

BUSINESS MEETING

February 22, 2012

The Business Meeting of the Stafford Township Board of Education was held on February 22, 2012 at 7:00 pm at the Administration Building.

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

Sharon Bialecki	Member
Wendy Cotter	Member
Christine English	Member
Kevin Leonard	Member
Gregory Quille	Member (arrived 7:16 pm)
Joseph Sauer	Member
Susan Spaschak	Member
Tammy Nicolini	Vice President (arrived 8:43 pm)
Samuel Fierra	President

ALSO PRESENT

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

EXECUTIVE SESSION – AGENDA REVIEW

- NJSBA Presentation: Board Self-Evaluation
- HIB Reports

FLAG SALUTE

RECOGNITION/PRESENTATIONS

1. Recognition – Anthony LeBlanc – 5th grade student for using CPR techniques to assist a choking classmate.
2. Presentation: Vandalism & Violence, Harassment, Intimidation and Bullying Report. Mid-year reflection: no vandalism and violence, 11 HIB reports.

SUPERINTENDENT'S EDUCATIONAL REPORT – Attached <Q:\Agenda Attachments\May 2011 - April 2012\February 22\2-22-12 Educational Report.docx>

APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

To approve the minutes of the following meeting(s):

1. January 19, 2012 – Non-Public Closed Session Minutes – No Absences
<Q:\Agenda Attachments\May 2011 - April 2012\February 22\Business Mtg Minutes 1-19-2012.pdf>
2. January 19, 2012 – Business Meeting – No Absences <Q:\Closed Session Attachments\Closed Session 1-19-2012.pdf>

A motion was made by Susan Spaschak and seconded by Joseph Sauer to approve Approval of Minutes of Previous Meetings items #1-2. Roll call vote: eight (8) members present voted yes; motion passed.

COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

CORRESPONDENCE TO AND FROM THE BOARD

None

BOARD BUSINESS

1. To approve the Vandalism & Violence, Harassment, Intimidation and Bullying Report as presented.
2. To approve the attached “Continuation of Board of Education Meetings for 2011-2012 School Year and Beginning of 2012-2013 School Year.”
<Q:\Agenda Attachments\May 2011 - April 2012\February 22\Board Meeting Schedule Continuation 2011-2012 Beginning 2012-2013 1-27-2012.pdf>

A motion was made by Sharon Bialecki and seconded by Wendy Cotter to approve Board Business items #1-2. Roll call vote: eight (8) members present voted yes; motion passed.

NEW BUSINESS

A. FINANCE/INSURANCE/TRANSPORTATION

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee – Christine English

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 2011-2012 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 February 22, 2012 totaling \$1,008,040.74. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Finance A - 1.pdf>
2. To accept the Treasurer's Report for the month of December 2011 with a cash balance of \$5,300,573.33. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Finance A - 2 & 3.pdf>
3. To accept the Secretary's Report for the month of December 2011 with a cash balance of \$5,300,573.33.
4. Certification of Overexpenditures:
Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Enrico D. Siano, board secretary, certify that as of December 2011 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 December 2011, 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. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Line Item Transfers.pdf>

6. To approve the attached list of donations. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Donation Chart 2-22-2012.pdf>
7. To approve a revised amount in petty cash funds for STAC to \$400/month beginning March 2012 and ending June 2012. The purpose for this increase will allow for incidentals associated with children's performances and any other STAC expense under \$25. This procedure will be allowed only at times there is not enough time to process a purchase order.
8. To approve the rescinding of the recommendation for retiring the following vehicles at the July 21, 2011 board of education meeting:
 - a. Bus 981 – 1998 GMC/Blue Bird (54 passenger)
VIN – 1GDL7T1J5VJ513288
 - b. Bus 982 – 1998 GMC/Blue Bird (54 passenger)
VIN – 1GDL7T1J6VJ513400
9. To approve Student ID#17183 to attend Regional Day School at Jackson, beginning January 19, 2012 and ending June 30, 2012. Cost: \$27,500 pro-rated.
10. To approve to accept Student ID#2664399374(State ID) as a School Choice Student beginning February 23, 2012 and ending June 30, 2012.

A motion was made by Christine English and seconded by Kevin Leonard to approve Finance/Insurance/Transportation items #1-10. Roll call vote: eight (8) members present voted yes; motion passed.

B. CURRICULUM/INSTRUCTION/TECHNOLOGY

The following Curriculum/Instruction/Technology items were discussed:

Chairperson of the Curriculum/Instruction/Technology Committee – Wendy Cotter

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 2011-2012 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. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\BOE Meeting Professional Development Requests February.doc>

A motion was made by Wendy Cotter and seconded by Christine English to approve Curriculum/Instruction/Technology item #1. Roll call vote: eight (8) members present voted yes; motion passed.

C. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Susan Spaschak

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 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 2011-2012 Goals and Objectives.

1. To approve the attached list of substitutes for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Substitutes 2.22.12.doc>
2. To approve the change in status for the attached list of personnel for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Personnel Change in Status 2.3.12.xlsx>
3. To approve the attached list of teachers for the Test Prep Club, beginning March 19, 2012 and ending May 2, 2012. <Q:\Agenda Attachments\May 2011 - April 2012\February 22\Test Prep Club staff 2.7.12.docx> TABLED
4. To approve the resignation of Christine Dillon, effective June 30, 2012.
5. To approve Tracy Granello to receive boilerman's stipend for the 2011-2012 school year, pro-rated, beginning March 1, 2012.
6. To approve the following requests for unpaid leaves of absence:

- a. Danielle Roesch, teacher, other unpaid leave of absence, January 4, 2012.
 - b. Laurie Tobia, teacher aide, unpaid Family Leave (NJFLA) and/or FMLA) beginning December 2, 2011 and returning January 3, 2012.
7. To approve Judith Borwardt as a home assistant for the 2011-2012 school year, per negotiated agreement.
 8. To approve Lisa DiBernardo and Judith Higgins to provide homebound/parent-teacher home instruction for the 2011-2012 school year, per negotiated agreement.
 9. To approve Eileen Mancini as school nurse, beginning March 1, 2012 and ending June 30, 2012, Step 8, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

A motion was made by Susan Spaschak and seconded by Sharon Bialecki to approve Personnel items #1-2 and 4-9. Roll call vote: eight (8) members present voted yes; motion passed.

D. POLICY/LEGISLATIVE

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee – Joseph Sauer

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 2011-2012 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 a first reading of the following new policy:

Policy 9722 – School-Related Groups

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\9722 - School-Related Groups.doc>

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

Policy 6424 – Emergency Contracts

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\6424 - Emergency Contracts.doc>

Policy 7230 – Gifts, Grants and Donations

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\7230 - Gifts, Grants and Donations.doc>

Regulation 7230 – Gifts, Grants and Donations

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\R7230 - Gifts, Grants and Donations.doc>

Policy 7520 – Loan of School Equipment

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\7520 - Loan of School Equipment.doc>

Policy 8505 – School Nutrition

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\8505 - School Nutrition.doc>

Policy 9125 – Use of Community Notification System

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\9125 - Use of Community Notification System.doc>

Policy 9700 – Special Interest Groups

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\9700 - Special Interest Groups.doc>

A motion was made by Joseph Sauer and seconded by Wendy Cotter to approve Policy/Legislative items #1-2. Roll call vote: eight (8) members present voted yes; motion passed.

E. BUILDINGS/GROUNDS/CAFETERIA

The following Buildings/Grounds/Cafeteria items were discussed:

Chairperson of the Buildings/Grounds/Cafeteria Committee – Gregory Quille

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 2011-2012 Goals and Objectives.

No Action Items

FOUNDATION UPDATE

Wendy Cotter – None to report.

ADVANCED PLANNING – <Q:\Agenda Attachments\May 2011 - April 2012\February 22\BOE Meeting Chart 2011-2012 rev 1-23-2012.pdf>

1. Approve a Budget Workshop meeting for March 1st at 7:00 pm in the Administration Building.

A motion was made by Susan Spaschak and seconded by Christine English to approve Advanced Planning item #1. Roll call vote: eight (8) members present voted yes; motion passed.

COMMUNICATION FROM THE PUBLIC

We have a number of people here tonight and when we do, we like to start off the public comment section with a few reminders. First, everyone who wants to speak will be given opportunity but we ask that you stand, state name and address for the record, and keep your comments under five minutes. Please give everyone an opportunity to speak once before you get up to speak again on another topic. The Board is interested in hearing what you have to say, but you should know sometimes even though the Board is listening, they cannot always respond because by law certain topics cannot be discussed. These topics include: matters of litigation, private student matters, and personnel matters. You can discuss these topics but do not be offended if the Board cannot respond. It doesn't mean they haven't heard what you have to say. Finally, be reminded that if you discuss other people, whether other parents or personnel, and those comments are defamatory, those individuals can hold you responsible for the comments you make.

- A parent informed other parents of concerns in Ocean Acres School with lice, chicken pox and scabies. Policy and school-wide head check.
- A parent requested a school-wide head check at Ocean Acres with regard to the above.
- A parent of a special education student had concerns about home school and administration's position on the special ed placement.
- NCLB Waiver and Assessment Calendar (community member)
- NJASK Test Prep Club (teacher)
- A parent wanted to know the make-up of NJASK Test Prep Club.
- A parent of a special education student raised questions on the special education program.
- Social media and labeling of teachers.
- A parent raised concerns that students at Ocean Acres are being validated on reading levels.
- School-wide test prep (community member)
- A parent indicated that she has had success with the special education program over the years.
- A community member proposed putting together meetings for the parents/guardians of special education students.
- A parent had questions on the "general honor roll". Request "general".

CLOSED SESSION– PERSONNEL/LITIGATION

We are looking for a motion to enter into closed session for the purposes of discussing a litigation matter and personnel matters, specifically the Superintendent's Evaluation and the Board Secretary's Evaluation.

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 Joseph Sauer and seconded by Christine English to move on the above Resolution. Roll call vote: nine (9) members voted yes; motion passed.

A motion was made by Tammy Nicolini and seconded by Christine English to exit closed session and resume the regular meeting. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 9:07 pm

TIME AT CONCLUSION OF CLOSED SESSION: 11:13 pm

BOARD OF EDUCATION INFORMATIONAL ITEMS

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\In and Out of District Student Chart.doc>

<Q:\Agenda Attachments\May 2011 - April 2012\February 22\Principal and Attendance Monthly Reports Jan 2012.pdf>

ADJOURNMENT

A motion was made by Tammy Nicolini and seconded by Christine English to adjourn the meeting at 11:13 pm. Roll call vote: nine (9) members 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).

Enrico D. Siano – BS/SBA

EDS/km/2/29/2012