

**EASTAMPTON TOWNSHIP BOARD OF EDUCATION**  
**Reorganization Meeting Minutes**  
**Wednesday, January 3, 2024**

**REORGANIZATION MEETING CALLED TO ORDER BY BOARD SECRETARY (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 November 29, 2023.
- B. Mailed written notice to the *Burlington County Times* on December 4, 2023 and the *Courier Post* on December 4, 2023.
- C. Filed written notice with the Clerk of Eastampton Township on November 29, 2023.
- 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.

**FIRE EXITS**

**FINAL ELECTION RESULTS – November 7, 2023:**

**A. Board of Education Candidates:**

(2) Three Year term seats were available:

Candidates	Total Votes
Jamie Smith	1029
Stephanie McHugh	70

**ADMINISTRATION OF OATH OF OFFICE:**

The Board Secretary administered the Oath for School Board Members elected to the Eastampton Township Board of Education:

- A. Jamie Smith – Three Year Term ending 12/31/2026
- B. Stephanie McHugh – Three Year Term ending 12/31/2026

**ROLL CALL:**

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

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

**ADJOURNMENT TO EXECUTIVE SESSION #1: (7:06 P.M.)**

Motion	Second	All in Favor	All Opposed
Ashlee Caldwell	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 7:11pm 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: (7:11 P.M.)**

Motion	Second	All in Favor	All Opposed
Walter Maluchnik	Edward Besko	Yes	

- ☒ Motion Carries  
☐ Motion Fails

**ELECTION OF OFFICERS:**

**A. Call for nominations for Board President by Board Secretary**

Ms. Caldwell opened the floor for nominations for the position of President of the Board of Education. Florencia Norton nominated Kerry Douglas. There were no other nominations. Kerry Douglas accepted the nomination. Roll call vote: Unanimous. The meeting was turned over to Kerry Douglas.

**Roll Call**

Board Member	Nomination	Yes	No	Abstain	Absent
Edward Besko		X			
Kerry Douglas	By Florencia Norton	X			
Edward Hill		X			
Walter Maluchnik		X			
Stephanie McHugh		X			
Florencia Norton		X			
Jamie Smith		X			

- ☒ Motion Carries  
☐ Motion Fails

**B. Call for nominations for Board Vice-President by Board President**

Ms. Caldwell opened the floor for nominations for the position of Vice President of the Board of Education. Kerry Douglas nominated Florencia Norton. There were no other nominations. Florencia Norton accepted the nomination. Roll call vote: Unanimous.

**Roll Call**

Board Member	Nomination	Yes	No	Abstain	Absent
Edward Besko		X			
Kerry Douglas		X			
Edward Hill		X			
Walter Maluchnik		X			
Stephanie McHugh		X			
Florencia Norton	By Kerry Douglas	X			
Jamie Smith		X			

☒ Motion Carries

☐ Motion Fails

**C. Appointment of Committee Chairs**

The President of the Board of Education appointed the following committee members:

- a. Curriculum – Edward Hill
- b. Buildings and Grounds – Stephanie McHugh
- c. Policy – Kerry Douglas
- d. Personnel – Walter Maluchnik
- e. Finance – Jamie Smith
- f. Township & PTA Liaison– Edward Besko

**Roll Call**

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

☒ Motion Carries

☐ Motion Fails

**D. Designation of Board Members to N.J.S.B.A.:**

The President of the Board of Education will designate a Board member to the following positions with New Jersey School Board Association through the Reorganization meeting in January 2025:

- a. Delegate to N.J.S.B.A. – Edward Hill
- b. Alternate Delegate to N.J.S.B.A. – Florencia Norton

**Roll Call**

Board Member	Yes	No	Abstain	Absent
Edward Besko	X			
Kerry Douglas	X			

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

☒ Motion Carries

☐ Motion Fails

**E. Reading and signing of New Jersey School Board Member Code of Ethics. (2023-2024  
NJSBA School Ethics PowerPoint presentation sent via email)**

**MEETING DATES AND TIMES:**

**Open Public Meetings Act – Establish Meeting Dates, Time and Place**

RESOLVED that the Eastampton Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Library at the Eastampton Community School, 1 Student Drive, Eastampton, NJ 08060 at 7:00 p.m. **and an executive session to begin at 6:30pm** as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the *Burlington County Times* and the *Courier Post* as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Front Office showcase and on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its President, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

January 23, 2024	August 27, 2024 – 6:00 pm
February 20, 2024	September 17, 2024
March 19, 2024 (Tentative Budget Adoption)	October 15, 2024
April 30, 2024 (Budget Public Hearing)	November 19, 2024
May 21, 2024	December 17, 2024
June 11, 2024	January 7, 2025 (Reorganization)

**Roll Call**

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

☒ Motion Carries

☐ Motion Fails

## **REORGANIZATION APPOINTMENTS/DESIGNATIONS:**

### **A. Action Items:**

1) Recommend the board approve the following reorganization items for the 2024 calendar year:

#### **a. POLICY:**

- i. Adopt Existing bylaws and policies for continuity of operation of the Board and the school system.
- ii. Adopt Code of Ethics established by New Jersey Department of Education 18A:12-21 et. Seq.
- iii. Adopt Robert's Rules of Order as the basis for the conduct of all meetings of the Board.

#### **b. APPOINTMENTS/DESIGNATIONS:**

##### **i. Personnel:**

1. Ashlee Caldwell as Board Secretary, Public Agency Compliance Officer, Custodian of Records, Workers Compensation Coordinator.

##### **ii. Finance:**

1. Recommend the Board approve Parker McCay as district solicitor through December 31, 2024.

##### **iii. Curriculum:**

1. Continuation of existing curriculum, textbooks, and instructional materials through the Reorganization meeting in January 2025.
2. Authorization of pupil records to be collected and maintained by authorized certified school personnel as outlined by State rules and regulations.

### **Roll Call**

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

- ☒ Motion Carries  
☐ Motion Fails

**BUILDINGS AND GROUNDS: (Stephanie McHugh, Chairperson)**

**A. Action Item(s):**

1) Recommend the Board approve the following request(s) for use of facilities:

	Group	Purpose	Date	Time	Room
1	Eastampton Board of Education	Special Board of Education Meeting	January 16, 2024	6:30 – 8:30 pm	Cafeteria
2	Eastampton PTA	General Meeting Date Change	January 24, 2024	6:30 – 8:00 pm	Cafeteria
3	Eastampton Township	Land Use Planning Board Meeting Time Change	January 17, 2024	6:30 – 10:30 pm	Cafeteria

**Roll Call**

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

-Mr. Robert Apgar congratulated the new board members on their election and thanked the BOE for volunteering their time.

**ADJOURNMENT TO EXECUTIVE SESSION #2: (7:25 P.M.)**

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

- ☒ Motion Carries  
☐ Motion Fails

**Eastampton Township Board of Education  
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\_\_\_\_\_ 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;



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**RETURN TO OPEN SESSION: (8:11 P.M.)**

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

☒ Motion Carries

☐ Motion Fails

**ADJOURNMENT: (8:11 P.M.)**

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

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Ashlee Caldwell  
School Business Administrator/Board Secretary