

BUSINESS MEETING

May 12, 2015

The Business Meeting of the Stafford Township Board of Education was held on May 12, 2015 at the Stafford Township Arts Center (STAC).

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 (Absent)
Richard Czajkowski	Member (Absent)
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

A. RECOGNITION/PRESENTATIONS

1. Students:
 - First Place of our 5th Grade Students that participated in the Academic Bowl Contest that took place in Jackson
 - Students selected for the 23rd Annual Elementary Honors Band Festival
 - Unsung Hero Award – OCASA and Ocean County Prosecutor's Office
2. To recognize Danielle Ratajczak for passing the National Board Certification.
3. Teachers of the Year:
 - Mrs. Nadine Burgess – Stafford Intermediate School
 - Mrs. Linda Nealon – Educational Services Professional
 - Mrs. Hope Scherlin – McKinley Avenue Elementary School
 - Mrs. Amanda Metzger – Ocean Acres Elementary School
 - Ms. Stacey Suydam – Ronald L. Meinders Primary Learning Center

- Ms. Jocelyn Harth – Oxycocus Elementary School

4. Retirees:

Administration:

Debbie Adesso

Intermediate School:

Donna Loblein

McKinley Avenue Elementary School:

Cynthia Albaugh

Jaclyn Denman

Jean Roberts

Ocean Acres Elementary School:

Janet Estelow

Lisa LaRusso

Elizabeth Schenck

Clare Shaltis

Ronal L. Meinders Primary Learning Center:

Shelley Brown-Griffin

Cynthia Ulics

Business Office/Transportation:

Carol DeMaio

Nancy Hofmann

Wayne Morris

5. PTO Recognition

B. SUPERINTENDENT’S EDUCATIONAL REPORT - Attachment

C. CLOSED SESSION – STUDENT MATTERS & PERSONNEL MATTER

We are looking for a motion to enter into closed session for the purpose of discussing student matters, specifically HIB reports and a personal matter involving an increment withholding.

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 Beth Sicoli to move on the above Resolution. Roll call vote: seven (7) members present voted yes; motion passed.

A motion was made by Tammy Nicolini and seconded by Michael Hemenway to exit closed session and resume regular meeting. Roll call vote: seven (7) members present voted yes; motion passed.

TIME IN: 8:42pm

TIME AT CONCLUSION OF CLOSED SESSION: 9:33pm

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. April 30, 2015 | Public Budget Hearing – No absences |
| 2. April 30, 2015 | Business Meeting – No absences |
| 3. April 30, 2015 | Closed Session – No absences |

A motion was made by Beth Sicoli and seconded by Kevin Leonard to approve Approval of Minutes of Previous Meeting(s) item(s) #1-3. Roll call vote: seven (7) members present voted yes; motion passed.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

F. CORRESPONDENCE TO AND FROM THE BOARD

None

G. BOARD BUSINESS

1. There was one incident of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Intermediate #4.
3. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Intermediate #5.
4. To approve a goods and services contract to Deans Graphics of Mount Holly, NJ for Printing Needs Services in the amount of \$24,670 for the 2015-2016 school year. One bid received. Bid awarded to lowest bidder. (Year 1 of 2).
5. BE IT RESOLVED by the Stafford Township Board of Education to approve the dedication of the Library at the Ocean Acres Elementary School to our Veterans. The official announcement will take place at the Memorial Day Celebration. The Library will be renamed the Ocean Acres Elementary School Veterans Library. (The official dedication will take place on Veterans Day, November 11, 2015.)

6. BE IT RESOLVED, the Stafford Township Board of Education will recognize all past and future retirees with a nameplate that will be displayed in our Stafford Room. (This will be complete by September 2015)

A motion was made by Kevin Leonard and seconded by Beth Sicoli to approve Board Business item(s) #1-6. Roll call vote: seven (7) 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 May 12, 2015 totaling \$2,978,418.14.
2. To accept the Treasurer’s Report for the month of March 2015 with a cash balance of \$6,464,252.60.
3. To accept the Secretary’s Report for the month of March 2015 with a cash balance of \$6,464,252.60.
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 March 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 --- 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 2014-2015 school year.
6. To approve the attached list of donations.

A motion was made by Michael Hemenway and seconded by Beth Sicoli to approve Finance/Insurance/Transportation item(s) #1-6. Roll call vote: seven (7) members present voted yes; motion passed.

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.

No Action Items

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 the sixth grade Gifted & Talented students to attend Energy Education Day at Oyster Creek Generating Station, Forked River, NJ on June 1, 2015.

A motion was made by Beth Sicoli and seconded by Kevin Leonard to approve Curriculum/Instruction/Technology item(s) #1-2. Roll call vote: seven (7) 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.
2. To approve the attached list of students for fieldwork beginning April 2015 and ending May 2015.
3. To approve a request for unpaid family leave for Katherine Reilly, teacher, beginning January 4, 2016 and returning April 4, 2016.
4. To approve the attached job description A-42 – Confidential Secretary/ Attendance Officer.
5. To rehire Deborah DeFilippis as the Extended Day Program Supervisor (p.m.), beginning September 2015 and ending June 2016, per negotiated agreement.

6. To rehire the attached list of personnel for 2015-2016 Extended Day Program, beginning September 2015 and ending June 2016.
7. To rehire the attached list of personnel for the 2015 Extended Day/Summer Camp beginning June 29, 2015 and ending August 14, 2015.
8. To approve the transfer of assignment for Carmel LaRosa, confidential secretary, McKinley Avenue Elementary School to Confidential Secretary/Attendance Officer, Administration Building.
9. To approve to withhold the increment for Employee A on the attached list for the 2015-2016 school year.

A motion was made by Tammy Nicolini and seconded by Michael Hemenway to approve Personnel item(s) #1-9. Roll call vote: seven (7) members present voted yes; motion passed.

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 first and only reading of the attached handbooks/manuals:
 - Non-Affiliated Employee Handbook
 - Staff Training Manual
 - Substitute Teacher Handbook
 - Substitute Instructional Support Staff Handbook
 - Substitute Training Manual
2. To approve the first reading of the following revised policies and regulations:
 - Policy 0134 Board Self Evaluation
 - Policy 0152 Board Officers
 - Policy 3212 Attendance
 - Policy 4212 Attendance (formerly 4211)
 - Policy 3218 Substance Abuse – M
 - Regulation 3218 Substance Abuse – M
 - Policy 4218 Substance Abuse – M
 - Regulation 4218 Substance Abuse – M
 - Policy 5200 Attendance – M
 - Regulation 5200 Attendance – M

BUSINESS MEETING

May 12, 2015

- Policy 8630 Bus Driver/Bus Aide Responsibility – M
- Regulation 8630 Bus Driver/Bus Aide Responsibility – M

A motion was made by Kevin Leonard and seconded by Tammy Nicolini to approve Policy/Legislative item(s) #1-2. Roll call vote: seven (7) members present voted yes; motion passed.

M. ADVANCED PLANNING

Next Business Meeting scheduled for June 18, 2015.

N. COMMUNICATION FROM THE PUBLIC

None

O. BOARD INFORMATIONAL ITEMS

None

P. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Michael Hemenway and seconded by Tammy Nicolini to adjourn the meeting at 9:37pm. Roll call vote: seven (7) 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/5-14-2015