

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Tentative Budget Meeting
Meeting Minutes
Tuesday, March 19, 2024

REGULAR MEETING CALLED TO ORDER BY BOARD PRESIDENT (7:00 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 January 31, 2024.
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on February 5, 2024.
- C. Filed written notice with the Clerk of Eastampton Township on January 31, 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			7:12pm
Walter Maluchnik	X		
Stephanie McHugh	X		
Jamie Smith	X		

- ☒ Ambrose F. Duckett, III, Superintendent of Schools – left at 7:41pm
- ☒ 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: (23-24-77)

February 27, 2024 (Regular and Executive Sessions)

Roll Call

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 (arrived at 7:12pm)						X
Walter Maluchnik			X			
Stephanie McHugh					X	
Jamie Smith			X			

☒ Motion Carries

☐ Motion Fails

PRESENTATIONS:

A. Student Recognitions – Mr. Duckett, Superintendent/Principal

The following students were recognized as Student of the Month:

February

6th - Sophia Tilghman (present)

7th - Leah Thalwitzer (present)

8th - Isabella Rigolizzo

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

A. Information Item(s):

- ~~1) HIB Report dated March 13, 2024 (23-24-78)~~
- 2) New Jersey Quality Single Accountability Continuum (NJQSAC) District Placement. (23-24-79)
- 3) BOE Goals (23-24-80)
- 4) Liaison Reports

-Mr. Duckett noted there was no information item for #1 and noted the typo correction for action item #1.

-Mr. Duckett explained the QSAC placement and reviewed the four board goals. Eight of the ten school districts that underwent QSAC did not pass in Curriculum and Instruction and may not pass next year.

-Edward Besko reported the Liaison Report; the township met last week and discussed shared services and road improvement programs; There was a ribbon cutting ceremony at Hollyville Park.

B. Action Item(s):

- 1) Recommend the Board approve the action items on the HIB Report dated March 13, 2024 as initially presented at the February 27, 2024 meeting. (23-24-78)
- 2) Recommend the Board approve the 2023-2024 Memorandum of Agreement between the Eastampton Police Department, the County Prosecutor's Office, and the Eastampton Board of Education, on file in the superintendent's office.

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			

☒ Motion Carries

☐ Motion Fails

PERSONNEL: (Walter Maluchnik, Chairperson)**Action Item(s):**

- 1) Recommend the Board accept the retirement of Superintendent/Principal, Ambrose F. Duckett, III, effective September 1, 2024. Mr. Duckett's last day with the district will be August 31, 2024.
- 2) Recommend the Board approve the employment of Donna Skeenes as a recess aide with an hourly rate of \$15.13 effective March 20, 2024, pending completion of paperwork.
- 3) Recommend the Board approve the employment of the following candidate as a district substitute teacher effective March 20, 2024, pending completion of paperwork:

Helyn Williams

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 Items:**

- 1) 2024-2025 Proposed Budget– Dr. Ashlee Caldwell, Business Administrator

-Dr. Caldwell reviewed the details of the proposed 2024-2025 budget including revenue impacts, reserves, and next steps. Dr. Caldwell thanked the Eastampton Township for their support and commitment of PILOT funding for the 2024/2025 year.

-Dr. Caldwell informed the BOE Social Worker, Carol Palacios, requested and secured donation –Finance Item # 15.

B. Action Items:

- 1) Recommend the Board approve the following payrolls:
 - a. February 29, 2024: \$295,351.01
 - b. March 15, 2024: \$293,907.60
- 2) Recommend the Board approve the following invoices for payment: **(23-24-81)**
 - a. Regular Bills: \$365,549.91
- 3) Recommend the Board approve Line Item Transfers dated January 31, 2024. **(23-24-82)**
- 4) Recommend the Board approve the Treasurer's Report dated January 31, 2024. **(23-24-83)**
- 5) Recommend the Board approve the Board Secretary's Report dated January 31, 2024. **(23-24-84)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of January 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 January 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:

3/14/2024	1616	NUTRI-SERVE FOOD MANAGEMENT (MONTH ENDING: 2/29/2024)	(\$22,798.88)
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- 8) Recommend the Board approve the attached Student Activity expenses **(23-24-85)**
- 9) Recommend the Board approve the attached request for professional development. **(23-24-86)**
- 10) Recommend the Board approve the submission of a Minor Amendment to the Long Range Facilities Plan that will be submitted to the New Jersey Department of Education for the 2023-2024 school year.
- 11) Recommend the Board approve the following 2024-2025 budget/travel resolution:

BE IT RESOLVED that the tentative budget be approved and certified for the 2024-2025 school year using the 2024-2025 state aid figures in addition to the Pilot Money from Eastampton Township. The Secretary to the Board of Education be authorized to submit the following tentative budget (including the use of all automatic adjustments, if applicable) to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

	General Fund	Special Revenues	Debt Service	TOTAL
2024-2025 Total Expenditures	10,350,170	1,469,694	716,145	12,536,009
Less Anticipated Revenues	4,602,363	1,469,694	0	6,072,057
Taxes to be Raised	5,747,807	0	716,145	6,463,952
Pilot Payments	150,000			150,000
Withdraw From Capital Reserves	0			0
Withdraw From Maintenance Reserves	120,000			120,000
Withdraw From Tuition Reserves	85,000			85,000

And to advertise said tentative budget in the *Burlington County Times* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held on April 30, 2024 at 7:00pm for the purpose of conducting a public hearing on the proposed budget for the 2024-2025 school year.

TRAVEL RESOLUTION:

WHEREAS, the Eastampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150/staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1-June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$35,000 for all staff and board members.

- 12) Recommend the Board approve the following 2024-2025 Tax Levy Adjustment for Health Care Costs resolution:

BE IT RESOLVED that the Board of Education approves the use of adjustment for increase in health care costs permitting the tax levy to increase above 2% in the amount of \$59,730. The adjustment will be used to support the rising cost of health benefits for eligible district staff.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to submit the preliminary budget with the inclusion of the health care costs adjustment as noted above.

THEREFORE, BE IT FURTHER RESOLVED, the Board of Education authorizes and acknowledges that included in budget revenue line 100, Local Tax Levy is \$5,747,807, in the form of a health care adjustment in support of the 2024-2025 School Budget.

- 13) Recommend the Board approve the following 2024-2025 resolution for a Maintenance Reserve Withdrawal:

In accordance with Administrative Code 6A: 23A-14.2, included in budget revenue line 630, Budgeted Withdrawal from Maintenance Reserve \$120,000 for required maintenance activities appropriated in function 261.

- 14) Recommend the Board approve the following 2024-2025 PEA resolution:

THEREFORE, BE IT RESOLVED, the Board of Education calls for a resolution to authorize the submission of the 2024-2025 budget for the New Jersey Department of Education's Division of Early Childhood Services PEA District Enrollment and Planning Workbook and that the Board accepts the approved Preschool Education Aid for fiscal year 2024-2025.

- 15) Recommend the Board accept a \$200 donation and (60) meal coupons from Mat Enterprises, LLC (McDonald's of Mount Holly, NJ), valued at \$500. Funds will be used to increase positive behavioral interventions and support in our school.

- 16) Recommend the Board approve the following 2023-2024 McKinney Vento Eligible Tuition – Receiving:

Placement	Student (s)	Tuition per Student	1:1 Aide	District of Responsibility
Eastampton Community School / Grade: 5	MS	\$6,037.04 (68 days at \$88.78 per day)	-	Butler Area School District in Butler, PA- 03/11/2024 - 06/30/2024
Eastampton Community School / Grade: 8	MS	\$6,202.28 (68 days at \$91.21 per day)	-	Butler Area School District in Butler, PA- 03/11/2024 - 06/30/2024

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			
Stephanie McHugh			X			
Jamie Smith	X		X			

☒ Motion Carries

☐ Motion Fails

POLICY: (Kerry Douglas, Chairperson)**A. Action Item(s):**

- 1) Recommend the Board approve the first reading of the following policies from Alert 232 (sent via email):

a. “Managing for Equity in Education” Policy and Regulation Guides

P 1140	Educational Equity Policies/Affirmative Action (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	Equal Employment/Anti-Discrimination Practices (M) (Revised)
R 2200	Curriculum Content (M) (Revised)
P 2260	Equity in School and Classroom Practices (M) (Revised)
R 2260	Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
P 2411	Guidance Counseling (M) (Revised)
P 3211	Code of Ethics (Revised)
R 5440	Honoring Student Achievement (Revised)
P 5570	Sportsmanship (Revised)
P 5750	Equitable Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Abolished)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)
P & R 7610	Vandalism (Revised)
P 9323	Notification of Juvenile Offender Case Disposition (Revised)

b. General Policy and Regulation Guide Updates

P & R 2423	Bilingual Education (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

- Kerry Douglas advised the board of the noteworthy changes. Mr. Duckett advised to follow the advice of Straus Esmay Associates and board attorney; Kerry Douglas and Mr. Duckett agreed on the proposed changes.

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

☒ Motion Carries

☐ Motion Fails

CURRICULUM: (Edward Hill, Chairperson)**A. Action Item:**

1) Recommend the Board approve the following field trips:

Date	Students	Destination	Time	Chaperones
5/14/24	4 th Grade	Adventure Aquarium, Camden	9:00 am – 2:00 pm	6 staff/6 parents
4/19/24	8 th Grade Band and Choir	Production of “Little Shop of Horrors” at RVRHS	9:30 am – 12:30 pm	4 staff/3 parents
5/17/24	7 th Grade	Independence Hall/Constitution Center, Philadelphia	8:30 am – 2:10 pm	3 staff/6+ parents
5/31/24	6 th Grade	NJ Renaissance Faire	9:00 am – 2:00 pm	4 staff/4 parents
4/30/24 Raindate 5/1	3-8 Self-Contained	Walking Trip to Buttonwood Park	10:15 am – 1:00 pm	7 staff/1 parent

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			
Stephanie McHugh		X	X			
Jamie Smith			X			

☒ Motion Carries

☐ Motion Fails

- Edward Hill questioned the verbiage on the walking trip; The trip is “self-contained”. The agenda was cut off and separated on two separate pages.

BUILDING AND GROUNDS (Stephanie McHugh, Chairperson):**A. Action Item(s):**

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

	Group	Purpose	Date	Time	Room
1	Sacred Heart CYO	Baseball and Softball Practice	Mar 25, 26, 27, 28, 29; Apr 1, 2, 3, 4, 5, 8, 9, 12, 16, 17, 18, 22, 23, 25, 26, 29, 30 May 1, 2, 3, 6, 7, 8, 9, 10, 13 14, 15, 16, 17, 20, 21, 22	6:00 – 8:00 pm	Baseball and Softball Fields

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			
Stephanie McHugh	X		X			
Jamie Smith		X	X			

☒ Motion Carries

☐ Motion Fails

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 (7:40 P.M.):

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Walter Maluchnik	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 8:51pm 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 (8:51 P.M.):

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

☒ Motion Carries

☐ Motion Fails

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 8:51 pm.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Florencia Norton	Yes	

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Dr. Ashlee Caldwell

Dr. Ashlee Caldwell
School Business Administrator/Board Secretary