

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, February 12, 2018 6:30 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

- A. _____, called the meeting to order at _____ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

DAILY RECORD and posted on the
Jefferson Township Board of Education website (www.Jefftwp.org);

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

- B. Pledge of Allegiance.

C. ROLL CALL:

	<u>Present</u>	<u>Absent</u>
Mrs. Gould	_____	_____
Mr. Martorelli	_____	_____
Mrs. Poulas	_____	_____
Mrs. Senatore	_____	_____
Mrs. Small	_____	_____
Mr. Stewart	_____	_____
Mrs. Wildermuth	_____	_____
Mr. Millar, <i>Vice President</i>	_____	_____
Mrs. Van Ness, <i>President</i>	_____	_____
Lyndsi Cortese, <i>Student Representative</i>	_____	_____
Muskan Mantoo, <i>Student Representative</i>	_____	_____

D. CLOSED SESSION

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 12th day of February, 2018 at _____ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at _____ PM.

E. SUPERINTENDENT'S REPORT

- Good News and Progress in Our Schools

F. PRESENTATIONS**G. COMMENTS FROM THE AUDIENCE** *(on agenda action items only, if applicable)*

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for thirty minutes or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to three minutes' duration;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer;
6. The presiding officer may:
 - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b) Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

H. STUDENT REPRESENTATIVES**I. COMMITTEE REPORTS****J. MINUTES OF MEETINGS**

Motion by _____, seconded by _____, that the minutes of the following meetings be approved as submitted:

January 15, 2018 Regular Meeting Minutes January 15, 2018 Executive Session Minutes (1)
 January 15, 2018 Executive Session Minutes (2)

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.12, as described below:

K.1 Motion to approve the **purchase order** list dated January 2018 in the amount of **\$286,077.92**.

K.2 Motion to approve the **check journal** as of January 2018 in the amount of **\$4,999,491.65**.

Fund	Amount
General Fund (10)	\$ 9,364.00
General Current Expense (11)	\$ 4,895,816.28
Special Revenue Funds (20)	\$ 94,311.37
Total	\$ 4,999,491.65

K.3 Motion to approve the **vendors' bills list** for release on February 13, 2018, in the amount of **\$918,401.16**.

K.4 Motion to approve the funds **transfers** in the 2017-2018 Fiscal Year, dated January 31, 2018 in the amount of **\$147,791.26**.

K.5 Motion that the Board of Education approve the **certification(s)** by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of November 30, 2017, 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).

- K.6** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of November 30, 2017, after review of the Board Secretary's and Treasurer's **Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- K.7** Motion that the Board of Education approve the **certification(s)** by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of December 31, 2017, 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).
- K.8** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of December 31, 2017, after review of the Board Secretary's and Treasurer's **Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- K.9** Motion to approve the addition to the **School Student Activity Account** lists for Jefferson Township Middle School, as described below:

Activity Account Sub-category
Class of 2020

- K.10** Motion to accept the following **donation** from the **Jefferson Township High School PTSA** to use towards the Makerspace program, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Makerspace Program	\$ 2,000.00

- K.11** Motion to authorize the School Business Administrator to seek Department of Education approval for a transfer in the amount of \$264,100, which exceeds more than 10% of the original budgeted amount, to the Special Education and Support Services Payroll Accounts from the Regular Programs Payroll Account. This is to ensure that retro payroll payments for the 2015-2016 and 2016-2017 school years are recorded in the proper accounts.
- K.12** Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property, as listed below:

<u>School/Department</u>	<u>Bar Code/Serial No.</u>	<u>Equipment Description</u>
High School Gym	3195	TV

- K.13** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

WHEREAS, The employees listed in Attachment A, are attending the named professional development seminar at such identified venues, and

WHEREAS, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it further

RESOLVED, That the expense is justified and therefore reimbursable (*Appendix A*).

L. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 and L.2, as described below:

- L.1** Motion to take action on personnel matters, as listed below; and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:
(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
PT	Medical Leave	15-90-92/abc			Board Office	2/6/18	3/7/18	Utilizing 19 personal illness days
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Susan Blanchard 11-140-100-101-280	Appoint	Health & Physical Education Teacher (LTS) 10-80-80/atk		\$263.92/diem	JTHS	3/5/18	6/21/18	Replacing M. Hall Over 60 days
Amy Bush 11-230-100-101-280	Appoint	Reading Teacher 10-10-10/ajm		\$200/diem	Stanlick	3/29/18	6/21/18	Replacing KF Less than 60 days
Sara Voorhees 11-140-100-101-280	Extended Appointment/ Adjusted Rate	English Teacher (LTS) 10-80-80/ard		\$200/diem	JTHS	12/18/17	2/15/18	Replacing KM Over 20 days
Stacey Milan	Appoint	Bedside Instruction		\$42.45/hr.	District	1/22/18	6/30/18	
Kimberly Moss	Appoint	Bedside Instruction		\$42.45/hr.	District	1/30/18	6/30/18	
Emily Perkalis	Appoint	Bedside Instruction		\$42.45/hr.	District	1/30/18	6/30/18	
Brianna Reggiani	Appoint	Bedside Instruction		\$42.45/hr.	District	1/30/18	6/30/18	
Joleen Wiggins	Appoint	Bedside Instruction		\$42.45/hr.	District	1/22/18	6/30/18	
KA	Medical Leave	10-80-80/cgj			JTHS	5/21/18	6/22/18	Utilizing 23 personal illness days
KA	Family Leave	10-80-80/cgj			JTHS	9/1/18	11/26/18	Unpaid
AC	Medical Leave	10-50-50/aha			Cozy Lake	1/29/18	2/15/18	Utilizing 9 unpaid days
SC	Medical Leave	10-70-70/bxq			JTMS	1/18/18	2/6/18	Utilizing 13 personal illness days
DD	Intermittent Family Leave	10-80-80/ata			JTHS	2/12/18	6/30/18	Utilizing undetermined number of days
CR	Medical Leave	10-80-80/asz			JTHS	6/8/18	6/21/18	Utilizing 8 personal illness days and 2 personal days
CR	Family Leave	10-80-80/asz			JTHS	9/1/18	11/6/18	Unpaid
C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Stacey D'Amato 11-000-270-107-000	Decreased Hours	Transportation Aide 09-90-90/bjh			Transportation	9/1/17	6/30/18	20 hrs./week w/ benefits
Tara D'Antonio-Smeilus 11-204-100-106-007	Additional Hours	Special Education Aide 09-70-70/bdb			JTMS	1/12/18	1/13/18	Not to exceed 1 hr./day for Winter Open Gym
Maureen Dragona 11-000-270-107-000	Increased Hours	Transportation Aide 09-90-90/bgw			Transportation	12/4/17	6/30/18	4.5 hrs./day w/ benefits
Nicole Frank 11-215-100-106-004	Increased Hours	Special Education Aide 09-40-40/bvo			Milton	1/8/18	6/30/18	3.5 hrs./day, 5 days per week w/o benefits
Tammy Kehoe 11-209-100-106-001	Additional Hours	Special Education Aide 09-10-10/bst			Stanlick	1/22/18	1/23/18	Not to exceed 1 hr./day for consultation with Behaviorist
Tamrin Serpico 11-214-100-106-007	Increased Hours	Special Education Aide 09-70-70/bcu			JTMS	1/25/18	6/30/18	Not to exceed 3 hrs., 40 min./day 5 days per week w/o benefits

Tricia Strasser 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bck			JTMS	4/16/18	4/20/18	Not to exceed 8 hrs. total for MS play on 4/16, 4/17 and 4/19/18
Vincent Marinoni	Resignation	Special Education Aide 09-80-80/brx			JTHS	2/20/18	2/21/18	
MB	Medical Leave	09-90-90/bmm			Transportation	3/5/18	3/20/18	Utilizing 11 personal illness days
DF	Extended Medical Leave	12-80-82/akf			Facilities	11/20/17	1/27/18	Utilizing 44 personal illness days
PK	Adjusted Medical Leave	09-10-10/bcy			Stanlick	11/15/17	2/9/18	Utilizing 52 personal illness days
SR	Medical Leave	09-30-30/bzi			Briggs	2/14/18	3/14/18	Utilizing 20 personal illness days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Patricia Firth	Appoint	Substitute Teacher		\$90/diem	District	2/13/18	6/30/18	
Christopher King	Appoint	Substitute Teacher		\$90/diem	District	2/13/18	6/30/18	
Darlene Kotteles	Appoint	Substitute Teacher		\$90/diem	District	2/12/18	6/30/18	
Elizabeth Overko	Appoint	Substitute Teacher		\$90/diem	District	2/13/18	6/30/18	
Jack Romano	Appoint	Substitute Teacher		\$90/diem	District	2/13/18	6/30/18	
Marissa Torsiello	Appoint	Substitute Teacher		\$90/diem	District	2/13/18	6/30/18	
Lynette DiStefano	Appoint	Substitute Aide		\$15/hr.	District	1/10/18	6/30/18	
Abigail Manser	Appoint	Substitute Aide		\$15/hr.	District	1/22/18	6/30/18	
Frances McBride	Appoint	Substitute Aide		\$15/hr.	District	1/26/18	6/30/18	
Elizabeth Overko	Appoint	Substitute Aide		\$15/hr.	District	2/13/18	6/30/18	
Diane St. Clair	Appoint	Substitute Courier		\$11.50/hr.	District	1/23/18	6/30/18	

E. 2017-18 SCHOOL YEAR COACHING STAFF**SPRING**

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Katelyn Cannarozzi	Appoint	Assistant Lacrosse Girls	1	\$3755.05	JTHS	2/13/18	6/30/18	
Samantha Keating	Appoint	Assistant Softball	N/A	N/A	JTHS	3/2/18	6/30/18	Volunteer
David Kerwien	Appoint	Assistant Lacrosse Boys	1	\$3755.05	JTHS	3/2/18	6/30/18	
Travis Gage	Rescind	Assistant Lacrosse Boys	1	\$3755.05	JTHS	7/1/17	6/30/18	

F. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Joseph Dyl	Appoint	Robotics Club	N/A	N/A	JTHS	2/13/18	6/30/18	Volunteer
Lauren Kulick	Appoint	Professional Musician		\$500.00	JTHS	3/17/18	3/26/18	Spring Musical – rehearsal dates of 3/17, 3/20, 3/21, and 3/22; performance dates of 3/23, 3/24 and 3/25/18
Carly Morstatt	Appoint	Robotics Club	N/A	N/A	JTHS	2/13/18	6/30/18	Volunteer
Amanda Osburn	Appoint	Robotics Club	N/A	N/A	JTHS	2/13/18	6/30/18	Volunteer
James Wildermuth	Appoint	Robotics Club	N/A	N/A	JTHS	2/13/18	6/30/18	Volunteer

G. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Location	Date Effective	Date Termin.	Discussion
Robin Knutelsky	New Jersey Principals and Supervisors Association	Administrative Intern		District	2/13/18	11/30/18	

L.2 Motion to approve the Fall 2017 Course Reimbursements as indicated below:

Name	College	Class	Approval	Credits	Amount
Beshlian, Amanda	William Paterson University	Curriculum Design for All Learner	77	3	\$473.19
Brueno, Kaitlyn	Ramapo College of New Jersey	Administrative Field Experience/Internship I	66	6	\$866.07
Brueno, Kaitlyn	Ramapo College of New Jersey	Change Leadership: Administrators as Change Agents and Instructional Leaders	67	4	\$604.15
Bruggeman, Joanna	University of California/San Diego	Google as a Classroom Tool	8	3	\$271.00
Bruggeman, Joanna	University of California/San Diego	Improving Your Students' Test Taking Skills	9	3	\$347.00
Bruggeman, Joanna	University of California/San Diego	Comprehension – The Key to Successful Reading	10	3	\$347.00
Bruggeman, Joanna	University of California/San Diego	Classroom Management Survival Course	47	3	\$271.00
Chapman, Shannon	California University of Pennsylvania	Internship, Part I	11	3	\$473.19
Chapman, Shannon	California University of Pennsylvania	School Law and Ethics	12	3	\$473.19
Coreia, Karen	University of California/San Diego	Multimedia Project Design and Development	1	3	\$336.00
Eastman, Christopher	University of California/San Diego	Preparing Students for Common Core Assessments	78	3	\$280.00
Eastman, Christopher	University of California/San Diego	Study Smarter Not Harder – Study Skills	79	3	\$280.00
Eastman, Christopher	University of California/San Diego	Improving Your Students Test Taking Skills	80	3	\$280.00
Eastman, Christopher	University of California/San Diego	Designing and Creating a WebQuest	81	3	\$280.00
Eastman, Christopher	University of California/San Diego	Expository Writing: Focus on Research	82	3	\$280.00
Escolano, Jennifer	University of California/San Diego	Introduction to the Common Core Standards (K-12)	46	3	\$336.00

Fernandes, Michael	California University of Pennsylvania	Leadership and Professional Development	60	3	\$473.19
Fernandes, Michael	California University of Pennsylvania	Performance Enhancement Program Design	61	3	\$473.19
Gelinas, Priscilla	Marygrove College	ADHD: Focusing, Learning, Teaching	48	3	\$473.19
Gugger, Daniel	University of California/San Diego	Best Practices for a Successful High School Classroom	70	3	\$374.00
Gugger, Daniel	University of California/San Diego	Bullying Awareness, Prevention and Intervention	71	3	\$271.00
Gugger, Daniel	University of California/San Diego	Best Practices for a Successful Middle School Classroom	72	3	\$374.00
Gugger, Daniel	University of California/San Diego	Reaching Students Through Character Education	73	3	\$374.00
Gugger, Daniel	University of California/San Diego	Positive Discipline: Approach to Class Management	74	3	\$271.00
Kircher, Lori	Greenville College	Preventing Teenage Suicide	3	3	\$404.10
Kwiecinski, Melissa	Ramapo College of New Jersey	Tools for Developing Instruction	65	4	\$604.15
LaMonica, Christina	Walden University	Program Planning and Assessment	62	3	\$473.19
LaMonica, Christina	Walden University	Managing Resources for Organizational Success	63	3	\$473.19
Langner, Paula	Grand Canyon University	Governance and Structures in K-12	83	3	\$473.19
Larena, Ashley	East Stroudsburg University	Reading Clinical Practicum	85	3	\$343.32
Perna, Brianna	Loyola Marymount	Teaching the Constitution and the Bill of Rights	18	3	\$381.65
Perna, Brianna	Loyola Marymount	Teaching American Colonial History	19	3	\$381.65
Perna, Brianna	Loyola Marymount	Teaching the American Presidency	20	3	\$381.65
Perna, Brianna	Loyola Marymount	History of Slavery in America: 1600's to 1800's	21	3	\$381.65
Perna, Brianna	Loyola Marymount	History of Great Britain: 18 th Century to Present	22	3	\$381.65
Quinn, Sean	Universidad Pontifica de Salamanca	Linguistics and Methodology (Module 1)	84	7	\$661.64
Reiss, Joanna	Centenary University	Family, Society and Children with Special Needs	7	3	\$473.19
Ryan, Danielle	Walden University	Teacher as Professional	75	3	\$473.19
Schwimer, Cara	University of California/San Diego	Introduction to the Common Core State Standards	35	3	\$374.00
Schwimer, Cara	University of California/San Diego	The Flipped Classroom: An Interactive Approach	36	3	\$271.00
Schwimer, Cara	University of California/San Diego	Positive Discipline Approach to Classroom Management	37	3	\$271.00
Schwimer, Cara	University of California/San Diego	Reaching Students Through Character Education	38	3	\$374.00
Schwimer, Cara	University of California/San Diego	Improving Your Students' Test Taking Skills	39	3	\$374.00
Schwimer, Cara	Marygrove College	Meeting the Needs of All Students	55	3	\$473.19
Schwimer, Cara	Marygrove College	Teacher as Leader	56	3	\$473.19
Seader, Megan	University of California/San Diego	Introduction to the Common Core State Standards	40	3	\$374.00
Seader, Megan	University of California/San Diego	Improving Your Students' Test Taking Skills	41	3	\$374.00
Seader, Megan	University of California/San Diego	Reaching Students Through Character Education	42	3	\$374.00
Seader, Megan	University of California/San Diego	Positive Discipline Approach to Classroom Management	43	3	\$374.00
Seader, Megan	University of California/San Diego	The Flipped Classroom: An Interactive Approach	44	3	\$374.00
Seader, Megan	Marygrove College	Meeting the Needs of All Students	57	3	\$473.19
Seader, Megan	Marygrove College	Teacher as Leader	58	3	\$473.19
Smith, James	Rutgers University	Supervision of Instruction	76	3	\$473.19
Szuskowski, Patricia	University of California/San Diego	Differentiated Instruction: One Size Does Not Fit All	27	3	\$374.00
Szuskowski, Patricia	University of California/San Diego	The Flipped Classroom: An Interactive Approach	28	3	\$374.00
Szuskowski, Patricia	University of California/San Diego	Using Google Classroom for Teaching and Learning	29	3	\$374.00
Szuskowski, Patricia	University of California/San Diego	Integrating Interactive Whiteboards into the Curriculum	30	3	\$374.00
Szuskowski, Patricia	University of California/San Diego	Effectively Using Ipad to Transform Your Classroom	31	3	\$374.00
Tiedeman, Robert	Thomas Edison University	Instructional Leadership and Supervisory Practice	45	6	\$866.07
Van Dyke, Halei	Grand Canyon University	Applied Behavior Analysis and Autism Spectrum	4	3	\$473.19
Van Dyke, Halei	Grand Canyon University	Policy and Ethics in Autism Spectrum Disorders	5	3	\$473.19
Van Dyke, Halei	Grand Canyon University	Leadership and Collaboration in Autism Spectrum Disorders	6	3	\$473.19
Wildermuth, Nicole	Ramapo College of New Jersey	Administrative Field Experience/Internship I	68	3	\$473.19
Wildermuth, Nicole	Ramapo College of New Jersey	Change Leadership: Administrators as Change Agents and Instructional Leaders	69	3	\$473.19

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.6, as described below:

M.1 Motion to **rescind student placement** for the **2017-2018** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/18-11	Lakeland Andover School	\$27,280	1/18/18

M.2 Motion to **approve student placement** for the **2017-2018** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
8808727569	Benway School	\$ 33,566.74	2/7/18-6/30/18

M.3 Motion to approve the **contracted** services for **2017-2018**:

Name	Rate	Loc.	Date Effective	Date Terminated	Discussion
EDU Healthcare	\$7,000.00	District	4/9/18	9/30/18	Leave of absence coverage

M.4 Motion to approve the **2018-2019** School Year Calendars, as described below: *(See Attached)*

- 10 Month Student Calendar
- 10 Month Staff Calendar
- 12 Month Staff Calendar

M.5 Motion to approve the following **day field trips** *(dates subject to change):*

School/Group/Activity	Location	Dates
JTHS, Science League, NJ Science League Competition	Newton High School, Newton, NJ	February 8, 2018
JTHS, Academic Team, Academic Bowl Competition	Sparta High School, Sparta, NJ	February 21, 22, 23 & 26, 2018 (rain date: 2.27.18)
JTHS, Debate Club, Championship	Roxbury High School, Succasunna, NJ	February 23, 2018 (date change from 2.9.18)
JTHS, Sports & Entertainment Journalism Class Field Trip	Sparta Movie Theatre & Andres Lakeside Dining, Sparta, NJ	March 7, 2018
Briggs School, Student/Staff Basketball Game	Star of the Sea Church, Lake Hopatcong, NJ	March 23, 2018
JTHS, Grade 11 College Trip	Montclair State University, Montclair, NJ	April 12, 2018
JTHS, Science League, NJ Science League Competition	Newton High School, Newton, NJ	April 12, 2018
Briggs School, Kindergarten Field Trip	Turtle Back Zoo, West Orange, NJ	May 14, 2018 (rain date: 5.15.18)
White Rock School, Grade 5 Field Trip	Liberty Science Center, Jersey City, NJ	May 18, 2018
JTHS, FBLA & DECA Students, Business & Marketing Education Day	Six Flags Great Adventure, Jackson, NJ	May 23, 2018
JTHS, REBEL Outreach	Cozy Lake School, Oak Ridge, NJ	May 23, 2018 (date change from 5.16.18) Rain date: 5.30.18
White Rock School, Grade 3 Field Trip	Bronx Zoo, Bronx, NY	May 24, 2018
JTHS, Senior Class Trip	Pocono Valley Resort, Reeders, PA	May 29, 2018 (date change from 5.18.18)

M.6 Motion to affirm Superintendent's recommendation on Harassment, Intimidation and Bullying findings reported for December 10, 2017 through January 15, 2018.

BE IT RESOLVED, that the Jefferson Township Board of Education approves the remedial and disciplinary action taken by the building principals.

N. POLICY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve motion N.1, as described below:

N.1 Motion to approve the **First Reading** of the following *(copy available for review)*

File Code	Title	Action
Bylaw 0169.02	Board Member Use of Social Networks	New
3437P	Military Leave	Revised
4437P	Military Leave	Revised
5460.1R	High School Transcripts (Mandated)	Revised
5516P	Student Tracking Devices	New
7101R	Educational Adequacy of Capital Projects	Revised
7425P	Lead Testing of Water in Schools	New
7440P	School District Security (Mandated)	Revised
7440R	School District Security (Mandated)	Revised
7441P	Electronic Surveillance in School Buildings and on School Grounds (Mandated)	Revised
7441R	Electronic Surveillance in School Buildings and on School Grounds (Mandated)	Revised
8507P	Breakfast Offer Versus Serve (Mandated)	Revised
8630P	Bus Driver-Bus Aide Responsibility (Mandated)	Revised
8630R	Emergency School Bus Procedures (Mandated)	Revised
9242P	Use of Electronic Signatures	New

O. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidences (HIB) for the period of January 16, 2018 through February 12, 2018.

<u>School</u>	<u>Incidents Reported</u>	<u>Confirmed Incidents of HIB</u>	<u>Inconclusive – Case Will Remain Active</u>
Ellen T. Briggs			
Stanlick	1		
Milton			
Cozy Lake			
White Rock			
JTMS	2	1	1
JTHS	4	2	

Enrollment as of 1/31/18:

	Jan. 2017	Jan. 2018
Milton	164	160
Cozy Lake	188	188
Arthur Stanlick	322	304
E.T. Briggs	297	288
White Rock	360	332
Total Elementary	1,331	1,272
JTMS	776	762
JTHS	998	992
GRAND TOTAL	3,105	3,026
Tuition students received	7	6
Out-of-district placement	35	31

P. COMMUNICATIONS**Q. PUBLIC COMMENTS**

- Please refer to Section G “Public participation shall be governed by the following rules (Per District Policy #0167)”

R. OLD BUSINESS**S. NEW BUSINESS****T. BOARD MEMBER COMMENTS****U. ADJOURN**

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Transportation	Travel/ Miles	Lodging per day (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expense (not including parking/ tolls/miscellaneous fees)
Barbato, Steve	6/26-6/28	New Brunswick, NJ	Writing Program Institute	\$ 575.00	Own	349	-	-	-	-	\$ 575.00
Buske, Richard	3/22-3/23	Atlantic City, NJ	Annual New Jersey Pupil Transportation Conference & Equipment Show	\$ 350.00	Own	300	\$ 86.00	2	-	-	\$ 522.00
Chuddley, Louis	3/11-3/14	Atlantic City, NJ	NJ School Buildings and Grounds Association Expo	\$ 250.00	Own	292	\$ 122.00	3	-	-	\$ 616.00
Devries, David*	2/3-5/19*	New York, NY	Introduction to Digital Sculpting	\$ 964.00	Own	-	-	-	-	-	\$ 964.00
Dunbar, Maria	3/2	Saddle Brook, NJ	Strategies for Creating an Exemplary Literacy Day	\$ 150.00	Own	92	-	-	-	-	\$ 150.00
Courtney, Jan	2/22-2/24	East Brunswick, NJ	MENC National Convention	\$ 170.00	Own	-	-	-	-	-	\$ 170.00
Gutwerk, Sonja	6/26-6/28	New Brunswick, NJ	Writing Program Institute	\$ 575.00	Own	340	-	-	-	-	\$ 575.00
Koch, William	3/13-3/16	Atlantic City, NJ	DAANJ Convention	\$ 500.00	Own	303	\$ 99.00	3	\$ 64.00	4.5	\$ 1,085.00
Kotek, David	3/22-3/23	Atlantic City, NJ	Annual New Jersey Pupil Transportation Conference & Equipment Show	\$ 350.00	Own	300	\$ 86.00	2	-	-	\$ 522.00
McLoughlin, Lorraine	3/26	West Orange, NJ	Help Struggling Math Students: What Works to Increase Motivation in Math	\$ 249.00	Own	60	-	-	-	-	\$ 249.00
Moss, Kim	5/31	New Brunswick, NJ	NJTESOL Spring Conference, Cross Curricular Conversations for ELL's	\$ 199.00	Own	87	-	-	-	-	\$ 199.00
Plotts, Timothy**	TBD	Various Locations in China	Educational Fairs for Recruitment Purposes	\$ N/A	-	-	-	-	-	-	\$ -
Russo, Christina	6/26-6/28	New Brunswick, NJ	Writing Program Institute	\$ 575.00	Own	237	-	-	-	-	\$ 575.00
Sanchez, Vanessa	3/22-3/23	Atlantic City, NJ	Annual New Jersey Pupil Transportation Conference & Equipment Show	\$ 350.00	Own	300	\$ 86.00	1	-	-	\$ 436.00
Schreck, Danielle	3/7-3/10	Pittsburgh, PA	American Choral Directors Association Eastern Conference	\$ 299.00	Own	576	\$ 168.00	4	-	-	\$ 971.00
Stettler, Amy	6/26-6/28	New Brunswick, NJ	Writing Program Institute	\$ 575.00	Own	204	-	-	-	-	\$ 575.00
Tierney, Patrick	3/11-3/14	Atlantic City, NJ	NJSBGA Expo	\$ 250.00	Own	300	\$ 122.00	3	\$ 96.00	3.5	\$ 952.00
Venturino, Jerry	2/23-2/25	Atlantic City, NJ	Frank Glazier Clinic	\$ 299.00	Own	296	-	-	-	-	\$ 299.00
Wnuk, Jennifer	6/26-6/28	New Brunswick, NJ	Writing Program Institute	\$ 575.00	Own	302	-	-	-	-	\$ 575.00

* Saturday only classes

** Related Travel expenses to be reimbursed by Edu-Link

All Meals are prorated 75% on travel days

Jefferson Township Public Schools

Student School Calendar 2018–2019

JULY 2018							AUGUST 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

SEPTEMBER 2018							OCTOBER 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	7	8	9	10	11	12	13
2	3	4	5	6	7	8	14	15	16	17	18	19	20
9	10	11	12	13	14	15	21	22	23	24	25	26	27
16	17	18	19	20	21	22	28	29	30	31			
23/30	24	25	26	27	28	29							

NOVEMBER 2018							DECEMBER 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	29
25	26	27	28	29	30		30	31					

JANUARY 2019							FEBRUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28		
27	28	29	30	31									

MARCH 2019							APRIL 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13
3	4	5	6	7	8	9	14	15	16	17	18	19	20
10	11	12	13	14	15	16	21	22	23	24	25	26	27
17	18	19	20	21	22	23	28	29	30				
24/31	25	26	27	28	29	30							

MAY 2019							JUNE 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15
12	13	14	15	16	17	18	16	17	18	19	20	21	22
19	20	21	22	23	24	25	23/30	24	25	26	27	28	29
26	27	28	29	30	31								

SEPTEMBER 3 Labor Day 6 First Day of School 10 Rosh Hashanah-Schools Closed 19 Yom Kippur-Schools Closed							**OCTOBER** 8 Columbus Day- Schools Closed 16 Early Dismissal						
NOVEMBER 8 & 9 NJEA Convention-Schools Closed 13 Early Dismissal 21 Early Dismissal 22 & 23 Thanksgiving Recess-Schools Closed							**DECEMBER** 21 Early Dismissal 22 - 31 Holiday Recess-Schools Closed						
JANUARY 1 Holiday Recess-Schools Closed 8 Early Dismissal 21 MLK, Jr. Day -Schools Closed							**FEBRUARY** 12 Early Dismissal 15 & 18 President's Day Weekend-Schools Closed						
MARCH 11 Early Dismissal 25 Early Dismissal							**APRIL** 9 Early Dismissal 15-19 Spring Break-Schools Closed						
MAY 14 Early Dismissal 27 Memorial Day-Schools Closed							**JUNE** 24 Middle School Promotion 25 High School Graduation 25 Last Day of School-Early Dismissal All Grades						

The Calendar reflects six (6) built in Emergency Closing Days. Emergency closing days will be made up as follows: November Teacher's Convention (when cancelled), April 15-16, beginning with the 15th, and June, beginning with 26th.

BOE Approved: 2018.02.12

Jefferson Township Public Schools

10 Month Employee Calendar 2018-2019

JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

MAY 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST
29 & 30 New Staff Orientation

SEPTEMBER
3 Labor Day
4 All Staff Orientation
5 Professional Development-All Staff
6 First Day of School
10 Rosh Hashanah
19 Yom Kippur

OCTOBER
8 Professional Development-All Staff
16 Student Early Dismissal-Staff PD

NOVEMBER
8 & 9 NJEA Convention-Schools Closed
13 Early Dismissal-Staff PD
21 Early Dismissal-Staff & Students
22 & 23 Thanksgiving Recess-Schools Closed

DECEMBER
21 Early Dismissal-Staff & Students
24 - 31 Holiday Recess-Schools Closed

JANUARY
1 Holiday Recess-Schools Closed
2 School Reopens
8 Student Early Dismissal-Staff PD
21 MLK, Jr. Day -Schools Closed

FEBRUARY
12 Student Early Dismissal-Staff PD
15 & 18 President's Weekend-Schools Closed

MARCH
11 Student Early Dismissal-Staff PD
25 Student Early Dismissal-Staff PD

APRIL
9 Student Early Dismissal-Staff PD
15 - 19 Spring Break-Schools Closed

MAY
14 Student Early Dismissal-Staff PD
27 Memorial Day-Schools Closed

JUNE
24 Middle School Promotion
25 High School Graduation
25 Last Day of School-Early Dismissal Staff & Students

AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

APRIL 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

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BOE Approved: 2018.02.12

Jefferson Township Public Schools

12 Month Employee Calendar 2018–2019

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY	
4	Independence Day
SEPTEMBER	
3	Labor Day
4	All Staff Orientation
6	First Day of School

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

NOVEMBER	
8 & 9	NJEA Convention (At-Will & Administrative Staff Off)
21	Early Dismissal-Staff & Students
22 & 23	Thanksgiving Recess

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER	
21	Early Dismissal-Staff & Students
24	Christmas Eve
25	Christmas Day
31	New Year's Eve

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY	
1	New Year's Day
2	School Reopens

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY	
18	Floating Holiday-President's Day *

APRIL	
19	Good Friday

MAY	
27	Memorial Day-Schools Closed

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE	
20	Middle School Promotion
21	High School Graduation
25	Last Day for Students & Teachers
	For the 2018-19 school year, all 12-month employees are assigned one floating holiday and may decide the other two days. (When school is not in session.)
*	
**	JTAEA members receive 3 unassigned floating holidays

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

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