

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
August 29, 2017

The Work Session Meeting of the Eastampton Township Board of Education was called to order at 6:10p.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 15, 2017.
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on August 11, 2017.
- C. Filed written notice with the Clerk of Eastampton Township on January 15, 2017.
- 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 at 6:22p.m.
 Len DiGiacomo - present
 Deanna McGinnis - absent
 James Southard - absent
 Susan Taylor – present at 6:07p.m.
 Samantha Zazzo - 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 6:10p.m. All in favor.

Eastampton Township School District Board of Education
Resolution 2016-2017
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:

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;

_____ 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 _____)

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);

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 Len DiGiacomo, the Board returned to open session at 6:40p.m. All in favor.

PRESENTATION:

- A. Public Hearing – SBA Contract – Mr. Forney indicated the changes being suggested to the employment contract of the School Business Administrator. There were no comments or questions from the public on the Addendum. The public hearing ended at 6:43pm.

- B. SY 16-17 Violence & Vandalism/HIB Report for Period 2 – Mr. Duckett reviewed the statistics for reporting period 2. The board asked for clarification on some of the incidents.

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 inquired about policies regarding facebook intimidation and cell phone possession/usage by students during the school day. Mr. Forney acknowledged the many issues associated with the use of different forms of technology and replied that the district has several policies addressing this issue. Strauss Esmay Associates is a policy services which provides updates on a regular basis and Mr. DiGiacomo, as the Board's policy chairperson, makes sure that policies are edited incorporating district standards and presented to the board in a timely manner. Mrs. Zazzo also indicated that students are required to sign an Acceptable Use Form form at the beginning of each year. Mr. Duckett indicated that staff will be instructed to exercise more diligence on reporting student use or possession of cell phones during the school day.

APPROVAL OF MINUTES: (17-18-09)

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

August 22, 2017 (Regular & Exec.)

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

A. Action Items:

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

- 1) Recommend the Board approve the District Goals for 2017-2018 as discussed.
- 2) Recommend the Board approve the SY 16-17 Violence & Vandalism/HIB Report for Period 2, as presented.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the list of District Substitutes for the 2017-2018 school year.
(17-18-10)

- 2) Recommend the Board approve the following staff members to write science curriculum for grades kindergarten through five during the summer of 2017:

Michael Martino (Kindergarten – 1st grade)
 Elizabeth Toth (2nd-3rd grades)
 Vanessa Stevenson (4th-5th grades)

- 3) Recommend the Board approve the following staff members for 2017-2018 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Jacqueline Smith	8 th Grade Class Co-Advisor/Select Chorale/Drama Club
Nicole Ragone	8 th Grade Class Co-Advisor/Girls Soccer Coach
Valerie Ulyett	Yearbook Advisor/Chaperone
Teri Montgomery	Chaperone
Susan Kenney	Sat School Co-Supervisor/Chaperone
Kevin Malone	Boys Basketball Coach/Baseball Coach
Daniel Wythoff	Softball Coach
Michael Martino	Boys Soccer Coach
Michael Shoukry	Sat School Co-Spr/Chaperone/Honor Society Advisor/Homebound Instructor
Monica Dennler	Battle of the Books Advisor
James Hall	Girls Basketball Coach
Katie Yoder	STEM/Science Club
Gary Morgan	Jazz Band/Woodwind Ensemble Director

- 4) Recommend the Board approve the following staff members as mentors for the 2017-2018 school year as indicated.

Melissa Jennings to mentor Kevin Moore
 Angela Henderson to mentor Danielle Patton
 Daniel Wythoff to mentor Andrea Gleeson
 Susan Kenney to mentor Corinne Katrina
 Jacqueline Smith to mentor Jessica Marks

- 5) Recommend the Board approve the attached addendum to the employment contract for Marian Smith, Business Administrator, as presented, for July 1, 2017 to June 30, 2018.
- 6) Recommend the Board rescind the remainder of the employment contract between Ambrose F. Duckett, III, Superintendent/Principal effective July 1, 2017.
- 7) Recommend the Board approve the attached three year contract with Ambrose F. Duckett, III, as Superintendent/Principal for July 1, 2017 – June 30, 2020.

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) District Audit Results – Mr. Forney indicated that the majority of the district's audit was complete and that there were no recommendations. He stated that the remaining outstanding items should be completed by September 30th.

B. Action Items:

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

Glenn Forney – yes
 Len DiGiacomo – abstain to #12; yes to remainder
 Brain Curtis – yes
 Susan Taylor – yes
 Samantha Zazzo – abstain to #7; yes to remainder Motion carried.

1) Recommend the Board approve the following payroll:

a. August 31, 2017 - \$53,667.85

2) Recommend the Board approve the following invoices for payment: (17-18-11)

a. Regular Bills: \$404,153.89

3) Recommend the Board approve the June and July 2017 Line Item Transfers. (17-18-12)

4) Recommend the Board approve the Treasurer's Report dated June 30, 2017 and July 31, 2017. (17-18-13 and 17-18-14)

5) Recommend the Board approve the Board Secretary's Report dated June 30, 2017 and July 31, 2017. (17-18-15 and 17-18-16)

6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of June 30, 2017 and July 31, 2017 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, 2017 and July 31, 2017 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:

1602	6/7/2017	Pat's Pizza (end of year party) sign club	\$	(72.00)
1603	6/7/2017	Pat's Pizza (end of year party) sign club	\$	(78.50)
1604	6/8/2017	Garden State Transport Corp. (Inv.12949) RVRHS Musical	\$	(190.00)
1605	6/8/2017	Jacqueline Smith (Reimb. For mugs/favors) 8th Gr	\$	(421.00)
1606	6/9/2017	The Franklin Inst (Res#254411 - 5th Gr Fieldtrip)add'l-VOIDED		
1607	6/9/2017	Janet Figaro (Reimb. For supplies) 8th Gr	\$	(155.03)
1608	6/9/2017	Victoria Carr (Reimb. For Dinner Dance Supplies) 8th Gr	\$	(112.52)
1609	6/12/2017	Christine Milke (Reimb. For Dinner Dance Supplies) 8th Gr	\$	(92.63)
1610	6/13/2017	Amy Martin (Reimb. For 8th Gr Supplies)	\$	(222.91)
1611	6/13/2017	Pat's Pizza (25 pizzas) last day party - 8th Gr	\$	(179.50)
1612	6/13/2017	Ron Bright (Mr. Softee)Dinner Dance Dessert) 8th Gr	\$	(177.25)
1613	6/13/2017	Stephanie Dos Santos (Reimb. For supplies) 8th Gr	\$	(61.61)
1614	6/13/2017	Samantha Zazzo (Reimb. For dinner dance décor) 8th Gr	\$	(34.68)
1615	6/13/2017	Celeste Bonfanti (Reimb. For supplies) Sign Club	\$	(51.52)

1616	6/13/2017	Eastern State Penitentiary (7th Gr Fieldtrip)	\$	(514.00)
1617	6/19/2017	Jenny Scudder (Reimb. For Dinner Dance Supplies) 8th Gr	\$	(69.13)
1618	6/19/2017	Michael Shoukry (Reimb. For Supplies)Honor Society	\$	(210.85)
1619	6/20/2017	Jacqueline Smith (Reimb.for Graduation Supplies) 8th Gr	\$	(111.94)
1620	6/29/2017	Lifetouch NSS (Event # 9875217) Final Balance-Yearbook	\$	(2,603.47)

8) Recommend the Board approve the following Cafeteria expenses:

3/8/2017	1317	Waste Mgmt of NJ (Inv.# 2725087-0502-2 - February Services	\$	(1,303.14)
6/13/2017	1330	Western Pest Services (Invoice # 4449089B-June)	\$	(73.00)
6/29/2017	1331	Nutri-Serve Food Mgmt., Inc. (05/26/17 to 06/22/17)	\$	(16,096.84)
7/10/2017	1332	identiMetrics (Inv.#5830 - Annual Licensing & Support)	\$	(399.00)
7/25/2017	1333	Waste Mgmt of NJ (Inv.# 2746643-0502-7 - June Services)	\$	(1,294.18)
7/25/2017	1334	Western Pest Services (Invoice # 4478493B-July)	\$	(73.00)
8/17/2017	1335	Western Pest Services (Invoice # 4502787B) August	\$	(73.00)
8/30/2017	1336	Sam's Club (Membership Renewal # 3411264931890)	\$	(45.00)

9) Recommend the Board approve the request for professional development (17-18-17).

