

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Annual Organization Meeting Minutes
Monday, April 21, 2008 – 8:00 PM (*Immediately following the Regular Meeting*)
Jefferson Township Middle School Media Center

- A. Dora E. Zeno, President *pro tem*, called the meeting to order at 8:01 PM, and read the Open Meeting Statement.
- B. Pledge of Allegiance.

C. ROLL CALL:	<u>Present</u>	<u>Absent</u>
Mr. Anzano	<u>X</u>	<u> </u>
Mrs. Castiglione	<u>X</u>	<u> </u>
Mr. Cerny	<u>X</u>	<u> </u>
Mr. Chamberlain	<u>X</u>	<u> </u>
Mr. Feldmann	<u>X</u>	<u> </u>
Mrs. Hardy	<u>X</u>	<u> </u>
Mrs. Mastricola	<u>X</u>	<u> </u>
Mrs. Scott	<u>X</u>	<u> </u>
Mrs. Servedio	<u>X</u>	<u> </u>
Carol Ann Sudia, <i>Student Representative</i>	<u>X</u>	<u> </u>
Craig Coelho, <i>Student Representative</i>	<u>X</u>	<u> </u>

D. ANNOUNCEMENT OF ELECTION RESULTS

<u>Candidate</u>	<u># of Votes</u>
Robert Vander Ploeg	- 729
Michael Stewart	- 529
Robert Knox	- 377
Christopher W. Young, Jr.	- 375
Stephen Fifoot	- 278
Julianne Mastricola	- 916
Fay Servedio	- 835
Gregory Burnett	- 540

BUDGET: Yes – 1,048

No – 946 Certification of Election Results
(Attachment A)

- E. Oath of Office was administered to the newly elected Board of Education members by Board Secretary.

F. Reading of Code of Ethics for School Board Members, Title 18A;12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

G. Nominations for President

Motion by Mrs. Servedio, seconded by Mr. Cerny, to nominate Mrs. Mastricola for **President** of the Jefferson Township Board of Education.

Motion by Mr. Feldmann, seconded by Mr. Anzano, to nominate Mrs. Servedio for **President** of the Jefferson Township Board of Education.

There being no other nominations for the position of Board President, nominations were closed. Mrs. Mastricola respectfully declined the nomination.

MOTION: Mr. Feldmann	SECOND: Mr. Anzano			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio			X	
Mr. Vander Ploeg	X			

Mrs. Servedio assumed the chair of the Board President.

H. Nominations for Vice President

Motion by Mr. Anzano, seconded by Mr. Feldmann, to nominate Mrs. Mastricola for **Vice President** of the Jefferson Township Board of Education.

Mrs. Mastricola respectfully declined the nomination.

A motion by Mr. Anzano, nominating Mr. Feldmann to the position of **Vice President** did not receive a “second”. Thus nominations for the position of Vice President were closed, and the Board voted on the remaining candidate, Mr. Cerny.

Motion by Mrs. Scott, seconded by Mrs. Castiglione, to nominate Mr. Cerny for **Vice President** of the Jefferson Township Board of Education.

MOTION: Mrs. Scott	SECOND: Mrs. Castiglione			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny			X	
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

I. Motion to approve items **I.1** through **I.24**:

1. Motion by Mr. Cerny, seconded by Mr. Feldmann, that the Jefferson Township Board of Education will hold their 2008-2009 **Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (*Attachment B*).
2. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Dora E. Zeno to serve as **Board Secretary** for the 2008-2009 school year, pursuant to 18A:17-5.

3. Motion by Mr. Cerny, seconded by Mr. Feldmann, that Dora E. Zeno, Board Secretary/Business Administrator be appointed **Purchasing Agent** and **Public Agency Compliance Officer** and is authorized to prepare advertisements, advertise for and receive bids and award contracts pursuant to NJSA 18A:18A-3a, 7a and 37a for the 2008-2009 school year.
4. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Joseph Kraemer as **Affirmative Action Officer** for the 2008-2009 School Year.
5. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Charles Dimiceli as **504 Compliance Officer** for the 2008-2009 School Year.
6. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Vickki Nadler as **Chemical Hygiene Officer** for the 2008-2009 School Year.
7. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint George Fernandez as **Right to Know Officer** for the 2008-2009 School Year.
8. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Lynne Stanlick or designee as **Integrated Pest Management Coordinator** for the 2008-2009 School Year.
9. Motion by Mr. Cerny, seconded by Mr. Feldmann, to appoint Elizabeth Hickey to serve as **Treasurer of School Moneys** for the 2008-2009 school year.
10. Motion by Mr. Cerny, seconded by Mr. Feldmann, that the *New Jersey Herald*, Newton, New Jersey and the *Daily Record*, Morristown, New Jersey be designated as the **Official Newspapers** of the Jefferson Township Board of Education, for the ensuing year; and further, that the *Aim News*, also be designated as an Official Newspaper of the Jefferson Township Board of Education for the 2008-2009 school year.
11. Motion by Mr. Cerny, seconded by Mr. Feldmann, the following banks be designated as **Official Depositories** for the 2008-2009 school year and to approve the Checking Accounts / Required Signatories as listed (*Attachment C*).

Chase Bank
Lakeland State Bank
Cash Management of NJ/ARM
Skylands Community Bank
Wachovia Bank

12. Motion by Mr. Cerny, seconded by Mr. Feldmann, the following companies be designated as Official Tax Shelters for the 2008-2009 School Year:

The Legend Group
Lincoln Investment Planning 403b & 457
Valic AIG
Equitable
Vanguard

13. Motion by Mr. Cerny, seconded by Mr. Feldmann, to adopt, based on the recommendation of the Superintendent of Schools, the existing **Pre-K - 12 curriculum, assigned text books, co-curricular clubs and programs** for the Jefferson Township School District for the 2008-2009 school year, or until such time that this Board amends same (*Attachment D*).
14. Motion by Mr. Cerny, seconded by Mr. Feldmann, to adopt, based on the recommendation of the Superintendent of Schools, that all previously written **by-laws and policies** of this Board of Education be continued in force until such time that this Board amends same.
15. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve purchasing for the 2008-2009 school year through the **State Contract** vendors, **Morris County Co-op** vendors and the **Hunterdon County Educational Services Commission** vendors.
16. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the following resolution authorizing the procurement of goods and services through State Agency for the 2008-2009 school year:

WHEREAS, Title 18A:18A-10 provides that, “a Board of Education”, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Jefferson Township Board of Education has the need, on a timely basis, to procure goods and services utilizing State contracts, and

WHEREAS, the Jefferson Township Board of Education desires to authorize its purchasing agent for the 2008-2009 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

STATE CONTRACT VENDORS

American Mobile Glass of NJ	T0084
Atlantic Communications Electronics, Inc.	T0109
BIO Shine, Inc.	T0622
Capp, Inc.	T0537
Carpet Showcase, Inc.	T0147
CDW Government, Inc.	T1785
Central Lewmar	T0038
Core Mechanical, Inc.	T2013
Custom Bandag, Inc.	T0123
Dell Marketing LLP	M0438
Dover Brake & Clutch Co., Inc.	T0065
Falcon Auto Parts, Inc.	T0065

STATE CONTRACT VENDORS (Continued)

Fibar Systems	T0103
Finch Fuel	T0077
Garden State Fastener, LLC	T0168
Herff Jones Inc./Nystrom Education Div.	T0114
Hertz Furniture Systems Corp.	T0177
Lawson Products, Inc.	T2085
Milton Auto Parts	T0065
New York Packaging Corp.	T1244
Riccairdi Bros. of Parsippany, Inc.	T0927
Royal Communications, Inc.	T0109
School Specialty, Inc.	T0114
Stewart Business Systems	A51464
Storr Tractor Company	T2187
Verizon Network Integration Corp.	T0483

17. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **Nisivoccia & Company, LLP**, School Auditor of Record, per agreement, to conduct the 2007-2008 Annual School Audit during the 2008-2009 school year.
18. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **Hatch Mott McDonald**, Consulting Engineer of Record, per agreement, for the 2008-2009 school year.
19. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **Dr. Jean-Paul Bonnet of Skylands Medical Group**, School Medical Inspector of Record, per agreement, for the 2008-2009 school year.
20. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **T.L. Groseclose Associates, Inc.** Student Insurance Agent of Record for the 2008-2009 school year.
21. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **William H. Connolly & Company**, Insurance Agent of Record, for the 2008-2009 school year.
22. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **LDP Consulting Group**, Health Insurance Agent of Record for the 2008-2009 school year.
23. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **NJ/ARM**, Investment Manager of Record for the 2008-2009 school year.
24. Motion by Mr. Cerny, seconded by Mr. Feldmann, to approve the appointment of **Environmental Remediation & Management, Inc.**, Asbestos & AHERA Consultant of Record, on an as needed basis, for the 2008-2009 school year.

MOTION: Mr. Cerny		SECOND: Mr. Feldmann		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain*	X		X*	
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

* *Mr. Chamberlain abstained on Items 11 & 12.*

J. SUPERINTENDENT'S REPORT

Dr. Fuchs reported on the *Good News and Progress in Our Schools*

K. PRESENTATIONS

- Recognition of Outstanding Accomplishments for Fall & Winter Athletic Teams and Coaches – John DiColo, Athletic Director

The Board recessed at 8:45pm and reconvened to open session at 8:55pm.

- Discipline and Substance Abuse Ad Hoc Committee – Jeanne Howe, Karl Mundi, Principals

The Board asked that their comments be included prior to second reading of these policies.

L. COMMENTS FROM THE AUDIENCE *(on Agenda action items only, if applicable)*

- A question was asked as to whether a parent must pay for drug screening, if the results are positive. The parents must pay only if they select the doctor.

M. COMMITTEE REPORTS

- **Building Needs and Finance Committee** – Mr. Cerny highlighted the minutes of the April 15 meeting.
- **Policy and Personnel Committee** – Mr. Feldmann reviewed the minutes of the previous meeting.
- **Community Relations Committee** – Mrs. Mastricola reviewed the minutes of the previous meeting.
- **JTEA Ad Hoc Committee** met with JTEA Representatives. JTEA Members voiced concern regarding excluded absences when a medical note is submitted. Policy to be reviewed.

N. MINUTES OF MEETINGS

Motion by Mr. Anzano, seconded by Mr. Chamberlain, that the minutes of the following meetings be approved as submitted:

March 17, 2008 Regular Meeting Minutes
March 17, 2008 Executive Session (2)

March 17, 2008 Executive Session (1)
March 26, 2008 Special Meeting Minutes

MOTION: Mr. Anzano	SECOND: Mr. Chamberlain			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg			X	

O. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Cerny, seconded by Mr. Feldmann, to accept the recommendation of the Superintendent to approve and adopt motions O.1 through O.14, as described below:

- O.1** Motion to approve the **purchase order** list dated March, 2008 in the amount of \$111,392.49.
- O.2** Motion to approve the **check journal** as of March, 2008 in the amount of \$4,463,345.08.
- O.3** Motion to approve the funds **transfers** in the 2007-2008 Fiscal Year, dated February 2008 in the amount of \$1,642.57.
- O.4** Motion to accept the **Treasurer and Secretary's Report** dated February 2008 as being in balance.
- O.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 February 29, 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).
- O.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c) 4, that as of February 29, 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.
- O.7** Motion to approve **Food Service Check Journal** for March 2008 in the amount of \$221,962.13.

O.8 Motion to approve a Trip Transportation Agreement with the **Jefferson Child Care & Education Center**, from July 1, 2008 to June 30, 2009, to provide vehicles and drivers to be used for field trips, assessing a fee of \$56 per hour for the use of the Jefferson Township School District buses (*copy available for review*).

O.9 Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property.

<u>School/Department</u>	<u>Bar Code/Tag No.</u>	<u>Equipment Description</u>
High School	4685	Hoshiazaki ice machine model # KM-500MAE

O.10 Motion to approve appointment of **Edvocate** to design specifications for the food service program at a cost of \$6,976 (*Fund source Food Services Enterprise Fund 60*).

O.11 Motion to declare the following checks stale and thus void:

Check #	Date	Payable to:	Amount	Account
2455	5/31/05	NJSCF	\$ 120.00	General
5626	1/31/06	North Jersey School Musical Assoc.	\$ 75.00	General
6578	5/31/06	NJSCF	\$ 100.00	General
8400	12/01/06	Greg Currie	\$ 20.02	General
10670	9/28/07	Gary Bruno	\$ 826.00	General
10841	9/28/07	Music Education National Conf.	\$ 100.00	General

O.12 Motion to approve the following schedule to accept **Tax Payments** from the Township of Jefferson Municipal Office for the 2008-2009 School Year:

MONTH	YEAR	CURRENT EXPENSE	DEBT SERVICE
July	2008	\$ 2,802,042.33	
August	2008	\$ 2,802,042.33	
September	2008	\$ 2,802,042.33	\$ 1,576,510.00
October	2008	\$ 2,802,042.33	
November	2008	\$ 2,802,042.33	
December	2008	\$ 2,802,042.33	
January	2009	\$ 2,802,042.33	
February	2009	\$ 2,802,042.33	
March	2009	\$ 2,802,042.33	\$ 564,977.00
April	2009	\$ 2,802,042.33	
May	2009	\$ 2,802,042.33	
June	2009	\$ 2,802,042.37	
TOTALS		\$ 33,624,508.00	\$ 2,141,487.00

O.13 Motion to accept the payment in the amount of \$8,464 from State of New Jersey as reimbursement for 2007-2008 Quality Mentoring for novice teachers.

O.14 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*).

MOTION: Mr. Cerny	SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain			X	
Mr. Feldmann	X			
Mrs. Masticola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg			X	

P. PERSONNEL COMMITTEE

Motion by Mr. Feldmann, seconded by Mr. Chamberlain, to accept the recommendation of the Superintendent to approve and adopt motions P.1 and P.2, as described below:

P.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
A. Administrative								
None								
B: Instructional								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Heather Viscito	Resignation	ESL Teacher			Stanlick/Briggs	6/30/08	7/1/08	
Sarah Mueller	Resignation	Special Education Teacher			Stanlick	6/30/08	7/1/08	
Shannon Woltjen	Resignation	Elementary Teacher			White Rock	6/30/08	7/1/08	
Anthony Gonzalez	Resignation	Health/Phys. Ed. Teacher			High School	6/30/08	7/1/08	
Nancy Jenkins	Resignation	Business Teacher			High School	6/30/08	7/1/08	

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
JR	Medical Leave	Elementary Teacher			White Rock	3/20/08	5/2/08	Utilizing 26 sick days
JS	Medical Leave	Special Education Teacher			Briggs	3/28/08	5/2/08	Utilizing 20 sick days
LM	Extended Maternity Leave	Mathematics Teacher			High School	9/2/08	6/30/09	Unpaid leave for the 08/09 school year
KS	Maternity Leave	Elementary Teacher			White Rock	5/30/08	6/20/08	Utilizing 15 sick days
KS	Extended Maternity Leave	Elementary Teacher			White Rock	9/2/08	11/21/08	Utilizing 55 unpaid days for the 08/09 school year
CC	Maternity Leave	Elementary Teacher			Cozy Lake	10/10/08	11/24/08	Utilizing 30 sick days for the 08/09 school year
MM	Maternity Leave	Elementary Teacher			Stanlick	9/2/08	6/30/09	Unpaid for the 08/09 school year
JO	Maternity Leave	School Nurse			Drummond	9/2/08	10/31/08	Utilizing 29 sick days and 13 unpaid for the 08/09 school year
C: Non-Instructional								
SM	Adjusted Medical Leave	Bus Driver			District	3/17/08	9/1/08	Utilizing 63 sick days
D. Substitutes/Other								
Lori Castiglione	Appoint	Homebound Teacher		\$40.00/hr	District	2/22/08	6/30/08	
Tracy Bendish	Appoint	Sub Aide		\$10/hour	District	4/14/08	6/30/08	
Donna Bandura	Appoint	Sub Aide		\$10/hour	District	4/16/08	6/30/08	
E. Extra Duty Pay								
Cara Schwimer	Appoint	Spring Musical: Props	Level 1	\$561.00	High School	1/2/08	3/30/08	
Cara Schwimer	Appoint	Spring Musical: Publications/Tickets	Level 1	\$561.00	High School	1/2/08	3/30/08	
Cara Schwimer	Appoint	Spring Musical: Scenery/Stage	Level 1	\$561.00	High School	1/2/08	3/30/08	
Patricia Barile	Salary Correction	Track Coach	Step 3	\$2171.66	Middle School	2007/08	2007/08	Salary includes 9 years of service
Theresa Koontz	Salary Correction	Track Coach	Step 3	\$1971.66	Middle School	2007/08	2007/08	Salary includes 5 years of service
Kenneth Westberg	Salary Correction	Track Coach	Step 3	\$2021.66	Middle School	2007/08	2007/08	Salary includes 6 years of service
Cheryl Kanazik	Salary Correction	Track Coach	Step 3	\$2021.66	Middle School	2007/08	2007/08	Salary includes 6 years of service
Susan Tordoff	Salary Correction	Assistant Girls Lacrosse Coach	Step 3	\$4501.63	High School	2007/08	2007/08	Salary includes 6 years of service
Harry Shortway	Salary Correction	Head Boys Lacrosse Coach	Step 3	\$6580.43	High School	2007/08	2007/08	Salary includes 7 years of service
Brian Palumbo	Salary Correction	Assistant Boys Lacrosse Coach	Step 3	\$4601.63	High School	2007/08	2007/08	Salary includes 8 years of service
James O'Connor	Salary/Service Correction	Assistant Softball Coach	Step 3	\$5401.63	High School	2007/08	2007/08	Salary includes 25 years of service
Edward Levens	Salary Correction	Head Softball Coach	Step 3	\$7780.43	High School	2007/08	2007/08	Salary includes 31 years of service
John Cinotti	Salary Correction	Head Golf Coach	Step 3	\$5651.63	High School	2007/08	2007/08	Salary includes 29 years of service

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brian Hough	Salary Correction	Head Baseball Coach	Step 3	\$6680.43	High School	2007/08	2007/08	Salary includes 9 years of service
Shawn Kiely	Salary Correction	Assistant Baseball Coach	Step 3	\$5101.63	High School	2007/08	2007/08	Salary includes 18 years of service
Jason Klebez	Salary Correction	Assistant Baseball Coach	Step 3	\$4451.63	High School	2007/08	2007/08	Salary includes 5 years of service
Kathleen Cutrona	Salary Correction	Head Track Coach– Boys	Step 3	\$6480.43	High School	2007/08	2007/08	Salary includes 5 years of service
Kyla Kelly	Salary Correction	Head Track Coach – Girls	Step 3	\$6480.43	High School	2007/08	2007/08	Salary includes 5 years of service
Christopher Eastman	Salary Correction	Assistant B/G Track Coach	Step 3	\$4751.63	High School	2007/08	2007/08	Salary includes 11 years of service
Lori Kircher	Salary Correction	Assistant B/G Track Coach	Step 3	\$5051.63	High School	2007/08	2007/08	Salary includes 17 years of service
Matthew Kester	Salary Correction	Athletic Trainer Stipend		\$1,566	High School	2006/07	2006/07	Fall Season
Matthew Kester	Salary Correction	Athletic Trainer Stipend		\$1,566	High School	2006/07	2006/07	Spring Season
Matthew Kester	Salary Correction	Athletic Trainer Stipend		\$1,635	High School	2007/08	2007/08	Fall Season
Matthew Kester	Salary Correction	Athletic Trainer Stipend		\$1,635	High School	2007/08	2007/08	Spring Season

P.2 Motion to approve Fall Course Reimbursements as indicated below:

Name	College/University	Course Title	Approval #	# of Credits	Amount
Christine Cinnamon	Marygrove College	Foundations of Reading & Literacy	129	3	200.00
Christine Cinnamon	Marygrove College	Teaching Reading in Elementary Classes	130	3	298.99
Christine Cinnamon	Marygrove College	Supporting the Struggling Reader	131	3	298.99
Mark Schwarz	Seton Hall University	School Law	137	3	298.99
Mark Schwarz	Seton Hall University	Finance in Administration	138	3	298.99
Colleen Maxwell	Marygrove College	Helping Struggling Readers	105	3	298.99
Karen Correia	Marygrove College	Helping Students Become Self Directed	109	3	200.00
Liz Cieri	Marygrove College	Helping Struggling Readers	112	3	298.99
James Rowe	Marygrove College	Foundations of Reading & Literacy	124	3	298.99
James Rowe	Marygrove College	Strategies for Literacy Instruction	125	3	298.99

MOTION: Mr. Feldmann	SECOND: Mr. Chamberlain			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Masticola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg			X	

- P.3** Motion by Mrs. Servedio, seconded by Mr. Feldmann to designate Friday, May 23, 2008 as a **snow day** for all staff, with the exception of **essential personnel, custodians, maintenance and mechanics**, who will be given a floating day to be taken on a non-school day, and must be used by August 31, 2008. This Board action is taken out of the goodness of our hearts and is not precedent setting. *(Please refer to New Business)*

MOTION: Mrs. Servedio	SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Masticola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

Q. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by Mrs. Masticola, seconded by Mrs. Scott, to accept the recommendation of the Superintendent to approve and adopt motions Q.1 through Q.3, as described below:

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

Student	School	Tuition	Date
F/16-8	Kids Peace	\$229.90 per diem	Effective 3/5/08

- Q.2** Motion to adopt a resolution proclaiming May 11 – 17, 2008 as **Special Education Week**:

WHEREAS, Special Education Week serves to recognize the achievements of New Jersey's approximately 233,000 special education students and the work of their parents, teachers and other school personnel; and

WHEREAS, Jefferson Township Board of Education is committed to providing an education in schools and classrooms that are welcoming and capable of educating all children; and

WHEREAS, the educators of Jefferson Township Board of Education recognize that each child is unique, learns differently and therefore learns better when teaching is tailored to their abilities and interests.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Township Board of Education join other districts and communities in declaring the week of the week of May 11 – 17, 2008 as Special Education Week and encourages schools and classrooms across New Jersey to sponsor appropriate learning and community building activities in its recognition.

- Q.3** Motion to approve the following overnight field trip:

School	Dates	Destination	Event
Middle School	June 4 – 6, 2008	Philadelphia, PA	Eight Grade Trip

MOTION: Mrs. Mastricola		SECOND: Mrs. Scott		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

Q.4 Enrollment as of 3/31/08:

	March 07	March 08
R. F. Drummond	107	122
Milton	173	195
Cozy Lake	288	283
Arthur Stanlick	383	365
E.T. Briggs	259	264
White Rock	427	414
Total Elementary	1,637	1,643
JTMS	881	867
JTHS	1,115	1,119
GRAND TOTAL	3,633	3,629
Tuition students received	4	3
Out-of-district placement	55	47
Students -Home Instruction	8	3

R. POLICY COMMITTEE

Motion by Mrs. Castiglione, seconded by Mr. Cerny, to accept the recommendation of the Superintendent to approve and adopt motions R.1 and R.2, as described below:

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

File Code	Document	Title	Description of Action
5530	Regulation	Substance Abuse	Replaces 5530r Substance Abuse
5600	Policy	Student Discipline/Code of Conduct	Replaces 5600p Student Discipline/Code of Conduct
5600	Regulation	Student Discipline/Code of Conduct	Replaces 5600r Student Discipline/Code of Conduct
6630	Policy	Athletic Fund	Replaces 6630p Athletic Fund

R.2 Motion to approve the Second 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
2460.7	Regulation	SE: Free & Appropriate Public Education	New Regulation
2460.8	Regulation	SE: Transition from Early Intervention Programs to Preschool Programs	New Regulation

File Code	Document	Title	Description of Action
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
3321r	Regulation	Acceptable Use of Computer Network(s)/Computer and Resources	New Regulation
7420	Exhibit	Exposure Control Plan (Bloodborne Pathogens)	Revised Procedure

MOTION: Mrs. Mastricola	SECOND: Mrs. Scott			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

S. COMMUNICATIONS

- It was noted that the high school art display would be exhibited in Morristown from April 4 through May 1. There was sentiment to also display at the high school.

T. OLD BUSINESS

None

U. NEW BUSINESS

- The Board Secretary was asked to poll the Board to set a date of either April 28 or May 5 to discuss staff appointments and the Superintendent's evaluation.
- It was noted that sometimes one meeting a month is insufficient. This will be discussed further during the Board's retreat.
- It was suggested that Friday, May 23, 2008 be given as a "snow day" to students and staff. The circumstances affecting this suggestion vary from year to year and this will not set a precedent. Please refer to Item P.3 on page 13.

V. STUDENT REPRESENTATIVES

- Student Representative Craig Coelho commented on the music ensemble.
- Student Representative Carol Ann Sudia commented on the talent show, play and chamber choir trip.

W. BOARD MEMBER COMMENTS

- Mr. Chamberlain commended the Building Needs and Finance Committee for being proactive in seeking an alternative location for the central office. He noted also that he attended the State Board meeting and highlighted proposed lobbying guidelines.
- A question was raised whether a “second” is required for Vice President nominations. Ms. Zeno will check the policy.
- Several Board Members offered a welcome to new Board Member, Robert Vander Ploeg, as well as thanked Mrs. Hardy for her service and dedication.
- Mr. Feldmann attended the musicals at White Rock and Cozy Lake schools. He disagreed with a “thumbs down” in the AIM Newspaper alleging unequal treatment to both sides of town and referred to an article in the Aim newspaper regarding the new roof and mold smell at the E. T. Briggs school.
- Mr. Vander Ploeg commented on Election Day and noted that not all polling locations had signs. He suggested no sports practices or games be held during elections.
- Several Board Members offered thanks for passing the budget and noted that the budget flyer was awesome.
- Mrs. Scott noted that a raffle supporting Project Graduation was won by a district custodian.
- Mrs. Masticola spoke of the plays at Cozy Lake and the Middle Schools and raised awareness of National Nurse’s Month and Teacher Appreciation Day in May.
- Mrs. Servedio commented on a meeting with Governor Corzine regarding education issues. She noted all would benefit from a behaviorist on staff.

X. COMMENTS FROM THE AUDIENCE

- The presentation made by the Behaviorist at a special education meeting was well received.
- A request was made that the JTSNAP newsletter be made available online. The district will look into adding a link to its website.
- Autism Awareness Day was supported by the staff and \$850 was raised on its behalf.
- An audience member commented that more training was needed for Aides dealing with special education students.
- A comment was made regarding Special Education Week. A question was raised regarding teachers giving extra credit work to students. It was noted that this is at the discretion of the teacher and supervisors.
- Comments were made regarding the Global Connect system. It was suggested that non-emergency related information be kept to a consistent time.
- The newly and reappointed Board members were congratulated.
- Several Board members thanked Mrs. Hardy for her four years serving as a Board Member.

