

BUSINESS MEETING

May 24, 2012

The Business Meeting of the Stafford Township Board of Education was held on May 24, 2012 at 7:00pm at the Stafford Township Arts Center (STAC).

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
Christine English	Member (Absent)
Samuel Fierra	Member
Kevin Leonard	Member
Gregory Quille, D.C.	Member
Joseph Sauer	Member
Beth Sicoli	Member (Sworn in at beginning of meeting)
Wendy Cotter	Vice President
Tammy Nicolini	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 - None

FLAG SALUTE

RECOGNITION/PRESENTATIONS

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Recognition - May 24.docx>

BREAK

SUPERINTENDENT’S EDUCATIONAL REPORT – Attached

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\5.24.12 Educational Report.docx>

APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

1. April 16, 2012 – Special Meeting (Personnel Matter/Legal Services)
Absent: Kevin Leonard and Tammy Nicolini
Late: Gregory Quille
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Special Meeting Minutes 4-16-2012.pdf>
2. April 16, 2012 – Closed Session
Absent: Kevin Leonard and Tammy Nicolini
<Q:\Closed Session Attachments\Closed Session 4-16-2012.pdf>
3. April 17, 2012 – Business Meeting – No Absences
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Business Mtg Minutes 4-17-2012.pdf>
4. April 17, 2012 – Closed Session – No Absences
<Q:\Closed Session Attachments\Closed Session 4-17-2012.pdf>

A motion was made by Samuel Fierra and seconded by Joseph Sauer to approve Approval of Minutes of Previous Meetings item(s) #1-4. Roll call vote: eight (8) members present voted yes; motion passed. Kevin Leonard and Tammy Nicolini abstained on items #1-2. Beth Sicoli abstained on items #1-4.

COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

CORRESPONDENCE TO AND FROM THE BOARD

- Thank you note for staff appreciation.

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 May 24, 2012 totaling \$1,270,863.96.
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Finance A - 1.pdf>
2. To accept the Treasurer's Report for the month of March 2012 with a cash balance of \$4,526,357.91.
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Finance A - 2 & 3.pdf>
3. To accept the Secretary's Report for the month of March 2012 with a cash balance of \$4,526,357.91.
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 March 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 March 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 - December 2012\May 24\Line Item Transfers.pdf>
6. To accept the attached donations.
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Donation Chart 5-24-2012.pdf>
7. To approve additional School Choice Aid in the amount of \$25,044.
8. To approve additional transportation aide in the amount of \$335,199.

9. To approve the application for Funds to Support Implementation of the Anti-Bullying Bill of Rights Act in the amount of \$1,500.
10. To approve Rullo & Juillet Associates, Inc. of Cedar Grove, NJ for Right to Know Compliance Services in the amount of \$3,600, beginning July 1, 2012 and ending June 30, 2013. Three contractors bid and Rullo & Juillet was the lowest bid.
11. To approve Stohrer Brothers, Inc. of Manahawkin, NJ for towing services in the amount of \$79 per hour, beginning July 1, 2012 and ending June 30, 2013. There was only one bidder.
12. To approve the award of contract to HESS Corporation, Woodbridge, NJ for electric generation services as awarded through ACES for a term of one year commencing in May 2012. Transportation of the district's electric will be transported via Atlantic Electric but HESS will be providing the electric. Stafford is part of the ACES consortium along with 400 other districts.
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\HESS Electric Contract.pdf>
13. To approve the award of contract to Reliant Energy Northeast LLC, Princeton, NJ, for electric generation services as awarded through ACES for a term of one year commencing in May 2012. Transportation of the district's electric will be transported via Atlantic Electric but REN will be providing the electric. Stafford is part of the ACES consortium along with 400 other school districts.
<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Reliant Energy Northwest Electric Contract.pdf>
14. To approve Peterson Service Co., Medford, NJ for cafeteria equipment repair services in the amount of \$73.90 per hour, beginning July 1, 2012 and ending June 30, 2013. Two contractors bid and Peterson Service was the lowest bid.
15. To approve the amendment for the NCLB grant to reallocate SES funds in the amount of \$44,997.
16. To approve the Lease with Option to Purchase Agreement with Municipal Capital Corporation of Allentown, PA for new multifunctional copiers dated May 10, 2012. This is a state contract.
17. To approve Earl Girls, Inc. of Mays Landing, NJ for theater systems and equipment services in the amount of \$74 per hour, beginning July 1, 2012 and ending June 30, 2013. There was only one bidder.
18. To approve Earl Girls, Inc. of Mays Landing, NJ for theater master electrician/technician services in the amount of \$74 per hour, beginning July 1, 2012 and ending June 30, 2013. There were only two bidders.

