EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes March 20, 2018

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:00p.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 -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

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: (17-18-69)

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

Glenn Forney – yes Susan Taylor – yes Brian Curtis – yes Len DiGiacomo – abstain to March 14; yes to February 27 Deanna McGinnis – yes James Southard – yes Eve Waite – yes

February 27, 2018 (Regular & Exec Session) March 14, 2018 (Regular Session)

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

A. Action Item:

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

2) Recommend the Board amended the 2017-2018 school calendar containing adjusted snow day make-up. (17-18-71)

FINANCE: (Eve Waite, Chairperson)

A. Information Items:

1) Proposed Budget 2018-2019 - Mrs. Smith and Mrs. Waite reviewed the proposed budget and answered questions from the board and the public.

B. Action Items:

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

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

- 1) Recommend the Board approve the following payroll:
 - a. March 15, 2018 \$ 272,902.47
- 2) Recommend the Board approve the following invoices for payment: (17-18-72)

Regular Bills - \$ 419,567.93 Debt Service - \$ 615,100.00

- 3) Recommend the Board approve the February 2018 Line Item Transfers. (17-18-73)
- 4) Recommend the Board approve the Treasurer's Report dated February 28, 2018. (17-18-74)
- 5) Recommend the Board approve the Board Secretary's Report dated February 28, 2018. (17-18-75)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of February 28, 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 February 28, 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:

1703	2/22/2018	Paul Gaynor (Basketball Ref - 1/26 Girls Game)		(57.00)
1704	2/26/2018	Robert Ray (Basketball Ref - 1/26/ Boys Game)	\$	(57.00)
1705	2/28/2018	Totally T-Shirts Signs & More (Inv.#105901)Drama Club	\$	(300.00)
1706	3/1/2018	Pat's Pizza (10 pizzas for cast) Drama Club	\$	(77.00)
1707	3/2/2018	WAWA, Inc. (Order #8687- 50 Coupons)-Band/Chorus	\$	(150.00)
1708	3/6/2018	VOID		
1709	3/6/2018	Jackie Smith (Reimb. For Supplies) Drama Club	\$	(65.48)
1710	3/13/2018	Caren daSilva (Refund of NYC Trip Deposit)Band/chorus	\$	(70.00)
1711	3/13/2018	Ronald Milke (DJ for Spring dance 3/23/18) 8th Gr	\$	(140.00)

8) Recommend the Board approve the following Cafeteria expenses:

3/13/2018	1358	Waste Mgmt of NJ (Inv.# 2787396-0502-2 March Services)	\$ (1,556.54)
3/13/2018	1359	Western Pest Services (Inv.#4672730B-March Service)	\$ (76.50)
3/13/2018	1360	Nutri-Serve Food Mgmt., Inc. (02/02/18 to 03/01/18)	\$ (17.313.69)

- 9) Recommend the Board approve the attached resolutions authorizing the NJSBA, through the ACES program, to continue to act on the District's behalf in procurement of gas and energy supplies through the year 2023. (17-18-76)
- 10) Recommend the Board renew the contract with Nutri-Serve Food Management, Inc. to provide food service management for the 2018-19 school year in accordance with the terms and conditions of the base year contract. The following is a correction to the management fee approved at the February 27th meeting.

Per Meal Fee:.

The management fee is a cents-per-meal management fee comprised of two parts. For each student meal

served, the fee is \$0.1528 cents. For each meal equal served (all non-reimbursable income divided by a meal equal factor of \$1.00) the fee is \$0.1001 cents. The sum of these two fees is the total management fee, CPI for renewal is 3.00%.

11) Recommend the Board approve the following 2018-2019 budget resolution:

WHEREAS, the Eastampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150/staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1-June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$25,000 for all staff and board members.

