

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
April 25, 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 - absent
 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

BUDGET PUBLIC HEARING

A. Information Item: Budget Presentation

B. Action Item: (Glenn Forney, Chairperson)

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

- 1) Recommend the Board adopt the proposed 2017-2018 budget as approved by the Executive County Superintendent on March 17, 2017. The Board of Education authorizes the use of a \$31,935 adjustment for increase in health care costs.

	General Fund	Special Revenues	Debt Service	TOTAL
2017-2018 Total Expenditures	9,250,008	253,800	770,200	10,274,008
Less Anticipated Revenues	4,668,577	253,800	0	4,922,377
Taxes to be Raised	4,581,431	0	770,200	5,351,631

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. Varava and Mrs. Varava, Mrs. Caesar, Mr. and Mrs. Betanzos, Mrs. Dean, Mrs. Derienzo, Mrs. Walker, Mrs. Dilliplane, Mrs. Spagnoli and Mrs. Stevenson commented on personnel action item #1.

Mrs. Dwyer inquired about one of the district's employment postings.

APPROVAL OF MINUTES: (16-17-67)

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

Glenn Forney – yes
 Len DiGiacomo – yes
 Brian Curtis – yes
 Deanna McGinnis – yes
 James Southard – abstain
 Samantha Zazz0 – yes

Motion carried.

March 16, 2017 (Regular and Exec. Session)

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

A. Discussion Item:

- 1) HIB Report dated April 13, 2017 (16-17-68)

B. Action Item:

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

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Glenn Forney, seconded by Samantha Zazzo, the Board entered executive session at 8:35 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 8:15 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 Brian Curtis, the Board returned to open session at 9:15 p.m. All in favor.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

On a motion by Glenn Forney, seconded by Brian Curtis, action items #1-4 and #6-7 were approved. Note: After discussion, item #5 was tabled. Roll call vote: Unanimous. Motion carried.

- 1) Recommend the Board approve the attached Reduction in Force resolution for the 2017-2018 school year. **(16-17-69)**
- 2) Recommend the Board approve the attached staff renewals and non-renewals for the 2017-2018 school year. **(16-17-70)**
- 3) Recommend the Board accept the retirement of Maureen Spagnoli, Special Education Teacher, effective July 1, 2017. **(16-17-71)**
- 4) Recommend the Board amend the FMLA request for leave by Suzanne Lucarelli to reflect a start date of March 24, 2017 instead of April 24, 2017.
- 6) Recommend the Board approve Thor Myers (already fingerprinted) as a volunteer assistant coach for the boys baseball team.
- 7) Recommend the Board accept the resignation of Angela Buggs, Language Arts Teacher, effective June 30, 2017.

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) RFQ posted on line for Auditor, Behavior Therapy, Physical Therapy, Occupational Therapy Services for the 2017-2018 school year with a due date of May 2, 2017.

B. Action Items:

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

- 1) Recommend the Board approve the following payroll:
 - a) March 31, 2017 - \$271,574.21
 - b) April 15, 2017 - \$265,985.24
- 2) Recommend the Board approve the following invoices for payment: **(16-17-73)**
 - a) Regular Bills: \$334,264.52
- 3) Recommend the Board approve the March 2017 Line Item Transfers. **(16-17-74)**
- 4) Recommend the Board approve the Treasurer's Report dated March 31, 2017. **(16-17-75)**
- 5) Recommend the Board approve the Board Secretary's Report dated March 31, 2017. **(16-17-76)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of March 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 March 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:

1542	3/7/2017	Pat's Pizza - 6 pizzas (Signing Club)	\$	(45.00)
1543	3/8/2017	Pat's Pizza - 6 pizzas (Signing Club)	\$	(45.00)
1544	3/8/2017	David Tours & Travel (2nd Deposit for Wash. Trip) 8th Gr	\$	(2,600.00)
1545	3/8/2017	Philly Pretzel Factory (Inv# 17069) Spring Carnival-8th Gr	\$	(19.00)
1546	3/16/2017	Group Sales Box Office - Inv.#700576 - NY Play-Band	\$	(414.50)
1547	3/16/2017	WAWA, INC. - Order # 7473 - 1250 coupons - Band	\$	(3,750.00)
1548	3/20/2017	Regal Groups & Screenings - 6th Gr Fieldtrip - Greene	\$	(1,005.30)

1549	3/27/2017	Philly Pretzel Factory (Inv# 17090-1)-8th Gr	\$	(34.00)
1550	3/31/2017	Pat's Pizza (Pizza for Ccomm Valley Ball game -8th Gr	\$	(59.00)
1551	3/31/2017	Ron Milke (DJ for Community Volleyball Game - 8th Gr)	\$	(150.00)
1552	4/5/2017	Totally T-Shirt Signs & More (Inv. #105147) 8th Gr	\$	(683.50)
1553	4/6/2017	Philly Pretzel Factory (Inv. #17097-1) - 8th Gr	\$	(46.50)

8) Recommend the Board approve the following Cafeteria expenses:

3/16/2017	1318	Western Pest Services (Invoice # 4365468B - March)	\$	(73.00)
3/16/2017	1319	General Chemical & Supply Inc. (Inv. 229209 & Partial 228871)	\$	(147.44)

9) Recommend the Board renew the contract with Nutri-Serve Food Management, Inc. to provide food service management for the 2017-18 school year in accordance with the terms and conditions of the base year contract.

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 \$0.1485 cents. For each meal equal served (all non-reimbursable income divided by a meal equal factor of \$1.00) the fee is \$0.0973 cents. The sum of these two fees is the total management fee. CPI for renewal is 1.5%.

10) Recommend the Board approve the online submission of Amendment Application 1 for NCLB to carry over the previous year's (2015-2016) Title II unexpended funds in the amount of \$11,931.00

11) Recommend the Board approve the following out of district tuition contracts:

Mt. Holly Township BOE - NC \$15,000 pro-rated from March 27, 2017 to the end of the 16-17 school year.
Beverly BOE – NN - \$8113.30 from April 24, 2017 to end of 16-17 school year

12) Recommend the Board approve the amended 403(b) Plan Document and Adoption Agreement and the 457(b) Plan Document and Adoption Agreement dated April 25, 2017. The option to enroll in a Roth source is being added effective May 1, 2017. The documents are available for review in the Board Office.

13) Recommend the Board authorize the Business Administrator to solicit transportation bids for the 2017-2018 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 (**sent in separate e-mail**).

P/R2460	Special Education
R2460.1	Special Education – Location, Identification, and Referral
R2640.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
R2460.16	Special Education Instructional Material to Blind of Print-Disabled Students
R2460.8	Special Education – Free and Appropriate public Education
R2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs

CURRICULUM: (Samantha Zazzo, Chairperson)**A. Information Item:**

- 1) RTI – Brianna Rucci, Asst. Principal – Mrs. Rucci updated the board on the status of the RTI program.

B. 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 attached Assurance Statement to demonstrate compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1(b). **(16-17-77)**

BUILDINGS AND GROUNDS: (Brian Curtis, Chairperson)**A. Action Item:**

On a motion by Brian Curtis, seconded by Samantha Zazzo, 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	Twp. Rec	Karate	April 27, May 2,4,9,11,16,18,23,25	6:30 – 9pm	Elem Gym
2	Twp. Rec	Theater Arts Program	May 2,9,16,23,30; June 6,13	6:30-7:30	Art Room

PUBLIC PARTICIPATION:

-Mrs. daSilva, PTA president, provided the Board with details of the Apex Fun Run fundraiser event. The PTA is considering sponsoring this event for the 2017-2018 school year.

ADJOURNMENT:

With no further business to discuss the Board meeting was adjourned at 9:35 p.m. on a motion by Glenn Forney, seconded by Len DiGiacomo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary

