

**BUSINESS MEETING**

December 15, 2011

The Business Meeting of the Stafford Township Board of Education was held on December 15, 2011 at 7:00 pm 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. Excellence Award Presentation from Energy Education to Stafford Township Board of Education.
2. Recognition: National Teacher Certification
  - Elizabeth Bradley
  - Daniel Breslow
  - Hope Scherlin
  - Maria Stout

3. Presentation of NJQSAC Statement of Assurance by Superintendent.

**SUPERINTENDENT'S EDUCATIONAL REPORT** – Attached

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\12-15-11 Educational Report.docx>

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

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

1. November 15, 2011 Special Meeting (HIB Hearing) – No absences  
[Q:\Agenda Attachments\May 2011 - April 2012\December 15\Special Mtg \(HIB\) Minutes 11-15-2011.pdf](Q:\Agenda Attachments\May 2011 - April 2012\December 15\Special Mtg (HIB) Minutes 11-15-2011.pdf)
2. November 15, 2011 Business Meeting – No absences  
<Q:\Agenda Attachments\May 2011 - April 2012\December 15\Business Mtg Minutes 11-15-2011.pdf>
3. November 15, 2011 Non-Public Closed Session – No absences  
<Q:\Closed Session Attachments\Closed Session 11-15-2011.pdf>

A motion was made by Wendy Cotter and seconded by Kevin Leonard to approve Approval of Minutes of Previous Meetings items #1-3. Roll call vote: nine (9) members present voted yes; motion passed.

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

None

**CORRESPONDENCE TO AND FROM THE BOARD**

Thank you note – Michael Dunlea

**BOARD BUSINESS**

1. To approve the NJQSAC Statement of Assurance, as presented, to be submitted to the NJ Department of Education.
2. To approve the attached Resolution to Control the Resident Canada Goose Population. Cost: Not to exceed \$3,000.  
<Q:\Agenda Attachments\May 2011 - April 2012\December 15\Resolution Canada Goose Population December 15 2011.pdf>
3. To approve the one (1) year extension of the Lease Agreement between the Township of Stafford and the Stafford Township Board of Education for the

premises located at 775 East Bay Avenue, Manahawkin, NJ 08050. The term of the extension shall run from February 1, 2012 through January 31, 2013 (with expressed intent to continue through June 30, 2013). The rental payment for this extension shall be \$1.00.

A motion was made by Sharon Bialecki and seconded by Joseph Sauer to approve Board Business items #1-3. 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 December 15, 2011 totaling \$1,267,789.06. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\Finance A-1.pdf>
2. To accept the Treasurer's Report for the month of October 2011 with a cash balance of \$6,615,384.70. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\Finance A - 2 & 3.pdf>
3. To accept the Secretary's Report for the month of October 2011 with a cash balance of \$6,615,384.70.
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 October 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 October 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\December 15\Monthly Transfer Report.pdf>
6. To approve petty cash funds in the amount of \$200 for STAC.
7. To accept Artists in Education Residency Grant Award in the amount of \$5,500.
8. To approve the refunding bond ordinance and the adoption of the form and sale resolution of the *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, was introduced on November 15, 2011 and approved on first reading by a vote of "yes". A public hearing was conducted.*
9. To approve Janney Montgomery Scott, 1580 Route 206 North, Bedminster, NJ 07921 as underwriter as follows:

Average Takedown (\$ per bond):	\$3.34
Expenses (\$ per bond):	\$0.36
Gross Spread (\$ per bond):	\$3.70

Additional quotes were received from PNC, Raymond James and Roosevelt & Cross, which were higher. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\Bond Refinance Underwriter Letter 11-2011.pdf>
10. To approve Deutsche Bank, 100 Plaza One, 6<sup>th</sup> floor, Jersey City, NJ 07311, as escrow agent at the fee of \$300 for closing cost of the refinancing of existing bonds. Bank of NY Mellon and TD Bank also provided quotes which were higher.
11. To approve the attached school bus emergency evacuation drill reports on December 2, 2011 for all schools. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\Bus Emergency Evacuation Reports 2011-2012.pdf>

A motion was made by Christine English and seconded by Susan Spaschak to approve Finance/Insurance/Transportation items #1-11. 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\December 15\BOE Meeting Professional Development Requests December.doc>
2. To approve the attached list of after school programs for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\after school program12.15.11.doc>
3. To approve the attached list of field trips for the 2011-2012 school year. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\field trip 12.15.11.docx>
4. To approve the K-2 math curriculum.

A motion was made by Wendy Cotter and seconded by Christine English to approve Curriculum/Instruction/Technology items #1-4. 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\December 15\Substitutes 12.15.11.doc>
2. To approve the attached list of students to participate in student teacher fieldwork. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\Student Teacher Placement 12.15.doc>
3. 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\December 15\Personnel Change in Status 12.15.11.xls>
4. To approve Edith Campbell, HSL, Ocean Acres Elementary School, as teacher-in-charge for the 2011-2012 school year.
5. To approve the attached list of SES providers for the 2011-2012 school year. These providers will provide tutoring for income eligible students. The cost will be covered by NCLB grant for up to 44 eligible students. <Q:\Agenda Attachments\May 2011 - April 2012\December 15\SES providers 12.15.11.docx>
6. To approve Tracey L. Schneider, Esq., board attorney and Enrico D. Siano, school business administrator, to receive one-half of their total possible merit bonuses for meeting goals set forth in their negotiated contracts.
7. To approve the resignation of Carolyn Riccardi, school nurse, effective January 31, 2012.
8. To approve stipends, effective 2012-2013 school year, for Daniel Breslow, Hope Scherlin, and Elizabeth Bradley for achieving National Teacher Certification.
9. To approve the following teachers to provide homebound/parent-teacher home instruction for the 2011-2012 school year, per negotiated agreement: Jeanette McCormack, Susan Aljoe, and Steven Smith.

10. To approve the following teachers as reading interventionists, grades 3-6, beginning January 1, 2012 and ending April 1, 2012, per negotiated agreement: Jaime Staub, Jennifer Martin, Daniel Breslow, and Kelly Reese.
11. To approve Span-Stat, Palisades Park, NJ 07650 as a consultant to the child study team as an interpreter for the 2011-2012 school year at a fee of \$97.50/hour, and for translation of documents at a fee of \$25 for the first page and \$10 for each additional page.
12. To approve Embrace Kids Foundation to provide bedside instruction for student ID#17658 beginning October 18, 2011 and ending June 15, 2012. Cost: \$39/hour.
13. To approve stipend for Thomas Frawley for temporary building mechanic position, beginning December 1, 2011 and ending June 30, 2012.
14. To approve payment to Jaclyn Denman for each day's salary, less the pay of a substitute, beginning December 10, 2011 and ending January 19, 2012, as per NJSA 18A:30-6.

A motion was made by Susan Spaschak and seconded by Gregory Quille to approve Personnel items #1-14. Roll call vote: nine (9) 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 a first reading of the following revised policies and regulations:

Policy 5512 – Harassment, Intimidation and Bullying

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\5512 - Harassment, Intimidation and Bullying.pdf>

Policy 4123 – Probationary Period

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\4123 - Probationary Period.pdf>

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

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\2361 - Acceptable Use of Computer Network-Computers and Resources.pdf>

2. To approve a first reading of the following new policies and regulations:

Policy 5519 – Dating Violence at School <Q:\Agenda Attachments\May 2011 - April 2012\December 15\5519 - Dating Violence At School.pdf>

Regulation 5519 – Dating Violence at School <Q:\Agenda Attachments\May 2011 - April 2012\December 15\R5519 - Dating Violence At School.pdf>

A motion was made by Joseph Sauer and seconded by Sharon Bialecki 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 – Update on Foundation’s finance and website. Two STEF board members resigned.

**ADVANCED PLANNING** – Attached

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\BOE Meeting Chart 2011-2012 rev 10-31-2011.docx>

## **COMMUNICATION FROM THE PUBLIC**



- Sodexo workers asked the Board to encourage Sodexo to provide them with what they feel is an honest hourly pay.
- A parent asked that if the Foundation ends their preschool services, will the Board take over.

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

None

### **BOARD OF EDUCATION INFORMATIONAL ITEMS**

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

<Q:\Agenda Attachments\May 2011 - April 2012\December 15\Monthly Reports All November 2011.pdf>

### **ADJOURNMENT**

A motion was made by Kevin Leonard and seconded by Susan Spaschak to adjourn the meeting at 8:12 pm. 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).

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Enrico D. Siano – BS/SBA

EDS/km