10) Recommend the Board approve the following out-of-district 2017-18 placements:

BCSSSD – MA \$41,963
BB \$39,631
GC \$38,474
CS \$47,791
MW \$47,791
Westampton Board of Education – JC (\$22,750); CA \$10,500; NC - \$10,500
New Grange – MC (\$71,165.70)
North Hanover Discovery School – GS (\$1400 ESY; \$31,889 + services)
North Hanover Upper Elementary – KS (\$1400 ESY; \$41,755 + one to one aide)

11) Recommend the Board approve Walsh Legacy LLC, to provide Home Instruction for students on an as needed basis for the 2017-2018 school year at the rate of \$55/hr.

12) Recommend the Board approve a shared services agreement with Eastampton Township for the services of a School Resource Officer at \$20,000/year for the 2017-2018 school year.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Items:

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

1) Recommend the Board approve the first reading of the following policies/regulation guides (Alert 212) **(sent in separate e-mail).**

P & R 1240	Evaluation of Superintendent
P & R 3126	District Mentoring Program
P & R 3221	Evaluation of Teachers
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
P & R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P & R 3240	Professional Development for Teachers and School Leaders
P & R 5610	Suspension
P 5620	Expulsion

P 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
P 8550	Unpaid Meal Charges/Outstanding Food Service Charges

- 2) Recommend the Board approve the first reading of the following policies/regulation guides (Alert 213) **(sent in separate e-mail)**

P 2700	Services to Nonpublic School Students
P & R 7100	Long-Range Facilities Planning

CURRICULUM: (Samantha Zazzo, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the science curriculum for grades K-5 to meet the State's Next Generation Science Standards requirement. (Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade), Math curriculum for grades K-8; and Language Arts for grades K-8.

BUILDINGS AND GROUNDS: (Brian Curtis, Chairperson)

A. 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 amend the following request for use of facilities:

	Group	Purpose	Date	Time	Room
1	PTA	Membership Meetings	Sept 25, Nov 7, Jan 8, Feb 21, Apr 10, May 15, Jun 5	6:30-9:00 pm	Library
2	PTA	Kinder Craft Night	Sept 14	6:30-8:00 pm	Café & Library
3	Girl Scouts – Troop 20619	Meetings	Sept 11, Oct 9, Nov 13, Dec 11, Jan 8, Feb 12, Mar 12, Apr 9, May 14	3:15pm – 4:45pm	Makers Space Room 308
4	Westampton Rec. Department	Youth Basketball	Dec 11, 13, 15, 18, 20 Jan 3, 5, 6, 8, 10, 12, 13, 17, 19, 20, 22, 24, 26, 27, 29, 31 Feb 2, 3, 5, 7, 9, 10, 12, 14, 17, 21, 23, 24, 26, 28 Mar 2, 3, 5, 7, 9, 10, 12, 14, 16, 17, 19, 21, 23, 24	M-W-F 6:45-9:30pm Sat 9:00am-6:00pm	Gyms 1 & 2
			Dec 12, 14, 19 Jan 2, 4, 9, 11, 16, 18, 23, 25, 30 Feb 1, 6, 8, 13, 15, 20, 22, 27 Mar 1, 6, 8, 13, 15, 20, 22	T & Th 6:45-9:30pm	Gym 1

5	Eastampton Rec. Department	Instructional Karate	Oct 3, 5, 10, 12, 17, 19, 24, 26, 31 Nov 2, 7, 14, 16, 28, 30 Dec 5, 7, 12, 14, 19 Jan 2, 4, 9, 11, 16, 18, 23, 25, 30 Feb 1, 6, 8, 13, 15, 20, 22, 27 Mar 1, 6, 8, 13, 15, 20, 22, 27, 29 Apr 10, 12, 17, 19, 24, 26 May 1, 3, 8, 10, 15, 17, 22, 24, 29, 31	6:30-9:00pm	Cafetorium
6	PTA	Halloween Party	Oct 13	6:30-9:30pm	Cafetorium

PUBLIC PARTICIPATION:

-Mrs. Douglas wondered if the decrease in state aid required a public presentation of the revised budget. Mr. Forney answered that it did not.

-Mr. Graham inquired if the Safety Patrol would be reinstated in light of the decrease in state aid. Both Mr. Forney and Mrs. Zazzo indicated for the safety and protection of the students, the Board, at this time, would not consider this option.

-Mrs. Derienzo asked if the new development by CVS would require an additional bus over and above our current needs. Mr. Duckett replied that it did not.

-Mr. Apgar commended Mr. Shoukry and the Student Council for the great job they did during the open house.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:40p.m. on a motion by Glenn Forney, seconded by Susan Taylor. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary