

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
June 14, 2016

The Regular Meeting of the Eastampton Township Board of Education was called to order at 7:09 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 May 12, 2016.
- B. Mailed written notice to the *Burlington County Times* on May 12, 2016.
- C. Filed written notice with the Clerk of Eastampton Township on May 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 - absent
 Glenn Forney - present
 Deanna McGinnis - present
 James Southard - present

Robert A. Krastek, Ed.D., Superintendent of Schools
 Marian Smith, Business Administrator/Board Secretary

FIRE EXITS

PRESENTATIONS:

- A. Students of the Month—Dr. Krastek, Superintendent/Principal
- B. Patriot's Pen—Mr. John Yeash
- C. Recognition of Retirements—Maryann McDonald, Patricia Smith

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. Kensler asked if a replacement had been found for the open science teacher position. Dr. Krastek indicated that the new hire was named under Personnel action item #2.

APPROVAL OF MINUTES: (15-16-75)

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

May 24, 2016 (Regular and Exec Sessions)

SUPERINTENDENT'S REPORT: (Robert A. Krastek, Ed.D., Superintendent/Principal)**A. Information Items:**

- 1) HIB Report
- 2) Summer Work Schedule – HVAC Repairs week of July 11- 15
- 3) End of Year Report on Board Goals

B. Action Item:

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

- 1) Recommend the Board approve the submission of the NJDOE Statement of Assurance certifying that the district's 2015-2018 District Mentoring Plan meets mentoring program regulations. (No changes were made to the District Mentoring Plan.)

PERSONNEL: (Sue Taylor, Chairperson)**A. Action Items:**

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

- 1) Recommend the Board approve SY 2016-2017 contracts of employment as follows:
(15-16-76)

Vanessa Nascimento	Elementary Teacher	BA/Step 1-\$51,350
Yolanda Perez	Elementary Teacher	MA/Step 1-\$53,750
Elizabeth Toth	Science Teacher	MA/Step 1-\$53,750

- 2) Recommend the Board approve the following individuals to staff the Extended School Year program, July 25—August 18, 2016 (Mon-Thurs) as indicated:

Caitlin Fanz	Teacher @ per diem rate
Jessica Jones	Teacher @ per diem rate
Florence Smith	Teacher @ per diem rate
Makiesha Jones	Speech Teacher @ per diem rate
Melissa Clark	1:1 Paraprofessional @ \$1,250 stipend (BCSSSD)
Caryn Wallace	Substitute
Cathy Alderman	Nurse @ per diem rate

- 3) Recommend the Board authorize the Superintendent to fill vacancies in July/August 2016 and approve transfers/payments for the remainder of the 2015-2016 school year and in July/August with Board ratification at the August 2016 meeting.
- 4) Recommend the Board accept the resignation of Science Teacher Jarred Phillips effective June 30, 2016.

FINANCE: (Glenn Forney, Chairperson)

A. Discussion Items:

- 1) Results of RFQ for Paraprofessionals/Support Staff - Proposals received from Staffing Plus, Insight, Mission One and BrettDiNovi & Associates, LLC. Review of evaluation/recommendation of award. Posted on website on June 10, 2016.
- 2) Pursuant to PL 2015, Chapter 47, the Eastampton Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular New Jersey Title 18A:18.et.seq., N.J.A.C. Chapter 23, and Federal Procurement Regulations 2 CFR Part 200.317 et. Seq.:

Bowman & Company, LLP	NutriServe Food Management, Inc.
AmeriHealth	Willis of New Jersey, Inc.
Delta Dental	Xtel Communications, Inc.
Burlington County Joint Insurance Fund	Regan Young England Butera
Laurel Therapy	Strauss Esmay Associates, LLP
Parker McCay, LLP	Brett DiNovi & Associates LLC
Realtime Information Technology, Inc.	Software Advantage
Mission One	Ricos USA, Inc.
Wills Bus Service	Eastampton Township Municipality
Phoenix Advisors	Catapult Learning, LLC
Sprint/Nextel Communications	PSE&G
Comcast	National Benefits Service
Burlington County Special Services School District	
Access Trading Company/DBA Wee Kids Early Learning Center	

B. Action Items:

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

- 1) Recommend the Board approve the following payrolls:
 - a) June 15, 2016 – \$315,546.95
 - b) June 17, 2016 - \$298,170.40
- 2) Recommend the Board approve the following invoices for payment: **(15-16-77)**
 - a) Regular Bills - \$51,406.63
- 3) Recommend the Board approve the following Student Activity expenses:

1427	5/19/2016	Totally T-Shirts Signs & More (Inv. # 104370) Sign Language Club	\$	(335.50)
1428	5/19/2016	Deanna Drumm (Return of 6th Gr Fieldtrip)	\$	(15.50)
1429	5/19/2016	Aaron Harmon (Return of 6th Gr Fieldtrip)	\$	(15.50)
1430	5/19/2016	Sukran Bayrak (Return of 6th Gr Fieldtrip)	\$	(15.50)
1431	5/19/2016	Declan Burton (Return of 6th Gr Fieldtrip)	\$	(15.50)
1432	5/19/2016	Kenneth Eckert (Return of 6th Gr Fieldtrip)	\$	(15.50)
1433	5/19/2016	Debra Willits (Return of 6th Gr Fieldtrip)	\$	(15.50)
1434	5/23/2016	James White (Baseball Umpire - 5/9/16)	\$	(75.00)
1435	5/23/2016	Charles Kravitz - (Baseball Umpire - 5/16/16)	\$	(75.00)
1436	5/23/2016	Philadelphia Zoo (Order ID # 23469060) 1st gr fieldtrip - 6/8	\$	(972.00)
1437	5/25/2016	The Franklin Institute (Inv. # 140290 - 5th gr fieldtrip - 6/14/16)	\$	(1,081.50)
1438	5/25/2016	Daniel Wythoff (Bus Driver Tip Money) 8th Gr Trip	\$	(100.00)

1439	5/25/2016	VOIDED		
1440	5/25/2016	Ken Shugars (Baseball Umpire - 5/18/160)	\$	(75.00)
1441	5/25/2016	William Anderson (Softball Umpire - 5/9/16)	\$	(78.00)
1442	5/25/2016	Pat's Pizza (15 Pizzas for Student Council - end of year party)	\$	(40.00)
1443	5/26/2016	PlaqueMaker (#Q67081) Plaque from 2016 - 8th Gr	\$	(190.00)
1444	6/6/2016	Doris Berdugo (Reimb. for supplies) 8th Gr	\$	(91.94)
1445	6/6/2016	Philly Pretzel Factory (Inv # 16158-1) 8th Gr	\$	(31.00)
1446	6/6/2016	Rae Littlehale (Reimb. for paint supplies) 8th Gr	\$	(41.82)
1447	6/8/2016	Jacob Guzdak (Softball Umpire 6/6 Community Game)	\$	(78.00)
1448	6/8/2016	Edward Moore (Softball Umpire 6/6 Community Game)	\$	(78.00)
1449	6/9/2016	Ron Milke (DJ for Dinner Dance 6/10/16) 8th Gr	\$	(180.00)
1450	6/9/2016	John & Molly's Fine Food & Spirits (food for dinner dance) 8th Gr	\$	(767.00)
1451	6/9/2016	Kaci Latham (Photobooth rental for dinner dance) 8th Gr	\$	(325.00)
1452	6/9/2016	Kari Cortright (Reimb. for dinner dance supplies) 8th Gr	\$	(61.90)
1453	6/10/2016	Eastern State Penitentiary (Conf # 02-13586) 7th Gr Fieldtrip 6/13	\$	(614.00)

4) Recommend the Board approve the following Cafeteria expenses:

5/20/2016	1282	Western Pest Services (Invoice # 4126820B - May)	\$	(69.50)
5/25/2016	1283	Eastampton Township - Food Handler's Permit 2016	\$	(45.00)
6/6/2016	1284	GCS Service Inc. (Inv.# 94280039) - RELAY SWITCH	\$	(331.44)
6/7/2016	1285	Nutri-Serve Food Mgmt., Inc. (4/29/16 to 5/26/16)	\$	(22,567.83)
6/7/2016	1286	Waste Mgmt of NJ (Inv.# 2680403-0502-4 - May Services	\$	(899.17)

5) Recommend the Board approve the May 2016 Line Item Transfers. **(15-16-78)**

6) Recommend the Board approve the Board Secretary's Report dated May 31, 2016. **(15-16-79)**

7) Recommend the Board approve the Treasurer's Report dated May 31, 2016. **(15-16-80)**

8) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of May 31, 2016 after review of the Secretary's monthly financial report (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 May 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 authorize the School Business Administrator to process additional invoices for payment for the current fiscal year and to process invoices for July/August with Board confirmation at the August 2016 meeting.

10) Recommend the Board authorize the School Business Administrator to make all necessary adjustments/account transfers (including transfers to/from fund balance and capital reserve) that may be needed to close out the 2015-2016 school year and July/August with Board confirmation at the August 2016 meeting.

- 11) Recommend the Board approve the attached resolution (Resolution 2016-6-1) directing the distribution of net returned surplus funds held by Burlington County Joint Insurance Fund in the amount of \$7,812 to be used to offset the 2016-2017 premium of \$81,036. **(15-16-81)**

- 12) Recommend the Board approve the following resolution (2016-6-2):

Whereas the Eastampton Board of Education will receive Extraordinary Aid for the 2015/16 school year;

And whereas the District has the option of appropriating the anticipated amount in the 2015/16 school year budget or the 2016/17 school year budget;

And whereas the District has chosen to appropriate the anticipated amount in the 2015/2016 school year budget;

NOW THEREFORE BE IT RESOLVED by the Board of Education of the Eastampton School District that the anticipated amount be appropriated to line item account(s) deemed appropriate by the Business Administrator and ratified by the Board in the August 2016 meeting.

- 13) Recommend the Board approve the following resolution (2016-6-3):

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the Eastampton Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end, and

WHEREAS, the Eastampton Board of Education has determined that up to \$50,000 could be available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED, the Eastampton on Board of Education does hereby authorize the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 14) Recommend the Board approve the following resolution (2016-6-4):

Whereas the Eastampton Board of Education anticipates receiving a reimbursement of Nonpublic School Transportation Costs for the 2015/16 school year;

And whereas the District has the option of appropriating this amount in the 2015/16 school year budget or the 2016/17 school year budget;

And whereas the District has chosen to appropriate anticipated amount in the 2015/2016 school year budget;

NOW THEREFORE BE IT RESOLVED by the Board of Education of the Eastampton School District that the anticipated amount be appropriated to line item 11-000-270-515-000-000.

- 15) Recommend the Board approve the following resolution (2016-6-5)

WHEREAS, N.J.S.A. 18A:22-8.1, and 6A: 23A:13.3(b) permit a Board of Education to transfer surplus at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Executive County Superintendent, as the Commissioner of Education's designee, which permit a Board of Education to transfer surplus or other unbudgeted or underbudgeted revenue to appropriations between April 1 and June 30 by board resolution, and

WHEREAS, the Eastampton Board of Education certifies that the transfer is necessary to achieve the thoroughness standards for the current year, and

WHEREAS, the Eastampton Board of Education wishes to transfer unbudgeted revenue of \$79,617 to appropriation accounts deemed appropriate by the Chief School Administrator and/or Business Administrator by June 30.

NOW THEREFORE BE IT RESOLVED, the Eastampton on Board of Education does hereby authorize the district's Chief School Administrator and/or School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 16) Recommend the Board approve the attached resolution (2016-6-6) awarding an initial one-year contract for its Paraprofessional/Support Staff Services to Mission One for the 2016-2017 year.
(15-16-82)
- 17) Recommend the Board approve a contract with Laurel Therapy to provide occupational therapy for the 2016-2017 school year beginning July 1, 2016 at the rate of \$78 per hour.
- 18) Recommend the Board approve the following cafeteria prices for the 2016-2017 school year:

Lunch - \$2.50 Reduced price - \$.40
Breakfast - \$1.30 Reduced price - \$.30

Additional Lunch \$2.40
Second Entree (i.e. extra slice of pizza) \$1.50
Additional Milk \$0.50
8oz bottled water \$0.60
16oz bottled water \$1.00
Snacks and other drinks - \$.45 - \$1.50

- 19) Recommend the Board approve the request for professional development as attached.
(15-16-83)
- 20) Recommend the Board approve the use of purchases under the following state contacts:

#70262 WSCA for CDW Government LLC Equipment
#89850 or #88796 for Dell Products/Licensing
#88130 for HP Products
#664143 ESCNJ Contract #MRESC15/16-69-Apple CCN - 1062153

- 21) Recommend the Board approve the following out-of-district Extended School Year placements:

Placement	Student(s)	Tuition per Student
Burlington Co. Spec Svs School District	MA, BB, SC, GC	\$3,670
Hampton Academy	TJ	\$5,024
Moorestown Board of Education	OP	\$3,381
Westampton Board of Education	CA, DJ	\$1,110
Yale School	BO	\$5,793

- 22) Recommend the Board approve Willis of New Jersey, Inc. as broker of record for Health Benefits Services in a non fair and open contract for July 1, 2016 to June 30, 2017.
- 23) Recommend the Board approve the contract renewal with Realtime Information Technology

for Special Education for the 2016-2017 school year at a cost of \$6,450.

POLICY: (Len DiGiacomo, Chairperson)

A. Action Item:

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

- 1) Recommend the Board approve the first reading 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
P5756	Transgender Students
R8441	Care of Injured and Ill Persons (M)

- 2) Recommend the Board approve the first reading of the following Multi-Year Equity Plan Policy and Regulation Guide updates:

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

CURRICULUM: (Samantha Zazzo, Chairperson)

A. Information Item:

- 1) Kindergarten/8th Grade Project – Honor Society

B. Action Item:

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

- 1) Recommend the Board approve the 2016-2017 baseball/softball schedules as attached. **(15-16-84)**

BUILDINGS AND GROUNDS: (Deanna McGinnis, Chairperson)

A. Action Item:

On a motion by Deanna McGinnis, seconded by Glenn Forney, 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(s)	Time	Room
1	Westampton Recreation	Adult Coed Softball	Sept 11, 18, 25 Oct 2, 9, 16, 23, 30 Nov 6, 13, 20	8-1pm	Softball field

PUBLIC PARTICIPATION:

- On behalf of the PTA, Mrs. da Silva thanked Dr. Krastek for his support.
- Mrs. Berdugo also wished Dr. Krastek well in his retirement.

ADJOURNMENT TO EXECUTIVE SESSION:

On a motion by Susan Taylor, seconded by Deanna McGinnis, the Board entered executive session at 8:01 p.m. All in favor.

Eastampton Township School District Board of Education

**Resolution 2015-2016
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 ___ 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:

___ 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);

____ 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 Susan Taylor, seconded by Samantha Zazzo the Board adjourned to the Regular Meeting at 8:28pm. All in favor.

ADJOURNMENT

With no further business to discuss the Board meeting was adjourned at 8:29pm on a motion by Susan Taylor, seconded by Samantha Zazzo. All in favor.

Respectfully submitted,

Marian F. Smith
 Business Administrator/Board Secretary

