

**STAFFORD TOWNSHIP SCHOOL DISTRICT  
MANAHAWKIN, NJ**

**PUBLIC AGENDA**

**BUSINESS MEETING**

PLACE: Administration Building  
DATE: October 15, 2009  
TIME: 7:00 p.m.

**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**

Tracy D'Andrea	Member
Thomas Dellane	Member
Christine English	Member
Tammy Nicolini	Member
Susan Spaschak	Member
Carol Williams	Member
Lori Wyrsh	Member
Samuel Fierra	Vice President
Denise Harrington	President

**ALSO PRESENT**

Ronald L. Meinders	Superintendent
Judith DeStefano-Anen	Assistant Superintendent
Enrico D. Siano	B.S./S.B.A.
Tracey Schneider, Esq.	Board of Education Attorney

## **EXECUTIVE SESSION - AGENDA REVIEW**

Closed Session (if necessary)

## **FLAG SALUTE**

## **ROUTINE MATTERS**

(The following Routine Matters were discussed)

## **PRESENTATIONS AND SUPERINTENDENT'S EDUCATIONAL REPORT**

1. Presentation of the Stewardship Award to the Superintendent and Board of Education by EEI recognizing the savings and accomplishments of the work Mr. Joseph Meister and the administration have accomplished.
2. Violence and Vandalism Report Annual Public Hearing:
  - ~Superintendent's Violence and Vandalism Report
  - ~Public Comments
3. Superintendent's report on the implementation of the district's code of student conduct (in accordance with N.J.A.C. 6A:16-7.1(a)(5)).
4. Presentation: School Nursing Services Plan
5. Superintendent's Educational Report - see attached.

**APPROVAL OF MINUTES OF PREVIOUS MEETING(S)**

To approve the minutes of the following meetings:

- 1. September 10, 2009

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

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- 2. September 17, 2009

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

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

**CORRESPONDENCE TO AND FROM THE BOARD**

## **BOARD BUSINESS**

1. To approve the Violence and Vandalism Report as presented by Superintendent Ronald L. Meinders.
2. The approve assignment plan for the provision of school nursing services, as presented.
3. To approve an addendum to "Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" whereby information may be shared concerning student traffic offense information.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

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## **NEW BUSINESS**

### **A. FINANCE/INSURANCE/TRANSPORTATION**

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee - Mrs. Susan Spaschak -

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 Stafford Township Board of Education and the Stafford Township School District 2009-2010 Goals and

Objectives. 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 15, 2009 totaling \$1,391,609.37. Attachment
2. To accept the Treasurer's Report for the month of August 2009 with a cash balance of \$5,778,925.43. Attachment
3. To accept the Secretary's Report for the month of August 2009 with a cash balance of \$5,778,925.43.
4. Certification of No Overexpenditures:  
Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Enrico D. Siano, board secretary, certify that as of August 2009 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).

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Board Secretary

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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 2009, 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 accept the following donations from Target's "Take Charge of Education" program:
  - a. Intermediate School - \$86.60.
  - b. Ocean Acres Elementary School - \$176.74.
  - c. McKinley Avenue Elementary School - \$90.09
6. To approve a maintenance agreement with Lets Think Wireless, LLC, Pine Brook, NJ, on our wireless telephone system for the 2009-2010 school year in the amount of \$23,896, beginning July 1, 2009 and ending June 30, 2010.

7. To approve the attached resolution for the Stafford Township Board of Education to participate in the Bergen County School District Banking Consortium to bid on banking services with the goal of maximizing interest earnings on their investments, increasing efficiency of fiscal management, and creating a fair and open competitive process for selection of banking services.
8. To replenish the Student Activity Fund Account with \$300 taken out already for the Lavish Learning Lessons Grant.
9. To approve the retiring of the following buses effective September 30, 2009:
  - a. Bus #891 - 1989 Thomas bearing VIN: 1T7A3D832K1128130.
  - b. Bus #892 - 1989 Thomas bearing VIN: 1T7ASD83XK1138226.
  - c. Bus #961 - 1996 International bearing VIN: 1HVBBABP7TH321083.

Buses are being retired per N.J.A.C. 6A:27-7.3 Student Transportation.

10. To accept the following Innovative Education Awards to be credited to the student activity funds from the Stafford Township Education Foundation:
  - a. "Walk to Disney Program" for the PLC - \$1,270.
  - b. "Ocean Acres is Turning Green" for the Ocean Acres School - \$1,600.
11. To approve contracted services between Atlantic Riding Center for the Handicapped and Stafford Township School District beginning October 1, 2009 and ending June 30, 2009, for four sessions @ \$150/session.
12. To approve "Request to Provide Services Contract" from the Commission for the Blind and Visually Impaired for student ID #12700 for the 2009-2010 school year. Cost: \$3900 per school year.
13. To approve Education Incorporated to provide bedside instruction for student ID #16512, beginning September 16, 2009 and ending September 18, 2009 at the rate of \$45/hour.
14. To approve the line item transfers that were tabled at the September 17, 2009 meeting and the current month transfers.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

**B. CURRICULUM/INSTRUCTION/TECHNOLOGY**

The following Curriculum/Instruction/Technology items were discussed:

Chairperson of the Curriculum/Instruction/Technology Committee - Mrs. Tammy Nicolini -

Report: The Curriculum/Instruction/Technology Committee has reviewed the following action items, has consulted with the Superintendent, Assistant Superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the Stafford Township Board of Education and the Stafford Township School District 2009-2010 Goals and Objectives. 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.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D’Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

## C. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee - Mrs. Lori Wyrsh -

Report: The superintendent recommends the Board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants 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 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, Assistant Superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the Stafford Township Board of Education and the Stafford Township School District 2009-2010 Goals and Objectives.

1. To approve the attached list of substitutes for the 2009-2010 school year.
2. To approve the attached list of students to participate in Student Teacher/Fieldwork.
3. To approve Advance Education Advisement Corp. as consultant to the Child Study Team for the 2009-2010 school year.
4. To approve the attached changes to the 2009-2010 teacher aide assignments.
5. To approve the following teachers to provide homebound/parent-teacher home instruction for the 2009-2010 school year: Kathleen Coates, Johanna Gentleman, Victoria Georgeson, and Meredith O'Donnell.
6. To approve the change in status for Loretta Flynn, kindergarten teacher, PLC, to ESL Teacher, Oxycocus Elementary School, beginning September 14, 2009 and ending June 30, 2010.
7. To approve Lisa Bonno as part-time special education teacher aide (personal), MD Kindergarten class, Primary Learning Center, beginning November 1, 2009 and ending June 30, 2010, Step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement.

8. To approve Elizabeth Rua as part-time special education teacher aide (personal), LLD class, grade 3, McKinley Avenue Elementary School, beginning November 1, 2009 and ending June 30, 2010, Step 1 plus BA degree, pro-rated, of the Stafford Township Board of Education/STEA Agreement.
  
9. To approve the following requests for unpaid leaves of absence:
  - a. Marisa Ross, teacher, beginning January 21, 2010 and returning September 1, 2010, child-rearing leave.
  - b. Veronica Slota, teacher, beginning January 5, 2010 and returning March 22, 2010, child-rearing leave.
  - c. Anne McInerney, social worker, beginning October 19, 2009 and returning October 29, 2009, personal reasons.
  - d. Linda Westover, cafeteria/playground aide, beginning June 4, 2009 and returning June 11, 2009, family medical reasons.
  
10. To approve Kathleen Colonna as the afterschool program greeter at the Intermediate School, beginning October 15, 2009 and ending June 30, 2010.
  
11. To appoint Judith DeStefano-Anen, Ed.D., to the position of Superintendent, effective January 1, 2010, and to approve the attached contract between Judith DeStefano-Anen, Ed.D., Superintendent, and the Stafford Township Board of Education for January 1, 2010 through June 30, 2013. This contract has been approved by the Executive County Superintendent.
  
12. To approve the change in status for William Finke, building mechanic to building mechanic foreman, beginning October 16, 2009 and ending June 30, 2010.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

## **D. POLICY/LEGISLATIVE/COMMUNICATIONS**

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee - Mr. Samuel Fierra -

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 consistent with the Stafford Township Board of Education and the Stafford Township School District 2009-2010 Goals and Objectives. In addition, we further certify that the policies and regulations denoted with an asterisk "\*" are being revised or adopted in accordance with recent changes in statute or administrative code.

1. To approve the first reading of the following new policy:

Policy 3159 – Teaching Staff Member - School District Reporting Responsibilities\*

\*Action is being recommended to comply with legal requirements.

2. To approve the first reading of the following revised bylaws, policies and regulations:

Bylaw 0110 – Identification

Bylaw 0120 – Authority and Powers

Bylaw 0131 – Bylaws and Policies

Bylaw 0132 – Executive Authority

Bylaw 0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics

Bylaw 0145 – Board Member Resignation and Removal

Bylaw 0146 – Board Member Authority

Bylaw 0147.2 – Board Member Certification and Continuing Education

Bylaw 0147.3 – Board of Education Retreats

Bylaw 0151 – Organization Meeting

Bylaw 0153 – Annual Appointments

Bylaw 0155 – Board Committees

Bylaw 0161 – Call, Adjournment and Cancellation

Bylaw 0162 – Notice of Board Meetings

Bylaw 0163 – Quorum

Bylaw 0164 – Conduct of Board Meetings

Policy 1220 – Employment of Chief School Administrator\*

Policy 4340 – Grievance

Policy 5514 – Pupil Use of Vehicles

Regulation 5514 – Pupil Use of Vehicles

Policy 8220 – School Day  
 Regulation 8220 – School Closings  
 Policy 8760 – Pupil Accident Insurance  
 Policy 5200 - Attendance (waive second reading)  
 Regulation 5200 - Attendance (waive second reading)  
 Policy 5512.01 - Harassment, Intimidation and Bullying (waive second reading)

3. To rescind Policy 3340 – Grievance.
4. To approve the first reading of job description A-28 - Building Mechanic Foreman.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Tracy D'Andrea	___	___	___	Carol Williams	___	___	___
Thomas Dellane	___	___	___	Lori Wyrsh	___	___	___
Christine English	___	___	___	Samuel Fierra	___	___	___
Tammy Nicolini	___	___	___	Denise Harrington	___	___	___
Susan Spaschak	___	___	___				

**E. BUILDINGS/GROUNDS/CAFETERIA**

The following Buildings & Grounds/Cafeteria items were discussed:

Chairperson of the Buildings/Grounds/Cafeteria Committee - Mrs. Carol Williams

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 Stafford Township Board of Education and the Stafford Township School District 2009-2010 Goals and Objectives.

## **F. NEGOTIATIONS**

Report: The Negotiations Committee has reviewed the following action items and hereby certifies that the actions being approved are consistent with the Stafford Township Board of Education 2009-2010 Goals and Objectives.

## **OLD BUSINESS**

## **ADVANCED PLANNING**

1. Attached.

## **COMMUNICATION FROM THE PUBLIC**

## **CLOSED SESSION (IF NEEDED)- PERSONNEL/NEGOTIATIONS**

## **BOARD OF EDUCATION INFORMATIONAL ITEMS**

1. Attached.

## **ADJOURNMENT**

### **PUBLIC COMMENT NOTICE**

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).