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 school year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

		Special	Debt	
	General Fund	Revenues	Service	TOTAL
2018-2019 Total Expenditures	9,348,104	250,800	796,400	10,395,304
Less Anticipated Revenues	4,675,044	250,800	1	4,925,845
Taxes to be Raised	4,673,060	-	796,399	5,469,459

And to advertise said tentative budget in the *Burlington County Times* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held on April 24, 2018 at 7:00pm for the purpose of conducting a public hearing on the proposed budget for the 2018-2019 school year.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Items:

On a motion by Len DiGiacomo, seconded by James Southard, the following action item was 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 214) (sent in separate e-mail)

P 3437	Military Leave (Revised)
P 4437	Military Leave (Revised)
R 7101	Educational Adequacy of Capital Projects (Revised)
P 7425	Lead Testing of Water in Schools (New)
P & R 7440	School District Security (M) (Revised)
P & R 7441	Electronic Surveillance in School Buildings and on School Grounds (M)
	(Revised)
P 8507	Breakfast Offer versus Serve (OVS) (M) (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)

CURRICULUM: (Deanna McGinnis, Chairperson)

A. Action Items:

On a 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 field trips:

Date	Students	Destination	Time	Chaperones
4/20/18	54 Kindergartners	Please Touch Museum	8:55 am – 2:00 pm	6 staff + parents
6/8/18	67 1 st Graders	Philadelphia Zoo	8:45 am – 2:00 pm	7 staff + parents
5/18/18	58 2 nd Graders	Investors Bank Arts Center, Sewell Theatre Works USA	9:00 am – 2:15 pm	6 staff/ 12 parents
5/22/18	66 4 th Graders	NJ State Museum	8:40 am – 2:00 pm	5 staff/ 15 parents
6/19/18	75 5 th Graders	Allaire Village, Wall Township	8:45 am – 2:30 pm	5 staff/ 5 parents
4/20/18	59 6 th Graders	Regal Cinema – "A Wrinkle in Time"	9:00 am – 1:30 pm	5 staff/ 36 parents
6/8/18	64 7 th Graders	Eastern State Penitentiary	9:00 am – 2:00 pm	2-3 staff/ 9 parents

BUILDINGS AND GROUNDS: (James Southard, Chairperson)

A. Action Items:

On a motion by James Southard, seconded by Eve Waite, 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	Eastampton	Easter Magic Show	Mar 16	6:30 – 9:00 pm	Cafetorium
	Township				
2	Sacred Heart	Softball Practice	Mar 21, 26, 28	5:30 pm	Softball Field
	CYO		Apr 2, 4, 9, 11,16, 18,	until dusk	
			23, 25, 30		
			May 2, 7, 9, 14, 16,		
			21, 23, 28, 30		
			June 4, 6, 11, 13, 18,		
			20, 25, 27		
			July 2, 5		
3	Semi-Pro	Cheering Practice	Mar 22, 29	7:00 – 9:00 pm	Cafetorium
	Garden State		Apr 12, 18, 26		

Lady Gladiators	May 3, 10, 16, 24, 31	
(Cheerleaders)	Jun 6, 14, 21	

PUBLIC PARTICIPATION:

NONE

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Glenn Forney, seconded by Eve Waite, the Board entered executive session at 7:54p.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 have exempted from the public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 7:50 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:

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);

(if contract negotiation, the nature of the contract and interested party is the Collective Bargaining Agreement)

_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 Glenn Forney, seconded by Brian Curtis, the Board returned to open session at 8:40p.m. All in favor.

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

A. Discussion Item:

1) HIB Report dated March 15, 2018 (17-18-70)

B. Action Item:

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

1) Recommend the Board approve the HIB Report dated March 15, 2018 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:

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

Motion carried.

1) Recommend the Board approve the following individual as district substitute effective March 21, 2018, pending completion of paperwork:

Lee Ann Kaminski

2) Recommend the Board approve the non-renewal of staff members as discussed and whose names are on file in the Superintendent's Office.

- 3) Recommend the Board approve administrative leave until June 30, 2018 of staff member as discussed and whose name is on file in the Superintendent's Office.
- 4) Recommend the Board approve the following individuals as co-baseball coaches, with a stipend as per negotiated agreement:

Robert Glavan Kevin Moore

5) Recommend the Board approve Thor Myers as a volunteer assistant coach for the boys baseball team.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 8:45p.m. on a motion by Glenn Forney, seconded by James Southard. All in favor.

Respectfully submitted,

Marian F. Smith Business Administrator/Board Secretary