

**STAFFORD TOWNSHIP SCHOOL DISTRICT
MANAHAWKIN, NJ**

PUBLIC AGENDA

REORGANIZATION AGENDA

PLACE: Administration Building

DATE: April 29, 2010

TIME: 7:00 p.m.

INTRODUCTION

1. Call to Order 7:00 p.m. by the Board Secretary.
2. Statement to be read by Board Secretary: Pursuant to Section 5 of the Open Public Meeting Act, notice of this meeting has been approved by the Board Secretary as follows: A notice was sent to the Asbury Park Press, and posted in the District Schools and website stating the time, date and place of this meeting.
3. Flag Salute

ELECTION RESULTS

1. Election Results:

The following are the unofficial results of the April 20, 2010 annual school election for three, three year term office seats (2010-2013): See Attached.

The 2010-2011 school budget vote was:
Yes: 2860 No: 2305

SWEARING IN OF NEW MEMBERS - ENRICO SIANO, BOARD SECRETARY

ROLL CALL

Board of Education Roll Call

Wendy Cotter	Member
Thomas Dellane	Member
Christine English	Member
Samuel Fierra	Member
Denise Harrington	Member
Tammy Nicolini	Member
Joseph Sauer	Member
Susan Spaschak	Member
Lori Wyrsh	Member

ALSO PRESENT

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

OFFICE OF PRESIDENT

The Chair entertains nominations for the office of President.

1. _____ is nominated by _____ for the office of Board President. Seconded by _____.
2. _____ is nominated by _____ for the office of Board President. Seconded by _____.

Motion to close nominations for the Office of President and the Board Secretary cast the ballot(s) for _____ Board President.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

Moved by _____ seconded by _____ for first nominee.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

Moved by _____ seconded by _____ for second nominee.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

6. The Board Secretary turns the meeting over to the President.

OFFICE OF VICE PRESIDENT

The President entertains nominations for the office of Board Vice President.

1. The President entertains nominations for the office of Board Vice President.
_____ is nominated by _____ for the office of Vice President.
Seconded by _____.
2. _____ is nominated by _____ for the office of Vice President.
Seconded by _____.

Motion to close the nomination for the office of Vice President and that the Board Secretary cast the ballot(s) for _____ as vice President.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

Moved by _____ seconded by _____ for first nominee.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

Moved by _____ seconded by _____ for second nominee.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

SCHOOL ETHICS ACT TRAINING VIDEO AS PRESENTED BY TRACEY L. SCHNEIDER, ESQ.

CLOSED SESSION

BOARD BUSINESS

1. To designate T.D. Bank, Shore National Bank, Wachovia/Wells Fargo Bank, Bank of America, Ocean First, and Sun National Bank as official depositories for all Board funds with the following signatories: Stafford Township Board of Education President, Vice President, Superintendent of Schools, Treasurer of School Monies, Board Secretary/School Business Administrator for the 2010- 2011 school year. Each warrant will have an imprint of the signatures of the Board President, Board Secretary and the Treasurer of School Monies affixed by the computerized system when the warrants are printed.
2. To appoint The Van Dyk Group, Beach Haven Terrace, Insurance Agent, for the 2010-2011 school year. This exception to the advertised bidding requirements is in accordance with N.J.S.A. 18A:18A-5.
3. To appoint Connor Strong, Inc., Marlton, NJ, Health Insurance Broker for the 2010-2011 school year. This exception to the advertised bidding requirements is in accordance with N.J.S.A. 18A:18A-5.
4. To approve Equitable, Lincoln Investments, and Valic as Tax Shelter Annuity companies for the 2010-2011 school year.
5. To approve the Chart of Accounts for the 2010-2011 school year. The Chart of Accounts is available for review from the Board Secretary/School Business Administrator.
6. To approve the attached Business Meeting dates for the 2010- 2011 school year.
7. To approve the following Board of Education Guidelines: (1) Confidentiality Guidelines 2010-2011 (Attached); (2) Chain of Command Guidelines 2010-2011 (Attached); (2) Internal Grievance Procedure Guidelines 2010-2011 (Attached).
8. To readopt the Stafford Township School District Mission statement as attached.
9. To approve the Acknowledgement of Receipt for the Code of Ethics.
10. To approve authorization to award contracts up to bid threshold of \$29,000 and set quote threshold of \$4,350 for the 2010-2011 school year.

11. To approve the procurement of Goods and Services through State Agencies (State Contracts) for the 2010-2011 school year.
12. To approve the Stafford Township Board of Education Travel Expense Reimbursement District maximum and Travel Expense Reimbursement per employee as per attached resolutions.
13. To approve the "Board Member Acknowledgement of Receipt, and review of negotiated contracts" as attached.
14. To designate the Times-Beacon, Asbury Park Press, The Press of Atlantic City, and Ocean County Observer as official Board newspapers, for advertisements and on-line services for the 2010-2011 school year.
15. To appoint Ford, Scott & Associates as Board Auditor for the 2010-2011 school year. The selection of this firm is based on the following criteria:
 1. How does your firm approach an audit?
 2. What additional services does your firm provide in addition to preparation of an audit?
 3. When your firm assigns an auditor to review the district's financial records will that auditor be available during the course of the school year to answer questions of the business administrator or head bookkeeper, and if so, will there be an hourly charge?
 4. Would your auditing firm offer suggestions to improve financial accounting procedures and make recommendations aside from those illustrated in the audit report as well as keep the district abreast of changing laws?
 5. Provide a list of clients. Fee is to be negotiated.
16. To appoint _____ as Delegate and _____ as Alternate- Delegate to the New Jersey School Board Association.
17. To appoint _____ as Delegate and _____ as Alternate- Delegate to the Ocean County School Boards Association.
18. To appoint _____ to serve as the delegate to the Stafford Township Education Foundation.

vote

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

NEW BUSINESS

A. FINANCE/INSURANCE/TRANSPORTATION

The following Finance/Insurance/Transportation items were discussed: Chairperson of the Finance/Insurance/Transportation Committee - 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 2008-2009 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 petty cash funds for the 2010-2011 school year. See attached list.
2. To approve the attached Annual Tuition Rates for the 2010-2011 school year.
3. To approve the joining of the OCBANC consortium for the deposit of district funds as per the attached Resolution.

Vote

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

B. CURRICULUM/INSTRUCTION/TECHNOLOGY

(The following Curriculum/Instruction/Technology items were discussed):
 Chairperson of the Curriculum/Instruction/Technology Committee: 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 Stafford Township Board of Education and the Stafford Township School District 2008-2009 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 readopt all existing curriculum and textbooks adopted by the previous Board and the curriculum areas for each grade level.
2. To adopt and approve the Textbook Purchasing Cycle.
3. To adopt and approve the Preschool Learning Outcomes.
4. To adopt and approve the Plan for Vertical Articulation.
5. To approve the Professional Development Request shown on the attached listing.
6. To approve to apply for the Pepsi Grant in the amount of \$25,000 beginning July 1, 2010 and ending June 30, 2011.
7. To approve to apply for the Ocean County School Recycling Grant Program in the amount of \$4,735 beginning June 16, 2010 and ending June 15, 2011. Cash match \$2,367.50.

vote

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

C. PERSONNEL

The following Personnel items were discussed: Chairperson of the Personnel Committee - 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 2008-2009 Goals and Objectives.

1. To appoint Enrico Siano as Board Secretary for the 2010-2011 school year.
2. To appoint George Gotthold as Treasurer of School Monies for the 2010-2011 school year at an annual salary of \$8990.
3. To appoint Lori Coyne as Affirmative Action Officer for the 2010- 2011 school year and the following administrators to the Affirmative Action Council: Carl Krushinski, Barbara D'Apuzzo, Judith DeStefano-Anen and William Wilkinson.
4. To appoint Enrico D. Siano as Qualified Purchasing Agent (QPA), and Public Agency Compliance Officer (PACO) for the 2010-2011 school year.
5. To appoint Dawn Reo as the 504 Officer and Homeless Liaison for the 2010- 2011 school year.
6. To appoint Wayne Morris as the Right-To-Know officer, Asbestos Management Officer, Safety & Health Designee, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Chemical Hygiene Officer and AHERA Coordinator for the 2010-2011 school year.
7. To appoint Judith DeStefano-Anen as Custodian of Student and Personnel Records for the 2010-2011 school year.
8. To appoint Joanne White as acting board secretary for emergency purposes only for the 2010-2011 school year.
9. To approve Tracey L. Schneider, Esq. as board counsel for the 2010-2011 school year.

10. To approve Christine Schmidt as the district Student Assistance Coordinator.
11. To appoint Dawn Kaltenbach as Attendance/Truant Secretary for the 2010-2011 school year.
12. To readopt and reapprove the existing Stafford Township School District job descriptions as listed on the Stafford Township School District intranet.
13. To approve the district organizational chart attached.
14. To approve change in status (tentative assignments) in personnel for the 2010-2011 school year as listed on attachments.
15. To approve the attached list of substitutes for the 2010-2011 school year.
16. To approve contracts, (salary pending) for all tenured and non-tenured non-affiliated staff (full time/part time and ten month) as listed on the attachment for the 2010-2011 school year beginning July 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
17. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all tenured and non-tenured certified staff, (full time/part time as listed pursuant to Reduction In Force) as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
18. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all tenured and non-tenured affiliated custodians, bus mechanics and mail courier as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
19. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all bus drivers as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
20. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all tenured and non-tenured affiliated secretaries as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.

21. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all bus attendants as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
22. To approve contracts (salary pending settlement of a new collective bargaining agreement), for all teacher aides (*full time/part time with reduced hours as noted pursuant to reduction in force) as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
23. To approve contracts, (salary pending settlement of a new collective bargaining agreement), for all breakfast aides and cafeteria/playground aides listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or board policy.
24. To approve the rehire of (salary pending settlement of a new collective bargaining agreement), all greeters(part time with reduced hours) as listed on attachment for the 2010-2011 school year, beginning September 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.
25. To approve contracts, (salary pending settlement of a new collective bargaining agreement), for all tenured and non-tenured administrators and supervisors as listed on attachment for the 2010-2011 school year, beginning July 1, 2010 and ending June 30, 2011. Contracts are being approved at this time in order to comply with applicable law or Board policy.

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

D. POLICY/LEGISLATIVE/COMMUNICATIONS

The following Policy/Legislative items were discussed: Chairperson of the Policy/Legislative Committee - 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 2008-2009 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 readopt and approve the existing Stafford Township School District policies, regulations, procedures, plans and forms as listed on the Stafford Township School District Intranet.

2. To readopt and reapprove the following handbooks: (1) Stafford Township School District School Crisis Response Handbook – “The First 30 Minutes” (Copy of booklet is available in the Human Resources Department); (2) Emergency Response Handbook (Attached); (3) Bus Driver Candidate Training Manual (Attached); (4) Substitute Teacher Handbook (Attached); (5) Substitute Instructional Support Staff Handbook (Attached); (6) Substitute Custodial Handbook (Attached); Stafford Township School District Transportation Department Operations Manual (Attached).

Vote

Roll Call Vote:

	Yes	No	Ab		Yes	No	Ab
Wendy Cotter	___	___	___	Tammy Nicolini	___	___	___
Thomas Dellane	___	___	___	Joseph Sauer	___	___	___
Christine English	___	___	___	Susan Spaschak	___	___	___
Samuel Fierra	___	___	___	Lori Wyrsh	___	___	___
Denise Harrington	___	___	___				

PUBLIC COMMENT

CLOSED SESSION (IF NEEDED)-PERSONNEL/NEGOTIATIONS

ADJOURNMENT

A motion was made by ____ and seconded by ____ to adjourn the meeting at ____p.m.

PUBLIC COMMENT NOTICE

1. 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).