

## **REORGANIZATION MEETING**

January 8, 2018

The Reorganization Meeting of the Stafford Township Board of Education was held on January 8, 2018 at 7:34pm at the Oxycocus Elementary School.

### **CALL TO ORDER**

The Stafford Township's Board of Education is called to order in compliance with the Open Public Meeting Act Law – 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press, Asbury Park Press, and the Beacon. Notice has been posted in the office of the Stafford Township Clerk and all school buildings. A mechanical device is being used to video record this meeting.

### **FLAG SALUTE**

### **ELECTION RESULTS**

The following are the official results of the November 7, 2017 annual school election for three, three-year term office seats 2017-2020:

Patricia Formica	1,674 votes
Deborah Lyons	2,098 votes
Gerald Simonelli	1,535 votes

### **SWEARING IN OF NEW MEMBERS –**

DANIEL SMITH, BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

### **ROLL CALL**

Richard Czajkowski	Member
Patricia Formica	Member
Michael Hemenway	Member
Walter Jauch	Member
Deborah Lyons	Member
Joseph Mangino	Member
Tammy Nicolini	Member
Beth Sicoli	Member
Gerald Simonelli	Member

### **ALSO PRESENT**

George J. Chidiac	Superintendent
Daniel Smith	Business Administrator/Board of Education Secretary
Anthony Sciarrillo, Esq.	Board of Education Attorney

**THE CHAIR ENTERTAINS NOMINATIONS FOR THE OFFICE OF BOARD PRESIDENT**

1. Michael Hemenway was nominated by Richard Czajkowski for the office of Board President. Seconded by Walter Jauch.

Motion to close nominations for the office of Board President and that the Board Secretary cast the ballot(s) for Michael Hemenway for Board President.

It was moved by Tammy Nicolini and seconded by Joseph Mangino for first nominee, Michael Hemenway as Board President. Roll call vote: nine (9) members present voted yes, motion passed.

The Board Secretary turns the meeting over to the Board President.

**THE BOARD PRESIDENT ENTERTAINS NOMINATIONS FOR THE OFFICE OF BOARD VICE PRESIDENT**

1. Richard Czajkowski is nominated by Michael Hemenway for the office of Board Vice President. Seconded by Tammy Nicolini.

Motion to close nominations for the office of Board Vice President and that the Board Secretary cast the ballot(s) for Richard Czajkowski for Board Vice President.

It was moved by Michael Hemenway and seconded by Tammy Nicolini for first nominee, Richard Czajkowski as Board Vice President. Roll call vote: nine (9) members present voted yes, motion passed

**BOARD BUSINESS**

1. To reapprove the 2017-2022 Board of Education Goals and the 2017-2022 Stafford Township School District Goals and to approve the 2016-2019 Board Strategic Plan as attached.
2. To reapprove the 2014-2019 Professional Development Plan for George J. Chidiac, Superintendent.
3. To approve the Stafford Township Organizational Chart as attached until the next organizational meeting of the Board of Education.
4. To appoint Mark F. Ditmar, M.D. of Manahawkin, NJ as School Student Physician through December 2018. There is no fee for his services.
5. To acknowledge the district's three year contract with School Alliance Insurance Fund (SAIF) and the appointment of the VanDyk Group, Beach Haven Terrace, NJ as our Risk Management Consultant for insurance needs. All brokers under the

SAIF program receive the same percentage of commission. This exception to the advertised bidding requirements is in accordance with N.J.S.A. 18A:18A-5. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.

In addition, to reappoint the VanDyk Group Realty Division as Broker of Record for potential real estate transactions, as may be needed.

6. To approve Brown & Brown of Shrewsbury, NJ as Health Insurance Broker through December 2018. This exception to the advertised bidding requirements is in accordance with N.J.S.A. 18A:18A-5. Proposals were solicited for the 2017 calendar year with option to renew for two additional years. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
7. To appoint Fraytek Veisz, Hopkins, Duthie, P.C. (FVHD) of Trenton, NJ as Architect of Record through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
8. To appoint Remington, Vernick & Vena Engineers of Toms River, NJ as Professional Engineer of Record through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
9. To appoint McManimon & Scotland, LLC of Roseland, NJ as Bond Counsel through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
10. To appoint Acacia of Marlton, NJ as Financial Advisor through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
11. To renew Ford, Scott & Associates of Ocean City, NJ as Board Auditor through December 2018. The annual audit service fee for 2017/2018 is \$30,600. Rates for additional services were provided. There is an option to renew for 2018/2019, which will be subject to an annual approval. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
12. To reappoint Anthony Sciarrillo, Esq. of Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC of Westfield, NJ as Board Attorney through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office. (Fee remains at \$165/hr)

13. To reappoint Sciarrillo, Cornell, Merlino, McKeever & Osborne LLC of Westfield, NJ as Legal Counsel for Negotiations through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
14. To reappoint Sciarrillo, Cornell, Merlino, McKeever & Osborne LLC of Westfield, NJ as Legal Counsel for Special Education and Other Conflicts through December 2018. This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
15. To reappoint FSD Enterprises LLC of Red Bank, NJ as Wireless Telecommunications Consultant through December 2018 (agreement attached). This is a professional service. Selection factors and documentation are on file in the Board Secretary/Business Administrator's Office.
16. To reappoint E-Rate Partners of Cicero, NY to prepare all the necessary documentation needed for E-rate reimbursement through December 2018. E-Rate Partners is a subsidiary of Thomas Communications which has been providing this service to the district for many years. Annually the district receives an estimated \$49,500 in E-rate reimbursements. The proposal and contract are attached.
17. To reappoint Flett Exchange of Jersey City, NJ to manage the sale of solar generated SRECs through December 2018. There is no cost to the district for this service.
18. To designate OceanFirst Bank, TD Bank, Shore Community Bank, Wells Fargo Bank, Bank of America and Sun National Bank as official depositories for all Board funds with the following signatories: Stafford Township Board of Education President, Vice President, Superintendent of Schools, Treasurer of School Monies, Board Secretary/School Business Administrator through December 2018.
19. To designate Equitable, Lincoln Investments and Valic as tax shelter annuity companies and PenServe as our tax shelter compliance company (third party advisor) through December 2018.
20. To designate Atlantic City Press, Asbury Park Press and The Beacon as official Board newspapers for advertisements and on-line services through December 2018.
21. To approve use of the NJ Uniform Chart of Accounts for the 2018 school year. The Chart of Accounts is on file in the Board Secretary/Business Administrator's Office.
22. To reapprove and readopt the Stafford Township School District Mission Statement through December 2018 as attached.

23. To reapprove authorization to award contracts up to bid threshold of \$40,000 and set quote threshold of \$6,000 through December 2018, based upon the Qualified Purchasing Agent (QPA) certification of the Business Administrator.
24. To authorize the Business Administrator/Board Secretary and Superintendent to implement the budget pursuant to local and state policies, to pay bills and transfer funds between Board meetings, to sign warrants (checks), act as the School Funds Investor until the next organization meeting of the Board of Education as per board policies (#6422, 6470, 6700).
25. To reapprove fees for the Extended Day Program as attached.
26. To reapprove the procurement of Goods and Services through State Agencies (State Contracts) or other cooperative purchase agreements (CCESC, HCESC, ESCNJ, MOESC, Educational Data, ACES, ACT, Stafford Township Cooperative Pricing System, Ocean County Procurement Portal or others) through December 2018.
27. To reapprove the Stafford Township Board of Education Travel Expense Reimbursement District Maximum and Travel Expense Reimbursement per Employee resolutions through December 2018 as attached.
28. To approve blanket mileage resolution not to exceed \$200 for the following positions: Superintendent, School Business Administrator, Director of Personnel, Supervisor of Curriculum and Instruction, Supervisor of Special Services, Director of Facilities and Transportation Coordinator through December 2018. Mileage for job-related meetings (i.e., county meetings, state meetings, etc.). Workshops requiring a registration fee and/or mileages would still be approved separately on the agenda.
29. To approve petty cash funds through December 2018, as per Policy 6620 – Petty Cash.
30. To reapprove annual tuition rates for the 2017-2018 school year as attached.
31. To adopt all existing curriculum and textbooks and the curriculum areas for each grade level through December 2018.
32. To adopt and approve the existing Preschool Learning Outcomes through December 2018.
33. To readopt and approve the attached existing Plan for Vertical Articulation through December 2018.
34. To readopt the Integrated Pest Management Plan through December 2018.

35. To reappoint Daniel Smith as Board Secretary through December 2018.
36. To reappoint Kathleen Martin as Acting Board Secretary for backup purposes only through December 2018.
37. To reappoint Stephen Brennan as Treasurer of School Monies through December 2018.
38. To reappoint David Ytreboe as Affirmative Action Officer through December 2018 and the following administrator, Jenny Ulbricht and staff representative Kristin Ducker to the Affirmative Action Council.
39. To reappoint Daniel Smith as Qualified Purchasing Agent (QPA) and Public Agency Compliance Officer (PACO) through December 2018.
40. To reappoint Margaret Hoffman as the 504 Officer through December 2018.
41. To reappoint Barbara D'Apuzzo as the Homeless Liaison through December 2018.
42. To reappoint Lori Coyne as the I&RS Coordinator through December 2018.
43. To appoint John Bellone as the Right-To-Know Officer, Asbestos Management Officer, Safety and Health Designee, Indoor Air Quality Designee, District Integrated Pest Management Coordinator, Chemical Hygiene Officer (as per Policy 7420 – Director of Facilities), PEOSHA, Occupational & Environmental Analysis, and AHERA Coordinator through December 2018.
44. To appoint each school Principal as the School/Building Integrated Pest Management Coordinator through December 2018.
45. To reappoint George Chidiac, Superintendent, as Custodian of Student and Personnel Records through December 2018. 6A:32-7
46. To appoint Daniel Smith, School Business Administrator/Board Secretary, as Custodian of Government Records and Public Access to Records through December 2018.
47. To appoint Daniel Smith as Affirmative Action Officer for Outside Contracts through December 2018.
48. To reappoint Christine Schmidt as the Student Assistance Coordinator through December 2018.
49. To reappoint Laura Huston as Attendance/Truant Secretary through December 2018.

50. To appoint Hope Scherlin as SEMI Coordinator through December 2018.
51. To authorize the following persons to apply for state and federal funds until the next organization meeting of the Board of Education:
  - a. George Chidiac, Superintendent, for all available funds.
  - b. Daniel Smith, Business Administrator, for all available funds.
  - c. Dawn Reo, Director of Enrichment, Extended Day, Nurses & State Reports, for NCLB/ESSA Grants.
  - d. Hope Scherlin, Supervisor of Special Services for IDEA Grants.
  - e. William Wilkinson, Director of Preschool for all discretionary grants.
52. To appoint Dawn Reo as NCLB/ESSA Coordinator through December 2018.
53. To appoint William Wilkinson as Discretionary Grants Coordinator through December 2018.
54. To appoint William Wilkinson as ELL Coordinator through December 2018.
55. To appoint David Ytreboe as Anti-Bullying Coordinator through December 2018.
56. To appoint Dawn Reo as Bloodborne Pathogens designated district person through December 2018.
57. To appoint John Bellone as the Americans with Disabilities designated district person through December 2018.
58. To appoint Lori Coyne as Child Nutrition/Wellness Coordinator through December 2018.
59. To approve Hope Scherlin as Compliance Officer/Committee Coordinator under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973 through December 2018.
60. To appoint Linda Morris as District Vehicle Coordinator through December 2018.
61. To readopt the existing Stafford Township School District bylaws, policies, and regulations for the Board's operation and for the operation of the school district, as listed on the Stafford Township School District Intranet through December 2018.
62. To readopt the mandatory direct deposit program in accordance with N.J.S.A 52:14-15h (Policy 6511).
63. To reapprove and readopt the existing Stafford Township School District procedures, plans, forms, handbooks, standing orders, health regulation, and

health supplies as listed on the Stafford Township School District Intranet through December 2018.

64. To readopt and approve the existing Stafford Township School District job descriptions as listed on the Stafford Township School District Intranet through December 2018.
65. To reapprove the Board of Education's Internal Standard Operating (SOP) Procedures through December 2018 as on file in the Board Secretary/Business Administrator's Office.
66. To approve the Acknowledgement of Receipt for the Code of Ethics and to adopt the Code of Ethics as distributed.
67. To approve the "Board Member Acknowledgement" and review of existing and final negotiated contracts as attached.
68. To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct Board meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarian ending at the next organization meeting of the Board of Education.
69. To reapprove a shared services agreement with Long Beach Island School District to provide food services (as attached) and with Beach Haven for milk services through June 2018.
70. To approve the renewal agreement with Delta T Group for services through December 2018.
71. To approve Meridian Health Center as medical waste disposal site, this is free resource made possible by the Township through December 2018.
72. To approve the Board of Education meeting dates from January through December 2018 as attached.
73. To approve the attached Board of Education Committee/Delegate List 2018.
74. To appoint David Ytreboe as the School Safety Specialist through December 2018.

A motion was made by Richard Czajkowski and seconded by Joseph Mangino to approve Board Business item(s) #1-74. Roll call vote item #1, 3-37, 39, 43, 46-51, 53, 56-74: nine (9) members present voted yes; motion passed. Roll call vote item #2, 38, 40-42, 44-45, 52, 54-55: seven (7) members present voted yes; motion passed. Joseph Mangino and Gerald Simonelli abstained on item #2, 38, 40-42, 44-45, 52, 54-55.



**ADVANCED PLANNING** – Discussion

None

**PUBLIC COMMENT**

None

**CLOSED SESSION – Student Matters**

We are looking for a motion to enter into closed session for the purposes of student matters. The Board will not return for formal action.

Pursuant to the Open Public Meetings Act, the public will be excluded from this discussion. However, results of the discussion will be made public at a time when the Board feels the matter has been resolved.

A motion was made by Deborah Lyons and seconded by Beth Sicoli to move on the above Resolution. Voice vote: All members present voted yes (9-0); motion passed.

A motion was made by Beth Sicoli and seconded by Deborah Lyons to exit closed session. Voice vote: All members present voted yes (9-0); motion passed.

TIME IN: 7:42pm

TIME AT CONCLUSION OF CLOSED SESSION: 7:57pm

**ADJOURNMENT**

A motion was made by Beth Sicoli and seconded by Tammy Nicolini to adjourn the meeting at 7:57pm. Voice vote: All members voted yes (9-0); motion passed.

**PUBLIC COMMENT NOTICE – STAFFORD TOWNSHIP BOARD OF EDUCATION MEETINGS**

The Stafford Township Board of Education welcomes the opportunity to hear what members of the public have to say about matters of public interest. However, we do have specific procedures in place for you to bring your concerns to the proper personnel. We refer to this as the chain of command. For example, if you have a concern involving something within the classroom, we would ask that you first speak to the teacher, and if necessary, the principal. If you have not utilized the chain of command, we would ask that you please do so prior to addressing your concerns in this meeting so that the district personnel are given the opportunity to resolve these matters to your satisfaction. If, after utilizing the chain of command, you feel your concerns have not been addressed, we welcome you to return to the next Board meeting to voice your concern. If you have any questions about the chain of command (or the appropriate person to whom you should address your concern), please feel free to ask any member of the Board at the break or when this meeting concludes. We would also like to make you aware that there are certain matters that the Board can only discuss in closed session. Thus, if your comments touch upon an issue that is only to be discussed in closed session or one where certain notices must be provided prior to the Board conducting any discussions, the Board will not be able to

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respond to your comments at this time. We will inform you if this is the case when you have finished speaking. Specifically, this situation may arise if you are discussing a particular employee (or employees) of the district or a particular student (or students).

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Daniel Smith  
School Business Administrator/Board Secretary

DS/km/1-16-2018