

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Meeting Minutes
Tuesday, May 21, 2024

REGULAR MEETING CALLED TO ORDER BY BOARD PRESIDENT (6:00 P.M.)

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 May 10, 2024.
- B. Mailed written notice to the *Burlington County Times* on May 13, 2024.
- C. Filed written notice with the Clerk of Eastampton Township on May 10, 2024.
- 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:

Board Member	Present	Absent	Late Arrival Time
Kerry Douglas, Board President	X		
Florencia Norton, Vice President	X		
Edward Besko	X		
Edward Hill	X		
Walter Maluchnik	X		
Stephanie McHugh		X	
Jamie Smith	X		

- ☒ Ambrose F. Duckett, III, Superintendent of Schools
- ☒ Ashlee Caldwell, DBA, School Business Administrator/Board Secretary

FIRE EXITS

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)).

This meeting will now be open to the public; however, if your questions or comments pertain to litigation, students, personnel or negotiations, we ask that you see the Superintendent after the meeting since we do not discuss these items in public.

-No participants.

APPROVAL OF MINUTES: (23-24-97)

April 30, 2024 (Regular Session)
May 14, 2024 (Special Session)

Roll Call

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President	X		X			
Florencia Norton, Vice President			X		April 30 th Minutes	
Edward Besko		X	X			
Edward Hill			X		May 14 th Minutes	
Walter Maluchnik			X		May 14 th Minutes	
Stephanie McHugh						X
Jamie Smith			X			

☒ Motion Carries

☐ Motion Fails

PRESENTATIONS:

- A. National Honor Society Induction Ceremony – Mr. Shoukry
- B. Student Recognitions – Mr. Duckett, Superintendent/Principal

-Mr. Shoukry presented 16 Class of 2025 students with NHS pins.

Bencivengo, Noah (present)

Chavarria Castillo, Keyddy (present)

Hill, Thalia (present)

Martinez, Yandel

McArthur, Logan (present)

Mushinski, Charlie (present)

Negraal, Tyler (present)

Pohlke, Bella (present)

Poncio, Faith (present)

Pryor, Andrew (present)

Scattergood, Dashiel (present)

Shelton, Amare (present)

Smith, Genesys (present)

Thalwitzer, Leah (present)

Uyinmwun, Ebuwa

Williams, Sabella

The following students were recognized as Student of the Month:

April

6th grade - Lianni Ortiz

7th grade - Samuel Coates

8th grade - Katherine Douglas (present)

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

A. Information Item(s):

- 1) HIB Report dated May 10, 2023 (23-24-98)
- 2) HIB Grades Report for 2022-2023 (23-24-99)
- 3) Liaison Reports
- 4) Bus Drills for Bus #1, 2, 3, 4, 5, & 6 were held on May 14, 2024 from 8:10am-8:31am.

Bus Drill for Bus #7 was held on May 15, 2024 at 8:15am. Mr. Robinson & several other administrators were present while the bus drivers conducted the drills.

-Mr. Duckett reviewed the HIB report and noted that Eastampton scored 76 out of 78 on the HIB Grade Report. This report measures compliance, not cases.

-Edward Besko reported the Liaison Report; Eastampton Township will approve tennis court resurfacing and improvements to the parks this summer; other improvements will continue.

B. Action Item(s):

- 1) Recommend the Board approve the action items on the HIB Report dated May 15, 2024 as initially presented at the April 30, 2024 meeting. **(23-24-98)**
- 2) Recommend the Board approve allowing a 5th grade student whose name is on file in the superintendent's office and whose family needed to move out of the district to complete the school year in Eastampton.
- 3) Recommend the Board approve the NJDOE Chapter 27 Emergency Virtual or Remote Instruction Programs and related Checklist for the 2023-2024 School Year, on file in the superintendent's office.

-Mr. Duckett advised the BOE that the emergency plan is on our website.

-Jamie Smith asked if it can be used if there is another pandemic.

-Mr. Duckett responded yes. .

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President	X		X			
Florencia Norton, Vice President		X	X			
Edward Besko			X			
Edward Hill			X			
Walter Maluchnik			X			
Stephanie McHugh						
Jamie Smith			X			

☒ Motion Carries

☐ Motion Fails

PERSONNEL: (Walter Maluchnik, Chairperson)

A. Action Item(s):

- 1) Recommend the Board approve the attached list of negotiated salaries for the 2024-2025 school year. **(23-24-100)**
- 2) Recommend the Board approve a medical leave of absence for secretary, Teri Montgomery, commencing May 21, 2024 with an estimated return date of June 20, 2024. Her leave will be unpaid from June 6, 2024 through her return date.
- 3) Recommend the Board approve the 2024-2025 contract non-renewal for special education teacher, Kimberly Otis.

- 4) Recommend the Board approve a ten-month contract of employment for SY 2024-2025 for Alesia Hieronimus as Preschool Teacher, BA/Step 1 – \$57,999.00, effective September 1, 2024, pending completion of paperwork.
- 5) Recommend the Board approve the following individual as a district substitute teacher effective May 22, 2024, pending completion of paperwork:

Amy Arena

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President			X			
Florencia Norton, Vice President			X			
Edward Besko			X			
Edward Hill		X	X			
Walter Maluchnik	X		X			
Stephanie McHugh						X
Jamie Smith			X			

☒ Motion Carries

☐ Motion Fails

FINANCE: (Jamie Smith, Chairperson)

A. Information Item(s)

- 1) Several RFPs/Bids were advertised and posted on the district website:
 - a. 24/25 Food Service Management Company – due May 13, 2024 – NutriServe was the only respondent.
 - b. 24/25 Auditor - due May 10, 2024 – Bowman & Company, LLP was the only respondent.
 - c. 24/25 Occupational Therapy - due May 10, 2024- Six proposals received.
 - d. 24/25 Behavior Consultant - due May 10, 2024- Eight proposals received.
 - e. 24/25 Preschool Transportation- due May 17, 2024- GST Transport, Corp. was the only respondent.
 - f. 24/25 Custodial Services- due May 17, 2024- Six proposals received.
 - g. 24/25 Nursing Services- due May 17, 2024- Four proposals received.

B. Action Item(s):

- 1) Recommend the Board approve the following payrolls:
 - a. May 15, 2024: \$290,567.14
- 2) Recommend the Board approve the following invoices for payment: **(23-24-101)**
 - a. Regular Bills: \$369,183.20
- 3) Recommend the Board approve Line Item Transfers dated March 31, 2024. **(23-24-102)**
- 4) Recommend the Board approve the Treasurer’s Report dated March 31, 2024. **(23-24-103)**

- 5) Recommend the Board approve the Board Secretary's Report dated March 31, 2024. **(23-24-104)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of March 31, 2024 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 March 31, 2024 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 Cafeteria expenses:

5/17/2024	1620	NUTRI-SERVE FOOD MANAGEMENT (MONTH ENDING: 4/30/2024)	(\$20,501.75)
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- 8) Recommend the Board approve the attached Student Activity expenses **(23-24-105)**
- 9) Recommend the Board approve the agreement with Phoenix Advisors, LLC to serve as Continuing Disclosure Agent for \$1,350 for the 2024-2025 school year.
- 10) Recommend the Board approve the Joint Transportation Agreements with the Burlington County Special Services School District/Educational Services Unit for (1) Special Education Summer Schools (2) Special Education Winter Bus Routes and (3) Public, Non-Public and Vocational Schools for the 2024-2025 School Year. **(23-24-106)**
- 11) Recommend the Board approve the 2024-2025 Agreements with Burlington County Special Services School District/Educational Services Unit for services with the Nonpublic for IDEA Nonpublic Grants and Nonpublic Chapters 192/193 Services. **(23-24-107)**
- 12) Recommend the Board approve the 2024-2025 Agreement for Professional Services with Burlington County Special Services School District/Educational Services Unit. **(23-24-108)**
- 13) Recommend the Board approve the 2024-2025 Pest Elimination Agreement with Western Pest Services. **(23-24-109)**
- 14) Recommend the Board approve the submission of the 2023-2024 Extraordinary Aid application to the state, due on May 24, 2024.
- 15) Recommend the Board award RFP 25-02 to Bowman & Company, LLP to provide Annual Auditing Services for the 2024-2025 school year based on the rubric developed for the specifications of the RFP.
- 16) Recommend the Board ratify and award the contract to Nutri-Serve Food Management, Inc. to provide food service management services for the 2024 - 2025 school year with a fixed price per meal rate of:
 - Breakfast - \$3.8000
 - Lunch - \$3.8000

No Guarantee

The 2024-2025 school year will be year 1 of a 5 year agreement.

- 17) Recommend the Board approve the following cafeteria meal prices for the 2024-2025 school year:

Lunch - \$3.25
Lunch Reduced Price - \$0.00
Breakfast - \$1.75
Breakfast Reduced price - \$0.00

Additional Lunch \$3.25
Additional Breakfast \$1.75
Second Entree (e.g., extra slice of pizza) \$1.75
Additional Milk \$0.50
8oz bottled water \$0.60
16oz bottled water \$1.00
Snacks and other drinks - \$.45 - \$1.50
Adult Meal - \$5.00

- 18) Recommend the Board approve a proposal for a paging system from Eastern DataComm to replace and upgrade the current paging system. Services will be procured through Educational Services Commission of New Jersey (ESCNJ), a State Cooperative Purchasing Program. The Eastampton Board of Education has budgeted \$70,000 withdrawal from capital reserve in the 2024-2025 budget to support the project. (23-24-110)

- 19) Recommend the Board approve a one year renewal with GST Transport, Corp. at a CPI of 5.81% effective 09/01/2024-6/30/2025.

Bus #	23-24	CPI 5.81%	24-25	Total Cost
ECS-1	\$ 198.19	\$ 11.51	\$ 209.70	\$ 37,746.00
ECS-2	\$ 166.02	\$ 9.65	\$ 175.67	\$ 31,620.60
ECS-3	\$ 254.94	\$ 14.81	\$ 269.75	\$ 48,555.00
ECS-4	\$ 198.19	\$ 11.51	\$ 209.70	\$ 37,746.00
ECS-6	\$ 254.93	\$ 14.81	\$ 269.74	\$ 48,553.20
ECS-7	\$ 254.93	\$ 14.81	\$ 269.74	\$ 48,553.20
				\$ 252,774.00

- 20) Recommend the Board approve the following resolution to reject all bid(s) received for Student Transportation Services Bid# 2425ECS:

BE IT RESOLVED, the Eastampton Township Board of Education, based on the recommendation of the School Business Administrator/Board Secretary, and pursuant to N.J.S.A. 18A:18A-22 (c) (d) and N.J.A.C. 6A:27-9.11, hereby rejects all bids received for Student Transportation Bid# 2425ECS.

On Friday, May 17, 2024, at 10:00 a.m. the Eastampton Township Board of Education received responses to its advertisement for Student Transportation Services; To and From School, Bid# 2425ECS from the following transportation companies:

GST Transport, Corp.
Southampton, New Jersey 08088

On review of the bid pricing submitted by the transportation company, it was determined that

all bid pricing received substantially exceeded the budget cost estimate for transportation routes, and therefore,

BE IT RESOLVED, the Eastampton Township Board of Education, based on the recommendation of the School Business Administrator/Board Secretary, and pursuant to N.J.S.A. 18A:18A-22 (c) (d) and N.J.A.C. 6A:27-9.11, hereby rejects all bids received for Student Transportation Bid# 2425ECS.

The School Business Administrator/Board Secretary will re-advertise for the student transportation.

- 21) Recommend the Board award RFP 25-01 to Interactive Kids Educational Services, LLC to provide Behavior Consultation Services for the 2024-2025 school year based on the rubric developed for the specifications of the RFP and the comparability of the proposals.
- 22) Recommend the Board award RFP 25-03 to Virtua Rehab School Service to provide Occupational Therapy Services for the 2024-2025 school year based on the rubric developed for the specifications of the RFP and the comparability of the proposals.
- 23) Recommend the Board award RFP 25-04 to ACB Services, Inc. to provide Custodial Services for the 2024-2025 school year based on the rubric developed for the specifications of the RFP and the comparability of the proposals.
- 24) Recommend the Board approve the attached request for professional development. (23-24-114)

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President			X			
Florencia Norton, Vice President			X			
Edward Besko			X			
Edward Hill			X			
Walter Maluchnik		X	X			
Stephanie McHugh						X
Jamie Smith	X		X			

☒ Motion Carries

☐ Motion Fails

BUILDINGS AND GROUNDS: (Stephanie McHugh, Chairperson)

A. Action Items(s):

- 1) Recommend the Board approve the posting of obsolete item(s) on Gov Deals.com equipment auction website. (23-24-112)

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President	X		X			
Florencia Norton, Vice President			X			
Edward Besko		X	X			

Edward Hill			X			
Walter Maluchnik			X			
Stephanie McHugh						X
Jamie Smith			X			

PUBLIC PARTICIPATION:

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)).

-No participants.

ADJOURNMENT TO EXECUTIVE SESSION:

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Edward Hill	Yes	

☒ Motion Carries

☐ Motion Fails

**Eastampton Township Board of Education
Resolution 2023-2024
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 6:28pm 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. Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board'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 employee or employee employed or appointed by the Board, 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;

_____ 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 Eastampton Township 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 Eastampton Township 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:

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Walter Maluchnik	Yes	

☒ Motion Carries

☐ Motion Fails

NEW BUSINESS: (Kerry Douglas, Board President)

A. Action Item(s):

- 1) Recommend the Board call for a motion to approve the acceptance of the Superintendent's Evaluation for the period July 1, 2023 to June 30, 2024.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Edward Besko	Yes	

☒ Motion Carries

☐ Motion Fails

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 6:28 pm.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Walter Maluchnik	Yes	

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Dr. Ashlee Caldwell

Dr. Ashlee Caldwell
School Business Administrator/Board Secretary