

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
November 15, 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)).

Mrs. da Silva requested clarification on Finance Action Item #9. Mrs. Smith and Mr. Forney replied that non public schools are eligible to receive funds from the state and that the distribution of those funds is administered through the public school. These funds are not available and cannot be used by the public school district. Recently, the state changed the documentation process for both public and non public school districts. The use of funds must be documented in the public school's Board of

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 Susan Taylor, seconded by Samantha Zazzo, the Board entered executive session at 7:40 p.m. All in favor.

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

A. Action Item:

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

- 1) Recommend the Board approve the HIB Report dated October 18, 2016. **(16-17-30)**

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 accept the resignation of Jennifer Fehl, BCBA, effective November 26, 2016.
- 2) Recommend the Board approve the employment of the following individuals, pending completion of paperwork, as indicated:

Wendy Bazulis-Cintron	Recess Aide	\$10.00/hour	effective TBD
Sherri Coleman	Recess Aide	\$10.00/hour	effective TBD

FINANCE: (Glenn Forney, Chairperson)

A. Information Items:

- 1) 2015-2016 CAFR – Copies of the Summary of Audit Report were made available to the public. Mrs. Smith reviewed the Exit Conference report and the results of the CAFR. There were no recommendations.
- 2) RFP for Solicitor posted online – due date December 15, 2016

- 3) RFP for Custodial Services posted online – due date December 6, 2016
- 4) Unofficial Election Results:
Brian Curtis – 1,326
James Southard – 1,377
- 5) Standard & Poor's Rating Call – November 15, 2016

B. Action Items:

On a motion by Glenn Forney, seconded by Samantha Zazzo, action items #1-9 and #11-12 were approved. Roll call vote: Unanimous. Motion carried. Note: Action item #10 will be tabled until the January 2017 Regular Meeting.

- 1) Recommend the Board approve the following payroll:
 - a) October 31, 2016 - \$277,111.37
 - b) November 15, 2016 - \$283,201.05
- 2) Recommend the Board approve the following invoices for payment: **(16-17-31)**
 - a) Regular Bills: \$252,046.01
- 3) Recommend the Board approve the October 2016 Line Item Transfers. **(16-17-32)**
- 4) Recommend the Board approve the Board Secretary's Report dated October 31, 2016. **(16-17-33)**
- 5) Recommend the Board approve the Treasurer's Report dated October 31, 2016. **(16-17-34)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of October 31, 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 October 31, 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 following Student Activity expenses:

1485	10/13/2016	Philly Pretzel Factory (250 pretzels -10/13/16) 8th Gr	\$ (77.50)
1486	10/14/2016	Edward Devine (Soccer ref for girls game - 10/11/16)	\$ (74.00)
1487	10/14/2016	Jason Danley (Soccer ref for boys game - 10/13/16)	\$ (74.00)
1488	10/19/2016	The Philadelphia Orchestra Assoc. - 11/1 trip - Morgan	\$ (640.00)
1489	10/19/2016	Archibold Jardine (Soccer ref for 10/17 boys game)	\$ (74.00)
1490	10/19/2016	Playscripts Inc. (Inv # 2093248 - The Seuss Odyssey) Drama Club	\$ (499.73)

1491	10/20/2016	Philly Pretzel Factory (Inv #16295-1 - 350 pretzels 10/21/16) 8th Gr	\$ (108.50)
1492	10/20/2016	Jameel Ali (Soccer ref for girls game - 10/19/16)	\$ (74.00)
1493	10/21/2016	JDRF - DONATION from wristband sale - St Council	\$ (350.00)
1494	10/25/2016	Erin D'Addona (reimb for wristbands) St Council	\$ (250.00)
1495	10/25/2016	Christopher Conyer (Soccer ref for boys game-10/20/16)	\$ (74.00)
1496	10/27/2016	Edward Devine (Soccer ref for boys game - 10/26/16)	\$ (74.00)
1497	6/30/2181	Ron Milke (DJ servcies 10/28/16) 8th Gr	\$ (120.00)
1498	11/1/2016	David Tours & Travel (deposit for DC trip) 8th Gr	\$ (400.00)
1499	11/3/2016	MusicTime (Flakes – Inv #79575) Drama Club	\$ (76.24)
1500	11/3/2016	Philly Pretzel Factory (Inv # 250 pretzel 11/4/16) 8th Gr	\$ (77.50)
1501	11/3/2016	Totally T-Shirts Signs & More (Inv #104817)Select Choir	\$ (408.00)

8) Recommend the Board approve the following Cafeteria expenses:

10/14/2016	1296	Nutri-Serve Food Mgmt., Inc. (8/16/16 to 9/29/16)	\$ (23,419.79)
10/19/2016	1297	Western Pest Services (Inv # 4254972B - Oct)	\$ (69.50)
10/25/2016	1298	GCS Service Inc. (Inv # 94449892 & 94440447) cooler /refrigerant	\$ (775.63)
11/7/2016	1299	Nutri-Serve Food Mgmt., Inc. (9/30/16 to 10/27/16)	\$ (18,568.71)
11/7/2016	1300	GCS Service Inc. (Inv # 94487264) PART	\$ (56.78)

9) Recommend the Board approve purchases for the following Non Public Funding amounts.
District Consultation form with Timothy Christian Academy is on file in the Board Office:

- a) NP Nursing - \$6,840 – Services provided by Catapult Learning beginning 9/1/2016; consultation date: 9/1/2016
- b) NP Textbooks - \$4,381 – textbooks to be purchased for the beginning of the school year; consultation date: 9/1/2016.
- c) NP Technology - \$1,976 – Rosetta Stone (Spanish) instructional student software purchased on or after 10/01/2016; consultation date: 9/1/2016.
- d) NP Security - \$3,800 for a security divider purchased on or after 10/26/2016; consultation date: 10/26/2016.

11) Recommend the Board approve the Comprehensive Annual Financial Report for the year ending June 30, 2016 completed by Bowman & Company LLP (Peer Report dated 9/8/2014 included in report). There were no recommendations. **(sent via e-mail)**

12) Recommend the Board approve an out-of-district tuition contract with Maple Shade BoE for MW for \$11,277.00 from September 20, 2016 to June 20, 2017.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Item:

On a motion by Len DiGiacomo, seconded by Deanna McGinnis, the following action item was approved. Roll call vote: Unanimous.

- 1) Recommend the Board approve the second reading and adoption of the following policies and regulation guides (Policy Alert 209). **(sent in separate e-mail)**

PART I:

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)

- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P/R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P/R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)
- P/R 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- P/R 3244 In-Service Training (M) (Abolished)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P/R 5350 Student Suicide Prevention (Revised)
- P 9541 Student Teachers/Interns (Revised)

PART III:

- P 5339 Screening for Dyslexia (M) (Revised)
- P 5514 Student Use of Vehicles on School Grounds (Revised)
- P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- P/R 8441 Care of Injured and Ill Persons (M) (Revised)
- P 8454 Management of Pediculosis (New)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)

CURRICULUM: (Samantha Zazzo, Chairperson)

A. Action Item:

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 following field trips:

Date	Students	Destination	Time	Chaperone
3/28/17	8 th grade band	RVRHS	8:40-1:50p	Morgan + staff
6/1/17	8 th grade class	Washington D.C.	6:30-9:30p	J.Smith/N.Ragone
6/9/2017	3 rd grade class	Adventure Aquarium	8:30- 1:45p	DeMenezes + staff

PUBLIC PARTICIPATION:

Mrs. Derienzo provided an update of PTA activities. In addition, she discussed the following items:

- a) Requirements of the Spanish curriculum: Mr. Duckett advised her to see him to discuss further.
- b) Concerns of safety of the students who were walking or biking home in the afternoons: Mr. Duckett replied that he would put an administrator outside to monitor the students. He also stated the Eastampton Police Department will begin ticketing drivers who are speeding on Student Drive.

NEW BUSINESS:

Mr. DiGiacomo provided a summary of three items which will be presented at the Semi-Annual NJSBA delegate assembly on December 12, 2016:

1. A review of 57 existing NJSBA policies to ensure their continued efficacy.
2. Marlboro Township is proposing a new NJSBA policy that in special education due process hearings would place the burdens of production and of proof on those initiating the proceedings (typically the parents). Under current school law, those burdens rest with the school district.
3. An NJSBA task force on board governance is recommending that whenever any NJSBA director, officer or county officer formally files to run for a political office at either the federal, state, county or municipal level, she or he must resign his or her NJSBA post. Currently, the NJSBA governance policy only requires such resignation upon being sworn in to the political office.

The Board supported all of the initiatives.

Mrs. Taylor mentioned that she had a conversation with two town council members about the speeding on Student Drive. She suggested that they consider purchasing the easel type of road signs that the school has in the front of the building.

ADJOURNMENT

With no further business to discuss the Board meeting was adjourned at 8:20 p.m. on a motion by Susan Taylor, seconded by Samantha Zazzo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary

