

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Minutes**

**Monday, October 20, 2014 7:00 PM (Closed Session) – 7:30 PM (Regular Session)**

**Jefferson Township High School Media Center**

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**A. Mr. Smith, called the meeting to order at 7:30 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:**

	<u>Present</u>	<u>Absent</u>
Mr. Cuccio	<u>X</u>	_____
Mrs. Poulas	<u>X</u>	_____
Mr. Quigley	<u>X</u>	_____
Miss Rowan	<u>X</u>	_____
Mrs. Senatore	<u>X</u>	_____
Mr. Stewart	<u>X</u>	_____
Mrs. Van Ness	<u>X</u>	_____
Mr. Millar, Vice President	_____	<u>X</u>
Mr. Smith, President	<u>X</u>	_____
Mark Dominguez, <i>Student Representative</i>	<u>X</u>	_____
Patrik Harsanyi, <i>Student Representative</i>	<u>X</u>	_____

**D. CLOSED SESSION**

Closed session was moved to Section T.

**E. SUPERINTENDENT'S REPORT**

- Mr. Kraemer reported on the Good News and Progress in Our Schools.

**F. PRESENTATIONS**

- Mr. John Mooney, Nisivoccia LLP, presented the 2013-2014 Comprehensive Annual Financial Audit
- Mrs. Jeanne Howe, Assistant Superintendent, presented the 2013-2014 State Assessment Results
- Mr. Joseph G. Kraemer, Superintendent presented the 2013-2014 Violence and Vandalism Report
- Mr. Joseph G. Kraemer, Superintendent presented 2014-2015 Nursing Services Plan
- Ms. Cara Russo, Supervisor of Special Education, and Ms. Lauren Thomas, Transition Coordinator presented the Transition Program

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

- None

**H. STUDENT REPRESENTATIVES**

- **Student Representative Patrik Harsanyi** reported on Spirit Week, the girls volley ball team, Senior Nights, the Homecoming Dance, the upcoming senior tricky tray and FBLA.
- **Student Representative Mark Dominguez** commented on the turf field and bleachers and PSAT testing. He also commented on the interrupted water service at the high school, noting that the student body was able to get past this inconvenience.

**I. COMMITTEE REPORTS**

- **Building Needs and Finance Committee** – Mr. Cuccio reported on the facilities projects status and gave a recap on turf field ribbon cutting ceremony. The Committee also discussed the need to closely monitor cash flow as resources fluctuate as the year progresses. The facilities software installation process has not gone smoothly, as the software itself is the issue, not the users at this end who purchased it. Finally, the district participated in a Tier 1 Safety Incentive Program Award which resulted in a \$5,500 property insurance premium savings.
- **Education Committee** – Mrs. Poulas gave an update on the Full Day Kindergarten program at Briggs and Milton schools as well as the updated high school graduation requirements, the State Assessment Report was discussed, and approval of field trips. The technology that will be used for PARCC has been received in the district. The principals and supervisors are being trained in the new operating systems and will turnkey the training.
- **Policy and Personnel Committee** – Mrs. Van Ness commented the Committee reviewed several policies and all have been placed on the Board agenda.
- **Negotiations Committee** – Mrs. Senatore noted the Committee may meet on November 17<sup>th</sup> or 20<sup>th</sup>.

**J. MINUTES OF MEETINGS**

Motion by Mrs. Poulas, seconded by Mrs. Van Ness, that the minutes of the following meetings be approved as submitted:

September 15, 2014 Regular Meeting Minutes

MOTION: Mrs. Poulas	SECOND: Mrs. Van Ness			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio			X	
Mr. Millar				X
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**K. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by Mr. Cuccio, seconded by Mr. Quigley, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.10, as described below:

- K.1** Motion to approve and adopt the July 1, 2013 through June 30, 2014 **Comprehensive Annual Financial Report**, which contained no audit recommendations. *(copy available for review)*
- K.2** Motion to approve the **purchase order** list dated September 2014 in the amount of **\$473,631.01**.

**K.3** Motion to approve the **check journal** as of September 2014 in the amount of **\$4,921,275.97\***.

<b>Fund</b>	<b>Amount</b>
General (11)	\$ 3,887,006.01
Capital Outlay (12)	\$ 331,592.16
Special Revenue (20)	\$ 92,739.82
Capital Projects (30)	\$ 609,937.98
<b>Total</b>	<b>\$ 4,921,275.97</b>

*\*Check #031721 in the amount of \$206,943.25 was not acted upon.*

**K.4** Motion to approve the funds **transfers** in the 2014-2015 Fiscal Year, dated September 2014 in the amount of **\$105,768.00**.

**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 August 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 August 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 designate the source of funding for the following individuals as funded from the **FY2015** Title IA grant:

<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Grant Share</b>	<b>FICA/TPAF/Benefits</b>
Paula Langner	Arthur Stanlick	Homework Club	\$ 1,320	\$ 100.98
Rachel Decker	Arthur Stanlick	Homework Club	\$ 1,320	\$ 100.98
<b>Title IA Total</b>			<b>\$ 2,640</b>	

**K.8** Motion to approve wireless network **bid # 2015-010** to Carousel Industries in the amount of **\$115,582.67**. (*Bid breakdown sheet attached*)

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

<b><u>School/Department</u></b>	<b><u>Bar Code/Serial No.</u></b>	<b><u>Equipment Description</u></b>
Middle School	1956	Sony Television
Middle School	1631	Sony Television
Middle School	2008	Sony Television
Middle School	1980	Sony Television
Middle School	1814	Sony Television
Middle School	1932	Sony Television
Middle School	1956	Sony Television
White Rock	1442	Sony Television
White Rock	1225	Sony Television

**K.10** 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*).

MOTION: Mr. Cuccio	SECOND: Mr. Quigley			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar				X
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart*	X		X*- K.3	
Mrs. Van Ness	X			

\* Mr. Stewart abstained from voting on Item K.3, due to a personal conflict.

**L. PERSONNEL COMMITTEE**

Motion by Mrs. Van Ness , seconded by Miss Rowan, 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
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Marlene Lubin	Retirement	Special Ed. Teacher 10.70.70.BHD			Middle School	6/30/15	7/1/15	Retiring after 14 years of service
Linda Brun	Retirement	Special Ed. Teacher 10.60.60.ATZ			White Rock	1/30/15	2/1/15	Retiring after 14 years of service
Sharon Bock 11-120-100-101-29	Extended Appointment	Elementary Teacher Long-term Sub 10.60.60.AIB		\$200/day	White Rock	9/1/14	11/6/14	Replacing CB Less than 60 days
Susan Headley 11-120-100-101-29	Appoint	Elementary Teacher Long-term Sub 10.50.50.AHC		\$245.73/day	Cozy Lake	12/1/14	6/19/15	Replacing MD More than 60 days
Eileen Basket	Appoint	Bedside Instruction		\$42.45/hr.	District	9/25/14	6/30/15	
Virginia Randall	Appoint	Bedside Instruction		\$42.45/hr.	District	10/21/14	6/30/15	
Joann Patalive	Appoint	Bedside Instruction		\$42.45/hr.	District	10/17/14	6/30/15	
SC	Maternity Leave	Elementary Teacher 10.60.60.AIW			White Rock	1/2/15	3/31/15	Utilizing 35 sick days and 27 unpaid days
MD	Maternity Leave	Elementary Teacher 10.50.50.AHC			Cozy Lake	12/1/14	6/19/15	Utilizing 35 sick days and 95 unpaid days
CB	Adjusted Medical Leave	Elementary Teacher 10.60.60.AIB			White Rock	9/2/14	11/5/14	Utilizing 46 sick days
LC	Medical Leave	Behaviorist 10.40.40.AZU			Stanlick	10/15/14	10/27/14	Utilizing 9 sick days

<b>C. NON-INSTRUCTION</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Judy Weyer	Retirement	Special Ed. Aide 09.80.80.BDR			High School	1/30/15	2/1/15	Retiring after 16 years of service
Anne Towers	Retirement	Special Ed. Aide 09.70.70.BCL			Middle School	6/30/15	7/1/15	Retiring after 25 years of service
Stanley Culp	Retirement	Custodian 11.70.72.ALA			Middle School	6/30/15	7/1/15	Retiring after 31 years of service
Judy Kiss 11-000-266-110	Appoint	Security Staff 09.30.30.BUO	Step 3	\$20.26/hr	Briggs	9/24/14	6/30/15	Not to exceed 2 hours and 5 minutes/week
Mary Jarrett Johnson 11-213-100-106	Appoint	Special Ed. Aide 09.60.60.BGS	Step 1	\$19.65/hr	White Rock	11/10/14	6/30/15	3.5 hrs/day w/o benefits New position, not budgeted
Monica Johnson 11-215-100-106	Assignment Change	Special Ed. Aide 09.40.40.BOT	Step 5	\$20.89/hr	Milton	10/13/14	6/30/15	3 hrs/day w/o benefits
Michelle Craig 11-204-100-106	Assignment Change	Special Ed. Aide 09.80.80.BTZ	Step 5	\$20.89/hr	High School	10/13/14	6/30/15	3.5 hrs/day w/o benefits
Kelly Curran 11-000-217-106	Additional Hours	Special Ed. Aide 09.80.80.BDV	Step 2	\$19.95/hr	High School	9/26/14	6/30/15	3.67 hrs/day w/o benefits
Rebecca Larssen	Longevity Correction	Bus Driver 10.90.90.BFA		\$525.00	District	9/1/14	6/30/15	
Mary Reid	Longevity Correction	Special Ed. Aide 09.40.40.BBJ		\$525.00	Milton	9/1/14	6/30/15	
Lisa Carroll 11-000-270-107	Decrease Hours	Special Ed. Aide	Step 2	\$19.95/hr	White Rock	9/1/14	10/1/14	Student left district Terminate 30 minutes per month additional
Lorrie Kern 11-000-270-107	Decrease Hours	Special Ed. