

**SHAMONG TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
OCTOBER 20, 2015, 7:00 PM
INDIAN MILLS MEMORIAL SCHOOL**

The Regular Meeting of the Shamong Township Board of Education was called to order at 7:08 p.m. by Board President, Melissa Ciliberti.

ROLL CALL

Melissa Ciliberti, Susan Daniels, Jeffrey Siedlecki, Michael Tuman and Jeffrey Warner.

Others Present:

Christine Vespe, Marie Goodwin, Tim Carroll, Laura Hoffman, Robyn Klim, and Nicole Moore.

The flag salute was conducted.

A letter from NJPSA was read by Christine Vespe. The letter announced Tim Carroll's selection by NJPSA as a 2015-2016 Visionary Leader in the Principal Category, and outlined areas of contribution recognized for selection of this award. Mr. Carroll will officially receive the award at the Burlington County Principals & Supervisors Association Fall Professional Development meeting on November 12, 2015 at Deerwood Country Club. Mrs. Vespe offered congratulations to Mr. Carroll on behalf of the Board of Education, Administration and staff of the Shamong Township School District.

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 7:12 p.m. Theresa Waropay, a Shamong resident and Substitute Teacher in the district, through Source 4 Teachers, spoke about problems substitutes are experiencing with the Source 4 Teachers program. She indicated that substitutes can't find available positions, but the school secretaries are then calling for unfilled positions. Mrs. Waropay also expressed that calls to S4T result in being placed in a long queue, that substitutes have emailed S4T, but no responses have been received, and the ID cards used for signing into the computerized system are not working. She indicated she and other substitutes have communicated the issues to Jackie Johnson in the Superintendent's Office, however no resolution has taken place. Mrs. Waropay wanted to make sure District Administration was aware of these problems. Christine Vespe indicated the problems have been communicated to her office, Source 4 Teachers has been contacted and they indicated the issues have been resolved, however follow-up communication will be made with the company. The public portion of the agenda was closed at 7:16 p.m.

SUPERINTENDENT'S and ADMINISTRATORS' REPORTS

Christine Vespe, Superintendent, provided her monthly report. She indicated that ID Entry Cards have been distributed to IMMS staff and all administrators. Cards for IMS should be ready to go shortly. Mrs. Vespe advised that NJASK scores for Science were received and are very good, and provided scores in a few of the grade levels, and included that there were two 300 scores. She indicated that State Reports due by October 15th were submitted without errors and ahead of the November deadline.

- Marie Goodwin, Business Administrator, provided her monthly report, indicating that the auditor was in today and all areas are good. There were some minor adjustments, which were made, and the auditor hopes to have a final report for the Board next month. They are waiting for release of final pension numbers from the State before the final report can be provided. Mrs. Goodwin referred to an article in the BCT, which referenced sanitary inspection reports on County schools, and that both IMMS and IMS have satisfactory sanitary inspection reports on file.
- Nicole Moore, IMS Principal, provided her monthly report. She relayed information on Professional Learning Community time taking place during the school day. This is being accomplished by special area teachers taking students and providing instruction in areas the grade level teacher is covering, thereby allowing the grade level teachers to meet together in a PLC environment. Mrs. Moore has instructed the teachers that focus during these PLC meetings must have a positive impact on students. Teachers within the PLC environment will report on their results at a faculty meeting. The PLC meetings will switch between grade levels each marking period. Mrs. Moore also reported on Fire Prevention Week activities, and that the Rotary provided 3rd graders with dictionaries again this year. Mrs. Moore continues to be involved in professional development at various levels, including meetings with the Commissioner of Education. She was able to communicate determinations made by some of the meetings, and the Press Conference on PARCC scores, which indicated improvement is needed in NJ schools. Professors from some NJ colleges/universities were in attendance, and indicated that even with higher level GPAs and SAT scores, 30% of incoming students still need remedial services. She was able to report on a positive aspect in relaying the Commissioner of Education's statement that 995 of tests were taken online with technology, versus paper and pencil, and that the technology is still in place within the schools after testing.
- Tim Carroll, IMMS Principal, provided his monthly report, including a summary of events at IMMS during the Week of Respect. There were four days of instruction each day, at each grade level, including a police detective who spoke to students regarding Internet Safety and potential dangers with us of computers, laptops, smartphones and other technology, especially without parental guidance and control. Physical education teachers showed a video about working with students who have autism. Mr. Carroll communicated that an evacuation drill was done, with everyone exited from the school and in a safe area within 4 minutes and 10 seconds. He indicated this was a much better time compared to previous years, and the result review and update of procedures. Mr. Carroll continues to work with teachers in voluntary trainings on Tuesdays, with 18 teachers attending so far. The Field Hockey and Boys' Soccer teams are currently undefeated, and the Booster Club has provided new uniforms to the Field Hockey, Boys' Soccer, and Girls' Soccer teams.
- Laura Hoffman, Curriculum Coordinator, provided her monthly report, and highlighted areas from the October in-service. Self Assessments and Speech Evaluation Screening are some areas through Stronge that were focused on. There has also articulation between departments to discuss curriculum, and RTI has been implemented at IMMS. Ms. Hoffman reported that Professional Learning Communities are showing impressive work among the teachers, and she continues to be impressed by the professionalism of the teachers in the district.

Robyn Klim, Supervisor of Special Services, provided her monthly report, beginning with her work in looking at the continuum of care for students in the district, especially 504's, IEP's and Screenings. Professional Development is taking place and she is communicating expectations and roles in this area. Ms. Klim will be working with both buildings in the areas of IRSC and RTI to further those programs. She provided a positive report that more general education materials are being utilized in the special education classrooms, and relayed a story communicated at an IMPACT meeting based on a true student experience. The IMPACT meetings are going well, and she has been visiting classrooms and is very impressed with the instructional delivery taking place. Ms. Klim continues to review out-of-district placements, and has and will continue to explore ESY programs, looking at the potential to provide services back in district.

INFORMATION ITEMS - COMMITTEES

Home & School Association: Christine Vespe and Tim Carroll reported on a need for volunteers at the Halloween Event, and provided the contact name for anyone interested.

Shamong Township Foundation for Educational Excellence: Tim Carroll reported that the Fall round of grants is currently underway, with applications due by Friday, October 23rd. After trustee review, and selection, the decisions will be communicated to the Board for approval in November. He also advised that the Foundation is in the process of planning the Annual Beat the Winter Blues Dinner, which is schedule for February 19, 2016 at Lucien's Manor in Berlin.

ROUTINE MATTERS and FINANCIAL REPORTS TO THE BOARD

Michael Tuman moved, seconded by Jeffrey Warner, to approve the minutes of the September 15, 2015 Board meeting, and the following financial reports:

- Board Secretary's Reports for the months of July 2015 and August 2015
- Treasurer's Reports for the months of July 2015 and August 2015
- Budget Transfers for the months of July 2015 and August 2015
- Cafeteria Report for the month of September 2015

Questions / Discussion:

Michael Tuman asked if the food service numbers were improving, which Marie Goodwin responded that it does look better than last year.

Jeffrey Siedlecki asked if online payments to student accounts are accepted. Marie Goodwin responded not yet, but she will be exploring that option.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT – None
Jeffrey Siedlecki
Michael Tuman
Jeffrey Warner
Susan Daniels (Ms. Daniels voted Yes for financial reports, but abstained from voting on the minutes)

APPROVAL OF BILLS

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to approve the Check Runs dated October 20, 2015.

Questions: Michael Tuman asked questions about several expenses listed in the check run. Clarification was provided by the administrators.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT – None
Susan Daniels
Jeffrey Siedlecki
Michael Tuman
Jeffrey Warner

BUSINESS and FINANCIAL

Jeffrey Siedlecki moved, seconded by Susan Daniels, 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 Authorization for submission of Comprehensive Maintenance Plan as follows:

WHEREAS, the Department of Education requires New Jersey School Districts to submit maintenance plans documenting "required" maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Shamong Township School District are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Shamong Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Shamong Township School District in compliance with Department of Education requirements

7.03 Approval of a resolution that the Shamong Township Board of Education agrees that Hampton Academy is not required to charge District students for any 'paid or reduced meals' furnished directly or indirectly by the school to the students, during the period of September 1, 2015 through June 30, 2016.

7.04 Approval of an Addendum to the Agreement between Shamong School District and Source 4 Teachers, increasing the daily pay rate for Long Term Teachers to \$125 per day. The Bill Rate to the District will be adjusted according to the percentage agreed to in the original contract.

- 7.05 Approval for submission of an amendment to the original 2015-2016 Individuals with Disabilities Education Act, Part B (IDEA-B) grant application.
- 7.06 Approval of the 2015-2016 School Bus Emergency Evacuation Drill Report for IMS and IMMS.
- 7.07 Approval of the following Out-of-District Placements for Student #213262:
 - Legacy Treatment Services - Mary A Dobbins School, April 20 through July 30, 2015
 - Willowglen Academy, ESY Program July 31 - August 31, 2015, and 2015-2016 school year effective September 1, 2015

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT – None
 Susan Daniels
 Jeffrey Siedlecki
 Michael Tuman
 Jeffrey Warner

STUDENTS : None

SEPARATION OF EMPLOYMENT : None

LEAVE OF ABSENCE:

Susan Daniels moved, seconded by Michael Tuman, to approve the following Leave of Absence items:

- 10.01 Approval of the following leaves of absence:
 - Employee #4001, medical, paid, effective October 23 through November 13, 2015, or sooner if permitted by doctor
 - Employee #4011, personal, unpaid, effective November 9-17, 2015
 - Employee #4145, medical, paid, effective September 15 through October 13, 2015, or sooner if permitted by doctor
- 10.02 Approval of an unpaid child rearing leave of absence extension for Employee #4005, effective November 23 through December 23, 2015.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT– None
 Susan Daniels
 Jeffrey Siedlecki
 Michael Tuman
 Jeffrey Warner

CHANGE OF ASSIGNMENT / STATUS CHANGE: None

PERSONNEL APPOINTMENTS

Michael Tuman moved, seconded by Jeffrey Warner, to approve the Personnel Appointment items listed below:

12.01 Approval of the following individuals as volunteers in the district, as needed, for the 2015-2016 school year:

Elena Applegate	Jennifer Humphries	Michele Rath
Shari Argabright	Tanya Joyce	Holly Robbins
Connie Bowers	Lisa Klym	Kim Rosenberg
Deborah Brody	Andrea Kostiou	Valerie Ruggiano
Amy Carlin	Carly Lang	Kathy Sagerman
Melissa Ciliberti	Gineen Leibowitz	Robert Sagerman
Kim Conductor	Pam Levin	Darlene Scafidi
Amy Debye	Jackie Livingstone	Stephanie Schultz
Marny DeSantis	Amy Lombardo	Matt Schwartz
Colleen Doyle	Nicole Lure	Robin
Shatta Emachah	Mandy Malesich	Schweppenheiser
Joe Everman	David Martin	Becca Thomas
April Foga	Jeanine Matthiessen	David Tomlinson
Tina Gerber	Colleen McCaffrey	Christine Vogel
Michelle Goncalves	Cindy McFarland	Theresa Waropay
Brittany Gray	Andrea Newbern	April Winger
Tiffany Grungo	Tamsin Paddock	Julie Winters
Darcy Hagan	Melissa Palladino	Karen Zahradnick
Kim Heller	Stefanie Perrin	

12.02 Approval of the following individuals as substitutes in the district, as indicated, during the 2015-2016 school year

- *Elena Applegate*, Substitute Nurse
- *Theresa Anderson*, Substitute Custodian

12.03 Approval of Diane Carr as NJHS Co-Advisor for the 2015-2016 school year. The stipend for this position is Category 1, as listed in the Collective Bargaining Agreement, and is shared with the other NJHS Co-Advisor.

Roll Call Vote AYES: Susan Daniels NAYS – None ABSENT – None
Jeffrey Siedlecki
Michael Tuman
Jeffrey Warner
Melissa Ciliberti (Ms. Ciliberti voted Yes for items 12.02 and 12.03, but abstained from voting on item 12.01)

PROGRAMS:

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

13.01 Approval for Hannah Carr to complete an observation experience, during the 2015-2016 school year, as part of her participation in Richard Stockton University's language disorders class, which requires observation in a preschool classroom. The experience will be in the Preschool Program at IMS, with Stephanie Goldstein - Teacher.

13.02 Approval of the following individuals to serve as participants on the district's DEAC (District Evaluation Advisory Committee) during the 2015-2016 school year:

Diane Carr	Jackie Johnson
Tim Carroll	Robyn Klim
Melissa Ciliberti	Nicole Moore
Pat Durelli	Michael Tuman
Laura Hoffman	Christine Vespe

13.03 Approval of the following individuals to serve on SCIP (School Climate Improvement Program) Committee at IMS and IMMS during the 2015-2016 school year:

<i>Indian Mills Elementary School</i>	<i>Indian Mills Memorial School</i>
Kim Fox	Tim Carroll
Robyn Klim	Robyn Klim
Nicole Moore	Barbara Quimby
Jessica Simon	Alan Taylor
	Dave Tucker

13.04 Approval for the Preschool students at IMS to participate in a field trip to Russo's Farm on October 23, 2015.

13.05 Approval of the following programs sponsored by the Home & School Association:

- October 19-22: Fall Scholastic Book Fair (October 21 - Family Night)
- October 23: Halloween Fun Night, IMMS Gym/Cafeteria
- November 20: Kids' Bingo
- December 1-3: IMS Holiday Shop
- December 5: Soccer Tournament (Grades 1-8), IMMS Gym
- February 5: Sweetheart Dance, IMS Cafeteria
- March 21-24: Spring Scholastic Book Fair (March 23 - Family Night)
- April 13: IMS Family Science Night
- Date to be Determined: Spring Sundae Social

13.06 Approval of the district's NJQSAC Statement of Assurance for 2015-2016, including the District Information and Score Summary Pages.

13.07 Approval of the Memorandum of Agreement between the shamong Township School District and Law Enforcement, for the 2015-2016 school year.

13.08 Approval of the Superintendent's Qualitative Goals for 2015-2016, which have been approved by the Executive County Superintendent at the NJ DOE Burlington County Office of Education.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT – None
Jeffrey Siedlecki
Michael Tuman
Jeffrey Warner
Susan Daniels (Ms. Daniels voted Yes for items 13.01 through 13.07, but abstained from voting on item 13.08)

POLICY: None

TRANSPORTATION: None

USE OF FACILITIES:

Jeffrey Siedlecki moved, seconded by Susan Daniels, to approve the following Use of Facilities items:

16.01 Approval of Use of Facilities request, as follows:

- Indian Mills Old Man Hoops: Tuesdays & Thursdays, October – April 2015, 9:00-10:30 p.m. Areas to be used are IMS Gymnasium and IMMS Gymnasium.

Roll Call Vote AYES: Melissa Ciliberti NAYS – None ABSENT – None
Susan Daniels
Jeffrey Siedlecki
Michael Tuman
Jeffrey Warner

MEETING OPEN TO THE PUBLIC

Melissa Ciliberti opened the meeting to the public for agenda and non-agenda items at 7:57 p.m. Nicole Moore thanked the Home & School Association for paying for the bus to take preschool students to Russo's Farm on October 23, 2015. Melissa Ciliberti closed the public portion of the meeting at 7:58 p.m.

FUTURE DATES

Dates, times and locations of future events were provided, including:

- October 20-22: Fall Scholastic Book Fair (October 21st - Family Night)
- October 23: Halloween Fun Night, IMMS Gym/Cafeteria
- October 23: Pink Day - Breast Cancer Awareness
- October 30: BCIT visits 8th Graders, IMMS Cafeteria, 8:00 a.m.
- October 30: Halloween Dance, Sponsored by 8th Grade Parents' Committee, IMMS, 7:00-9:30 p.m.
- November 2: H&SA Meeting, IMMS Media Center, 7:00 p.m.
- November 4: Teacher In-Service
- November 5-6: NJEA Convention (School Closed)
- November 17: BOE Meeting, IMMS Media Center, 7:00 p.m.
- November 20: Kids' Bingo
- November 25: Early Dismissal
- November 26-27: Thanksgiving Holiday (School Closed)
- December 1-4: Parent Conferences (Early Dismissal)

Michael Tuman asked if volunteers are needed for the 8th Grade Dance. Cathy Campeau indicated those are handled by the 8th Grade Parents' Committee, but that a list of upcoming activities was communicated in a letter to parents which was sent home today.

EXECUTIVE SESSION

Michael Tuman moved, seconded by Jeffrey Warner, to adjourn to Executive Session at 8:15 p.m., to discuss Negotiations and review of the Superintendent's 2014-2015 Evaluation. It was estimated the approximate length of Executive Session would be one (1) hour. It was the intention of the Board that action would not be taken on any item in the area indicated above.

AYES – FIVE NAYS – NONE ABSTAIN – NONE

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to adjourn Executive Session, and return to Public Session, at 8:47 p.m.

AYES – FOUR NAYS – NONE ABSENT – Susan Daniels

ADJOURNMENT

Jeffrey Warner moved, seconded by Jeffrey Siedlecki, to adjourn the meeting at 8:47 p.m.

AYES – FOUR NAYS – NONE ABSENT – Susan Daniels

Respectfully submitted,

Marie Goodwin
Business Administrator /
Board Secretary