

The Education/Business Meeting of the Stafford Township Board of Education was held on September 11, 2008 at 7:00 PM in the Oxycocus Elementary School.

**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**

Mr. Thomas Dellane  
Mr. Sam Fierra  
Mr. Scott Moses  
Mrs. Tammy Nicolini  
Dr. Gregory Quille  
Mrs. Carol Williams  
Mrs. Lori Wyrsh  
Mr. Peter Slomkowski  
Mrs. Denise Harrington

**ALSO PRESENT**

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

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

None

**PRESENTATIONS/SUPERINTENDENT'S EDUCATIONAL REPORT**

1. Presentations:

Oxycocus Elementary School -  
Jennifer Lowe - Reading Challenge  
Nicole Brummer and Elizabeth Bradley - First Grade Butterfly Bonanza

**APPROVAL OF MINUTES**

To approve the minutes of the following meetings:

1. August 21, 2008

A motion was made by Scott Moses and seconded by Tammy Nicolini to dispense with the reading and approve the minutes of the August 21, 2008 Meeting. Roll call vote: eight members present voted yes; Thomas Dellane abstained; motion passed.

**COMMUNICATION FROM THE PUBLIC ON AGENDA ITEMS ONLY**

There were no comments from the public at this portion of the meeting.

**CLOSED SESSION**

None at this time.

**CORRESPONDENCE TO AND FROM THE BOARD**

Letter to Thomas Stephens ~ Director of the Stafford Township Education Foundation

**BOARD BUSINESS:**

None

**NEW BUSINESS:**

**A. FINANCE/INSURANCE/TRANSPORTATION:**

*The following Finance/Insurance/Transportation items were discussed:*

Chairperson of the Finance/Insurance/Transportation Committee - Tammy Nicolini

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 September 11, 2008 totaling \$1,251,147.05. Attachment

2. To accept the Treasurer's Report for the month of July 2008 with a cash balance of \$4,317,786.83. Attachment
3. To accept the Secretary's Report for the month of July 2008 with a cash balance of \$4,317,786.83.
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 July 2008 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 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 July 2008, 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.
6. To approve the Agreement for Transportation of Resident Students Between the Stafford Township Board of Education and parent of a resident student currently enrolled in the Stafford Township Education Foundation's pre- school program.
7. To approve the attached list of in-district tuition students for the 2008- 2009 school year.
8. To approve to apply for the FY 2009 No Child Left Behind (NCLB) grant in the amount of \$230,187 + \$36,866 in consortium funds.
9. To approve to apply for the FY 2009 IDEA Grant in the amount of \$551,997 for Basic and \$40,190 for Preschool.
10. To approve American Bus & Coach of Trenton, NJ for the purchase of one (1) 2009 Blue Bird, Type D, 54 passenger, transit-design bus in the amount of \$112,898. The cost will be financed through TD Commerce Bank for a term of five years. The monies for the first year lease purchase will be coming out of the

07-08 budget.

11. To approve the award of contract to TD Commerce Bank for the lease purchase of one (1) 2009 Blue Bird, Type D, 54 passenger, transit design school bus. Total purchase price is \$112,898. The rate is fixed at 4.09% for a term of five years.
12. To approve PenServe Plan Services, Inc., West Columbia, SC as agent to the district for the monitoring and compliance of the district's 403b annuity plans as offered to the district staff. Commencing February 1, 2009 all school districts must comply with more strict regulations on the regulation and administration of their 403b annuity plans. PenServe was strongly recommended by the district's largest annuity provider, Equitable. Other than a one-time \$350 set-up fee, monthly fees associated with the plan will be paid for by the district's annuity underwriters.
13. To approve Western Pest Control of Toms River, NJ for pest control services beginning July 1, 2008 and ending June 30, 2009 at a cost of \$2,808 per year for all buildings.
14. To accept a donation from the STEA in the amount of \$100 to help offset the cost of the district social on September 2, 2008.
15. To approve Spiegle Architecture Group of Trenton, NJ to make the necessary changes to the Long Range Facility Plan as per the Department of Education's request so to better define the December referendum scope of work.

A motion was made by Tammy Nicolini and seconded by Gregory Quille to approve Finance/Insurance/Transportation items # 1-15. Roll call vote: nine members present voted yes; Lori Wyrsh abstained on item #6; motion passed.

**B. CURRICULUM/INSTRUCTION/TECHNOLOGY:**  
*(The following Curriculum/Instruction/Technology items were discussed):*

Chairperson of the Curriculum/Instruction/Technology Committee –  
Mr. Sam Fierra

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 professional development requests shown on the attached listing.

A motion was made by Sam Fierra and seconded by Thomas Dellane to approve Curriculum/Instruction/Technology item # 1. Roll call vote: nine members present voted yes; motion passed.

**C. PERSONNEL:**

*(The following Personnel items were discussed):*

Chairperson of the Personnel Committee – Mrs. Denise Harrington

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 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 attached list of teachers for extra-curricular positions (i.e., Music Show, Ace, etc.).
2. To approve the attached list of specialists as consultants to the child study team for the 2008-2009 school year.
3. To approve the resignation of Sue Tumiski, teacher aide, effective immediately.
4. To approve the change in status for the following personnel:
  - a. Pamela Hawes, elementary school teacher, Ocean Acres Elementary School to special education, self-contained teacher, beginning September 1, 2008 and ending June 30, 2009.

5. To approve William Wilkinson as "Coordinator of Enrichment Programs" for the 2008-2009 school year.
6. To approve the rehire of Cynthia Lytle as part-time teacher aide, beginning October 1, 2008 and ending June 30, 2009, Step 3 of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
7. To approve Elizabeth Rua and Ana Cisneros, students from Georgian Court College to complete 90 hours of classroom observation beginning September 19, 2008 and student teaching beginning January 20, 2009 and ending May 1, 2009.
8. To approve the following requests for unpaid leaves of absence:
  - a. Desmond Brown, guidance counselor, June 9 and 16, 2008, for medical reasons.
  - b. Catherine Grant, teacher, beginning September 2, 2008 and returning September 8, 2008, personal reasons.
  - c. Lena Vanalesti, teacher aide, May 21, 2008, medical reasons.
9. To approve Dawn Schiano as a substitute probationary bus attendant beginning October 1, 2008 for 90 days at the Board of Education adopted rate. This is a replacement position.
10. To approve Brian Snider as a substitute probationary custodian, beginning September 16, 2008 for 90 days at the Board of Education adopted rate. This is a replacement position.
11. To approve the attached list of substitutes for the 2008-2009 school year.
12. To approve the NJDOE Substitute Certificate Application for Mary Ann Campise.
13. To approve Laurie Passenti as school greeter, Oxycocus School, beginning September 19, 2008 and ending June 30, 2009. This is a replacement position.

\*Request for authorization for emergent hiring pending completion of criminal history check for new employees hired after 7/1/98.

***Employee appointments are provisional pending satisfactory completion of the Criminal History Background Check required by the State of New Jersey.***

On the recommendation of the Superintendent, Ronald L. Meinders, a motion was made by Gregory Quille and seconded by Carol Williams to approve Personnel items, # 1-13. Roll call vote: nine members present voted yes; Denise Harrington abstained on item #1; motion passed.

**D. POLICY/LEGISLATIVE:**

*(The following Policy/Legislative items were discussed):*

Chairperson of the Policy/Legislative Committee –  
Mr. Scott Moses

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 second reading of the following list of revised bylaws/policies and regulations:

Policy 2466 – Needless Labeling of Pupils with Disabilities\*

Policy 3221 – Evaluation of Non-Tenured Teaching Staff Members\*  
Regulation 3221– Evaluation of Non-Tenured Teaching Staff Members\*

Policy 3160 – Physical Examination – Teaching Staff\*  
Regulation 3160 - Physical Examination – Teaching Staff\*

Policy 4160 – Physical Examination – Support Staff\*  
Regulation 4160 - Physical Examination – Support Staff\*

Policy 3425.1- Modified Duty Early Return To Work Program – Teaching Staff  
Regulation 3425.1- Modified Duty Early Return To Work Program – Teaching Staff

Policy 4425.1- Modified Duty Early Return To Work Program – Support Staff  
Regulation 4425.1- Modified Duty Early Return To Work Program – Support Staff

Policy 5512.01 – Harassment, Intimidation and Bullying

Policy 8320 - Personnel Records\*  
Regulation 8320 – Personnel Records\*

Regulation 6421 – Purchasing Manual

- Bylaw 0143 – Board Member Election and Appointment\*
- Bylaw 0144 – Board Member Orientation and Training\*
- Bylaw 0145 – Board Member Resignation and Removal
- Bylaw 0152 – Board Officers
- Bylaw 0167 – Public Participation in Board Meetings\*

2. To approve the second reading of the following list of new policies/regulations:

- Policy 6424 – Emergency Contracts\*
- Regulation 6424 – Emergency Contracts\*

3. To approve the second reading following list of Board of Education Guidelines:

- Internal Grievance Procedure
- Chain of Command Guidelines
- Confidentiality Guidelines and Examples

4. To rescind the following job descriptions:

- a. Technology Secretary.
- b. Confidential Secretary for Grants and Instructional Initiatives.

A motion was made by Scott Moses and seconded by Carol Williams to approve Policy/Legislative items #1-4. 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 –  
Mr. Peter Slomkowski

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

**OLD BUSINESS**

None



**ADVANCE PLANNING**

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

	<u>Date</u>	<u>Time</u>	<u>Place</u>
Curriculum/Instruction/Technology	09/11/08	6:00 p.m.	Oxy Main Office
Finance/Insurance/Transportation	09/11/08	6:00 p.m.	Oxycocus
Education	09/11/08	7:30 p.m.	Oxycocus School
Policy/Legislative	09/15/08	6:00 p.m.	Administration Bldg.
Curriculum/Instruction/Technology	10/09/08	6:00 p.m.	Education Center
Finance/Insurance/Transportation	10/16/08	5:30 p.m.	Administration Bldg.
Business	10/16/08	7:30 p.m.	Administration Bldg.

Other:

- 2. Suggested Agenda Items for following months:

**COMMUNICATION FROM THE PUBLIC**

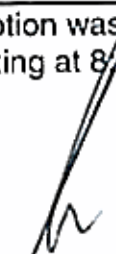
Peggy Beck, Clifford Ave. Manahawkin – Class trip setups

**CLOSED SESSION** (if needed) - **PERSONNEL/NEGOTIATIONS**

None at this time.

**ADJOURNMENT**

A motion was made by Tammy Nicolini and seconded by Scott Moses to adjourn the meeting at 8:42 P.M.



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Enrico D. Siano – Board Secretary/  
School Business Administrator

EDS:jkw