

# EASTAMPTON TOWNSHIP BOARD OF EDUCATION

## Meeting Minutes

Tuesday, August 29, 2023

### REGULAR MEETING CALLED TO ORDER BY BOARD PRESIDENT (6:10 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		
Kyle Aaronson		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: (23-24-01)**

June 13, 2023 (Regular Session)

### **Roll Call**

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

☒ Motion Carries

☐ Motion Fails

## **PRESENTATIONS:**

### **A. Abigail Maluchnik and Girl Scout Troop No. 27140 – Mr. Duckett, Superintendent/Principal**

- Mr. Duckett commended Abigail Maluchnik and thanked her for her selfless act. Eastampton is fortunate to have her and her father serving on the board of education.
- Walter Maluchnik reported that Girl Scout Troop No. 27140 spent 6 months collecting 500 lbs of plastic, converted it into benches, and is now donating one to Eastampton Community School. He gave insight into how the bench should be used (to make new friends).
- Mr. Duckett happily accepted Abigail Maluchnik's request to donate a Buddy Bench to Eastampton Community School.

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

### **A. Information Item(s):**

- 1) Summer Update
  - 2) Board Goals 2023-2024 (sent in separate email)
  - 3) Liaison Reports
  - 4) School Safety Data System Report – Period 2
- Mr. Duckett commended the custodial staff for their hard work getting classrooms and hallways ready with a small crew. Mr. Duckett discussed the difficulties of hiring – candidates leveraging offers, poaching, leaves of absences, heavy special needs, residency issues, and a spike in enrollment. Eastampton's enrollment went from 592 to 609 students and enrollments are still pending. He also discussed the fluctuation in enrollment of 25-30% due to military and other factors.
  - Mr. DiGiacomo asked if this could solidify our Impact Aid. Mr. Duckett responded yes.
  - Mrs. Douglas reported that (1) board goal was complete and (4) are in mid-cycle. Goals are going well and we are moving towards them.
  - Mr. Maluchnik asked if it was possible to have a goal without a time limit. Mrs. Douglas answered that goals are meant to be specific and measurable; she would like to retire this unless there is something specific.
  - Mr. DiGiacomo asked if there was anything additional that our stakeholders may need from us. Mr. Duckett responded that scheduling is a concern which depends on staffing.
  - Mr. Maluchnik asked if we should tweak our communication style to texting with an opt out feature. Mr. Duckett responded yes; we have done that.
  - Dr. Norton asked if goals can be instructional such as in-house practices. Mr. Duckett said it is up to the BOE - Mrs. Fulleylove will present instructional information in October. Mrs. Douglas advised to wait and see what comes from the October agenda. Mrs. Douglas advised the board to keep the 4 remaining goals. Mr. Maluchnik said the district

should wait for the new Curriculum Director and see how they approach the position. Dr. Norton said it's nice to have a roadmap when in a new director position.

- Kerry Douglas reported the Liaison Report; Renovations at Hollyville Park continue; the draft master plan is on the website – all are encouraged to review it. The next township meeting is on 9/11/23.
- Mr. Duckett reported the School Safety Data System Report and noted that the number of incidents have decreased from previous years due to incentives. Students are a part of the process. RVRHS reported that Eastampton is academically on par and surpasses other sending districts concerning behavioral issues.

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

- 1) Recommend the Board approve the Board Goals for 2023-2024 as presented.
- 2) Recommend the Board approve the School Safety Data System report for Report Period 2, as presented.
- 3) Recommend the Board approve the HIB Report dated June 8, 2023 as presented at the June 13, 2023 meeting. **(23-24-02)**

**Roll Call on Action Items**

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

☒ Motion Carries

☐ Motion Fails

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

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

- 1) Recommend the Board approve the list of District Substitutes for the 2023-2024 school year. **(23-24-03)**
- 2) Recommend the Board ratify the approval of a ten-month contract of employment for SY 2023-2024 for Jennifer Pawlowski as Elementary School Teacher, BA/Step 1 – \$56,014.00, effective September 1, 2023, pending completion of paperwork.
- 3) Recommend the Board ratify the approval of a ten-month contract of employment for SY 2023-2024 for Kimberly Otis as Special Education Teacher, MA/Step 1 – \$58,414.00, effective September 1, 2023, pending completion of paperwork.
- 4) Recommend the Board retroactively approve Lisa Wood as a staff member for the 2023-2024 Summer Enrichment Program (General and Special Education) – Salary to be charged to Title I.

