

**SHAMONG TOWNSHIP BOARD OF EDUCATION
PUBLIC HEARING ON BUDGET, REORGANIZATION AND REGULAR MEETING
APRIL 29, 2014
6:30 PM
INDIAN MILLS MEMORIAL SCHOOL**

The Public Hearing on the 2014-2015 Budget of the Shamong Township Board of Education was called to order at 6:45 pm by Board President Melissa Ciliberti who announced, "The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the act, public notice of the meeting has been given by the Board Secretary in the following manner: Posting written notice to the Central Record and Burlington County Times."

Announcement: This meeting is being audio taped.

ROLL CALL

Melissa Ciliberti, Jeffrey Siedlecki, & Michael Tuman

Greg Vitagliano was absent.

Jeffrey Warner arrived at 6:50 p.m.

OTHERS PRESENT

Christine Vespe, Superintendent
Geneva Moore, Interim Business Administrator
Lisa Abramovitz, Curriculum Coordinator
Timothy Carroll, Principal IMMS
Nicole Espenberg, Director of Pupil Services
Nicole Moore, Principal IMS
Shawn Tuman, Seneca Student BOE Representative

The flag salute was conducted.

PRESENTATION

Christine Vespe and Geneva Moore presented the 2014-2015 School District Budget.

MEETING OPEN TO THE PUBLIC for non-agenda and agenda items at 7:05 p.m. to 7:10 p.m.

One staff member, and three community members, commented on the budget and asked questions.

BUDGET APPROVAL

Michael Tuman moved, seconded by Jeffrey Siedlecki, to approve the following 2014-2015 final school district budget, which was approved by the Executive County Superintendent:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$13,390,753	\$8,190,800
Special Revenue Fund.....	210,032	----
Debt Service Fund	<u>987,172</u>	<u>877,336</u>
Total Base Budget.....	\$14,587,957	\$9,068,136

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

ADJOURNMENT OF PUBLIC HEARING

Michael Tuman moved, seconded by Jeffrey Warner, to adjourn the public hearing portion of the meeting and open the Reorganization portion at 7:10 p.m.

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

EXECUTIVE SESSION

Michael Tuman moved, seconded by Jeffrey Siedlecki, to adjourn to Executive Session at 7:10 p.m. to discuss personnel, negotiations and legal matters. Minutes of this closed session will be kept and will be disclosed to the public when the reasons for confidentiality no longer exist.

The approximate length of Executive Session was estimated to be 30 minutes.

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

ADJOURNMENT OF EXECUTIVE SESSION

Michael Tuman moved, seconded by Jeffrey Warner, to adjourn from Executive Session and open the Reorganization and Regular Meeting at 8:02 p.m.

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

Melissa Ciliberti read the following statement:

A majority of the BOE has reluctantly decided to agree to the settlement terms recommended by the State-appointed Fact finder in our negotiations with the Shamong Township Education Association. We have also been informed that the Association will agree to the Fact finder's recommendations. The parties will move quickly to finalize the terms of the three-year contract. Details of that agreement will be provided to the public after the parties have ratified the Agreement. We hope that this agreement will assist our new Administration in moving forward and working with our staff, students and community

STUDENT REPRESENTATIVES TO BOARD OF EDUCATION

Shawn Tuman, Seneca Representative, gave a report on the month's activities.

PRESENTATION/RESOLUTION ACCEPTANCE

Christine Vespe read a Proclamation recognizing April 2014 as School Library Month in New Jersey.

REORGANIZATION

Jeffrey Siedlecki moved, seconded by Jeffrey Warner, Items #1 through 44 as listed below, WILL BE NECESSARY:

1. APPROVE Combined Work Session and Regularly Meetings of the Board of Education on the 3rd Tuesday, at 7:00 p.m., or as otherwise indicated, for the 2014-2015 school year, as per attached exhibit.
2. READOPT existing By-laws and Board Policies/Regulations and actions of previous Board.
3. READOPT the curriculum for the next school year, as aligned to the New Jersey Core Curriculum Content Standards (NJCCCS) and/or the Common Core State Standards (CCSS).
4. ADOPT the New Jersey School Board Member Code of Ethics. The members of the Board of Education, by adopting this code, indicate their acceptance of the Code of Ethics.
5. DESIGNATE the following as official newspapers of the district:

Central Record	Burlington County Times (alternate)
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6. DESIGNATE TD Bank as the official bank of the district.
7. CERTIFY to TD Bank the duly authorized signatures of the President and Vice President on school district checks and accounts.
8. DIRECT all funds on deposit in the General Account be withdrawn only on school warrant of said Board of Education, with the exception of transfers to payroll, agency, lunchroom, debt service, unemployment, flex spending, petty cash, administrative petty cash, and capital projects.
9. APPROVE the School Business Administrator as the person to authorize account transfers between Board of Education Meetings.
10. ESTABLISH the petty cash fund for the 2014-2015 school year in accordance with Board Policy #6620. The Business Administrator shall be designated to oversee proper disposition of the funds.
11. APPROVE the following companies to serve as tax shelter annuity companies (403b) on behalf of the Shamong Township School District for the 2014-2015 school year:

403bASP	Lincoln Investment Plan
AIG / Valic	Met Life
The Equitable	
12. APPROVE the 403bASP and The Equitable to serve as tax shelter annuity companies (457b) on behalf of the Shamong Township School District for the 2014-2015 school year.
13. APPROVE the attached chart of accounts for the 2014-2015 school year.

14. APPROVE the Superintendent of Schools, and Geneva Moore, Interim Business Administrator, to receive reimbursement for mileage utilized for regular school district business, not to exceed \$1,500.00 annually, in accordance with Board Policy #3440.
15. APPROVE the following appointments, as indicated, for the 2014-2015 school year:
- Geneva Moore Board Secretary
 - Geneva Moore District Safety Chairperson
 - Geneva Moore Investment Officer
 - Geneva Moore Affirmative Action Officer – District
 - Tim Carroll..... Affirmative Action Officer – IMMS
 - Nicole Moore..... Affirmative Action Officer – IMS
 - Geneva Moore Public Agency Compliance Officer (P.A.C.O)
 - Geneva Moore Burlington County Insurance Pool
Joint Insurance Fund Delegate
 - Katherine Taylor..... Treasurer
 - Laura Bodrog Attendance Officer
 - Nicole Espenberg..... 504 Compliance Officer
 - Nicole Espenberg..... Homeless Liaison
 - Heidi Fuller DYFS Liaison
 - Heidi Fuller District Anti-Bullying Coordinator
 - Stacey Boyle-Weller..... Anti-Bullying Specialist, IMS
 - Ryan Vaux..... Anti-Bullying Specialist, IMMS
 - Ryan Vaux..... PARCC Coordinator
 - Kathleen Foster..... PARCC IT Contact
 - Ryan Vaux..... District Testing Coordinator
 - Ryan Vaux..... Substance Awareness Coordinator
 - Todd Hall..... AHERA Designated Person
 - Todd Hall..... Indoor Air Quality Designated Person
 - Todd Hall..... Asbestos Management Officer
 - Todd Hall..... Right to Know/Hazardous
Communication Program Designated Person
 - Todd Hall..... Integrated Pest Management Coordinator
 - Tim Carroll..... Chemical Hygiene Officer
 - Scott Lucas Sewer Plant Operator
 - Nicole Espenberg..... Title IX Coordinator
16. APPOINT _____ as delegate to the New Jersey School Boards Association, effective June 3, 2014, through January 2, 2015 . **TABLED**
17. RECOGNIZE the ‘Shamong Township Education Association’ and the ‘Shamong Township Principals and Supervisors Association’ as the official bargaining units for represented staff.
18. APPOINT qualified purchasing agent – Geneva Moore, with a bid threshold to \$36,000 pursuant to N.J.S.A. 18A:18A-3a.
19. ESTABLISH, in accordance with Board Policy #9120, a maximum dollar limit of \$24,800 for public relations for the 2014-2015 school year, as defined in N.J.A.C. 6A:23A-9.3(c)14.

- 20. ESTABLISH, in accordance with Board Policy #0177, a maximum dollar limit for the following professional services for the 2014-2015 school year, as defined in N.J.A.C. 6A:23A-5.2:

- Legal Fees\$25,000
- Architect Fees\$ 2,000
- Audit Fees\$18,000
- Other Fees\$24,700

- 21. APPOINT Bruce Taylor, of the firm Taylor, Whalen, Hybbeneth, Labor Negotiator as a professional service for the 2014-2015 school year, pursuant to N.J.S.A. 18A:18A-5a(1), at an hourly rate of \$175 (0% increase).

- 22. APPOINT Kevin Frenia, of the firm Holman, Frenia, Allison, PC, Public School Accountant, as a professional service for the 2014-2015 school year, pursuant to N.J.S.A. 18A:18A-5a(1), at an annual rate of \$16,950 (3% increase).

- 23. APPOINT Frank Cavallo, of the firm Parker McCay, PA, Solicitor, as a professional service for the 2014-2015 school year, pursuant to N.J.S.A 18A:18A-5a(1), at an hourly rate of \$160 (0% increase).

- 24. APPOINT Dr. Joanne Eufemia, School Physician, as a professional service for the 2014-2015 school year, pursuant to N.J.S.A 18A:18A-5a(1), at an annual rate of \$4,650 (5% increase).

- 25. APPOINT the firm of Fraytak, Veisz, Hopkins, Duthie, P.C., Architect of Record, as a professional service, pursuant to N.J.S.A. 18A:18A-5a(1), at the following hourly rates (0% increase):

- Principal\$160
- Associate.....\$145
- Project Architect\$125
- Specification Writer\$115
- Interior Design.....\$100
- Senior Drafter.....\$110
- Junior Drafter\$ 90
- Construction Observer\$105
- Support Personnel / Word Processing, etc.....\$ 75

- 26. APPROVE the following contracts for 2014-2015:

- Scott Lucas..... Sewer Plant Operator\$ 27 per hour
- Kathryn Taylor..... Treasurer of School Monies.....\$ 3,943 annually

- 27. APPROVE the purchase of student accident insurance from The Maksin Group, through BCJIF, for the 2014-2015 school year, at an annual premium of \$3,226 (0% increase).

- 28. APPROVE participation in a Shared Service Agreement between Shamong Board of Education and Hi-Nella School District for establishment of a Joint Purchasing System Agreement for the 2014-2015 school year.

- 29. APPROVE joint transportation agreements with Burlington County Educational Services Unit, for the 2014-2015 school year, for the following:

- Special Education Summer School Non-Public and Vocational Schools

Special Education Winter Bus Routes

- 30. APPROVE the Xtel Communications Contract for three years, beginning July 1, 2014 through June 30, 2015, to provide local, regional toll, and long-distance telephone services, as recommended by the NJASBO ACT Program. (3rd year of a three-year contract).
- 31. APPROVE the Network Services Agreement with Comcast Business Communications, at a cost of \$4,036.18 per month, for a total of \$48,434.16 for the 2014-2015 school year.
- 32. APPROVE the following annual tuition rates for the 2014-2015 school year, for regular education students from other districts attending Shamong schools, based on 2012-2013 per pupil costs:

Kindergarten.....	\$10,437
Grades 1-5.....	\$13,020
Grades 6-8.....	\$12,036

- 33. APPROVE a contract with Sterling High School (SJTP) to deliver technology services for the 2014-2015 school year (6th year of a seven-year contract).
- 34. APPROVE a contract with Burlington County Educational Services Unit for professional services during the 2014-2015 school year, at the hourly rates listed in the contract.
- 35. APPROVE a contract for membership in the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) for July 1, 2014 through June 30, 2015.
- 36. APPROVE participation in the New Jersey State Health Benefit Plan, for the 2014-2015 school year, for health and prescription benefits.
- 37. APPROVE Delta Dental as the district’s provider for dental coverage, for the 2014-2015 school year.
- 38. APPROVE participation in a Cooperative Pricing System, with the Middlesex Regional Education Services Commission serving as the “Lead Agency”, for the 2014-2015 school year.
- 39. APPROVE the following lunch prices for the 2014-2015 school year:

	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>
IMS lunch price	2.35	2.45	2.55	2.55
IMMS lunch price	2.60	2.70	2.75	2.75
Milk	.55	.55	.55	.55
Adult lunch price	3.75	3.75	3.75	3.75

- 40. APPROVE the following as professional service providers, at the rate indicated, during the 2014-2015 school year:
 - 1. Dr. Thomas O’Reilly, MD Psychiatric Evaluations..... \$400/eval (0% increase)
Consulting..... \$200/hour (0% increase)
Individual Therapy \$200/hour (0% increase)
 - 2. Dr. Galloway Vision Evaluations \$150/eval (25% increase)

- One Kindergarten teaching position
 - One First Grade teaching position
 - Five Special Education teaching positions
 - Four .5 Teaching Assistant positions
2. APPROVE the Employee Profiles for 2014-2015, as per attached Exhibit
 3. APPROVE the resignation of Corey VanDerPoel, District Computer Technician, effective June 27, 2014, and Christine O’Keefe, IMS, .5 Teacher Assistant, effective June 30, 2014.
 4. APPROVE to employ the following individuals:
 - Marie Goodwin, District, Business Administrator/Board Secretary, effective June 9-30, 2014, \$119,420 salary, prorated
 - Marie Goodwin, District, Business Administrator/Board Secretary, effective July 1, 2014 – June 30, 2015, \$119,420 salary
 - Cindy Miller, IMS, .5 Teacher Assistant, effective April 1, 2014 Step 1 Teacher Assistant Guide, prorated
 - John Reem, IMS, .5 Teacher Assistant, effective April 3, 2014, Step 1 Teacher Assistant Guide, prorated
 5. APPROVE medical leaves of absence for the following individuals:
 - Jackie Johnson, BOE, Admin. Secretary, paid, April 2-11, 2014
 - Kathleen McElhone, IMS, Grade 2, paid, April 8-16, 2014
 - Patricia McLaughlin, IMS, Librarian, paid, May 2 – June 20, 2014
 - Bob Gills, IMS Custodian, paid, effective April 33-May 16, 2014
 6. APPROVE the following return from medical leave of absence:
 - Jeanne Urso, IMMS, Teacher Assistant, effective April 1, 2014
 7. APPROVE the following individuals as district substitutes for the 2013-2014 and 2014-2015 school years, contingent on submission of required documentation:

SUBSTITUTE TEACHER:
John Reem

SUBSTITUTE CUSTODIAN
Jeremy Calp

8. APPROVE travel and related expenses, in accordance with State of NJ Assembly Bill No. 5, as follows:

<u>EVENT</u>	<u>DATE</u>	<u>ESTIMATED COST</u>	<u>NUMBER OF EMPLOYEES</u>
NAESP Annual Conference	7/9-11/14	\$399 reg. plus lodging, travel and actual mileage @	1
NJTEEA STEM Conference	5/16/14	\$145 reg. plus actual mileage @	1

current OMB rate
current OMB rate

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

Curriculum

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to approve the Curriculum Items #1-6, as listed below:

1. APPROVE the district's revised 2014-2015 school calendar as per attached exhibit.
2. APPROVE the following individuals to provide additional supervision during the 2014-2015 school year, during home track meets (5-6), for up to 2.5 hours per meet, at the 'class average' rate of \$25 per period (44 minutes):

Tracy Hall-Binkowski Jamie Jiampetti
Karen Zbikowski (Alternate)

3. APPROVE the individuals listed below to complete classroom observation, as indicated, during the 2013-2014 school year.

Grand Canyon University
Michelle Lippincott, Elementary/Special Education, April-May 2014
Cooperating Teacher: Dan Giordano, IMMS, Special Education

4. APPROVE elimination of the district's Autism Program, located at IMS, effective June 30, 2014, due to decreased enrollment.
5. APPROVE an agreement with NJSBA to review and update the district's policies and regulations, using a Customized Policy Writing Service, at a cost of \$9,000, with future updates and consulting at no charge.
6. APPROVE the following individuals as district volunteers for the 2013-2014 school year:

Karla Lamby Julie Johnson
Felicia Bittner Ryan King
Robin Caterina Mark Oddo
Melissa Ciliberti Liz Rudolph
Penny Dwyer Elaine West

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

SCHOOL BUSINESS ADMINISTRATOR'S REPORT and

RECOMMENDATIONS FOR BOARD ACTION

Finance/Insurance/Business

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to approve Finance/Insurance/Business Items #1-9, as listed below:

1. APPROVE a contract for student #213243 to attend Lindenwold Public School System, from February 10 through June 30, 2014, for a total amount of \$5,679.44.
2. APPROVE the termination of a contract with Lance Group, as Insurance Broker of Record, effective June 30, 2014.
3. APPROVE a contract with Education Inc. to provide Home Instruction for students during the 2013-2014 and 2014-2015 school years, as needed.
4. APPROVE a contract with The Cooper Health System to provide neurological evaluation services during the 2013-2014 and 2014-2015 school years, as needed, at the rate of \$350 per evaluation.
5. APPROVE a contract with Whitehall Associates, Inc. to provide a Demographic Study for the Shamong Township School District, at a cost of \$2,500.
6. APPROVE a contract with AssetWORKS to provide Professional Appraisal Services to the Shamong Township Board of Education at the following fees:

2014 Asset Inventory and Valuation Services @.....	\$5,500
\$2,000 Capitalization Level	
ASSETMAXX Software (1 User / per year)	\$1,500
Assetmaxx Software Onsite Training	\$1,200
(One Session / Plus Expenses)	
Assetmaxx Software Webex Training (One Session)	\$ 650
2015 Reinventory Service	\$4,950
Annual Valuation Service	\$1,500

7. APPROVE disposal of the equipment listed below, identified as surplus, non-functioning hardware, in accordance with Board policy:

<u>Description</u>	<u>Serial Number</u>
15" Monitor.....	CN0G248H7426188P22RB, CN0G331H6418087B06JS, CN0G248H7426188P1PVB, CN0G248H7426188P22RB, CN0G331H6418087B06JSA00
HP Scanjet 4370	CN5ADA25SY
HP Scanjet.....	CN12VA5144, CN5ADA25SY
Dell Optiplex 210.....	FG3L7B12T3L7B1
Dell CRT Monitor	CN0N81764760965UFWCU
Monitor.....	CN0N81764760965UFWV4
Sharp Cassette Player	870435377

Dell Laptop..... JGCP813HCPR81

- 8. APPROVE The Lance Group as Insurance Broker of Record for the 2014-2015 school year, at an annual rate of \$8,500.
- 9. APPROVE to accept a donation of Vistafoil Laminate, valued at \$17.50, from Cathy Hoffner, for use at IMMS.

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

Jeffrey Siedlecki moved, seconded by Michael Tuman, to approve Operations Item #1, as listed below:

- 1. APPROVE the following facility usage requests:
 - a. *Shawnee Baptist Church Softball Team*,
 IMMS Softball Field,
 Tuesday & Thursday, 6:30 p.m. - Dark, 4/17/14 – 7/31/14
 - b. *American Cancer Society Bike-a-thon*
 IMMS Fields & Parking Lot
 7:00 a.m. – 10:00 p.m., 7/11/14 – 7/14/14

Roll Call Vote: AYES- Melissa Ciliberti NAYS-NONE ABSENT-Greg Vitagliano
 Jeff Siedlecki
 Michael Tuman
 Jeffrey Warner

GENERAL INFORMATION

Administration

Principal's Report: IMS
 Principal's Report: IMMS
 Director of Pupil Services Report
 Curriculum Coordinator Report
 School Business Administrator Report
 Buildings & Grounds Report

Upcoming Events

April 18-25 Spring Break (School Closed)
 May 26 Memorial Day (School Closed)

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

MEETING OPEN TO THE PUBLIC at 8:39 PM to 8:40 PM

A staff member spoke about Roll Call Votes.

EXECUTIVE SESSION

Jeffrey Siedlecki moved, seconded by Jeffrey Warner, to adjourn to Executive Session at 8:40 p.m. to discuss personnel, negotiations, and legal matters. Minutes of this closed session will be kept and will be disclosed to the public when the reasons for confidentiality no longer exist.

The approximate length of Executive Session was estimated to be twenty (20) minutes.

It is the intention of the Board that action will not be taken on an item in one of the areas indicated above.

AYES-FOUR NAYS-NONE ABSENT-Greg Vitagliano

ADJOURNMENT

Melissa Ciliberti moved, seconded by Jeffrey Warner, to come out of Executive Session at 9:19 and adjourn the meeting at 9:20 p.m.

AYES-FOUR NAYS-NONE ABSENT-Greg Vitagliano

Respectfully Submitted,

Geneva Moore