

BUSINESS MEETING

April 30, 2015

The Business Meeting of the Stafford Township Board of Education was held on April 30, 2015 at 6:20pm 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

Michael Benson	Member
Richard Czajkowski	Member
Michael Hemenway	Member
Kevin Leonard	Member
Deborah Lyons	Member
Beth Sicoli	Member
Sean Wasacz	Member
Tammy Nicolini	Vice President
Wendy Cotter	President

ALSO PRESENT

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

FLAG SALUTE

CLOSED SESSION – Student Matters

We are looking for a motion to enter into closed session for the purpose of discussing student matters, specifically HIB reports.

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 Tammy Nicolini and seconded by Kevin Leonard to move on the above Resolution. Roll call vote: nine (9) members present voted yes; motion passed.

A motion was made by Kevin Leonard and seconded by Michael Hemenway to exit closed session and resume regular meeting. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 6:20pm

TIME AT CONCLUSION OF CLOSED SESSION: 6:59pm

A. RECOGNITION/PRESENTATIONS

- a. Recognition: Gail Rua, teacher aide for her contributions to the staff and students at McKinley Avenue Elementary School.
- b. Recognition: Fourth Grade Student for being a good friend to other students in the Extended Day Program and for making new students to the program feel welcome.

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

C. CLOSED SESSION – Student Matters

Took place after the Flag Salute.

D. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

*NOTE: If a board member was absent (listed below), they are to abstain from the vote on that item/meeting.

To approve the minutes of the following meeting(s):

1. March 12, 2015 Budget Workshop Meeting - 3 absences
(R. Czajkowski, K. Leonard, D. Lyons)
2. March 12, 2015 Closed Session - 3 absences
(R. Czajkowski, K. Leonard, D. Lyons)
3. March 19, 2015 Business Meeting – 4 absences
(R. Czajkowski, D. Lyons, T. Nicolini, S. Wasacz)

A motion was made by Beth Sicoli and seconded by Michael Hemenway to approve Approval of Minutes of Previous Meeting(s) items #1-3. Roll call vote: nine (9) members present voted yes; motion passed. Richard Czajkowski and Deborah Lyons abstained on items #1-3. Kevin Leonard abstained on items #1-2. Tammy Nicolini and Sean Wasacz abstained on item #3.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

- STEA questioned page 9 of the agenda in regard to the probationary period as it relates to health benefits eligibility, distribution of extra work and overtime.
- STEA questioned page 9 of the agenda in regard to the new district-wide supervisor position and supervisor of pupil services.

F. CORRESPONDENCE TO AND FROM THE BOARD

None

G. BOARD BUSINESS

1. There were two incidents of harassment, intimidation, and bullying.
2. To move the Business Meeting that was scheduled for May 14, 2015 to Tuesday, May 12, 2015 at 7:30pm to be held at STAC.
3. To move the Business Meeting that was scheduled for June 11, 2015 to Thursday, June 18, 2015 at 7:30pm at the Oxycocus Elementary School.
4. BE IT RESOLVED by the Stafford Township Board of Education to approve and accept the Steinway & Sons Grand Piano as a transfer of asset from Southern Regional Board of Education. The piano will be housed at STAC.
5. BE IT RESOLVED by the Stafford Township Board of Education to approve the attached Renewal Master Collaborative Educational Services Agreement with Middlesex Regional Educational Services Commission. This agreement is used for independent student evaluations. The terms of the agreement are from July 1, 2015 through June 30, 2020 but must be reapproved annually. (Year 1 of 1)
6. BE IT RESOLVED by the Stafford Township Board of Education to approve the attached Memorandum of Understanding (MOU) made and entered into between the New Jersey Office of Emergency Management (NJOEM) for the application of grants under the Federal Emergency Management Agency (FEMA).

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Board Business item(s) #1-6. Roll call vote: nine (9) members present voted yes; motion passed.

NEW BUSINESS

H. FINANCE/INSURANCE/TRANSPORTATION

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee – Richard Czajkowski

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 April 30, 2015 totaling \$3,456,294.57.
2. To accept the Treasurer's Report for the month of February 2015 with a cash balance of \$6,935,016.96.
3. To accept the Secretary's Report for the month of February 2015 with a cash balance of \$6,935,016.96.
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 February 2015 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 February 2015, 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 for the 2014-2015 school year.
6. To approve the attached list of donations.
7. To approve the attached School Bus Emergency Evacuation Drill Report for the Intermediate, McKinley, Ocean Acres, Primary Learning Center and Oxycocus schools. Bus evacuations for the Intermediate/McKinley schools took place on March 20, 2015. Evacuations for Ocean Acres, Primary Learning Center and Oxycocus took place on March 24, 2015. All evacuations took place on school property at the normal location for student drop-off. Each bus driver evacuated his/her bus upon arrival at the school. The principal or his/her designee was

outside to witness the evacuations. Upon completion of the evacuations, the necessary reports will be filed with the County Office.

8. To approve the attached proposal from Spiezle Architectural Group of Trenton, NJ to provide architectural services for renovations at McKinley Avenue Elementary School (hot water replacement, gym floor replacement, bathroom renovations, electrical upgrades) for a lump sum fee of \$31,275 plus reimbursables.
9. To approve the agreement for Evaluation and Determination of Eligibility Services between the Stafford Township Board of Education and Middlesex Regional Educational Services Commission for the 2015-2016 school year.
10. To approve the agreement to provide Nonpublic Services under IDEA between the Stafford Township Board of Education and Middlesex Regional Educational Services Commission for the 2015-2016 school year.
11. To approve the agreement to provide Nonpublic Nursing Services between the Stafford Township Board of Education and Middlesex Regional Educational Services Commission for the 2015-2016 school year.
12. To approve the agreement to provide Nonpublic Title 1 Services and Non Public Title III services between the Stafford Township Board of Education and Middlesex Regional Educational Services Commission. Dates: July 1, 2015 to June 30, 2020.

A motion was made by Richard Czajkowski and seconded by Sean Wasacz to approve Finance/Insurance/Transportation item(s) #1-12. Roll call vote: nine (9) members present voted yes; motion passed. Michael Benson abstained on check #6145.

I. 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. BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator in conjunction with Spiezle Architectural Group to issue a Request for Bid for the McKinley Renovations (hot water heater replacement, gym floor replacement, bathroom renovations, electrical upgrades).

2. BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator in conjunction with Spiezle Architectural Group to issue a Request for Bid and/or Rebid for the previously approved ROD Grants:

School: McKinley Avenue Elementary School (Rebid)
Project Description: Window Replacement
DOE Project Number: 5020-060-14-1007
SDA Project Number: 5020-060-14-G2LA
Grant Number: G5-5708
Total Project Cost: \$287,584
Grant Amount: \$115,034
Local Share Amount: \$172,550

School: Oxycocus Elementary School (No Rebid)
Project Description: EIFS Repair/Replacement
DOE Project Number: 5020-050-14-1001
SDA Project Number: 5020-050-14-G2KW
Grant Number: G5-5704
Total Project Cost: \$229,200
Grant Amount: \$91,680
Local Share Amount: \$137,520

School: Oxycocus Elementary School (No Rebid)
Project Description: Window Replacement
DOE Project Number: 5020-050-14-1003
SDA Project Number: 5020-050-14-G2KX
Grant Number: G5-5705
Total Project Cost: \$204,720
Grant Amount: \$81,888
Local Share Amount: \$122,832

3. BE IT RESOLVED by the Stafford Township Board of Education to approve the disposal of the Kawai Baby Grand Piano (Asset Tag #93) at Stafford Township Arts Center. This piano is being released to Our Gang Players.

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Buildings/Grounds/Cafeteria item(s) #1-3. Roll call vote: nine (9) members present voted yes; motion passed.

J. 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.
2. To approve continuance of terms of the goods and services contract to Achieve 3000 of Lakewood, NJ for On-Line Software Solution to Address Student Needs With Reading/Writing/Technology Skills under the same terms and conditions of the present contract. (Year 2 of 2)
3. To approve to accept for the FY 2014-2015 school year, Jets Play 60 grant in the amount of \$1,000.

A motion was made by Beth Sicoli and seconded by Kevin Leonard to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: nine (9) members present voted yes; motion passed.

K. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Nicolini -

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 2014-2015 school year and the 2015-2016 school year.
2. To approve the following retirements:
 - a. Donna Loblein, Speech and Language Therapist, effective June 30, 2015.
 - b. Shelley Brown-Griffin, LDT-C, effective June 30, 2015.
 - c. Cynthia Ulics, teacher, effective June 30, 2015.
 - d. Jaclyn Denman, teacher, effective July 1, 2015.
3. To approve the following requests for unpaid leaves of absence:
 - a. Shana Costa, teacher, request for unpaid contractual child rearing leave, beginning 9/1/15 and returning 7/1/16.
 - b. Marisa Ross, teacher, request for unpaid family leave beginning, 10/2/15 and returning 1/15/16 and request for contractual child rearing leave beginning 1/16/16 and returning 7/1/16.
 - c. Laura Shouldis, teacher aide, request for unpaid family leave, beginning 3/2/15 and returning 4/6/15 and request for other unpaid leave of absence beginning 04/06/15 and returning 5/11/15.
 - d. Melanie Bodner, teacher, request for other unpaid leave of absence, beginning 9/1/15 and ending 7/1/16. **NOT APPROVED**
 - e. Melany Crosby, bus driver, request for other unpaid leave of absence, beginning 6/8/15 and returning 6/15/15.
4. To approve the change of assignment for the attached list of personnel for the 2014-2015 school year.
5. To approve Tammy Anderson as probationary substitute bus driver, beginning May 1, 2015 and ending September 30, 2015, Step 8 of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
6. To approve David Ytreboe as Director of Pupil Services, Intermediate School, beginning July 1, 2015 and ending June 30, 2016, Step 16 of the Stafford Township Board of Education/STAA Agreement. This is a replacement position.
7. To approve Jenny Ulbricht as 10-Month Supervisor, District-Wide, beginning September 1, 2015 and ending June 30, 2016, Step 5 of the Stafford Township Board of Education/STAA Agreement 10-Month Supervisor Guide. This is a new budgeted position.
8. To approve Margaret Cartagena as Extended Day Confidential Secretary/Bookkeeper, beginning May 16, 2015 and ending June 30, 2015.
9. To approve David Dover as probationary substitute custodian, beginning May 1, 2015 and ending July 31, 2015, Step 1, pro-rated of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

10. To approve Tito Reyes as night custodial mechanic maintenance supervisor, beginning June 1, 2015 and ending June 30, 2015. This is a full time position which was previously a part-time position.
11. To approve Suzanne Pukala, custodian to received boilerman's stipend, effective March 16, 2015.
12. To approve the attached job descriptions:
 - a. A-41 Extended Day Confidential Secretary/Bookkeeper, revised.
 - b. C-15 Night Custodial Mechanic Maintenance Supervisor, new.
 - c. E-1 Home/School Liaison, revised.
 - d. B-19 Ten Month Supervisor, revised.
13. To approve the attached specialist as a consultant to the Child Study Team for the 2014-2015 school year.
14. To approve the attached contract between Margaret Hom, Board Secretary/School Business Administrator, and the Stafford Township Board of Education, beginning July 1, 2015 through June 30, 2016, as approved by the Executive County Superintendent.
15. To approve the attached contract between Barbara D'Apuzzo, Director of Personnel, and the Stafford Township Board of Education, beginning July 1, 2015 through June 30, 2016.
16. To approve the contracts for all tenured and non-tenured administrators as listed on the attachment for the 2015-2016 school year, beginning July 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.
17. To approve the contracts for all tenured and non-tenured non-affiliated staff as listed on the attachment for the 2015-2016 school year, beginning July 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.
18. To approve the contracts for all tenured and non-tenured certified staff as listed on the attachment for the 2015-2016 school year, beginning September 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.
19. To approve the contracts for all tenured affiliated secretaries as listed on the attachment for the 2015-2016 school year, beginning July 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.

- 20. To approve contracts for all tenured and non-tenured custodians, mechanics, and mail courier as listed on the attachment for the 2015-2016 school year, beginning July 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.
- 21. To approve the contracts for all bus attendants and bus drivers as listed on the attachment for the 2015-2016 school year, beginning September 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.
- 22. To approve the contracts for all cafeteria/playground aides as listed on the attachment for the 2015-2016 school year, beginning September 1, 2015 and ending June 30, 2016. Contracts are being approved at this time in order to comply with applicable law or board policy.

A motion was made by Tammy Nicolini and seconded by Kevin Leonard to approve Personnel item(s) #1-22 and to vote NO on 3d. Roll call vote: nine (9) members present voted yes; motion passed. Richard Czajkowski voted NO on item #10.

L. POLICY/LEGISLATIVE

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee – Kevin Leonard

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 the second reading of the following new and revised policies and regulations:

Policy 5306	Health Services to Nonpublic Schools (M) (Revised)
Policy 5308	Student Health Records (M) (Revised)
Policy 5310	Health Services (M) (Revised)
Policy 5339	Screening for Dyslexia (M) (New)
Policy 5530	Substance Abuse (M) (Revised)
Policy 5756	Transgender Students (New)
Policy 8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)
Regulation 5306	Health Services to Nonpublic Schools (M) (Revised)
Regulation 5308	Student Health Records (M) (Revised)
Regulation 5310	Health Services (M) (Revised)
Regulation 5530	Substance Abuse (M) (Revised)

A motion was made by Kevin Leonard and seconded by Beth Sicoli to approve Policy/Legislative item(s) #1. Roll call vote: nine (9) members present voted yes; motion passed.

M. ADVANCED PLANNING

Next meeting scheduled for May 12, 2015.

N. COMMUNICATION FROM THE PUBLIC

None

O. BOARD INFORMATIONAL ITEMS

None

P. CLOSED SESSION – STUDENT MATTERS

We are looking for a motion to enter into closed session for the purpose of discussing student matters, specifically HIB reports.

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 Kevin Leonard and seconded by Michael Hemenway to move on the above Resolution. Roll call vote: nine (9) members present voted yes; motion passed.

A motion was made by Michael Hemenway and seconded by Kevin Leonard to exit closed session. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 7:20pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:20pm

ADJOURNMENT

A motion was made by Michael Hemenway and seconded by Kevin Leonard to adjourn the meeting at 8:22pm. 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).

Margaret Hom
School Business Administrator/Board Secretary

MH/km/5-6-2015