

**JEFFERSON TOWNSHIP BOARD OF EDUCATION****Regular Meeting Agenda****Monday - March 17, 2008 - 7:00 PM (Closed Session) 8:00 PM (Regular Session)****Jefferson Township Middle School Media Center**

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A. \_\_\_\_\_ called the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement.

B. Pledge of Allegiance

**C. ROLL CALL:**PresentAbsent

Mr. Anzano

\_\_\_\_\_

\_\_\_\_\_

Mrs. Castiglione

\_\_\_\_\_

\_\_\_\_\_

Mr. Cerny

\_\_\_\_\_

\_\_\_\_\_

Mr. Chamberlain

\_\_\_\_\_

\_\_\_\_\_

Mr. Feldmann

\_\_\_\_\_

\_\_\_\_\_

Mrs. Hardy

\_\_\_\_\_

\_\_\_\_\_

Mrs. Mastricola

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\_\_\_\_\_

Mrs. Scott

\_\_\_\_\_

\_\_\_\_\_

Mrs. Servedio

\_\_\_\_\_

\_\_\_\_\_

Carol Ann Sudia, *Student Representative*

\_\_\_\_\_

\_\_\_\_\_

Craig Coelho, *Student Representative*

\_\_\_\_\_

\_\_\_\_\_

**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 17th day of March, 2008 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 public property, litigation, anticipated litigation or contract negotiation 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**

- Environmental Remediation & Management, Inc. will present the Briggs School air sampling results - Cathy DiNardo
- Special Education Programs – Eileen Daggett and Tina Steinberg

**G. COMMENTS FROM THE AUDIENCE** *(on agenda action items only, if applicable)***H. COMMITTEE REPORTS****I. MINUTES OF MEETINGS**

- I.1** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the following meetings be approved as submitted:

February 19, 2008 Regular Meeting Minutes  
March 3, 2008 Special Meeting Minutes

February 19, 2008 Executive Session Minutes  
March 3, 2008 Executive Session Minutes

**J. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.11, as described below:

- J.1** Motion to approve the list of **purchase orders** dated February 29, 2008 in the amount of **\$248,690.26.**
- J.2** Motion to approve the **check journal** as of February 29, 2008 in the amount of **\$4,376,787.49.**
- J.3** Motion to approve the **transfer** of funds in the 2007-2008 Fiscal Year, dated January 2008 in the amount of **\$173,215.50.**
- J.4** Motion to accept the **Treasurer and Secretary's Report** dated January 2008 as being in balance.
- J.5** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJAC 6A:23-2.11(c)3, that as of January 31, 2008 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a).
- J.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c) 4, that as of January 31, 2008, 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 overexpended in violation of NJAC 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.
- J.7** Motion to approve **Food Service Check Journal** for February 2008 in the amount of **\$ 110,865.09.**
- J.8** Motion to approve the date of March 26, 2008 at 7:00 PM in the Jefferson Township Middle School Media Center for the **Public Budget Hearing.**
- J.9** Motion to declare the following check stale and thus void:

Check #	Date	Payable to:	Amount	Account	Reason
30681	11/29/06	Ray Taddeo	\$14.24	Preschool	Reimbursement for preschool supplies

**J.10** Motion to approve the Resolution to participate in the **Joint Transportation Agreement** for the 2008-2009 school year with Sussex County Regional Cooperative *(copy available for review)*.

**J.11** 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

**RESOLVED**, That the expense is justified and therefore reimbursable *(copy attached)*.

## **K. PERSONNEL COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.4, as described below:

**K.1** Motion to appoint and submit to the 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, \* denotes mentoring required)

PERSONNEL								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A. Administrative</b>								
Raymond Schweitzer	Resignation	Supervisor of World Language/ESL and Music			District	6/30/08	7/1/08	
Robert Quinn 11-000-221-104-20	Retro Adjustment	Science Supervisor, Retired		\$207.12	District	7/1/07	8/31/07	Retro salary as determined at completion of negotiations
<b>B: Instructional</b>								
Joan Bresko	Retirement	Library Media Specialist			High School	6/30/08	7/1/08	Retiring after 8 yrs of service
Janice Fisher 11-120-100-101-00	Appoint	Music Teacher	BA+15 Step 4	\$49,300*	Briggs/Stamlick	9/1/08	6/30/09	Replacing E. Cook *2008-09 Salary Guide

