

EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Meeting Minutes

Tuesday, January 23, 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 4, 2024.
- B. Mailed written notice to the *Burlington County Times* on January 8, 2024 and the *Courier Post* on January 10, 2024.
- C. Filed written notice with the Clerk of Eastampton Township on January 4, 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, 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.

-Donald Graham inquired about Finance Item #7. Ms. Caldwell replied that we were invoiced for Bowman auditing the cafeteria account.

-Donald Graham asked if all students were free and reduced. Ms. Caldwell replied no; that is no longer a state mandate. Families must apply for free/reduced lunch each year to qualify.

APPROVAL OF MINUTES: (23-24-55)

December 19, 2023 (Regular and Executive Sessions)

January 3, 2024 (Regular and Executive Sessions)

Roll Call

| Board Member | Motion | Second | Yes | No | Abstain | Absent |
|----------------------------------|--------|--------|-----|----|---------|--------|
| Kerry Douglas, Board President | | | X | | | |
| Florencia Norton, Vice President | | | X | | | |
| Edward Besko | X | | X | | | |
| Edward Hill | | | | | | X |
| Walter Maluchnik | | X | 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:
December
6th - Naazneen Williams (present)
7th - Keyddy Chavarria Castillo (present)
8th - Baylee Gaskins (present)

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

A. Information Item(s):

- 1) 2024-2025 School Calendar (23-24-56)
- 2) Liaison Reports
- 3) HIB Report dated January 18, 2024 (23-24-57)
- 4) School Safety Data System Report Period 1 (September 1 – December 31, 2023)

B. Action Item(s):

- 1) Recommend the Board approve the 2024-2025 school calendar as presented. (23-24-56)
- 2) Recommend the Board approve the Action Items on the HIB Report dated January 18, 2024 as presented on December 19, 2023. (23-24-57)
- 3) Recommend the Board approve the School Safety Data System Report for Period 1 as presented.

- Mr. Duckett and the BOE discussed approving the calendar with an adjustment.
- Edward Besko reported the Liaison Report; there were several employee reappointments; there will be enhancements to the park such as more walking paths towards Smithville Park.
- Mr. Duckett reported the HIB reports and noted that there were six cases.
- Mr. Duckett reported the School Safety Data Systems Report.

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 | | | X | | | |
| Jamie Smith | | | X | | | |

- ☒ Motion Carries
☐ Motion Fails

PERSONNEL: (Walter Maluchnik, Chairperson)

A. Action Item(s):

- 1) Recommend the Board approve an amended ten month contract for SY 2023-2024 for teacher Ashley Forsyth dated January 23, 2024 reflecting her move on the salary guide from BA/Step 2 to BA+15/Step 2, \$57,114, prorated from January 23, 2024 through June 30, 2024.
- 2) Recommend the Board approve an amended twelve month contract for SY 2023-2024 for Nicole McGann dated January 23, 2024 reflecting a title change from Curriculum Supervisor to Curriculum Supervisor/Assistant Principal.
- 3) Recommend the Board approve an amended twelve month contract for SY 2023-2024 for custodian John Walker dated January 23, 2024 reflecting a new job title of Head Custodian with a salary of \$58,982.00, prorated retroactively from January 3, 2024 through June 30, 2024.
- 4) Recommend the Board approve an amended ten month employment contract for SY 2023-2024 for aide Kari Thalwitzer with a start date of February 15, 2024 reflecting a new job title of Secretary with a salary of \$36,835/Step 3, prorated from February 15, 2024 through June 30, 2024.
- 5) Recommend the Board accept the retirement of Lisa Wood, teacher, effective June 30, 2024.

- Walter Maluchnik asked if we are looking to replace Mrs. Wood? He stated she is one of the best math teachers in the school.
- Mr. Duckett responded yes; We will be partnering with Rowan University to recruit teachers.

Roll Call on Action Item(s)

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

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

☒ Motion Carries

☐ Motion Fails

FINANCE: (Jamie Smith, Chairperson)

A. Information Item(s):

- 1) 2024 Disclosure Forms – Reminder: due April 30, 2024

B. Action Item(s):

- 1) Recommend the Board approve the following payrolls:
 - a. December 21, 2023 - \$286,576.91
 - b. January 12, 2024 - \$ 292,144.97
- 2) Recommend the Board approve the following invoices for payment: **(23-24-58)**
 - a. Regular Bills: \$ 363,741.66
- 3) Recommend the Board approve Line Item Transfers dated November 30, 2023. **(23-24-59)**
- 4) Recommend the Board approve the Treasurer's Report dated November 30, 2023. **(23-24-60)**
- 5) Recommend the Board approve the Board Secretary's Report dated November 30, 2023. **(23-24-61)**
- 6) Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, we certify that as of November 30, 2023 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:23A-16.10 (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:23A-16.10 (c) 4, I certify that as of November 30, 2023 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 expense.

| | | | |
|----------|------|---|---------------|
| 1/4/2024 | 1607 | Bowman & Company LLP | (\$5,000.00) |
| 1/4/2024 | 1608 | NUTRI-SERVE FOOD MANAGEMENT (MONTH ENDING: 11/30/2023) | (\$18,794.85) |

- 8) Recommend the Board approve the attached Student Activity expenses. **(23-24-62)**

9) Recommend the Board approve the attached request for professional development. (23-24-63)

10) Recommend the Board approve the following 2023-2024 Out-of-District placements:

| Placement | Student(s) | Tuition per Student | 1:1 Aide | 1:1 Nurse (est) |
|-----------|------------|-------------------------|----------|-----------------|
| BCSSSD | AG | TBD \$52,143 (prorated) | - | - |

11) Recommend the Board approve the submission to the United States Department of Agriculture for a National School Lunch Program FY 2023 Equipment Assistance Grant not to exceed \$20,000 for the purchase and installation of a convection steamer. The funds will be used for improvements to maintain agricultural supply chain resiliency by increasing the efficiency of SFA procurement. The remaining balance will be supported with nutrition funds.

12) Recommend the Board approve the following Reappointment of Temporary Purchasing Agent resolution:

WHEREAS, N.J.S.A. 40A:11-9g provides that in the event of a vacancy in the position of Qualified Purchasing Agent, the governing body may appoint a person who does not possess a Qualified Purchasing Agent certificate to serve as a Temporary Purchasing Agent for one year commencing from the date of the vacancy and that that person may be reappointed as a Temporary Purchasing Agent for one additional year following the end of the first temporary appointment; and

WHEREAS, the position of Qualified Purchasing Agent (QPA) was vacant due to the resignation of Patricia Austin, Interim School Business Administrator as of February 13, 2023; and

WHEREAS, the Eastampton Township Board of Education appointed Ashlee Caldwell, School Business Administrator/Board Secretary, as the Temporary Qualified Purchasing Agent for a one-year term beginning on February 13, 2023; and

WHEREAS, Ashlee Caldwell, who is actively seeking certification as a Qualified Purchasing Agent, is to be reappointed Temporary Qualified Purchasing Agent effective February 14, 2024 for an additional year to expire February 14, 2025.

NOW, THEREFORE BE IT RESOLVED by the Eastampton Township Board of Education, County of Burlington, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-9g, Ashlee Caldwell be and hereby is reappointed as Temporary Qualified Purchasing Agent for an additional one-year term expiring February 14, 2025.
2. This reappointment maintains the Eastampton Township Board of Education with a bid threshold of \$44,000.

13) Recommend the Board approve a Shared Services Agreement with the Springfield Township Board of Education for an Educational Facilities Manager for the 2023-2024 and 2024-2025 school years effective February 1, 2024 through June 30, 2025. (23-24-64)

- 14) Recommend the Board approve the agreement with LearnWell to provide medical facility instruction for (1) student, at a rate of \$55.00 per hour, 10 hours of educational services per week starting December 15, 2023 with an anticipated discharge date of January 22, 2024. (23-24-65)

-Ms. Caldwell noted the changes to Item # 13 which was presented to the BOE. Sections C3 & C4 were added.

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 | | X | | | |
| Jamie Smith | | | X | | | |

☒ Motion Carries

☐ Motion Fails

CURRICULUM: (Edward Hill, Chairperson)

A. Action Item(s):

- 1) Recommend the Board approve the following field trip(s):

| Date | Students | Destination | Time | Chaperones |
|---------|---|---------------------------|--------------------|-------------------|
| 2/26/24 | Special Education 3 rd - 8 th | Burlington County Library | 9:30 am – 12:00 pm | 7 staff, 1 parent |

- 2) Recommend the Board approve the district's grant application for high impact tutoring, 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

POLICY: (Kerry Douglas, Chairperson)

A. Action Item(s):

- 1) Recommend the second reading and adoption of the following policies from Alert 231
(sent via email):

P & R 1642.01
P 4432

Sick Leave (New)
Sick Leave (Abolished)

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 | | | X | | | |
| Jamie Smith | | | X | | | |

☒ Motion Carries

☐ Motion Fails

- Kerry Douglas advised the board of the noteworthy changes. Mr. Duckett confirmed the changes were accurate.

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)).

- None.

ADJOURNMENT TO EXECUTIVE SESSION (7:33 P.M.):

| Motion | Second | All in Favor | All Opposed |
|---------------|--------------|--------------|-------------|
| Kerry Douglas | Edward Besko | 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 7:54pm 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 (7:54 P.M.):

| Motion | Second | All in Favor | All Opposed |
|---------------|--------|--------------|-------------|
| Kerry Douglas | - | Yes | |

☒ Motion Carries

☐ Motion Fails

ADJOURNMENT (7:54 P.M.):

| Motion | Second | All in Favor | All Opposed |
|---------------|--------|--------------|-------------|
| Kerry Douglas | - | Yes | |

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Ashlee Caldwell
School Business Administrator/Board Secretary