

# EASTAMPTON TOWNSHIP BOARD OF EDUCATION

## Meeting Minutes

Tuesday, February 21, 2023

The Regular 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 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.

-No participants.

## **APPROVAL OF MINUTES: (22-23-59)**

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

January 17, 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			
Edward Hill						X
Walter Maluchnik		X	X			

☒ Motion Carries

☐ Motion Fails

## **PRESENTATIONS:**

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

The following students were recognized as Student of the Month:

6th Grade – Garrett Hilton

7th Grade – Taylor Allen

8th Grade – Joseph Sprague

### **B. Retirement Recognition – Richard W. Young, Jr.**

-Mr. Duckett commended Mr. Young for his years of service and dedication to the staff and students. Mr. Young said it was an honor to work and teach at Eastampton School District and showed appreciation for Mr. Duckett.

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

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

1) School Safety Data System Report Period 1 (September 1 – December 31, 2022)

2) HIB Report dated February 14, 2023 (22-23-60)

3) Liaison Reports

4) Board Goals (sent via email)

-Mr. Duckett reported the School Safety Report, HIB, & Board Goals.

-Mrs. Douglas reported the Liaison Report; the township is requesting help.

-Mr. Maluchnik inquired if preliminary determinations can be added to the HIB reports and if there were instances where students received discipline. Mr. Duckett replied yes.

-Mr. Maluchnik stated that he disagrees with SEA's determination regarding Non-HIB reporting procedures. Mr. Duckett replied that the report can be clearly marked "NON-HIB".

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

1) Recommend the Board approve the School Safety Data System Report for Period 1 as presented.

- 2) Recommend the Board approve the action item(s) on the HIB Report dated February 14, 2023 as initially presented at the January 17, 2023 meeting. **(22-23-60)**
- 3) Recommend the Board approve an Attorney-Client Fee Contract between Eastampton School District and Frantz Law Group, APLC to provide legal services in connection with pursuing claims for damages associated with Social Media litigation. **(22-23-61)**  
 -Mr. Duckett advised that if there is a settlement, 25% of the proceeds will go to the attorneys and the rest to the BOE; it is beneficial to join the lawsuit, which will be ongoing.

#### **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 Caries  
☐ Motion Fails

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

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

- 1) 2022-23 Disclosure Forms due no later than 04/30/23
- 2) Burlington County Joint Insurance Fund Safety Award 2021-2022 winner of \$4,000  
 -Mr. Maluchnick displayed the award, Certificate of Excellence, and Certificate of Appreciation.

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

- 1) Recommend the Board approve the following payrolls:
  - a. January 30, 2023– \$286,477.78
  - b. February 15, 2023 – \$ 289,447.94
- 2) Recommend the Board approve the following invoices for payment: **(22-23-62)**
  - a. Regular Bills: \$265,466.14
- 3) Recommend the Board approve Line Item Transfers dated January 31, 2023. **(22-23-63)**
- 4) Recommend the Board approve the Treasurer's Report dated January 31, 2023. **(22-23-64)**
- 5) Recommend the Board approve the Board Secretary's Report dated January 31, 2023. **(22-23-65)**
- 6) Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, we certify that as of January 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:23A-16.10 (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:23A-16.10 (c) 4, I certify that as of January 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 expenses:**

1/10/23	1571	Smart Care Equip	\$ (1,541.42)
1/10/23	1572	Hainesport Supply (Boiler)	\$ (1,008.95)
1/27/23	1573	All Clean Septic (Blocked drain)	\$ (550.00)
1/27/23	1574	Starlite Productions	\$ (498.47)
1/30/23	1575	Nutri-Serve Food Mgmt., Inc. (Dec 2022)	\$ (16,359.04)

**8) Recommend the Board approve the submission to the Department of Community Affairs for a Local Recreation Improvement Grant not to exceed \$35,000 for purchase and installation of video display scoreboards powered by solar.**

**9) Recommend the Board approve the application for Change of Use of Educational Space for the 2022-2023 School Year. The space is Room #336, the stage, to be used for Music Instruction.**

-Mr. Duckett advised that this relates to the stage that is being used as a classroom per QSAC.

**10) Recommend the Board approve the submission of a grant for \$5,000 to Trust for help in starting a wellness room. The district will partner with a local group, Little Project Warriors.**

**11) Recommend the Board approve the attached Student Activity expenses. (22-23-66)**

**12) Appointment of Temporary Purchasing Agent Motion:**

WHEREAS, Patricia Austin, Interim School Business Administrator, possesses a Qualified Purchasing Agent (QPA) certification and is vacating the position of Interim School Business Administrator;

WHEREAS, pursuant to Local Finance Notices 2011-15 and 2011-16, provide that if the office of the purchasing agent (who holds a QPA certification) becomes vacant, a local contracting unit may appoint a person who does not hold a QPA certification as Temporary Purchasing Agent for one year from the date of the vacancy and during that term the contracting unit's bid threshold may remain at the maximum amount allowed; and

NOW, THEREFORE BE IT RESOLVED that the Eastampton Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Ashlee Caldwell, the Temporary Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

BE IT FURTHER RESOLVED, that Ashlee Caldwell, is hereby authorized to award contracts on behalf of the Eastampton Township Board of Education, that are in the aggregate less than 15% of the bid threshold (currently \$6,600) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Ashlee Caldwell, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Eastampton Township Board of Education, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but are less than the bid threshold of \$44,000.

**13) Recommend the Board approve the following appointments and designations from February 13, 2023 through June 30, 2023:**

1. Ashlee Caldwell (alternate) as district representatives with authorization to file applications and accept grants for Federal and State funds on behalf of the Board
2. Business Administrator/Board Secretary to invest Board of Education funds
- c) Investor's Bank (Officially converted to Citizens Bank as of 02/17/2023) as the official depository for school monies for all district accounts.
- d) Signatures on the district's bank accounts at Citizens Bank and authorize the use of facsimile signatures:
  - Agency: Business Administrator and Treasurer
  - Cafeteria: Business Administrator and Treasurer
  - Custodial: Business Administrator or Superintendent AND Treasurer AND Board President
  - Payroll: Business Administrator and Treasurer
  - Student Activity: Business Administrator or Superintendent AND Board President
  - Flex: Business Administrator and Treasurer
  - DCRP: Business Administrator and Treasurer
  - 403 B Plan Connect –Business Administrator and Treasurer
- e) Authorize Business Administrator to advertise for bids and /or RFPs as required
- f) Authorize Business Administrator to conduct the sale and/or disposal of surplus furniture and equipment if needed in accordance with Board policy

**14) Recommend the Board approve a service agreement between the District and Care Solace, Inc., a web-based navigation system to assist in locating and connecting with mental health treatment providers, for a fee of \$3,125 for the term February 1, 2023 to June 30, 2023, and \$7,500 for the term July 1, 2023 through June 30, 2024. (22-23-67)**

**Roll Call on Action Items**

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			
Edward Hill						X
Walter Maluchnik	X		X			

☒ Motion Caries

☐ Motion Fails

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

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

- 1) Recommend the Board approve a ten-month prorated contract of employment for SY 2022-2023 for Briana Kraml as elementary school teacher, MA/Step 1 – \$57,200.00 prorated for the remainder of the school year, effective February 21, 2023, pending completion of paperwork.

Recommend the Board approve a ten-month prorated contract of employment for SY 2022-2023 for Jenna Carrell as Assistant Principal at an annual salary of \$75,000 prorated for the remainder of the school year, effective March 27, 2023 or sooner if released from current contract, pending completion of paperwork.

-Mrs. Douglas clarified that Ms. Carrell is the Assistant Principal of Preschool.

- 2) Recommend the Board approve Jessica Goodman as Preschool Intervention and Referral Specialist (PIRS) for three to five hours per week at the negotiated rate of \$31.03 per hour.
- 3) Recommend the Board approve the amended last day of employment of February 10, 2023 for Kelly Eagles.
- 4) Recommend the Board approve the employment of the following individuals as district substitute teachers effective February 22, 2023, pending completion of paperwork:

Mareile McLaughlin  
Khaia Hall  
Leila Beitsayah

- 5) Recommend the Board approve the employment of Leila Beitsayah as a recess aide at an hourly rate of \$15.00 effective February 22, 2023, pending completion of paperwork.
- 6) Recommend the Board approve the following staff members for 2022-2023 extra-curricular appointments as indicated, with stipends as per negotiated agreement:

Jamie Fischer	Co-Softball Coach
Kim-Kaye Brown	Co-Softball Coach
Robert Glavan	Baseball Coach

- 7) Recommend the Board approve the following appointments from February 13, 2023 through June 30, 2023:

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

#### **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 first reading 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 first reading of P0110 Identification and P0000.02 Introduction. **(sent via email)**

3) **Recommend the Board** approve the second reading and adoption of the following policy **(sent via email):**

P2560.01 Therapy Dogs (Revised)

### Roll Call on Action Items #1-2

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 Caries

☐ Motion Fails

### Roll Call on Action Item #3

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 Caries

☐ Motion Fails

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

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

1) Recommend the Board approve the following field trips:

Date	Students	Destination	Time	Chaperones
4/25/23	6 <sup>th</sup> – 8 <sup>th</sup> Grade 6 students	Battle of the Books Competition	9:00 am – 1:30 pm	2 Staff

6/8/23	1 <sup>st</sup> Grade	Philadelphia Zoo	8:45 am – 2:00 pm	5 Staff/30 Parents
3/27/23	8 <sup>th</sup> Grade	RVRHS – 8 <sup>th</sup> Grade Band Side-by-Side	8:45 am – 1:45 pm	1 Staff
5/12/23	4 <sup>th</sup> Grade	NJ State Museum, Trenton	8:40 am – 2:00 pm	5 Staff/10 Parents
4/27/23	Kindergarten	Please Touch Museum, Philadelphia	8:45 am – 2:00 pm	8 Staff/Parents TBD

### Roll Call on Action Item

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

### **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	<i>HousePaws</i> Vets in Training After-School Program for 1 <sup>st</sup> -5 <sup>th</sup> Graders	Apr 18, 25; May 2, 9, 16, 23	3:00 – 4:00 pm	Classroom(s)

### 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
Edward Besko	X		X			
Len DiGiacomo		X	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)).

-No participants.

**ADJOURNMENT:**

With no further business to discuss, the Board meeting was adjourned at 8:00 pm. All in favor.  
Respectfully submitted,

Ashlee Caldwell  
School Business Administrator/Board Secretary