

# EASTAMPTON TOWNSHIP BOARD OF EDUCATION

## Meeting Minutes

Tuesday, March 14, 2023

The Special Meeting of the Eastampton Township Board of Education was called to order at 7:00 pm by Kerry Douglas, Board President.

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

-No participants.

## **APPROVAL OF MINUTES: (22-23-68)**

Motion to approve the minutes of the following minutes meeting(s):

February 21, 2023 (Regular Session)

### **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			
Len DiGiacomo			X			
Edward Hill		X			X	
Walter Maluchnik						X

☒ Motion Carries

☐ Motion Fails

-Len DiGiacomo commented on the predetermined HIB process.

## **PRESENTATIONS:**

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

The following students were recognized as Student of the Month:

6th Grade - Julissa Martinez

7th Grade - Marcos DeLeon (present)

8th Grade - Logan Foster (present)

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

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

#### **1) HIB Report dated March 9, 2023 (22-23-69)**

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

-Mr. Duckett reported that ETSD and the rest of the county have notched an increase in incidents since the break. Interventions and remediation are taking place to correct.

-Kerry Douglas reported the Liaison Report; the township is requesting help with recreation.

-Mr. Duckett thanked the township for providing the safe routes to schools.

-Len DiGiacomo inquired if preliminary determinations can be added to the HIB reports. Mr. Duckett replied yes.

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

- 1) Recommend the Board approve the action items on the HIB Report dated March 9, 2023 as initially presented at the February 21, 2023 meeting. (22-23-69)

### **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		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 following staff members as paid mentors for our novice teachers:

Charlene Bonomo – \$1,000 (CE)

Corinne Katrina – \$550 (CEAS)

Christine Glenn – \$550 (CEAS)

- 2) Recommend the Board approve the employment of the following individuals as district substitute teachers effective March 15, 2023, pending completion of paperwork.

Thomas Soszynski

Kathryn Oppermann

- 3) Recommend the Board approve the revised job description for the Accounts Payable/Receivable Administrative Assistant (Confidential Position). (22-23-70)

- 4) Recommend the Board approve the following staff members as tutors in our after-school tutoring program at the negotiated hourly rate:

Charlene Bonomo

Rebecca Breidinger

Melissa Clark

Allison Corn

Corinne Katrina

Melanie Southard

**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	X			
Edward Besko	X		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 Proposed Budget
- 2) Annual Comprehensive Financial Report (ACFR) Year ending June 2022
  - Ms. Caldwell provided details of the 2023-2024 tentative budget, which is due to the county by 03/20/23. Ms. Caldwell thanked the board for moving the board meeting up 1 week earlier to meet this deadline.
  - Ms. Caldwell referred board members to the 2022 ACFR report, which had no recommendations.
  - Len DiGiacomo asked if we will still receive Pilot money from the Township. Mr. Duckett responded yes.
  - Kyle Aaronson asked for clarification on tuition reserves and tax levy. Ms. Caldwell responded that tuition reserves have been used for special education tuition adjustments in prior years. Mr. Duckett confirmed that the 23/24 tax levy will be around 6%.
  - Len DiGiacomo asked about tutoring. Mr. Duckett responded.
  - Florencia Norton asked about curriculum for 23/24. Mr. Duckett responded regarding math and language arts.
  - Edward Hill also asked about math.

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

- 1) Recommend the Board approve the following payrolls:
  - a. February 28, 2023 - \$272,936.45
- 2) Recommend the Board approve the following invoices for payment: **(22-23-71)**
  - a. Regular Bills: \$960,689.64 (includes bond payment of \$673,979.92)
- 3) Recommend the Board approve Line Item Transfers dated February 28, 2023. **(22-23-72)**
- 4) Recommend the Board approve the Treasurer's Report dated February 28, 2023. **(22-23-73)**
- 5) Recommend the Board approve the Board Secretary's Report dated February 28, 2023. **(22-23-74)**

Pursuant to N.J.A.C. 6A:23-2.12(c)4\*, we certify that as of February 28, 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 February 28, 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.

- 6) Recommend the Board approve the attached Student Activity expenses **(22-23-75)**

- 7) Recommend the Board approve the following Cafeteria expenses:

3/7/2023		Transfer to Student Activities for Chk#2282 Correction, dated 01/30/2023	(\$16,359.04)
3/8/2023	1575	Nutriserve Food Mgt	(\$22,808.60)

- 8) Recommend the Board approve the Customer Agreement with Newsela for Products/Services Subscription effective 03/15/2023.
- 9) Recommend the Board approve the Frontline Technologies Invoice - Absence and Substitute Management Subscription
- 10) Recommend the Board approve the contract with Peak Center For Autism for services for student in our district.
- 11) Recommend the Board approve the following 2022-2023 Out-of-District placement(s)

Placement	Student(s)	Tuition per Student	1:1 Aide	1:1 Nurse (est)
Bancroft School	ET	\$339.20/Day	-	-
New Jersey Commission for the Blind & Visually Impaired	CR	\$2,200	-	-

- 12) Recommend the Board approve and accept the Annual Comprehensive Financial Report for the year ending June 30, 2022. There were no recommendations. **(22-23-76)**
- 13) Recommend the Board approve the following 2023-2024 budget/travel resolution:

BE IT RESOLVED that the tentative budget be approved and certified for the 2023-2024 school year using the 2023-2024 state aid figures in addition to the additional Pilot Money from Eastampton Township. The Secretary to the Board of Education be authorized to submit the following tentative budget (including the use of all automatic adjustments, if applicable) to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

	General Fund	Special Revenues	Debt Service	TOTAL
<b>2023-2024 Total Expenditures</b>	10,248,780	1,483,300	742,791	12,474,871
<b>Less Anticipated Revenues</b>	4,672,234	1,483,300	0	6,155,534
<b>Taxes to be Raised</b>	5,576,546	0	742,791	6,319,337
<b>Pilot Payments</b>	150,000			150,000
<b>Withdraw From Capital Reserves</b>	70,000			70,000
<b>Withdraw From Maintenance Reserves</b>	0			0
<b>Withdraw From Tuition Reserves</b>	85,000			85,000

And to advertise said tentative budget in the *Burlington County Times* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held on April 25, 2023 at 7:00pm for the purpose of conducting a public hearing on the proposed budget for the 2023-2024 school year.

TRAVEL RESOLUTION:

WHEREAS, the Eastampton Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150/staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1-June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$35,000 for all staff and board members.

**14) Recommend the Board approve the following 2023-2024 resolution for a Capital Reserve Withdrawal – Other Capital Project:**

Included in budget line 600, Budgeted Withdrawal from Capital Reserve is \$70,000 for a capital project upgrade to repair the leaking roof in mechanical room, estimated at \$60,000 and a capital project to abate the remaining asbestos floor tile in the middle school gym storage room, estimated at \$10,000

**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

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

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

- 1) Recommend the Board approve the second reading and adoption of the following policies from Alert 229 (**sent via email**):

P 1648.11	The Road Forward COVID-19 – Health and Safety (M) (Abolished)
P 1648.13	School Employee Vaccination Requirements (M) (Abolished)
P 0152	Board Officers (Revised)
P 0161	Call, Adjournment, and Cancellation (Revised)
P 0162	Notice of Board Meetings (Revised)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P 5512	Harassment, Intimidation, or Bullying (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)

- 2) Recommend the Board approve the second reading and adoption of P0110 Identification and P0000.02 Introduction. (**sent via email**)

#### **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		X			
Edward Hill			X			
Walter Maluchnik						X

☒ Motion Carries

☐ Motion Fails

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

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

- 1) Recommend the Board approve the following field trips:

Date	Students	Destination	Time	Chaperones
6/6/23	2 <sup>nd</sup> Grade	The Franklin Institute Philadelphia	9:00 am – 2:00 pm	6 staff/24 parents
5/31/23	5 <sup>th</sup> Grade	Adventure Aquarium, Camden	9:00 am – 2:00 pm	5 staff/12 parents
6/7/23	5 <sup>th</sup> Grade Band	RVRHS Elementary Band Festival	9:00 am – 1:00 pm	2 staff/8 parents
6/9/23	7 <sup>th</sup> Grade	Independence Hall/Constitution Center	9:00 am – 2:00 pm	4 staff/7 parents
6/5/23	6 <sup>th</sup> Grade	Mutter Museum, Philadelphia	9:00 am – 2:00 pm	4 staff/3 parents

- 2) Recommend the Board accept the donation of dictionaries for the 3<sup>rd</sup> grade students at Eastampton Community School from the Rotary Club of Mount Holly.

- 3) Recommend the Board approve the Comprehensive Equity Plan Statement of Assurance for 2023-2024 which is on file in the superintendent's office.  
 -Mr. Duckett noted that this is the SOA only; the State is revising the plan, so there will be another plan next year.

#### Roll Call on Action Item

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President			X			
Florencia Norton, Vice President			X			
Kyle Aaronson	X		X			
Edward Besko			X			
Len DiGiacomo			X			
Edward Hill		X	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 requests for use of facilities:

	Group	Purpose	Date	Time	Room
1	Eastampton PTA	Easter Eggcellent Eggventure	April 1	8:00 am – 12:00 pm	Outside Fields
2	Eastampton PTA	Gertrude Hawk Chocolates – Order Pick-up	March 27	4:30 – 7:00 pm	Cafeteria Hallway
3	Sacred Heart CYO	Recreational baseball practice for RVRHS sending districts	Mar 20, 21, 22, 23, 27, 28, 29, 30; Apr 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27; May 1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 30, 31; Jun 1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29	6:00 – 8:00 pm	Baseball and Softball Fields

#### Roll Call on Action Item

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, President			X			
Florencia Norton, Vice President			X			
Kyle Aaronson		X	X			
Edward Besko	X		X			
Len DiGiacomo			Item #1&2 Only		Item #3 Only	
Edward Hill			X			
Walter Maluchnik						X

☒ Motion Carries

☐ Motion Fails

**PUBLIC PARTICIPATION:**

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-Len DiGiacomo questioned Math night. Mr. Duckett responded.

-Kerry Douglas informed the board that required ethics training will be on 09/19/2023 at 6:00pm by Jesse Adams from NJSBA. Reminders will be sent out as the date gets closer.

**ADJOURNMENT:**

With no further business to discuss, the Board meeting was adjourned at 7:30 pm.

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

☒ Motion Carries

☐ Motion Fails

Respectfully submitted,

Ashlee Caldwell  
School Business Administrator/Board Secretary