

EASTAMPTON TOWNSHIP BOARD OF EDUCATION

Meeting Minutes

Tuesday, October 17, 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.

-Mr. & Mrs. Shust commented on the nursing plan and stated it should include a policy that informs parents; they recalled an incident where they were not notified and suggested nurses send a carbon paper back to parents with their take-home folders.
-Mr. Graham commented on the extraordinary aid & questioned charges for out of district students. Mr. Duckett and Ms. Caldwell responded.

APPROVAL OF MINUTES: (23-24-24)

September 19, 2023 (Regular Session)

Roll Call

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

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

A. Information Item(s):

- 1) Liaison Reports
- 2) HIB Report dated October 12, 2023 **(23-24-25)**
- 3) Bus Drill for Bus #4 was held on September 15, 2023 at 8:11am.
Bus Drills for Bus #1, 2, 3, 5, 6, & 7 were held on September 19, 2023 from 8:15am-8:30am.
Mr. Robinson & several other administrators were present while the bus drivers conducted the drills.
- 4) District HIB School Self Assessment Report.

B. Discussion Item(s):

- 1) Committee Chair – Curriculum

Committee Chair- Curriculum was appointed

Florencia Norton

C. Action Item(s):

- 1) Committee Chair – Curriculum

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			
Len DiGiacomo	X		X			
Edward Hill						X

Walter Maluchnik		X				

☒ Motion Carries

☐ Motion Fails

- Kerry Douglas reported the Liaison Report; there is a new ordinance to regulate bamboo. On November 20th, the Master Plan Presentation will be held at ECS. ECS met with the township and agreed to continue the grass and snow shared services agreement. The next meeting is on October 23rd.
- Mr. Duckett reported that our HIB report scores are 76 out of 78 which shows we follow reporting procedures and are compliant. Security & fire drills are also conducted monthly.
- Mr. Duckett announced that we have an open board seat due to a resignation – no one has applied. Because of that, we will have two open seats in 2024.

PERSONNEL: (Edward Hill, Chairperson)

A. Action Item(s):

- 1) Recommend the Board approve the district's manual of job descriptions (on file).
- 2) Recommend the Board approve the following staff members for 2023-2024 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Bethany Stofko	Chaperone
Allison Corn	Chaperone
- 3) Recommend the Board ratify a twelve-month prorated contract of employment for SY 2023-2024 for Nicole McGann as Curriculum Supervisor at an annual salary of \$90,000 prorated for the remainder of the school year, with a start date to be determined, pending completion of paperwork
- 4) Recommend the Board approve Nicole McGann as Title IX Officer, ADA Coordinator, and I&RS Compliance Officer.
- 5) Recommend the Board approve the termination of employment due to abandonment of position for teacher, Leah Fickenscher, whose last day with the district was October 6, 2023.
- 6) Recommend the Board approve Shannon Lewis as a district substitute nurse and a district substitute teacher effective October 18, 2023, pending completion of paperwork.
- 7) Recommend the Board approve Nikeya Rhym as a district substitute teacher effective October 18, 2023, pending completion of paperwork.
- 8) Recommend the Board approve the following staff members as paid mentors for our novice teachers:

Kevin Moore – \$550 (CEAS)
Allison Corn – \$550 (CEAS)
- 9) Recommend the Board approve Jesslynn Daily as a district substitute teacher effective October 18, 2023, pending completion of paperwork.

Roll Call on Action Items

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

☒ Motion Carries

☐ Motion Fails

FINANCE: (Walter Maluchnik, Chairperson)**A. Information Item(s):**

- 1) 2023-2024 Budget Preparations & Tentative Calendar **(23-24-26)**

B. Action Item(s):

- 1) Recommend the Board approve the following payrolls:
 - a. September 29, 2023 - \$291,294.41
 - b. October 13, 2023 - \$292,585.78
- 2) Recommend the Board approve the following invoices for payment: **(23-24-27)**
 - a. Regular Bills: \$ 403,172.29
- 3) Recommend the Board approve Line Item Transfers dated August 31, 2023 **(23-24-28)**
- 4) Recommend the Board approve the Treasurer's Report dated August 31, 2023 **(23-24-28)**
- 5) Recommend the Board approve the Board Secretary's Report dated August 31, 2023 **(23-24-30)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of August 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 August 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 attached Student Activity expenses. (23-24-31)

8) Recommend the Board approve the following Cafeteria expense.

