

**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**

**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 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 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



### **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)
7/23/2018	1382	Smart Care Equipment Solutions(Inv.# 95269204 & 95262567)	\$	(128.51)

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

Placement	Student(s)	Tuition per Student
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:**

**CURRICULUM: (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 Feb 1, 2, 4, 6, 8, 9, 11, 13, 16, 20, 22, 23, 25, 27 Mar 1, 2, 4, 6, 8, 9, 11, 13, 15, 16, 18, 20	Sat 8:30am-5:00pm	
			Dec 11, 13, 18, 20 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	T & Th 6:45-9:30pm	Gym 1
8	Westampton Recreation	Youth Basketball Team/Individual Pictures	Jan 26	7:30am-2:00pm	Cafeteria
9	Westampton Recreation	Basketball Pizza Parties	Mar 9	8:00am-6:00pm	Cafeteria
10	GSA Troop 23371	Information @ BTS Night	Sep 17	5:30-9:00	Cafeteria
11	Cub Scouts Pack 80	Information @ BTS Night	Sep 17	5:30-9:00	Cafeteria
12	Eastampton SEPAG	Information @ BTS Night	Sep 17	6:00-9:30	Cafeteria
13	Eastampton SEPAG	SEPAG Meetings	Oct 15, Jan 17, Apr 11, Jun 6	6:30-9:00	Library
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