

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
March 16, 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 March 13, 2017.
- B. Mailed written notice to the *Burlington County Times* on March 13, 2017.
- C. Filed written notice with the Clerk of Eastampton Township on March 13, 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 - absent
 Susan Taylor - present
 Samantha Zazzo - present

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

FIRE EXITS

PRESENTATION:

- A. Student Recognition—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: (16-17-60)

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

A. Discussion Item:

- 1) Community Volleyball Game replacing Community Basketball Game.

B. Action Item:

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

- 1) Recommend the Board approve the HIB Report dated March 8, 2017. **(16-17-61)**
- 2) Recommend the Board amend the 2017-2018 school calendar changing the K-5 Back to School Night to September 19th, due to a conflict with the observation of Rosh Hashanah. **(16-17-62)**

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Glenn Forney, seconded by Susan Taylor, the Board entered executive session at 7:12 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 _____);

_____ 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 Samantha Zazzo, the Board returned to open session at 7:55 p.m. All in favor.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the request of Suzanne Lucarelli for a maternity leave of absence effective on or about April 24, 2017. New Jersey Family Leave will be effective for the duration of her absence.
- 2) Recommend the Board approve James Hall as interim Athletic Director from March 1, 2017 to June 30, 2017 with a stipend of \$334/month.
- 3) Recommend the Board approve the following substitutes:

Leah Kiser – pending completion of paperwork

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) Proposed Budget 2017-2018 – Mr. Duckett, Mrs. Smith, and Mr. Forney presented the proposed budget. The 3 new housing developments will result in increased enrollment. Mr. Apgar was present and provided insight on timelines. This budget includes the addition of 3

staff members, 2 bus routes, and expands shared services. The public hearing will be held on April 25, 2017.

2) RFQ for Behavior Consultation Services received on February 17, 2017.

B. Action Items:

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

1) Recommend the Board approve the following payroll:

- a) February 28, 2017 - \$271,936.58
- b) March 15, 2017 - \$271,162.51

2) Recommend the Board approve the following invoices for payment: **(16-17-63)**

- a) Regular Bills: \$972,380.58.

3) Recommend the Board approve the February 2017 Line Item Transfers. **(16-17-64)**

4) Recommend the Board approve the Board Secretary's Report dated February 28, 2017. **(16-17-65)**

5) Recommend the Board approve the Treasurer's Report dated February 28, 2017. **(16-17-66)**

6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of February 28, 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 February 28, 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:

1537	2/16/2017	Jacqueline Smith (Reimb. For Supplies) Drama Club	\$	(100.23)
1538	2/27/2017	Totally T-Shirt Signs & More (Inv. #105020) Sign Club	\$	(385.00)
1539	2/27/2017	So. Jersey Umpires Association (Softball Assignors Fee)	\$	(25.00)
1540	2/27/2017	So. Jersey Umpires Association (Baseball Assignors Fee)	\$	(25.00)
1541	3/3/2017	Pat's Pizza (Pizza for Cast Party) Drama Club	\$	(106.00)

8) Recommend the Board approve the following Cafeteria expenses:

3/2/2017	1314	Western Pest Services (Invoice # 4317762B - Feb)	\$	(73.00)
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3/2/2017	1315	Waste Mgmt of NJ (Inv.# 2720785-0502-6 - January Services	\$	(1,133.47)
3/3/2017	1316	Nutri-Serve Food Mgmt., Inc. (01/27/17 to 02/23/17)	\$	(20,056.29)

9) Recommend the Board approve the following 2017-2018 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 \$20,000 for all staff and board members.

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 school year using the 2017-2018 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. 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

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 25, 2017 at 7:00pm for the purpose of conducting a public hearing on the proposed budget for the 2017-2018 school year.

- 10) Recommend the Board approve an agreement with Phoenix Advisors, LLC to serve as Continuing Disclosure Agent for \$850 for the 2017-2018 school year.
- 11) Recommend the Board approve a contract with Brett DiNovi & Associates, LLC to provide Behavior Consultation at the rate of \$47.50/hr. for the 2016-2017 school year.

- 12) Recommend the Board approve the following out of district tuition contracts for the 2016-2017 school year:
- Westampton School District– JC- \$21,000 pro-rated as of 1/3/2017; JH - \$10,500 pro-rated as of 3/13/2017.
 - North Hanover School District – SS, CS - \$17,181 + Aide, OT, PT, Speech; GS \$30,233 + OT, Speech). Pro-rated as of 12/9/2016.
- 13) Recommend the Board approve a contract with Functionally Able Rehabilitation, Inc. for Occupational Therapy services beginning 3/6/2017 at the rate of \$80/hour.
- 14) Recommend the Board approve the opening of a new account with Investors Bank to facilitate the transfer of funds to Plan Connect, the plan administrator for the district's deferred compensation plans. The signers on the account will be the Business Administrator, Marian F. Smith, and the Treasurer, Kelly Cox.
- 15) Recommend the Board approve Sidney B. Katz to provide extended psychological exams at the rate of \$600 per exam.
- 16) Recommend the Board approve a shared services agreement with Lumberton Board of Education for Child Study Team/Social Worker services 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 second reading and adoption of the following policies/regulation guides (Policy Alert 210) **(sent in separate e-mail)**

P 1510	Americans with Disabilities Act (M)
P 2415.30	Title I – Educational Stability for Children in Foster Care (M)
P/R 2418	Section 504 Rehabilitation Act of 1973 – Students (M)
P/R 5116	Education of Homeless Children
P/R 8330	Student Records (M)

- 2) Recommend the Board approve the first reading 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
P2467	Surrogate Parents and Foster Parents

CURRICULUM: (Samantha Zazzo, Chairperson)

B. Action Items:

On a motion by Samantha Zazzo, seconded by Brian Curtis, 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
5/19/17	Kindergarten	Please Touch Museum	9:00 am – 1:30 pm	7 staff + parents TBD
6/14/17	1 st Grade	Philadelphia Zoo	8:45 am – 2:00 pm	7 staff + parents TBD
6/1/17	2 nd Grade	TD Bank Arts Center/Theatreworks	9:00 am – 2:25 pm	7 staff + 15 parents
6/13/17	4 th Grade	NJ State Museum	8:40 am – 2:00 pm	5 staff + 10 parents
6/12/17	5 th Grade	Franklin Institute	8:45 am – 2:00 pm	6 staff and parents
3/24/17	6 th Grade	Regal Moorestown – “Hidden Figures”	9:15 am – 2:15 pm	5 staff + 20 parents
6/15/17	7 th Grade	Eastern State Penitentiary	9:00 am – 2:00 pm	2 staff + 10 parents
4/11/17	8 th Grade	Burlington County Superior Court	9:00 – 11:00 am	3 staff + 10 parents

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

On a motion by Brian Curtis, seconded by Deanna McGinnis, 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	Eastampton Twp.	Family Fun Night	April 28, 2017	7-9pm	Cafeteria
2	PTA	Family Fun Night	April 7, 2017	6:30 – 9pm	Cafeteria

PUBLIC PARTICIPATION:

NONE

ADJOURNMENT:

With no further business to discuss the Board meeting was adjourned at 9:09 p.m. on a motion by Glenn Forney, seconded by Len DiGiacomo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary

