

# EASTAMPTON TOWNSHIP BOARD OF EDUCATION

## Meeting Minutes

Tuesday, December 19, 2023

### **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, 2023
- B. Mailed written notice to the *Burlington County Times* and the *Courier Post* on January 9, 2023.
- C. Filed written notice with the Clerk of Eastampton Township on January 5, 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.

### **ROLL CALL:**

Board Member	Present	Absent	Late Arrival Time
Kerry Douglas, President	X		
Florencia Norton, Vice President	X		
Edward Besko	X		
Len DiGiacomo	X		
Edward Hill	X		
Walter Maluchnik	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.

- None.

## **APPROVAL OF MINUTES: (23-24-44)**

November 14, 2023 (Regular and Executive Session)

### **Roll Call**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President	X		X			
Florencia Norton, Vice President			X			
Edward Besko			X			
Len DiGiacomo			X			
Edward Hill		X	X			
Walter Maluchnik			X			

☒ Motion Carries

☐ Motion Fails

### **PRESENTATIONS:**

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

**B. Outgoing Board Member (Len DiGiacomo) – Mr. Duckett, Superintendent/Principal**

- The following students were recognized as Student of the Month:  
November  
6th – Madisyn Cooper (present)  
7th – Giana Reyes (present)  
8th - Xavier Coates (present)
- Mr. Duckett honored Len DiGiacomo for his nineteen years on the Board of Education, read his resolution, and gave him a plaque.

### **SUPERINTENDENT’S REPORT: (Ambrose F. Duckett, III, Superintendent/Principal)**

#### **1) Information Item(s):**

HIB Report dated December 13, 2023 (23-24-45)

#### **2) Liaison Reports**

#### **3) Mid Year Budget Review – November 29, 2023**

### **B. Action Item(s):**

Recommend the Board approve the Action Items on the HIB Report dated December 13, 2023 as presented on November 14, 2023. (23-24-45)

-Mr. Duckett reported the HIB reports and noted that although cases spiked in the fall, there is a plan in place for discipline and remediation.

-Kerry Douglas reported the Liaison Report; the township meeting was last night; there will be an ordinance regarding parking in front of mailbox.

-Len DiGiacomo reported that he attended the Delegate Assembly on 12/02/2023; 5 resolutions were presented, all of which passed except for Resolution #2 regarding CTE credentials. Resolution # 3 was pertaining to curriculum material and a title change was suggested.

-Mr. Duckett reported that the county marveled at how well we managed a small budget, were positive about our decisions, shared services agreements, and QSAC improvement plans.

**Roll Call on Action Items**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President	X		X			
Florencia Norton, Vice President			X			
Edward Besko		X	X			
Len DiGiacomo			X			
Edward Hill			X			
Walter Maluchnik			X			

☒ Motion Carries

☐ Motion Fails

**ADJOURNMENT TO EXECUTIVE SESSION #1: (7:18 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 7:22PM 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: (7:22 P.M.)**

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Len DiGiacomo	Yes	

- ☒ Motion Carries  
☐ Motion Fails

**PERSONNEL:** (Edward Hill, Chairperson)

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

- 1) Recommend the Board approve the New Jersey Minimum Wage increase from \$14.13/hr to \$15.13/hr effective January 1, 2024 per the New Jersey Department of Labor and Workforce Development.
- 2) Recommend the Board retroactively approve the following staff members for 2023-2024 extra-curricular appointment as indicated, with a stipend as per negotiated agreement:

Larry Foglia	Basketball Chaperone
Angela Henderson	Chaperone

- 3) Recommend the Board approve the following staff member for 2023-2024 extra-curricular appointment as indicated, with a stipend as per negotiated agreement:

Jamie Fischer	Chaperone
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- 4) Recommend the Board approve the employment of the following candidates as district substitutes as indicated effective December 20, 2023, pending completion of paperwork:

Alexa Corn	Substitute Teacher
Ryan Thalwitzer	Substitute Teacher
Christian Walker	Substitute Custodian

- 5) Recommend the Board approve a maternity leave of absence for teacher Guinevere Pepe from approximately February 12, 2024 through the end of the 2023-2024 school year.
- 6) Recommend the Board approve the appointment of Assistant Principal Jenna Carrell as the district's Homeless Liaison for the remainder of the 2023-2024 school year, effective January 3, 2024 with a stipend of \$2,734, prorated from January 3, 2024 to the end of the 2023-2024 school year.
- 7) Recommend the Board approve updated job descriptions for Director of Buildings, Grounds, and Operations; Head Custodian; and Day Custodian. **(23-24-46)**
- 8) Confidential Personnel Resolution that is on file in the Superintendent's office.

#### **Roll Call on Action Items**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President			X			
Florencia Norton, Vice President		X	X			
Edward Besko			X			
Len DiGiacomo			X			
Edward Hill	X		X			
Walter Maluchnik			X			

- ☒ Motion Carries
- ☐ Motion Fails

#### **FINANCE: (Walter Maluchnik, Chairperson)**

- 1) Annual Comprehensive Financial Report – Year ending June 30, 2023

- 2) Burlington County Joint Insurance Fund 2022-2023 Safety Incentive winner of \$5,000
- 3) Burlington County Joint Insurance Fund 2022-2023 Safety Award winner – Kelley Horne

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

- 1) Recommend the Board approve the following payrolls:
  - a. November 15, 2023 - \$ 297,233.66
  - b. November 30, 2023 - \$ 288,523.62
  - c. December 15, 2023 - \$ 317,336.10
- 2) Recommend the Board approve the following invoices for payment: **(23-24-47)**
  - a. Regular Bills- \$592,484.19
- 3) Recommend the Board approve Line Item Transfers dated October 31, 2023. **(23-24-48)**
- 4) Recommend the Board approve the Treasurer's Report dated October 31, 2023. **(23-24-49)**
- 5) Recommend the Board approve the Board Secretary's Report dated October 31, 2023. **(23-24-50)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4\*, we certify that as of October 31, 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: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 October 31, 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.

11/13/2023	1602	NUTRI-SERVE FOOD MANAGEMENT (MONTH ENDING: 09/30/2023)	(\$15,625.34)
11/17/2023	1603	Casey Crotchflet (Lunch Refund R.C.)	(\$106.70)
11/17/2023	1604	Daren Sutton (Lunch Refund S.S.)	(\$14.75)
11/20/2023	1605	Aqua Clean Toilets Systems (Inv# A-2023-137)	(\$250.00)
12/13/2023	1606	NUTRI-SERVE FOOD MANAGEMENT (MONTH ENDING: 10/31/2023)	(\$22,876.57)

- 8) Recommend the Board approve the attached Student Activity expenses. **(23-24-51)**
- 9) Recommend the Board approve the following 2023-2024 Revised Out-of-District placements:

Placement	Student(s)	Tuition per	1:1 Aide	1:1 Nurse (est)
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		<b>Student</b>		
BCSSSD	EO	\$43,746	\$28,264.30 (109 days)	

- 10) Recommend the Board approve the following 2023-2024 McKinney Vento Eligible Tuition – Sending:

<b>Placement</b>	<b>Student(s)</b>	<b>Tuition per Student</b>	<b>1:1 Aide</b>	<b>District of Responsibility</b>
Westampton/Westampton Middle School / Grade: 6	BS	\$4,200 (56 days at \$75.00 per day)	-	Eastampton-09/07/2023 - 11/30/2023
Westampton/Westampton Intermediate School / Grade: 4	SS	\$4,200 (56 days at \$75.00 per day)	-	Eastampton-09/07/2023 - 11/30/2023

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

<b>Placement</b>	<b>Student (s)</b>	<b>Tuition per Student</b>	<b>1:1 Aide</b>	<b>District of Responsibility</b>
Eastampton Community School / Grade: 6	JM	\$16,600 (180 days at \$92.55 per day)	-	Willingboro-09/07/2023 - 06/30/2024

- 12) Recommend the Board accept and approve the Annual Comprehensive Financial Report for the year ending June 30, 2023. There were no recommendations. **(23-24-52)**
- 13) Recommend the Board approve a Shared Services Agreement with the Township of Eastampton for grass cutting and snow removal services effective November 13, 2023 to November 13, 2027. **(23-24-53)**
- 14) Recommend the Board approve a Shared Services Agreement with the Hainesport Township Board of Education for a Preschool Intervention Referral Specialist for the 2023-2024 school year effective January 4, 2024 to be funded through the Preschool Grant. **(23-24-54)**
- 15) Recommend the Board approve the online submission of an amendment to ARP ESSER III Grant submitted on December 1, 2023.
- 16) Recommend the Board approve the addendum to extend the contract with ESS Support Services LLC, for the 2023-2024 school year to provide staffing to fill positions at the request of the district effective January 1, 2024 year to be funded through the ARP ESSER III Grant.
- 17) Recommend the Board accept the termination of the consulting agreement with Gra-Min Consulting Services effective January 3, 2024. Gra-Min Consulting Services was awarded the contract to provide Facility Management Consultant services for the 2023-2024. The last day of service will be January 2, 2024.

