

## **BUSINESS MEETING**

July 10, 2023

The Business Meeting of the Stafford Township Board of Education was held on July 10, 2023 at 7:02pm at the Oxycocus Elementary School and was live steamed over the web.

## **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**

Cono Cirone	Member (Absent)
Kevin Cooney	Member
Patricia Formica	Member
Deborah Lyons	Member
Matthew Regulski	Member (Absent)
Christopher Smith	Member
Joseph Washco	Member
Taylor Brennan	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**

~Friendship Field Day Student/Staff Recognition

- Ms. Reo acknowledged Field of Dreams Day, a continued tradition that features sixth grade ambassadors with MD students. Ms. Reo acknowledged the students by teacher.

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

- Mr. Chidiac gave kudos to Mr. Ytreboe as Lead Ocean County Liaison for State Emergency Preparedness.

**C. 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. May 22, 2023 | Special Meeting – 1 Absence (D. Lyons)         |
| 2. May 22, 2023 | Closed Session – 1 Absence (D. Lyons)          |
| 3. June 5, 2023 | Committee of the Whole – 1 Absence (C. Cirone) |
| 4. June 5, 2023 | Business Meeting – 1 Absence (C. Cirone)       |
| 5. June 5, 2023 | Closed Session – 1 Absence (C. Cirone)         |

A motion was made by Mr. Washco and seconded by Ms. Formica to approve Approval of Minutes of Previous Meeting(s) #1-5. Roll call vote items #1-2: six (6) members present voted yes; motion passed. Mrs. Lyons abstained on items #1-2. Roll call vote items #3-5: seven (7) members present voted yes; motion passed.

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

None

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

None

**F. 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 – Ocean Acres #2, McKinley #6, McKinley #7, McKinley #8, McKinley #9, McKinley #10, Intermediate #16, Intermediate #17.

A motion was made by Mrs. Lyons and seconded by Mr. Smith to approve Board Business item(s) #1-2. Roll call vote: seven (7) members present voted yes; motion passed.

**NEW BUSINESS**

**G. 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 2023-2024 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 July 2023 bills list totaling \$1,498,852.71 as attached.  
(G-1)

- Fund 10 - \$926,819.71
- Fund 20 - \$0
- Fund 30 - \$0
- Fund 40 - \$565,375
- Fund 60 - \$7,058
- Fund 61 - \$600

\*Note - \$1,097,758.06 of the amounts listed were made as EFT payments. (G-1a)

\*To approve for payment of June 2023 additional bills list totaling \$1,245,301.07 as attached. (G-1b)

- Fund 10 - \$1,035,934.66
- Fund 20 - \$91,145.79
- Fund 30 - \$439.36
- Fund 40 - \$0
- Fund 60 - \$109,982.50
- Fund 61 - \$7,798.76

\*Note - \$561,122.84 of the amounts listed were made as EFT payments. (G-1c)

To approve for payment of May 2023 bills list totaling \$8,078.55 as attached.  
(G-1d)

- Fund 10 - \$8,078.55
- Fund 20 - \$0
- Fund 30 - \$0
- Fund 40 - \$0
- Fund 60 - \$0
- Fund 61 - \$0

\*Note - \$7,689 of the amounts listed were made as EFT payments. (G-1e)

2. To approve for payment of payroll
  - a. dated June 13, 2023 totaling \$1,406,297.95
  - b. dated June 14, 2023 totaling \$1,070,417.59
  - c. dated June 30, 2023 totaling \$385,908.14
3. To accept the Treasurer’s Report for the month of May 2023.
4. To accept the Secretary’s Report for the month of May 2023.
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 May 2023 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 May 2023 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 line item transfers.
  - a. 2022-2023
  - b. 2023-2024
7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of July 2023 and to execute mid-cycle contracts such as utilities and out-of-district contracts. Specifics of these transactions, if any, will be provided for ratification at the next regular scheduled board meeting.
8. To approve the attached list of donations.

