

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, December 15, 2014 7:00 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, AIM Newspaper, and the JEFFERSON PATCH;

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:

Present Absent

Mr. Cuccio	_____	_____
Mrs. Poulas	_____	_____
Mr. Quigley	_____	_____
Miss Rowan	_____	_____
Mrs. Senatore	_____	_____
Mr. Stewart	_____	_____
Mrs. Van Ness	_____	_____
Mr. Millar, Vice President	_____	_____
Mr. Smith, President	_____	_____
Mark Dominguez, <i>Student Representative</i>	_____	_____
Patrik Harsanyi, <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 15th day of December, 2014 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 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

- Next Generation Science Standards, Mr. Christopher Hiben, Supervisor of Science, STEM, Family and Consumer Science, and Gifted & Talented
- **Water Bottle Filling Station Initiative – Ms. Jane Kirshenbaum, Environmental Science Class and Club**

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:

November 17, 2014 Regular Meeting Minutes

November 17, 2014 Executive Session Minutes

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.13, as described below:

K.1 Motion to approve the date for the Annual Organization Meeting as January 5, 2015 at 7:00pm in the Central Office located at the Robert F. Drummond Building.

K.2 Motion to approve the **purchase order** list dated November 2014 in the amount of **\$162,037.15.**

K.3 Motion to approve the **check journal** as of November 2014 in the amount of **\$4,719,406.59.**

Fund	Amount
General (11)	\$ 4,571,190.57
Capital Outlay (12)	\$ 9,412.00
Special Revenue (20)	\$ 69,098.22
Capital Projects (30)	\$ 69,705.80
Total	\$ 4,719,406.57

K.4 Motion to approve the funds **transfers** in the 2014-2015 Fiscal Year, dated November 2014 in the amount of **\$50,616.17**.

K.5 Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of October 31, 2014, 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 October 31, 2014, 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 to **approve** the amended application and accept the revised **FY15 No Child Left Behind (NCLB)** Title IA Funds, in the total amount of \$ 59,450.

K.8 Motion to amend the source of funding for the following individuals as funded from the **FY2015** Title I Grant:

Name	Location	Position	Salary	Grant Share	FICA/TPAF/Benefits
Jennifer Escolano	Middle School	Teacher	\$ 66,785	\$ 25,700	\$ 6,682
Stacey Christiano	Arthur Stanlick	BSIP Reading	\$ 62,180	\$ 8,750	\$ 2,275
Megan Seader	High School	Resource/Prog In Class	\$ 57,422	\$ 25,000	\$ 6,500
Title I Total			\$ 59,450		

K.9 Motion to accept the following **donations** from the Jefferson Basketball Association (JBA), awarded to the Middle School and White Rock School, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Installation of new backboard/rims on the main court in MS gym	\$ 5,000
Fix scoreboard outlet at lower gym in White Rock School	\$ 1,000
Install new scoreboard in upper gym/multipurpose room at White Rock	\$ 870

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

Item/Purpose	Amount
Short throw interactive projector for Room D-1	\$ 3,371

K.11 Motion to approve **Change Order #001** in the amount of \$ 12,000 to Nickerson Corporation to authorize credit of unused allowance for the Jefferson Township High School Locker Replacement project, as described below:

Original Contract Amount (Includes \$12,000 Allowance)	\$ 375,700.00
Credit of Unused Allowance	- \$ 12,000.00
Final Contract Amount	\$ 363,700.00

K.12 Motion to approve **Change Order #003** in the amount of \$ 1,854 to JAC Mechanical Services for piping for fueling tank in generator at the Jefferson Township High School generator project, as described below:

Original Contract Amount (Includes \$6,000 Allowance)	\$ 269,200.00
Piping for filling fuel tank in generator off of the bulk tank in ground	\$ 1,854.00
Amount after change orders 1 and 2	\$ 279,238.16
Final Contract Amount	\$ 281,092.16

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 (*copy attached*).

L. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, 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
Robin Knutelsky	Resignation	Supervisor of Language Arts and Media 25.80.82.ABQ			District	12/15/14	2/13/15	

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Lisa Carr	Resignation	Behaviorist 10.40.40.AZU			District	6/30/15	7/1/15	
Sean Hardy	Resignation	Special Ed. Teacher 10.10.10.BOJ			Stanlick	12/12/14	2/11/15	
Alyssa Parola* 11-130-100-101-29	Appoint	Mathematics Teacher Long-Term Sub 10.70.70.AAI	BA Step 1	\$245.73/day	Middle School	9/16/14	2/14/15	Replacing CH Greater than 60 days
Andrew Tisdale 11-130-100-101	Appoint	Science Teacher 10.70.70.APO	BA Step 4	\$50,160	Middle School	2/17/15	6/30/15	Replacing MW May start sooner upon earlier release
Agata Giec-Ujda 11-140-100-101	Appoint	Chemistry Teacher 10.80.80.ARZ	MA+15 Step 5	\$54,220	High School	1/20/15	6/30/15	Replacing TV
Katherine Bednarz* 11-120-100-101-29	Appoint	Elementary Teacher Long-Term Sub 10.60.60.AIW	BA Step 1	\$245.73/day	White Rock	1/2/15	4/1/15	Replacing SC Greater than 60 days
Kevin Sanders* 11-130-100-101-29	Appoint	Science Teacher Long-Term Sub 10.70.70.APM	BA Step 1	\$245.73/day	Middle School	1/2/15	4/2/15	Replacing CB Greater than 60 days
Pamela Graham	Appoint	Bedside Instruction		\$42.45/hr.	District	12/1/14	6/30/15	
Amanda Schweighardt	Appoint	Bedside Instruction		\$42.45/hr.	District	12/8/14	6/30/15	

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
LC	Leave of Absence	Behaviorist 10.40.40.AZU			District	2/14/15	6/30/15	Unpaid
CH	Adjusted Maternity Leave	Mathematics Teacher 10.70.70.AQK			Middle School	9/2/14	2/16/15	Utilizing 3 personal, 20 sick and 83 unpaid days
JC	Medical Leave	Special Ed. Teacher 10.80.80.AJC			High School	1/2/15	4/1/15	Utilizing 3 personal, 8 sick and 52 unpaid days
JK	Medical Leave	Social Studies Teacher 10.70.70.APB			Middle School	12/15/15	1/12/15	Utilizing 13 sick days
CW	Maternity Leave	Elementary Teacher 10.60.60.AHO			White Rock	3/31/15	6/19/15	Utilizing 47 sick days and 5 unpaid days

*Requires Mentoring

C. NON-INSTRUCTION

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Antoinette Cubberly	Resignation Date Change	Special Ed. Aide 09.10.10.BPD			Stanlick	11/16/14	12/4/14	
Betsy Kuntz	Resignation	Special Ed. Aide 09.10.10.BPD			Milton	12/5/14	12/24/14	
Donna Spaan 11-000-217-106	Change of Assignment	Special Ed. Aide 09.70.70.BUQ	Step 5	\$20.89/hr	Middle School	12/1/14	6/30/15	3.5 hrs/day w/o benefits New position, not budgeted
Jill Brown 11-214-100-106	Change of Assignment	Special Ed. Aide 09.70.70.BIN	Step 5	\$20.89/hr	Middle School	12/1/14	6/30/15	3.5 hrs/day w/o benefits Replacing DS
Kelly Curran 11-000-217-106	Decrease Hours	Special Ed. Aide 09.80.80.BDV	Step 2	\$19.95/hr	High School	12/8/14	6/30/15	3.5 hrs/day w/o benefits
April Maragelis 11-215-100-106	Increase Hours	Special Ed. Aide	Step 2	\$19.95/hr	Milton	12/8/14	6/30/15	4 hrs/day Mon.-Thur 19.75 hrs/week w/o benefits
Ashley Nimmo 11-000-217-106	Appoint	Special Ed. Aide 09.70.70.BUP	Step 1	\$19.65/hr	Middle School	12/15/14	6/30/15	3.5 hrs/day w/o benefits Replacing NS
Katherine Miller 11-000-217-106	Appoint	Special Ed. Aide 09.10.10.BPD	Step 1	\$19.65/hr	Stanlick	12/4/14	6/30/15	3.5 hrs/day w/o benefits Replacing AC
Elizabeth Gernhardt 11-000-217-106	Appoint	Special Ed. Aide 09.40.40.BUS	Step 1	\$19.65/hr	Milton	12/1/14	6/30/15	3.5 hrs/day w/o benefits New position, not budgeted
Halei Van Dyke 11-215-100-106	Appoint	Special Ed. Aide 09.10.10.BPD	Step 1	\$19.65/hr	Milton	1/2/15	6/30/15	3.5 hrs/day w/o benefits Replacing BK
RV	Medical Leave	Special Ed. Aide 09.70.70.BNQ			Middle School	12/8/14	1/16/15	Utilizing 14 sick days and 8 unpaid day

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Amelie Alizon	Appoint	Substitute Teacher		\$80/diem	District	12/12/14	6/30/15	
Kaitlynn Fiorilla	Appoint	Substitute Teacher		\$80/diem	District	12/12/14	6/30/15	
Halei Van Dyke	Appoint	Substitute Teacher		\$80/diem	District	12/15/14	6/30/15	
Amelie Alizon	Appoint	Substitute Teacher		\$80/diem	District	12/12/14	6/30/15	
Monica Johnson	Appoint	Substitute Aide		\$10/hr.	District	12/8/14	6/30/15	
Halei Van Dyke	Appoint	Substitute Aide		\$10/hr.	District	12/15/14	6/30/15	
Betty Zimmer	Appoint	Substitute Aide		\$10/hr.	District	12/10/14	6/30/15	
Monica Johnson	Appoint	Substitute Secretary		\$11.50/hr.	District	12/8/14	6/30/15	

E. EXTRA DUTY PAY

Name	Nature of Action	Position/Control Number	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kathleen D'Ambrosio	Appoint	Stokes Chaperone		\$125.00	Middle School	10/30/14	10/31/14	1 night
Laura Ryan	Appoint	Special Ed. Aide	Step 5	\$20.89/hr	High School	12/19/14	2/26/15	Freshman Basketball Not to exceed 24 hours
Kevin Lynch	Appoint	Professional Musician		\$250	High School	3/19/13	3/25/13	Winter Concert 2 rehearsals & performance
James Wynne, Jr.	Appoint	Professional Musician		\$300	High School	1/26/15	2/6/15	Jefferson Idol 3 rehearsals & performance
Daniel Gugger	Appoint	Professional Musician		\$300	High School	1/26/15	2/6/15	Jefferson Idol 3 rehearsals & performance
Jonathan Evers	Appoint	Professional Musician		\$300	High School	1/26/15	2/6/15	Jefferson Idol 3 rehearsals & performance

F. STUDENT INTERN/TEACHER

Name	College	Subject	Locations	Date Effective	Date Termin.	Discussion
Desiree Donnelly- Bostedo	William Paterson University	Special Education	Cozy Lake	1/13/15	4/30/15	
Matthew Paladino	William Paterson University	Physical Education/Health	High School	1/13/15	3/6/15	
Matthew Paladino	William Paterson University	Physical Education/Health	Cozy Lake	3/9/15	4/30/15	
Aleyna Mannerberg	Caldwell University	Math	Middle School	1/20/15	5/1/15	
Darrel Norrell	William Paterson University	English	High School	1/13/15	4/30/15	

G. 2014-15 SCHOOL YEAR COACHING STAFF								
WINTER								
Name	Nature of Action	Position/Control Number	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Tomas Villa	Rescind	Assistant B/G Track			High School	11/25/14	11/25/14	

L.2 Motion to approve the following contracted services:

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Justin Corcoran 11-402-100-101	Appoint	Athletic Trainer	\$35/hr	High School	12/10/14	6/30/15	As needed
Sue Maurer 11-402-100-101	Appoint	Athletic Trainer	\$35/hr	High School	12/10/14	6/30/15	As needed

L.3 Motion to approve Resolution of the Jefferson Township Board of Education to Withhold Employee’s Increment, as described below:

BE IT RESOLVED, that the Jefferson Board of Education, based upon the recommendation of its Superintendent of Schools, withholds the adjustment and employment increment of Employee I.D. #17510298 for the 2015-2016 school year, for the reasons provided by the Superintendent of Schools and on record with the Board members and in the office of the Superintendent, and directs its Business Administrator/Board Secretary to provide the affected staff member with written notice of this action and the reasons therefor within ten (10) days; and

BE IT FURTHER RESOLVED, that the Jefferson Board of Education agrees that for the 2016-2017 school year, Employee I.D. #17510298 shall be placed on that step the employee would have been on (i.e., Step 14) but for having said increment withheld for the 2015-2016 school year, assuming said Employee does not engage in any behavior, etc. that would warrant further discipline; and

BE IT FURTHER RESOLVED, that Employee I.D. #17510298 will neither receive the increment the employee lost (i.e., Step 13) nor any moneys associated with it.

L.4 Motion to approve Resolution of the Jefferson Township Board of Education to accept the Employee Separation Agreement, as described below:

BE IT RESOLVED that the Jefferson Township Board of Education hereby approves the Employment Separation Agreement with Employee # 17792003; and

BE IT FURTHER RESOLVED that the Jefferson Township Board of Education hereby accepts Employee # 17792003’s irrevocable resignation effective June 30, 2015; and

BE IT FURTHER RESOLVED that the Jefferson Township Board of Education authorizes the Board President and the Business Administrator/Board Secretary to execute the Employment Separation Agreement on behalf of the Board; and to take such further steps as may be necessary to effectuate the within Employment Separation Agreement and carry out this action of the Board.

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.4, as described below:

M.1 Motion to approve student placement for the 2014-2015 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
F/19-7	Mercer County Technical School	\$3,700	9/1/14-6/30-14

M.2 Motion to approve the following day trips:

School/Group/Activity	Location	Dates
JTHS FBLA	Randolph High School, Randolph, NJ	December 16, 2014
JTHS DECA	Ramapo College of New Jersey, Mahwah, NJ	January 7, 2015
Stanlick School, Grade 5	Jefferson Township Middle School, Oak Ridge, NJ	May 21, 2015
JTMS Band and Chorus	Calvary Temple and Dorney Park, Allentown, NJ	May 22, 2015

M.3 Motion to approve the following new curriculum:

- Teen Pep

M.4 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) November 17, 2014 through December 15, 2014.

RESOLVED, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from November 17, 2014 through December 15, 2014, as summarized below:

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Milton	0	0	0
Briggs	0	0	0
Cozy Lake	0	0	0
Stanlick	0	0	0
White Rock	0	0	0
Middle School	1	1	0
High School	3	0	1

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

Enrollment as of 11/25/14:

	Nov. 13	Nov. 14
Milton	150	151
Cozy Lake	239	229
Arthur Stanlick	381	364
E.T. Briggs	326	314
White Rock	379	380
Total Elementary	1,475	1,438
JTMS	816	785
JTHS	1,018	1,007
GRAND TOTAL	3,309	3,230
Tuition students received	2	3
Out-of-district placement	39	34

N. COMMUNICATIONS

O. OLD BUSINESS

P. NEW BUSINESS

Q. PUBLIC COMMENTS

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

R. BOARD MEMBER COMMENTS

S. ADJOURN

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)
Bennett, Dolores	Feb. 23	Atlantic City, NJ	2015 Conference for New Jersey Kindergarten Teachers	\$ 242.00	Own	305	-	-	-	-	\$ 242.00
Buffalino, Amy	Jan. 10 & 11	Philadelphia, PA	Eastern Athletic Trainers Association Conference	\$ 150.00	Own	260	-	-	-	-	\$ 150.00
DeFeo, Gail	Jan. 22	N/A	Autism Meltdowns in Children and Adolescents (Webinar)	\$ 179.00	N/A	-	-	-	-	-	\$ 179.00
DeGraw, Gail	Jan. 9	Montclair, NJ	NJECC 2015 Crossroads – The Convergence of Education and Technology	\$ 190.00	Own	30	-	-	-	-	\$ 190.00
Ducceschi, Linda	Jan. 23	New Brunswick, NJ	47 th Annual Conference on Reading & Writing	\$ 180.00	Own	50	-	-	-	-	\$ 180.00
Hack, Linda	Jan. 23	New Brunswick, NJ	47 th Annual Conference on Reading & Writing	\$ 180.00	Own	50	-	-	-	-	\$ 180.00
Hardin, Christina	Dec. 15 & Jan. 23	Demarest, NJ	4-8 Math Building Instructional Practices around CCSS and PARCC	\$ 370.00	Own	180	-	-	-	-	\$ 370.00
Powell, Rhonda	Feb. 13	Demarest, NJ	Path to College and Career Readiness: Differentiated Instruction (6-12)	\$ 185.00	Own	100	-	-	-	-	\$ 185.00
Signorello, Serina	Feb. 13	Demarest, NJ	Path to College and Career Readiness: Differentiated Instruction (6-12)	\$ 185.00	Own	100	-	-	-	-	\$ 185.00
Schweighardt, Amanda	Feb. 11	Demarest, NJ	Focusing on Common Core Standards to Practice in Geometry	\$ 185.00	Own	100	-	-	-	-	\$ 185.00
Weaver, Ann	Jan. 23	New Brunswick, NJ	47 th Annual Conference on Reading & Writing	\$ 180.00	Own	51	-	-	-	-	\$ 180.00
Wendt, Meghan	Jan. 9	Demarest, NJ	Focusing on Common Core Standards to Practice in Algebra II	\$ 185.00	Own	100	-	-	-	-	\$ 185.00