

**SHAMONG TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
MARCH 19, 2019, 7:00 PM
INDIAN MILLS MEMORIAL SCHOOL**

The Regular Meeting of the Shamong Township Board of Education was called to order at 7:02 p.m. by Board President, Melissa Ciliberti.

ROLL CALL

Present: Melissa Ciliberti, Anne Ehrke, Frank Locantore, and Jeffrey Siedlecki
Jeffrey Warner arrived at 7:45 p.m.

Others Present:

Dr. Christine Vespe, Laura Archer, Tim Carroll, Laura Hoffman, Sandy Thurston,
Nelson Vasquez
Riley Gardner, Emily Lechner, Abby Mazzatta (IMMS BOE Representatives)

The flag salute was conducted.

IMMS STUDENT BOARD REPRESENTATIVES' REPORT

IMMS Student BOE Representatives presented information on current events of IMMS, including Braves Bash (sponsored by Student Council), Future Educators reading at IMS for Read Across America, and NJHS Induction on April 9th and will be accepting new students.

AUDIT REVIEW PRESENTATION

Kevin Frenia (Holman, Frenia, Alison) presented information of the 2017-2018 Audit. He explained the reason for the delay of the audit. He also presented highlights of the 2017-2018 audit, including that it was a clean/good audit, and commended Laura Archer, Business Administrator, and the Business Office staff. Mr. Frenia also explained the CAFR and Auditor Management Report included as part of the audit.

VISITORS

The New Jersey Public Meeting Law was read by Melissa Ciliberti, after which Melissa Ciliberti opened the meeting to the public for agenda and non-agenda items at 7:14 p.m. A parent, April Foga, addressed the Board, regarding questions asked at previous Board meetings and how to get answers, as well as concern for ongoing transportation issues. She discussed the bid process for bussing, and asked why a different company was transporting preschool students. As no information has been received or communicated by the Board from her perspective, she would like more info. Ms. Ciliberti closed the public portion of the meeting at 7:16 p.m.

Dr. Christine Vespe, Superintendent, and Laura Archer, Business Administrator, provided some information, including that they would be glad to develop a Communications Group of parents, administrators, and Board members, and will discuss it with her further at a later time. Several other parents sitting in the audience made comments about some of the topics Ms. Foga mentioned, but did not step to the podium and sign in, or identify themselves from their seats.

SUPERINTENDENT'S AND BUSINESS ADMINISTRATOR'S REPORT

Dr. Christine Vespe, Superintendent, provided her monthly report, including information about various events and workshops she attended, as well as on district topics. She discussed the plan to develop a Key Communicator group, indicating she attempted to do that a few years ago, but no one attended. She indicated she will also be discussing a school level / Principal option for communication. She also discussed the Principal's Newsletter done by Ms. Moore at IMS, but only 100 people opened it, and that it contains important information. Ms. Foga and other parents spoke out from their seats about the need for communication if a child is pulled from class or injured. Dr. Vespe thanked Laura Archer and her staff for a clean audit and fantastic job. She spoke of her attendance at LEAD Conference (Law Enforcement Against Drugs), SOS (Save our Schools) for communication about current funding/aid cuts, and potential for shared services with other Lenape/Sending District schools in the area.

Laura Archer, Business Administrator, provided her monthly report, including the budget funding rally in Trenton, funding cuts in the Lenape Region of over \$24 million over a period of seven years, and being in Negotiations with bargaining units. She also discussed the meeting between the BOE Transportation Committee and GST, and some of the topics discussed. Ms. Archer also advised there are beginning conversations about potential shared services with area districts for technology, special education and transportation. Ms. Foga again spoke out from her seat asking about breaking contract with a bidder/company, and that there are so many incidents this year. Laura Archer communicated that she researched that topic after the last Board meeting and found only 40 reports, with 25 being within the first five days of school. Another parent spoke out from her seat, without identifying herself, and believes those calls she made weren't tracked. Ms. Archer asked the parent to send her the information and she will investigate.

Frank Locantore, Board Member, spoke regarding the confusing communication being to the district versus GST versus the community. He expressed there is a law to be followed for bidding of transportation, which requires the lowest bidder is awarded the contract, with no picking or choosing, as long as no disqualifying aspects of the bid exist to exempt that part. He indicated the only other option is for the district to build its own bus barn/yard, purchase of buses, hire drivers, etc., all of which is either physically or financially possible. He also expressed that everyone needs to wait on the court outcome.

Laura Archer presented the Tentative 2019-2020 budget, which is included on the agenda for a vote, and must be submitted to the County Office the following day. Melissa Ciliberti commended Laura Archer for figuring out the 2019-2020 budget in spite of the funding/aid cuts. Ms. Archer offered it was a team effort and gave examples of what types of cuts were requested and subsequently made.

Ms. Foga spoke from her seat, asking if the links for the letters to legislative offices are posted on the website. Nelson Vasquez showed from the smartboard where they can be found on the district's website.

Ms. Archer also discussed the RFP for Cafeteria services, advising the Board that the district would be going out for RFP for cafeteria services since 2018-2019 was the fifth year of a five year contract.

Tim Carroll, IMMS Principal, provided his monthly report, thanking administrators and Ryan Vaux for covering for him when he was out the previous week. He discussed a Student Council service project with preschool students at IMS, as well as activities the Future Educators Club has been involved in, including reading to IMS students. Jennifer Babbit, STEA President, confirmed that the teachers were incredibly impressed with the activities and lessons provided by the IMMS students. Mr. Carroll provided a reminder that next Friday, March 29th, is a Booster Club fundraiser with the 3x3 Basketball Tournament for grades 3-8, and that \$3,800 in sponsorships has already been raised through banners that will be hung in the gym throughout the year, with the goal of the Booster Club being to raise funds to provide new uniforms for all sports every five years.

Laura Hoffman, Curriculum Director, provided her monthly report, including a presentation and highlights of School Performance Reports, and showed how to access the information from the district's website link. She also explained that testing this year is identified as NJSLA, and was previously identified as PARCC.

Sandy Thurston, Director of Pupil Services, provided her monthly report, including reinforcement of the Student Council / Preschool Service Project. She also relayed that as a result of the Wilson presentation at last month's Board meeting, two counterparts saw the article in a local paper, and reached out to explore how the model works.

Nelson Vasquez, Technology Coordinator, provided his monthly report, including information about the Future Ready Certification process for IMS, training he will be attending for this year's new standards, attendance at Cyber Security Training, the District App, and WIDA testing setup for Spanish/ESL students. He also showed a video from Read Across America events in the district, with both he and Kristjan Gatewood participated, and showed a video from an IMS event, highlighting Kristjan's participation in a sing-along.

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 19, 2019 Board meetings
- 5.02 Board Secretary Report for the months of January and February 2019
- 5.03 Treasurer Reports for the months of January and February 2019
- 5.04 Nutri-Serve Financial Report for the month of January 2019

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

APPROVAL OF BILLS

Jeffrey Siedlecki moved, seconded by Frank Locantore, to approve the Check Runs dated March 19, 2019.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABENT – 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 and associated Resolution(s).

- 7.02 Approval to adopt the following resolution to approve and submit the proposed 2019-2020 annual school budget. The Board also accepts the New Jersey Department of Education notification of 2019-2020 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, 2019;

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 Tuesday, April 30, 2019 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 2019-2020 annual school budget and accept the New Jersey Department of Education notification of 2019-2020 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 2019-2020 using the 2019-2020 state aid figures and the Secretary to the BOE 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:

	Budget	Local Tax Levy
General Fund	\$14,464,326	\$ 9,560,498
Special Revenue Fund	\$ 205,081	\$ ---
Debt Service Fund	\$ 176,772	\$ 143,108
Total Base Budget	\$14,846,179	\$ 9,703,606

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 a public hearing be held at the Media Center of Indian Mills Memorial School, 295 Indian Mills Road, Shamong, New Jersey on April 30, 2019 at 7:00 for the purpose of conducting a public hearing on the budget for the 2019-2020 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 Board Office.

- 7.03 Approval of the appointment of Phoenix Advisors, LLC, to provide services needed to complete the Disclosure Audit during the 2019-2020 school year, as well as appointment as Independent Registered Municipal Advisor for the district during the 2019-2020 school year.
- 7.04 Approval of the following resolution to establish a maximum travel expenditure for the 2019-2020 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 2018-2019 maximum amount established was \$33,750 of which \$24,034 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 2019-2020 school year at the sum of \$26,898; 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 Brookfield Educational Services Program to provide educational services to district students during his/her stay at Brookfield Schools and Jefferson Health programs, during the 2018-2019 school year. Payment will be at the district's Homebound Instruction Rate, as approved and indicated on Schedule B in the STEA Collective Bargaining Agreement.
- 7.06 Approval for Bayada Pediatrics to provide staffing for nursing services, as Substitute School Nurse, for the 2018-2019 and 2019-2020 school years, as needed, at the rate of \$55 per hour.

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

SEPARATION OF EMPLOYMENT

Anne Ehrke moved, seconded by Jeffrey Warner, to approve the following Separation of Employment items:

- 9.01 Approval of the termination of Scott Lucas as Sewer Plant Operator in the Shamong Township School District, effective March 11, 2019.
- 9.02 Approval of the retirement of Merle Compton, Payroll/Benefits Coordinator, effective July 31, 2019.

Dr. Christine Vespe expressed a thank you to Ms. Compton for 18 years of service. Laura Archer indicated Ms. Compton's retirement will be a huge loss to the district.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABENT – 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 the following individuals to serve as volunteers during the 2018-2019 school year:

Amy Abrams	Kelli Axner	Kristin Boyden	Mary Davis
Anne Ehrke	Rae Emad	Ali Ferrell	Scott Ferrell
Andrea Flamisch	Courtney Gardiner	Matthew Gardiner	Darcy Hagen
Kevin Hagan	Victoria Hotz	Kara Huber	Elizabeth Jenkins
Allison Kerr	Geralyn Kull	Colleen McCaffrey	Natalie McFetridge
Sylvia Perez-Martins	Ashley Pfeifer	Fran Rodowicz	Meghan Rodowicz
Jason Russell	Amy Talbot	Kaitlin Thornton	Dawn Todero
Christy Wagner	Carlie Weiss	Lauren Wheeler	Kimberly Young

- 11.02 Approval for Tylor Atkins-Ingling as a Substitute Custodian in the Shamong Township School District, pending receipt of required documentation.
- 11.03 Approval for David Lebak and Rodman Lucas to serve as Sewer Plant Operator, on an alternating basis, effective March 20, 2019, at the rate of \$30 per hour.

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

PROGRAMS

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

- 12.01 Approval of the 2019-2020 school district calendar.
- 12.02 Approval of a field trip for 5th Grade to the Planetarium at New Jersey State Museum in Trenton, NJ, on April 18, 2019. Students will observe, identify and understand Earth’s major system, such as the Solar System.
- 12.03 Approval to change the Preschool Program configuration for the 2019-2020 school year, from full-day inclusion, to half-day inclusion and half-day self-contained.

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

POLICY

Frank Locantore moved, seconded by Anne Ehrke, to approve the following Policy items:

- 13.01 Approval of revised policy #7111, Series 7000, School Safety & Hygienic Management.
- 13.02 Approval of the First Reading of new policy #5141.26, Series 5000, Opid Overdose Prevention.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABENT – 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 8:26 p.m. As there were no public comments, Melissa Ciliberti closed the public portion of the meeting at 8:26 p.m.

FUTURE DATES

Future dates/events during March and April were provided.

ADJOURNMENT

Jeffrey Warner moved at 8:30 p.m., seconded by Jeffrey Siedlecki, to adjourn the meeting.

AYES – FIVE

NAYS – NONE

ABSENT– NONE

Respectfully submitted,

Laura Archer
Business Administrator/Board Secretary