

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
December 20, 2016

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:00 p.m. by Susan Taylor, President.

FLAG SALUTE

PUBLIC ANNOUNCEMENT: In compliance with the Open Public Meeting Law, 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 12, 2016.
- B. Mailed written notice to the *Burlington County Times* on January 12, 2016.
- C. Filed written notice with the Clerk of Eastampton Township on January 12, 2016.
- D. Filed written notice with the secretary of this body.
- 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:

Susan Taylor, President - present
 Samantha Zazzo, Vice President - present
 Brian Curtis - present
 Len DiGiacomo - present
 Glenn Forney - present
 Deanna McGinnis - present
 James Southard - 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: (16-17-36)

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

November 17, 2016 (Regular and Exec Sessions)

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) RFP for Solicitor – Proposals due December 15, 2016. The following companies submitted proposals: Parker McCay, Adams Gutierrez & Lattiboudere, LLC, Schwartz Simon Edelstein & Ceslo, LLC, Comegno Law Group, P.C. The Board will make a decision at the January 10, 2017 Reorganization meeting.
- 2) RFP for Custodial Services – Proposal opening was held on December 6, 2016 at 9am. The following companies submitted proposals: Pritchard Industries, Blue Stripes Property Management, Inc., All Clean Building Services, Inc., and T.U.C.S. Services. Mrs. Smith was directed to obtain more information and report back to the board at the January 2017 Regular Meeting.
- 3) Reorganization Meeting – January 10, 2017

B. Action Items:

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 following payrolls:
 - a) November 30, 2016 - \$277,216.62
 - b) December 15, 2016 - \$298,101.26 (includes stipends/incentives)
 - c) December 31, 2016 - \$276,692.25
- 2) Recommend the Board approve the following invoices for payment: **(16-17-38)**
 - a) Regular Bills: \$360,217.48
- 3) Recommend the Board approve the November 2016 Line Item Transfers. **(16-17-39)**
- 4) Recommend the Board approve the Board Secretary's Report dated November 30, 2016. **(16-17-40)**
- 5) Recommend the Board approve the Treasurer's Report dated November 30, 2016. **(16-17-41)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of November 30, 2016 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 November 30, 2016 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 requests for professional development as attached.
(16-17-42)

- 8) Recommend the Board approve the following Student Activity expenses:

1502	11/18/2016	Philly Pretzel Factory (150 Pretzels -11/18/16) 8th Gr	\$	(46.50)
1503	12/1/2016	WAWA, INC. - Order # 7164 - 150 coupons - Band	\$	(450.00)
1504	12/1/2016	VOIDED		
1505	12/1/2016	Philly Pretzel Factory (Inv. # - 250 Pretzel 12/2/16) 8th Gr	\$	(77.50)
1506	12/5/2016	Daniel Gsell - DJ for school dance 12/2 - 8th Gr	\$	(220.00)
1507	12/5/2016	Philly Pretzel Factory - Inv. #16340- 315 Pretzels - 8th Gr	\$	(97.65)
1508	12/7/2016	Philly Pretzel Factory - Inv. #16344- 150 Pretzels - 8th Gr	\$	(46.50)
1509	12/7/2016	Here Comes Money Fundraising -Inv-52172-St Council	\$	(600.00)
1510	12/14/2016	Totally T-Shirts Signs & More (Inv.#101919)Select Chor	\$	(152.00)
1511	12/14/2016	Janet Figaro (Reimb. For supplies) 8th Gr	\$	(6.97)

- 9) Recommend the Board approve the following Cafeteria expenses:

12/14/2016	1302	Western Pest Services (Invoice # 4293842B - Dec)	\$	(69.50)
12/14/2016	1303	Nutri-Serve Food Mgmt., Inc. (10/28/16 to 12/01/16)	\$	(20,443.06)

- 10) Recommend the Board approve out-of-district tuition contracts with:

Westampton Twp. Board of Education 16-17 School Year:

JD - \$22,000 +ESY \$1,750

IW - \$10,500 +ESY \$1,750

CAA - \$10,500 +ESY 1,750

- 11) Recommend the Board approve a 48 month lease (December 1, 2016 – November 30, 2020) with Ricoh for the front office copiers at the rate of \$639.50/month under State Contract #40467.
- 12) Recommend the Board approve the attached Parent Transportation contract for December 12, 2016 to June 16, 2017.
- 13) Recommend the Board approve a consulting services agreement with Education Consortium for Telecommunications Savings for E-Rate services.

CURRICULUM: (Samantha Zazzo, Chairperson)

A. Action Items:

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

- 1) Recommend the Board approve the following field trip:

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 Susan Taylor, seconded by Glenn Forney, the Board entered executive session at 8:28 p.m. All in favor.

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

A. Action Item:

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

- 1) Recommend the Board approve the HIB Report dated December 16, 2016. **(16-17-37)**

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 amend the resignation date of Sharon Cunningham, Administrative Assistant from November 18, 2016 to November 30, 2016.
- 2) Recommend the Board accept the retirement of James White, Director of Building and Grounds, effective June 30, 2017.
- 3) Recommend the Board accept the retirement of Ronald Stokley, Custodian, effective December 31, 2016.
- 4) Recommend the Board approve the following staff member(s) for the 2016-2017 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Allison Corn

Chaperone

- 5) Recommend the Board approve the attached salary adjustments.

ADJOURNMENT

With no further business to discuss the Board meeting was adjourned at 8:30 p.m. on a motion by Susan Taylor, seconded by Len DiGiacomo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary