

**SHAMONG TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING  
MARCH 17, 2020, 7:00 PM  
INDIAN MILLS MEMORIAL SCHOOL**

The Regular meeting of the Shamong Township Board of Education was called to order at 7:04 p.m. by Board President, Melissa Ciliberti.

**ROLL CALL**

Present: Melissa Ciliberti, Anne Ehrke, Frank Locantore, Jeffrey Siedlecki, Jeffrey Warner

Others Present: Dr. Christine Vespe, Laura Archer

The flag salute was conducted.

**MEETING OPEN TO THE PUBLIC**

Melissa Ciliberti opened the meeting to the public for agenda and non-agenda items at 7:05 p.m. As there was no public participation, Melissa Ciliberti closed the public portion of the meeting at 7:05 p.m.

**HIB REPORT**

A Harassment, Intimidation and Bullying Report was read into record by Dr. Christine Vespe, Superintendent. She reported that there was one incident, with the investigation confirming the incident was founded as HIB, and appropriate action was taken.

**SUPERINTENDENT'S AND BUSINESS ADMINISTRATOR'S REPORT**

Dr. Christine Vespe, Superintendent, provided her monthly report. She thanked all Board and Custodial staff for being ready to start the school closure that week. She met with the Playground Representative earlier in the month, communicated that he is doing drawings and will send to her with a quote, and that the district will be able to proceed once monies are in Board accounts. She discussed an SOS meeting she attended with Laura Archer, Nicole Moore and Jennifer Babbitt, which was held at the Assembly Office in Lumberton, during which a request was made asking for extension of time for State Aid Reductions to be paid. Dr. Vespe provided information on the current school closure, including the process for lunch distribution to Free & Reduced Families who responded they would like to receive them.

Laura Archer, Business Administrator, provided her monthly report. She discussed her attendance at the same SOS meeting as Dr. Vespe, providing additional information that the request was 'humanized' by examples provided to the Assembly Office, which could be passed on to the Governor. Lenape's representative gave example of cost for high school football helmets to prevent concussions, and the cost/impact of still needing those despite the reductions. Ms. Archer also gave a shout-out to NutriServe and their work in prepping lunches for distribution to identified families. Ms. Archer then presented budget information for the 2020-2021 school year budget.

**ROUTINE MATTERS and FINANCIAL REPORTS TO THE BOARD**

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to approve the following:

- 5.01 Minutes of the February 18, 2020 Board meeting
- 5.02 Board Secretary Report for the months of January and February 2020
- 5.03 Treasurer Report for the months of January and February 2020
- 5.04 Transfer Report for the month of February 2020
- 5.05 Nutri-Serve Food Management Financial Report for the month of January 2020

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
Anne Ehrke  
Jeffrey Siedlecki      ABSTAIN – Frank Locantore  
Jeffrey Warner

**APPROVAL OF BILLS**

Jeffrey Siedlecki moved, seconded by Frank Locantore, to approve the Check Runs dated March 17, 2020.

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
Anne Ehrke  
Frank Locantore  
Jeffrey Siedlecki  
Jeffrey Warner

**BUSINESS and FINANCIAL**

Frank Locantore moved, seconded by Anne Ehrke, to approve the following Business and Financial items:

- 7.01 Approval of travel and related expense reimbursements in accordance with 6A:23A-7.4.
- 7.02 Approval to change the date of the April Board meeting from April 28, 2020 to April 30, 2020.

7.03 Approval to adopt the following resolution to approve and submit the proposed 2020-2021 annual school budget. The Board also accepts the New Jersey Department of Education notification of 2020-2021 State Aid and authorizes the administration to make minor adjustments in the budget required by the Executive Burlington County Superintendent of Schools.

**WHEREAS**, the School Funding Reform Act of 2008 requires the submission of an itemized budget to the Executive County Superintendent of Schools by March 20, 2020;

**WHEREAS**, the Executive County Superintendent will review the budget documents and either approve them or recommend adjustments;

**WHEREAS**, the Board will have additional opportunities to modify this budget at future Board meetings, after review by the Executive County Superintendent, or at the public hearing scheduled for Thursday, April 30, 2020 at 7:00 p.m. in the Media Center of the Indian Mills Memorial School;

**WHEREAS**, the Administration recommends that the Board approve and submit the following proposed 2020-2021 annual school budget and accept the New Jersey Department of Education notification of 2020-2021 State aid;

**WHEREAS**, supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations;

**NOW THEREFORE BE IT RESOLVED**, that the proposed budget be approved for FY 2020-2021 using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline as follows:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$14,642,213	\$ 9,751,708
Special Revenue Fund	\$ 209,679	\$ ---
Debt Service Fund	\$ 182,397	\$ 147,663
Total Base Budget	\$15,034,289	\$ 9,899,371

And to advertise said tentative budget in the Burlington County Times in accordance with the form suggested by the State Department of Education

**BE IT FURTHER RESOLVED**, that included in budget line 660, Withdrawal from Current Expense Emergency Reserve, is \$96,020, for other capital projects as follows:

Classroom Security Doors

The total costs of this project is \$297,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

**BE IT FURTHER RESOLVED**, that a public hearing be held at the Media Center of Indian Mills Memorial School, 295 Indian Mills Road, Shamong, New Jersey on April 30, 2020 at 7:00 for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

The school district has prepared programs and services in addition to the Core Curriculum Content Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available in the Administration Office.

7.04 Approval of the following resolution to establish a maximum travel expenditure for the 2020-2021 school year:

**WHEREAS**, N.J.S.A.18A:11-12 Public Law 2007 Chapter 53 requires the Board to annually establish a maximum travel expenditure amount for the budget year; and

**WHEREAS**, the regulations reference four types of travel events:

- a. Training and Seminars
  - b. Conventions and Conferences
  - c. Regular District Business
  - d. Retreats
- and

**WHEREAS**, travel expenditures include, but are not limited to all costs for transportation, meals, lodging, registration or conference fees to and from the travel event; and

**WHEREAS**, travel expenditures include costs for all required training and all authorized travel in existing contracts and policies; and

**WHEREAS**, the 2019-2020 maximum amount established was \$26,898 of which \$16,942 has been encumbered or expended to date; and

**NOW THEREFORE BE IT RESOLVED**, that the Shamong Township Board of Education hereby establishes the travel maximum for the 2020-2021 school year at the sum of \$25,600; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

7.05 Approval for Para-Plus Translations, Inc. to provide foreign language interpretation and/or translation services and other related language services, as per the contract, at a rate of \$210 per hour (2 hour minimum) plus mileage at a rate of .575 cents per mile, as needed, for the 2019-2020 school year.

7.06 Approval to accept funds in the amount of \$200, from Kelly Tuman, towards the Michael Tuman Scholarship Fund.

*Dr. Christine Vespe thanked Laura Archer for putting the budget together and her excellent presentation of information.*

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
Anne Ehrke  
Frank Locantore  
Jeffrey Siedlecki  
Jeffrey Warner

**LEAVES OF ABSENCE**

Anne Ehrke moved, seconded by Jeffrey Warner, to approve the following leave of absence item:

- Employee #4130, Medical Leave of Absence, Paid, effective February 7 – May 22, 2020, or sooner if doctor permits.

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
 Anne Ehrke  
 Frank Locantore  
 Jeffrey Siedlecki  
 Jeffrey Warner

**PERSONNEL APPOINTMENTS**

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to approve the following Personnel Appointment items:

- 11.01 Approval for Karen Clementi and Amy Huber to serve as volunteers during the 2019-2020 school year:
- 11.02 Approval for Megan Gunkel to serve as Mentor for Christie Carroll during her participation in the Provisional Teacher Program, as part of her assignment as Math LTS, IMMS, during February-June 2020.

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
 Anne Ehrke  
 Frank Locantore  
 Jeffrey Siedlecki  
 Jeffrey Warner

**PROGRAMS**

Jeffrey Siedlecki moved, seconded by Frank Locantore, to approve the following Program items:

- 12.01 Approval of the district’s Health Related School Closure Preparedness Plan, as submitted to the Burlington County Department of Education.
- 12.02 Approval for Kylee Eidell to complete observation hours in the Shamong School District, as part of her education program through Rowan College of Burlington County, during March, April, May and June 2020, in the Preschool, Grade 2 and Grade 3 classrooms.
- 12.03 Approval to change the Preschool Program configuration for the 2020-2021 school year from half-day inclusion to full-day.
- 12.04 Approval of the district’s ESY Program, Summer 2020, as follows:
  - Program Dates: July 6 through July 29, 2020
  - Program Days: Monday, Tuesday, Wednesday
  - Hours: 8:15 – 11:45 a.m.

12.05 Approval of the district’s SEEDS Program, Summer 2020, as follows:

- Program Dates: July 6 through July 29, 2020
- Program Days: Monday, Tuesday, Wednesday
- Hours: 8:15 – 11:45 a.m.

12.06 Approval of the 2020-2021 school district calendar.

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
Anne Ehrke  
Frank Locantore  
Jeffrey Siedlecki  
Jeffrey Warner

**POLICY**

Frank Locantore moved, seconded by Anne Ehrke, to approve the First Reading of New Policy #7117, Series 7000, Lactation Room.

Roll Call Vote AYES: Melissa Ciliberti      NAYS – None      ABSENT – None  
Anne Ehrke  
Frank Locantore  
Jeffrey Siedlecki  
Jeffrey Warner

**MEETING OPEN TO THE PUBLIC**

Melissa Ciliberti opened the meeting to the public for agenda and non-agenda items at 7:40 p.m. As there were no comments, Melissa Ciliberti closed the public portion of the meeting at 7:40 p.m.

**FUTURE DATES**

Future dates/events during April, May and June were provided.

**ADJOURNMENT**

Anne Ehrke moved, seconded by Jeffrey Warner, to adjourn the meeting at 7:40 p.m.

AYES – FIVE              NAYS – NONE              ABSENT– NONE

Respectfully submitted,

Laura Archer  
Business Administrator/Board Secretary