

BUSINESS MEETING

December 11, 2023

The Business Meeting of the Stafford Township Board of Education was held on December 11, 2023 at 7:00pm at the Oxycocus Elementary School and was live streamed 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
Patricia Formica	Member
Deborah Lyons	Member
Robert Morello	Member (Absent)
Matthew Regulski	Member
Christopher Smith	Member
Joseph Washco	Member
Kevin Cooney	Vice President
Tammy Wagner	President (Absent)

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

~ Ocean Acres Student/Staff Recognition

- Mrs. Jennifer Lowe recognized and thanked Jennifer Nadeau, Judy Borgwardt and Denine Amirr for their continued initiative and drive to support the entire educational community at Ocean Acres. Mr. Scott Entrikin also recognized several students for having outstanding leadership qualities and having a positive influence on their peers and classmates.

~ Recognition of the outgoing board members

- Mr. Chidiac commended Mrs. Lyons for her 10 years of service to the Board, Ms. Formica for her six years of service to the Board and Mr. Cirone for his one year of service to the Board. Mr. Chidiac thanked them all for their service and all that they did. He said they will all be missed.

Public Comment: Mr. Lyons regarding Board Member Recognition – commented that ten years ago Debbie Lyons was a write-in vote and since has served three terms and wanted to commend her and then presented flowers to her.

~ Presentation of the 2022-2023 Annual Audit by Michael Garcia, CPA/RMA of Ford, Scott & Associates, Certified Public Auditors.

- Mr. Garcia presented the Annual Audit for June 30, 2023 and stated that the audit was a 200-page document but noted that the financial statements and numbers practices were all in compliance. Reported on the total unassigned fund balance and further explained the surplus.

B. SUPERINTENDENT’S EDUCATIONAL REPORT - Attachment

- Mr. Chidiac shared the upcoming events being held at STAC:
 - December 16, 2023 @ 7:30pm – The New York Tenors – A Very Merry Christmas
 - December 17, 2023 @ 2:00pm – Together This Christmas – A Holiday Concert
- Mr. Chidiac recognized the Teachers of the Year: Richard Leyh, Matt Sciroto, Scott Nulty, Christine Dutka, Suzanne Killgallon, Karen Hughes, Carol Boyle, Robyn Watson, Aimee Buczynski, Ashley DeBella-McNemer, Robin Mignone and Tamara Hollenback. Congratulations to all!

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. November 13, 2023 Committee of the Whole Meeting – 2 Absences (C Cirone, D Lyons)
2. November 13, 2023 Business Meeting – 2 Absences (C Cirone, D Lyons)
3. November 13, 2023 Closed Session – 2 Absences (C Cirone, D Lyons)

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

D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

E. CORRESPONDENCE TO AND FROM THE BOARD

None

F. BOARD BUSINESS

1. There were no incidents of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – McKinley #1.
3. To approve the attached Safe Return Plan for the 2023/2024 school year.
4. BE IT RESOLVED by the Stafford Township Board of Education to approve the following Proclamation that publicly acknowledges the dedication with which Cono Cirone served as a Board of Education Member from January 2023 to December 2023.

WHEREAS, Cono Cirone did faithfully and conscientiously serve the Stafford Township School District as a member of the Stafford Township Board of Education representing Stafford Township; and

WHEREAS, Cono Cirone has served as a member of the Board of Education from January, 2023 to December, 2023 and;

WHEREAS, Cono Cirone has performed his duties as a member of the Board of Education in the best interest of the students and citizens of the Stafford Township School District; and

WHEREAS, as a result of his dedication as a member of the Board of Education, Cono Cirone has earned the highest respect and deepest appreciation of the Stafford Township School District; its students and community and administration,

NOW THEREFORE, BE IT RESOLVED, as follows:

- 1. The Stafford Township School District publicly acknowledges the dedication with which Cono Cirone did faithfully and conscientiously perform his duties as a member of the Board of Education. The Board of Education wishes to commend and thank Cono Cirone for his years of dedicated service to the school district, its pupils and staff extends these sincere best wishes in his future endeavors.*
 - 2. That the resolution shall become a permanent part of the minutes of the Stafford Township School District Board of Education of Ocean County.*
 - 3. That the Board Secretary be directed to cause a copy of this resolution to be appropriately reproduced and delivered to Cono Cirone dated this 11th day of December 2023.*
5. BE IT RESOLVED by the Stafford Township Board of Education to approve the

following Proclamation that publicly acknowledges the dedication with which Patricia Formica served as a Board of Education Member from January 2018 to December 2023.

WHEREAS, Patricia Formica did faithfully and conscientiously serve the Stafford Township School District as a member of the Stafford Township Board of Education representing Stafford Township; and

WHEREAS, Patricia Formica has served as a member of the Board of Education from January, 2018 to December, 2023 and;

WHEREAS, Patricia Formica has performed her duties as a member of the Board of Education in the best interest of the students and citizens of the Stafford Township School District; and

WHEREAS, as a result of her dedication as a member of the Board of Education, Patricia Formica has earned the highest respect and deepest appreciation of the Stafford Township School District; its students and community and administration,

NOW THEREFORE, BE IT RESOLVED, as follows:

1. *The Stafford Township School District publicly acknowledges the dedication with which Patricia Formica did faithfully and conscientiously perform her duties as a member of the Board of Education. The Board of Education wishes to commend and thank Patricia Formica for her years of dedicated service to the school district, its pupils and staff extends these sincere best wishes in her future endeavors.*
 2. *That the resolution shall become a permanent part of the minutes of the Stafford Township School District Board of Education of Ocean County.*
 3. *That the Board Secretary be directed to cause a copy of this resolution to be appropriately reproduced and delivered to Patricia Formica dated this 11th day of December 2023.*
6. **BE IT RESOLVED** by the Stafford Township Board of Education to approve the following Proclamation that publicly acknowledges the dedication with which Deborah Lyons served as a Board of Education Member from January 2014 to December 2023.

WHEREAS, Deborah Lyons did faithfully and conscientiously serve the Stafford Township School District as a member of the Stafford Township Board of Education representing Stafford Township; and

WHEREAS, Deborah Lyons has served as a member of the Board of Education from January, 2014 to December, 2023 and;

WHEREAS, Deborah Lyons has performed her duties as a member of the Board of Education in the best interest of the students and citizens of the Stafford Township School District; and

WHEREAS, as a result of her dedication as a member of the Board of Education, Deborah Lyons has earned the highest respect and deepest appreciation of the Stafford Township School District; its students and community and administration,

NOW THEREFORE, BE IT RESOLVED, as follows:

- 1. The Stafford Township School District publicly acknowledges the dedication with which Deborah Lyons did faithfully and conscientiously perform her duties as a member of the Board of Education. The Board of Education wishes to commend and thank Deborah Lyons for her years of dedicated service to the school district, its pupils and staff extends these sincere best wishes in her future endeavors.*
- 2. That the resolution shall become a permanent part of the minutes of the Stafford Township School District Board of Education of Ocean County.*
- 3. That the Board Secretary be directed to cause a copy of this resolution to be appropriately reproduced and delivered to Deborah Lyons dated this 11th day of December 2023.*

A motion was made by Mr. Washco and seconded by Mr. Smith to approve Board Business item(s) #1-6. 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 December 2023 bills list totaling \$1,191,018.38, as attached. (G-1)

Fund 10 - \$855,717.41
Fund 20 - \$196,414.59
Fund 30 - \$34,341.74
Fund 40 - \$0
Fund 60 - \$101,764.06
Fund 61 - \$2,780.58

*Note - \$565,557.80 of the amounts listed were made as EFT payments. (G-1a)

*To approve for payment of November 2023 additional bills list totaling \$164,690.21 as attached. (G-1b)

Fund 10 - \$131,679.01
Fund 20 - \$31,576.17
Fund 30 - \$0
Fund 40 - \$0
Fund 60 - \$165.70* refund not in bills list total
Fund 61 - \$1,269.33

*Note - \$1,239.85 of the amounts listed were made as EFT payments. (G-1c)

*To approve for payment of October 2023 additional bills list totaling \$270,940.49 as attached. (G-1d)

Fund 10 - \$270,940.49
Fund 20 - \$0
Fund 30 - \$0
Fund 40 - \$0
Fund 60 - \$0
Fund 61 - \$0

*Note - \$0 of the amounts listed were made as EFT payments. (G-1e)

2. To approve for payment of payroll
 - a. dated October 30, 2023 totaling \$1,449,925.92
 - b. dated November 15, 2023 totaling \$1,462,931.36
3. To accept the Treasurer's Report for the month of October 2023.
4. To accept the Secretary's Report for the month of October 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 October 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 October 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 attached line item transfers.
7. To authorize the Business Administrator to make payment of post-Board meeting bills for the month of December 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 accept the 2022-2023 Annual Audit, CAFR and approve the Corrective Action Plan (if applicable) as previously presented by Michael Garcia, CPA/RMA of Ford, Scott & Associates, Certified Public Auditors.
10. To approve the attached Agreement from Lifetouch National School Studios, Inc. for photographic services for the 2024-2025 school year. The financial giveback will be 15% on fall package sales and 10% on spring package sales for each school, less sales tax to be paid on packages purchased from the flyer package selection up to 48 hours after picture day. These proceeds will be donated to the student activity account for each school.
11. To approve the attached School Bus Emergency Evacuation Drill Reports for the Intermediate, McKinley, Ocean Acres, Primary Learning Center and Oxycocus schools that took place on November 27th, November 28th and November 30th, 2023.
12. To approve the in-district tuition contract with Long Beach Island Board of Education for student #25187 in the amount of \$29,030 for the 2023-2024 school year plus \$4,320 for related services.

13. To approve the out-of-district tuition contract with The Education Academy for student #23669 in the amount of \$35,124.39 for the 2023-2024 school year, commencing on November 29, 2023.
14. To accept the monthly stipend of \$200 (payable in the form of a gift card) as compensation for completing the monthly School Pulse Panel Survey for the 2023-2024 school year.
15. To approve Karen Noble, M.ED., LDT/C as consultant to the Child Study Team in the amount of \$950 per evaluation and \$100 per hour for meeting attendance for the 2023-2024 school year, commencing December 1, 2023.

A motion was made by Ms. Formica and seconded by Mr. Smith to approve Finance/Insurance/Transportation item(s) #1-15. 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 approve the disposal of Asset Tag #s 03228, 03529, 03530. These are for old overhead DA-Lite/Beseler Vu-Lyte IV Overhead Projectors. They will be sold on GovDeals or Recycling Center.

A motion was made by Mr. Washco and seconded by Mrs. Lyons to approve Buildings/Grounds/Cafeteria item(s) #1. 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.

A motion was made by Dr. Regulski and seconded by Mr. Smith to approve

Curriculum/Instruction/Technology item(s) #1. Roll call vote: seven (7) members present voted yes; motion passed.

J. PERSONNEL

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 change of assignment for the attached list of personnel for the 2023-2024 school year.
3. To approve the transfers for the attached list of personnel for the 2023-2024 school year.
4. To approve the following retirement:
 - a. Christine Dutka, Teacher Assistant, effective July 1, 2024
5. To approve the following resignations:
 - a. Nichole Macedo, Teacher Aide, effective November 16, 2023
 - b. Launa Ruoff, Bus Attendant, effective November 16, 2023
6. To approve the following leaves:
 - a. Employee ID #5825, unpaid leave of absence, beginning January 4, 2024 and returning February 16, 2024
 - b. Employee ID #6475, unpaid leave of absence, beginning January 8, 2024 and returning April 28, 2024
 - c. Employee ID #6573, unpaid contractual child rearing leave, beginning December 11, 2023 and returning January 2, 2024
 - d. Employee ID #5580, unpaid family leave FMLA, beginning May 20, 2024 and returning July 1, 2024

7. To approve the attached job description:
 - a. A-41 Assistant STAC Manager
8. To approve the attached revised job descriptions:
 - a. A-11 Human Resources Coordinator
 - b. A-41 Business Data and Health Benefits analyst
9. To approve the attached list of substitute pay rates for the 2023-2024 school year, beginning January 1, 2024.
10. To approve Robyn Watson, Teacher, to receive BA+15 graduate credit stipend, beginning September 1, 2024.
11. To approve Neveen Louis, PT Teacher Aide, to receive 90 college credit stipend, beginning September 1, 2024.
12. To approve Caitlin Gioe for Assistant Music Show Advisor at Intermediate School, beginning December 2023.
13. To approve the attached list of student fieldwork placements for the 2023-2024 school year.
14. To approve Vivian Lombardo as Part Time Hourly Teacher Aide , Preschool, Oxycocus Elementary School, beginning January 16, 2024 and ending June 30, 2024, Step 4, +BA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
15. To approve Kandi Higgins as Part Time Hourly Teacher Aide, MD Class, Ocean Acres Elementary School, beginning January 16, 2024 and ending June 30, 2024, Step 4, +BA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
16. To approve Jullian Frangipani as Speech Language Specialist, Ocean Acres Elementary School, beginning March 15, 2024 and ending June 30, 2024, Step 4, +MA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenure track leave replacement position.
17. To approve Peggy Soper as Bus Attendant, beginning December 16, 2023 and ending June 30, 2024, Step 8, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to preschool expansion.
18. To approve Megan Ecker as Behavior Technician, Districtwide, beginning January 16, 2024 and ending June 30, 2024, Step 17(TA Guide), +BT Stipend, +AA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased MD/ERI students.

19. To approve Robert Henry as Elementary School Teacher, Resource & Basic Skills, Intermediate School, beginning December 6, 2023 and ending June 30, 2024, Step 4, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a non-tenured track leave replacement position.
20. To approve Maria Ybarra Estrada as Behavior Technician, Districtwide, beginning January 16, 2024 and ending June 30, 2024, Step 17(TA Guide), +BT Stipend, +BA, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to increased MD/ERI students.

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 Dr. Regulski and seconded by Ms. Formica to approve Personnel item(s) #1-20. 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.

Mr. Cooney stated that there will be a motion to approve items #1-3, then a motion to change the language in items #4-5 from “First and Only Reading” to “First Reading”.

1. To approve the **second reading** of following **new** policy and regulations:
 - 1642.01 Sick Leave
 - R 1642.01 Sick Leave
 - R 4212 Attendance (M)
2. To approve the **second reading** of the following **revised** policies and regulations:
 - 2270 Religion in the Schools
 - 3161 Examination for Cause
 - 3212 Attendance (M)
 - 4161 Examination for Cause
 - 4212 Attendance (M)
 - 5116 Education of Homeless Children and Youths
 - 8500 Food Services (M)
 - R 3212 Attendance (M)
 - R 5116 Education of Homeless Children and Youths
3. To approve suspending Bylaw 0131 to have a first and only reading on policy/legislative item #4 due to timeline.

4. To amend the **first reading and only reading to first reading** of the following **new** policy:
 - 9180.01 School Volunteers – Non-Family
5. To approve the **first and only reading** of the following **revised** policies and regulations:
 - 9150 School Visitors – Non-Family
 - 9180 School Volunteers – Family - Visitors – Mom/Dad
 - 9722 School-Related Groups - Producers
 - R9150 School Visitors
 - R9180 School Volunteers – Family and Non-Family

A motion was made by Mr. Smith and seconded by Mrs. Lyons to approve Policy/Legislative item(s) #1-3. Roll call vote: seven (7) members present voted yes; motion passed.

A motion was made by Mr. Washco and seconded by Mr. Smith to amend language on Policy/Legislative item(s) #4-5 to first reading and not only reading. Roll call vote: seven (7) members present voted yes; motion passed.

A motion was made by Mr. Smith and seconded by Ms. Formica to approve Policy/Legislative amended item(s) #4-5. Roll call vote: seven (7) members present voted yes; motion passed.

L. ADVANCED PLANNING

None

M. PUBLIC COMMENT

None

N. BOARD INFORMATIONAL ITEMS

O. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Mrs. Lyons and seconded by Mr. Washco to adjourn the meeting at 7:35pm. Voice vote: All members present voted yes (7-0); motion passed.

Lourdes LaGuardia
School Business Administrator/Board Secretary

LL/km/12-20-2023