

BUSINESS MEETING

May 16, 2013

The Business Meeting of the Stafford Township Board of Education was held on May 16, 2013 at 7:30pm at the 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
Michael Hemenway	Member
Carey Lawlor-Kessler	Member
Kevin Leonard	Member
Tammy Nicolini	Member
Sean Wasacz	Member (Absent – Death in Family)
Beth Sicoli	Vice President
Joseph Sauer	President

ALSO PRESENT

Judith DeStefano-Anen, Ed.D.	Superintendent
Enrico D. Siano	B.S./S.B.A.
Tracey Schneider, Esq.	Board of Education Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

1. To recognize the Teachers of the Year for the 2013 – 2014 school year:
 - Oxycocus – Mary Darmody
 - Primary Learning Center – Susan Vliet
 - Ocean Acres – Kelly Potter
 - McKinley – Kelly Reese
 - Intermediate – Jennifer Martin
2. To recognize Jake Walker from the McKinley Avenue School for winning the Celebrate NJ writing contest.

B. SUPERINTENDENT'S EDUCATIONAL REPORT – Attached

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

*NOTE: If a board member was absent (listed below), they are to abstain from the vote on that item/meeting.

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

1. April 10, 2013 – Negotiations Meeting – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
2. April 10, 2013 – Closed Session (Negotiations) – 4 excused (M. Hemenway, T. Nicolini, B. Sicoli, S. Wasacz)
3. April 18, 2013 – Business Meeting – 1 absence (K. Leonard)
4. April 18, 2013 – Closed Session – 1 absence (K. Leonard)

A motion was made by Michael Hemenway and seconded by Wendy Cotter to approve Approval of Minutes of Previous Meeting(s) #1-4. Roll call vote: eight (8) members present voted yes; motion passed. Michael Hemenway, Tammy Nicolini and Beth Sicoli abstained on items #1-2. Kevin Leonard abstained on items #3-4.

D. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

- Teacher regarding Personnel item #10
- Teacher regarding Personnel item #6 and the process of hiring

E. CORRESPONDENCE TO AND FROM THE BOARD

- Thank you card note from staff members on Staff Appreciation

F. BOARD BUSINESS

1. To approve the attached resolution called “Support New Jersey Schools on the Enrollment of Resident Children”.
2. To approve continued rental of office space in the Education Center located at 25 Pine Street to Morpho Trak of Tacoma, WA in the amount of \$650.00 per month beginning September 1, 2013 and ending June 30, 2014.

A motion was made by Kevin Leonard and seconded by Tammy Nicolini to approve Board Business item(s) #1-2. Roll call vote: eight (8) members present voted yes; motion passed.

NEW BUSINESS

G. FINANCE/INSURANCE/TRANSPORTATION

The following Finance/Insurance/Transportation items were discussed:

Chairperson of the Finance/Insurance/Transportation Committee – Kevin Leonard

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 2012-2013 Board/District Goals. 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 May 16, 2013 totaling \$990,005.17.
2. To accept the Treasurer’s Report for the month of March 2013 with a cash balance of \$4,463,153.94.
3. To accept the Secretary’s Report for the month of March 2013 with a cash balance of \$4,463,153.94.
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 March 2013 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 March 2013, 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 attached list of donations.
7. To approve Change Order #5 from DPR Electric, Inc., Bound Brook, NJ, a phase three solar contractor, to install a new "Revenue Grade Meter Panel" at the cost of \$8,936.00. This panel will allow the centralization and monitoring of all three phases of the district's solar equipment, therefore, coordinating SRECs and utility savings.
8. To approve the managing and developing of plans to Spiezle Architectural Group for change orders to Phase 1 of the Drainage-Paving Project, not to exceed \$5,000.

This Not to Exceed Fee would compensate Spiezle for efforts related to gathering the change order requested by the school business administrator and the board for additional work under the Fiore/K&R contract. The efforts entail:

- Define the scope of work with facilities director, take on site walkthrough
 - Define the scope of work in sketch and notes for contractor use
 - Issue scope of work with request for change order to the contractor
 - Answer questions/coordinate contractor's response
 - Review change order for accuracy and cost considerations
 - Make recommendation to the board if the change order is feasible
9. To approve the Community Disaster Loan (CDL) Program application to the Federal Emergency Management Administration "for the amount of the CDL which would be 25% of the district's general fund revenue up to a maximum of five million dollars". Monies borrowed must be paid back to the federal government within five years and will include a marginal interest rate. Current rate is .78%.
 10. To approve the extended services of Spiezle Architectural Group for Phase 2 of the project at the Oxycocus School. The original proposal for Phase 1 and 2 included the Oxycocus School, but was removed until such time as the board decided to go ahead with that project or sell the school. Amount of this fee is not to exceed \$23,500.00.

A motion was made by Kevin Leonard and seconded by Sharon Bialecki to approve Finance/Insurance/Transportation item(s) #1-10. Roll call vote: eight (8) members present voted yes; motion passed.

H. CURRICULUM/INSTRUCTION/TECHNOLOGY

The following Curriculum/Instruction/Technology items were discussed:

Chairperson of the Curriculum/Instruction/Technology Committee – Beth Sicoli

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 2012-2013 Board/District Goals. 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.
2. To approve the class trip for Oxycocus Preschool students to visit the Primary Learning Center on May 29, 2013. This will be for the students who are entering Kindergarten in the fall of 2013 to help with their transition to the new school.
3. To approve the Ocean Acres second grade to visit McKinley School on June 4, 2013.
4. To approve the attached Strategic Plan 2010 – 2013.

A motion was made by Beth Sicoli and seconded by Sharon Bialecki to approve Curriculum/Instruction/Technology item(s) #1-4. Roll call vote: eight (8) members present voted yes; motion passed.

I. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Sharon Bialecki

Report: The superintendent recommends the Board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the Board/District hiring policies/procedures, 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 assignments/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 2012-2013 Board/District Goals.

1. To approve the attached list of substitutes for the 2012 – 2013 and 2013 – 2014 school years.
2. To approve a revised request for unpaid Family Leave (NJFLA and/or FMLA) beginning 7/1/2013 and returning 12/18/2013 for Jenna Derion, Teacher.
3. To approve a request for unpaid Contractual Child Rearing Leave beginning 9/1/2013 and returning 7/1/2014 for Janine Panto, Teacher.
4. To approve the retirement of Judith DeStefano-Anen, Ed.D., superintendent effective July 1, 2013.
5. To approve the resignation of Enrico D. Siano, school business administrator effective July 1, 2013.
6. To approve the attached list of personnel for the 2013 Community School Summer Camp Program beginning June 24, 2013 and ending August 16, 2013.
TABLED
7. To approve the attached list of personnel for the 2013 Summer Bridges Program beginning July 8, 2013 and ending August 1, 2013.
8. To approve the attached list of personnel for the 2013 Extended School Year Program beginning July 8, 2013 and ending August 15, 2013.
9. To approve the attached list of specialists to the Child Study Team for the 2013 Extended School Year Program beginning July 8, 2013 and ending August 15, 2013.
10. To approve change in status for the attached list of personnel.

A motion was made by Sharon Bialecki and seconded by Beth Sicoli to approve Personnel item(s) #1-5 and #7-10. Roll call vote: Item #1; seven (7) members voted yes, Joseph Sauer abstained; motion passed. Items #2-5 and #7-9; eight (8) members voted yes; motion passed. Item #10; Sharon Bialecki, Carey Lawlor-Kessler, Beth Sicoli and Joseph Sauer voted yes; Wendy Cotter, Michael Hemenway, Kevin Leonard and Tammy Nicolini voted no; item #10 did not pass.

J. POLICY/LEGISLATIVE

The following Policy/Legislative items were discussed:

Chairperson of the Policy/Legislative Committee – Tammy Nicolini

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 are consistent with the 2012-2013 Board/District Goals.

1. To approve a second reading of the following revised policies and regulations:

- Policy 3230 – Outside Activities
- Regulation 3230 – Outside Activities
- Policy 3437 – Military Leave
- Policy 4230 – Outside Activities
- Regulation 4230 – Outside Activities
- Policy 4437 – Military Leave
- Regulation 7300.3 – Disposition of Personal Property
- Policy 9270 – Homeschooling and Equivalent Education Outside the Schools
- Regulation 9270 – Homeschooling and Equivalent Education

A motion was made by Tammy Nicolini and seconded by Kevin Leonard to approve Policy/Legislative item(s) #1. Roll call vote: eight (8) members present voted yes; motion passed.

K. BUILDINGS/GROUNDS/CAFETERIA

The following Buildings/Grounds/Cafeteria items were discussed:

Chairperson of the Buildings/Grounds/Cafeteria Committee – Sean Wasacz

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 2012-2013 Board/District Goals.

1. To approve the award of contract to First Energy Solutions, Akron, Ohio to provide electric generation commencing May 2013 until April 2015. The process for selection was prepared through the Alliance for Competitive Energy Service (ACES). ACES runs aggregated procurement programs for purchasing bulk natural gas and electricity where over 400 school districts participate. NJSBA and NJASBO promote this program.
2. To approve the award of contract to Constellation NewEnergy, Inc., Baltimore, Maryland to provide electric generation commencing May 2013 until April 2015. The process for selection was prepared through the Alliance for competitive Energy Service (ACES). ACES runs aggregated procurement programs for purchasing bulk natural gas and electricity where over 400 school districts participate. NJSBA and NJASBO promote this program.

A motion was made by Kevin Leonard and seconded by Carey Lawlor-Kessler to approve Buildings/Grounds/Cafeteria item(s) #1-2. Roll call vote: eight (8) members present voted yes; motion passed.

L. ADVANCED PLANNING

None

M. COMMUNICATION FROM THE PUBLIC

None

N. CLOSED SESSION

Motion #1

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter. The Board will return for further action.

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 Kevin Leonard and seconded by Carey Lawlor-Kessler to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

A motion was made by Beth Sicoli and seconded by Kevin Leonard to exit closed session and resume the regular meeting. Roll call vote: eight (8) members present voted yes; motion passed.

TIME IN: 8:12pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:37pm

Motion #2

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter. The Board will not return for further action.

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 Kevin Leonard and seconded by Beth Sicoli to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

BUSINESS MEETING

May 16, 2013

A motion was made by Tammy Nicolini and seconded by Beth Sicoli to exit closed session and resume the regular meeting. Roll call vote: eight (8) members present voted yes; motion passed.

TIME IN: 8:45pm

TIME AT CONCLUSION OF CLOSED SESSION: 10:05pm

O. BOARD OF EDUCATION INFORMATIONAL ITEMS

None

ADJOURNMENT

A motion was made by Kevin Leonard and seconded by Beth Sicoli to adjourn the meeting at 10:07pm. Roll call vote: eight (8) 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/5-17-2013