BUSINESS MEETING

The Business Meeting of the Stafford Township Board of Education was held on September 22, 2014 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

Richard Czajkowski  Member
Michael Hemenway  Member (Absent)
Kevin Leonard  Member
Deborah Lyons  Member (Absent)
Tammy Nicolini  Member
Beth Sicoli  Member
Sean Wasacz  Member
Sharon Bialecki  Vice President
Wendy Cotter  President

ALSO PRESENT

George J. Chidiac  Superintendent
Margaret Hom  Business Administrator/Board of Education Secretary
Laura M. Benson, Esq.  Board Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

1. To recognize the student for winning the NJEA essay contest. – Carl Krushinski

B. SUPERINTENDENT’S EDUCATIONAL REPORT

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. August 27, 2014 - Business Meeting – No absences
2. August 27, 2014 - Closed Session – No absences

A motion was made by Tammy Nicolini and seconded by Sharon Bialecki to approve Approval of Minutes of Previous Meeting(s) item(s) #1-2. 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 were no incidents of harassment, intimidation, and bullying.

2. To approve the Standing Orders from Dr. Mark Ditmar for the 2014-2015 school year.

A motion was made by Kevin Leonard and seconded by Sean Wasacz to approve Board Business item(s) #1-2. 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 – Michael Hemenway

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 September 22, 2014 totaling $2,297,261.59.

2. To accept the Treasurer’s Report for the month of July 2014 with a cash balance of $5,044,300.91.
3. To accept the Secretary’s Report for the month of July 2014 with a cash balance of $5,044,300.91.

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 July 2014 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 July 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.

7. To approve the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to accept the approve the attached proposal from Acacia Financial Group, Inc., Marlton, NJ to offer continuing disclosure compliance services in connection with the Securities and Exchange Commission’s Municipalities Continuing Disclosure Cooperative Initiative. Compensation based on an hourly rate of $150/hour and not to exceed $1,500 for all services.

8. 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 2014-2015 school year. The
Commission will provide auxiliary and handicapped services to eligible non-public school students.

9. To approve the agreement to provide Nonpublic Services under IDEA between the Stafford Township School District and Middlesex Regional Educational Services Commission for the 2014-2015 school year. The Commission will administer the district’s Nonpublic School IDEA Act-B Initiative funds pursuant to the requirements of the IDEA and grant application on behalf of the Board.

10. To approve the agreement to provide Nonpublic Nursing Services between the Stafford Township School District and Middlesex Regional Educational Services Commission for the 2014-2015 school year. The Commission will provide nursing services to nonpublic school students.

A motion was made by Richard Czajkowski and seconded by Sean Wasacz to approve Finance/Insurance/Transportation item(s) #1-10. Roll call vote: seven (7) 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 2013-2015 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 attached list of field trips for the 2014-2015 school year for the Multiple Disabled and Autistic Classes at the Intermediate School.

3. To approve the following teachers to provide homebound/home assistance instruction during the 2014-2015 school year: Susan Madara and Janeen Wegryn. The teacher will provide homebound instruction to students who, due to an illness, cannot attend school for a period of time, or for those students who have home assistance in their IEP.

4. 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. Funds are received from the State based on the number of pupils enrolled in each nonpublic school as of the last school 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 and advises them of the amount they received from the State and discusses with them how it can be spent. The nonpublic school then sends the district a requisition for the items they wish to purchase and the district completes a purchase order using the funds received from the state. This begins October 1, 2014 and ends June 30, 2015.

A motion was made by Beth Sicoli and seconded by Kevin Leonard to approve Curriculum/Instruction/Technology item(s) #1-4. Roll call vote: seven (7) 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 2013-2015 board/district goals.

1. To approve the attached list of substitutes for the 2014-2015 school year.

2. To approve the transfer of assignment for the attached list of personnel for the 2014-2015 school year.

3. To approve the attached list of personnel as School Safety Teams for the 2014-2015 school year.

4. To approve the attached list of personnel as School Improvement Panels for the 2014-2015 school year.
5. To approve Shannon Mastrogiavanni and Natalie Finley as school event videographers beginning September 2014 and ending June 2015 at the Student Contact Rate, up to thirty (30) hours each.

6. To approve Jessica Gomez as the artist to paint the district logo in the Stafford Room at the No Pupil Contact Rate, up to twenty-five (25) hours.

7. To approve Susan Cassaro, Full Time Teacher Aide, to receive an AA Stipend of $250 per year beginning September 1, 2015.

8. To approve Michelle Horne as Part-time Hourly Teacher Aide, Medical 504, Ronald L. Meinders Primary Learning Center, beginning October 1, 2014 and ending June 30, 2015, step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

9. To approve Lenina Traut as Probationary Substitute Custodian, McKinley Avenue Elementary School, beginning October 1, 2014 and ending December 31, 2014, step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

10. To approve Caitlin Carey as Teacher, Grade 4, McKinley Avenue Elementary School, beginning October 16, 2014 and ending June 30, 2015, step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a maternity replacement position.

11. To approve the request for unpaid Family Leave (NJFLA, FMLA and/or contractual) for Ramona Mulcahey, Teacher, beginning June 23, 2014 and returning June 25, 2014, and beginning October 1, 2014 and returning November 24, 2014.

12. To approve the attached job description revisions:

   B-2 Director of Curriculum & Instruction
   B-18 Director of Technology, Professional Development, Grants & Extended Day

13. To approve the attached list of student to participate in student teaching/fieldwork in the Stafford Township School District beginning September 2014 and ending December 2014.

14. To approve the following resignations:
   a. Melissa Hayre, Teacher Aide, Ronald L. Meinders Primary Learning Center, effective August 28, 2014.
   b. Jill Kaczynski, Teacher Aide, Oxycocus Elementary School, effective August 6, 2014.
A motion was made by Sharon Bialecki and seconded by Kevin Leonard to approve Personnel item(s) #1-14. Roll call vote: seven (7) members present voted yes; motion passed.

K. 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 a first and only reading of the following new agreement:
   
   STAC Performance Agreement

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

   Policy 5514 – Student Walkers and Use of Bicycles
   Regulation 5514 – Student Walkers and Use of Bicycles
   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

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

   Regulation 5612 - Assaults on District Board of Education Members or Employees

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

   Policy 2412 – Home Instruction Due to Health Condition
   Regulation 2412 – Home Instruction Due to Health Condition
   Policy 2417 – Student Intervention and Referral Services
   Regulation 2417 – Student Intervention and Referral Services
   Policy 2481 – Home or Out-of-School Instruction for a General Education Students for Reasons Other Than a Temporary Chronic Health Condition
   Regulation 2481 - Home or Out-of-School Instruction for a General Education Students for Reasons Other Than a Temporary Chronic Health Condition
   Policy 5610 – Suspension
   Regulation 5610 – Suspension
   Policy 5611 – Removal of Students for Firearms Offenses
   Regulation 5611 – Removal of Students for Firearms Offenses
   Policy 5612 – Assaults on District Board of Education Members or Employees
   Policy 5613 – Removal of Students for Assaults with Weapons Offenses
   Regulation 5613 - Removal of Students for Assaults with Weapons Offenses
   Policy 5620 – Expulsion
A motion was made by Kevin Leonard and seconded by Sharon Bialecki to approve Policy/Legislative item(s) #1-4. Roll call vote: seven (7) 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 2013-2015 board/district goals.

1. To approve the attached Annual Facilities Checklist – Health and Safety Evaluation of School Buildings.

2. To approve the following resolution: BE IT RESOLVED by the Stafford Township Board of Education to accept and approve the attached Change Order #1 from Roof Management to provide material and labor to replace metal flashing and upgrade the watertight integrity of the existing exhause ventilation curb units to be proactive with future leaks. Change order not to exceed $12,500.

   Ocean Acres Elementary School Roof Replacement
   DOE Project #: 5020-065-14-1010
   SDA Project #: 5020-065-14-G2LB
   Grant #: G5-5709

   This was previously approved as up to $17,280 on the August agenda.

A motion was made by Sean Wasacz and seconded by Kevin Leonard to approve Buildings/Grounds/Cafeteria item(s) #1-2. Roll call vote: seven (7) members present voted yes; motion passed.

M. ADVANCED PLANNING

The next Business Meeting is scheduled for Thursday, October 9, 2014 at 7:30pm.

N. COMMUNICATION FROM THE PUBLIC

- A community member questioned a previous issue with a picture brought to the Board’s attention. It was stated that all has been addressed.
- A community member inquired if there was a raise when the superintendent’s contract was renewed last month. It was explained that there was no additional money for the current year. The new contract is for five years and at the end of his contract he will be below the salary cap of $155,000. There
are no merit goals. The previous superintendent left making approximately $180,000.

- Questions arose on the security projects. All buildings were individually addressed by Mr. Chidiac and Mrs. Hom.
- A parent questioned student testing as it relates to PARCC & ASK.
- A parent questioned Code Blue and the results it has on a child with anxiety issues.

O. BOARD INFORMATIONAL ITEMS

None

P. CLOSED SESSION - PERSONNEL MATTERS, STUDENT MATTERS, LITIGATION AND ATTORNEY/CLIENT PRIVILEGE MATTERS

We are looking for a motion to enter into closed session for the purposes of discussing litigation and student matters that fall within the attorney/client privilege. The Board will not return for any formal 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 Tammy Nicolini and seconded by Sharon Bialecki to move on the above Resolution. Roll call vote: seven (7) members present voted yes; motion passed.

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

TIME IN: 8:15pm
TIME AT CONCLUSION OF CLOSED SESSION: 9:10pm

ADJOURNMENT

A motion was made by Sean Wasacz and seconded by Tammy Nicolini to adjourn the meeting at 9:11pm. 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/9-25-2014