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Valerie DeLaura 11-140-100-101-28	Extend Appointment	Long-Term French Teacher Sub	BA Step 1	\$217.71/day	High School	3/7/08	3/21/08	Extended long-term replacement for maternity leave - AP
Nancy Adam 11-120-100-101-29	Appoint	Long-Term Sub	BA Step 1	\$217.71/day	Cozy Lake	3/17/08	5/2/08	Replacement for SH
Jennifer DiGiacomo	Resignation	Elementary Teacher			Stanlick	6/30/08	7/1/08	
Jason Carroll	Resignation	Music Teacher			High School	6/30/08	7/1/08	
RC	Medical Leave	Elementary Teacher			White Rock	3/3/08	6/30/08	Utilizing 15 ½ sick days, 2 personal days, 55 unpaid days
AP	Adjusted Maternity Leave	French Teacher			High School	1/14/08	3/20/08	Utilizing 10 sick days and 37 unpaid days
SH	Medical Leave	Elementary Teacher			Cozy Lake	3/17/08	5/2/08	Utilizing 29 accumulated sick days
<b>C: Non-Instructional</b>								
Becky Jiroux 11-214-100-106-00	Appoint	Special Education Aide	Step 1	\$17.37/hour	Briggs	3/10/08	6/30/08	Replacing P. Galfo 3.75 hours/day – No benefits
Melissa White 11-214-100-106-00	Appoint	Special Education Aide	Step 1	\$17.37/hour	Briggs	3/13/08	6/30/08	Replacing P. Galfo 3.5 hours/day – No benefits
Donna Bandura 11-214-100-106-00	Appoint	Special Education Aide	Step 1	\$17.37/hour	Briggs	3/13/08	6/30/08	1-1 Aide replacing D. Morris 3.5 hours/day – No benefits
Stephanie McCormack 11-213-100-106-00	Appoint	Special Education Aide	Step 1	\$17.37/hour	Drummond	3/13/08	6/30/08	New Position 1-1 Aide 3 hours/day – No benefits
Geoffrey Miller 11-000-261-100-00	Appoint	Groundskeeper	Step 1	\$21.45/hour	District	3/24/08	6/30/08	Tuesday through Saturday shift
Patricia Galfo 11-214-100-106-00	Transfer	Special Education Aide	Step 3	\$17.98/hour	Milton School	3/10/08	6/30/08	Transferred to Milton Autistic Class. New position for 7 hours a day with benefits
MO	Adjusted Medical Leave	General Aide			Cozy Lake	11/26/07	4/4/08	Utilizing 12 sick days and 71 unpaid days
WT	Unpaid Family Leave	Custodian			Stanlick	3/3/08	3/28/08	Total of 19 unpaid days
SM	Medical Leave	Bus Driver			District	3/24/08	4/4/08	Utilizing 6 sick days and 4 unpaid days
Thomas Vogel 11-000-270-160-00	Salary Correction	Master Mechanic		\$525 Longevity	District	9/1/04	6/30/05	Adjustment to include longevity stipend for 04/05 school year
Thomas Vogel 11-000-270-160-00	Salary Correction	Master Mechanic		\$525 Longevity	District	9/1/05	6/30/06	Adjustment to include longevity stipend for 05/06 school year
Patricia Neff 11-000-240-105-00	Salary Correction	Secretary		\$525 Longevity	Middle School	9/1/06	6/30/07	Adjustment to include longevity stipend for 06/07 school year
Patricia Neff 11-000-240-105-00	Salary Correction	Secretary		\$525 Longevity	Middle School	9/1/07	6/30/08	Adjustment to include longevity stipend for 07/08 school year
Lisa Ferguson 11-000-270-161-00	Step/Salary Correction	Transportation Aide	Step 2	\$17.34/hr	District	1/2/08	6/30/08	Correction for 12/17/07 agenda
Deborah Morris	Resignation	Special Education Aide			Briggs	2/15/08	3/1/08	
Anthony Macula	Termination	Groundskeeper			District	2/26/08	2/26/08	
<b>D. Substitutes/Other</b>								
Peter Hodges	Appoint	Sub Teacher		\$80/day	District	3/18/08	6/30/08	
Tara A. D'Antoni-Smeilus	Appoint	Sub Teacher		\$80/day	District	3/18/08	6/30/08	
Darlene McBride	Appoint	Sub Teacher		\$80/day	District	3/13/08	6/30/08	
Julie Bindas	Appoint	Sub Teacher		\$80/day	District	3/18/08	6/30/08	
Becky Jiroux	Appoint	Sub Aide		\$10/hour	District	3/10/08	6/30/08	
Arlene Warncke	Appoint	Sub Aide		\$10/hour	District	3/13/08	6/30/08	
Frederick Williams	Appoint	Sub Custodian		\$12.50/hour	District	3/18/08	6/30/08	
<b>E. Extra Duty Pay</b>								
Dominick Pisciotto	Rescind	Assistant B/G Track Coach			JTHS	2007/08	2007/08	
John Notte	Appoint	Assistant B/G Track Coach	Step 3	\$3390.98	JTHS	2007/08	2007/08	Assignment is for 3/5 29 years service

F. Curriculum Writing 11-000-221-104-20							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Maximum Hours
Rolf Warncke	Appoint	Introduction to Digital Photography	\$30/hr	JTHS	3/18/08	5/20/08	15 hours
Kathleen Weir	Appoint	Art History/Advanced Placement	\$30/hr	JTHS	3/18/08	5/20/08	25 hours
John Toth	Appoint	Introduction to Engineering	\$30/hr	JTHS	3/18/08	5/20/08	25 hours

**K.2 Motion to approve Administrator's Course Reimbursements as indicated below:**

Name	College/University	Course Title	Approval #	Amount
Marius Petric	Montclair State University	Research Literature in Math	2	\$304.70
Marius Petric	Montclair State University	Independent Study-Algebra	3	\$152.35

**K.3 Motion to approve Fall Course Reimbursements as indicated below:**

Name	College/University	Course Title	Approval #	# of Credits	Amount
Cheryl Kanazik	Walden University	Math 6573 Algebra	68	3	298.99
Claude Larson	Drake University	Hands On Minds on Science in the MS Classroom	83	3	298.99
Pamela Graham	Walden University	Formative Assessment	85	3	298.99
Pamela Graham	Walden University	Ecology	91	3	298.99

**K.4 Motion to approve the following job descriptions. (Copies available for review)**

**Teacher**  
**Special Education Aide**  
**Classroom Aide**

**L. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE**

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

**L.1 Motion to rescind student placement and professional services, as indicated below:**

Student	School	Tuition	Effective Date
M/16-7	Chancellor Academy		3/5/08

**L.2 Motion to approve student placement and professional services, as indicated below:**

Student	School	Tuition	Effective Date
M/16-7	The Mary A Dobbins School	\$17,195.08	3/13/08 – 6/30/08

**L.3 Motion to approve homebound instruction and professional services, as indicated below:**

Student	School	Tuition	Effective Date
M/16-10	Education Inc.	\$45.50/hr	3/4/08

**L.4 Motion to approve the Partnership with the College of St. Elizabeth to implement the Professional Development Schools Initiatives and to provide on-site graduate programs in district, effective September 1, 2008 through June 30, 2009.**

**L.5 Motion to adopt the 2008-2009 School Calendar.****L.6 Motion to adopt a resolution proclaiming the month of April 2008 as Autism Awareness Month:**

**WHEREAS**, autism affects 1 in every 150 children born today. Over 1.5 million Americans today have some form of autism including some families in the Jefferson Community; and

**WHEREAS**, it is known that with proper education, training and community living options, individuals with autism can lead distinguished, productive lives in their communities and strive to reach their fullest potential; and

**WHEREAS**, the annual observance of Autism Awareness Month advocates for the rights, humane treatment, and appropriate education of all persons with autism, while educating families, professionals and the general public better to understand this lifelong disability.

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Township Board of Education Recognizes the month of April 2008 as Autism Awareness Month.

**L.7 Enrollment as of 2/29/07:**

	February 07	February 08
R. F. Drummond	107	123
Milton	171	190
Cozy Lake	290	283
Arthur Stanlick	384	367
E.T. Briggs	260	263
White Rock	429	414
<b>Total Elementary</b>	<b>1,641</b>	<b>1,640</b>
JTMS	879	870
JTHS	1,117	1,122
<b>GRAND TOTAL</b>	<b>3,637</b>	<b>3,632</b>
Tuition students received	3	3
Out-of-district placement	55	47
Students -Home Instruction	10	3

**M. POLICY COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motion M.1, as described below:

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

File Code	Document	Title	Description of Action
1110	Policy	Organizational Chart	Replaces 1110p Organizational Chart
2460	Regulation	Special Education/Sending District	New Regulation
2460.1	Regulation	SE: Identification, Location & Referral	New Regulation
2460.5	Regulation	SE: Participation in Statewide Testing	New Regulation

File Code	Document	Title	Description of Action
2460.7	Regulation	SE: Free & Appropriate Public Education	New Regulation
2460.8	Regulation	SE: Transition from Early Intervention Programs to Preschool Programs	New Regulation
2460.10	Regulation	SE: Maintenance, Access to and Confidentiality of Pupil Records	New Regulation
2460.14	Regulation	SE: In-Service Training	New Regulation
2461	Regulation	Special Education/Receiving District	New Regulation
2461.01	Regulation	SE: IEP Implementation	New Regulation
2461.02	Regulation	SE: Suspension/Expulsion	New Regulation
2461.03	Regulation	SE: Pupil Records	New Regulation
2461.05	Regulation	SE: IEP Compliance	New Regulation
2461.08	Regulation	SE: In-Service Training	New Regulation
3221	Regulation	Acceptable Use of Computer Network(s)/Computer and Resources	New Regulation
7420	Exhibit	Exposure Control Plan (Bloodborne Pathogens)	Revised Procedure

**N. COMMUNICATIONS****O. OLD BUSINESS**

- Early dismissal - school procedures

**P. NEW BUSINESS**

- Annual Organization Meeting date discussion

**Q. STUDENT REPRESENTATIVES****R. BOARD MEMBER COMMENTS****S. COMMENTS FROM THE AUDIENCE****T. 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 17th day of March, 2008 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 public property, litigation, anticipated litigation or contract negotiation and attorney-client matters.
2. This matter 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.

**U. ADJOURN**

[illegible]