19. To approve the award of contract to Compass Energy Services, Inc., Houston, TX to provide natural gas service to our district as awarded through ACES for a term of 24 months commencing in June 2012. Stafford is part of the ACES consortium along with 400 other school districts. ACES accepted bids from five suppliers, including Compass Energy Services following a rigorous RFB process. <Q:\Agenda Attachments\May 2011 - December 2012\May 24\Compass Energy Services Contract.pdf>

A motion was made by Samuel Fierra and seconded by Joseph Sauer to approve Finance/Insurance/Transportation item(s) #1-19. Roll call vote: eight (8) members present voted yes; motion passed. Beth Sicoli abstained on items #1-19.

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 - December 2012\May 24\BOE Meeting Professional Development Requests May.doc>
2. To authorize the Affirmative Action Team to continue implementation of the Comprehensive Equity Plan 2007-2010 via Statement of Assurance for the period 2011-2013.
3. To approve the attached Extended School Year Program beginning July 9, 2012 and ending August 16, 2012. <Q:\Agenda Attachments\May 2011 - December 2012\May 24\ESY Program 2012.docx>

A motion was made by Wendy Cotter and seconded by Samuel Fierra to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: eight (8) members present voted yes; motion passed. Beth Sicoli abstained on items #1-3.

C. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Kevin Leonard

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 and 2012-2013 school years. <Q:\Agenda Attachments\May 2011 - December 2012\May 24\Substitutes 5.24.doc>
2. To approve the following resignations:
 - a. Carol Ashton, teacher, effective June 30, 2012.
 - b. Deborah Zehrer, teacher, effective June 30, 2012.
3. To approve Maria Stout to provide homebound/parent-teacher home instruction for the 2011-2012 school year, per negotiated agreement.
4. To approve Christine Simone as part-time teacher aide, personal, Autistic class, beginning June 1, 2012 and ending June 30, 2012, Step 1 of the Stafford Township Board of Education/STEPA Agreement. This position is paid through Barnegat Township School District.
5. To approve the following requests for unpaid leaves of absence:
 - a. Colleen Eldridge, teacher, family leave, (NJFLA and/or FMLA) beginning March 30, 2012 and ending June 30, 2012.
 - b. Linda Westover, cafeteria/playground aide, other leave, March 20, 23, 26 and 27, 2012.

- c. Ana Barker, teacher, contractual child-rearing leave, beginning October 1, 2012 and ending January 2, 2013.
 - d. Dawn Pascarelli, cafeteria/playground aide, family leave (NJFLA and/or FMLA), beginning May 10, 2012 and returning June 15, 2012.
 - e. Stacy Hegedus, teacher aide, family leave (NJFLA and/or FMLA), beginning May 10, 2012 and returning July 1, 2012.
 - f. Stefanie LeFante, teacher aide, contractual child-rearing leave, beginning October 9, 2012 and returning March 7, 2013.
6. To approve George Smithson for additional work as specialty carpenter in the amount of \$15 per hour.
 7. To approve Craig Kostick as sub electrician at \$21 per hour.

A motion was made by Kevin Leonard and seconded by Wendy Cotter to approve Personnel item(s) #1-7. Roll call vote: eight (8) members present voted yes; motion passed. Joseph Sauer abstained on item #1. Beth Sicoli abstained on items 1-7.

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 policies:
 - Policy 1631 – Residency Requirement for Person Holding School District Office, Employment, or Position
 - Policy 5117 – Interdistrict Public School Choice
 - Policy 8613 – Waiver of Pupil Transportation
2. To approve the second reading of the following revised Bylaws, policies and regulations:

- Bylaw 0141 – Board Member Number and Term
- Bylaw 0151 – Organization Meeting
- Bylaw 0153 – Annual Appointments
- Bylaw 0165 – Voting
- Bylaw 0178 – Appointment and Duties of Board Secretary
- Policy 5310 – Health Services
- Policy 6230 – Budget Hearing
- Policy 6620 – Petty Cash
- Policy 8210 – School Year
- Regulation 5310.01 – Head Lice Management
- Regulation 6740 – Reserve Accounts

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

Bylaw 0134 – Board Self-Evaluation

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\0134 - Board Self Evaluation - Final.pdf>

Bylaw 0174 – Duties of Board Attorney

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\0174 - Duties of Board Attorney - Final.pdf>

Bylaw 0174.1 – Legal Services

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\0174.1 - Legal Services - Final.pdf>

Policy 5600 – Pupil Discipline/Code of Conduct

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\5600 - Pupil Discipline-Code of Conduct - Final.pdf>

Regulation 5600 – Pupil Discipline/Code of Conduct

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\R5600 - Pupil Discipline-Code of Conduct with Behaviors Chart - Final.pdf>

Regulation 5530 – Substance Abuse

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\R5530 - Substance Abuse - Final.pdf>

Policy 2361 – Acceptable Use of Computer Network/Computers and Resources

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\2361 - Acceptable Use of Computer Network-Computers and Resources - Final2.pdf>

Regulation 2361 – Acceptable Use of Computer Network/Computers and Resources

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\R2361 - Acceptable Use of Computer Network-Computers and Resources - Final2.pdf>

Policy 9700 – Special Interest Groups

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\9700 - Special Interest Groups - Final.pdf>

Substitute Instructional Support Staff Handbook (**first and only reading**)

Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\Substitute Instructional Support Staff Handbook Spring 2012_rev April 2 2012_Final.pdf

Substitute Teacher Handbook (**first and only reading**)

Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\Substitute Teacher Handbook Rev Spring 2012_rev April 2 2012_Final.pdf

Non-Affiliated Employee Handbook (**first and only reading**)

Q:\Agenda Attachments\May 2011 - December 2012\May 24\Policies Regs\Non-Affiliated Employee Handbook - revised 4.03.12 v2_final.pdf

4. To approve to renumber job description A-35 Board Attorney/In-House Counsel to A-6.
5. To approve a reading of the following job descriptions:

B-13 Student Enrichment Program Coordinator

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\B-13 Student Enrichment Program Coordinator.doc>

C-11 Transportation Dispatcher

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\C-11 Trans Dispatcher.doc>

E-12 Camp Coordinator

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\E-12 Camp Coordinator.doc>

A motion was made by Joseph Sauer and seconded by Sharon Bialecki to approve Policy/Legislative item(s) #1-5. Roll call vote: eight (8) members present voted yes; motion passed. Beth Sicoli abstained on items #1-5.

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.

1. To approve Spiezele Architect to prepare specifications and bid documents for the summer paving projects at McKinley, Intermediate, and Ocean Acres schools and to include an alternate bid for the Oxycocus parking lots that will include topography, underground structure and paving in the amount of \$82,000. If the Oxycocus school were to be sold prior to the project beginning, all plans and specifications for addressing the parking lot could be turned over to the new owner. This is part of a previous award for architectural consulting services.
2. To approve WPCS International-Trenton, Inc., Trenton, NJ for electrical services in the amount of \$92.48 per hour, beginning July 1, 2012 and ending June 30, 2013. Three contractors bid and WPCS International-Trenton was the lowest bid.
3. To approve Timothy Peters Plumbing & Heating Co., Inc., Toms River, NJ for plumbing services in the amount of \$80 per hour, beginning July 1, 2012 and ending June 30, 2013. Three contractors bid and Timothy Peters Plumbing & Heating was the lowest bid.
4. To approve Meadowbrook Industries, LLC of Elizabeth, NJ for trash removal in the amount of \$35,950, beginning July 1, 2012 and ending June 30, 2013. Two contractors bid and Meadowbrook Industries was the lowest bid.
5. To approve Multi-Temp Mechanical Inc. of Westville, NJ for HVAC maintenance and repair services in the amount of \$71.50 per hour, beginning July 1, 2012 and ending June 30, 2013. Seven contractors bid and Multi-Temp Mechanical Inc. was the lowest bid.

A motion was made by Gregory Quille and seconded by Joseph Sauer to approve Buildings/Grounds/Cafeteria item(s) #1-5. Roll call vote: eight (8) members present voted yes; motion passed. Beth Sicoli abstained on items #1-5.

ADVANCED PLANNING

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\BOE Meeting Chart.docx>

1. Approve moving the Board Meeting from June 14, 2012 to June 21, 2012 at 5:00pm.

A motion was made by Gregory Quille and seconded by Joseph Sauer to approve Advanced Planning item #1. Roll call vote: eight (8) members present voted yes; motion passed.

COMMUNICATION FROM THE PUBLIC

- Buildings and Grounds agenda
 - Sale of Oxycocus Elementary School
 - Extended Day Program

CLOSED SESSION (IF NEEDED) – PERSONNEL/NEGOTIATIONS

We are looking for a motion to enter into closed session for the purposes of discussing a matter that falls within the attorney-client privilege and personnel matters.

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 Gregory Quille and seconded by Kevin Leonard to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

A motion was made by Gregory Quille and seconded by Kevin Leonard to exit closed session and resume the regular meeting. Roll call vote: eight (8) members present voted yes; motion passed.

TIME IN: 9:00pm

TIME AT CONCLUSION OF CLOSED SESSION: 10:10pm

BOARD OF EDUCATION INFORMATIONAL ITEMS

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\In and Out of District Student Chart.doc>

<Q:\Agenda Attachments\May 2011 - December 2012\May 24\Monthly Reports April 2012.pdf>

ADJOURNMENT

A motion was made by Wendy Cotter and seconded by Joseph Sauer to adjourn the meeting at 10:12pm. Roll call vote: eight (8) 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/5/30/2012