

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

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 -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.

	General Fund	Special Revenues	Debt 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 Township	Easter Magic Show	Mar 16	6:30 – 9:00 pm	Cafetorium
2	Sacred Heart CYO	Softball Practice	Mar 21, 26, 28 Apr 2, 4, 9, 11, 16, 18, 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	5:30 pm until dusk	Softball Field
3	Semi-Pro Garden State	Cheering Practice	Mar 22, 29 Apr 12, 18, 26	7:00 – 9:00 pm	Cafetorium

NONE

On a motion by Glenn Forney, seconded by Eve Waite, the Board entered executive session at 7:54p.m. All in favor.

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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