

## **BUSINESS MEETING**

March 8, 2021

The Business Meeting of the Stafford Township Board of Education was held on March 8, 2021 at 7:38pm at the Stafford Township Arts Center (STAC) and was open to 150 people only to not exceed the governor's indoor gathering Executive Order 183. It was also live streamed for the public over the web as a consequence of the state of emergency and health officials' recommendations regarding public gatherings.

## **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**

|                   |                 |
|-------------------|-----------------|
| Kevin Cooney      | Member          |
| Patricia Formica  | Member          |
| Christopher Fritz | Member          |
| Deborah Lyons     | Member          |
| Brett Novick      | Member          |
| Erin Sharkey      | Member (Absent) |
| Mark Zoladz       | Member          |
| Joseph Mangino    | Vice President  |
| Tammy Wagner      | President       |

## **ALSO PRESENT**

|                         |   |
|-------------------------|---|
| George J. Chidiac       | Superintendent                                      |
| Lourdes LaGuardia       | Business Administrator/Board of Education Secretary |
| Martin J. Buckley, Esq. | Board of Education Attorney                         |

## **FLAG SALUTE**

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

- Integrity Health Model Presentation – Mr. Doug Forrester

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

- There was a moment of silence observed for two staff members who recently passed ~ Sharon Serviss and Tim Rogers
- Celebrated 100 days of school in all school buildings
- Mr. Chidiac gave an update on the COVID educational choices – 62% in-person, 18% hybrid and 20% remote.
- The 2021-2022 school year plans are underway

**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 8, 2021 Board Retreat – No absences
2. February 8, 2021 Business Meeting – No absences
3. February 8, 2021 Closed Session – No absences

A motion was made by Brett Novick and seconded by Joseph Mangino to approve Approval of Minutes of Previous Meeting(s) #1-3. Roll call vote: eight (8) members present voted yes; motion passed.

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

None

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

- A thank you note from teachers at Ocean Acres.

**G. BOARD BUSINESS**

1. There were no incidents of harassment, intimidation, and bullying.
2. To approve out of district student, ID #20893, to remain in the Stafford Township School District for the remainder of the 2020-2021 school year.
3. To approve the attached Resolution “A Resolution Requesting Governor Murphy to Include Public School District Personnel in the Official Expert Vaccine Allotment Panel’s Definition of Frontline Workers”.
4. Be it resolved that the Stafford Board of Education hereby approves Integrity Health LLC of Red Bank, NJ, a Health Benefits Management company, to audit the District's medical insurance claims for the purposes of determining whether it is financially advantageous for the District to migrate to a self-funded healthcare plan with a primary care health center. Integrity Health LLC agrees to bear all costs and expenses associated with the audit. As such, there is no cost to the District for this service. This audit in no way binds the District from receiving any future services from Integrity Health Benefits.

A motion was made by Patricia Formica and seconded by Deborah Lyons to approve Board Business item(s) #1-4. Roll call vote: eight (8) 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 2020-2021 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 8, 2021 totaling \$2,280,743.06.
  - a. Fund 10 - \$1,614,586.13
  - b. Fund 20 - \$112,919.76
  - c. Fund 30 - \$2,030
  - d. Fund 40 - \$470,090
  - e. Fund 60 - \$77,388.64
  - f. Fund 61 - \$3,728.53

\*Note - \$1,794,093.43 of the amounts listed were made as EFT payments.

2. To approve for payment of payroll listed on the Payroll Resolution
  - a. Dated February 15, 2021 totaling \$1,204,549.23
  - b. Dated February 28, 2021 totaling \$1,219,275.80
3. To accept the Treasurer's Report for the month of January 2021.
4. To accept the Secretary's Report for the month of January 2021.
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 January 2021 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 January 2021 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  
2021-2022

**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 \$70,357 for the 2021-2022 school year.

**Adjustment  
Emergency 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 Projects for the purpose of district security funding in the amount of \$40,000. The unused funds shall revert back to 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 \$100,000.

**Travel and Related Expense Reimbursement  
2021-2022**

**BUSINESS MEETING**

March 8, 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

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  
2021-2022**

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 school year using the 2021-2022 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:

|                              | <b><u>GENERAL<br/>FUND</u></b> | <b><u>SPECIAL<br/>REVENUES</u></b> | <b><u>DEBT<br/>SERVICE</u></b> | <b><u>TOTAL</u></b> |
|------------------------------|--------------------------------|------------------------------------|--------------------------------|---------------------|
| <b>Total Proposed Budget</b> | 41,215,029                     | 2,051,049                          | 673,850                        | 43,939,928          |
| <b>Tax Levy</b>              | 30,329,922                     | 0                                  | 444,741                        | 30,744,663          |

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 29, 2021 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2021-2022 school year.

- To approve the attached updated Cafeteria Plan Documents through our third party administrator, AmeriFlex Services, effective January 1, 2015. This plan is designed to allow an Eligible Employee to pay for his or her share of Contributions on a pre-tax salary reduction basis under the Premium Component, to an account for reimbursement of certain Medical Care Expenses (Health FSA

Account) and to an account for reimbursement of certain Dependent Care Expenses (DCAP Account). Cost may be borne by the employee.

9. To approve to submit the 2021-2022 preschool plan and further to continue with the tuition based preschool and ELLI/ECPA funding in an estimated amount of \$224,400 for the 2021-2022 school year.

10. To approve the attached list of donations.

11. BE IT RESOLVED BY STAFFORD TOWNSHIP BOARD OF EDUCATION that the Board, upon recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the STAFFORD TOWNSHIP BOARD OF EDUCATION pursuant to P.L.2011.c.139; N.J.S.A. 18A:18A-et.seq. and N.J.A.C. 5:34-7.29(c) and per Local Finance Notice No. LFN 2011- 35, may by resolution and without advertising for bids, purchase any goods under the PEPPM National Contract Program for any national and/or regional cooperative entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the STAFFORD TOWNSHIP BOARD OF EDUCATION may enter into contracts with the referenced PEPPM National Contract Program Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current PEPPM National Contract Program;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the STAFFORD TOWNSHIP BOARD OF EDUCATION does hereby authorize the district purchasing agent to become a member of the PEPPM consortium, at no cost to the Board.

12. To approve the attached Maintenance Agreement from New Jersey Business Systems through Let's Think Wireless LLC of Robbinsville, NJ for wireless base support, preventative maintenance and warranty renewal from July 15, 2021 to July 14, 2022. The total cost of this agreement is \$12,145.00. New Jersey Business Systems is part of E-Rate.

13. BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator along with Flett Exchange, LLC to sell approximately 619 Solar Renewable Energy Certificates (SRECs) at approximately \$227 each.

14. To approve the attached Change Order Reduction from Command Company, Inc. in the amount of \$4,184.30 for the unused project allowance, resulting in an overall project cost under contract of (\$1,984.30). This creates a final contract value of \$111,812.50. This was for the Ocean Acres Playground

Drainage Improvement Project. (Referendum Project)

A motion was made by Brett Novick and seconded by Joseph Mangino to approve Finance/Insurance/Transportation item(s) #1-14. Roll call vote item #1: eight (8) members present voted yes; motion passed. Roll call vote item #2: seven (7) members present voted yes; motion passed. Joseph Mangino abstained on item #2. Roll call vote items #3-14: eight (8) 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 2020-2021 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 2020-2021 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.

A motion was made by Brett Novick and seconded by Deborah Lyons to approve Curriculum/Instruction/Technology item(s) #1. Roll call vote: eight (8) members present voted yes; motion passed.

**K. PERSONNEL**

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Deborah Lyons

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 2020-2021 board/district goals.

1. To approve the attached list of substitutes for the 2020-2021 school year.
2. To approve the transfer and/or change of assignment for the attached list of personnel for the 2020-2021 school year.
3. To approve the following leaves:
  - a. Employee ID #4001, unpaid leave of absence, beginning January 19, 2021 and returning January 25, 2021
4. To approve Alexis Andriani, Teacher, to receive CCC's stipend as per the STEA contract, beginning September 1, 2021.
5. To approve the substitute bus driver hourly rate to \$25.00 per hour, effective March 9, 2021.

***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 Brett Novick and seconded by Deborah Lyons to approve Personnel item(s) #1-5. Roll call vote: eight (8) 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 2020-2021 board/district goals.

1. To approve the **first reading** of the following **new** policies and regulations:
  - 1643 Family Leave (M)
  - 2415.20 Every Student Succeeds Act Complaints (M)
  - 7425 Lead Testing of Water in Schools (M)

- R2415.20 Every Student Succeeds Act Complaints (M)
- R7425 Lead Testing of Water in Schools (M)

2. To approve the **first reading** of the following **revised** policies and regulations:

- 0145 Board Member Resignation and Removal (M)
- 2415 Every Student Succeeds Act (M)
- 2415.02 Title I – Fiscal Responsibilities (M)
- 2415.05 Student Surveys, Analysis, and/or Evaluations (M)
- 4125 Employment of Support Staff Members (M)
- 5330.01 Administration of Medical Cannabis (M)
- 6360 Political Contributions (M)
- 8330 Student Records (M)
- 9713 Recruitment by Special Interest Groups (M)
- R 1642 Earned Sick Leave Law (M)
- R 5330.01 Administration of Medical Cannabis (M)

3. To approve to **rescind** the following policies:

- 2415.01 Academic Standards, Academic Assessments and Accountability (M)
- 2415.03 Highly Qualified Teachers (M)
- 3431.1 Family Leave (M)
- 3431.2 New Jersey Family Leave Insurance Program
- 4431.1 Family Leave (M)
- 4431.2 New Jersey Family Leave Insurance Program
- 7430 School Safety (M)
- R7430 School Safety (M)

A motion was made by Brett Novick and seconded by Joseph Mangino to approve Policy/Legislative item(s) #1-3. Roll call vote: eight (8) members present voted yes; motion passed

### **M. ADVANCED PLANNING**

None

### **N. PUBLIC COMMENT**

- The STEA President read a public statement regarding social media posts and addressed the Board of Education as a unit. The President said that the STEA has 400 employees and a recent post from a board member and the public bashing has taken a toll. She also mentioned that they have recently lost four of their members and are devastated. Mr. Novick responded with a staff testament to their service. Mrs. Wagner apologized to her and her staff on behalf of the entire board for the post.
- A board member inquired as to when Negotiations would begin. Mr. Chidiac responded that the board negotiations committee was meeting this evening and that the first full negotiations meeting is set for March 25<sup>th</sup>.

**O. BOARD INFORMATIONAL ITEMS**

**P. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Kevin Cooney and seconded by Christopher Fritz to adjourn the meeting at 8:33pm. Voice vote: All members present voted yes (8-0); 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).

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Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/km/3-9-2021