

EASTAMPTON TOWNSHIP BOARD OF EDUCATION
Meeting Minutes
Tuesday, October 15, 2024

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, 2024.
- B. Mailed written notice to the *Burlington County Times* on January 8, 2024 and the *Courier Post* on January 10, 2024.
- C. Filed written notice with the Clerk of Eastampton Township on January 4, 2024.
- 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, Board President	X		
Florencia Norton, Vice President	X		
Edward Besko	X		
Edward Hill	X		
Walter Maluchnik	X		
Stephanie McHugh		X	
Jamie Smith	X		

- Lianne M. Kane, Superintendent of Schools
- Ashlee Caldwell, DBA, 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.

-Donald Graham questioned that number of out of district students, how many more are expected, and how close the budget is. Mrs. Kane responded that she can follow up and get back to him.

APPROVAL OF MINUTES: (24-25-36)

September 17, 2024 (Regular Session and Executive Session)

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President	X		X				
Florencia Norton, Vice President					X		
Edward Besko		X	X				
Edward Hill			X				
Walter Maluchnik			X				
Stephanie McHugh							X
Jamie Smith			X				

Motion Carries

Motion Fails

SUPERINTENDENT’S REPORT: (Lianne Kane, Superintendent/Principal)

A. Information Item(s):

- 1) Student Presentations
- 2) Department Reports
- 3) Bus Drills for Bus #1, 2, 3, 4, 5, 6, & 7 (two runs) were held on September 12, 2024 from 8:12 am – 8:37am. Mr. Robinson was present while the bus drivers conducted the drills.
- 4) District HIB School Self Assessment Report
- 5) Liaison Reports
- 6) Amended 2024-2025 School Calendar (24-25-50)

B. Action Item(s):

- 1) Recommend the Board approve the District HIB School Self Assessment Report as presented.
- 2) Recommend the Board approve the District School Safety and Security Plan for 2024-2025. (sent via email)
- 3) Recommend the Board approve the amended 2024-2025 school calendar as presented. (24-25-50)

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President	X		X				
Florencia Norton, Vice President			X				
Edward Besko			X				
Edward Hill		X	X				
Walter Maluchnik			X				
Stephanie McHugh							X
Jamie Smith			X				

Motion Carries

Motion Fails

- The following students were recognized as Golden Knight of the Month:
September
K- Octavia Cozza (present)
1st- Kylee Brooks (present)
2nd- Avery Ruble (present)
3rd- Cole McClain (present)
4th- Marbely Lopez Gonzalez (present)
5th- Carter Walker
6th- Brayden Rutkowski (present)
7th- Alex Zwierzynski (present)
8th- Keyddy Chavarria Castillo (present)
- Mrs. Kane reported that our HIB report scores are 76 out of 78. We need to improve our identification patterns and reviewing policies.
- Mrs. Kane gave the Department report for Buildings & Grounds, Recess Runners, Guidance, Library, Curriculum and Instruction, and Special Services.
- Edward Besko reported the Liaison Report; the township meeting was last month; Officer Kelley Horne was appointed as a Class II Officer.
- Mrs. Kane explained that she surveyed the association on how to make up 9/13/2024 when the district was closed. 11/27/2024 will be an early dismissal day.
- Jamie Smith asked if the makeup day was a previously scheduled day off. Mrs. Kane responded yes, for parent teacher conferences.

PERSONNEL: (Walter Maluchnik, 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 individuals as district substitute teachers effective October 16, 2024, pending completion of paperwork:

Kati Rutkowski
Brent Francisco

3) Recommend the Board approve the following staff member as a paid mentor for our novice teacher:

Christine Glenn – \$1,000 (CE) – corrected

4) Recommend the Board approve the following staff members as after-school tutors for the 2024-2025 school year with stipends at the negotiated rate. There will be no cost to the district. Stipends will be funded through the High Impact Tutoring Grant.

Corinne Katrina
Ashley Parylak
Melanie Southard

Briana Kraml
Allison Corn
Jacqueline Smith

Michael Shoukry
Mackenzie Mauro

5) Recommend the Board approve the following employees as members of the district Behavioral Threat Assessment Team:

Lianne Kane
Dawn Dilliplane
Jenna Carrell

Erin D'Addona
Nicole Ragone
Carol Guzman

Beth Cappetti
School Resource Officer Horne

- 6) Recommend the Board approve the employment of the following candidates as recess aides effective October 16, 2024 at an hourly rate of \$15.13, pending completion of paperwork:

Aiden Hilton
Jordan Reeves

- 7) Recommend the Board retroactively approve district substitute teacher, Ryan Smith, as substitute soccer coach at the rate of \$125.69 per game.
- 8) Recommend the Board approve Donna O'Brien as a district substitute nurse effective October 16, 2024, pending completion of paperwork.
- 9) Recommend the Board approve Shamika Sparrow as a substitute custodian (day shift and/or evening shift) at an hourly rate of \$15.13 effective October 16, 2024, pending completion of paperwork.
- 10) Recommend the Board approve Eliezer (Ellio) Portalatin as a substitute custodian (including weekend work) at an hourly rate of \$17.00, effective October 16, 2024, pending completion of paperwork.
- 11) Recommend the Board approve Larry Foglia as Basketball Chaperone for the 2024-2025 school year with a stipend as per the negotiated agreement.
- 12) Recommend the Board approve an intermittent leave of absence with a start date of October 11, 2024 for staff member ID # 4087 using ten sick days, as needed, and unpaid FMLA leave, as needed.
- 13) Recommend the Board retroactively approve district substitute teacher, Mareile McLaughlin, as long term substitute teacher for Rebecca Breidinger, who is out on maternity leave until approximately November 26, 2024. The daily rate for Ms. McLaughlin is \$175.00, effective September 30, 2024.
- 14) Recommend the Board approve Buildings and Grounds Supervisor, Brian Barker, as AHERA Coordinator, PEOSHA Coordinator, Asbestos/AHERA Management Officer, Right to Know Officer, Integrated Pest Management Coordinator, and Indoor Air Quality designee. There is no additional cost to the district.
- 15) Recommend the Board approve Jenna Carrell as the District Anti-Bullying Coordinator.
- 16) Recommend the Board retroactively approve a half-day unpaid leave of absence for staff member ID # 4640, on October 10, 2024.
- 17) Recommend the Board approve a paid leave of absence for staff member ID # 4726 from September 23, 2024 through November 26, 2024, and an unpaid leave of absence on November 27, 2024.
- 18) Recommend the Board rescind the acceptance of the retirement of Michael A. Derrick, Sr., Daytime Custodian, effective January 3, 2025.
- 19) Recommend the Board accept the retirement of Michael A. Derrick, Sr., Daytime Custodian, effective December 1, 2024.

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President			X				
Florencia Norton, Vice President		X	X				
Edward Besko			X				
Edward Hill			X				
Walter Maluchnik	X		X				
Stephanie McHugh							X
Jamie Smith			X				

Motion Carries

Motion Fails

- Jamie Smith asked a behavioral threat assessment team was. Mrs. Kane responded that each district must have and board approve a team.
- Edward Hill asked why we need to retroactively approve and unpaid leave of absence. Mrs. Kane responded that we checked other agendas and thought that we should.
- Edward Hill asked what happens if we don't approve it. If we don't approve it, what would happen and if we will be notified if the employee is unpaid again.
- Jamie Smith asked if employees are allowed only a certain number of unpaid time off. Mrs. Kane responded that we like to keep a record.
- Kerry Douglas stated we are supposed to approve Personnel items.

FINANCE: (Jamie Smith, Chairperson)

A. Information Item(s):

- 1) Budget Preparations & Tentative Calendar for 2025-2026 Budget (24-25-38)
- 2) RFP – Legal Services due 11/01/2024

B. Action Item(s):

- 1) Recommend the Board approve the following payrolls:
 - a. September 30, 2024 - \$294,922.44
 - b. October 15, 2024 - \$301,532.43
- 2) Recommend the Board approve the following revised September invoices for payment: (24-25-39)
 - a. Regular Bills: \$ 309,260.29
- 3) Recommend the Board approve the following October invoices for payment: (24-25-40)
 - a. Regular Bills: \$ 381,922.62
- 4) Recommend the Board approve Line Item Transfers dated August 31, 2024 (24-25-41)
- 5) Recommend the Board approve the Treasurer's Report dated August 31, 2024 (24-25-42)
- 6) Recommend the Board approve the Board Secretary's Report dated August 31, 2024 (24-25-43)
- 7) Pursuant to N.J.A.C. 6A:23-2.12(c)4*, we certify that as of August 31, 2024 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, 2024 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.

- 8) Recommend the Board approve the attached Cafeteria expense. (24-25-44)
- 9) Recommend the Board approve the attached Student Activity expenses. (24-25-45)
- 10) Recommend the Board approve the attached request for professional development. (24-25-46)
- 11) Recommend the Board approve the following revised 2024-2025 Out-of-District placements:

Placement	Student(s) ID #	Tuition	1:1 Aide	1:1 Nurse (estimated)	OOB Fee
BCSSSD	11905	\$59,433.00	\$48,658.00		

- 12) Recommend the Board approve the following revised 2024-2025 Tuition – Receiving:

Placement	Student ID #	Tuition	1:1 Aide	District of Responsibility
Eastampton Community School / MD	12295	\$2,336.00 (20 days at \$116.80 per day)	\$490.89 (3 days at \$163.63 per day) \$500.00 (5 days at \$125.00 per day)	Westampton-09/05/2024 - 10/02/2024

- 13) Recommend the Board approve the following 2024-2025 McKinney Vento Eligible Tuition – Receiving:

Placement	Student(s) ID#	Tuition	1:1 Aide	District of Responsibility
Eastampton Community School / Grade: 7	12354	\$6,123.20 (80 days at \$76.54 per day)	-	Westampton-09/05/2024 - 01/16/2025
Eastampton Community School / Grade: 5	12343	\$5,643.20 (80 days at \$70.54 per day)	-	Westampton-09/05/2024 - 01/16/2025
Eastampton Community School / Grade: 4	11751	\$12,767.74 (181 days at \$70.54 per day)	-	Pemberton-09/05/2024 - 06/20/2025

- 14) Recommend the Board approve the attached revised three year Comprehensive Maintenance Form and Form M-1. (24-25-47)
- 15) Recommend the Board approve the online submission of the FY 2026 Impact Aid application due January 31, 2025.

- 16) Recommend the Board approve the 2024-2025 General Services Contract with Camden County Educational Services Commission. (24-25-48)
- 17) Recommend the Board accept the termination of the consultation agreement with John S. Demree as HVACR technician effective September 17, 2024. The last day of service was September 16, 2024.
- 18) Recommend the Board accept an additional \$3,000 in State Aid for capital improvements. The funds will be used to offset new equipment to maintain the facilities and athletic fields.
- 19) Recommend the Board approve the submission to the United States Department of Agriculture for a National School Lunch Program FY 2024 Equipment Assistance Grant, not to exceed \$20,000 for the purchase and installation of a convection steamer. The funds will be used for improvements to maintain agricultural supply chain resiliency by increasing the efficiency of SFA procurement. The remaining balance will be supported with nutrition funds.

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President			X				
Florencia Norton, Vice President			X				
Edward Besko		X	X				
Edward Hill			X				
Walter Maluchnik			X				
Stephanie McHugh							X
Jamie Smith	X		X				

- Motion Carries
- Motion Fails

- Dr. Caldwell noted that the budget calendar was in the board packet; the 25/26 budget is being developed, is on schedule, and expect to be completed on time. Our legal services expire on 12/31/24, so the next legal RFP is due on 11/01/2024.
- Edward Hill asked if there was an issue with the HVAC guy and if we have a new one. Kerry Douglas responded that he moved on voluntarily. Dr. Caldwell responded that we have a new HVAC company through a previously approved cooperative agreement.

CURRICULUM: (Edward Hill, Chairperson)

- 1) Recommend the Board approve the Nursing Services Plan for the 2024-2025 school year. (24-25-49)
- 2) Recommend the Board approve updated curriculum for the following subject areas: (website link sent via email)
 - a. ELA K-8
 - b. Math K-8
 - c. Science K-3
- 3) Recommend the Board approve the following field trip(s):

Date	Students	Destination	Time	Chaperones
6/5/25	5 th Band	RVRHS Elementary Band Festival	8:35 am – 1:30 pm	2 Staff, 5 Parents
11/20/24	3 rd -8 th Special Education	Acme and Dollar Tree, Mt Holly Community Based Instruction	9:00 am – 12:00 pm	7 Staff, 1 Parent

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President			X				
Florencia Norton, Vice President			X				
Edward Besko			X				
Edward Hill	X		X				
Walter Maluchnik		X	X				
Stephanie McHugh							X
Jamie Smith			X				

- Motion Carries
- Motion Fails

POLICY: (Kerry Douglas, Chairperson)

A. Action Item(s):

- 1) Recommend the second reading and adoption of the following policies from Alert 233 (sent via email):

