

BUSINESS MEETING

November 15, 2011

The Business Meeting of the Stafford Township Board of Education was held on November 15, 2011 at 7:00 pm at the Ocean Acres 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

HIB Reports

FLAG SALUTE

RECOGNITION/PRESENTATIONS

1. Recognition: Michael Dunlea – Ocean County Teacher of the Year
2. Presentations: (Ocean Acres Elementary School)
 - ~Lori Ruff and Laura Samuel – Kids in the Kitchen
 - ~Elizabeth Schenck – 6+1 Writing Traits

SUPERINTENDENT'S EDUCATIONAL REPORT – Attached

<..\..\Agenda Attachments\May 2011 - April 2012\November 15\11-15-11 Educational Report.docx>

APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

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

1. October 20, 2011 - Business Meeting – One Absence
<Q:\Agenda Attachments\May 2011 - April 2012\November 15\Business Mtg Minutes 10-20-2011.pdf>
2. October 20, 2011 - Non-Public Closed Session Minutes – One Absence
<Q:\Closed Session Attachments\Closed Session 10-20-2011.pdf>

A motion was made by Tammy Nicolini and seconded by Kevin Leonard to approve Approval of Minutes of Previous Meetings items #1-2. Roll call vote: nine members present voted yes; motion passed. Christine English abstained on items #1-2.

COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

CORRESPONDENCE TO AND FROM THE BOARD

None

BOARD BUSINESS

1. To approve the Addendum to the Preschool Facilities Usage and Services Agreement between the Stafford Township Board of Education and the Stafford Township Education Foundation through June 30, 2012. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Addendum to the Preschool Facilities Usage.pdf>
2. To approve the Resolution Limiting the Total Number of Students Exiting Stafford Township School District to Participate in the School Choice Program of Another School District. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\School Choice Resolution.pdf>

A motion was made by Christine English and seconded by Wendy Cotter to approve Board Business items #1-2. 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 November 15, 2011 totaling \$946,337.82. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Finance A-1.pdf>
2. To accept the Treasurer's Report for the month of September 2011 with a cash balance of \$6,298.613.06. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Finance A - 2 & 3.pdf>
3. To accept the Secretary's Report for the month of September 2011 with a cash balance of \$6,298.613.06.
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 September 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 September 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. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Line Item Transfers.pdf>
6. To approve Garden State Hearing and Balance Center, Toms River, NJ to provide audiological evaluations at a rate of \$90.00 and central auditory processing evaluations at \$125.00.
7. To approve Student ID#17183 to attend Regional Day School at Jackson from October 11 thru October 28, 2011 at a cost of \$4,334.10.
8. To approve the refunding bond ordinance entitled, *Refunding Bond Ordinance of The Board of Education of the Township of Stafford in the County of Ocean, New Jersey, providing for the refunding of all or a portion of the outstanding school bonds of the school district, dated August 15, 2003, issued in the original principal amount of \$15,224,000, appropriating not to exceed \$4,400,000 therefore and authorizing the issuance of not to exceed \$4,400,000 refunding bonds to provide for such refunding.* <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Refunding Bond Ordinance.pdf>
9. To approve to retire the Vulcan electric stove located in the kitchen at McKinley Avenue Elementary School, serial #N/A, asset tag #00376.
10. To accept the grant check #1589 from the PTA in the amount of \$3,000.00.
11. To accept the "Kids in the Kitchen" grant check from the Stafford Township Education Foundation in the amount of \$2,193.06.

A motion was made by Christine English and seconded by Tammy Nicolini to approve Finance/Insurance/Transportation items #1-11. Roll call vote: nine members present voted yes; motion passed. Christine English abstained on check #55445.

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. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\BOE Meeting Professional Development Requests-November 15.doc>
2. To approve the attached afterschool program. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\After School Program.pdf>
3. To accept Students # 8989236228 (State ID) and # 6128708733 (State ID) as School Choice students beginning November 16, 2011 and ending June 30, 2012.

A motion was made by Wendy Cotter and seconded by Christine English to approve Curriculum/Instruction/Technology items #1-3. 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. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Substitutes 11.15.doc>

2. To approve the change in status for the attached list of personnel for the 2011 – 2012 school year. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Personnel Change in Status 11.15.11.xls>
3. To approve the following afterschool greeters: Janine Davies, Annette Somodi
4. To approve a request for unpaid contractual child rearing leave for Kristi Deren beginning February 3, 2012 and ending April 15, 2012.
5. To approve a request for unpaid Family Leave (NJFLA and/or FMLA) for Jessica Deery beginning February 16, 2012 and returning June 11, 2012.
6. To approve a request for unpaid Family Leave (NJFLA and/or FMLA) for Megan Beauchemin beginning February 6, 2012 and returning May 14, 2012.
7. To approve Tracy Granello as a substitute probationary custodian, beginning December 1, 2011 and ending March 1, 2012, Step 1, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position. Due to QSAC and State mandated requirement of one custodian per 17,500 sq. ft. (cleaning area), necessitated additional position.
8. To approve Paul Patnode as a substitute probationary custodian, beginning December 1, 2011 and ending March 1, 2012, Step 1 + Black Seal License stipend, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
9. To approve the attached list of personnel for Lead Custodian stipends for the 2011 / 2012 school year. <..\..\Agenda Attachments\May 2011 - April 2012\November 15\Lead Custodian Stipend List.pdf>
10. To approve Tracey Gallacher as a 1001 elementary school teacher, beginning December 1, 2011 and ending May 3, 2012, Step 1, 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 #1-10. Roll call vote: nine members present voted yes; motion passed. Joseph Sauer abstained on item #1.

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 following new policies and regulations on a first, and only, reading:

Policy 7510.1 – Use of STAC Facilities
Regulation 7510.1 – Use of STAC Facilities

2. To approve the following revised policies and regulations on a first, and only, reading:

Policy 7510 – Use of Facilities
Regulation 7510 – Use of Facilities

The Chairperson of the Policy Committee (Joe Sauer) asked that the Board Attorney explain what Policy and Regulation 7510.1 – Use of STAC Facilities is all about. The Board Attorney shared that this is a Policy and Regulation governing the use of STAC by outside groups that have an educational or community focus. The policy and regulation set forth levels of users – Level 1: government groups and school-related groups (PTA, Producers and the Stafford Township Education Foundation); Level 2: Non-profits groups with educational or community focus; and Level 3: For-profits groups with educational or community focus. The Levels would establish priority of use and fees schedules. As to the approval process, the District would first set its schedule before June 30th. Then, groups would be given a timeframe based upon priority, starting July 1st to request usage. Level 1 would have 2 weeks, then Level 2 and so on. Users need to request usage at least 60 days in advance of the event. Users need to request usage one event at a time and cannot request the next event until the first is completed. As to specific details of facility use requirements, they are set forth specifically in the policy, regulation, and application, which will be available after approval.

A motion was made by Joseph Sauer and seconded by Kevin Leonard 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

None

ADVANCED PLANNING – Attached

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\BOE Meeting Chart 2011-2012 rev 10-31-2011.docx](#)

December 1, 2011 – Board Retreat at Administration Building

COMMUNICATION FROM THE PUBLIC

- Our Gang performances
- Fitness grant
- Our Gang/STAC

CLOSED SESSION (IF NEEDED)

BOARD OF EDUCATION INFORMATIONAL ITEMS

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Monthly Report Intermediate October 2011](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Monthly Report McKinley October 2011.doc](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Monthly Report OA October2011.doc](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Monthly Report PLC October 2011.docx](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Monthly Report Oxy October 2011.doc](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\Attendance Report October 2011 DK.pdf](#)

[..\..\Agenda Attachments\May 2011 - April 2012\November 15\In District Out of District Students.pdf](#)

ADJOURNMENT

A motion was made by Gregory Quille and seconded by Christine English to adjourn the meeting at 9:17 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