# EASTAMPTON TOWNSHIP BOARD OF EDUCATION Regular Meeting Minutes August 28, 2018

The Regular Meeting of the Eastampton Township Board of Education was called to order at 6:00p.m. by Glenn Forney, 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 16, 2018.
- **B.** Mailed written notice to the *Burlington County Times* and the *Courier Post* on January 16, 2018.
- C. Filed written notice with the Clerk of Eastampton Township on January 11, 2018.
- **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:**

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

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

## **FIRE EXITS**

### ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Glenn Forney, seconded by Len DiGiacomo, the Board entered executive session at 6:02p.m. All in favor.

## Eastampton Township School District Board of Education Resolution 2017-2018 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 h 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:
<u>x</u> 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 part 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);
<u>x</u> 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 unde <i>South Jersey Publishing</i> , 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 Glenn Forney, seconded by Susan Taylor, the Board returned to open session at 7:07 p.m. All in favor.

### **PRESENTATIONS:**

A. PARCC Scores

### 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. Graham asked what plans were in place to cover the absence of the guidance counselor. Mr. Duckett indicated that a long term substitute was being hired.

Mrs. Douglas inquired if that substitute would be involved in 504 Plans. Mr. Duckett replied that both counselors would coordinate 504 Plans.

## **APPROVAL OF MINUTES**: (18-19-01)

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

Glenn Forney – yes
Eve Waite – yes
Brian Curtis – yes
Len DiGiacomo - yes
Susan Taylor – abstain to June 19, 2018; yes to July 17, 2018. Motion carried.

June 19, 2018 (Regular and Exec. Session) July 17, 2018 (Regular Session)

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

### A. Information Items:

- 1) Summer work update
- 2) ESY Program
- 3) School Safety Data System Reports Period 1 & 2

## **B.** Action Item:

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

- 1) Recommend the Board approve the discussed 18-19 Board Goals as presented.
- 2) Recommend the Board approve the 2017-2018 NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report. Eastampton scored 75 points out of a possible 78 points; State's report will be posted on our website when received.
- 3) Recommend the Board approve the School Safety Data System report (which replaces the EVVRS and HIB-ITP reports) for Report Periods 1 and 2, as presented.

## **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: Unanimous. Motion carried.

1) Recommend the Board approve the following staff members for 2018-2019 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Robert Glavan Baseball Coach Jessica Marks Art Club Advisor

Jackie Smith Jazz Band and Woodwind Ensemble Director

Monica Dennler Battle of the Books Advisor

Kendra Hecker Drama Club Advisor and Select Chorale/Chorus Director

Jeff Raible Boys Soccer Coach Lisa Johnson Science Club Advisor

Larry Foglia Chaperone

2) Recommend the Board approve SY 2018-2019 ten-month contracts of employment, pending completion of paperwork, as follows. (18-19-02)

Lisa Johnson	MS Science Teacher	MA+30/Step 3/\$56,387	9/1/2018
Jaclyn King	Elementary School Teacher	MA/Step 1/\$54,187	9/1/2018
Louis Misselhorn	MS LAL Special Ed Teacher	MA/Step 5/\$57,042	9/1/2018
Kelsey Vignola	Part Time Speech Teacher	MA/Step 3/\$55,187 pro-rated to 80%	9/1/2018

- 3) Recommend the Board approve Christine Hutchinson as ABA aide for the 2018-2019 school year.
- 4) Recommend the Board approve Melissa Clark as mentor for 10 weeks for Jaclyn King.
- 5) Recommend the Board approve a request for an unpaid leave of absence by Erin D'Addona until December 31, 2018.
- 6) Recommend the Board approve the list of District Substitutes for the 2018-2019 school year. (18-19-03)
- 7) Recommend the Board approve Angela Mosley as Long Term Substitute School Counselor at MA Step 2, \$54,687 effective September 1, 2018 January 31, 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. (resume attached)
- 8) Recommend the Board approve Jennifer Greenewald as 10-month Confidential Secretary/Sub Caller effective September 1, 2018 at \$30,000.

### FINANCE: (Eve Waite, Chairperson)

#### A. Information Items:

1) RFQ for Behavior Consultation Services posted online on July 31, 2018 with a due date of August 27, 2018. No responses were received. The RFQ will be posted again on Wednesday, August 28, 2018.

#### **B.** Action Items:

On a motion by Eve Waite, seconded by Glenn Forney, the following action items were approved. Roll call vote:

Eve Waite – abstain to #1 & 2; yes to remainder
Glenn Forney – yes
Brian Curtis – yes
Len DiGiacomo – yes
Susan Taylor – yes
Motion carried.

- 1) Recommend the Board approve the following payrolls:
  - **a.** June 30, 2018 \$294,305.76
  - **b.** July 15, 2018 \$66,485.14
  - **c.** July 30, 2018 \$43,820.08
  - **d.** August 15, 2018 \$59,591.35
  - e. August 31, 2018 \$43,820.08
- 2) Recommend the Board approve the following invoices for payment: (18-19-04)

Regular Bills:

June Bill List #2 \$198,455.98 July Bills \$293,466.83 August Bills \$228,647.96

- 3) Recommend the Board approve the June and July 2018 Line Item Transfers. (18-19-05)
- 4) Recommend the Board approve the Treasurer's Report dated June 30, 2018 and July 31, 2018. (18-19-06)
- 5) Recommend the Board approve the Board Secretary's Report dated June 30, 2018 and July 31, 2018. (18-19-07)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4\*, we certify that as of June 30, 2018 and July 31, 2018 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 June 30, 2018 and July 31, 2018 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:

1767	6/18/2018	Nicole Ragone (Reimb. For flowers-parent chair) 8th Grade	\$ (40.00)
1768	6/18/2018	Cathy Derienzo (Reimb. For dance supplies) 8th Gr	\$ (55.95)
1769	6/20/2018	Michael Shoukry (Reimb. For Honor Society expenses)	\$ (194.45)
1770	6/20/2018	Robert Glavan (Reimb. For Atrium Project) Honor Society	\$ (289.59)
1771	6/20/2018	Michael Shoukry (Reimb.for Atrium Planters)Honor Soc.	\$ (29.98)
1772	6/21/2018	Angela Henderson - Reimb for pizza party (store)	\$ (25.00)
1773	6/22/2018	Samantha Zazzo (Reimb. For overpayment NYC Trip)Band/chorus	\$ (50.00)
1774	6/22/2018	Robert Glavan (Reimb.for garden)) Hon Soc/Stud Council	\$ (289.99)
1775	6/27/2018	Carla or Thor Myers (Refund for yearbook for Cayla Myers)	\$ (25.00)
1776	7/10/2018	Robert Glavan (Reimb. For garden materials) Student Council	\$ (429.32)
1777	7/30/2018	Lifetouch NNS (Event # 9875218) Yearbook	\$ (1,301.98)

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

6/27/2018	1377	Nutri-Serve Food Mgmt., Inc. (06/01/18 to 06/21/18)	\$ (12,369.58)
7/9/2018	1378	identiMetrics (Inv.#6359 - Annual Licensing & Support)	\$ (399.00)
7/17/2018	1379	Waste Mgmt of NJ (Inv.# 2809097-0502-0 - July Services)	\$ (1,576.32)
7/17/2018	1380	Western Pest Services (Invoice # 4779176B) July	\$ (76.50)
7/17/2018	1381	Dell Marketing L.P. (Inv. 10253824305) Computer/Monitor	\$ (1,354.87)
		Smart Care Equipment Solutions(Inv.# 95269204 &	
7/23/2018	1382	95262567)	\$ (128.51)

9) Recommend the Board approve the following out-of-district 18-19 placements:

Placement	Student(s)	<b>Tuition per Student</b>
BCSSSD	GC w/1:1	\$39,243
	MA w/1:1	\$42,802
	CS w/1:1	\$48,747
	ES	\$42,802
	BB	\$40,424
Westampton Board of Education	CB,NC, KC, CH, MP	\$10,500/ea
_	JC (w/1:1), DM, GS, JT	\$21,500/ea
New Grange	MS	\$69,316.74

## **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 suspend the rules of Bylaw 0131 requiring two Board readings to adopt a policy and adopt the following Policies with one reading to have these policies effective for September 1, 2018

P 4240 Employee Training
P 5512 Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
R 5512 Harassment, Intimidation, or Bullying Investigation Procedure (M) (Abolished)
P 5752 Marital Status and Pregnancy

2) Recommend the Board approve the first reading of the following policies and regulations:

P & R 1613 Disclosure and Review of Applicant's Employment History (M) (New)
P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with
Disabilities (M) (Revised)

3) Recommend the Board approve the second reading and adoption of the following policy:

## **<u>CURRICULUM</u>**: (Deanna McGinnis, Chairperson)

## A. 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 English Language Services Three-Year Program Plan for 2018-2021. (18-19-08)
- 2) Recommend the Board approve the School District Mentoring Plan Statement of Assurance. (18-19-09)
- **3**) Recommend the Board approve the Eastampton District Professional Development Plan (PDP for September 2018 to June 2019. **(18-19-10)**

## **BUILDINGS AND GROUNDS: (James Southard, Chairperson)**

### A. Action Item:

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 following requests for use of facilities:

	Group	Purpose	Date	Time	Room
1	PTA	Meet the PTA @ BTS Night	Sep 17	6:00-9:00 pm	Cafeteria
2	PTA	Membership Meetings	Sep 26, Oct 15, Nov 7, Jan 16, Mar 13, Apr 9, May 22, Jun 5	6:45-9:00 pm	Library
3	PTA	Kinder Craft Night	Sep 20	6:30-9:00 pm	Café & Library
4	PTA	Family Paint Night	Nov 7	6:00-9:00 pm	Cafeteria
5	Girl Scouts – Troop 20619	Meetings	Sept 10, Nov 12, Dec 10, Jan 14, Feb 11, Mar 11, Apr 8, May 13	3:15pm – 4:45pm	Makers Space Room 308
6	Eastampton Recreation	Instructional Karate	Oct 2, 4, 9, 11, 16, 18, 23, 25, 30  Nov 1, 6, 8, 13, 15, 20, 27, 29  Dec 4, 6, 11, 13, 18, 20, 25, 27  Jan 3, 8, 10, 15, 17, 22, 24, 29, 31  Feb 5, 7, 12, 14, 19, 21, 26, 28  Mar 5, 7, 12, 14, 19, 21, 26, 28  Apr 2, 4, 9, 11, 16, 18, 23, 25, 30  May 2, 7, 9, 14, 16, 21, 23, 28, 30	6:00-9:00pm	Cafeteria
7	Westampton Recreation	Youth Basketball	Dec 10, 12, 17, 19 Jan 2, 4, 5, 7, 9, 11, 12,	M-W-F 6:45-9:30pm	Gyms 1 & 2

			14, 16, 18, 19, 23, 25, 26, 28, 30	Sat 8:30am-5:00pm	
			Feb 1, 2, 4, 6, 8, 9, 11, 13, 16, 20, 22, 23,	8.30am-3.00pm	
			25, 27 Mar 1, 2, 4, 6, 8, 9, 11,		
			13, 15, 16, 18, 20		
			Dec 11, 13, 18, 20	T & Th	Gym 1
			Jan 3, 8, 10, 15, 17, 22,	6:45-9:30pm	
			24, 29, 31		
			Feb 5, 7, 12, 14, 19, 21,		
			26, 28		
	<b>XX</b>	V . 4. D . 1 . 4 11	Mar 5, 7, 12, 14, 19, 21	7.20 2.00	C. C. L
8	Westampton	Youth Basketball Team/Individual	Jan 26	7:30am-2:00pm	Cafeteria
	Recreation	Pictures			
9	Westampton	Basketball Pizza	Mar 9	8:00am-6:00pm	Cafeteria
	Recreation	Parties	With y	0.00 <b>a</b> m 0.00pm	Carcieria
10	GSA Troop 23371	Information @ BTS	Sep 17	5:30-9:00	Cafeteria
	•	Night	•		
11	Cub Scouts Pack	Information @ BTS	Sep 17	5:30-9:00	Cafeteria
	80	Night			
12	Eastampton	Information @ BTS	Sep 17	6:00-9:30	Cafeteria
	SEPAG	Night			
13	Eastampton	SEPAG Meetings	Oct 15, Jan 17, Apr 11,	6:30-9:00	Library
	SEPAG	~	Jun 6		~ .
14	Boy Scouts	Scouting Night	Sep 19	6:30-8:00	Cafeteria

# **PUBLIC PARTICIPATION:**

**NONE** 

# **ADJOURNMENT:**

With no further business to discuss, the Board meeting was adjourned at 8:20 p.m. on a motion by Glenn Forney, seconded by Len DiGiacomo. All in favor.

Respectfully submitted,

Marian F. Smith Business Administrator/Board Secretary