

BUSINESS MEETING

July 23, 2014

The Business Meeting of the Stafford Township Board of Education was held on July 23, 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 (Absent)
Beth Sicoli	Member
Sean Wasacz	Member
Sharon Bialecki	Vice President
Wendy Cotter	President

ALSO PRESENT

George J. Chidiac	Superintendent
Margaret Hom	Business Administrator/Board of Education Secretary

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

None

B. SUPERINTENDENT'S EDUCATIONAL REPORT

School Highlights

C. CLOSED SESSION

None

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. June 26, 2014 - Business Meeting – 2 absences (K. Leonard, D. Lyons)
2. June 26, 2014 - Closed Session – 2 absences (K. Leonard, D. Lyons)

A motion was made by Beth Sicoli and seconded by Sean Wasacz to approve Approval of Minutes of Previous Meeting(s) item(s) #1-2. Roll call vote: six (6) members present voted yes; motion passed. Kevin Leonard and Deborah Lyons abstained.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

F. CORRESPONDENCE TO AND FROM THE BOARD

None

G. BOARD BUSINESS

1. To approve the attached list of incidents of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding the harassment, intimidation and bullying incident investigation – Intermediate #4.
3. To affirm the determination of the Superintendent regarding the harassment, intimidation and bullying incident investigation – Intermediate #5.
4. To approve Laura M. Benson, Esq. of Berry, Sahradnik, Kotzas & Benson, P.C. of Toms River, NJ as the Stafford Township Schools Board Attorney until December 31, 2014 at a rate of \$165/hour, beginning July 23, 2014 and ending December 31, 2014 and will be up for reappointment at the Reorganization Meeting in January 2015. The appointment of the Board Attorney is due to Tracey Schneider's resignation. The proposal/firm was one of three that were reviewed/interviewed and was selected based on the factors set forth in the RFP.

A motion was made by Kevin Leonard and seconded by Sharon Bialecki to approve Board Business item(s) #1-4. Roll call vote: eight (8) members present voted yes; motion passed.

Laura Benson joined the Board.

NEW BUSINESS

H. FINANCE/INSURANCE/TRANSPORTATION

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee – Michael Hemenway

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 July 23, 2014 totaling \$3,823,638.16.
2. To accept the Treasurer's Report for the month of May 2014 with a cash balance of \$3,652,614.22.
3. To accept the Secretary's Report for the month of May 2014 with a cash balance of \$3,652,614.22.
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 May 2014 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 May 2014, 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 2013-2014 school year and for the 2014-2015 school year.
6. To approve to accept the FY 2015 IDEA Grant in the amount of \$556,116 for Basic and \$39,563 for Preschool.

7. To approve Student ID# 18469 to attend The Education Academy for the 2014-2015 school year at a cost of \$49,786.80. This is a renewal for a student that presently attends The Education Academy.
8. To acknowledge the Tax Levy Request Schedule for the 2014-2015 school year in the amount of \$26,949,518.00.
9. To approve to go out to bid for various transportation parts for the 2014-2015 school year. This bid is for parts that we use on a regular basis.
10. To approve blanket mileage resolution not to exceed \$200 for the following positions: Superintendent, School Business Administrator, Director of Personnel, Director of Curriculum and Instruction, Director of Special Services and Preschool beginning July 2014 and ending December 31, 2014. 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.
11. To approve the attached list of in-district students for the Extended School Year Program beginning July 7, 2014 and ending July 31, 2014. These are students from LBI and SRSD that will be attending our ESY Program.
12. To approve the attached list of donations.
13. To approve the retiring of the following vehicles:
 - a. 1999 Blue Bird/License Plate S1B668/Vin# 1BABHBPA3YF091649/Bus 003
 - b. 1999 Blue Bird/License Plate 408WS1/Vin# 1GDL7T1C6WJ516073/Bus 991
 - c. 1999 Blue Bird/License Plate 406WS1/Vin# 1GDL7T1CXWJ516240/Bus 992
 - d. 1999 Blue Bird/License Plate 405WS1/Vin# 1GDL7T1CXWJ516304/Bus 993
 - e. 1999 Blue Bird/License Plate 407WS1/Vin# 1GDL7T1C3WJ516029/Bus 994
 - f. 1999 Blue Bird/License Plate 409WS1/Vin# 1GDL7T1C7WJ516180/Bus 995

A motion was made by Michael Hemenway and seconded by Kevin Leonard to approve Finance/Insurance/Transportation item(s) #1-13. Roll call vote: eight (8) 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 "Request to Provide Services Contracts" from the Commission for the Blind and Visually Impaired for the following students:
 - a. Student ID# 20141 - \$1,800 per school year
 - b. Student ID# 17395 - \$1,800 per school year

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.

2. To approve the attached list of Extended School Year Field Trips beginning July 7, 2014 and ending August 14, 2014.
3. To approve the attached list of additional field trips for the 2014-2015 school year.

A motion was made by Beth Sicoli and seconded by Kevin Leonard to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: eight (8) 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 2014-2015 school year.
2. To approve Eunice DeOliveira as a contracted bus driver, beginning September 1, 2014 and ending June 30, 2015, Step 5 of the Stafford Township Board of Education/STEA Agreement. This is a new position.
3. To approve Crystal Moccia as a contracted bus driver, beginning September 1, 2014 and ending June 30, 2015, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a new position.
4. To approve Brian Sanchez as a contracted bus driver, beginning September 1, 2014 and ending June 30, 2015, Step 2 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
5. To approve Elise Hardin as Elementary School Teacher of Students with Disabilities, S/C SLD Class, McKinley Avenue Elementary School, beginning September 1, 2014 and ending June 30, 2015, step 3, MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
6. To approve Jennifer Horner as Elementary School Teacher, Grade 3, McKinley Avenue Elementary School, beginning September 1, 2014 and ending June 30, 2015, step 4 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
7. To approve Nicole Miller as Long Term Substitute Teacher, Grade 4, McKinley Avenue Elementary School, beginning September 1, 2014 and ending November 21, 2014, \$100 per day. This is a maternity leave replacement position.
8. To approve Cheryl Nicoletti as Elementary School Teacher, Grade 3, McKinley Avenue Elementary School, beginning September 1, 2014 and ending June 30, 2015, step 1 of the Stafford Township Board of Education/STEA Agreement. This is a maternity replacement position.
9. To approve Susan Giuliano, PT Teacher Aide, to receive a BA Stipend of \$250 per year beginning September 1, 2015 due to her part-time status.
10. To approve Deborah DeFilippis as the Extended Day Program Supervisor (p.m.) beginning September 2014 and ending June 2015.
11. To approve the request for unpaid Family Leave (NJFLA, FMLA and/or contractual) for Danielle Haldenwang, Teacher, beginning March 24, 2015 (1/2 day) and returning July 1, 2015.

12. To approve the attached list of personnel for 2014-2015 for Extra-Curricular Activities.
13. To accept the resignation of Lindsey Hackbarth, Elementary Education Teacher at McKinley Avenue Elementary School, effective July 1, 2014.
14. To approve the following job descriptions attached:
 - a. B-1 Elementary School Principal
 - b. B-2 Director of Curriculum & Instruction
 - c. B-18 Director of Technology, Professional Development & Grants
 - d. D-10 Master Teacher – Preschool
 - e. A-5 Attorney
15. To approve the following specialist as a consultant to the Child Study Team for the 2014-2015 school year:

Nutritional Management Associates, LLC Follow-up Consultations \$650
111 Chincoppee Road
Lake Hopatcong, NJ 07859-1552
Tel. 973-325-8446 Fax 425-663-4501
16. To approve the following teacher aide to provide home assistance instruction during the 2014-2015 school year: Dorine Thompson. The teacher aide would provide home assistance to students, under the guidance of a teacher.
17. To approve Danielle Levi as an additional Child Study Team member for ESY summer 2014 for up to 5 days at per diem rate. Additional Child Study Team services are needed to meet IEP deadlines.
18. To approve Child Study Team members MaryLynn Hanson, Colleen Eldridge and Elizabeth Newman for summer 2014 for up to 4 additional days at per diem rate. Additional Child Study Team services are needed to meet IEP deadlines.
19. To approve the Grievance Resolution Agreement between the Stafford Township Board of Education and STEA dated June 26, 2014.
20. To approve George Smithson for additional work as a specialty carpenter beginning July 1, 2014 and ending June 30, 2015 at \$18.00 per hour.
21. To approve a wage increase for the attached list of substitute custodians beginning July 1, 2014.
22. To approve the transfer of assignment for the attached list of personnel for the 2014-2015 school year.
23. To approve the change of assignment for the attached list of personnel for the 2014-2015 school year.

24. To approve Daniel Breslow for a supervisor internship at McKinley Elementary and Intermediate Schools beginning April 2014 and ending September 2014. This is a 300 hour internship as per Capella University/State of New Jersey DOE Requirements with Margaret Hoffman, William Wilkinson and Barbara D'Apuzzo as his mentors.
25. To rescind the following job descriptions:
 - a. A-18 Purchasing Supervisor
 - b. A-23 Assistant Transportation Coordinator
 - c. A-27 Community Liaison-Grant Coordinator
 - d. A-31 Assistant to the Information Technology Supervisor
 - e. A-32 Confidential Secretary – Superintendent
 - f. A-33 STAC Manager
 - g. D-8 Reading Recovery Teacher
 - h. D-9 Teacher Learning Facilitator
 - i. D-13 Interventionist
 - j. E-8 Advisor – Extended School Day Activity
 - k. E-11 School Nurse Liaison
 - l. G-5 School Greeter
 - m. G-6 Breakfast Aide

A motion was made by Sharon Bialecki and seconded by Kevin Leonard to approve Personnel item(s) #1-25. Roll call vote: eight (8) members present voted yes; motion passed.

K. 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 a first reading of the following revised bylaws, policies and regulations:

Bylaw 0141 – Board Member Number and Term
Bylaw 0143 – Board Member Election and Appointment
Bylaw 0174.1 – Legal Services
Policy 1581 – Victim of Domestic or Sexual Violence Leave
Regulation 2120 – Organizational Chart
Policy 3125 – Employment of Teaching Staff Members
Policy 3240 – Professional Development

Regulation 3240 – Professional Development for Teachers and School Leaders
Policy 3282 – Use of Social Networking Sites
Policy 4125 – Employment of Support Staff Members
Policy 5300 – Automated External Defibrillators (AEDs)
Regulation 5300 – Automated External Defibrillators (AEDs)
Policy 8507 – Breakfast Offer Versus Serve (OVS)
Policy 8508 – Lunch Offer Versus Serve (OVS)
Regulation 9150 – School Visitors

2. To approve the following manuals/handbooks/procedures:

Purchasing Manual
Custodian & Building Mechanic Procedure Manual
Substitute Custodial Handbook
Procedures of Visitors, Volunteers and Outside Contractors in School Facilities
Extended Day Program Handbook and Manual
Transportation Operations Manual
Bus Rules Handbook
Bus Driver Candidate Training Manual and Agreement
Preschool Handbook and Manual

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

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 approve the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to accept and approve the bid proposal from G.B.I., Inc. T/A Thermal Piping of Wrightstown, NJ 08562 in the total amount not to exceed \$576,000 (Base bid \$545,000; Alternate bid #1 (Gypsum Ceiling Board) \$31,000) for the Ronald Meinders Primary Learning Center HVAC Upgrades under the Educational Facilities construction and Financing Act Section 15 Grant (ROD Grant). The proposal was one of two reviewed and was selected based on the lowest amount.

Ronald Meinders Primary Learning Center HVAC Upgrades
DOE Project #: 5020-075-14-1017
SDA Project #: 5020-075-14-G2XT
Grant #: G5-6039

2. To approve a contract of Operation and Maintenance Services for our 4 solar systems at Ocean Acres Elementary School, Oxycocus Elementary School and Intermediate School for a one year period with Advanced Solar Products at a fee of \$5,323.12 beginning July 2014 and ending June 30, 2015. The solar installations are aging and are in need of more frequent maintenance.
3. To approve a rebid for Electrical Services for the 2014-2015 school year. The rebid will go out in July and will be accepted in August.
4. To approve a rebid for Landscaping Services for the 2014-2015 school year. The district will continue using Greenleaf Landscape Systems & Services, Inc., until the bids are received and awarded beginning August 2014 and ending June 2015. We were unable to secure Landscaping Services with the Town or neighboring districts at this time. We will pursue this in the future. The specifications are being modified to reduce the cost of this service.

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Buildings/Grounds/Cafeteria item(s) #1-4. Roll call vote: eight (8) members present voted yes; motion passed.

M. ADVANCED PLANNING

None

N. COMMUNICATION FROM THE PUBLIC

None

O. BOARD INFORMATIONAL ITEMS

P. CLOSED SESSION – PERSONNEL MATTERS AND ATTORNEY/CLIENT PRIVILEGE MATTERS

We are looking for a motion to enter into closed session for the purposes of discussing personnel matters and matters that fall within the attorney/client privilege. The Board may 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 Sean Wasacz to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

A motion was made by Kevin Leonard and seconded by Sean Wasacz to exit closed session. Roll call vote: eight (8) members present voted yes; motion passed.

TIME IN: 7:45pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:45pm

ADDITIONAL PERSONNEL MOTION

26. To approve the termination of "Employee A," Employee #5716, as discussed in closed session, for just cause, effective immediately.

A motion was made by Kevin Leonard and seconded by Michael Hemenway to approve Personnel item(s) #26. Roll call vote: eight (8) members present voted yes; motion passed.

ADJOURNMENT

A motion was made by Kevin Leonard and seconded by Sharon Bialecki to adjourn the meeting at 8:46pm. Roll call vote: eight (8) 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/7-24-2014