

**BURLINGTON TOWNSHIP BOARD OF EDUCATION  
PUBLIC BUDGET MEETING  
March 15, 2017**

**I. CALL TO ORDER**

The March 15, 2017 Public Budget meeting of the Burlington Township Board of Education was called to order by Mrs. Maryann McMahon-Nester at 7:01PM in the BOE Conference Room located in the Hopkins Building at 700 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 January 13 & 21, 2017 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. Donna Custard	7:01 PM	8:16 PM
Mr. Milton Dilligard	7:01 PM	8:16 PM
Mrs. Susan Eichmann	7:01 PM	8:16 PM
Mr. Jack Newman	Absent	---
Mrs. Velina Marie Riggi	7:01 PM	8:16 PM
Mr. Israel Rivera	7:01 PM	8:16 PM
Mr. Balvir Singh	7:01 PM	8:16 PM
Ms. Michelle Spotts	7:01 PM	8:16 PM
Mrs. Maryann McMahon-Nester	7:01 PM	8:16 PM
Mrs. Mary Ann Bell, Superintendent	7:01 PM	8:16 PM
Mr. Nicholas Bice, BA/Board Secretary	7:01 PM	8:16 PM
Ms. Ann Britt, Asst. Supt. for Curr. & Inst.	Absent	---

**PUBLIC BUDGET MEETING**

March 15, 2017

**V. PRESENTATION**

Mr. Bice gave an updated report on the status of the 2017-2018 Budget to the Board Members and the public. The proposed 2017-2018 budget includes minimal changes while maintaining all existing programs. The district proposes a general fund tax levy increase of 2%. The board of education sets goals each year prior to working to adopt an initial budget and the district administration uses these goals to develop the proposed budget. This allows for the strategic vision of the board to be the guiding set of principles during the development of the budget. For the 2017-2018 school year, the district has faced the continued challenges of providing services while maintaining a fiscally responsible budget. Some of the strategies that have been utilized, and will continue to be used, are reduction through attrition for declining projected enrollment and renegotiating contracts as needed. Using sound budgeting practices and the district's tradition of reviewing what we offer and how we can creatively expand programs while maintaining costs will allow the High School to seek a part-time TV Broadcast/Production Teacher to enhance our program offerings. This presented budget also includes significant resources allocated to our commitment to support Next Generation Science Standards.

- The proposed budget increases taxes on the average assessed home (\$234,510.00) by \$94.24 for the year.
- The proposed budget includes all positions, curriculum, activities and operations as the previous year. At this time, there no anticipated Reductions in Force (RIFs), however there may be reallocations of staff due to attrition.
- The district is continually trying to seek ways to expand offerings at the High School. By reallocating resources, the proposed budget allows the High School to add a part-time TV Broadcast/Production Teacher in order to enhance our program offerings.
- The district regularly reviews all attrition to determine true needs going forward and makes adjustments as needed.
- As with all budgets, allocations among teaching positions and within departments are adjusted as needed to provide services with the most impact. For example, in the proposed budget, an anticipated decrease in enrollment in the lower grades is allowing for the transfer of a general education teaching position to a special education position without an additional increase in overall staffing.
- All expenses are reviewed each year and favorable reductions are sought where possible.

## **PUBLIC BUDGET MEETING**

March 15, 2017

1. **Documents reviewed at prior Budget Meetings:**
  - a. [Review of Board Budget Goals, Challenges and Calendar - Dec. 2016](#)
  - b. [Enrollment Projections 2017-2018](#)
  - c. [Revenue Trend 2010-2017](#)
  - d. [Expense Trend 2010-2017](#)
  - e. [History of Budget Reductions/Changes 2010-2017](#)
  - f. [Impact of Budget Changes 2016-2017](#)
  - g. History of School Funding and its impact on Burlington Township Schools
    - i. [SFRA Formula revealed Dec. 12, 2007 at B. Bernice Young School](#)
    - ii. Letters to legislator and [commissioner](#) in [advocacy of our budget](#)
    - iii. Information regarding the [savings attributable to outsourcing](#)
    - iv. [BTSD Fiscal Year 2017 State Aid Information](#)
    - v. [Status of SFRA Formula in Fiscal Year 2017](#)
  - b. Other documents for quick reference
    - i. [Demographic Study - December 2015](#)
    - ii. [Fiscal Year 2016 Mid-Year Budget Review Letter](#)
2. **Updated Documents for March 15, 2017 Budget Meeting**
  - a. [Revenue Trend 2010-2017](#)
  - b. [Expense Trend 2010-2017](#)
  - c. [Proposed Budget 2017-2018](#)
  - d. [Proposed Tax Impact](#)
  - e. [Budget Presentation](#) (not finalized yet)
3. **New Documents for March 15, 2017 Budget Meeting**
  - a. [Salary and FTE Schedule 2017-2018](#)
  - b. [2017-2018 Budget Detail](#)