- 5) Recommend the Board approve medical leaves of absence for two staff members whose names are on file in the office from September 1, 2023 to dates to be determined.
- 6) Recommend the Board approve the following Applications for Tuition Reimbursement:

Ashlee Caldwell - \$2,500.00 – Thomas Edison State University  
Ashley Forsyth - \$1,400.00 – Rider University

- 7) Recommend the Board approve the request of Delanna Hamrock to reimburse the district her salary overpayment in the amount of \$2,261.40 by using her ten sick days for the 2023-2024 school year.
- 8) Recommend the Board approve a move across the guide for Corinne Katrina from MA/Step 7 to MA+30/Step 7, \$65,664.00 for the 2023-2024 school year.
- 9) Recommend the Board approve John Schuyler as long term Social Studies substitute teacher for the 2023-2024 school year with a start date of September 1, 2023 and an end date to be determined at a per diem rate of \$175.
- 10) Recommend the Board approve the following staff members for 2023-2024 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Kevin Moore	Boys Basketball Co-Coach
Nick Seibel	Baseball Co-Coach
Shannon Holloway	Baseball Co-Coach

- 11) Recommend the Board accept the resignation of Linda Fulleylove, Curriculum Supervisor, whose last day with the district will be October 26, 2023.

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

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

☒ Motion Carries

☐ Motion Fails

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

##### **A. Information Item(s):**

- 1) District Audit

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

- 1) Recommend the Board approve the following payrolls:
  - a. June 15, 2023 - \$291,363.56
  - b. June 16, 2023 - \$305,851.88
  - c. July 13, 2023 - \$70,256.68
  - d. July 27, 2023 - \$78,624.39
  - e. August 15, 2023 - \$50,018.81
- 2) Recommend the Board approve the following invoices for payment: **(23-24-04)**
  - a. Regular Bills:
    - i. June Bill List (REVISED) – \$264,370.02
    - ii. July Bill List – \$373,884.12
    - iii. August Bill List – \$505,330.23
- 3) Recommend the Board approve Line Item Transfers dated June 30, 2023. **(23-24-05)**
- 4) Recommend the Board approve the Treasurer’s Report dated June 30, 2023. **(23-24-06)**
- 5) Recommend the Board approve the Board Secretary’s Report dated June 30, 2023. **(23-24-07)**
- 6) Pursuant to N.J.A.C. 6A:23-2.12(c)4\*, we certify that as of June 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: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 June 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 attached request for professional development. **(23-24-08)**
- 8) Recommend the Board approve the following Cafeteria expense.

6/5/2023	1586	Stephanie Bartlett (Café Refund AB & JB)	(\$23.85)
6/16/2023	1587	Linda Van Nortwick (Café Refund Student: AV)	(\$8.29)
6/16/2023	1588	Christine Wortham (Café Refund Student CW)	(\$17.65)
6/16/2023	1589	Lisandra Rodriguez (Café Refund Student CR)	(\$13.45)
6/16/2023	1590	Christina Noonan (Café Refund Student EN)	(\$18.45)
6/21/2023	1591	VOIDED	
6/21/2023	1592	Nutri-Serv Food Management (05/01/2023-05/31/2023)	(\$27,450.42)
6/22/2023	1593	Lunch Time Software Inv# 10077	(\$620.00)

6/28/2023	1594	Smart Care Equipment inv# 10585180	(\$611.94)
6/30/2023	1595	Nutri-Serve (Inv# M915063023 06/01/2023 - 06/30/2023)	(\$13,403.78)

9) Recommend the Board approve the attached Student Activity expenses **(23-24-09)**

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	MA	\$TBD		
	CR	\$TBD	\$TBD	\$TBD
	SF	\$TBD	\$TBD	
	CA	\$TBD		\$TBD
	NC	\$TBD	\$TBD	
	EO	\$TBD		
Kingsway	LM	\$58,910.40	\$32,400.00	
YALE North	AT	\$67,798.50		
	LH	\$68,323.50		
MCSSSD	CS	\$63,825 + \$4,810 OOC Fee		
New Jersey Commission for the Blind & Visually Impaired	CR	\$2,200		

11) Recommend the Board approve a revised one year renewal with NutriServe as Food Service Management Company for school year 2023-2024 with a fixed price per meal rate of \$3.75 for Lunch and Breakfast and no guarantee. The total cost of the contract is \$234,911.98 for the 2023-2024 school year. The 2023-2024 school year will be year 5 of 5.

12) Recommend the Board accept a donation from the Bank of America Charitable Foundation, valued at \$500.

13) Recommend the Board approve a Shared Services Agreement with the Mt. Holly Board of Education for a Master Teacher for the 2023-2024 school year to be funded through the Preschool Grant. **(23-24-10)**

14) Recommend the Board approve a consultation agreement with John S. Demree as HVACR technician for the 2023-2024 school year to be funded through the ARP ESSER III Grant. **(23-24-11)**

15) Recommend the Board approve the online submission of the Fiscal Year 2023-2024 IDEA grant and accept the following funds:

	<u>2023-2024</u>
IDEA Basic	\$ 223,741
IDEA Basic Nonpublic	\$ 13,875
IDEA Pre-School	\$ 9,770

16) Recommend the Board approve the online submission of an amendment to ESSER III Grant submitted on June 29, 2023.

