

**SHAMONG TOWNSHIP BOARD OF EDUCATION  
BUDGET PUBLIC HEARING and REGULAR MEETING  
APRIL 25, 2017, 7:00 PM  
INDIAN MILLS MEMORIAL SCHOOL**

The Public Hearing Meeting of the Shamong Township Board of Education was called to order at 7:09 p.m. by Board President, Melissa Ciliberti.

**ROLL CALL**

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

Others Present:

Christine Vespe, Laura Archer, Tim Carroll, Laura Hoffman, Robyn Klim, Nicole Moore, Justin Tuman, Kayla Brooks and Zach Klym.

The flag salute was conducted.

**BUDGET PRESENTATION 2017-2018**

Laura Archer, Business Administrator / Board Secretary, provided a presentation of the 2017-2018 budget, including the timeline of budget development and review, utilizing a Powerpoint Presentation to communicate various aspects of the budget.

Christine Vespe, Superintendent, thanked Ms. Archer for presenting the Budget Review. She reviewed information about the outsourcing of teacher aides/assistants, including requirements to be included in the RFP (Request for Proposal), such as paid time-off days, and a one-time stipend towards cost of health benefits or time off. Dr. Vespe also communicated that the budget includes costs for well-pit replacement and a generator for IMMS.

**PUBLIC COMMENT ON 2017-2018 BUDGET**

Melissa Ciliberti opened the Public Participation portion of the Public Hearing, for 2017-2018 Budget items only, at 7:23 p.m.

Various individuals, including the STEA President, teacher assistants, teachers, parents, students and community members, addressed the Board, asking for a vote of 'No' for outsourcing the teacher aides/assistants and communicating support of the current staff in those positions. Several individuals asked if other options had been considered instead of the outsourcing decision. A staff member expressed her feelings that the Bond Referendum was poorly handled and not advertised enough and didn't include possible consequences if the referendum didn't pass.

Dr. Vespe responded that the Bond Referendum was not poorly handled/advertised, and reviewed all the ways information was distributed, communicated and provided. A staff member expressed that the audience targeted was the wrong one and shouldn't have been staff, but Dr. Vespe reinforced that the parents needed to vote for the referendum, which didn't happen, despite weekly distributions and various forms of communication. Dr. Vespe also expressed that the focus was to not cut staff or programs. A question was asked regarding the potential for administration to be cut. Dr. Vespe advised that the district currently has a bare-bones administration, with one principal in each building and a Superintendent.

After confirmation that no one else would be stepping forward to speak, Dr. Vespe thanked everyone who came out and spoke on behalf of the teacher aides/assistants. She discussed the difficulty of putting business decisions and a budget together, especially in difficult circumstances, along with the hope that the referendum would pass to cover ‘extras’ while also keeping all programs in place. She indicated the district would be asking for another referendum in September, which is the next available date per State guidelines, to cover additional items not able to be covered in the budget. Dr. Vespe reinforced that the Well Pit has been declared an emergency situation by engineers. She communicated that no one attended the March Board meeting for the original budget presentation, and conveyed that the current teacher aides and assistants are valued and appreciated for going above and beyond, one of the reasons the RFP will be developed to allow qualified current staff who return to the positions to be recognized.

Melissa Ciliberti closed the public portion of the meeting at 8:41 p.m.

**2017-2018 BUDGET APPROVAL**

Melissa Ciliberti moved, seconded by Michael Tuman, to approve the following resolution:

**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, 2017;

**WHEREAS**, the documents were submitted to the Executive County Superintendent for review and were approved on March 30, 2017;

**WHEREAS**, the Administration recommends that the Board approve the following 2017-2018 annual school budget and accept the New Jersey Department of Education notification of 2017-2018 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 Board approve the FY 2017-2018 as follows:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$ 14,634,329	\$ 9,189,252
Special Revenue Fund	\$ 209,276	\$ -
Debt Service Fund	\$ 861,384	\$ 829,658
Total Base Budget	\$ 15,704,989	\$ 10,018,910

**BE IT FURTHER RESOLVED** that included in budget line 620 and 660, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, is \$186,705 and Withdrawal from Current Expense Emergency Reserve, is \$100,000 that is for other capital projects as follows:

Replacement of pneumatic tank system and well pump system at IMMS - \$339,625  
 Installation of emergency generator at IMMS - \$190,000

The total costs of these projects is \$529,625 which represent 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 the Shamong Township Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$28,399 for the purposes of Well Pitt replacement at Indian Mills Memorial School, and Emergency Generator Installation at Indian Mills Memorial School. The district intends to complete said purposes by June 2018.

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.

Roll Call Vote AYES: Melissa Ciliberti    NAYS – Susan Daniels    ABENT – Jeffrey Warner  
   Jeffrey Siedlecki  
   Michael Tuman

**ADJOURNMENT OF PUBLIC HEARING**

Melissa Ciliberti moved, seconded by Michael Tuman, to adjourn the public hearing portion of the meeting and open the Regular portion of the meeting at 8:46 p.m.

Roll Call Vote AYES: Melissa Ciliberti    NAYS – Susan Daniels    ABENT – Jeffrey Warner  
   Jeffrey Siedlecki  
   Michael Tuman

**STUDENT BOE REPRESENTATIVE REPORTS**

Justin Tuman started his report by asking members of the public to remain and hear the reports provided by the Student Board Reps. He discussed current programs at Seneca, including proposed election bills, STEM Programs, and activities. Justin presented a plaque to the Board for the Gaga Pit he built for his Eagle project, and dedicating it to the Shamong School District.

Zach Klym spoke about events at IMMS, including Lacrosse and Baseball sports.

Kayla Brooks spoke about the Volleyball Tournament scheduled, which will raise funds for ‘All the Way for AJ’. She also discussed girls’ Spring sports.

**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 8:55 p.m.

A parent expressed disappointment in the Board’s decision and discussed the need for the Superintendent to attend Township meetings. The parent also communicated feelings that the Board isn’t acting on the public’s behalf. Jeffrey Siedlecki and Michael Tuman responded regarding residents’ lack of interest in the area of civic responsibility, as well as the unquestionable character or integrity of the Board members.

The STEA President expressed the STEA’s disappointment in the Board’s decision to outsource the teacher aides/assistants and for voting without a closed session for additional discussion.

Several residents spoke regarding the outsourcing decisions and needed changes.

The public portion of the meeting was closed at 9:10 p.m.

## **SUPERINTENDENT'S and ADMINISTRATORS' REPORTS**

Christine Vespe, Superintendent, provided her monthly report. She discussed the BCT article regarding Art in schools, as well as her meeting with the County and State officials regarding the district's evaluation model. Dr. Vespe spoke about the Ban Bossy group's collection and assembly of Sensory Kits, which were delivered to the elementary school, along with her attendance at a conference. She explained she's currently working with the Media Specialist and Technology Coordinator on various initiatives and will be meeting with the Architect to move forward on the capital projects. Dr. Vespe recognized two teachers who are retiring at the end of the 2016-2017 school year: Tony Scardino, Instrumental Music Teacher and Band Director, for 39 years of dedicated service, and Debbie Drabold, Spanish Teacher, for 17 years of service. She also reminded the Board that Kathleen Foster, Technology Coordinator will be retired at the end of the week, thanked her for her years of service, and distributed a letter to the Board members provided by Ms. Foster.

Laura Archer, Business Administrator, provided her monthly report, including information about her opportunity to attend a dDOS Symposium, where other area districts attended, and ideas where shared with collaboration from various companies/districts. She communicated that the final bus evacuation drill was completed, and that she is exploring an RFP through Lenape District for regional banking service. Ms. Archer also spoke about a lightning strike at IMMS, which caused damage to solar panels and other areas, and she is working with the insurance company to be reimbursed for expenses. She thanked the custodial and maintenance staff for their willingness to provide a 24/7 Fire Watch.

## **CAFETERIA REPORT**

Melissa Ciliberti moved, seconded by Michael Tuman, to approve the Cafeteria Report for the month of February 2017.

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

## **CORRESPONDENCE**

Two correspondence items were included for the Board's review:

- Burlington County Times Article: ART BEAT
- Notice of Application to Pinelands Commission for a Waiver of Strick Compliance, made by a Shamong resident

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

Melissa Ciliberti moved, seconded by Michael Tuman, to approve the minutes of the March 16, 2017 Board meeting, and the following financial reports:

- Board Secretary's Report for the month of March 2017
- Treasurer's Report for the month of March 2017
- Budget Transfers for the month of March 2017

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

**APPROVAL OF BILLS**

Melissa Ciliberti moved, seconded by Susan Daniels, to approve the Check Runs dated April 25, 2017.

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

**BUSINESS and FINANCIAL**

Melissa Ciliberti moved, seconded by Jeffrey Siedlecki, 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 of the attached Resolution of the Shamong Board of Education authorizing a special election of the Board of Education of the Township of Shamong, on September 26, 2017, for the purpose of undertaking projects for renovations, improvements, and construction of new facilities, as well as purchase of the associated equipment and furniture necessary to provide a thorough and efficient education to the students of the school district.
- 7.03 Approval of the following companies to serve as tax shelter annuity companies for 403b accounts and/or 457b accounts and/or applicable Roth accounts, on behalf of the Shamong Township School District for the 2017-2018 school year.  

403bASP, The Equitable, Lincoln Investment Plan, Met Life
- 7.04 Approval to adopt a resolution approving ratification of Final Pay Arrangement administered by MetLife Resources under 403(b) and 415(c) plans for the 2017-2018 school year.
- 7.05 Approval of Nutri-Serve Food Management Inc. as the district's Food Service Management Provider (4<sup>th</sup> year of a 5-year agreement) for the 2017-2018 school year, at a flat fee of \$20,500.
- 7.06 Approval of the 2017-2018 Fee Schedule for assessments, consultations and evaluations, through the BCSSSD's ESU, for the 2017-2018 school year, as per agreement.
- 7.07 Approval of LSI Line Systems to provide communication lines for the 2017-2018 school year.
- 7.08 Approval of an Xtel Communications Contract, beginning July 1, 2017 through June 30, 2018, to provide local, regional toll, and long-distance telephone services, as recommended by the NJASBO ACT Program (3<sup>rd</sup> year of a 3-year contract).

- 7.09 Approval of a contract for trash collection services, through the Lenape Regional Trash Consortium, to Republic Services of NJ, LLC, for the 2017-2018 school year.
- 7.10 Approval to establish a maximum dollar limit for professional services for the 2017-2018 school year, as indicated below:
- |                           |                     |
|---------------------------|---------------------|
| \$10,000 Public Relations | \$25,000 Legal Fees |
| \$10,000 Architect Fees   | \$25,000 Audit Fees |
| \$25,000 Other Fees       |                     |
- 7.11 Approval to participate in a Joint Purchasing System through the Somerdale School District, for the provision and performance of goods and services, during the 2017-2018 school year.
- 7.12 Approval to participate in The Cooperative Purchasing Network, a national coop for technology and other items, for the 2017-2018 school year.
- 7.13 Approval to participate in the Educational Services Commission of Hunterdon County, a coop in the State of New Jersey, for the 2017-2018 school year.
- 7.14 Approval that the Board does not require the Private Schools listed below to charge students for reduced and/or paid meals furnished directly or indirectly by the school to them, as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations, effective the for the school year beginning September 1, 2017 through June 30, 2018.
- Archway Programs
  - Garfield Park Academy
  - YALE School North 2 Campus / YALE School
- 7.15 Approval to establish the petty cash fund for the 2017-2018 school year in accordance with Board policy. The Business Administrator shall be designated to oversee proper disposition of the funds.
- 7.16 Approval of participation in the New Jersey State Health Benefit Plan, for the 2017-2018 school year, for health benefits.
- 7.17 Approval of a two-year contract with Delta Dental as the district's provider for dental coverage for the 2017-2018 school year (1<sup>st</sup> year of two years), at the following rates per subscriber:
- One Party: \$42.43
  - Two Party: \$73.41
  - Three Party: \$122.20
- 7.18 Approval of Benecard as the district's provider for prescription benefits coverage for the 2017-2018 school year.

7.19 Approval of the following providers for professional services, as indicated, for the 2017-2018 school year, at the rate listed in the contract:

Dr. Thomas O'Reilly, MD	Psychiatric Evaluations
Dr. Galloway	Vision Evaluations
Functionally Able Rehabilitation	Occupational, Speech & Physical Therapy Evaluations
Advancing Opportunities	Assistive Technology Evaluations/Consultation
CNNH	Neurological Evaluations
Karen McKenna	Speech Evaluations (per ESU 2017-18 rates)
Kaleidoscope	Speech Evaluations, Homebound Instruction
Walsh Legacy	Homebound Instruction
REM Audiology Associates	Audiology Services
Britt DiNovi Associates	Functional Behavioral Assessments/Consultation
Learning Well	Functional Behavioral Assessments/Consultation; Home-based Services

7.20 Approval for BCS to provide on-going policy consultation services, for the 2017-2018 school year, at an annual fee of \$500.

7.21 Approval of Phoenix Advisors, LLC, to provide services needed to complete the Disclosure Audit during the 2017-2018 school year, as well as appointment as Independent Registered Municipal Advisor for the district during the 2017-2018 school year.

7.22 Approval to continue an agreement for professional services with Source 4 Teachers, LLC, for the purpose of providing substitute staffing during the 2017-2018 school year.

7.23 Approval of disposal of equipment which has been identified as surplus, non-functioning hardware, in accordance with Board policy.

7.24 Approval for Tyco Integrated Security to provide necessary equipment and services required for the district's security and alarm systems, at the rate of \$3,097.80, as well as an annual service charge of \$600.

7.25 Approval for out-of-district placement during the 2016-2017 school year, as listed below:

- *Garfield Park Academy*, for Student #213140, effective April 5 through June 30, 2017
- *Y.A.L.E. School - Medford Campus*, for Student #213643, effective March 27 through June 30, 2017

7.26 Approval of the purchase of student accident insurance from Haines & Haines – T.C. Irons Agency, Insurance Agency Management, Inc. for the 2017-2018 school year.

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

**STUDENTS:** None

**SEPARATION OF EMPLOYMENT:**

Melissa Ciliberti moved, seconded by Michael Tuman, to approve the following Separation of Employment items:

- 9.01 Approval of retirements for Anthony Scardino (Instrumental Music Teacher – IMMS) and Deborah Drabold (Spanish Teacher – IMMS), effective June 30, 2017.
- 9.02 Approval of the elimination of Teacher Aide/Assistant positions as district payroll positions, effective June 30, 2017.

Roll Call Vote AYES: Melissa Ciliberti    NAYS – Susan Daniels    ABENT – Jeffrey Warner  
   Jeffrey Siedlecki  
   Michael Tuman

**LEAVE OF ABSENCE:**

Melissa Ciliberti moved, seconded by Susan Daniels, to approve of the following leaves of absence:

- Employee #4031, Extension of Medical LOA, paid, effective March 29 through April 13, 2017
- Employee #4057, Revision of LOA in accordance with FMLA, to be effective May 30 through June 30, 2017 (previously approved effective May 25)
- Employee #4283, Medical LOA, paid, effective August 30 through September 15, 2017
- Employee #4283, Leave in accordance with FMLA/NJFLA, unpaid, effective September 18 through December 5, 2017

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

**PERSONNEL APPOINTMENTS**

Melissa Ciliberti moved, seconded by Jeffrey Siedlecki, to approve the Personnel Appointment items listed below:

- 11.01 Approval of Richard Ellis, Jr. as a Substitute Custodian in the district.
- 11.02 Approval of Employee Profiles for staff reappointment for the 2017-2018 school year.
- 11.03 Approval of Richard Frascella, Private Investigations, LLC, to serve as the district's Residency Investigator for the 2017-2018 school year, at the rate of \$30.00 per hour.
- 11.04 Approval to submit an RFP (Request for Proposal) for outsourcing of Teacher Aide and Teacher Assistant positions for the 2017-2018 school year.
- 11.05 Approval of Steve Shultz as Homebound Instructor for the 2016-2017 school year.
- 11.06 Approval for Karen Davies and Karen Zbikowski to serve as Track Supervisors for home games during the 2016-2017 school year, at the Board approved Track Supervision rate.



11.07 Approval for Dana McElven, Meghan Malone, and Ryan Szelc (Camp Ockanickon) to serve as volunteers in the district during the 2016-2017 school year.

Roll Call Vote AYES: Melissa Ciliberti  
Jeffrey Siedlecki  
Michael Tuman  
NAYS – Susan Daniels  
ABENT – Jeffrey Warner

**PROGRAMS:**

Melissa Ciliberti moved, seconded by Susan Daniels, to approve the following Program items:

12.01 Approval of the following curriculum:

- ELA, Grades K-8, NJSL Standards
- Math, Grades K-8, NJSL Standards

12.02 Approval of the following Field Trips during the 2016-2017 school year:

- Wawa - Shamong, May 16, 2017, Life Skills Lab
- Zinc Cafe - Medford, May 22, 2017, Life Skills Lab
- Museum of American Revolution, June 1, 2017, 4th Grade
- Tabernacle Elementary School - Annual Inter-district Challenge Day - Mindcraft, June 12, 2017, IMAGE - Grade 4

12.03 Approval of field trips for the 2017-2018 school year.

12.04 Approval of The Bridge program at IMS during Summer 2017, which will serve to remediate 4<sup>th</sup> grade skills to assist students in being ready for 5<sup>th</sup> grade standards, and will be for 3 hours per day in the areas of writing and math. Program will be funded through NCLB monies.

12.05 Approval of the summer remedial program “Seeds for Success” during Summer 2017, Monday through Thursday, for identified students in PreK, Kindergarten and Grade 1.

12.06 Approval of the continuation of the district’s Extended School Year (ESY) Program, July 11 through August 3, 2017. Program hours will be 8:15 a.m. to 11:45 a.m., Tuesday, Wednesday and Thursday.

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

**POLICY**

Melissa Ciliberti moved, seconded by Michael Tuman, to approve revision of Policy #1330, Series 1000, Use of School Facilities.

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

**USE OF FACILITIES:**

Melissa Ciliberti moved, seconded by Susan Daniels, to approve Facility Use for a district/community blood drive on May 3, 2017, 3:00-8:00 p.m., in the IMMS Cafeteria, coordinated through the Red Cross.

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

**TRANSPORTATION:**

Melissa Ciliberti moved, seconded by Michael Tuman, to approve joint transportation agreements with Burlington County Educational Services Unit, for the 2017-2018 school year, for the following:

- Special Education Summer School
- Special Education Winter Bus Routes
- Non-Public and Vocational Schools

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

**MEETING OPEN TO THE PUBLIC**

Melissa Ciliberti opened the meeting to the public for agenda and non-agenda items at 9:30 p.m. As there were no comments, Melissa Ciliberti closed the public portion of the meeting at 9:30 p.m.

**FUTURE DATES**

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

- April 27:            Take Your Child To Work Day (Early Dismissal)
- April 28:            "Camo Day" sponsored by Student Council
- April 29:            "Color Run" sponsored by H&SA
- May 1-9:            PARCC Testing - IMMS
- May 1-5:            Staff Appreciation Week
- May 2:              Project Pride - 8th Grade, 11:30 a.m.
- May 3:              Shamong Township Schools' Red Cross Blood Drive, IMMS Cafeteria, 3:00-8:00 p.m.
- May 4:              H&SA Meeting, IMMS Media Center, 7:00 p.m.
- May 5:              "All The Way for AJ" Volleyball Pep Rally and Tournament
- May 8:              Spring Band Concert, IMMS Gym, 7:00 p.m.
- May 10:             Spring Choir & Strings Concert, IMMS Gym, 7:00 p.m.
- May 11:             Camp Ockanickon Parent Volunteer Meeting, IMMS Gym, 7:00 p.m.
- May 11:             Ice Cream Social, sponsored by STEA, IMMS Cafeteria, 6:30 - 8:00 p.m.
- May 12:             5th Grade Fun Fest, sponsored by NJHS, IMMS, 6:00 - 8:00 p.m.
- May 16:             Board of Education Meeting, IMMS Media Center, 7:00 p.m.
- May 24-25-26:     Camp Ockanickon Trip - 6th Grade
- May 29:             Memorial Day (School closed)
- June 15:            8th Grade Graduation, Seneca High School, 7:00 p.m.

**ADJOURNMENT**

Melissa Ciliberti moved, seconded by Michael Tuman, to adjourn the meeting at 9:32 p.m.

AYES – FOUR

NAYS – NONE

ABSENT – Jeffrey Warner

Respectfully submitted,

Laura Archer  
Business Administrator /  
Board Secretary