

EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Regular Meeting

Tuesday, August 30, 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. Public Hearing: SY 15-16 Violence, Vandalism & Substance Abuse/HIB Rpt Period 2
Mr. Duckett, Supt/Principal – The report was presented for the period January 1, 2016 to June 30, 2016. There were no questions from the public.

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: (16-17-1)

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

Susan Taylor – yes
Deanna McGinnis – yes
Samantha Zazzo – yes
Brian Curtis – yes
Len DiGiacomo – abstain
Glenn Forney – yes
James Southard – yes

Motion carried.

June 14, 2016 (Regular and Exec Sessions)

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

A. Information Items:

- 1) Enrollment figures and section sizes (**hand carried**)
- 2) District Goals (**16-17-2**)

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 SY 15-16 VVSA/HIB Report for Period 2 as presented.
- 2) Recommend the Board approve the 2015-16 NJ Department of Education School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report. Eastampton scored a 76 out of a possible 78 points; State's report will be posted on our website when received. (**16-17-3**)
- 3) Recommend the Board approve the SY 2016-2017 Memorandum of Agreement between local law enforcement and the Eastampton Township School District.
- 4) Recommend the Board approve the HIB report dated June 14, 2016. (**16-17-4**)
- 5) Recommend the Board approve the annual submission of the NJDoE Statement of Assurance certifying that the 2015-2018 District Mentoring Plan meets State regulations.

PERSONNEL: (Susan Taylor, Chairperson)

A. Action Items:

On a motion by Susan Taylor, seconded by Len DiGiacomo, the following action items were approved. Roll call vote:

Susan Taylor – yes
Len DiGiacomo – yes
Samantha Zazzo – yes
Brian Curtis – yes

Glenn Forney – yes

Deanna McGinnis – yes

James Southard – abstain to #1; yes to remainder. Motion carried.

- 1) Recommend the Board approve SY 2016-2017 ten-month contracts of employment, pending completion of paperwork, as follows: **(16-17-5)**

Brianna Rucci	Interim Assistant Principal	\$80,000 pro-rated	TBD
Kevin Malone	Social Studies Teacher	BA/Step 1/\$51,350	9/1/2016
Joanne Merriman Miller	Interim LDT-C	\$200/per day	8/23/2016
Caryn Wallace	Receptionist/Main Office Clerk	Step 2/\$30,405	9/1/2016
Matthew Gordon	Security Aide	\$15.00/hour	9/1/2016
Donald Graham	Security Aide	\$15.00/hour	9/1/2016
Barbara Ortiz	Recess Aide (P/T)	\$10.50/hour	9/1/2016

- 2) Recommend the Board approve the following staff members to participate in summer 2016 IEP meetings at \$29.25/hour as per negotiated agreement:

Debra Calvert
Susan Kenney
Stacy Lipenta
Michael Shoukry

- 3) Recommend the Board accept the resignations of the following staff members effective August 31, 2016:

Lisa Rosenthal, Social Studies Teacher
MaryFrancis Smolens, LDTC
Cheryl Ann Stranahan, Recess Aide
Kristen Turner, Science Teacher
Sylvia Yacono, Paraprofessional

- 4) Recommend the Board approve the following staff members for 2016-2017 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Michael Shoukry	Honor Society Advisor/Sat School Supv/Chaperone
Erin D'Addona	Student Council Advisor
Jacqueline Smith	8 th Grade Class Co-Advisor/Drama Club/Select Chorale & Chorus Director
Nicole Ragone	8 th Grade Class Co-Advisor
Monica Dennler	Battle of the Books Advisor
Valerie Ulyett	Yearbook Advisor/Chaperone
Kathleen Yoder	Science Club Advisor
Gary Morgan	Jazz Ensemble Director/Woodwind Ensemble Director
Nicole Ragone	Girls Soccer Coach
Michael Martino	Boys Soccer Coach
Christopher Kershaw	Boys Basketball Coach/Baseball Coach
James Hall, Jr.	Girls Basketball Coach
	Softball Coach
Teri Montgomery	Chaperone

- 5) Recommend the Board approve the following staff members as mentors for the 2016-2017 school year as indicated, fees to be paid by mentees:

Kelly Greene to mentor Kevin Malone
Vanessa Stevenson to mentor Vanessa Nascimento

