

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
February 19, 2019

ADJOURNMENT TO EXECUTIVE SESSION (6:30PM):

On a motion by Brian Curtis, seconded by Glenn Forney, the Board entered executive session at 6:45p.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 6:59 p.m. All in favor.

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 on January 9, 2019.
- 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 SNAP Presentation – Jacob Betanzos proposed a Special Needs Awareness Program which would be held after school. He stated that it was important to educate others about the challenges faced by students with special needs. The Board of Education asked him several questions about how the program would operate. They congratulated Jacob for his presentation and agreed to move forward with the idea.

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. Geary stated that he was happy to see that the board postponed approving the CYO softball/baseball request for field usage at the last meeting. He preferred that the CYO did not use the fields as it leads to increased traffic on Student Drive. It is a safety concern because the 25mph speed limit is not followed. Mr. Duckett replied that he is in contact with the police department regarding this issue and will continue to inform parents to slow down.

-Mr. Santillo requested that the Board approve the CYO request as it benefits the children in town.

APPROVAL OF MINUTES:

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

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

January 22, 2019 (Regular & Exec Session) (18-19-51)

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

A. Discussion Item(s):

- 1) HIB Report dated February 14, 2019 (18-19-52)
- 2) Future Ready School – Mrs. Taylor provided a full report to the BOE on the requirements of this program.
- 3) Town Council Meetings Report – Mr. Curtis and Mrs. Waite provided reports from the January 28th and February 11th meetings.
- 4) QSAC – Mrs. Rucci provided the preliminary results of the QSAC visit.

B. Action Item:

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

- 1) Recommend the Board approve the HIB Report dated February 14, 2019 as presented.

- 2) Recommend the Board approve the NJDOE Lead Testing Program Statement of Assurance for 2018-2019. **(18-19-53)**
- 3) Recommend the Board approve the SY 2018-2019 Memorandum of Agreement between local law enforcement and the Eastampton Township School District. **(18-19-54).**
- 4) Recommend the Board approve the School Safety Data System report for Report Period 1, as presented.

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 individual as district substitute effective February 20, 2019, pending completion of paperwork:

Adele Liperi

- 2) Recommend the Board accept the retirement of Susan Kenney, 1st grade teacher, effective June 30, 2019.
- 3) Recommend the Board approve Catherine Anderson as Long Term Substitute Middle School Special Education Language Arts Teacher at MA Step 2, \$54,780, prorated for the remainder of the school year, effective January 30, 2019 through June 30, 2019, pending completion of paperwork. This employment is provisional for the first 90 days based on P.L. 2018, C.5 which requires the return of Disclosure Release forms. **(18-19-55)**
- 4) Recommend the Board approve the amended maternity leave of absence request from Kelsey Vignola beginning December 5, 2018 using 8 sick days and 1 personal day through December 19, 2018, and unpaid maternity leave of absence for December 20, 2018 through April 25, 2019, returning to work on April 29, 2019. **(18-19-56)**

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) Reminder to File 2019 Disclosure Forms
- 2) 2017-2018 CAFR – There were no recommendations. The Summary of Audit report was made available to the public.
- 3) 2019-2020 Budget Preparation

B. Action Items:

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

Glenn Forney – yes
Susan Taylor - yes

Len DiGiacomo - yes
 Deanna McGinnis – yes
 James Southard – yes
 Eve Waite – abstain to #1 & 2; yes to remainder
 Brian Curtis - yes

Motion carried.

1) Recommend the Board approve the following payrolls:

- a. January 31, 2019 - \$263,058.17
- b. February 15, 2019 - \$274,075.53

2) Recommend the Board approve the following invoices for payment: **(18-19-57)**

Regular Bills - \$349,013.32

3) Recommend the Board approve the January 2019 Line Item Transfers. **(18-19-58)**

4) Recommend the Board approve the Treasurer's Report dated January 31, 2019. **(18-19-59)**

5) Recommend the Board approve the Board Secretary's Report dated January 31, 2019. **(18-19-60)**

- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of January 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 January 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:

| | | | | |
|------|-----------|---|----|------------|
| 1841 | 1/25/2019 | Chris McMichael (Basketball Ref 1/23 - Boys & Girls Games) | \$ | (116.00) |
| 1842 | 1/25/2019 | Richard Takakjy (Basketball Ref 1/23 - Boys & Girls Games) | \$ | (116.00) |
| 1843 | 1/29/2019 | Rolando Ramos (Basketball Ref 1/07 - Girls Game) | \$ | (58.00) |
| 1844 | 1/30/2019 | Jack Rowland (Basketball Ref 1/28 - Boys & Girls Games) | \$ | (116.00) |
| 1845 | 1/30/2019 | Gino Mevoli (Basketball Ref 1/28 - Boys & Girls Games) | \$ | (116.00) |
| 1846 | 1/30/2019 | So. Jersey Umpire Assoc (Baseball Assignors Fee) | \$ | (40.00) |
| 1847 | 1/31/2019 | Bruce VanDyke (Basketball Ref 1/29 - Boys & Girls Games) | \$ | (116.00) |
| 1848 | 1/31/2019 | So. Jersey Umpire Assoc (Softball Assignors Fee) | \$ | (40.00) |
| 1849 | 2/4/2019 | Daniel Wythoff (DJ for School Dance 2/4/19) 8th Gr | \$ | (100.00) |
| 1850 | 2/6/2019 | EZFUND.COM (Inv.# Inv-915068722) Smencils (Student Council) | \$ | (288.00) |
| 1851 | 2/7/2019 | Pat's Pizza (Pizza for School Dance 2/8) 8th Gr | \$ | (39.50) |
| 1852 | 2/12/2019 | JC Tours, Inc.(Inv.#051619) Bus Payment -Band/Chorus | \$ | (2,800.00) |

8) Recommend the Board approve the following Cafeteria expenses:

| | | | | |
|-----------|------|--|----|-------------|
| 2/7/2019 | 1403 | VOIDED | | |
| 2/7/2019 | 1404 | Waste Mgmt of NJ (Inv.# 2846787-0502-01- Jan Services) | \$ | (1,552.96) |
| 2/12/2019 | 1405 | Nutri-Serve Food Mgmt., Inc. (12/28/18 to 01/31/19) | \$ | (24,098.82) |
| 2/12/2019 | 1406 | Western Pest Services (Invoice # 4948820B) February | \$ | (76.50) |
| 2/12/2019 | 1407 | Cintas Fire Protection(Inv.#0D47103189)Kitchen Insp | \$ | (315.83) |

- 9) Recommend the Board approve the requests for professional development as attached.
(18-19-61)
- 10) Recommend the Board approve the Comprehensive Annual Financial Report for the year ending June 30, 2018 completed by Bowman & Company LLP. There were no recommendations (sent via email).
- 11) Recommend the Board approve the following out of district tuition contract:
- KC- Westampton BOE – \$10,500 from January 28, 2019 to end of school year
- 12) Recommend the Board approve the district’s participation in the Special Education Medicaid Initiative (SEMI) and the submission of the LEA Statement of Assurances.

CURRICULUM: (Deanna McGinnis, Chairperson)

A. Action Items:

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 following field trip:

| Date | Students | Destination | Time | Chaperones |
|---------|---|-----------------------|--------------------|---------------------|
| 4/4/19 | 6 th -8 th Art Club | Grounds For Sculpture | 9:15 am – 2:00 pm | 3 staff, 5 parents |
| 6/18/19 | 8 th Grade | Hershey Park | 7:45 am – 8:00 pm | 5 staff, 22 parents |
| 6/12/19 | 1 st Grade | Philadelphia Zoo | 8:45 am – 2:00 pm | 5 staff, 18 parents |
| 3/14/19 | 8 th Grade Band | RVRHS PAC | 8:45 am – 2:00 pm | 1 staff, 5 parents |
| 6/7/19 | 5 th Grade Band | RVRHS PAC | 8:45 am – 2:00 pm | 2 staff, 10 parents |
| 3/1/19 | 8 th Grade | BCIT | 9:00 am – 11:45 am | 3 staff |

BUILDINGS AND GROUNDS: (Eve Waite, Chairperson)

A. Action Items:

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

| | Group | Purpose | Date | Time | Room |
|---|------------------|--------------------------------|---|-------------------|--------------|
| 1 | Sacred Heart CYO | Baseball and Softball Practice | 4/1/19, 4/2, 4/3, 4/4, 4/5, 4/8, 4/9, 4/10, 4/11, 4/12, | 6:00 pm – 7:30 pm | Baseball and |

| | | | | | |
|---|-----------------------|-------------------------|--|-------------------|--------------------|
| | | | 4/15, 4/16, 4/17, 4/18, 4/29, 4/30, 5/1, 5/2, 5/3, 5/6, 5/7, 5/8, 5/9, 5/10, 5/13, 5/14, 5/15, 5/16, 5/17, 5/20, 5/21, 5/22, 5/23, 5/24, 5/28, 5/29, 5/30, 5/31 | | Softball Fields |
| 2 | Sacred Heart CYO | Girls Softball Practice | 3/6/19, 3/8, 3/13, 3/15, 3/20, 3/22, 3/27, 3/29 4/3, 4/5, 4/10, 4/12, 4/17, 5/1, 5/3, 5/8, 5/10, 5/15, 5/17, 5/22, 5/24, 5/29, 5/31 6/5, 6/7, 6/12, 6/14, 6/19, 6/21, 6/26, 6/28 7/3, 7/5, 7/10, 7/12, 7/17, 7/19, 7/24, 7/26, 7/31 | 5:00 pm – 6:30 pm | Softball Field |
| 3 | Wellness Committee | Wellness Fair | 5/30/19 | 6:00 pm – 8:00 pm | Cafeteria |

PUBLIC PARTICIPATION:

-Mr. Forney continued the discussion on unsafe driving on school grounds and suggested notifying parents again. The board and members of the public had a lengthy discussion about the unsafe speeds at which residents/parents drive through the school area.

-Mrs. Taylor asked when the PTA would meet next. Mrs. Douglas replied that she would get back to her on the exact date.

NEW BUSINESS:

-Mr. Forney inquired about mandated training for board members.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 8:09 p.m. on a motion by Brian Curtis, seconded by Deanna McGinnis. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary

