

## **BUSINESS MEETING**

August 16, 2012

The Business Meeting of the Stafford Township Board of Education was held on August 16, 2012 at 7:00pm 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
Christine English	Member
Kevin Leonard	Member
Gregory Quille, D.C.	Member
Joseph Sauer	Member
Beth Sicoli	Member
Wendy Cotter	Vice President
Tammy Nicolini	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**

## **SUPERINTENDENT’S EDUCATIONAL REPORT**

- 2300 students on roll
- 21 Choice students
- Michael Dunlea – Fellowship Award

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

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

1. July 11, 2012 – Special Board Meeting (C/I/T, B/G, Personnel) – No Absences  
[Q:\Agenda Attachments\May 2011 - December 2012\August 16\Special Mtg \(CIT, BG, Personnel\) Minutes 7-11-2012.pdf](Q:\Agenda Attachments\May 2011 - December 2012\August 16\Special Mtg (CIT, BG, Personnel) Minutes 7-11-2012.pdf)
2. July 16, 2012 – Special Board Meeting (Personnel) – Absent: Kevin Leonard  
[Q:\Agenda Attachments\May 2011 - December 2012\August 16\Special Mtg \(Personnel\) Minutes 7-16-2012.pdf](Q:\Agenda Attachments\May 2011 - December 2012\August 16\Special Mtg (Personnel) Minutes 7-16-2012.pdf)
3. July 16, 2012 – Closed Session – Absent: Kevin Leonard  
<Q:\Closed Session Attachments\Closed Session 7-16-2012.pdf>
4. July 19, 2012 – Business Meeting – No Absences  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\BOE Minutes 7-19-2012.pdf>
5. July 19, 2012 – Closed Session – No Absences  
<Q:\Closed Session Attachments\Closed Session 7-19-2012.pdf>

A motion was made by Joseph Sauer and seconded by Wendy Cotter to approve Approval of Minutes of Previous Meeting(s) item(s) #1-5. Roll call vote: eight (8) members present voted yes; motion passed. Kevin Leonard abstained on items #2-3.

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

- Public access to agenda attachments. Difficulty by not having access. New technology will allow for access in the future.

## **CORRESPONDENCE TO AND FROM THE BOARD**

None

## **BOARD BUSINESS**

1. To approve the District Goals & Objectives through 12/30/12.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\District Goals 2012-2013.pdf>
2. To approve rental of office space in the Education Center, 25 Pine Street, Manahawkin, NJ to Morpho Trak of Tacoma, WA in the amount of \$650/month.
3. To approve the attached contract between Tracey L. Schneider, Esq., In-House Counsel/Board Attorney, and the Stafford Township Board of Education, beginning July 1, 2012 and ending June 30, 2013.

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Schneider Contract 2012-2013.pdf>

4. To approve the Child Care Services Agreement with The Children's Home Society of New Jersey, Toms River, NJ and their subsidiaries: Work First New Jersey & New Jersey Cares for Kids.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Child Care Services Agreement - Children's Home Society.pdf>
5. To approve the attached list for 2012-2013 Anti-Bullying Coordinator, Anti-Bullying Specialists and School Safety Teams.  
[Q:\Agenda Attachments\May 2011 - December 2012\August 16\2012-2013 School Safety Teams \(Anti-Bullying\).docx](Q:\Agenda Attachments\May 2011 - December 2012\August 16\2012-2013 School Safety Teams (Anti-Bullying).docx)
6. To approve the Standing orders from Dr. Mark Ditmar for the 2012-2013 school year.
7. To approve the following students as new School Choice students for the 2012-2013 school year:

Student #19638	(Grade 3)
Student #19637	(Grade 4)
Student #19496	(Kindergarten)
Student #19672	(Grade 3)
Student #19552	(Kindergarten)
Student #19513	(Kindergarten)
Student #19692	(Grade 3)
Student #19691	(Grade 6)

A motion was made by Christine English and seconded by Kevin Leonard to approve Board Business item(s) #1-7. Roll call vote: eight (8) 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 August 16, 2012 totaling \$1,463,843.53.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Attachment A - 1.pdf>
2. To accept the Treasurer's Report for the month of June 2012 with a cash balance of \$3,499,300.00.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Attachment A - 2 & 3.pdf>
3. To accept the Secretary's Report for the month of June 2012 with a cash balance of \$3,499,300.00.
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 June 2012 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 June 2012, 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 - December 2012\August 16\Line Item Transfers.pdf>
6. To approve the attached list of out-of-district students for the 2012-2013 school year.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Out of District Student 2012 13.docx>

7. To approve to attached list of in-district students for the 2012-2013 school year.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\In district Tuition Students 2012 13.docx>
8. To approve the bus routes for the 2012-2013 school year.
9. To approve the retiring of the following vehicle: 1991 Ford Truck F350, VIN#2FDKF37M3MCA41279, License Plate MG19RY.

