

## **BUSINESS MEETING**

January 16, 2014

The Business Meeting of the Stafford Township Board of Education was held on January 16, 2014 at 7:30pm 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.

## **ROLL CALL**

Richard Czajkowski	Member
Michael Hemenway	Member
Kevin Leonard	Member
Deborah Lyons	Member
Tammy Nicolini	Member (Arrived 7:45pm)
Sean Wasacz	Member
Beth Sicoli	Member
Sharon Bialecki	Vice President
Wendy Cotter	President

## **ALSO PRESENT**

George J. Chidiac	Superintendent
Margaret Hom	Business Administrator/Board of Education Secretary
Tracey Schneider, Esq.	Board of Education Attorney

## **FLAG SALUTE**

### **A. RECOGNITION/PRESENTATIONS**

1. To recognize the attached list of students for acceptance into the Garden State Philharmonic Youth Orchestra.

The Garden State Youth Orchestra is a program run by the Garden State Philharmonic. Students in grades 5-12 throughout Ocean County have the opportunity to audition to become a member of this group. The youth orchestra is divided into 3 levels: String Ensemble for grades 5-6, Concert Youth Orchestra for grades 7-8, and Symphonic Youth Orchestra for grades 9-12. This year, two of the Stafford Strings students auditioned and were accepted into the String Ensemble: One student, grade 5 on viola and one student, grade 6 on violin. They practice every Tuesday night in Toms River with students from other strings programs in Ocean County. They give 2 large concerts a year, and do several other community performances.

2. To recognize Jessica Gomez for her time and effort in the showing of Landfall.

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Jessica Gomez put a lot of time and effort into making the showing of the Landfall movie a great success. She had every student from Intermediate draw/paint a picture and describe an experience they had during or in the aftermath of Sandy which were included in the presentation and put out for display.

3. To recognize Chris Fritz, Gail Bott, Leslie Comfort, and Caitlin Gioe for receiving the NJSBA Project Aware Award.

The Project Aware Program was brought back to our district approximately 4 years ago. It is very successful getting the message to students regarding the dangers of drinking and the use of drugs. The students view a dramatic event (acted out by our drama students) which takes place at a student's house with drinking and drugs which then follows up with a student becoming unresponsive and in need of calling 911. The student is then taken by ambulance to the hospital. All the students are transported to the hospital to view the efforts made by the medical to try to save the student and the devastation it causes family and friends.

4. To recognize the following transportation staff members for their efforts in helping with the evacuation of Stafford By The Bay assisted living facility: Lillian Davis, Nina McCord, Crystal Moccia, Susanne Bass, and Sandra Jones.
5. Presentation of "Savings Achieved Due to Solar and Other Energy Measures" by Joseph Meister.

## **B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attached**

- Teacher of the Year recognition will be held in May
  - Intermediate – Kristi Deren
  - McKinley – Kerry Eck'Art
  - Ocean Acres – Theresa Maloney
  - PLC – Veronica Slota
  - Oxycocus – Ryan Savianeso
- Vertical articulation – on-going meetings that include Southern
- PARCC – pilot testing being done in a sampling of classes from grades 3-5
- PTA Dodgeball fundraiser – March 6<sup>th</sup> – all invited to attend

## **C. CLOSED SESSION**

None

## **D. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

None at this time

**E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)**

None

\*Not an agenda item – On behalf of The Producers, Caitlin Gioe welcomed Mr. Chidiac and presented him with a “Wizard of Oz” tee shirt and asked if signs could be posted to promote the “Wizard of Oz” show.

**F. CORRESPONDENCE TO AND FROM THE BOARD**

None

**G. BOARD BUSINESS**

None

The Business Administrator shared the chart on mandated training and explained that this training is required by all board members; advised board members if there were any questions to please call her office.

**NEW BUSINESS**

**H. FINANCE/INSURANCE/TRANSPORTATION**

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee – Kevin Leonard

Report: The Finance/Insurance/Transportation Committee has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2013-2015 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

1. To approve for payment of bills listed on the Bill Resolution dated January 16, 2014 totaling \$3,148,806.08.
2. To accept the Treasurer’s Report for the month of November 2013 with a cash balance of \$5,640,084.86.
3. To accept the Secretary’s Report for the month of November 2013 with a cash balance of \$5,640,084.86.
4. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Margaret Hom, Board of Education Secretary, certify that as of November 2013 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board of Education Secretary

\_\_\_\_\_  
Date

Board Resolution:

Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of November 2013, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- 5. To approve the attached line item transfers.
- 6. To approve the attached list of donations.
- 7. To approve the following specialists as consultant to the Child Study Team for the 2013 – 2014 school year beginning January 17, 2014 and ending June 30, 2014:

Advancing Opportunities, Inc. 1005 Whitehead Rd. Extension Suite 1 Ewing, NJ 08638 Ph: 609-882-4182 Fax: 609-882-4054	Augmentative Communication Eval.: \$880 Travel: \$55/hour Support/Training: \$115/hour, 2 hour min.
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- 8. To approve the blanket mileage resolution not to exceed \$200 for the following positions: Superintendent, School Business Administrator, Board Attorney, Director of Personnel, Director of Curriculum & Instruction, and Director of Special Services & Preschool from January 2014 through June 2014. Mileage for job related meetings (i.e., County meetings, State meetings, etc.). Workshops requiring registration fee and/or mileage would still be approved separately on the agenda.
- 9. To approve the "Request to Provide Services Contracts" from the Commission for the Blind and Visually Impaired for Student ID# 20141 at a cost of \$1,750 per school year (level 1) beginning September 1, 2013 and ending June 30, 2014. The Commission for the Blind provides educational materials for blind or visually

impaired students; i.e., books and/or textbooks in large print or Braille. They also perform a functional vision assessment to evaluate the student's practical use of vision in the education program. This enables the Commission instructor to recommend appropriate specialized materials and methods of accommodation to the student relative to school work.

A motion was made by Michael Hemenway and seconded by Kevin Leonard to approve Finance/Insurance/Transportation item(s) #1-9. Roll call vote: nine (9) members present voted yes; motion passed.

**I. CURRICULUM/INSTRUCTION/TECHNOLOGY**

The following Curriculum/Instruction/Technology items were discussed:

Chairperson of the Curriculum/Instruction/Technology Committee – Beth Sicoli

Report: The Curriculum/Instruction/Technology Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2013-2015 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Core Curriculum Content Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the professional development requests shown on the attached listing.

A motion was made by Beth Sicoli and seconded by Sean Wasacz to approve Curriculum/Instruction/Technology item(s) #1. Roll call vote: nine (9) members present voted yes; motion passed.

**J. PERSONNEL**

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Sharon Bialecki

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless

otherwise stipulated. The Personnel/Negotiations Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2013-2015 board/district goals.

1. To approve the attached list of substitutes for the 2013 – 2014 school year.
2. To approve the following resignations:
  - a. Roberta Fragale, Teacher, retirement from PLC, effective July 1, 2014
  - b. Kayla Waters, Teacher Aide, resignation from Ocean Acres effective September 27, 2013
  - c. Annmarie Tweer, Teacher, resignation from Ocean Acres effective February 17, 2014
  - d. Samantha Doyle, Teacher Aide, resignation from Ocean Acres effective November 29, 2013
3. To approve Agnes Tyson as an assistant for two students attending the Wide World of Sports after school program beginning January 8, 2014 and ending March 5, 2014 at a cost of \$17.27 per hour due to IEP necessities.
4. To approve the change in status for Taylor Brennan from Part-time Technician to Part-time STAC Technician beginning December 1, 2013 and ending June 30, 2014. The STAC Technician job description was adopted on November 21, 2013. This is a title change to match the description only. There is no change in duties.
5. To approve the recommendation to cancel the student teacher placement of Elizabeth Adams, GCU: 1/2014 – 5/2014 with cooperating teacher, Lori Kundrat, at Ocean Acres Elementary School due to the student teacher electing another district.
6. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Cheryl Nicoletti, Teacher, beginning 4/1/2014 and returning 5/12/2014.
7. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Janet Colombo-Conforti, Teacher, beginning 12/17/2013 and returning 4/1/2014.
8. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Susan Kilgallon, Teacher, beginning 4/7/2014 and returning 7/1/2014.
9. To approve Megan Gnagey, part-time Teacher Aide for a new BD class, Ocean Acres Elementary School, beginning February 1, 2014 and ending June 30, 2014, Step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position.
10. To approve Audrey King as part-time Teacher Aide for BD class, Ocean Acres Elementary School, beginning February 1, 2014 and ending June 30, 2014, Step 1, + BA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position.

11. To approve Carolyn Roselli as Teacher for BD class, Ocean Acres Elementary School, beginning February 1, 2014 and ending June 30, 2014, Step 1, prorated, of the Stafford Township Board of Education/STEA Agreement. This is a new position.
12. To approve Lori Coyne and Dawn Reo to receive MA+60 Stipends beginning September 1, 2013 based on the 2013 – 2016 STAA contract.
13. To approve a sabbatical leave for Jessica Deery for the 2014-2015 school year to attend graduate school to pursue an MA degree in instructional technology based on the 2013 – 2016 STAA contract.
14. To approve job description G-7 – Special Education Teacher Aide.

A motion was made by Sharon Bialecki and seconded by Michael Hemenway to approve Personnel item(s) #1-14. Roll call vote: nine (9) members present voted yes on items #1-12 & 14; motion passed. Kevin Leonard, Deborah Lyons, Tammy Nicolini, Beth Sicoli, Sean Wasacz, Sharon Bialecki and Wendy Cotter voted no on item #13; did not pass.

**K. POLICY/LEGISLATIVE**

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee – Tammy Nicolini

Report: The Policy/Legislative/Communications Committee has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2013-2015 board/district goals.

1. To approve a second reading of the following new policies:

Policy 3224 – Evaluation of Principals

2. To approve a second reading of the following revised policies and regulations:

Bylaw 0174.1 – Legal Services

Policy 1240 – Evaluation of Superintendent

Regulation 1240 – Evaluation of Superintendent

Policy 3142 – Nonrenewal of Nontenured Teaching Staff Member

Regulation 3142 – Nonrenewal of Nontenured Teaching Staff Member

Policy 3144 – Certification of Tenure Charges

Regulation 3144 – Certification of Tenure Charges

Policy 3221 – Evaluation of Nontenured Teaching Staff Members

Regulation 3221 – Evaluation of Nontenured Teaching Staff Members

Policy 3222 – Evaluation of Tenured Teaching Staff Members  
Regulation 3222 – Evaluation of Tenured Teaching Staff Members  
Policy 3223 – Evaluation of Administrators  
Regulation 3223 – Evaluation of Administrators  
Regulation 3224 – Evaluation of Principals  
Policy 4146 – Nonrenewal of Nontenured Support Staff Member  
Regulation 4146 – Nonrenewal of Nontenured Support Staff Member  
Regulation 5331 – Management of Life-Threatening Allergies in Schools  
Policy 5420 – Reporting Pupil Progress  
Regulation 5420 – Reporting Pupil Progress  
Policy 5450 – Athletic Awards  
Policy 6620 – Petty Cash

A motion was made by Kevin Leonard and seconded by Sharon Bialecki to approve Policy/Legislative item(s) #1-2. Roll call vote: eight (8) members present voted yes; motion passed. Richard Czajkowski abstained.

**L. BUILDINGS/GROUNDS/CAFETERIA**

The following Buildings/Grounds/Cafeteria items were discussed:

Chairperson of the Buildings/Grounds/Cafeteria Committee – Sean Wasacz

Report: The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2013-2015 board/district goals.

1. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **Stafford Intermediate School (5020-070-14-3000)** to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Lighting upgrades and occupancy sensors
  - RTU Replacements
  - Transformer upgrades/replacement
  - Electric to gas water heater replacement
2. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **McKinley Avenue Elementary School (5020-060-14-2000)** to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the



Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Lighting upgrades and occupancy sensors
- Roof top unit replacements
- Transformer upgrades/replacement

3. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **Ocean Acres Elementary School (5020-065-14-2000)** to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Lighting upgrades and occupancy sensors
- Transformer upgrades/replacement

4. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **Ronald L. Meinders Primary Learning Center (5020-075-14-2000)** to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Transformer upgrades/replacement

5. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **Oxycocus Elementary School (5020-050-14-2000)** to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Lighting upgrades and occupancy sensors
- Roof top unit replacements
- Building management system – controls upgrades
- Boiler replacement
- Unit ventilator replacement

- Heat pump replacements
- Flush o meter replacement to provide low flow urinals and toilets
- Aerator faucets

6. To recommend the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to approve the submission of the Energy Savings Improvement Projects at **Stafford Intermediate Arts Center 5020-070-14-2000**) to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and Amendment of the 2005-10 Long Range Facilities Plan to be consistent with this Project. Further the Board authorizes Spiezle Architectural Group Inc., to make this submission to the Department of Education on behalf of the district.

Scope of work includes energy savings projects as outlined below:

- Lighting upgrades and occupancy sensors
- Transformer upgrades/replacement

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Buildings/Grounds/Cafeteria item(s) #1-6. Roll call vote: eight (8) members present voted yes; motion passed. Richard Czajkowski voted no on items #1-6.

**M. ADVANCED PLANNING**

Tammy Nicolini proposed moving the February Business Meeting from the 20<sup>th</sup> to the 18<sup>th</sup>. The consensus was favorable.

**N. COMMUNICATION FROM THE PUBLIC**

None

**O. CLOSED SESSION (PERSONNEL MATTER/MATTERS OF LITIGATION)**

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter and matters of litigation that fall within the attorney client privilege. We will not be returning 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 Kevin Leonard and seconded by Tammy Nicolini to move on the above Resolution. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 8:20pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:55pm

**P. BOARD OF EDUCATION INFORMATIONAL ITEMS**

None

**ADJOURNMENT**

A motion was made by Tammy Nicolini and seconded by Kevin Leonard to adjourn the meeting at 8:56pm. Roll call vote: nine (9) members present voted yes; 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 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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Margaret Hom  
School Business Administrator/Board Secretary

MH/km/1-28-2014