

BUSINESS MEETING

August 15, 2013

The Business Meeting of the Stafford Township Board of Education was held on August 15, 2013 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

Sharon Bialecki	Member
Wendy Cotter	Member
Michael Hemenway	Member
Carey Lawlor-Kessler	Member
Kevin Leonard	Member
Tammy Nicolini	Member
Sean Wasacz	Member
Beth Sicoli	Vice President
Joseph Sauer	President

ALSO PRESENT

George Chidiac	Superintendent
Steven Terhune	Interim B.S./S.B.A.
Tracey Schneider, Esq.	Board of Education Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

None

B. SUPERINTENDENT'S EDUCATIONAL REPORT

George Chidiac presented the following:

- New mission statement
- Logo
- Motto
- Five points of direction
- Committees
- Parent/guardian info meetings
- Open house
- Development kindergarten

C. CLOSED SESSION

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. July 10, 2013 – Negotiations Meeting – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
2. July 10, 2013 – Closed Session (Negotiations) – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
3. July 11, 2013 – Retreat Meeting – 1 absence (J. Sauer)
4. July 11, 2013 – Closed Session (Retreat) – 1 absence (J. Sauer)
5. July 23, 2013 – Negotiations Meeting – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
6. July 23, 2013 – Closed Session (Negotiations) – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
7. July 24, 2013 – Business Meeting – 3 absences (M. Hemenway, K. Leonard, S. Wasacz)
8. July 24, 2013 – Closed Session – 3 absences (M. Hemenway, K. Leonard, S. Wasacz)

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Approval of Minutes of Previous Meeting(s) #1-8. Roll call vote: nine (9) members present voted yes; motion passed. Michael Hemenway and Sean Wasacz abstained on items #1,2,5,6,7,8. Tammy Nicolini and Beth Sicoli abstained on items #1,2,5,6. Joseph Sauer abstained on items #3,4. Kevin Leonard abstained on items 7,8.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

- A community member questioned Personnel item #9, asking if it was a paid contract.

F. CORRESPONDENCE TO AND FROM THE BOARD

None

G. BOARD BUSINESS

1. To approve a shared services agreement with Long Beach Island School District to provide food services for the 2013 – 2014 school year, subject to attorney review.
2. To approve the following resolution: BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator to issue a Request for Proposal (RFP) for Landscaping and Grounds Maintenance.

3. To approve the following resolution: BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator to issue a Request for Proposal (RFP) for Promoter/Booking Agent Services for the Stafford Township Arts Center (STAC).
4. To approve the following resolution: BE IT HEREBY RESOLVED that the Stafford Township Board of Education authorizes Spiezle Architectural Group (architect) to prepare up to 14 ROD Grant applications at a cost of \$500 per application. Applications are due no later than September 4, 2013 to the Department of Education.
5. To approve "A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials" dated August 1, 2013.
6. To approve the following students as new School Choice students for the 2013 – 2014 school year:
 - a. Student #20144, Grade 3 (Bayville)
 - b. Student #19598, Kindergarten (Eagleswood)
 - c. Student # 19972, Kindergarten (Eagleswood)
 - d. Student # 19722, Kindergarten (Barnegat)
 - e. Student # 19789, Grade 1 (Barnegat)
 - f. Student # 19513, Grade 1 (Little Egg Harbor)
7. To approve the new logo for the Stafford Township School District.

A motion was made by Kevin Leonard and seconded by Carey Lawlor-Kessler to approve Board Business item(s) #1-7. 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 – Kevin Leonard

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 2013-2014 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 August 15, 2013 totaling \$1,698,683.64.

2. To accept the Treasurer's Report for the month of June 2013 with a cash balance of \$2,917,036.14.
3. To accept the Secretary's Report for the month of June 2013 with a cash balance of \$2,917,036.14.
4. Certification of Overexpenditures:
Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Steven Terhune, Interim Board Secretary, certify that as of June 2013 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 June 2013, 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.
6. To approve Preferred Home Health Care & Nursing Services, Inc. to provide one-to-one nursing services daily for Student I.D. #17395 beginning September 4, 2013 and ending June 30, 2014 at a cost of \$47.00 per hour for an RN and \$42.00 per hour for an LPN.
7. To approve the attached list of in-district students for the 2013 – 2014 school year.
8. To approve the agreement to provide Nonpublic Nursing Services between the Stafford Township School District and Middlesex Regional Educational Services Commission for the 2013 – 2014 school year.
9. To approve the agreement for Evaluation and Determination of Eligibility Services between the Stafford Township School District and Middlesex Regional Educational Services Commission for the 2013 – 2014 school year.
10. To approve the agreement to provide Nonpublic Services under IDEA between the Stafford Township School District and Middlesex Regional Educational Services Commission for the 2013 – 2014 school year.

11. To approve to accept SY 2013 – 2014 Nonpublic Textbook Aide in the amount of \$14,809 (ASRCS \$13,109 – LCA \$1,700) and Technology Aide in the amount of \$5,400 (ASRCS \$4,780 – LCA \$620) from the State.
12. To approve the bus routes for the 2013 – 2014 school year.
13. To approve MetLife Financial Freedom Select from New York, New York as a tax shelter annuity company, subject to review, approval and compliance with the district's 403b plan administered by Penseve Plan Service as the third party administrator. MetLife will be represented by New England Financial beginning September 1, 2013 and ending December 31, 2013.
14. To accept grant money in the amount of \$6,515 from the Artists in Education Residency Grant Program.
15. To approve Newborn Nurses to provide one-to-one nursing services daily for Student I.D. #19907 beginning September 1, 2013 and ending June 30, 2014 with a rate of \$60.00 per hour for an RN and \$50.00 per hour for an LPN.
16. To approve Bayada Home Health Care, Inc. to provide one-to-one nursing services daily for Student I.D. #19907 beginning September 1, 2013 and ending June 30, 2014 at a rate of \$53.00 per hour for an RN and \$43.00 an hour for an LPN.
17. To approve the attached jointure agreement with Pinelands Regional Board of Education for the 2013 – 2014 school year at a total cost of \$22,766.40. (This was originally approved at the June 20, 2013 meeting and rescinded at the July 24, 2013 meeting).
18. To approve the attached list of out-of-district students for the 2013 – 2014 school year.

A motion was made by Kevin Leonard and seconded by Michael Hemenway to approve Finance/Insurance/Transportation item(s) #1-18. Roll call vote: nine (9) 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 2013-2014 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 "Request for Provide Service Contracts" from the Commission for the Blind and Visually Impaired for the following students for the 2013 – 2014 school year:
 - a. Student ID #16466 - \$1,750 per school year
 - b. Student ID #17395 - \$1,750 per school year
3. To approve the attached list for the School Improvement Panel beginning September 2013 and ending in June 2014.
4. To approve the attached list for the School Safety Teams (anti-bullying) beginning September 2013 and ending in June 2014.
5. To approve the attached list for the Common Core Implementation Team beginning September 2013 and ending in June 2014.

A motion was made by Beth Sicoli and seconded by Wendy Cotter to approve Curriculum/Instruction/Technology item(s) #1-5. Roll call vote: nine (9) members present voted yes; motion passed. Wendy Cotter and Carey Lawler-Kessler abstained on item #5.

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 2013-2014 board/district goals.

1. To approve the attached list of substitutes for the 2013 – 2014 school year.

2. To approve Jenelle Kreybig to receive a BA+30 Stipend.
3. To approve Margaret Cartagena as Probationary Substitute Part-Time Confidential Secretary, McKinley (Extended Day), beginning September 1, 2013 and ending November 30, 2013. This is a replacement position.
4. To approve the attached specialists as consultants to the Child Study Team beginning July 1, 2013 and ending June 30, 2014.
5. To approve Diana Adanatzian to receive an MA Stipend.
6. To approve the job description revisions for A-19 Community School Manager and A-28 Building Mechanic Foreman.
7. To approve Cheryl Nicoletti as Elementary School Teacher, McKinley Avenue School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
8. To approve Meghan Mikuletzky (Braun) as Elementary School Teacher, McKinley Avenue School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a maternity leave replacement position.
9. To approve Richard Starodub as mentor to George J. Chidiac, Superintendent, for the 2013-2014 school year.
10. To approve the transfer of assignment for the attached list of personnel for the 2013 – 2014 school year.
11. To approve the change of assignment for the attached list of personnel for the 2013 – 2014 school year.
12. To approve Deborah DeFilippis as Intermediate Teacher-in-Charge for the Extra-Curricular Activities for the 2013 – 2014 school year.
13. To approve the job description revisions for A-20 Information Technology Supervisor, B-1 Elementary School Principal/Elementary School Co-Principal, B-2 Director of Curriculum & Instruction, B-14 Director of Personnel, B-15 Director of Pupil Services, B-16 Director of Data & Assessment, B-17 Director of Special Services & Preschool, B-18 Director of Technology, Professional Development and Grants.
14. To approve Jennifer Osborn as Part-Time Teacher Aide, Intermediate School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

15. To approve Megan Smith as Part-Time Teacher Aide, Oxycocus School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
16. To approve Cynthia Stewart as Part-Time Teacher Aide, Oxycocus School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
17. To approve Lori Savoth as Part-Time Teacher Aide, Oxycocus School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
18. To approve Meredith Firmani as Part-Time Teacher Aide, Oxycocus School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
19. To approve Ellen Sill as Part-Time Teacher Aide, Intermediate School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
20. To approve Dawn Budd as Part-Time Teacher Aide, Oxycocus School, beginning September 1, 2013 and ending June 30, 2014, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
21. To approve the attached list of personnel for the Extended Day Program 2013 – 2014.
22. To approved George J. Chidiac as the acting business administrator beginning September 1, 2013 and ending November 1, 2013. There will be no additional compensation for this position.

A motion was made by Sharon Bialecki and seconded by Kevin Leonard to approve Personnel item(s) #1-22. Roll call vote: nine (9) members present voted yes; motion passed.

K. POLICY/LEGISLATIVE

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee – Tammy Nicolini

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 2013-2014 board/district goals.

1. To approve a first and only reading of the following revised policies, regulation, and manual/plan:

Policy 2110 – Philosophy of Education/District Mission Statement
Foodservice Biosecurity Management Plan
Policy 8600 – Transportation
Regulation 8600 – Pupil Transportation
Policy 9130 – Public Complaints and Grievances

2. To approve a first reading of the following new policy, bylaw and regulations:

Bylaw 0000.02 – Introduction
Policy 3232 – Tutoring Services
Regulation 5117 – Interdistrict Public School Choice
Regulation 5300 – Automated External Defibrillator (AEDS)

3. To approve a first reading of the following revised policies, regulations and bylaw:

Regulation 3232 – Tutoring Services
Policy 5117 – Interdistrict Pubic School Choice
Policy 5120 – Assignment of Pupils
Policy 5300 – Automated External Defibrillator (AEDS)
Policy 5533 – Pupil Smoking
Regulation 6421 - Purchasing Manual
Policy 7434 – Smoking in School Buildings and on School Grounds
Policy 7510 – Use of School Facilities
Regulation 7510 – Use of School Facilities
Policy 7510.1 – Use of STAC Facilities
Regulation 7510.1 – Use of STAC Facilities
Policy 8506 – Foodservice Biosecurity Plan

A motion was made by Tammy Nicolini and seconded by Michael Hemenway to approve Policy/Legislative item(s) #1-3. Roll call vote: nine (9) 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 2013-2014 board/district goals.

1. To approve continuance of terms of the service contract to Seminole Construction, LLC of West Creek, NJ for snow removal under the same terms

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and conditions of the present contract with no price increase beginning November 1, 2013 and ending June 30, 2014.

2. To approve the Stafford Community Garden for all ages.
3. To approve Change Order 001 - K&R Site Work, Inc. for additional site work at the end of the corridor at Ocean Acres School to improve drainage and install a drywell to pull water from the area in the amount of \$12,361. *Credits coming in September.*
4. To approve Change Order 002 – K&R Site Work, Inc. for additional work to reinforce deterioration occurring near the loading doors and shed at the Ocean Acres School in the amount of \$71,239.80. *Credits coming in September.*

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Buildings/Grounds/Cafeteria item(s) #1-4. Roll call vote: nine (9) members present voted yes; motion passed.

M. ADVANCED PLANNING

None

N. COMMUNICATION FROM THE PUBLIC

- Community member addressed the idea of splitting the Open House at Intermediate and McKinley into two for parking reasons. *Noted that the staff will park in the back of the school.*
- Local clergyman introduced himself to the BOE and inquired about the possibility of leasing the Pine Street building for a local church.

O. CLOSED SESSION

We are looking for a motion to enter into closed session for the purposes of discussing matters that fall within the attorney client privilege. The Board will not return for further 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 Kevin Leonard and seconded by Carey Lawlor-Kessler to move on the above Resolution. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 7:55pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:34pm

P. BOARD OF EDUCATION INFORMATIONAL ITEMS

None

ADJOURNMENT

A motion was made by Beth Sicoli and seconded by Carey Lawlor-Kessler to adjourn the meeting at 8:35pm. 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).

Steven Terhune
Interim Board Secretary/School Business Administrator

ST/km/8-20-2013