

BUSINESS MEETING

March 16, 2020

The Business Meeting of the Stafford Township Board of Education was held on March 16, 2020 at 7:33pm at the Oxycocus Elementary School.

CALL TO ORDER

The Stafford Township 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. Notice has been posted in the office of the Stafford Township Clerk, all school buildings and on the district website. A mechanical device is being used to video record this meeting.

ROLL CALL

Patricia Formica	Member
Deborah Lyons	Member
Brett Novick	Member
Kathleen Pierson	Member
Gerald Simonelli	Member
Tammy Wagner	Member
Mark Zoladz	Member
Joseph Mangino	Vice President
Walter Jauch	President

ALSO PRESENT

George J. Chidiac	Superintendent
Lourdes LaGuardia	Business Administrator/Board of Education Secretary
Ari Schneider, Esq. via Teleconference	Board Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

- Mr. Chidiac presented the Emergency Coronavirus Plan.
- Mrs. Bush presented the 2018/2019 NJSLA Science Grade 5 Assessment Data. Mrs. Bush also reported that the date of testing for 2020 is April 21st and we will need test prep and 1:1 Chromebooks as per federal requirements.

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

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. February 20, 2020 Board Retreat – No Absences
2. February 20, 2020 Closed Session #1 – No Absences
3. February 20, 2020 Business Meeting – No Absences
4. February 20, 2020 Closed Session #2 – No Absences

A motion was made by Brett Novick and seconded by Patricia Formica to approve Approval of Minutes of Previous Meeting(s) #1-4. Roll call vote: nine (9) members present voted yes; motion passed.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

F. CORRESPONDENCE TO AND FROM THE BOARD

Board President read letter from an employee and resident of Cedar Run.

G. BOARD BUSINESS

1. There were no incidents of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Intermediate #2.
3. BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes the School Business Administrator to issue a Request for Proposal and/or Request for Bid for the following services for the 2020-2021 school year: School Physician, Speech Services, OT/PT Services, Trash Removal Services.
4. To accept the resignation of Dr. Mark Ditmar, effective June 22, 2020. Whereas, Dr. Ditmar has served the district for ten years at no cost. Therefore, we sincerely thank Dr. Ditmar for his services to the Stafford School District children, he will be missed.

A motion was made by Brett Novick and seconded by Joseph Mangino to approve Board Business item(s) #1-4. Roll call vote: nine (9) members present voted yes; motion passed.

NEW BUSINESS

H. FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole 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 2017-2022 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 March 16, 2020 totaling \$1,998,842.42.
 - a. Fund 10 - \$845,862.54
 - b. Fund 20 - \$70,816.26
 - c. Fund 30 - \$0
 - d. Fund 40 - \$1,012,396.25
 - e. Fund 60 - \$65,837.86
 - f. Fund 61 - \$3,929.51
2. To approve for payment of payroll listed on the Payroll Resolution
 - a. dated February 15, 2020 totaling \$1,226,236.10
 - b. dated February 15, 2020 totaling \$1,229,703.47
3. To accept the Treasurer's Report for the month of February 2020.
4. To accept the Secretary's Report for the month of February 2020.
5. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Lourdes LaGuardia, Board of Education Secretary, certify that as of February 2020 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 2020 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.

6. To approve the attached line item transfers.

7. To approve the following Budget Resolution:

ADOPTION OF THE TENTATIVE BUDGET
2020-2021

**Adjustment
Banked Cap**

RESOLVED that the Stafford 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 \$424,201 for the purpose of program continuity and anticipated transportation costs.

**Adjustment
Medicaid SEMI Alternate Revenue Projection**

RESOLVED that the Stafford Township Board of Education includes in the proposed budget the alternate revenue projection for Medicaid Semi in the amount of \$77,992 for the 2020-2021 school year.

**Adjustment
Capital Reserve Withdrawal**

RESOLVED that the Stafford Township Board of Education includes in the proposed budget a withdrawal from the General Fund Reserve Account for Other Capital Projects for the purpose of maintenance garage renovations in the amount of \$1.5M. The unused funds shall revert back to Capital Reserve.

**Adjustment
Maintenance Reserve Withdrawal**

RESOLVED that the Stafford Township Board of Education includes in the proposed budget a withdrawal from the General Fund Maintenance Reserve Account for the purpose of building maintenance appropriations in the amount of \$129,978.

**Travel and Related Expense Reimbursement
2020-2021**

WHEREAS, the Stafford Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$50,000 for all staff and board members.

**Adoption of Tentative Budget
2020-2021**

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 school year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
Total Proposed Budget	41,292,764	1,924,984	1,148,530	44,366,278
Tax Levy	<u>29,735,218</u>	<u>0</u>	<u>758,028</u>	<u>30,493,246</u>

And to advertise said tentative budget in the Atlantic City Press in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Stafford Township Arts Center (STAC), 1000 McKinley Avenue, Manahawkin, New Jersey on April 30, 2020 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2020-2021 school year.

8. To approve student #22457 to receive home instruction, up to five hours per week from February 2, 2020 to May 2, 2020 at a rate of \$51.44/hour.
9. To approve Educational Specialized Associates, LLC as a related service provider, in the area of Bilingual Assessments, to the Child Study Team for the 2019-2020 school year beginning March 1, 2020 as per the attached fee schedule.

10. To modify the recommendation below that was approved at the February 20, 2020 Business Meeting to state “for the same administrative employees that have current coverage under UNUM, except for the STAA group”.

To approve the recommendation of the school business administrator to designate New York Life as a group long term disability benefit provider for Stafford Township Board of Education, effective March 1, 2020. The long term group disability insurance benefit will be employer paid for the same administrative employees that have current coverage under UNUM.

A motion was made by Tammy Wagner and seconded by Deborah Lyons to approve Finance/Insurance/Transportation item(s) #1-10. Roll call vote item #1: nine (9) members present voted yes; motion passed. Roll call vote item #2: seven (7) members present voted yes; motion passed. Joseph Mangino and Gerald Simonelli abstained on item #2. Roll call vote items #3-10: nine (9) members present voted yes; motion passed.

I. BUILDINGS/GROUNDS/CAFETERIA

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 2017-2022 board/district goals.

No Action Items

J. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole 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 2017-2022 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 Student Learning 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 the attached Resolution to pursue the Sustainable Jersey for School Certification and to designate Sean Reilly as the formal liaison to the Sustainable Jersey for Schools Program beginning April 2020.

A motion was made by Tammy Wagner and seconded by Joseph Mangino to approve Curriculum/Instruction/Technology item(s) #1-2. 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 Wagner

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/Policy 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 2017-2022 board/district goals.

1. To approve the attached list of substitutes for the 2019-2020 school year.
2. To approve the following resignations:
 - a. Susanne Bass, Transportation Dispatcher, effective March 7, 2020
 - b. Linda McNulty, Custodian, effective February 19, 2020
3. To approve the following retirements:
 - a. Catherine Grant, Teacher, effective July 1, 2020
 - b. Linda Evans, Teacher Aide, effective July 1, 2020
 - c. Margaret Coppola, Teacher, effective July 1, 2020
4. To approve the following unpaid leaves of absence:
 - a. Laurie Tobia, Teacher Aide, unpaid leave beginning February 12, 2020 and returning February 18, 2020
 - b. Victoria Clapper, Teacher Aide, unpaid leave beginning February 18, 2020 and returning February 20, 2020
 - c. Lauren Fluta, Teacher, intermittent unpaid family leave beginning February 18, 2020 and returning July 1, 2020
5. To approve to rescind George J. Chidiac, Superintendent of Schools, to attend Monmouth University's doctoral program in educational leadership as per contract. This will be a savings to the district of approximately \$55,000.

6. To approve Alli Voight as Elementary School Teacher, LLD Class, Ocean Acres Elementary School, beginning June 1, 2020 and ending June 30, 2020, Step 4, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.
7. To approve Kristina Rutherford as Long Term Substitute Floater Nurse, Intermediate School, beginning April 1, 2020 and ending June 30, 2020, Step 6, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

Employee appointments are provisional pending satisfactory completion of the Criminal History Background Check, Pre-employment P.L. 2018,C.5 Disclosure and Physical Exam Requirements required by the State of New Jersey.

A motion was made by Patricia Formica and seconded by Brett Novick to approve Personnel item(s) #1-7. Roll call vote items #1-4: nine (9) members present voted yes; motion passed. Roll call vote item #5: seven (7) members present voted yes; motion passed. Joseph Mangino and Gerald Simonelli abstained on item #5. Roll call vote items #6-7: nine (9) members present voted yes; motion passed.

L. POLICY/LEGISLATIVE

The Committee of the Whole 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 2017-2022 board/district goals.

1. To approve the **first and only reading** of the following **new** policies and regulation:
 - 3421.13 Postnatal Accommodations
 - 4421.13 Postnatal Accommodations
 - R1581 Domestic Violence (M)
2. To approve the **first and only reading** of the following **revised** policies:
 - 0152 Board Officers
 - 1581 Domestic Violence (M)
 - 2422 Health and Physical Education (M)
 - 5330 Administration of Medication (M)
 - 7243 Supervision of Construction (M)
 - 8210 School Year
 - 8220 School Day (M)
 - 8462 Reporting Potentially Missing or Abused Children (M)
3. To approve the **first and only reading** of the following **revised** regulations:
 - R5330 Administration of Medication (M)

- R7510.1 Use of STAC Facilities
- R8220 School Closings

A motion was made by Brett Novick and seconded by Tammy Wagner to approve Policy/Legislative item(s) #1-3. Roll call vote items #1-3: eight (8) members present voted yes; motion passed. Deborah Lyons abstained on items #1-3.

M. ADVANCED PLANNING

None

N. PUBLIC COMMENT

None

O. BOARD INFORMATIONAL ITEMS

P. CLOSED SESSION – PERSONNEL MATTERS

Whereas Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting under certain circumstances; and

Whereas, this public body is of the opinion that such circumstances presently exist;

Now, therefore, be it resolved by the Stafford Township Board of Education, County of Ocean, State of New Jersey, as follows:

The public shall be excluded from discussion of and action of the hereinafter specified subject matters.

The general nature of the subject matter to be discussed is as follows:

Personnel Matters

It is anticipated at this time that the above-stated subject matters shall be made public at such time as the reasons for non-disclosure no longer exists.

A motion was made by Tammy Wagner and seconded by Brett Novick to move on the above Resolution. Voice vote: All members present voted yes (9-0); motion passed.

A motion was made by Joseph Mangino and seconded by Brett Novick to exit closed session. Voice vote: All members present voted yes (9-0); motion passed.

TIME IN: 7:52pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:19pm

ADJOURNMENT

A motion was made by Patricia Formica and seconded by Tammy Wagner to adjourn the meeting at 8:20pm. Voice vote: All members present 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 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).

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/3-17-2020