- P 0141 Board Member Number and Term (Revised)
- ~~P 0141.1 Board Member Number and Term – Sending District (Revised)~~
- ~~P 0141.2 Board Member Number and Term – Receiving District (Revised)~~
- P 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- P 2200 Curriculum Content (M) (Revised)
- P & R 3160 Physical Examination (M) (Revised)
- P & R 4160 Physical Examination (M) (Revised)
- R 5200 Attendance (M) (Revised)
- P 5337 Service Animals (Revised)
- P 5350 Student Suicide Prevention (M) (Revised)
- P 7231 Gifts From Vendors (M) (Abolished)
- P 8420 Emergency and Crisis Situations (M) (Revised)
- P & R 8467 Firearms and Weapons (M) (Revised)
- P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President	X		X				
Florencia Norton, Vice President		X	X				
Edward Besko			X				
Edward Hill			X				
Walter Maluchnik			X				
Stephanie McHugh							X
Jamie Smith			X				

- Motion Carries
- Motion Fails

- Kerry Douglas advised the board that there were no outstanding policy questions from the last meeting.

BUILDINGS AND GROUNDS: (Stephanie McHugh, Chairperson)

A. Action Item(s):

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

1	Westampton Recreation	Youth Basketball Practice	Mondays – Jan 6, 13, 27; Feb 3, 10, 24; Mar 3, 10, 24, 31; Tuesdays – Jan 7, 14, 21, 28; Feb 4, 11, 18, 25; Mar 4, 11, 18, 25; Apr 1; Wednesdays – Jan 8, 15, 22, 29; Feb 5, 12, 19, 26; Mar 5, 12, 19, 26; Apr 2; Thursdays – Jan 2, 9, 16, 23, 30; Feb 6, 13, 20, 27; Mar 6, 13, 20, 27; Apr 3; Fridays – Jan 3, 10, 24, 31; Feb 7, 21, 28; Mar 7, 14, 21, 28; Apr 4;	6:30 – 9:00 pm	MS Gym
2	Westampton Recreation	Youth Basketball Practice	Saturdays – Jan 4, 11, 18, 25; Feb 1, 8, 15, 22; Mar 1, 8, 15, 22, 29; Apr 5	8:00 am – 5:00 pm	MS Gym
3	Westampton Recreation	Youth Basketball Practice	Sundays – Jan 5, 12, 19, 26; Feb 2, 9, 16, 23	8:00 am – 6:00 pm	MS Gym
4	Westampton Recreation	Youth Basketball Practice	Mondays – Jan 6, 13, 27; Feb 3, 10, 24; Mar 3, 10, 24, 31; Wednesdays – Jan 8, 15, 22, 29; Feb 5, 12, 19, 26; Mar 5, 12, 19, 26; Apr 2; Fridays – Jan 3, 10, 24, 31; Feb 7, 21, 28; Mar 7, 14, 21, 28; Apr 4;	6:30 – 9:00 pm	ES Gym
5	Westampton Recreation	Youth Basketball Practice	Saturdays – Jan 4, 11, 18, 25; Feb 1, 8, 15, 22 Mar 1, 8, 15, 22, 29; Apr 5	8:00 am – 5:00 pm	ES Gym
6	Eastampton PTA	<i>HousePaws</i> Vets in Training After-School Program for 1 st -5 th Graders	Nov 5, 7, 12, 14, 19, 21, 26 Dec 3, 5, 10, 12, 19	3:00 – 4:00 pm	Art Room

Roll Call on Action Item(s)

Board Member	Motion	Second	Yes	No	Abstain	Recuse	Absent
Kerry Douglas, Board President	X		X				
Florencia Norton, Vice President			X				
Edward Besko			X				
Edward Hill		X	X				
Walter Maluchnik			X				
Stephanie McHugh							X
Jamie Smith			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)).

- Donald Graham asked how many students we had enrolled and how many in each grade. Mrs. Kane responded 601 and that most are enrolled in grades 2 and 4.
- Donald Graham asked how many students we had enrolled. Mrs. Kane responded 601.
-
- Donald Graham asked if the teacher student ratio was in a good rage. Mrs. Kane yes, and we are watching grades 2 and 4.

ADJOURNMENT:

With no further business to discuss, the Board meeting was adjourned at 7:38 pm.

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Walter Maluchnik	Aye	

Motion Carries

Motion Fails

Respectfully submitted,

Dr. Ashlee Caldwell

Dr. Ashlee Caldwell
 School Business Administrator/Board Secretary