- 17) Recommend the Board approve the Software License Agreement with LinkIt! at a cost of \$23,703.00 for the 2023-2024 school year. **(23-24-12)**
- 18) Recommend the Board approve an Agreement with Paul's Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through NutriServe for the 2023-2024 school year per agreement. **(23-24-13)**
- 19) Recommend the Board approve the District Advisory Agreement with Ironwood Consulting Services, LLC for virtual safety preparedness adviser services effective July 1, 2023. (No additional cost to district, funded by district's SPELLJIF membership)
- 20) Board approval is requested for Mr. Ambrose Duckett and Mrs. Kerry Douglas to attend the Annual NJSBA Workshop Conference from October 23, 2023 to October 26, 2023. Workshop cost is \$550.00 per person plus traveling expenses.
- 21) Recommend the Board approve the following 2023-2024 Special Education Medicaid Initiative (SEMI) Participation resolution:

THEREFORE, BE IT FURTHER RESOLVED, based on the recommendation of the Superintendent of Schools, and the School Business Administrator, the Board of Education hereby authorizes the District to participate in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 School Year. The SEMI program is under the auspices of the New Jersey Department of the Treasury through its collaboration with the New Jersey Department of Education and the New Jersey Division of Medicaid Assistance and Health Services.

- 22) Recommend the Board approve an agreement with Timothy Christian Academy for the District to provide satellite lunches for the 2023-2024 school year. **(23-24-14)**
- 23) Recommend the Board approve the following purchases with 2023-2024 Non Public Funding for Timothy Christian Academy:

Textbook - \$8,614 – K-8 math and science books from Bob Jones University Press.  
 Nursing Services - \$17,880 – Catapult Learning, LLC.  
 Security Aid - \$30,545 – Security door installation/replacement, key card entry system updates & security licenses– Avast Premium Business Security.  
 Technology Aid - \$7,301 – Renaissance Learning/Chromebooks.

#### Roll Call on Action Items

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

- ☒ Motion Carries  
☐ Motion Fails

- Kerry Douglas asked if the TCA Agreement was new. Ms. Caldwell responded that it is a past practice from previous years that is being restarted this school year – services were not needed last year.

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

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

- 1) Recommend the Board approve the first reading of the following policies (**sent in separate email**):

P & R 2419

School Threat Assessment Teams

- 2) Recommend the Board approve the first reading for the proposed changes made to the following policies. (**sent in separate email**)

P & R 2530

Resource Materials

P & R 9130

Public Complaints and Grievances

**Roll Call on Action Item #1**

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

☒ Motion Carries

☐ Motion Fails

- Len DiGiacomo stated action item #1 was lengthy because Strauss Esmay recommended that the board of education do an adoption after only a single reading. He mentioned he was disinclined to declare an emergency to justify such an adoption, but does not want to put the district in a predicament, and so understands if the district wants to move forward with the entire adoption in one sitting.
- Kerry Douglass asked if we had a School Threat Assessment Team. Mr. Duckett responded yes, it is mandated that we have both and he does not see a need to enact an emergency. The team will be up and running.
- Len DiGiacomo, having moved the foregoing item, which was seconded by Kerry Douglas, withdrew his motion (to declare an emergency), with the consent of the seconder.
- The board of education proceeded with action to approve the first reading of Policy and Regulation 2419, School Threat Assessment Teams.

**Roll Call on Action Item #2**

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

☒ Motion Carries



☐ Motion Fails

- Len DiGiacomo stated the BOE policy on the five-year cycle for curriculum review apparently was not consistent with our practice and that the proposed changes to that policy and regulation were an attempt to reconcile the two.
- On the proposed changes to the policy and regulation regarding Board review of recommendations from the Material Review Committee, Kerry Douglas questioned if this saves us any time and if this nevertheless requires a discussion at the next board meeting.
- Len DiGiacomo stated he was hoping to minimize the undertaking of the BOE and require the Superintendent to bring it to the BOE only if necessary.
- Kerry Douglas stated her concerns about the final decision being with the review committee. Students, staff, and parent volunteers are on the committee. The BOE's final stamp should be on it as the BOE's job is to protect the people in our care and take the heat if there is any.
- Len DiGiacomo advised that putting it on the agenda may draw attention when it could be put to rest, wants to avoid the BOE being put in the newspaper, and makes the BOE a target.
- Mr. Duckett states that he agrees with Len DiGiacomo; anything book-related has the potential to be brought to the BOE. Mr. Duckett would like to eliminate that and abide by the policy.
- Kerry Douglas mentioned she had not considered the agenda.
- Walter Maluchnik states the chances are slight.