A motion was made by Christine English and seconded by Beth Sicoli to approve Finance/Insurance/Transportation item(s) #1-9. Roll call vote: eight (8) 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 - December 2012\August 16\Professional Development Requests.doc>
2. To approved the attached revised school calendar.  
[Q:\Agenda Attachments\May 2011 - December 2012\August 16\calendar-10month 2012-2013\(4\).pdf](Q:\Agenda Attachments\May 2011 - December 2012\August 16\calendar-10month 2012-2013(4).pdf)
3. To adopt all existing curriculum and textbooks for each grade level through December 2012.

A motion was made by Wendy Cotter and seconded by Sharon Bialecki to approve Curriculum/Instruction/Technology item(s) #1-3. Roll call vote: eight (8) members present voted yes; motion passed.

## C. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Kevin Leonard

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 2012-2013 school year.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Substitutes 8.16.doc>
2. To approve the attached list of specialists as consultants to the Child Study Team for the 2012-2013 school year.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Consultant List for CST.doc>
3. To approve the change in status for the attached list of personnel for the 2012-2013 school year.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Personnel Change in Status 8.16.12.xlsx>
4. To approve Danielle Economos to participate in Student Teacher/Fieldwork beginning September 5, 2012 and ending December 21, 2012.
5. To approve BA stipend for Victoria Keenan, teacher aide, beginning September 1, 2013.
6. To approve Lee Abbatemarco as a home assistant for the 2012-2013 school year, per negotiated agreement.
7. To approve the following personnel to provide homebound/home assistance for the 2012-2013 school year: Lisa Toci, Kathleen Tromm, Alicia Segalla, Debra Bradley, and Pamela Hawes, per negotiated agreement.

8. To approve Pamela Hawes to provide homebound/home assistance instruction during the Extended School Year Program, per negotiated agreement.
9. To approve the request for unpaid family leave (NJFLA and/or FMLA) for Stephanie LeFante, teacher aide, beginning April 23, 2012 and returning July 1, 2012.
10. To approve the attached list of personnel as Extended Day aides for the 2012-2013 school year, beginning September 1, 2012 and ending June 30, 2013.  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Extended Day 8.16.12.xlsx>
11. To approve Meredith Firmani as probationary substitute part-time confidential secretary, beginning September 1, 2012 and ending November 30, 2012. This is a replacement position.
12. To approve Monica Fox as probationary substitute part-time confidential secretary, beginning September 1, 2012 and ending November 30, 2012. This is a new budgeted position.
13. To approve Nicole Mayer as probationary substitute part-time confidential secretary, beginning September 1, 2012 and ending November 30, 2012. This is a new budgeted position.
14. To approve Joanne Carter as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
15. To approve Erin Pelusio as part-time teacher aide, Oxycocus Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + BA, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
16. To approve Denise Damato as part-time teacher aide, McKinley Avenue Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + 60 college credits, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
17. To approve Christine Simone as part-time teacher aide, Intermediate School, beginning September 1, 2012 and ending June 30, 2013, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.

18. To approve Mark Cummins as part-time teacher aide, Intermediate School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + BA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
19. To approve Sarah Payne as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
20. To approve Linda Croce as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1 + 30 college credits, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
21. To approve Angela Wiesemann as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + BA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
22. To approve Maria D'Amodio as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + BA, of the Stafford Township Board of Education/STEA Agreement. This is a new position.
23. To approve Samantha Doyle as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + BA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
24. To approve Maureen Westpy as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, +AA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
25. To approve Christine Triola as part-time teacher aide, Oxycocus Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
26. To approve Ashley Gesicki as part-time teacher aide, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1 + BS Degree, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.



27. To approve Kimberly Pharo as part-time teacher aide, Oxycocus Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
28. To approve Jeannine Dragonetti as Teacher of Student w/Disabilities, Grades 5, 6, Intermediate School, beginning September 1, 2012 and ending June 30, 2013, Step 2, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
29. To approve Kari Morano as Learning Disabilities Teacher-Consultant, Ocean Acres Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1 + MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
30. To approve Joy Tutunjian as School Psychologist, McKinley Avenue Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1 + MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
31. To approve Joseph Amorosi as Teacher of Student w/Disabilities, (pending receipt of certification), Resource Room, McKinley Avenue Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
32. To approve Linda Swain as Preschool Teacher, Oxycocus Elementary School, beginning September 1, 2012 and ending June 30, 2013, Step 1, + MA, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
33. To approve merit incentives as per STAA contract for the 2011-2012 school year.
34. To approve a rate increase for substitute bus attendants from \$8.50/hour to \$10/hour. Substitute secretaries will increase from \$7.50/hour to \$10/hour. Substitute teacher aides will increase from \$7.25/hour to \$10/hour.
35. To approve a salary adjustment for Marybeth Weidenhof beginning September 1, 2012. **TABLED**

A motion was made by Beth Sicoli and seconded by Joseph Sauer to approve Personnel item(s) #1-34. Roll call vote: eight (8) 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 new policies:

Policy 2710 – Tuition Preschool Program

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\2710 - Tuition Preschool Program.pdf>

Policy 2720 – Extended Day Program

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\2720 - Extended Day Program.pdf>

Policy 9723 – Notarizing Documents

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\9723 - Notarizing Documents.pdf>

2. To approve a first reading of the following revised policies, regulations and handbooks:

Policy 2440 – Summer School

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\2440 - Summer School.pdf>

Policy 5530 – Substance Abuse

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\5530 - Substance Abuse.pdf>

Regulation 5530 – Substance Abuse

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\R5530 - Substance Abuse.pdf>

Policy 6620 – Petty Cash

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\6620 - Petty Cash.pdf>

Policy 7422 – School Integrated Pest Management Plan

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\7422 - School Integrated Pest Management Plan.pdf>

Regulation 7422 – School Integrated Pest Management Plan

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\R7422 - School Integrated Pest Management Plan.pdf>

Policy 7513 – Recreational Use of Playgrounds

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\7513 - Recreational Use of Playgrounds.pdf>

Policy 8505 – School Nutrition

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\8505 - School Nutrition.pdf>

Policy 8860 – Memorials

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\8860 - Memorials.pdf>

Policy 9192 – Stafford Township Education Foundation

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\9192 - Stafford Twp Education Foundation.pdf>

Transportation Operations Manual (first and only reading)

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\Transportation Department Operations Manual.pdf>

Bus Driver Candidate Training Manual and Agreement (first and only reading)

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\Bus Driver Candidate Training Agreement.pdf>

Standard Operating Procedures (first and only reading)

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\STBOE Standard Operating Procedures.pdf>

3. To readopt the following handbooks/manual without revision:

Regulation 6421 – Purchasing Manual (first and only reading)

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\R6421 - Purchasing Manual.pdf>

Substitute Custodial Handbook (first and only reading)  
<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Policies\Substitute Custodial Handbook.pdf>

4. To approve the following job descriptions:

- a. A-35 Part-Time Clerical
- b. D-13 Interventionist
- c. D-15 Bullying Coordinator
- d. F-1 Extended Day Coordinator
- e. F-2 Extended Day Aide

<Q:\Agenda Attachments\May 2011 - December 2012\August 16\Job Descriptions A-35.D-13.D-15.F-1.F-2.docx>

A motion was made by Joseph Sauer and seconded by Kevin Leonard to approve Policy/Legislative item(s) #1-4. Roll call vote: eight (8) 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.

- Discussed in committee to go ahead with all projects except Oxycocus at this time.
- ESIP bid going out in September.

## **ADVANCED PLANNING**

None

## **COMMUNICATION FROM THE PUBLIC**

- Resident had questions on project at Oxycocus.
- Resident questioned layout of admin offices at Oxycocus.
- Parent asked about the time frame on NJASK results and when will parents receive results.

## **CLOSED SESSION – PERSONNEL/NEGOTIATIONS**

### **Motion # 1**

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter.

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 Gregory Quille and seconded by Tammy Nicolini to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

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

TIME IN: 7:20pm

TIME AT CONCLUSION OF CLOSED SESSION: 7:29pm

### **Motion # 2**

We are looking for a motion to enter into closed session for the purposes of discussing a personnel matter. We will be returning for formal 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 Beth Sicoli and seconded by Christine English to move on the above Resolution. Roll call vote: eight (8) members present voted yes; motion passed.

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

TIME IN: 8:05pm

TIME AT CONCLUSION OF CLOSED SESSION: 8:40pm

## **PERSONNEL**

35. To approve a salary adjustment for Marybeth Weidenhof **in the form of a stipend, depending on specific goals** beginning September 1, 2012.

A motion was made by Beth Sicoli and seconded by Wendy Cotter to approve amended Personnel item #35. Roll call vote: eight (8) members present voted yes; motion passed. Joseph Sauer voted no.

## **BOARD OF EDUCATION INFORMATIONAL ITEMS**

### **ADJOURNMENT**

A motion was made by Gregory Quille and seconded by Christine English to adjourn the meeting at 8:45pm. 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).

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Enrico D. Siano – BS/SBA

EDS/km/8-28-2012