

**BURLINGTON TOWNSHIP BOARD OF EDUCATION
PUBLIC BUDGET MEETING
March 19, 2018**

I. CALL TO ORDER

The March 19, 2018 Public Budget meeting of the Burlington Township Board of Education was called to order by Mrs. Maryann McMahon-Nester at 7:05 PM in the BOE Conference Room located in the Hopkins Building at 710 Jacksonville Road, Burlington, New Jersey.

II. STATEMENT OF CONFORMANCE

Notice is hereby given that this meeting is being conducted in accordance with the Open Public Meetings Act, and the adequate notice has been provided as follows:

On February 20, 2018 the Secretary gave notice of this public meeting to be held at 7:00 P.M. in the Hopkins Building. This notice was advertised in the following manner:

- (a) Posted notice on the entranceway Door #18 of the BTHS Hopkins Building;
- (b) Mailed notices to the Township Clerk; the Burlington County Times; and the Trenton Times.

III. FLAG SALUTE

IV. ROLL CALL

	<u>ARRIVAL</u>	<u>DEPARTURE</u>
Mrs. Lisa Bungarden	7:05 PM	9:50 PM
Mrs. Donna Custard	7:05 PM	9:50 PM
Mrs. Susan Eichmann	7:05 PM	9:50 PM
Mrs. Antoinette Minors-Ferguson	7:05 PM	9:50 PM
Mr. Christoper Holmes	7:05 PM	9:50 PM
Mr. Jack Newman	Absent	---
Mrs. Velina Marie Riggi	7:05 PM	9:50 PM
Ms. Michelle Spotts	7:05 PM	9:50 PM
Mrs. Maryann McMahon-Nester	7:05 PM	9:50 PM
Mrs. Mary Ann Bell, Superintendent	7:05 PM	9:50 PM
Mr. Nicholas Bice, BA/Board Secretary	7:05 PM	9:50 PM
Ms. Ann Britt, Asst. Supt. for Curr. & Inst.	7:05 PM	9:50 PM
Mr. Christopher Giannotti, Asst. Supt. for Sp. Ed.	7:05 PM	9:50 PM
Mr. David Serlin, Solicitor	Absent	---

BUDGET MEETING

March 19, 2018

V. PRESENTATION

The administration is presenting a proposed budget for 2018-2019 that is balanced with the understanding that the final budget is determined by the Board of Education. The proposed budget was developed utilizing the goals that were established by the Board of Education. The administration is prepared to answer questions from the Board regarding the proposed budget and how it supports the district goals.

1. 2018-2019 Budget Appropriations

Mrs. Bell reviewed the report from the NJDOE budget software that details all of the appropriations. She went through all of the expense categories and explained that there have been many updates due to a change in the NJDOE chart of accounts that required everything to be broken up in to line items for each building in order to accommodate the new requirements of the federal ESSA legislation. There have also some been some changes in appropriations due to the reallocation of expenditures, such as in special education categories.

- Mrs. Riggi asked why the appropriations for grants in the special revenue fund are reduced from the current year. Mrs. Bell explained that grants are budgeted at 75% of the current year per budget guidelines. The appropriations are adjusted once the actual grant allocations are received.
- Mrs. Custard asked if the differences that are negative on the report indicate attrition or reduction of staff. Mrs. Bell explained that many staff were reallocated to different expense categories so the lines with totals are more accurate than individual expense categories.
- Mrs. Custard asked what the difference is between other special education and extraordinary services. Mrs. Bell explained that extraordinary services are things like one to one aides and that other expenses are an object code in each special education expense category that would include items that aren't included in other object codes such as salaries, professional services, and supplies.
- Mrs. Custard asked where unused sick payout is budgeted since it appears multiple times with zeros on the report. Mrs. Bell explained that each expense category has its own line for unused sick payout for allocated benefits. However, we do not allocate benefits in our district. We have two appropriations for unused sick payout - one for administrative staff and one for teaching staff.

**BUDGET MEETING
March 19, 2018**

V. PRESENTATION (Continued)

2. Expense Trend 2010-2019

Mrs. Bell reviewed the expense trend document which is a summarized version of the information from the NJDOE appropriations report which only includes the expense category summary totals.

3. Salary and FTE Schedule 2018-2019

Mrs. Bell reviewed the salary and FTE schedule document and explained that we actually have more employees in the district than what the totals on this report. This is due to the outsourced employees which are not paid through salary accounts in our budget.

- Mrs. Riggi asked how much the district saves by outsourcing. Mrs. Bell responded that the district saves approximately \$3.5 million per year by outsourcing and that insourcing all of the employees that are outsourced would be a significant expense.

4. Central Administration Follow-Up from March 15, 2018 Budget Meeting

Mrs. Bell reviewed the central office follow-up document from the last budget meeting. Mrs. Bell and Mr. Bice discussed that the laptop and Chromebook inventory is not complete but we verified that the oldest devices are at the High School and approximately 50% of them were added in 2014. These devices would be first priority for replacement if new devices are purchased. Ms. Britt discussed the waiting list for Academic Achievement and stated that, as of today, we would need seven staff members to eliminate the wait list. Mrs. Bell, Ms. Britt, and Mr. Giannotti reviewed the priority ranking of the additions to the proposed budget. Mrs. Bell and Ms. Britt reviewed the answers to the questions that were submitted by the Board since the last meeting.

- Mrs. McMahon-Nester asked if the seven positions needed for Academic Achievement are full-time or part-time. Ms. Britt responded that they are all part-time. Mrs. Bell stated that space needs to be considered for Academic Achievement since this service is currently sharing classrooms.
- Mr. Holmes asked why we are only servicing students that are below the 25th percentile. Ms. Britt responded that the vendor we use recommends servicing students that are below the 35th percentile,

BUDGET MEETING

March 19, 2018

V. PRESENTATION (Continued)

however only service students that are below the 25th percentile due to our high numbers.

- Mr. Holmes asked if the students in the Academic Achievement program are improving. Ms. Britt responded that they are and that many students exit the program mid-year. The students that aren't being served are not improving.
- Mrs. Minors-Ferguson asked Mrs. Bell to clarify if we have any space for additional Academic Achievement positions. Mrs. Bell responded that we will make space as needed. However, it would be a challenge if the Board added seven new Academic Achievement positions.
- Mrs. Minors-Ferguson asked Ms. Britt if she meant the students that are on the waiting list when she referred to the students we are not servicing. Ms. Britt confirmed she did and also stated that she would need to order more Academic Achievement materials if additional staff are added. She also reiterated that this is based on current needs in the district which are constantly changing and the budget would need to be flexible in that regard.
- Mrs. Eichmann asked Ms. Britt if she had a specific in-building in mind for the part-time Academic Achievement position that the administration proposed adding in the budget. Ms. Britt stated she would assign this position to Language Arts at Fountain Woods.
- Mrs. McMahon-Nester asked Ms. Britt where she would assign a second part-time Academic Achievement position if the Board added an additional position to the budget. Ms. Britt responded that she would assign both to Language Arts at Fountain Woods if she had two positions.
- Mrs. McMahon-Nester asked if the summer school remedial program for grades 1-2 that is not included in the budget would help the students that aren't being serviced during the school year. Ms. Britt responded that the summer school programs are targeted

BUDGET MEETING

March 19, 2018

V. PRESENTATION (Continued)

for students that are failing courses and that might not necessarily be the same population.

- Mrs. Bungarden asked if there are remedial summer school programs for other grades besides grades 1-2. Ms. Britt confirmed there are.
- Mr. Holmes asked if the district could change the scope of the summer school to service students that are struggling but not failing. Ms. Britt responded that there is another summer program that covers this which is grant funded.
- Mr. Holmes asked if any clubs currently exist at Fountain Woods. Mrs. Bell explained there are stipends for music which take place before school but there are currently no after school clubs. They were cut in 2010 and have not been restored.
- Mr. Holmes asked how long the SAT prep course that is not included in the budget has not been provided. Mrs. Bell explained that we are currently providing it but the families have to pay for it.
- Mr. Holmes asked how the paid SAT prep course impacts students that are eligible for free or reduced lunch. Ms. Britt responded that all students that participate in the course are required to pay.
- Mrs. Eichmann asked if the items that are not included in the budget are prioritized. Mrs. Bell responded that they are not and only the items that were added were prioritized.
- Mrs. Riggi asked if the Middle School math textbooks, the K-8 special education pull out math curriculum, and the Fountain Woods and Young School F&P benchmark kits are one time costs or recurring. Ms. Britt explained that these are one year costs. The current licenses are expiring. If these items are not purchased, the students in those programs will not have textbooks or workbooks next year.

**BUDGET MEETING
March 19, 2018**

The Board took a brief recess at 8:23PM and reconvened the meeting at 8:29PM.

VI. OPEN TO PUBLIC FOR COMMENTS

Simon Jaworski thanked the Board of Education for all of their hard work on the budget. His goal is that he wants to have Middle School sports added to the budget. He asked the Board to look into the electricity line item which has a \$126,000 increase but the average increase in the market right now is closer to 2%. He also commented that he thinks the budget on security is overkill with a 49.6% increase. He has complete trust in the school district and doesn't feel this additional money would make his children any safer. He suggested the Board reconsider the technology allocation and just replace devices as needed. He stated he is currently using a laptop personally that is 7 years old and it works fine. He pointed out that spending on extracurricular activities in Burlington Township is lower than many other districts in the county. He thinks the Board needs to consider expanding in this area. Please try to consider adding Middle School sports in 2018-2019. People can't believe that our district doesn't have Middle School sports. Adding it would do a lot for the town.

Jason Parsons thanked the Board of Education. He suggested starting a pilot program for Middle School sports in order to bring our athletic programs up to other areas of the district. He noted that participation has declined in many of the sports with the Township Recreation Department. He also asked how our SAT scores have been impacted without the Board funding the SAT prep course.

VII. BOARD DISCUSSION

Mrs. McMahon-Nester stated that there is much work to be done before the district can implement Middle School sports. She stated that the Board has heard from parents and community members but she would like to hear from students. She suggested that another committee be formed to explore this further.

Mrs. Eichmann stated that the benefits of Middle School sports are undeniable. She sat on the committee for Middle School sports a few years ago. The stipends for coaches would need to be determined before this could be implemented. She stated she agrees with forming a sports exploration committee but noted that it shouldn't be specific to Middle School since other High School sports have been requested as well.

BUDGET MEETING

March 19, 2018

VII. BOARD DISCUSSION(Continued)

Mrs. Minors-Ferguson stated that she supports forming a sports committee as well.

Mr. Holmes stated that he would also like to hear from the students as to what their interests are.

Mrs. Minors-Ferguson asked how we can obtain feedback from the students. Mrs. Bell responded that the building administrators regularly survey the students. She stated that we could create a survey for sports and clubs. An ad-hoc committee can be formed and work toward a December end date so we have all the necessary information before the 2019-2020 budget. She suggested discussing the scope of this ad-hoc committee with the Strategic Planning Committee before forming it.

Mrs. Eichmann asked if we could survey the 5th graders as well since they will be moving into the Middle School. Mrs. Bell confirmed that we could.

Mrs. McMahon-Nester asked Mrs. Bell to take the necessary steps to form the committee.

VIII. OPEN TO PUBLIC FOR COMMENTS

Simon Jaworki thanked the Board of Education and stated that he is a market researcher and would be happy to help in any way that he can with the survey.

IX. ADDITIONAL BOARD DISCUSSION

Mrs. Custard asked if we have enough space for a second part-time Academic Achievement position if the Board were to add another one. Mrs. Bell confirmed we do.

Mrs. Custard suggested adding a second part-time Academic Achievement position and cutting other areas such as priority #4 items on the list.

Mrs. Eichmann agreed with the addition of a second part-time Academic Achievement position but suggested cutting priority #5 items before priority #4 items since they were ranked lower priority by the administrators. She also suggested reducing priority #4 items but not cutting them completely.

BUDGET MEETING

March 19, 2018

IX. ADDITIONAL BOARD DISCUSSION (Continued)

Mr. Holmes asked if the Board could reduce the allocation for security supplies. Mrs. Bell confirmed the Board could do so if they wished.

Mr. Holmes suggested adding the SAT prep course to the budget in place of restoring clubs at Fountain Woods and then the club expansion could be determined by the exploration committee.

Mrs. McMahon-Nester asked if the Board of Education wanted to keep all of the priority #1 items that the administrators identified. All of the Board members were in agreement to keep them.

Mrs. Minors-Ferguson asked how many Chromebooks the district would be able to purchase for \$90,000. Mr. Bice responded that it would depend on bid prices but it would be approximately 300 devices once insurance and Chrome license is factored in.

Mrs. Minors-Ferguson asked where the Chromebooks would be distributed. Mr. Bice responded that the priority is to replace aging devices at the High School. If any additional devices are available, we would look to expand classroom sets at the Middle School and carts at the elementary schools.

Mrs. Minors-Ferguson asked if the allocation for curriculum writing could be reduced. Ms. Britt explained that the proposal is for a curriculum project in grades K-8. However, we can reduce the project scope if the Board reduces the amount. For example, we could do grades K-5 only instead of grades K-8.

Mrs. Eichmann asked how the textbook purchases would be impacted if the allocation was reduced by the Board. Ms. Britt said it could be that certain subjects or certain grade levels wouldn't receive replacements and that she would work with the administration to prioritize which subjects and/or grades are in greatest need of replacement.

Mrs. Riggi asked how much it would cost to add the SAT prep course in the budget. Mrs. Bell confirmed it would be \$10,000.

Mrs. Eichmann stated that she would like to see the additional transportation for High School clubs added so clubs can run on other days besides Thursday. Mrs. Bell stated

**BUDGET MEETING
March 19, 2018**

IX. ADDITIONAL BOARD DISCUSSION(Continued)

that we may still be able to hold clubs on other days if that allocation is reduced if we combine with athletics late busses.

Mrs. Eichmann stated that she would like to restore the clubs at Fountain Woods.

Mrs. McMahon-Nester stated that she would like to restore the two Assistant Soccer Coaches at the High School and restoring the club stipends at the High School.

Mrs. Bungarden asked about transportation for the clubs at Fountain Woods. Mrs. Bell confirmed that transportation already exists with late buses for tutoring.

Mrs. Bungarden asked if the clubs at Fountain Woods are new clubs or current clubs that are volunteer like the High School. Mrs. Bell confirmed they are new clubs that do not currently exist.

Mrs. Minors-Ferguson asked if any other items could be reduced. Mrs. Bell stated that the administration is most comfortable with reducing the priority #4 and/or priority #5 items.

Mrs. Bungarden asked how many locks we could get with the security supplies appropriation. Mrs. Bell stated approximately 60. Mr. Bice stated that allocation is not only for locks but also digital radios.

Mrs. Minors-Ferguson asked if we could reduce that allocation and either purchase only locks or only radios but not both. Mrs. Bell responded that the radios would be the priority if we could only purchase one item. She also stated that the costs for locks and radios are about the same and that if the allocation was reduced, the district would only spend up to what the Board of Education allocates.

Mrs. McMahon-Nester asked how the district would determine what locks and/or radios are purchased. Mrs. Bell responded it would likely be by building and that Team Guardian would review the allocation we have a make a recommendation.

Mr. Holmes asked if Destiny Resource Manager is for Middle School only. Ms. Britt confirmed it for the entire district.

**BUDGET MEETING
March 19, 2018**

IX. ADDITIONAL BOARD DISCUSSION(Continued)

Mr. Holmes asked if Destiny Resource Manager is required. Ms. Britt confirmed that it is not required.

Mr. Holmes suggested cutting Destiny Resource Manager, Middle School No Red Ink, and additional transportation for High School clubs, and reducing security supplies by \$2,000 in order to fund the additional part-time Academic Achievement position.

Mrs. Minors-Ferguson suggested adding additional Middle School clubs specifically for sports since we are not able to add Middle School sports at this time. She suggested reducing the allocation for Middle School PBSIS assemblies to fund the additional clubs.

Mrs. Eichmann asked how the PBSIS assemblies would be handled if the budget is reduced. Mrs. Bell responded that the district could find other ways to present the information or seek lower cost assemblies.

Mr. Holmes asked if there has been a demand for a specific sports club at the Middle School. Mrs. Bell said it would be up to the Middle School administration to determine what sports club would be added with the additional funding.

Mrs. Minors-Ferguson asked how much it would cost to restore Encore. Mrs. Bell responded that it would be approximately \$56,000.

Mrs. Eichmann asked how students are identified as gifted and if we are meeting their needs. Ms. Britt explained the identification process. She also clarified that all students needs are being met but they likely would have a greater frequency of services if program was fully restored.

Mrs. Bungarden asked if the Encore restoration only would impact Young School. Ms. Britt confirmed it would.

Mrs. Custard suggested reducing the allocation for textbooks by \$2,000 instead of the allocation for security supplies since textbooks is a larger allocation it would be a smaller percentage reduction.

**BUDGET MEETING
March 19, 2018**

IX. ADDITIONAL BOARD DISCUSSION

Mrs. Eichmann asked if grants are available for security supplies. Mrs. Bell stated there are. The district receives a safety grant that could be used for these items. The grant amount varies.

Mrs. Custard asked what would happen to the allocation for security supplies if we received a grant for security supplies. Mrs. Bell responded that those funds could be transferred to other areas of the budget.

Mrs. Eichmann stated that she thinks the Board should reduce the allocation for security supplies instead of textbooks since the textbook allocation is likely tied to a demonstrated need but the security allocation was just the leftover amount from the security aid from the state after we subtracted the cost of the additional SROs.

Mrs. Riggi asked if the Board should consider adding remedial summer school and increase ESL services. Mrs. Bell explained what impact it would have if those items were restored.

Mrs. Eichmann asked about the SAT prep question from the public earlier. Ms. Britt showed slide 10 from [this presentation](#) which shows the history of our students' performance on the SAT.

Appendix BM5

Mrs. Bungarden asked how our SAT prep course is different from the free courses that are available online. Ms. Britt responded that some students benefit from in class instruction as opposed to online.

Mrs. Bungarden asked how much students pay for the SAT prep course. Mrs. Bell responded that each student is charged \$275.

Mrs. Custard asked the administration whether they feel strongly on whether security supplies or textbooks should be reduced by \$2,000 to fund the Academic Achievement position. Mrs. Bell and Mr. Bice responded that they would prefer the reduction be in security supplies because there are grants available to make up the reduction.

X. Proposed Budget Inclusions and Exclusions -

Mr. Bice kept track of the changes made by the Board of Education on this document.

BUDGET MEETING

March 19, 2018

XI. BOARD ACTION

1. On the motion by Mrs. Custard, seconded by Mrs. Eichmann, to recommend approval to make the following changes to the proposed budget for 2018-2019.

Item	Amount
Add Part-Time Academic Achievement Teacher	\$35,000
Cut Destiny Resource Manager	(\$20,000)
Cut Middle School No Red Ink	(\$8,500)
Cut Additional Transportation for HS Clubs	(\$4,500)
Reduce Security Supplies	(\$2,000)
Reduce MS PBSIS Ass	\$2,738
Reduce MS PBSIS Assemblies	(\$2,738)
<i>Net Change to Total Budget</i>	<i>\$0</i>

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

2. On the motion by Mrs. Eichmann, seconded by Mrs. Custard to recommend approval of a resolution to adopt the tentative budget.

BE IT RESOLVED, that the Burlington Township Board of Education approves the tentative budget for the 2018-2019 school year and authorizes the Board Secretary to submit the following budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law:

2018-2019	TOTAL	ANTICIPATED REVENUES	LEVY
General Fund	63,551,336.00	22,382,919.00	41,168,417.00
Special Revenue Fund	1,021,071.00	1,021,071.00	0.00
Debt Service Fund	4,851,230.00	1,194,963.00	3,656,267.00
TOTAL	69,423,637.00	24,598,953.00	44,824,684.00

No waivers to be taken. No banked cap to be used. The 2018-2019 budget includes revenue in the amount of \$473,000 to be withdrawn from Maintenance Reserve for the purpose of required maintenance of the school district's facilities.

BUDGET MEETING

March 19, 2018

XI. BOARD ACTION (Continued)

BE IT FURTHER RESOLVED, that a public hearing be held at Thomas O. Hopkins Cafeteria, 710 Jacksonville Road, Burlington, New Jersey on April 25, 2018 at 7:00PM for the purpose of conducting a public hearing on the budget for the 2018-2019 school year.

BE IT FURTHER RESOLVED, that the Burlington Township 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 \$40,000 for all staff and board members.

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

3. On the motion by Mrs. Bungarden, seconded by Mrs. Riggi, to recommend approval to schedule a tentative Work Session meeting on Monday, March 26, 2018 at 6:00PM in the BOE Conference Room. This meeting will only be used if the meeting scheduled for Wednesday, March 21, 2018 at 6:00PM is cancelled due to inclement weather.

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

XII. NEW BUSINESS

Mr. Bice thanked the Board of Education for approving the tentative budget and stated he will begin working on submitting the budget to the county for their approval.

Mrs. Bell thanked the Board of Education for all their hard work on the budget and stated she feels that they adopted a budget that is in line with their goals.

Mrs. McMahon-Nester thanked the Board of Education for their involvement in the process to approve the tentative budget and said there was great discussion.

XIII. ADJOURNMENT

On the motion of Mrs. Custard, seconded by Mrs. Riggi, approval was made to adjourn at 9:50PM. Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

Respectfully submitted,



Nicholas Bice

Business Administrator/Board Secretary