**PUBLIC BUDGET MEETING**

March 15, 2017

**4. Resolution to approve proposed budget for submission to the county**

On the motion by Mr. Singh, seconded by Mrs. Eichmann, to recommend to approve the following resolution:

BE IT RESOLVED, that the Board approves the tentative budget for the 2017-2018 school year and authorize 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:

<b>2017-2018</b>	<b>TOTAL</b>	<b>ANTICIPATED REVENUES</b>	<b>LEVY</b>
<b>General Fund</b>	<b>61,481,592.00</b>	<b>21,120,399.00</b>	<b>40,361,193.00</b>
<b>Special Revenue Fund</b>	<b>1,016,297.00</b>	<b>1,016,297.00</b>	<b>0.00</b>
<b>Debt Service Fund</b>	<b>4,659,297.00</b>	<b>1,095,146.00</b>	<b>3,564,151.00</b>
<b>TOTAL</b>	<b>67,157,186.00</b>	<b>23,231,842.00</b>	<b>43,925,344.00</b>

No waivers to be taken. No banked cap to be used. The 2017-2018 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.

**BE IT FURTHER RESOLVED**, that a public hearing be held at Thomas O. Hopkins Cafeteria, 700 Jacksonville Road, Burlington, New Jersey on April 26, 2017 at 7:00PM for the purpose of conducting a public hearing on the budget for the 2017-2018 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.

Mrs. McMahon-Nester thanked Mr. Bice for all his work with the budget.

Mr. Bice thanked Mrs. Bell and Mrs. Hessberger for their assistance in the process

**PUBLIC BUDGET MEETING**

March 15, 2017

**VI. OPEN FOR PUBLIC COMMENTS**

None

**VII. EXECUTIVE SESSION**

On the motion of Mrs. Custard, seconded by Mrs. Riggi, to recommend to adopt a resolution to move into Executive Session at 7:15PM.

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

**RESOLUTION**

RESOLVED, THAT PURSUANT to Section 8 of the Open Public Meetings Act, the public shall be excluded from this portion of the meeting involving the discussion of:

1. Matters Relating to Employment Relationship
  - a. CST candidate discussion
2. Matter Involving Individual Privacy
  - a. BYS student incident

FURTHER RESOLVED, that discussion of such subjects in Executive Session will be disclosed to public at some later time.

On the motion of Mrs. Eichmann, seconded by Mrs. Riggi, to approve to return to Regular Session at 8:05PM. Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

**Appendix BP1**

**VIII. NEW BUSINESS**

Mrs. Eichmann distributed the flyer from Falcon Parent University to the Board. It was a great presentation which was held on Monday, March 13, 2016.

**X. ADJOURNMENT**

On the motion of Mrs. Riggi, seconded by Mr. Singh, approval was made to adjourn at 8:15PM. Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

Respectfully submitted,



Nicholas Bice

Business Administrator/Board Secretary

**BURLINGTON TOWNSHIP BOARD OF EDUCATION**

A Resolution Providing for a Meeting Not Opened To the Public  
in Accordance with the Provisions of the New Jersey Open Public  
Meetings Act, N.J.S.A. 10:4-12

Whereas, the Board of Education of the Township of Burlington is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an executive session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

Whereas, it is necessary for the said Board of Education of the Township of Burlington to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family, circumstances and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions, which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: 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.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: 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.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations 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 or omission for which the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Burlington assembled in executive/public session on **March 15, 2017** that at 7:15PM to 8:05PM an **executive session** was closed to the public on **March 15, 2017** in the Board meeting room, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Board of Education that the public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Board of Education of the Township of Burlington at an executive/public meeting held on **March 15, 2017.**

Respectfully submitted,



Nicholas Bice

Business Administrator/Board Secretary