

BUSINESS MEETING

March 15, 2012

The Business Meeting of the Stafford Township Board of Education was held on March 15, 2012 at 7:00pm 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
Joseph Sauer	Member
Susan Spaschak	Member
Tammy Nicolini	Vice President
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

HIB Reports

FLAG SALUTE

RECOGNITION/PRESENTATIONS

1. Presentation of the Artist-in-Education (AIE) Grant – Stephanie Bush and Melanie Bodner
2. Recognition – All South Jersey Junior High School Band
 - a. Matthew Marinelli – Baritone Horn – Scored First Place
 - b. Colin Rutkowski – Baritone Horn
 - c. Adonis Mellomida – Trumpet
 - d. Vincent Caprio – Trombone

- e. William Opet - Tuba
 - f. Steven Tarantola – Clarinet
 - g. Jack Bonacorso – Percussion
3. Recognition – The following students from Class of 2011 and Class of 2012 collaborated with the direction of Tracey Tylicki in composing the district song:
- a. Class of 2011 – Jordan Bernard, Jaime Rainone, Daniel Wallach, Brooke Ciaccio, Nickolas Engell, Samuel Rios
 - b. Class of 2012 – Michael Elassar, Kara Koester, Samuel Diemer, Laura Esposito, Isa Perez, Ethan Bernai, Gianna Dellaperute, Jordan Festa, Isabella Gonzalez, Zachary Lohrmann, Selena Vetranio
4. Presentation of the Stafford School District Song by students in Tracey Tylicki's class

SUPERINTENDENT'S EDUCATIONAL REPORT – <Q:\Agenda Attachments\May 2011 - April 2012\March 15\3-15-12 Educational Report.docx>

Presentation by Kelly Harris and Marybeth Weidenhof of STAC –
“The Future of STAC: Engaging the Community”

APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

1. February 2, 2012 – Special Meeting (Annual School Election) – Absent – Kevin Leonard [Q:\Agenda Attachments\May 2011 - April 2012\March 15\Special Mtg \(School Election\) Minutes 2-2-2012.pdf](Q:\Agenda Attachments\May 2011 - April 2012\March 15\Special Mtg (School Election) Minutes 2-2-2012.pdf)
2. February 22, 2012 – Non-Public Closed Session Minutes – No Absences <Q:\Closed Session Attachments\Closed Session 2-22-2012.pdf>
3. February 22, 2012 – Business Meeting – No Absences <Q:\Agenda Attachments\May 2011 - April 2012\March 15\Business Mtg Minutes 2-22-2012.pdf>

A motion was made by Susan Spaschak and seconded by Sharon Bialecki to approve Approval of Minutes of Previous Meetings items #1-3. Roll call vote: nine (9) members present voted yes; motion passed. Kevin Leonard abstained on item #1 and Tammy Nicolini abstained on item #3.

COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

- #A-9
- #C 7d

CORRESPONDENCE TO AND FROM THE BOARD

None

BOARD BUSINESS

1. To approve authorizing the board secretary to prepare a Request for Proposal, RFP, and advertise for legal services.
2. To approve creating a committee of the whole to review all legal service proposals.

A motion was made by Kevin Leonard and seconded by Joseph Sauer to approve Board Business items #1-2. Roll call vote: nine (9) 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 March 15, 2012 totaling \$1,602,236.78. <Q:\Agenda Attachments\May 2011 - April 2012\March 15\Finance A-1.pdf>
2. To accept the Treasurer's Report for the month of January 2012 with a cash balance of \$5,332,631.22. <Q:\Agenda Attachments\May 2011 - April 2012\March 15\Finance A-2 & 3.pdf>
3. To accept the Secretary's Report for the month of January 2012 with a cash balance of \$5,332,631.22.
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 January 2012 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 January 2012, 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\March 15\Line Item Transfers.pdf>
6. To approve the attached list of donations. <Q:\Agenda Attachments\May 2011 - April 2012\March 15\Donation Chart 3-15-2012.pdf>
7. To approve the award of service agreement to Verizon Wireless to provide telecommunication services to designated district staff. The total cost will be \$15,506. The proposal complies with E-Rate regulations as established by the Division of Schools and Libraries. Sprint also provided a proposal which was higher in cost. <Q:\Agenda Attachments\May 2011 - April 2012\March 15\Verizon Wireless Service Agreement.pdf>
8. To approve the School Bus Emergency Evacuation Drill Report for the Stafford Intermediate School, McKinley Avenue Elementary School, Ocean Acres Elementary School, Ronald L. Meinders Primary Learning Center and the Oxycocus Elementary School. Date of drill February 29, 2012.
9. To approve a new student from Barnegat School District to attend the autistic class with an aide at the Intermediate School at a tuition rate of \$11,066.25 pro-rated, an aide at \$13,125.00 pro-rated, and \$929.62 for Home Assistance Program.
10. To approve to accept Students ID#4625286055 and ID#2773479531 (State ID#'s) as Choice Students beginning March 16, 2012 and ending June 30, 2012.

A motion was made by Christine English and seconded by Tammy Nicolini to approve Finance/Insurance/Transportation items #1-10. Roll call vote: nine (9) 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\March 15\BOE Meeting Professional Development Requests March.pdf>
2. Moved item #2 to Personnel
3. To accept ECPA/ELLI Plan Update 2013, beginning July 1, 2012 and ending June 30, 2013. The purpose is to provide the Division of Early Childhood Education with our implementation plan for the preschool program.
4. To approve the 2012-2013 school calendar. <Q:\Agenda Attachments\May 2011 - April 2012\March 15\2012-2013 School Calendar.pdf>

A motion was made by Wendy Cotter and seconded by Joseph Sauer to approve Curriculum/Instruction/Technology items #1, 3-4. Roll call vote: nine (9) 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\March 15\Substitutes 3.15.doc>
2. To approve Dorine Thompson as home assistant for the 2011-2012 school year, per negotiated agreement.
3. To approved James Sheppard as probationary substitute custodian beginning April 1, 2012 and ending July 1, 2012, Step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a new position due to NJQSAC and state mandated requirement of one custodian per 17,500 sq. ft. (cleaning area).
4. To approve the BA stipend for Kelly Harris, STAC Manager in the amount of \$500, pro-rated.
6. To approve the extension of unpaid family leave (NJFLA and/or FMLA) for Kristin Titus beginning April 23, 2012 and returning July 1, 2012.
7. To approve the following resignations:
 - a. Diane Kraybill, teacher, effective June 30, 2012.
 - b. Linda Kaufman, teacher, effective April 25, 2012.
 - c. Donna O'Connor, secretary, effective June 30, 2012.
 - d. Tracey Schneider, Esq., board attorney, effective May 15, 2012 with regret.
8. To approve reimbursement for 6 SEU credits for Hope Scherlin in the 2012 – 2013 school year.
9. 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\March 15\Test Prep Club staff 3.8.12.docx>

A motion was made by Susan Spaschak and seconded by Christine English to approve Personnel items #1-9. Roll call vote: nine (9) members present voted yes; motion passed. Samuel Fierra voted No on item 7d.

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 the second reading of the following new policy:
Policy 9722 – School-Related Groups
2. To approve the second reading of the following revised policies and regulations:
Policy 6424 – Emergency Contracts
Policy 7230 – Gifts, Grants and Donations
Regulation 7230 – Gifts, Grants and Donations
Policy 7520 – Loan of School Equipment
Policy 8505 – School Nutrition
Policy 9125 – Use of Community Notification System
Policy 9700 – Special Interest Groups

A motion was made by Joseph Sauer and seconded by Gregory Quille to approve Policy/Legislative items #1-2. Roll call vote: nine (9) 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\March 15\BOE Meeting Chart 2011-2012 rev 1-23-2012.docx>

1. Approve moving the Board Meeting on April 26th to April 17th.

A motion was made by Joseph Sauer and seconded by Kevin Leonard to approve Advanced Planning item #1. Roll call vote: nine (9) members present voted yes; motion passed.

COMMUNICATION FROM THE PUBLIC

This is just a reminder of the public comment procedures. We ask that you state your name and address for the record, keep your comments brief – under five minutes by policy, and respectful. It is also a reminder that there are certain matters that you can comment about but that the Board cannot comment about at a public meeting. Those include personnel, litigation and student matters. Therefore, please understand if the Board cannot respond to your comments. Thank you.

- Community member had questions on agenda item #C9.
- Lice incident, test prep list, Harcourt Reading Anthology, ILA program and 6+1 program.
- Teacher – teaching desire.
- Community member questioned agenda item C-7d, in-house or outside counsel.

CLOSED SESSION (IF NEEDED) – PERSONNEL/NEGOTIATIONS

We are looking for a motion to enter into closed session for the purposes of discussing matters that fall within the attorney client privilege.

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

A motion was made by Wendy Cotter and seconded by Gregory Quille to exit closed session and resume the regular meeting. Roll call vote: nine (9) members present voted yes; motion passed.

TIME IN: 9:10pm

TIME AT CONCLUSION OF CLOSED SESSION: 9:36pm

BOARD OF EDUCATION INFORMATIONAL ITEMS

<Q:\Agenda Attachments\May 2011 - April 2012\March 15\Monthly Principal and Attendance Reports February 2012.pdf>

<Q:\Agenda Attachments\May 2011 - April 2012\March 15\In and Out of District Student Chart.doc>

ADJOURNMENT

A motion was made by Kevin Leonard and seconded by Joseph Sauer to adjourn the meeting at 9:37pm. Roll call vote: nine (9) members present 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/3/21/2012