9/14/2023	1598	Kint Corporation - INV# INV-151933	(\$1,023.50)
10/4/2023	1599	Smart Care Equipment Inv# 10657898	(\$2,003.23)
10/4/2023	1600	NJ Dept. of Agriculture Inv# 252920	(\$677.50)
10/10/2023	1601	Providet Service Assoc. (Inv# 100452)	(\$750.00)

9) Recommend the Board approve the attached request for professional development. (23-24-32)

10) Recommend the Board accept a grant in the amount of \$3,000, executed by Mr. Robert Glavan, from the Whole Kids Foundation to support the garden program.

11) Recommend the Board approve the following Extraordinary Aid resolution:

WHEREAS, the Eastampton Board of Education received Extraordinary Aid in the amount of \$194,583 for the 2022/2023 school year in September 2023.

WHEREAS, the Eastampton Board of Education had the option of appropriating this amount in the 2022/2023 Budget or the 2023/2024 Budget;

WHEREAS, the Eastampton Board of Education has chosen to appropriate the total of \$194,583 in the 2023/2024 Budget;

NOW THEREFORE BE IT RESOLVED, by the Eastampton Board of Education that \$194,583 is hereby appropriated from Surplus to the following line items

11-000-100-565-000-000-060 - \$100,000 – Special Education Tuition to CSSD

11-213-100-320-000-000-060 – \$94,583 – ESS Support Services for Special Education Aides

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

Placement	Student(s)	Tuition per Student	1:1 Aide	District of Responsibility
Runnemede/Bingham School / Grade: 1	NL	\$16,255	-	Eastampton

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
Walter Maluchnik	X		X			

☒ Motion Carries

☐ Motion Fails

CURRICULUM: (Florencia Norton, Chairperson)

A. Action Item(s):

- 1) Recommend the Board approve the Nursing Services Plan for the 2023-2024 school year.
(23-24-33)
- 2) Recommend the Board approve a field-based observation experience for former student, Connor Bauman, who will observe one course period and interview the teacher.
- 3) Recommend the Board retroactively approve University of Phoenix student, Mariela Sarceno, to complete her twelve-week student teaching assignment in Eastampton School District. There will be no cost to the district.
- 4) Recommend the Board approve the following field trips:

Date	Students	Destination	Time	Chaperones
3/6/24	5 th /6 th Band	Philadelphia Orchestra at the Kimmel Center and Moorestown Mall Food Court	8:45 am – 2:00 pm	2 staff, 15 parents
4/24/24	7 th /8 th Band/Chorus	Broadway “Aladdin”	9:00 am – 7:30 pm	4 staff, 26 parents
6/12/24	8 th Grade	Pocono Valley Stroudsburg, PA	8:00 am – 8:00 pm	5 staff, 6 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

BUILDINGS AND GROUNDS: (Edward Besko, Chairperson)

A. Action Item(s):

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

	Group	Purpose	Date	Time	Room
1	Karate Program Eastampton	Karate lessons	Oct 19, 24, 26, 31; Nov 2, 7, 9, 14, 16, 23, 28, 30; Dec 5, 7, 12, 14, 19, 21; Jan 4, 9, 11, 16, 18, 23, 25, 30; Feb 1, 6, 8, 13, 14, 20, 22, 27, 29; Mar 5, 7, 12, 14, 19, 21, 26, 28; Apr 9, 11, 16, 18, 23, 25, 30 May 2, 7, 9, 14, 16, 21, 23, 28, 30;	5:00 – 9:00 pm	Elementary Gym

			Jun 4, 6, 11, 13, 18		
2	Eastampton Township	Draft Master Plan for the Community	Nov 20	7:00 – 9:30 pm	Cafeteria

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

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. Geary, resident of Student Drive, commented on the “No Dogs, bikes, etc.” signs, playground no longer being public, and speeding on Student Drive. Mr. Duckett responded.
- Mrs. Shust commented on the safety of the playground, parking lot, and reported that the buses speed.
- Mr. Graham asked if we track chronic absenteeism. Mr. Duckett responded.
- Several parents questioned preschool admissions, waitlist, and plans going forward to accommodate K-8.
- Mr. Oberfrank, parent of a 7th grade student, asked how long it takes to get Reading Allies approved, which was recommended by his child’s case manager? Mr. Duckett advised Mr. Oberfrank to reach out to him directly.
- Mrs. Shust asked if the nursing plan included policies and to see the plan. Mr. Duckett responded.
- Len DiGiacomo asked if there was a link to the plan. Mr. Duckett responded.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:41 pm.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Len DiGiacomo		

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Ashlee Caldwell
School Business Administrator/Board Secretary