Y. ADJOURN

Motion by Mrs. Castiglione, seconded by Mr. Anzano that the meeting adjourn at 10:55 PM.

Respectfully submitted,

Dora E. Zeno
Board Secretary

ATTACHMENT B

JEFFERSON TOWNSHIP BOARD OF EDUCATION

SCHEDULE OF MEETINGS

May 2008 - April 2009

***REGULAR MEETING**

Monday, May 19, 2008
Monday, June 16, 2008
Monday, July 21, 2008
Monday, August 18, 2008
Monday, September 22, 2008
Monday, October 20, 2008
Monday, November 17, 2008
Monday, December 15, 2008
Monday, January 19, 2009
*Tuesday, February 17, 2009
Monday, March 16, 2009
Monday, April 27, 2009
Monday, April 27, 2009
Annual Organization Meeting

NOTE: All meetings will convene into closed session at 7:00 PM followed by the public portion of the meeting commencing at 8:00 PM. A closed session may also be held following the public session, as needed. All meetings will be held in the Jefferson Township Middle School Media Center, Weldon Road, Oak Ridge, NJ 07438.

***Meeting will be held on Tuesday due to the District being closed on Monday, February 16, 2009, Presidents' Day.**

ATTACHMENT C

ACCOUNT NAME	SIGNATURES	ALTERNATE	NO. OF REQUIRED SIGNATURES
Business Office Petty Cash	Board Secretary & Superintendent	Board President or Vice President	2
JTHS Athletic Events Account	Principal & Athletic Director	2 Vice Principals & Director of Guidance	2
JTHS Activity Account	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Scholarship Fund Account	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Retired HS Classes	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Class Escrow	Principal & Vice Principal(s)	Director of Guidance	2
JTMS Activity Account	Principal, Vice Principal & Secretary	N/A	2
E.T. Briggs Activity Fund	Principal & Secretary	N/A	2
R.F. Drummond Activity Fund	Principal & Secretary	N/A	2
White Rock Activity Fund	Principal & Secretary	N/A	2
Milton Activity Fund	Principal & Secretary	N/A	2
Cozy Lake Activity Fund	Principal & Secretary	N/A	2
Stanlick Activity Fund	Principal & Secretary	N/A	2
School Nutrition Account	Board Secretary & Superintendent	Board President or Vice President	2
Payroll Agency	Treasurer of School Moneys	Board Secretary	1
Summer Savings Payroll Agency	Treasurer of School Moneys	Board Secretary	1
Payroll General	Treasurer of School Moneys	Board Secretary	1
	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Unemployment Trust Fund	Treasurer of School Moneys & Board Secretary	N/A	2
Capital Projects Account	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Capital Reserve	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Maintenance Reserve	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3

Jefferson Township Public Schools Programs & Services 2008 – 2009

Attachment "D":

Cafeteria and Food Services

Drug and Food Services

Substance Abuse Prevention Program

Emergency and Crisis Management

English as a Second Language

Family Life Instruction as per State requirements

Guidance Services

Health Services/School Nursing Plan

Home Instruction

In School Suspension

Gifted and Talented

Violence and Vandalism Prevention

Special Education Services and Programs:

Academic Support

Assistive Technology

Child Study Team Services

In-Class Support

Learning/Language Disabilities

Multiple Disabilities

Occupational Support

Resource Centers

Supplemental Instruction

Pre-K Disabled

Transportation Services

All Basic and Supplemental Textbooks

Clubs and Activities

Written Curriculum

The district board of education has annually approved written curriculum that clearly and specifically aligns with the most recent State Board adopted version of the NJCCCS (2004).

