

## **BUSINESS MEETING**

October 17, 2013

The Business Meeting of the Stafford Township Board of Education was held on October 17, 2013 at 7:30pm at the Stafford Township Arts Center.

## **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 J. Chidiac	Superintendent/Acting Business Administrator
Tracey Schneider, Esq.	Board of Education Attorney
Kathleen Martin	Acting Board of Education Secretary

## **FLAG SALUTE**

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

1. Ocean Acres Student
2. To recognize the attached list of START volunteers

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

- Week of Respect – October 14<sup>th</sup>
- Violence and Vandalism Awareness Week – October 21<sup>st</sup>
- District-wide Committee Meetings

### **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. September 25, 2013 – Business Meeting – 2 absences (K. Leonard, S. Wasacz)
2. September 25, 2013 – Closed Session – 2 absences (K. Leonard, S. Wasacz)

A motion was made by Beth Sicoli and seconded by Wendy Cotter to approve Approval of Minutes of Previous Meeting(s) #1-2. Roll call vote: seven (7) members present voted yes; motion passed. Kevin Leonard and Sean Wasacz abstained on items #1-2.

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

None

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

None

**G. BOARD BUSINESS**

1. To approve the School Nursing Plan for the 2013 – 2014 School Year.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – Intermediate #1.
3. To appoint Margaret Hom as Qualified Purchasing Agent (QPA) and Public Agency Compliance Officer (PACO), replacing Enrico Siano beginning November 1, 2013 and ending December 31, 2013.
4. To appoint Margaret Hom to the Affirmative Action Council, replacing Enrico Siano beginning November 1, 2013 and ending December 31, 2013.
5. To approve the attached New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance, to be submitted to the Department of Education.
6. To approve Paul C. Kalac, Esq., of Schwartz Simon Edelstein & Celso, LLC of Whippany, NJ to provide labor negotiator services. The proposal/firm was one of six that were reviewed/interviewed and was selected based on the factors set forth in the RFP.
7. To approve the 2013-2015 Stafford Township Board of Education Goals.
8. To approve the 2013-2014 Stafford Township District Goals.

A motion was made by Carey Lawlor-Kessler and seconded by Kevin Leonard to approve Board Business item(s) #1-8. Roll call vote: nine (9) members present voted yes; motion passed. Tammy Nicolini abstained on item #6. Sean Wasacz voted no on item #2 and abstained on items #7-8. Beth Sicoli voted no on item #6.

**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 October 17, 2013 totaling \$2,084,651.00.
2. To accept the Treasurer’s Report for the month of August 2013 with a cash balance of \$7,059,685.98.
3. To accept the Secretary’s Report for the month of August 2013 with a cash balance of \$7,059,685.98.
4. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Steven Terhune, Interim Board of Education Secretary, certify that as of August 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).

\_\_\_\_\_  
Interim 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 August 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 the recommendation to apply for and accept the HealthierUS School Challenge Award in the amount of \$2,000 for the 2013 – 2014 school year. The HealthierUS School Challenge (HUSSC) is a voluntary certification initiative recognizing those schools enrolled in "Team Nutrition" that have created healthier school environments through promotion of nutrition and physical activity.

Informational Summary:

In 2010, First Lady Michelle Obama introduced "Let's Move!" incorporating HUSSC into her campaign to raise a healthier generation of kids. At that time, monetary incentive awards became available for each HUSSC award level: Bronze, Silver, Gold, and Gold Award of Distinction. Based on Stafford's ADP, we were only eligible to apply for a Bronze award.

To date, HUSSC awards have been given to schools in 49 states and the District of Columbia. As of April 22, 2013, 6,079 schools are certified. Bronze award members receive a plaque, banner and \$500.

7. To approve the attached list of donations.
8. To approve the attached School Bus Emergency Evacuation Drill Report for the Intermediate School, McKinley Avenue Elementary School, Ocean Acres Elementary School, Oxycocus Elementary School, and Primary Learning Center. Bus evacuation took place on September 30, 2013 at each school building. The evacuations took place on school property at the normal location for student drop-off. Each bus driver evacuated his/her bus upon arrival at the school. These reports will be filed with the County Office.
9. To approve Brown & Brown Benefit Advisors of Shrewsbury, NJ to provide employee benefits brokerage services. The proposal was one of three reviewed and was selected based on the factors set forth in the RFQ.

A motion was made by Kevin Leonard and seconded by Michael Hemenway to approve Finance/Insurance/Transportation item(s) #1-9. 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 attached list of field trips for the 2013-2014 school year.
3. To approve the attached agreements with All Saints regional Catholic School and Lighthouse Christian Academy describing how the school district will provide technology equipment and/or services to the nonpublic school using the state aid granted to them.

Informational Summary:

Funds are received from the State based on the number of pupils enrolled in each nonpublic school as of the last day prior to October 16 of the previous school year. The funds are given to the district. The district then meets with the nonpublic school, advises them of the amount they received from the State, and discusses with them how it can be spent.

A motion was made by Beth Sicoli and seconded by Tammy Nicolini to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: nine (9) 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 2013-2014 board/district goals.

1. To approve the attached list of substitutes for the 2013 – 2014 school year.
2. To approve the request for other unpaid leave of absence for Lori Savoth, Teacher Aide, beginning 10/22/2013 and returning 10/31/2013.
3. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Alyssa Wright, Teacher, beginning 3/19/2014 and returning 6/2/2014.
4. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Nadine Burgess, Teacher, beginning 2/24/2014 and returning 5/23/2014.
5. To approve the request for other unpaid leave of absence for Sharon Melladew, Cafeteria/Playground Aide, beginning 9/13/2013 and returning 9/24/2013.
6. To approve the request for unpaid Family Leave (NJFLA and/or FMLA) for Janet Conforti-Colombo, Teacher, beginning 9/16/2013 and returning 12/13/2013.
7. To approve Kelsey Goddard, Teacher, to receive an MA Stipend, beginning September 1, 2014.
8. To approve the change of assignment for the attached list of personnel for the 2013-2014 school year.
9. To approve the transfer of assignment for the attached list of personnel for the 2013-2014 school year.
10. To approve attached list of substitute rate increases beginning November 1, 2013.
11. To approve the following teachers to provide homebound/home assistance for the 2013-2014 school year, as per negotiated agreement: Debra Bradley, Giacinto D'Agostino, Pamela Hawes, Danielle Levi and Amanda Metzger.
12. To approve the attached list of students to participate in student teaching fieldwork in the Stafford Township School District for the 2013-2014 school year.
13. To approve Dana Capelli as Elementary School Teacher, Intermediate School, maternity leave replacement position, beginning November 18, 2013 and ending May 15, 2014, Step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement.
14. To reject the sabbatical leave application of MK for lack of sufficiently detailed information, in accordance with Article XXIV of the contract between the STEA and the STBOE.

A motion was made by Sharon Bialecki and seconded by Tammy Nicolini to approve Personnel item(s) #1-14. Roll call vote: nine (9) members present voted yes; motion passed. Kevin Leonard abstained on items #1,10. Sean Wasacz voted no on item #14. Joseph Sauer abstained on items #1,10.

**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 new policy:

Policy 9724 – Community School

2. To approve a first and only reading of the following revised policies:

Policy 2710 – Tuition Preschool Program

Policy 2720 – Extended Day Program

3. To approve a first reading of the following new policies:

Policy 3144.3 – Suspension Upon Certification of Tenure Charge

Policy 3144.12 – Certification of Tenure Charges - Inefficiency

Policy 3372 – Teaching Staff Member Tenure Acquisition

Policy 3373 – Tenure Upon Transfer or Promotion

4. To approve a first reading of the following revised policies and regulations:

Policy 2361 – Acceptable Use of Computer Network/Computers and Resources

Regulation 2361 - Acceptable Use of Computer Network/Computers and Resources

Policy 2440 – Summer School

Policy 3144 – Certification of Tenure Charges

Policy 3370 – Teaching Staff Member Tenure

Regulation 3221 – Evaluation of Nontenured Teaching Staff Members

Regulation 3222 – Evaluation of Tenured Teaching Staff Members

Regulation 3223.1 – Evaluation of Nontenured Administrators

Regulation 3223.2 – Evaluation of Tenured Administrators

Policy 5512 – Harassment, Intimidation, and Bullying

Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure

Policy 8540 – Free and Reduced Rate Meals

5. To approve the rescission of the following policy:

Policy 2730 – STAC Conservatory

A motion was made by Tammy Nicolini and seconded by Carey Lawlor-Kessler to approve Policy/Legislative item(s) #1-5. 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 the attached 5 Year Comprehensive Preventative Maintenance Plan 2013 – 2018.
2. To approve the attached change order request – Helios (Oxycocus – Drainage & Paving Project) – Rerouting of Sanitary Sewer Pipe, beginning October 2013 at a cost of \$19,380.

A motion was made by Sean Wasacz and seconded by Carey Lawlor-Kessler to approve Buildings/Grounds/Cafeteria item(s) #1-2. Roll call vote: nine (9) members present voted yes; motion passed.

**M. ADVANCED PLANNING**

None

**N. COMMUNICATION FROM THE PUBLIC**

- A community member addressed an article in the Sandpaper regarding the reciting of the national anthem in the school district. George Chidiac, superintendent indicated that the schools did not recite the national anthem but did recite the Pledge of Allegiance and would confirm same.

**O. CLOSED SESSION**

We are looking for a motion to enter into closed session for the purposes of discussing matters of litigation; matters that fall within the attorney-client privilege; a confidential student HIB report; and a personnel matter. The Board may return for formal action.



## **BUSINESS MEETING**

October 17, 2013

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 Sharon Bialecki to move on the above Resolution. Roll call vote: nine (9) members present voted yes; motion passed.

Michael Hemenway left at 8:51pm

TIME IN: 8:09pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:58pm

## **P. BOARD OF EDUCATION INFORMATIONAL ITEMS**

None

## **J. PERSONNEL**

15. To withhold the 2014-2015 salary increment for Employee A – School Nurse for the reasons discussed in closed session. Employee A's base salary for the 2014-2015 school year shall remain at the same level as the 2013-2014 school year.

A motion was made by Kevin Leonard and seconded by Wendy Cotter to approve Personnel item(s) #15. Roll call vote: eight (8) members present voted yes; motion passed.

## **ADJOURNMENT**

A motion was made by Beth Sicoli and seconded by Carey Lawlor-Kessler to adjourn the meeting at 9:06pm. 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).

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Kathleen Martin  
Acting Board Secretary

rev/10-23-2013