## **CURRICULUM (Kyle Aaronson, Chairperson)**

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

- 1) Recommend the Board approve the Eastampton District Professional Development Plan (PDP) Statement of Assurance for 2023-2024 which is on file.
- 2) Recommend the Board approve the School District Mentoring Plan Statement of Assurance for 2023-2024 which is on file.
- 3) Recommend the Board approve the District's Danielson Evaluation Model.
- 4) Recommend the Board approve the 2023-2024 curriculum (available for review at [www.etsdnj.us](http://www.etsdnj.us)), as well as textbooks, and substance abuse prevention program, currently in use.
- 5) Recommend the Board of Education approve the Annual Toilet Room waivers for Eastampton Community School for Kindergarten classrooms for the 2023-2024 school year. **(23-24-15)**

WHEREAS, the District has some classrooms without individual toilet rooms in each classroom; and

WHEREAS, the District may elect to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h)4(3)iii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

THEREFORE, BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board approves the submission of the Annual Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year to the Burlington County Executive Superintendent of Schools as per the attached.

- 6) Recommend the Board approve establishing an Autism (AUT) classroom serving grades K-2. This program should be established in order to address current student needs.

- Mr. Duckett mentioned that Danielson is a method for evaluating staff.
- Kerry Douglas noted that the toilet waiver is because the previous kindergarten classrooms had bathrooms before the classrooms were switched with the preschool rooms; we are allowed to apply for a waiver stating we have a bathroom in eyesight and a plan to get students to restrooms.
- Walter Maluchnik asked if the autism classroom is the same one previously discussed. Mr. Duckett responded yes. Mr. Duckett said were able to bring students back into the district, hire a special education teacher, and save \$200k-250k. Mr. Duckett celebrated Ms. Caldwell for her work on this. Mr. Duckett provide context on the history of the new special education teacher, whom was able to stabilize a classroom in a previous district. We are fortunate and had good timing.
- Len DiGiacomo asked about preschool staffing and if item # 5 was unique because of the preschool. Mr. Duckett responded that we have a good problem right now; we have 4 preschool teachers, a wait list, and are continuing to grow. We received \$783k in preschool funding and that should grow.

### Roll Call

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

☒ Motion Carries

☐ Motion Fails

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

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

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

	Group	Purpose	Date	Time	Room
1	Eastampton PTA	Meet & Greet for PreK-1 <sup>st</sup>	Sep 6	8:30 am – 12:00 pm	Cafeteria
2	Eastampton PTA	General Meetings	Sept 20, Oct 24, Nov 15, Jan 16, Feb 21, Apr 15, May 22	6:30 pm – 8:00 pm	Cafeteria
3	Eastampton PTA	Family Fun Nights	Oct 27, Nov 17, Jan 20, Feb 9	6:30 pm – 8:30 pm	Cafeteria
4	Eastampton PTA	Holiday Shop	Dec 4-8	8:00 am – 3:30 pm	Library
5	Eastampton PTA	Breakfast with Santa	Dec 16	8:00 am – 12:00 pm	Cafeteria
6	Eastampton PTA	Easter Event	Mar 23 (Saturday)	7:00 am – 12:00 pm	Outside Bus Loop
7	Girl Scouts of Central & Southern NJ	Information Table at Back-to-School Night	Sept 13	6:00-8:00 pm	Cafeteria
8	Eastampton Township	Boots Vs. Badges Basketball Game	Nov 8	6:00-9:30 pm	MS Gym

- Walter Maluchnik encouraged participants to join Girl Scouts.

**Roll Call on Action Items**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President		X	X			
Florencia Norton, Vice President			X			
Kyle Aaronson						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. Graham asked when we would know the tuition rates for the 11 out of district placements. Ms. Caldwell responded that all tuition rates are listed except for BCSSSD – we are awaiting the contracts and hope to have them by next month.
- Mr. Graham asked about an employee's sick days. Mr. Duckett responded that we check with our counsel beforehand and engage in the interactive process with employees.
- Dominic Santillo asked about the audit. Ms. Caldwell responded that the audit will be later than normal this year as municipalities are being audited first.

**ADJOURNMENT:**

With no further business to discuss, the Board meeting was adjourned at 7:21 pm.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Len DiGiacomo		

☒ Motion Carries

☐ Motion Fails

- Kerry Douglas reminded all that the next board meeting will include the board ethics training at 6:00pm in open session.

Respectfully submitted,

Ashlee Caldwell  
School Business Administrator/Board Secretary