

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
May 23, 2017

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:00 p.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* on January 15, 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
 Len DiGiacomo - present
 Deanna McGinnis - present
 James Southard - present
 Susan Taylor - present
 Samantha Zazzo - present

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

FIRE EXITS

PRESENTATION:

- A. Student Recognitions – Mr. Duckett, Superintendent/Principal

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)).

NONE

APPROVAL OF MINUTES: (16-17-78)

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

Glenn Forney – Yes
 Deanna McGinnis – Yes
 Brian Curtin – Yes
 Len DiGiacomo – Yes
 James Southard – Yes
 Susan Taylor – abstain
 Samantha Zazzo – Yes

Motion carried.

April 25, 2017 (Regular and Exec. Session)

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

A. Discussion Item:

- 1) HIB Report dated April 13, 2017 (16-17-79)
- 2) Bus Evacuation Drill – held on May 18, 2017 for all bused students. Mrs. Rucci and Mrs. Smith were present.
- 3) Lead testing was conducted in compliance with NJDOE requirements. The district passed all tests.

B. Action Item:

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

- 1) Recommend the Board approve the district allowing a family whose name is on file with the Superintendent's Office to remain in school through the end of this school year, although they do not currently reside in Eastampton.

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Glenn Forney, seconded by Len DiGiacomo, the Board entered executive session at 7:10 p.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 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 7:45 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);

 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 James Southard, the Board returned to open session at 8:09 p.m. All in favor.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

- 1) Recommend the Board accept the retirement of Debbie Shinn, 1st grade teacher, effective July 1, 2017.
- 2) Recommend the Board accept the retirement of Rae Littlehale, Art teacher, effective July 1, 2017.

- 3) Recommend the Board approve the following individuals as substitute custodians for the 2016-2017 school and the 2017-2018 school year:

- a. Chris Ramus - \$17/hr not to exceed 24 hours/week
- b. Neal Voorhees - \$17/hr. not to exceed 24 hours/week

- 4) Recommend the Board establish a daily substitute rate for the 2017-2018 school year at \$90/day.
- 5) Recommend the Board approve SY 2017-2018 ten-month contracts of employment, pending completion of paperwork, as follows:

Kevin Moore	Kindergarten Teacher	BA/Step 1/TBD*	9/1/2017
Rebecca Coyle	ES Special Ed Teacher	MA/Step 1/TBD*	9/1/2017
Andrea Gleeson	MS LAL Special Ed Teacher	MA/Step 1/TBD*	9/1/2017
Jessica Marks	Art Teacher	MA/Step 1/TBD*	9/1/2017

*Pending ratification of Collective Bargaining Agreement for 2017-2020

- 6) Recommend the Board approve the employment of the following individuals as district substitutes effective May 24, 2017, pending completion of paperwork:
- a. Joshua Springer
- 7) Recommend the Board approve an employment contract for Germer Ledford, Assistant Principal effective July 1, 2017 to June 30, 2018 at \$80,000/year.
- 8) Recommend the Board approve summer help for the custodial staff at \$12/hr.

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) RFQ's received on May 2, 2017 for Auditor, Behavior Therapy, Physical Therapy, Occupational Therapy Services for the 2017-2018 school year.
- Bowman & Company, LLP was the only response for District Auditor.
- 2) Bid for 2017-2018 Student Transportation received May 19, 2017 – District received 7 requests for Bid Specifications but only Garden State Transport submitted a bid proposal.
- 3) Non-Public Consultation Form with TCA completed 5/10/2017.
- 4) Impact Aid - District received letter from US Department of Education indicating that the district is not eligible for funding.

B. 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 following payroll:
 - a. April 30, 2017 - \$264,964.23
 - b. May 15, 2017 - \$260,797.29
 - c. May 31, 2017 - \$283,765.20
- 2) Recommend the Board approve the following invoices for payment: (16-17-80)
 - a. Regular Bills: \$383,596.69
- 3) Recommend the Board approve the April 2017 Line Item Transfers. (16-17-81)
- 4) Recommend the Board approve the Treasurer's Report dated April 30, 2017. (16-17-82)
- 5) Recommend the Board approve the Board Secretary's Report dated April 30, 2017. (16-17-83)
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of April 30, 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 April 30, 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:

1554	4/13/2017	Ken Shugars (Baseball Umpire 4/12/17 Game)	\$	(75.00)
1555	4/13/2017	Philip Mach (Softball Umpire - 4/12/17 Game)	\$	(75.00)
1556	4/26/2017	Theatreworks USA - order # 000014827 - 2nd Gr Fieldtrip	\$	(740.00)
1557	4/26/2017	Richard Sporing (Softball Umpire - 4/24/17 Game)	\$	(75.00)
1558	4/26/2017	Mark Wright (Baseball Umpire - 4/24/17 Game)	\$	(75.00)
1559	4/27/2017	Please Touch Museum (KDG Fieldtrip) Deposit	\$	(727.50)
1560	4/27/2017	Philly Pretzel Factory - 8th Gr	\$	(77.50)
1561	5/2/2017	Carmella Williams (Refund for NYC Tickets)Band/Chorus	\$	(80.00)
1562	5/2/2017	David Tours & Travel (Res #87253) 8th Gr Trip	\$	(4,548.00)
1563	5/2/2017	JC Tours, Inc. (2 Motor Coaches for NYC)Band/Chorus	\$	(2,800.00)
1564	5/2/2017	Please Touch Museum (KDG Fieldtrip) Balance	\$	(697.50)
1565	5/4/2017	Pat's Pizza (Talent Show) 8th Gr	\$	(72.00)
1566	5/8/2017	Philly Pretzel Factory - (nv # 17128-1) 8th Gr	\$	(34.00)
1567	5/8/2017	Philly Pretzel Factory - (Inv # 17130-1) 8th Gr	\$	(34.00)
1568	5/9/2017	Scott Bayley (Baseball Umpire - 5/8/17 Game)	\$	(75.00)
1569	5/9/2017	Adventure Aquarium (Conf#214080)3rd Gr Fieldtrip	\$	(1,332.50)
1570	5/9/2017	Totally T-Shirts (Inv.#105221)Class of 2017 (8th Gr)	\$	(434.50)
1571	5/9/2017	RVRHS (2 Buses of Students & Staff to see Play)	\$	(400.00)
1572	5/12/2017	Philly Prezel Factory (Inv.17139-1) 8th Gr	\$	(77.50)
1573	5/12/2017	Pat's Pizza - 10 Pizzas-School Dance - 8th Gr	\$	(72.00)
1574	5/12/2017	Ron Milke (DJ for School Dane 5/12)- 8th Gr)	\$	(120.00)

1575	5/15/2017	Glynis Sills(Return of NYC Trip Cost) Smith	\$	(80.00)
1576	5/16/2017	Aarika Wood(Refund for EW Fieldtrip payment)1st	\$	(13.00)

8) Recommend the Board approve the following Cafeteria expenses:

4/13/2017	1320	Waste Mgmt of NJ (Inv.# 2730222-0502-8 March Services)	\$	(1,299.03)
4/13/2017	1321	LunchTime Software, LLC (Maint/Support Renewal)	\$	(890.00)
4/24/2017	1322	Nutri-Serve Food Mgmt., Inc. (02/24/17 to 03/30/17)	\$	(26,039.20)
4/24/2017	1323	Western Pest Services (Invoice # 4392384B - April)	\$	(73.00)
5/8/2017	1324	Nutri-Serve Food Mgmt., Inc. (03/31/17 to 04/27/17)	\$	(16,948.95)
5/9/2017	1325	Waste Mgmt of NJ (Inv.# 273633-0502-7 April Services)	\$	(1,303.14)
5/15/2017	1326	Western Pest Services (Invoice # 4421099B - May)	\$	(73.00)
5/15/2017	1327	Yesis Melendez - Reimb. For Unused Caf� Funds)transfer	\$	(12.60)

9) Recommend the Board approve Bowman & Company, LLC as District Auditor for the 2017-2018 school year.

10) Recommend the Board approve the following tax payment schedule and request the same from Eastampton Township for the 2017-2018 school year.

August 2017	\$ 600,000.00
September – December 2017	\$ 518,954.88
January – May 2018	<u>\$ 535,163.10</u>
Total	\$5,351,631.00

11) Recommend the Board approve the following resolution regarding Yale, Hampton Academy and Garfield Park lunch programs:

In accordance with the requirements of N.J.A.C. 6A:23-4.5(a)(20), the Board hereby agrees and consents to the following:

The private schools, YALE SCHOOL CENTRAL CAMPUS, HAMPTON ACADEMY and GARFIELD PARK are not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE, HAMPTON ACADEMY, and GARFIELD PARK to them. This shall be effective for the school year beginning July 1, 2017 and ending June 30, 2018.

12) Recommend the Board approve the following Jointure agreements with Burlington County Educational Services Unit for the 2017-2018 school year:

- a. Non-Public Transportation
- b. Special Education Transportation– Summer/Winter Routes
- c. Professional Services
- d. Chapter 192/193 Services

13) Recommend the Board approve a contract with Muni Advisors to provide Continuing Disclosure services for the 2017-2018 school year at a rate of \$850.

14) Recommend the Board approve a rental contract with Wee Kids Early Learning Center for the 2017-2018 school year for \$5,000.

15) Recommend the Board approve the online submission to the Department of Agriculture Fiscal Year 2018 Application packet for the continuation of the School Nutrition Program for the 2017-2018 school year.

16) Recommend the Board approve the following cafeteria prices for the 2017-2018 school year:

Lunch - \$2.60	Reduced price - \$.40
Breakfast - \$1.30	Reduced price - \$.30
Additional Lunch \$2.60	
Second Entree (i.e. extra slice of pizza) \$1.50	
Additional Milk \$0.50	
8oz bottled water \$0.60	
16oz bottled water \$1.00	
Snacks and other drinks - \$.45 - \$1.50	
Adult Meal - \$5.00	

17) Recommend the Board approve Columbus Family Physicians as School Physician for the 2017-2018 school year for \$2,000.

18) Recommend the Board approve a 3 year agreement with Xtel Communications, Inc. for Voice/Data services from 7/1/2017 to 6/30/2020.

19) Recommend the Board approve a renewal contract with Realtime for \$6,450 for the Special Education/IEP Management Module for the 2017-2018 school year.

20) Recommend the Board approve the attached parent transportation contract for May 1, 2017 to June 16, 2017. (16-17-84)

21) Recommend the Board approve Garden State Transport to provide student transportation services for the 2017-2018 school year as per the attached.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Items:

On a motion by Len DiGiacomo, seconded by Glenn Forney, 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 211) (sent in separate e-mail).

0000.02	Introduction (M) (Revised)
P 2415.06	Unsafe School Choice Option (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P & R 3160	Physical Examination (M) (Revised)
P & R 4160	Physical Examination (M) (Revised)
P & R 5116	Education of Homeless Children (Revised)
P 8350	Records Retention (New)

CURRICULUM: (Samantha Zazzo, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the boys/girls SY 2017-2018 soccer schedules as attached.
(16-17-85)

BUILDINGS AND GROUNDS: (Brian Curtis, Chairperson)

A. Action Item:

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

- 1) Recommend the Board approve the following request for use of facilities:

	Group	Purpose	Date	Time	Room
1	School Preparedness & Emergency Planning	Regional Security Drill Training	August 8,9	8am to 3:00pm	Cafetorium/Library
2	PTA	End of Year Parties K-5	June 15	12pm – 3pm	Elem Art & Gym rooms

PUBLIC PARTICIPATION:

-Mrs. Derienzo provided a PTA update.

-Mrs. daSilva inquired about the new clothing bins by the dumpster. Mr. Duckett indicated that they were placed there by the Police Department.

ADJOURNMENT:

With no further business to discuss the Board meeting was adjourned at 8:40 p.m. on a motion by Glenn Forney, seconded by Samantha Zazzo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary