

BUSINESS MEETING

September 15, 2011

The Business Meeting of the Stafford Township Board of Education was held at 7:00 pm at Oxycocus Elementary School.

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

- A. Presentation: Stephanie Bush, Director, Preschool Program/Special Projects –
“A Day in the Life of a Preschooler”
- B. Steve Steiner - Ocean Professional Theatre Company

SUPERINTENDENT’S EDUCATIONAL REPORT - <Q:\Agenda Attachments\May 2011 - April 2012\September 15\9-15-11 Educational Report.docx>

APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

1. August 18, 2011 Business Meeting – No absences.
<Q:\Agenda Attachments\May 2011 - April 2012\September 15\Business Mtg Minutes 8-18-2011.pdf>
2. August 18, 2011 Non-Public Closed Session Minutes – No absences.
<Q:\Closed Session Attachments\Closed Session 8-18-2011.pdf>

A motion was made by Sharon Bialecki and seconded by Susan Spaschak 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)

- Finance #A-6
- Personnel # 3 & 8
- Policy #5514
- At the request of the Board, specifically the Buildings and Grounds Committee, and in response to questions from the public, the Board Attorney explained that the Committee considered its options for proceeding with the solar project at Intermediate school. The Committee determined that it was going to substantially revise the bid specifications and rebid the project, thereby rejecting all bids. Specifically the revisions must include timeline revisions. The unanticipated delays from the roofing project at the Intermediate school made it impossible to follow the timelines set forth in the original bid specifications for the solar project. In addition, additional funds became available for the Board to consider upgrades and alternatives to the technical specifications for the project in an effort to get the best system to meet the district's needs. In addition, the Committee considered that we had defects with 1-5 of the 6 bids and the 6th bid was \$99,000 over budget. Finally, the Committee did consider that there was a tentative previous award to Sodon's Electric that had been subject to attorney review. That tentative award would need to be withdrawn as all bids were being rejected and because attorney review uncovered a material defect in the documentation provided by Sodon's Electric – specifically the Contractor Sworn Certification was not provided for the solar energy installer subcontractor.

CORRESPONDENCE TO AND FROM THE BOARD

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 September 15, 2011 totaling \$1,196,377.28.
<Q:\Agenda Attachments\May 2011 - April 2012\September 15\Attachment A - 1.pdf>
2. To accept the Treasurer's Report for the month of July 2011 with a cash balance of \$5,750,592.67.
<Q:\Agenda Attachments\May 2011 - April 2012\September 15\Attachment A 2 & 3.pdf>
3. To accept the Secretary's Report for the month of July 2011 with a cash balance of \$5,750,592.67.
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 July 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 July 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\September 15\Line Item Transfers.pdf>
6. To accept the funds from the Target grant in the amount of \$2,000.
7. To approve the acceptance of \$16,718 as reimbursement of “Nonpublic School Transportation Costs” from 2010-2011 school year. These funds will be used to offset any escalating transportation costs in fuel for the fleet.
8. To approve a shared services agreement with Barnegat Township Board of Education to provide purchasing services for the 2011-2012 school year, pending receipt of signed agreement from Barnegat. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\Purchasing Shared Services Agreement - Stafford and Barnegat 2011-2012.pdf>
9. To approve a shared services agreement with Little Egg Harbor Township Board of Education to provide purchasing services for the 2011-2012 school year, pending receipt of signed agreement from Little Egg Harbor. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\Purchasing Shared Services Agreement - Stafford and Little Egg Harbor 2011-2012.pdf>
10. To approve a shared services agreement with Beach Haven Board of Education to provide certified school nursing services, pending receipt of signed agreement from Beach Haven, beginning September 1, 2011 and ending June 30, 2012. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\Nursing Shared Services Agreement - Stafford and Beach Haven - 2011-2012.pdf>
11. To approve the jointure agreement with Long Beach Island Board of Education to transport students to the Stafford Intermediate and McKinley Avenue Elementary Schools for the 2011-2012 school year at a cost of \$33 per day totaling \$5940.
12. To approve Student ID #17183 to attend The Education Academy for the 2011-2012 school year at a cost of \$43,575.
13. To reject all bids from the July 14, 2011 bid opening of the final phase of the roof mounted photovoltaic system at the Intermediate School pursuant to N.J.S.A. 18A:18A-22 in order to substantially revise the bid specifications. This would include rescission the previous tentative award to Sodon’s Electric, Inc, that was pending Board Attorney review.
14. To approve the attached resolution for Tuition Rate Cap Out-of-District Educational Facilities. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\Resolution Tuition Rate Cap Out of District Educational Facilities.pdf>

A motion was made by Christine English and seconded by Tammy Nicolini to approve Finance/Insurance/Transportation items #1-14. Roll call vote: nine members present voted yes; motion passed with abstentions on checks as noted below:

