

The Business Meeting of the Stafford Township Board of Education was held on June 18, 2009 at 7:00 PM in the Administration Building.

**CALL TO ORDER**

The Stafford Township 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.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mrs. Christine English  
Mrs. Tammy Nicolini  
Mrs. Susan Spaschak  
Mrs. Carol Williams  
Mrs. Lori Wyrsh  
Mr. Scott Moses  
Mrs. Denise Harrington

**ALSO PRESENT**

Mr. Ronald L. Meinders  
Dr. Judith DeStefano  
Mr. Enrico D. Siano  
Tracey L. Schneider, Esquire

**ABSENT**

Mr. Thomas Dellane  
Mr. Sam Fierra

**EXECUTIVE SESSION – AGENDA REVIEW**

~Recent notice from the Ocean County Health Department Dept. regarding a recent swine flu case with a Stafford Township Student  
~Review of agenda items  
~6<sup>th</sup> Grade schedule revision

**CLOSED SESSION**

We are looking for a motion to enter into closed session for the purposes of discussing all matters of pending litigation which fall within the attorney client privilege.

Pursuant to the Open Public Meetings act, the public will be excluded from this discussion. However, the results of this discussion will be made public at a time when the Stafford Township Board of Education decides that the issue is resolved.

A motion was made by Scott Moses and seconded by Susan Spaschak to move on the above Resolution. Roll call vote: seven members present voted yes; motion passed.

A motion was made by Scott Moses and seconded by Christine English to exit closed session and resume the regular meeting. Roll call vote: seven members present voted yes; motion passed.

TIME IN: 7:14 p.m.

TIME AT CONCLUSION OF CLOSED SESSION: 7:20 p.m.

**ROUTINE MATTERS** *(The following Routine Matters were discussed)*

Ocean County Health Department notification of a confirmed H1N1 case of a Stafford Township youth

**SUPERINTENDENT’S EDUCATIONAL REPORT**

Student Enrollment Report:

May 2008 - 2502  
May 2009 - 2509

Staff Attendance Report:

|                    |   |                 |
|--------------------|---|-----------------|
|                    |   | <u>May 2009</u> |
| Certificated Staff | - | 98%             |
| Support Staff      | - | 98%             |

| <u>May 2009</u>               | <u>Fire Drills</u>   | <u>Code Blue Drills</u> |
|-------------------------------|----------------------|-------------------------|
| Primary Learning Center – (2) | 05/19/09<br>05/19/09 | 05/29/09                |
| Ocean Acres – (2)             | 05/20/09<br>05/28/09 | 05/29/09                |
| Oxycocus – (2)                | 05/11/09<br>05/12/09 | 05/20/09                |
| McKinley – (2)                | 05/22/09<br>05/28/09 | 05/28/09                |
| Intermediate – (2)            | 05/22/09<br>05/28/09 | 05/28/09                |

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

To approve the minutes of the following meetings:

1. May 21, 2009

A motion was made by Tammy Nicolini and seconded by Lori Wyrsh to dispense with the reading and approve the minutes of the May 21, 2009 Meeting. Roll call vote: six members present voted yes; Carol Williams abstained; motion passed.

2. May 26, 2009

A motion was made by Carol Williams and seconded by Lori Wyrsh to dispense with the reading and approve the minutes of the May 26, 2009 Meeting. Roll call vote: six members present voted yes; Scott Moses abstained; motion passed.

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

Peggy Beck (resident) – District handbook and calendar

**CORRESPONDENCE TO AND FROM THE BOARD**

Letter from Eileen Francis – Staff Member

**BOARD BUSINESS**

1. To approve the attached Stafford Township School District Goals and Objectives for the 2009-2010 school year.
2. To approve the attached Stafford Township Board of Education Goals and Objectives for the 2009-2010 school year.  
Each committee chairperson shared with the board their committees and district goals and objectives for the 2009-2010 school year.
3. To approve the Stafford Township School District 2009-2010 Handbook and Calendar.

A motion was made by Scott Moses and seconded by Carol Williams to approve Board Business item #1-3. Roll call vote: seven 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 - Mr. Scott Moses -

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 2008-2009 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 June 18, 2009 totaling \$814,639.77. Attachment
2. To accept the Treasurer's Report for the month of April 2009 with a cash balance of \$4,940,836.26. Attachment
3. To accept the Secretary's Report for the month of April 2009 with a cash balance of \$4,940,836.26.
4. Certification of No Overexpenditures:  
Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Enrico D. Siano, board secretary, certify that as of April 2009 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 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 April 2009, 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 breakfast, lunch and snack price list for the 2009- 2010 school year. NOTE: Due to increased costs of products, labor, gas, taxes and delivery charges, the following items have increased: lunch from \$2.20 to \$2.35, student breakfast from \$1.05 to \$1.20, king pretzel from \$.80 to \$1.00, assorted chips from \$.75 to \$.80, small water from \$.60 to \$.65 and large water from \$.90 to \$.95.
6. To approve Coastal Printing of Ship Bottom, NJ for printing services for the district for the 2009-2010 school year in the amount of \$34,372.14. There were three other bidders for this project.
7. To approve the attached line item transfers.

8. To approve GWP Enterprises of Franklinville, NJ, pending CMX and attorney review, to repair the existing southern parking lot area located at the McKinley Avenue/Intermediate campus, remove and replace concrete sidewalk at the easterly entrance of the McKinley Avenue/Intermediate campus, construct a new paved area for recreational/delivery use located in the courtyard area (north side) of the Primary Learning Center and repair and expand the southern parking lot area located at the Oxycocus School. The amount of the bid is \$151,941.52. There were seven other bidders for this project.
9. To approve the transfer of \$400,000 from the 2008-2009 Fund 10 surplus budget to the Maintenance Reserve Account.
10. To approve to apply for the New Jersey Child Assault Prevention Program in the amount of \$7,943.60.
11. To approve the disposal of a Laminex Laminator Model #AV979, Serial #9947-19428, barcode 01017, located in the east wing at the McKinley Avenue Elementary School.
12. To approve the Agreement to Provide Nonpublic Nursing Services between the Stafford Township School District and Catapult Learning, LLC for the 2009- 2010 school year.
13. To approve the Agreement for Evaluation and Determination of Eligibility Services between the Stafford Township School District and Catapult Learning, LLC for the 2009-2010 school year.
14. To approve Facility Use Agreements (use of indoor pool) between St. Francis Parish Center and the Stafford Township School District, beginning July 7, 2009 and ending August 13, 2009.
15. To accept a donation in the amount of \$200 from Village Harbour Civic Association to be used toward special education.
16. To approve Education Inc. to provide bedside instruction for Student ID #12303 beginning May 26, 2009 and ending June 3, 2009.
17. To approve the 2009 Extended School Year bus routes.
18. To approve the Preschool Contract Agreement beginning July 1, 2009 and ending June 30, 2010.

19. To approve a revision to the Long Range Facilities Plan with regard to the gym lighting replacement projects submitted to the Department of Education previously for ROD grant consideration.

A motion was made by Scott Moses and seconded by Lori Wyrsh to approve Finance/Insurance/Transportation item(s) # 1-19. Roll call vote: seven 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 - Mrs. Tammy Nicolini -

Report: The Curriculum/Instruction/Technology Committee has reviewed the following action items, has consulted with the Superintendent, Assistant 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 2008-2009 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 attached plan for Guidance and Counseling Services.
2. To approve the Professional Development requests shown on the attached listing.
3. To approve the attached list of Extended School Year field trips beginning July 7, 2009 and ending August 13, 2009.
4. To approve the submission of the "Statement of Assurance of the Comprehensive Equity Plan Implementation" and will support full implementation in years 2008-2010.

A motion was made by Tammy Nicolini and seconded by Scott Moses to approve Curriculum/Instruction/Technology item(s) #1-4. Roll call vote: seven members present voted yes; motion passed.

**C. PERSONNEL**

The following Personnel items were discussed:

Chairperson of the Personnel Committee - Mrs. Lori Wyrsh -

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, Assistant 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 2008-2009 Goals and Objectives.

1. To approve the following requests for unpaid leaves of absence:
  - a. Debra Freiemuth, cafeteria/playground aide, May 21, June 1, and 3, 2009, personal reasons.
  - b. Melissa Graham, teacher aide, May 18, 19, 20 26, 27, 28, and 29, 2009, medical reasons.
  - c. Jessica Deery, teacher, beginning November 9, 2009 and returning March 22, 2010, child rearing leave.
  - d. Desmond Brown, guidance counselor, extension of existing leave, May 26, 2009 and ending June 18, 2009, medical reasons.
  - e. Jenna Derion, teacher, beginning November 16, 2009 and returning September 1, 2010, child rearing leave. (revised dates)
  - f. Sandra McNulty, bus attendant, June 11 and 12, 2009,(half days), personal reasons.
2. To approve Susan Kilgallon as teacher for Summer Language Arts for Excellence, beginning July 1, 2009 and ending August 31, 2009.
3. To approve Jill Siegfried as teacher for Summer Math for Excellence, beginning July 1, 2009 and ending August 31, 2009.
4. To approve William Wilkinson as Coordinator for Enrichment Programs, beginning July 1, 2009 and ending June 30, 2010.
5. To approve Thomas Sokol as district webmaster, beginning July 1, 2009 and ending June 30, 2010.

6. To approve and adjustment in salary for Kathryn Bates for BSN+15 effective for the 2010-2011 school year.
7. To approve the change in status for the attached list of personnel for the 2009-2010 school year.
8. To approve Ana Cisneros as World Language Teacher/Spanish, grade 6, beginning September 1, 2009 and ending June 30, 2010, Step 1 of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
9. To approve the attached list of substitutes for the Extended School Year beginning July 7, 2009 and ending August 13, 2009.
10. To approve the attached list of specialists as consultants to the child study team for the 2009-2010 school year.
11. To approve Michelle Begonja and Susan Serpico as teachers of the handicapped for the Extended School Year Program.
12. To approve the attached list of substitutes for the 2009-2010 school year.
13. To approve the attached list of transportation personnel for the 2009 Extended School Year.

On the recommendation of the Superintendent, Ronald L. Meinders, a motion was made by Lori Wyrsh and seconded by Scott Moses to approve Personnel item(s), #1-13. Roll call vote: seven members present voted yes; motion passed.

#### **D. POLICY/LEGISLATIVE/COMMUNICATIONS**

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee - Mr. Samuel Fierra -

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 2008-2009 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 new following policies and regulations:



Policy 2428.1 - Standards-Based Instructional Priorities  
Regulation 2460.16 - Special Education-Instructional Material to Blind or Print-Disabled Students\*  
Policy 3431.2 - Paid Family Leave\* (waive second reading)  
Policy 4431.2 – Paid Family Leave\* (waive second reading)  
Policy 6471 – School District Travel\*  
Regulation 6471 – School District Travel\*

\*Indicates recent changes in statute or code.

2. To approve the first reading of the following revised bylaws, policies and regulations:
  - Bylaw 0142.1 – Nepotism\*
  - Policy 1220 – Employment of Chief School Administrator\*
  - Policy 2230 – Course Guides
  - Policy 2360 – Use of Technology
  - Policy 2460 – Special Education\*
  - Regulation 2460 – Special Education\*
  - Regulation 2460.1 – Special Education – Location, Identification and Referral\*
  - Regulation 2460.7 (will now be 2460.8) – Special Education – Free and Appropriate Public Education\*
  - Regulation 2460.8 (will now be 2460.9) – Special Education – Transition from Early Intervention Programs\*
  - Policy 2467 – Surrogate Parents and Foster Parents \*
  - Policy 2510 – Adoption of Textbooks
  - Policy 2530 – Resource Materials
  - Policy 5320 – Immunization\*
  - Regulation 5320 – Immunization\*
  - Policy 5331 – Management of Life-Threatening Allergies in Schools\*
  - Regulation 5331 – Management of Life-Threatening Allergies in Schools\*
  - Policy 5600 – Pupil Discipline – Code of Conduct
  - Policy 6360 – Political Contributions\*
  - Policy 6423 – Expenditures for Non-Employee Activities, Meals and Refreshments\*
  - Policy 6470 – Payment of Claims\*
  - Policy 6510 – Payroll Authorization\*
  - Policy 6830 – Audit and Comprehensive Annual Financial Report\*
  - Policy 6832 – Conditions of Receiving State Aid
  - Regulation 7410.01 – Facilities Maintenance, Repair Scheduling and Accounting\*
  - Policy 9120 – Public Information Program\*
  - Regulation 2460.5 – Special Education – Participation in Statewide Testing\*

\*Indicates recent changes in statute or code.

3. To repeal the following policies:
  - Bylaw 0147 – Board Member Travel Expenses
  - Bylaw 0147-Appendix A – Board Member Travel Expenses
  - Regulation 2460.14 – Special Education – In-Service Training
  - Policy 3440 – Travel Expenses
  - Regulation 3440 – Travel Expenses
  - Policy 4440 – Travel Expenses
  - Regulation 4440 – Travel Expenses
  
4. To approve the following revised and/or new job descriptions:
  - a. D-9 Master Teacher - Kindergarten - New.
  - b. D-10 Teacher Learning Facilitator - Revised.
  - c. D-11 Teacher of ESL – New.
  - d. E-9 Change in title of Substance Abuse Coordinator to Student Assistance Coordinator – Revised.
  - e. E-10 School Occupational Therapist – New.

*The Policy Committee sought public input at a DPAC meeting on the following policies/regulations: Bullying, Harassment, Intimidation; Pupil Code of Conduct; Internet Safety/Acceptable Use of Computers; and Substance Abuse. No public comments/changes were requested. Policy Committee reviewed these policies but since no changes were necessary, they are not on the agenda (except Pupil Code of Conduct, which was changed for other reasons).*

A motion was made by Susan Spaschak and seconded by Scott Moses to approve Policy/Legislative item(s) #1-4. Roll call vote: seven members present voted yes; motion passed.

**E. BUILDING/GROUNDS/CAFETERIA**

The following Buildings & Grounds/Cafeteria items were discussed:

Chairperson of the Buildings/Grounds/Cafeteria Committee - Mrs. Carol Williams

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 2008-2009 Goals and Objectives.

No Action Items

Mr. Siano gave the Board and general public an update on the upcoming solar project, Intermediate School parking lot and blacktop projects.

**F. NEGOTIATIONS**

- 1. To approve the Sidebar Agreement Between Stafford Township Board of Education and Stafford Township Education Association - July 1, 2007 to June 30, 2010, Article XXI - Sick & Other Leaves.

A motion was made by Carol Williams and seconded by Scott Moses to approve Negotiations item #1. Roll call vote: six members present voted yes; Denise Harrington abstained; motion passed.

**OLD BUSINESS**

- ~Mrs. Williams – Stafford Township Art Center – Fourth of July Celebration
- ~Mr. Moses – 6<sup>th</sup> Grade Graduation Ceremony and its success

**ADVANCED PLANNING**

- 1. Future meeting dates:  
Board of Education Meetings:

| <u>Meeting</u>                                 | <u>Date</u>        | <u>Time</u> | <u>Place</u>         |
|--|--------------------|-------------|----------------------|
| Hall of Fame Ceremony & Volunteer Appreciation | June 24, 2009      | 6:30 p.m.   | STAC                 |
| Personnel/Policy Committee Meetings            | July 8, 2009       | 5:00 p.m.   | Administration Bldg. |
| Curriculum/Instruction/Technology              | July 16, 2009      | 5:30 p.m.   | Education Center     |
| Finance/Insurance/Transportation               | July 16, 2009      | 6:00 p.m.   | Conference Room      |
| Business Meeting                               | July 16, 2009      | 7:00 p.m.   | Stafford Room        |
| Finance/Insurance/Transportation               | August 20, 2009    | 6:00 p.m.   | Conference Room      |
| Business Meeting                               | August 20, 2009    | 7:00 p.m.   | Stafford Room        |
| Curriculum/Instruction/Technology              | September 17, 2009 | 5:30 p.m.   | Education Center     |
| Finance/Insurance/Transportation               | September 17, 2009 | 6:00 p.m.   | Conference Room      |
| Business Meeting                               | September 17, 2009 | 7:00 p.m.   | Stafford Room        |

**COMMUNICATION FROM THE PUBLIC**

- ~Paul Krier – Pending law suit - Relationship between Stafford Township Education Foundation (STEF) and Stafford Township School District – Evening of Celebration
- ~Gregory Quille – 6<sup>th</sup> Grade Graduation
- ~Peter Slomkowski – Evening of Celebration
- ~Ellen Bernstein – President of STEF – Evening of Celebration
- ~David Wyrsh – Current litigation regarding STEF and Stafford Township Board of Education.
- ~Peggy Burke – Food service program; student absence procedure.

**CLOSED SESSION (IF NEEDED)- PERSONNEL/NEGOTIATIONS**

None

**BOARD OF EDUCATION INFORMATIONAL ITEMS**

- 1. Informational Items:

**ADJOURNMENT**

A motion was made by Scott Moses and seconded by Lori Wyrsh to adjourn the meeting at 8:25 p.m.

A handwritten signature in black ink, appearing to read 'E. Siano', is written over a horizontal line.

\_\_\_\_\_  
Enrico D. Siano – Board Secretary/  
School Business Administrator

EDS:jkw