#### **Roll Call on Action Items**

<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Kerry Douglas, President			X			

Florencia Norton, Vice President			X			
Edward Besko		X	X			
Len DiGiacomo			X			
Edward Hill			X			
Walter Maluchnik	X		X			

☒ Motion Carries

☐ Motion Fails

**CURRICULUM: (Florencia Norton, Chairperson)**

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

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

Date	Students	Destination	Time	Chaperones
3/13/24	6 <sup>th</sup> -8 <sup>th</sup> Grade (50 Students)	Teen Arts Festival RCBC Mount Laurel Campus	9:00 am – 1:30 pm	4 staff/10 parents

**Roll Call on Action Items**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President			X			
Florencia Norton, Vice President	X		X			
Edward Besko			X			
Len DiGiacomo			X			
Edward Hill			X			
Walter Maluchnik		X	X			

☒ Motion Carries

☐ Motion Fails

**POLICY: (Len DiGiacomo, Chairperson)**

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

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

P & R 1642.01      Sick Leave (New)  
P 4432              Sick Leave (Abolished)

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

P 2270              Religion in the Schools (Revised)  
P & R 3212          Attendance (M) (Revised)  
P & R 4212          Attendance (M) (Revised)  
P & R 5111          Eligibility of Resident/Nonresident Students (M) (Revised)



P & R 5116	Education of Homeless Children and Youths (Revised)
P 8500	Food Services (M) (Revised)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)

### Roll Call on Action

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President		X	X			
Florencia Norton, Vice President			X			
Edward Besko			X			
Len DiGiacomo	X		X			
Edward Hill			X			
Walter Maluchnik			X			

☒ Motion Carries

☐ Motion Fails

- Len DiGiacomo went through the Alert and advised the board of the noteworthy changes and comments that were presented in the draft document, which the board considered and discussed during the meeting.
- Re: P & R 1642.01, Len DiGiacomo inserted a few suggestions.
- Mr. Duckett stated we allow staff to take ½ day and anticipated pushback; instead he suggested replacing 25% with 75%.
- Len DiGiacomo suggested striking the language regarding reinstating sick days. Mr. Duckett agreed.
- Walter Maluchnik asked about staff being allowed to switch from sick to vacation days.
- Mr. Duckett mentioned that district was lenient regarding this due to the new law.

### **BUILDINGS AND GROUNDS: (Edward Besko, Chairperson)**

#### **A. Action Item:**

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

	Group	Purpose	Date	Time	Room
1	Westampton Recreation	Youth Basketball Practice	Mondays – Jan 8, 22, 29; Feb 5, 12, 26; Mar 4, 11, 18; Tuesdays – Jan 9, 16, 23, 30; Feb 6, 13, 20, 27; Mar 5, 12, 19; Wednesdays – Jan 3, 10, 17, 24, 31; Feb 7, 14, 21, 28; Mar 6, 13, 20; Thursdays – Jan 4, 11, 18, 25; Feb 1, 8, 15, 22, 29; Mar 7, 14, 21; Fridays – Jan 5, 19, 26; Feb 2, 9, 23; Mar 1, 8, 22; Saturdays – Jan 6, 13, 20, 27; Feb 3, 10, 17, 24; Mar 2, 9, 16, 23	6:30 – 9:00 pm	MS Gym

2	Westampton Recreation	Youth Basketball Practice	Mondays – Jan 8, 22, 29; Feb 5, 12, 26; Mar 4, 11, 18; Wednesdays – Jan 3, 10, 17, 24, 31; Feb 7, 14, 21, 28; Mar 6, 13, 20; Fridays – Jan 5, 19, 26; Feb 2, 9, 23; Mar 1, 8, 22; Saturdays – Jan 6, 13, 20, 27; Feb 3, 10, 17, 24 Mar 2, 9, 16, 23	6:30 – 9:00 pm	ES Gym
3	Westampton Recreation	Youth Futsal Games	Sundays – Jan 7, 14, 21, 28; Feb 4, 11, 18, 25	8:00 am – 5:00 pm	MS Gym
4	Eastampton Township	Land Use Planning Board Meeting	January 17, 2024	6:30 – 8:30 pm	Cafeteria

### Roll Call on Action Items

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President			X			
Florencia Norton, Vice President			X			
Edward Besko	X		X			
Len DiGiacomo			X			
Edward Hill		X	X			
Walter Maluchnik			X			

☒ Motion Carries

☐ Motion Fails

-Mr. Duckett noted a correction to the end time of Item #4 as the custodial services end at 8:30pm.

### **PUBLIC PARTICIPATION:**

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- None.

### **ADJOURNMENT TO EXECUTIVE SESSION #2: (7:39 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 8:13PM 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 purchase, 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: (8:13 P.M.)**

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Len DiGiacomo	Yes	

- ☒ Motion Carries  
☐ Motion Fails

**ADJOURNMENT:**

With no further business to discuss, the Board meeting was adjourned at 8:13 pm.

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

- ☒ Motion Carries  
☐ Motion Fails

Respectfully submitted,

Ashlee Caldwell  
School Business Administrator/Board Secretary