

**EASTAMPTON TOWNSHIP BOARD OF EDUCATION**  
**Special Meeting Minutes**  
**Monday, July 21, 2025**

**1. REGULAR MEETING CALLED TO ORDER BY BOARD PRESIDENT (6:00 P.M.)**

**2. FLAG SALUTE**

**3. 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 July 14, 2025.
- B. Mailed written notice to the *Burlington County Times* and *Courier Post* on July 14, 2025.
- C. Filed written notice with the Clerk of Eastampton Township on July 14, 2025.
- 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.

**4. 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
- Joseph A. Firetto, Business Administrator/Board Secretary

**5. FIRE EXITS**

**6. ADJOURNMENT TO EXECUTIVE SESSION:**

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

- Motion Carries
- Motion Fails

**Eastampton Township Board of Education**  
**Resolution 2025-2026**  
**Authorizing Executive Session**

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a public meeting, and

**WHEREAS**, the Board of Education of the Eastampton Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

**WHEREAS**, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 6:30 this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Eastampton Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

\_\_\_\_\_ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public;

\_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

\_\_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: July 1, 2021 through June 30, 2026);

\_\_\_\_\_ Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

  X   Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Board's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact;

  X   Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective employee or employee employed or appointed by the Board, unless all individual

employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting;

\_\_\_\_\_Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**BE IT FURTHER RESOLVED** that the Eastampton Township Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Eastampton Township Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

**7. RETURN TO OPEN SESSION 6:58 pm:**

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Edward Hill	X	
<input checked="" type="checkbox"/> Motion Carries			
<input type="checkbox"/> Motion Fails			

**8. PUBLIC PARTICIPATION (AGENDA ITEMS ONLY)**

The Board, pursuant to the Open Public Meetings Act, is providing an opportunity for the Board to hear the public’s concerns. The Board will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting. If appropriate, the Superintendent will respond to your questions and concerns at a future time. We take your concerns and questions very seriously and want to have sufficient time to allow our administration to process and research issues, if need be.

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.

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

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

- 1) Recommend the Board approve a ten-month contract of employment for SY 2025-2026 for Alyssa Brownrigg as Elementary School Teacher, BA/Step 1 – \$60,874.00, effective September 1, 2025, pending completion of paperwork.
- 2) Recommend the Board approve the termination of the 2025-2026 employment contract for employee #4732 due to the expiration of the employee’s Provisional Certification effective 8/1/2025.

- 3) Recommend the Board retroactively approve the employment of William Buffa as Interim Facilities Manager with a start date of June 23, 2025 through August 2025. Mr. Buffa will work three days per week (not to exceed 24 hours per week) at an hourly rate of \$50.
- 4) Recommend the Board approve a paid leave of absence for staff member #4402 commencing September 1, 2025 through December 31, 2025, using seventy five (75) sick days, with FMLA running concurrently. Expected return date is January 5, 2026.

**Roll Call on Action Item(s)**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President			X			
Florencia Norton, Vice President						X
Edward Besko			X			
Edward Hill	X		X			
Walter Maluchnik			X			
Stephanie McHugh			X			
Jamie Smith		X	X			
<input checked="" type="checkbox"/>	Motion Carries					
<input type="checkbox"/>	Motion Fails					

**10. FINANCE: (Stephanie McHugh, Chairperson)**

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

- 1) Recommend the Board approve the following payrolls:
  - a. June 30, 2025: \$23,737.51
  - b. July 15, 2025: \$53,883.86
- 2) Recommend the Board approve the following invoices for payment: **(25-26-01)**
  - a. Regular Bills: \$423,637.42 - 6.30.2025
  - b. Regular Bills: \$261,620.12 - 7.1.2025
- 3) Recommend the Board approve the attached Student Activity expenses. **(25-26-02)**
- 4) Recommend the Board approve the attached Cafeteria expenses. **(25-26-03)**
- 5) Recommend the Board authorize the School Business Administrator to process additional invoices for payment for the current fiscal year and to process invoices for July/August with Board confirmation at the August 2025 meeting.
- 6) Recommend the Board authorize the School Business Administrator to make all necessary adjustments/account transfers (including transfers to/from fund balance and reserve accounts) that may be needed to close out the current fiscal school year and in July/August with Board confirmation at the August 2025 meeting.

- 7) Recommend the Board reappoint Nutri-Serve Food Management, Inc. to provide food service management services for the 2025 - 2026 school year with a fixed price per meal rate of:
- Breakfast - \$3.8950
  - Lunch - \$3.8950
  - No Guarantee

Total Estimated Cost of Contract per Form 23 - \$215,120.89.

The 2025-2026 school year will be year 2 of a 5 year agreement.

- 8) Recommend the Board approve the following cafeteria meal prices for the 2025-2026 school year:

- Lunch - \$3.50
- Lunch Reduced Price - \$0.00
- Breakfast - \$1.90
- Breakfast Reduced price - \$0.00
  
- Additional Lunch \$3.50
- Additional Breakfast \$1.90
- Second Entree (e.g., extra slice of pizza) \$2.00
- Additional Milk \$0.55
- 8oz bottled water \$0.70
- 16oz bottled water \$1.10
- Snacks and other drinks - \$.60 - \$1.75
- Adult Meal - \$5.15

- 9) Recommend the Board Renew and Approve the following contracts below for the 2025-2026 school year:

	Date Received	Vendor / Contractor	Year
1	05/29/2025	Elevate Health	2025-2026 Contract
2	06/04/2025	Walsh Legacy	2025-2026 Contract
3	06/17/2025	Kingsway Learning Center (LM)	2025-2026 Contract
4	06/23/2023	Western Pest Services	2025-2026 Contract

- 10) Recommend the Board Renew and Approve the Shared Services Agreement with Lakehurst Board of Education for Business Administrator/Board Secretary Services for the 2025-2026 school year at the rate of \$77,000.

- 11) Recommend the Board Approve the submission of the IDEA Grant application for the 2025-2026 school year.

- 12) Recommend the Board Approve the submission of the ESEA Grant application for the 2025-2026 school year.

- 13) Recommend the Board approve the Treasurer’s Report dated April 30, 2025. **(25-26-04)**

- 14) Recommend the Board approve the Board Secretary’s Report dated April 30, 2025. **(25-26-05)**

15) Recommend the Board approve the Treasurer’s Report dated May 31, 2025. (25-26-06)

16) Recommend the Board approve the Board Secretary’s Report dated May 31, 2025. (25-26-07)

17) Pursuant to N.J.A.C. 6A:23-2.12(c)4\*, we certify that as of April 30 and May 31, 2025 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 April 30 and May 31, 2025 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.

18) Recommend the Board approve Line Item Transfers dated June 30, 2025. (25-26-08)

**Roll Call on Action Item(s)**

Board Member	Motion	Second	Yes	No	Abstain	Absent
Kerry Douglas, Board President			X			
Florencia Norton, Vice President						X
Edward Besko		X	X			
Edward Hill			X			
Walter Maluchnik			X			
Stephanie McHugh	X		X			
Jamie Smith			X			
<input checked="" type="checkbox"/>	Motion Carries					
<input type="checkbox"/>	Motion Fails					

**11. CURRICULUM: (Jamie Smith, Chairperson)**

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

1) Recommend the Board approve the Annual Toilet Room waiver for Eastampton Community School for Kindergarten classrooms for the 2025-2026 school year. (25-26-09)

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 2025-2026 School Year to the Burlington County Executive Superintendent of Schools as per the attached.

**Roll Call on Action Item(s)**

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

Motion Carries  
 Motion Fails

**12. POLICY: (Kerry Douglas, Chairperson)**

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

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

P 2365                      Acceptable Use of Generative Artificial Intelligence (AI)  
P 5701                      Academic Integrity

**Roll Call on Action Item(s)**

Board Member	Motion	Second	Yes	No	Abstain	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

**13. PUBLIC PARTICIPATION:**

The Board, pursuant to the Open Public Meetings Act, is providing an opportunity for the Board to hear the public’s concerns. The Board will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting. If

appropriate, the Superintendent will respond to your questions and concerns at a future time. We take your concerns and questions very seriously and want to have sufficient time to allow our administration to process and research issues, if need be.

**14. ADJOURNMENT 7:05 pm:**

Motion	Second	All in Favor	All Opposed
Kerry Douglas	Edward Hill	X	

- Motion Carries
- Motion Fails

Respectfully submitted,

*Joseph A. Firetto*

Joseph A. Firetto  
School Business Administrator/Board Secretary