Charlene Bonomo to mentor Yolanda Perez
Kathleen Yoder to mentor Elizabeth Toth

- 6) Recommend the Board approve the list of District Substitutes for the 2016-2017 school year.
(hand carried)
- 7) Recommend the Board approve Michael Shoukry's request to move across the guide to BA+15/Step 2, \$52,450 effective September 1, 2016, due to completion of additional coursework.
- 8) Recommend the Board approve the appointment of Brianna Rucci as the District's Affirmative Action Officer and HIB Coordinator.
- 9) Recommend the Board authorize the submission of all necessary paperwork to expedite the certification process for Bianna Rucci.

FINANCE: (Glenn Forney, Chairperson)

A. Information Item:

- 1) Audit – Mrs. Smith indicated that the CAFR Audit for year ending June 30, 2016 was conducted over the summer and there were no recommendations. The formal document will be presented in November.

B. Action Items:

On a motion by Glenn Forney, seconded by Brian Curtis, the following action items were approved. Roll call vote:

Glenn Forney – yes
Brian Curtis – yes
Samantha Zazzo – yes
Len DiGiacomo – abstain to #14; yes to remainder
Deanna McGinnis – yes
James Southard – yes
Susan Taylor – yes Motion carried.

- 1) Recommend the Board approve the following payrolls:
 - a) June 24, 2016 - \$5,374.45
 - b) July 15, 2016 - \$57,019.65
 - c) July 31, 2016 - \$47,579.61
 - d) August 15, 2016 - \$71,404.47
 - e) August 31, 2016 - \$46,115.18
- 2) Recommend the Board approve the following invoices for payment: **(16-17-6)**
 - a) Regular Bills:

June (list #2)	\$344,727.56
July	\$183,075.47
August	\$311,632.63

3) Recommend the Board approve the following Student Activity expenses:

1454	6/14/2016	Pat's Pizza (11 pizzas + delivery + tip) Sign Language Club	\$	(78.50)
1455	6/14/2016	Michael Shoukry (Reimb. for Honor Society expenses)	\$	(257.91)
1456	6/14/2016	Deanna McGinnis (Reimb. for dinner dance expenses) 8th Gr	\$	(103.14)
1457	6/14/2016	Michelle Zeno (Reimb. for dinner dance expenses) 8th Gr	\$	(165.47)
1458	6/14/2016	Caren daSilva (Reimb. for dinner dance expenses) 8th Gr	\$	(38.70)
1459	6/15/2016	Philly Pretzel Factory (Pretzel trays for graduation) 8th Gr	\$	(72.90)
1460	6/15/2016	Doris Berdugo (Reimb. for supplies) 8th Gr	\$	(244.68)
1461	6/15/2016	Pat's Pizza (30 pizzas for students' last day) 8th Gr	\$	(207.00)
1462	6/16/2016	Tina Lofton (Refund for missed fieldtrip) kinder	\$	(18.75)
1463	6/16/2016	Toni Trofe (Reimb. for BBQ supplies) 8th Gr	\$	(9.88)
1464	6/16/2016	Michelle Poolaw (Reimb. for dinner dance supplies) 8th Gr	\$	(140.80)
1465	6/16/2016	Kari Cortright (Reimb. for BBQ supplies) 8th Gr	\$	(11.10)
1466	6/16/2016	Catherine Qichelman (Reimb. for 8th gr purchases) 8th Gr	\$	(147.71)
1467	6/16/2016	Kari Cortright (Reimb. for dinner dance supplies) 8th Gr	\$	(36.07)
1468	6/16/2016	Michelle Zeno (Reimb. for dinner dance food) 8th Gr	\$	(70.98)
1469	6/17/2016	Deanna Drumm (Reimb. for dinner dance supplies) 8th Gr	\$	(21.63)
1470	6/17/2016	Amy Martin (Reimb. for graduation cookie trays) 8th Gr	\$	(41.90)
1471	6/20/2016	Natalia Reyes (Reimb. for dinner dance supplies) 8th Gr	\$	(254.48)
1472	6/23/2016	Lifetouch NSS - Inv.# I605907 - Yearbook	\$	(1,845.30)
1473	6/30/2016	Amy's Flower Junction, Inc. (flowers for graduation) 8th Gr	\$	(212.00)
1474	8/4/2016	Jostens (Inv# 19020171 - diplomas & covers)	\$	(656.68)

4) Recommend the Board approve the following Cafeteria expenses:

6/14/2016	1287	Western Pest Services (Invoice # 4150257B - June)	\$	(69.50)
6/24/2016	1288	Nutri-Serve Food Mgmt., Inc. (5/27/16 to 6/16/16)	\$	(12,822.87)
6/28/2016	1289	Nutri-Serve Food Mgmt., Inc. (6/17/16 to 6/23/16)	\$	(793.44)
7/5/2016	1290	identiMetrics - (Inv. #5333 - Annual Licensing & Support)	\$	(399.00)
7/6/2016	1291	Waste Mgmt of NJ (Inv.# 2686307-0502-1 - June Services)	\$	(899.17)
7/26/2016	1292	Western Pest Services (Invoice # 4174554B - July)	\$	(69.50)
8/16/2016	1293	Sam's Club (Membership Renewal # 3411264931890)	\$	(45.00)
8/23/2016	1294	Western Pest Services (Invoice # 4206417B - August)	\$	(69.50)

5) Recommend the Board approve the June and July 2016 Line Item Transfers. **(16-17-7)**

6) Recommend the Board approve the Board Secretary's Reports dated June 30, 2016 and July 31, 2016. **(16-17-8)**

7) Recommend the Board approve the Treasurer's Reports dated June 30, 2016 and July 31, 2016. **(16-17-9)**

- 8) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of June 30, 2016 and July 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 reports match the Treasurer's Reports. *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 June 30, 2016 and July 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.

- 9) Recommend the Board rescind resolutions (2016-6-2) Appropriation of Extraordinary Aid, and (2016-6-4) Appropriation of Nonpublic School Transportation Costs as approved at the June 14, 2016 meeting.
- 10) Recommend the Board approve the following out-of-district placements for the 2016-2017 school year:

Placement	Student/s	Tuition per Student
Burlington Co. Spec Svs School District	MA	\$63,705.27 (includes 1-1)
	BB	\$38,854
	SC	\$41,140
	MW	\$46,854
Westampton Board of Education	CA, JD	\$ 9,987.84
Pemberton Board of Education	NS	\$34,531.08
Yale School	BO	\$45,216
Hampton Academy	TJ, EK	\$45,216

- 11) Recommend the Board accept the following IDEA 2016-2017 funds and approve the online submission of the application.

	<u>16-17</u>	<u>15-16</u>
Basic	\$193,151	\$196,884
Preschool	\$8,404	\$8,313

- 12) Recommend the Board approve the procurement of a Postage Machine under state contract T-0200 with FP-USA for 60 months at \$36/month through dealer 360 Business Solutions.
- 13) Recommend the Board approve a three-year lease purchase agreement with Dell for storage, switches and networking devices at \$21,454.03/year under state contract #89967.
- 14) Recommend the Board approve the renewal of a shared services agreement with the Township of Eastampton for a School Resource Officer for the 2016-2017 school year.
- 15) Recommend the Board amend the transportation contract with Wills Bus Service to remove routes #2 and #5 ($\$115.12 \times 180 \text{ days} = \$20,721.60/\text{route}$ for a total of \$41,443.20) for the 2016-2017 school year and award those two routes to Garden State Transport ($\$104.44 \times 180 \text{ days} = \$18,799.20/\text{route}$ for a total of \$37,598.40). Garden State Transport was awarded the routes based on the lowest quote received from three bus companies.

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 second reading and adoption of the following policies/regulation guides (Policy Alert 208). **(sent in separate e-mail)**

P 0167	Public Participation in Board Meetings
P 0168	Recording Board Meetings
P 2422	Health and Physical Education
P 2425	Physical Education (Abolished)

P 2431	Athletic Competition (M)
R 2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)
P & R 5111	Eligibility of Resident/Nonresident Students (M)
P & R 5310	Health Services (M)
P & R 8462	Reporting Potentially Missing or Abused Children (M)
P 8550	Outstanding Food Service Charges
R8441	Care of Injured and Ill Persons (M)

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

P 1140	Affirmative Action Program (M)
P 1523	Comprehensive Equity Plan (M)
P 1530	Equal Employment Opportunities (M)
R 1530	Equal Employment Opportunity Complaint Procedure (M)
P 1550	Affirmative Action Program for Employment and Contract Practices (M)
P & R 2200	Curriculum Content (M)
P 2260	Affirmative Action Program for School and Classroom Practices (M)
P & R 2411	Guidance Counseling (M)
P & R 2423	Bilingual and ESL Education (M)
P 2610	Educational Program Evaluation (M)
P 2622	Student Assessment (M)
P 5750	Equal Educational Opportunity (M)
P 5755	Equity in Educational Programs and Services (M)

CURRICULUM: (Samantha Zazzo, Chairperson)

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

A. Action Items:

- 1) Recommend the Board approve the attached boys/girls SY 2016-2017 basketball schedules. **(16-17-10)**
- 2) Recommend the Board approve the science curriculum for grades 6-8 to meet the State's Next Generation Science Standards requirement. **(sent in separate e-mail)**
- 3) Recommend the Board approve and adopt the 2016-2017 curriculum (available for review at www.eastampton.k12.nj.us); as well as textbooks, nursing program, and substance abuse prevention program currently in use.
- 4) Recommend the Board authorize pupil records to be collected and maintained by certified school personnel as outlined by State rules and regulations.

BUILDINGS AND GROUNDS: (Deanna McGinnis, Chairperson)

A. Action Item:

On a motion Deanna McGinnis, seconded by Glenn Forney, the following action item was moved. After discussion, it was determined that item #6 would be removed from the list of requests to be approved. Roll call vote: Unanimous. Motion carried.

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

	Group	Purpose	Date(s)	Time	Room
1	PTA	Membership Mtgs	Sept 12, Oct 11, Dec 5, Feb 7, Mar 27, May 9 Jun 5	6:30-9pm	Library
2	PTA	Kinder Craft Night	Sept 15	6:45-8pm	Café & Lib
3	PTA	Holiday Secret Shop	Dec 2 (set up) Dec 3	6:30-9pm 9:30-2:30pm	308 & 309
4	Girl Scouts	Troop Mtgs	Sept 12, Nov 14, Dec 12, Jan 9, Feb 13, Mar 13, Apr 10, May 8	3:15-4:45pm	206
5	Girl Scouts	Troop 21026 Mtgs	Sept 15, Oct 6, Nov 3, Dec 1, Jan 5, Feb 2, Mar 2, Apr 6, May 4, Jun 8	5-6:15pm	308
7	Eastampton Rec	Karate	Oct 4, 6, 11, 13, 18, 20, 25, 27 Nov 1, 3, 8, 15, 17, 29 Dec 6, 8, 13, 15, 20, 22 Jan 3, 5, 10, 12, 17, 19, 24, 26, 31 Feb 2, 7, 9, 14, 16, 21, 23, 28 Mar 2, 7, 9, 14, 16, 21, 23, 28, 30	6:30-9pm	Gym 2
8	Westampton Rec	Futsal	Dec 4, 11, 18 Jan 8, 15, 22, 29 Feb 5, 12, 19	8am-7pm	Gym 1
9	Westampton Rec	Youth Basketball	Dec 12, 14, 19, 21 Jan 4, 6, 7, 9, 11, 13, 14, 18, 20, 21, 23, 25, 27, 28, 30 Feb 1, 3, 4, 6, 8, 10, 11, 13, 15, 18, 22, 24, 25, 27 Mar 1, 3, 4, 6, 8, 10, 11, 13, 15, 17, 18 Dec 13, 15, 20, 22 Jan 3, 5, 10, 12, 17, 19, 24, 26, 31 Feb 2, 7, 9, 14, 16, 21, 23, 28 Mar 2, 7, 9, 14, 16	M-W-F 6:45-9pm Sat 8a-6pm T & Th 6:45-9pm	Gyms 1 & 2 Gym 1

PUBLIC PARTICIPATION:

NONE

ADJOURNMENT

With no further business to discuss the Board meeting was adjourned at 8:10 p.m. on a motion by Susan Taylor, seconded by Samantha Zazzo. All in favor.

Respectfully submitted,

Marian F. Smith
Business Administrator/Board Secretary