philly's Pretzel Factory (Inv.# 190981) 8th Gr	\$ (48.00)
1870	4/11/2019	Lee Gronikowski (Sofball Umpire - 4/8/19 Game)	\$ (83.00)
1871	4/11/2019	George Rogers (Baseball Umpire - 4/8/19 Game)	\$ (83.00)
1872	4/11/2019	Matthew Korang (Baseball Umpire - 4/10/19 Game)	\$ (83.00)

1873	4/11/2019	Michael Dunleavy (Softball Umpire - 4/10/19 Game)	\$ (83.00)
1874	4/11/2019	Theater Works USA (Inv.#000028227)2nd Gr Fieldtrip	\$ (824.00)
1875	4/17/2019	The Leukemia & Lymphoma Society (Student Council)	\$ (230.00)
1876	4/17/2019	Danielle Cruse (Refund for Fieldtrip-free) Horn-4th Gr	\$ (6.25)
1877	4/17/2019	Hershey Entertainment Group Sales - Balance (8th Gr)	\$ (3,512.75)

8) Recommend the Board approve the following Cafeteria expenses:

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Smart Care Equipment Solutions(Inv.# 95496141)Dishwasher repair
3/21/2019
                                                                                                  (388.95)
4/10/2019
            1416
                    Nutri-Serve Food Mgmt., Inc. (03/01/19 to 03/28/19)
                                                                                                 (20,816.09)
                     Smart Care Equip Solutions (Inv. 95505850) Oven Repair
4/10/2019
                                                                                                  (258.95)
4/10/2019
             1418
                     Waste Mgmt of NJ (Inv.# 2857226-0502-6- Mar Services)
                                                                                                  (1,802.17)
4/10/2019
            1419
                   LunchTime Software LLC (Inv. 8175) Maint/Support Renewal
                                                                                                    (890.00)
4/16/2019
            1420
                   Western Pest Services (Inv.#5000388B) April
                                                                                                    (76.50)
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- 9) Recommend the Board approve a contract with FileBank Inc. for \$764.40 to review district archived files and assign retention schedules in July/August 2019. Pricing is from the Educational Data Services Inc. consortium.
- **10**) Recommend the Board approve a NJ State Contract (#40467) with Ricoh for copiers in the faculty room at \$1,747.05 per month for 48 months. Contract period from August 29, 2019 to August 28, 2023.
- **11**) Recommend the Board approve a contract with Bill's Lawn Service, LLC to complete selected lawn maintenance From April 2019 to September 2019.
- **12**) Recommend the Board approve National Benefit Services (NBS) as administrator of the District's COBRA plans as of July 1, 2019. Pricing is under the ESCNJ Co-op.
- **13**) Recommend the Board approve a one year renewal with ESS Support Services, LLC (Mission One) for the 2019-2020 school year.

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 policies/regulation guides (Policy Alert 217) (sent in separate e-mail)

P 2415.06	Unsafe School Choice Option (M) (Revised)
P 2422	Health and Physical Education (M) (Revised)
R 2460.8	Special Education – Free and Appropriate Public Education (M) (Revised)
P 2610	Educational Program Evaluation (M) (Revised)
P 4219	Commercial Driver's License Controlled Substance and Alcohol Use
	Testing (M) (Revised)
P&R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P 5330.04	Administering an Opioid Antidote (M) (Revised)
R 5330.04	Administering an Opioid Antidote (M) (New)
R 5530	Substance Abuse (M) (Revised)
P&R 5600	Student Discipline/Code of Conduct (M) (Revised)
P&R 5611	Removal of Students for Firearms Offenses (M) (Revised)
P&R 5612	Assaults on District Board of Education Members or Employees (M) (Revised)

P&R 5613	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
P 5756	Transgender Students (M) (Revised)
P&R 7440	School District Security (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
P&R 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,
	Alcohol, and Other Drug Offenses (M) (Revised)
P 8860	Memorials - Abolish

2) Recommend the Board approve the first reading of the following policies/regulation guide: (sent in separate e-mail)

P&R 1642	Earned Sick Leave Law (M)
P 2363	Student Use of Privately-Owned Technology
P 7523	School District Provided Technology Devices to Students
P 9242	Use of Electronic Signatures

PUBLIC PARTICIPATION:

- -Mrs. Douglas asked if the policies are posted for the public to view. Mrs. Smith responded that policies are posted online for both parents and staff.
- -The Fun Run on June 1 was discussed.
- -Mr. DiGiacomo asked if there was a date set for the honor society induction. Mr. Duckett indicated that it had not been scheduled yet.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:52 p.m. on a motion by Brian Curtis, seconded by Eve Waite. All in favor.

Respectfully submitted,

Marian F. Smith Business Administrator/Board Secretary