SB #4187; WC #51555; KL #4186; GQ #3531; TN #55205; SF #377

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\September 15\Professional Development 9-15-11.pdf>
2. To approve to apply for the FY 2012 No Child Left Behind (NCLB) grant in the amount of \$353,470 plus \$49,738 in consortium.
3. To approve to apply for the FY 2012 IDEA Grant in the amount of \$554,573 for Basic and \$40,850 for Preschool.
4. To approve the attached list of afterschool programs for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\2011-12 After school programs.docx>
5. To accept Students #19299 and #16246 as School Choice students for the 2011-2012 school year.
6. To approve the attached list of field trips for the 2011-2012 school year. All entrance fees will be covered by PTA donations. <Q:\Agenda Attachments\May 2011 - April 2012\September 15\Field Trips 2011-2012.doc>

A motion was made by Wendy Cotter and seconded by Christine English to approve Curriculum/Instruction/Technology items #1-16. 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\September 15\Substitutes 9.15.11.doc>
2. To approve the following resignations:
 - a. Patricia Heinzer, cafeteria/playground aide, effective immediately.
 - b. Janet Crappse, greeter, effective immediately.
3. To approve Sarah Hoffman as resource room teacher, Intermediate School, beginning September 1, 2011 and ending June 30, 2012, Step 1 (revised), of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
4. To approve stipends for Thomas Frawley and Eugene Mitrano for boilerman's license, beginning July 1, 2011 and ending June 30, 2012.
5. To approve Marie Miljus as cafeteria/playground aide, Intermediate School, beginning October 1, 2011 and ending January 1, 2012, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.

6. To approve Augmentative Communication Consulting, LLC, Manasquan, NJ as a consultant to the child study team for the 2011-2012 school year at a fee of \$575 for an evaluation and \$75 travel fee for locations beyond 60-mile radius.
7. To approve a request for unpaid family leave (NJFLA and/or FMLA) beginning September 27, 2011 and returning October 17, 2011 for Amanda Boeta.
8. To approve Mary Ann Schiattarella as a part time speech language specialist beginning October 1, 2011 and ending December 31, 2011, Step 2, prorated, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
9. To approve Alyssa Sinclair and Meredith Firmani as substitute probationary greeters, Oxycocus Elementary School, beginning October 1, 2011 and ending January 1, 2012. These are replacement positions.

A motion was made by Susan Spaschak and seconded by Wendy Cotter to approve Personnel items #1-9. 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 second reading of the following revised bylaws/policies and regulations:

- Bylaw 0142 – Board Member Qualifications, Prohibited Acts and Code of Ethics
- Bylaw 0144 – Board Member Orientation and Training
- Bylaw 0157 – Stafford Township Board of Education Official Sites
- Bylaw 0164 – Conduct of Board Meetings
- Bylaw 0166 – Executive-Work Sessions and Closed Sessions
- Policy 3125.2 – Employment of Substitute Teachers
- Policy 5350 – Pupil Suicide Prevention*
- Policy 5514 – Pupil Use of Vehicles
- Regulation 5514 – Pupil Use of Vehicles

- Policy 5600 – Pupil Code of Conduct*
- Regulation 5600 – Pupil Code of Conduct with Behaviors Chart*
- Policy 6421 – Purchases Budgeted
- Policy 6620 – Petty Cash
- Policy 8330 – Pupil Records
- Regulation 8330 – Pupil Records
- Policy 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse*
- Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse*
- Regulation 8630 – Emergency School Bus Procedures

A motion was made by Joseph Sauer and seconded by Kevin Leonard to approve Policy/Legislative item #1. 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.

Report: Spec changes on re-bid

- CHA energy audit
- Intermediate roof and intrusion of water through vents
- Five-year preventative maintenance project
- Summer projects

FOUNDATION UPDATE

ADVANCED PLANNING – [Q:\Agenda Attachments\May 2011 - April 2012\September 15\Advanced Planning 2011-2012 \(1\).doc](Q:\Agenda Attachments\May 2011 - April 2012\September 15\Advanced Planning 2011-2012 (1).doc)

October 24-26, 2011 – NJSBA Convention

To approve a special Board of Education meeting on October 6th at 7:00 pm at the Admin Building to discuss NJASK scores.

A motion was made by Kevin Leonard and seconded by Joseph Sauer to approve the special meeting. Roll call vote: nine members present voted yes; motion passed.

COMMUNICATION FROM THE PUBLIC

- Board of Education meeting dates
- Utilization of STAC
- Hiring of STAC Manager
- Bus stop at Sugar Hill Road and Route 9

CLOSED SESSION (IF NEEDED) – PERSONNEL/NEGOTIATIONS

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter and a matter involving the Stafford Township Arts Center that falls 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 Sharon Bialecki and seconded by Tammy Nicolini to move on the above Resolution. Roll call vote: nine members present voted yes; motion passed.

A motion was made by Susan Spaschak and seconded by Samuel Fierra to exit closed session and resume the regular meeting. Roll call vote: nine members present voted yes; motion passed.

TIME IN: 8:50 pm

TIME AT CONCLUSION OF CLOSED SESSION: 9:34 pm

BOARD OF EDUCATION INFORMATIONAL ITEMS

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

ADJOURNMENT

A motion was made by Gregory Quille and seconded by Joseph Sauer to adjourn the meeting at 9:35 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).

Enrico D. Siano – BS/SBA

EDS/km