9. To approve the attached proposal from Edvocate School Support Solutions of Toms River, NJ for Consulting Services for RFP Process Management of the District's Food Service Program in the amount of \$8,700, fees are inclusive of all expenses.
10. To approve the attached School Alliance Insurance Fund Resolution for Renewal of Membership, effective July 1, 2023 through July 1, 2024 (Year 1 of 3) as submitted by VanDyk Insurance Agency.
11. To approve the attached SAIF premiums for Property/IM Boiler/Mach./GL Auto/Crime/Security Guard; School Leaders Professional Liability; Workers Comp; Umbrella/XS; Workers Comp Supplemental and Bonds at a cost of \$553,805 for the 2023-2024 school year as submitted by VanDyk Insurance Agency.
12. To approve an out of district student tuition contract to Lehman School for student PH #24527 for ESY 2023 and the 2023-2024 school year in the total amount of \$91,095.50 (SY - \$\$75,164; ESY - \$15,931.50).
13. BE IT RESOLVED, by the Stafford Board of Education to approve the submission of the following projects to the New Jersey Department of Education, for review and Department approval of a "school facilities project" with debt service aid state funding and amendment of the long-range facilities plan to be consistent with the project:
  - Renovations at Stafford Intermediate School
  - Renovations at Stafford Intermediate School Arts Center
  - Renovations at McKinley Elementary School
  - Renovations at Ocean Acres Elementary School
  - Renovations at Ronald L. Meinders Primary Learning Center
  - Renovations at Oxycocus School
  - Additions and Alterations at Oxycocus School

Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

14. To approve to submit the application and the acceptance of \$431,774 for the FY'24 Elementary and Secondary Act (ESEA) Grant.
15. To approve the submission and acceptance of the IDEA Federal Grant Application for available funding in the amounts of \$673,948 for Basic (Nonpublic Share \$52,515) and \$44,677 for Preschool for FY'24.
16. To award a contract to Nickolaus Construction Company of Southampton, NJ to provide a Basketball Court and Walking Path at a cost of \$40,200 for McKinley

School. Quotes were obtained and this vendor was selected based on the lowest quote.

17. To approve the attached Shared Services Agreement with Beach Haven Board of Education to provide Child Study Team Services to Beach Haven Elementary School at a cost of \$3,100 per pupil for the 2023-2024 school year. (Year 1 of 2)
18. To approve the attached renewal resolution from Monmouth-Ocean Educational Services Commission for participation in coordinated transportation for the 2023-2024 school year in accordance with the terms outlined in the July 1, 2023 – June 30, 2028 agreement. (Year 1 of 5)
19. To approve the attached revised list of district and management systems software for the 2023-2024 school year.

A motion was made by Mr. Washco and seconded by Mr. Cooney to approve Finance/Insurance/Transportation item(s) #1-19. Roll call vote: seven (7) members present voted yes; motion passed.

**H. 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 2023-2024 board/district goals.

1. To rescind the June 5, 2023 approval for the renewal of the Sodexo Food Service Program for the 2023-2024 school year.
2. To approve the renewal of the Sodexo Food Service Program for the 2023-2024 school year with the following revised rates:

Increase Breakfast price at current CPI 5.50%  
Proposed Fixed Price Breakfast Meal: \$2.9330  
Increase Lunch price at current CPI 5.50%  
Proposed Fixed Price Lunch Meal: \$3.8959

Sodexo guarantees the district shall receive a surplus guarantee of \$35,000 for the 2023-2024 school year. Total Cost of the Contract \$560,083.69

3. To approve the attached list of Facilities Services for the 2023-2024 school year.

A motion was made by Ms. Formica and seconded by Mr. Smith to approve Buildings/Grounds/Cafeteria item(s) #1-3. Roll call vote: seven (7) members present voted yes; motion passed.

**I. 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 2023-2024 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.
2. To approve the attached Stafford Township School District, district wide Professional Development Plan, beginning July 11, 2023 and ending June 30, 2024.

A motion was made by Mrs. Lyons and seconded by Mr. Washco to approve Curriculum/Instruction/Technology item(s) #1-2. Roll call vote: seven (7) members present voted yes; motion passed.

**J. PERSONNEL**

A motion was made by Mr. Cooney and seconded by Mr. Brennan to amend attachment for item #J-17 for a salary correction. Roll call vote: seven (7) members present voted yes; motion passed.

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Wagner

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 2023-2024 board/district goals.

1. To approve the attached list of substitutes for the 2023-2024 school year.
2. To approve the contracts for all teacher aides as listed on the attachment for the 2023-2024 school year, beginning September 1, 2023 and ending June 30, 2024. Contracts are being approved at this time in order to comply with applicable law or board policy.
3. To approve the transfers for the attached list of personnel for the 2023-2024 school year.
4. To approve the change of assignment for the attached list of personnel for the 2023-2024 school year.
5. To approve the following retirement:
  - a. Laurie Tobia, Teacher Aide, effective July 1, 2023
6. To approve the following resignations:
  - a. Kristine Mitchko, Non-Affiliated Secretary, effective July 1, 2023
  - b. Lacey Hudak, Teacher, effective September 1, 2023
  - c. Barbara Lechleiter, effective July 1, 2023
7. To approve the following leaves:
  - a. Employee ID #6479, unpaid leave of absence, beginning March 9, 2023 and returning March 10, 2023
  - b. Employee ID #6447, unpaid family leave FMLA, beginning September 1, 2023 and returning October 16, 2023
  - c. Employee ID #6110, unpaid family leave FMLA, beginning January 2, 2024 and returning March 25, 2024
  - d. Employee ID #6282, unpaid leave of absence, beginning June 2, 2023 and returning June 5, 2023, and beginning June 6, 2023 and returning June 7, 2023, and beginning June 12, 2023 and returning June 14, 2023
  - e. Employee ID #6506, unpaid leave of absence, beginning May 24, 2023 (1/2 Day) and returning May 25, 2023, and beginning June 1, 2023 and returning June 2, 2023
  - f. Employee ID #4528, unpaid leave of absence, beginning May 17, 2023 (1/2 Day) and returning May 18, 2023, and beginning May 30, 2023 (1/2 day) and returning May 31, 2023, and beginning May 31, 2023 (1/2 day) and returning June 1, 2023, and beginning June 7, 2023 (1/2 day) and returning June 9, 2023.
8. To approve the attached list of student fieldwork placements for the 2023-2024 school year.
9. To approve the attached list of additional staff as Mentors for Novice Teachers for the 2023-2024 school year.



10. To approve the attached list of personnel for Law Enforcement Unit for the 2023-2024 school year.
11. To approve the attached list of staff for Summer Preschool Curriculum Work, beginning July 1, 2023 and ending August 31, 2023.
12. To approve the attached list of staff for the Extended Day Program for the 2023-2024 school year.
13. To approve the attached list of personnel for Extra-Curricular and Enrichment Programs for the 2023-2024 school year.
14. To approve the attached list of staff for the School Year WAVE Program for the 2023-2024 school year.
15. To approve the following of additional staff for Extended School Year 2023, beginning July 5, 2023 and ending August 10, 2023:
  - a. Jaclyn Cherubino, Substitute Teacher and Teacher Aide
  - b. Deborah Schaffer, Substitute Teacher Aide
16. To approve the following staff for the Summer WAVE Program, beginning July 5, 2023 and ending July 27, 2023:
  - a. Jaclyn Cherubino, Substitute Teacher and Teacher Aide
17. To approve the non-affiliated annual salaries and hourly, OT, and summer rates for the attached list of personnel for the 2023-2024 school year.
18. To approve MA stipend for Tiffany Quein as per the STEA contract, beginning September 1, 2024.
19. To approve BA stipend for Trisha Costello as per the Non-Affiliated Agreement, beginning August 1, 2023.
20. To approve Lisa Hargrove as Bus Driver, beginning September 1, 2023 and ending June 30, 2024, Step 2, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
21. To approve Danielle Quatrone as Cafeteria Playground Aide, Intermediate School, beginning September 1, 2023 and ending June 30, 2024, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
22. To approve Stephanie Gulino as Non-Affiliated Secretary, Transportation, beginning July 1, 2023 and ending June 30, 2024, salary as attached. This is a replacement position.

23. To approve the attached list for staff for Summer Language Arts Curriculum Work K-6, beginning July 2023 and ending September 2023.

24. To approve the Last Chance Agreement between Employee ID #4466, the Stafford Township Education Association and the Stafford Township Board of Education dated July 10, 2023.

***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 Ms. Formica and seconded by Mr. Washco to approve Personnel item(s) #1-24. Roll call vote: seven (7) members present voted yes; motion passed.

**K. 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 2023-2024 board/district goals.

1. To approve the **first reading** of the following **revised** policies:

- 5850 Social Events and Class Trips
- 8820 Opening Exercises/Ceremonies

2. To approve the **first reading** of the following **new** regulation:

- R5850 Social Events and Class Trips

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

**L. ADVANCED PLANNING**

**M. PUBLIC COMMENT**

None

**N. BOARD INFORMATIONAL ITEMS**

**BUSINESS MEETING**

July 10, 2023

**O. CLOSED SESSION**

None

**ADJOURNMENT**

A motion was made by Mr. Washco and seconded by Mr. Cooney to adjourn the meeting at 7:18pm. Voice vote: All members present voted yes (7-0); motion passed.

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Lourdes LaGuardia  
School Business Administrator/Board Secretary

LL/km/7-18-2023