

## **BUSINESS MEETING**

**August 18, 2011**

The Business Meeting of the Stafford Township Board of Education was held at 7:00 pm in 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**

### **FLAG SALUTE**

### **RECOGNITION/PRESENTATIONS**

Christine English will represent the Board of Education at Staff Orientation on September 1<sup>st</sup>.

### **SUPERINTENDENT'S EDUCATIONAL REPORT**

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

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

1. July 21, 2011 Business Meeting – No Absences <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Business Mtg Minutes 7-21-2011.pdf>
2. July 21, 2011 Non-Public Closed Session Minutes – No Absences <Q:\Closed Session Attachments\Closed Session 7-21-2011.pdf>

A motion was made by Susan Spaschak and seconded by Wendy Cotter to approve Approval of Minutes of Previous Meetings items #1-2. Roll call vote: nine members present voted yes; motion passed.

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

## **CORRESPONDENCE TO AND FROM THE BOARD**

### **BOARD BUSINESS**

1. To appoint Christine Schmidt as the Anti-Bullying Coordinator for the 2011-2012 school year.
2. To establish School Safety Teams (attached) to assist in the anti-bullying effort in each school for the 2011-2012 school year. [Q:\Agenda Attachments\May 2011 - April 2012\August 18\2011-2012 School Safety Teams \(Anti-Bullying\).docx](Q:\Agenda Attachments\May 2011 - April 2012\August 18\2011-2012 School Safety Teams (Anti-Bullying).docx)
3. To approve the following staff as Anti-Bullying Specialists for the 2011-2012 school year:

Scott Entrikin, Guidance Counselor (Intermediate School)  
Mitchell Migdon, Guidance Counselor (McKinley Avenue School)  
Lisa DiBernardo, Guidance Counselor (Ocean Acres School)  
Shelley Brown-Griffin, Learning Disabilities Teacher Consultant (PLC)  
Mary Lynn Hanson, Psychologist (Oxycocus School)

A motion was made by Kevin Leonard and seconded by Tammy Nicolini to approve Board Business items #1-3. Roll call vote: nine 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 August 18, 2011 totaling \$1,476,334.83. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Attachment A1.pdf>
2. To accept the Treasurer's Report for the month of June 2011 with a cash balance of \$3,272,509.46. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Attachment A2 & 3.pdf>
3. To accept the Secretary's Report for the month of June 2011 with a cash balance of \$3,272,509.46.
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 June 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).

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Board of Education 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 June 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\August 18\Line Item Transfers.pdf>
6. To approve the attached list of out-of-district students for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Out of District Student.docx>

7. To approve the attached list of in-district students for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\In district Tuition Students.docx>
8. To approve to retire the Xerox copy machine located in the business office, serial #UGK461036, asset tag #03596.
9. To approve the bus routes for the 2011-2012 school year.
10. To accept the following donations:
  - a. PTA - \$500 – Field Trips – PLC
  - b. Lifetouch Studios – McKinley Avenue, United for Stafford \$1232.
11. To approve a one-year continuance of terms of the service contract to “Let’s Think Wireless,” Pine Brook, NJ to provide wireless wan system maintenance for the district, beginning July 1, 2011 and ending June 30, 2012. Cost: \$16,000.
12. To approve an interlocal agreement with Long Beach Island School District to provide food services for the 2011-2012 school year, subject to attorney review.
13. To approve the following change orders for the Intermediate School roof project:
  - a. Change order #1 for the replacement of 37 plastic clamping rings with cast iron clamping rings. Cost: \$3,252.96.
  - b. Change order #2 to provide and install Hypalon wall flashing at gymnasium walls as per Tremco, Inc. Cost: \$9,731.65.
14. To approve the attached 2012-2013 budget calendar. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Budget Calendar 2012-2013.pdf>
15. To approve the attached resolution appointing Enrico D. Siano as qualified purchasing agent and increasing bid threshold to \$36,000 from \$26,000 and quotation threshold to \$5,400 from \$2,625. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Bid Threshold - QPA Resolution 2011-2012.pdf>
16. To approve the attached revised Bus Rules Handbook. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Bus Rules Handbook 8-2011.pub>
17. To approve the acceptance of students #19222 and #15868 as School Choice students for the 2011-2012 school year. State funding pending.
18. To approve Sodon’s Electric, Inc. of Atlantic Highlands, NJ to install the final phase of the roof mounted photovoltaic system at the Intermediate School with attorney review.

19. To approve Pro-Vision Video Systems of Kentwood, MI for purchase and installation of the Digital Video School Bus Camera System with GPS.

A motion was made by Christine English and seconded by Susan Spaschak to approve Finance/Insurance/Transportation items #1-19. Roll call vote: nine 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\August 18\PD Listing 08-18-11.pdf>
2. To approve the English Language Services Three Year Plan – School years 2011-2014.

A motion was made by Wendy Cotter and seconded by Sharon Bialecki to approve Curriculum/Instruction/Technology items #1-2. Roll call vote: nine 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\August 18\Substitutes 8.18.11.doc>
2. To approve the attached list of students to participate in student teacher fieldwork. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Student Teacher Placement 8.18.11.doc>
3. To approve the rehire of the attached list of personnel beginning September 1, 2011 and ending June 30, 2012. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Rehire grid.xls>
4. 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\August 18\Personnel Change in Status 8.18.11.xls>
5. To approve the attached list of specialists as consultants to the Child Study Team for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\August 18\Consultant List for 2011 2012.doc>
6. To approve the following teachers to provide homebound/parent-teacher home instruction for the 2011-2012 school year, per negotiated agreement: Lisa Toci, Kathleen Tromm, Alicia Segalla, Debra Bradley, and Pamela Hawes.
7. To approve Lee Abbatemarco as a home assistant for the 2011-2012 school year, per negotiated agreement.
8. To approve Geraldine Bormida as substitute probationary confidential secretary beginning September 1, 2011 and ending December 1, 2011.
9. To approve the rate increase of no call and on call substitute bus drivers from \$26 per route to \$27 per route beginning July 1, 2011 and ending June 30, 2012.
10. To approve Edith Campbell for a college credit guide increase for master's degree beginning 2012-2013 school year.
11. To approve the following request(s) for unpaid leaves of absence:

- a. Brian Nelson, teacher, family leave beginning September 1, 2011 and ending October 13, 2011.
12. To approve the following resignations:
- a. Frankie Nigro, greeter, PLC, effective immediately.
  - b. Nancy Camilleri, part-time teacher aide, effective immediately
13. To approve a stipend for William Finke for additional assignments to include monitoring and overseeing the utilization of STAC, beginning September 1, 2011 and ending June 30, 2012.

A motion was made by Susan Spaschak and seconded by Sharon Bialecki to approve Personnel items #1-13. Roll call vote: nine 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 the first reading of the following revised bylaws/policies and regulations:
  - Bylaw 0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics  
<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\0142 - Board Member Qualifications, Prohibited Acts and Code of Ethics.doc>
  - Bylaw 0144 – Board Member Orientation and Training  
<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\0144 - Board of Education Orientation and Training.doc>
  - Bylaw 0157 – Stafford Township Board of Education Official Sites  
<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\0157 - Board of Education Official Sites.doc>
  - Bylaw 0164 – Conduct of Board Meetings  
<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\0164 - Conduct of Board Meetings.doc>
  - Bylaw 0166 – Executive-Work Sessions and Closed Sessions

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\0166 - Executive-Work Sessions and Closed Sessions.doc>

-Policy 3125.2 – Employment of Substitute Teachers

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\3125.2 - Employment of Substitute Teachers.doc>

-Policy 5350 – Pupil Suicide Prevention\*

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5350 - Pupil Suicide Prevention.doc>

-Policy 5512 – Harassment, Intimidation and Bullying\*

(to be approved on one reading only)

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5512 - Harassment, Intimidation and Bullying.doc>

-Regulation 5512 – Reporting Procedure – Harassment, Intimidation or Bullying\*

(to be approved on one reading only)

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5512 - Harassment, Intimidation and Bullying.doc>

-Policy 5514 – Pupil Use of Vehicles

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5514 - Pupil Use of Vehicles.doc>

-Regulation 5514 – Pupil Use of Vehicles

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\R5514 - Pupil Use of Vehicles.doc>

-Policy 5516 – Pupil Use of Electronic Communication and Recording Devices

(to be approved on one reading only)

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5516 - Use of Electronic Communication and Recording Devices.doc>

-Policy 5600 – Pupil Code of Conduct\*

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\5600 - Pupil Discipline-Code of Conduct.doc>

-Regulation 5600 – Pupil Code of Conduct with Behaviors Chart\*

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\R5600 - Pupil Discipline-Code of Conduct with Behaviors Chart.doc>

-Policy 6421 – Purchases Budgeted

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\6421 - Purchases Budgeted.doc>

-Policy 6620 – Petty Cash

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\6620 - Petty Cash.doc>

-Policy 8330 – Pupil Records

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\8330 - Pupil Records.doc>

-Regulation 8330 – Pupil Records

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\R8330 - Pupil Records.doc>



-Policy 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse\*

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying and Alcohol, and Other Drug Abuse.doc>

-Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse\*

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\R8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, and Alcohol and Other Drug Abuse.doc>

-Regulation 8630 – Emergency School Bus Procedures

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\R8630 - Emergency School Bus Procedures.doc>

2. To approve the attached revised Transportation Department Operations Manual.

<Q:\Agenda Attachments\May 2011 - April 2012\August 18\Policies-Regs-Bylaws\Transportation Department Operations Manual - Revised 07-2011.doc>

A motion was made by Joseph Sauer and seconded by Christine English to approve Policy/Legislative items #1-2. Roll call vote: nine 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**

**ADVANCED PLANNING** – [Q:\Agenda Attachments\May 2011 - April 2012\August 18\Advanced Planning 2011-2012 \(1\).doc](Q:\Agenda Attachments\May 2011 - April 2012\August 18\Advanced Planning 2011-2012 (1).doc)

October 24-26, 2011 – NJSBA Workshop

## **COMMUNICATION FROM THE PUBLIC**

- Mrs. Peggy Beck – Dismissal procedures for students.
- Student grade level tour of district admin building.

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

We are looking for a motion to enter into closed session for the purposes of discussing ongoing contract negotiations with the Stafford Township Education Foundation regarding the management of the STAC.

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 Wendy Cotter to move on the above Resolution. Roll call vote: nine members present voted yes; motion passed.

A motion was made by Joseph Sauer and seconded by Sharon Bialecki to exit closed session and resume the regular meeting. Roll call vote: nine members present voted yes; motion passed.

TIME IN: 7:52 pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:45 pm

## **BOARD OF EDUCATION INFORMATIONAL ITEMS**

None

## **ADJOURNMENT**

A motion was made by Christine English and seconded by Susan Spaschak to adjourn the meeting at 8:46 pm. Roll call vote: nine 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).

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Enrico D. Siano – BS/SBA

EDS/km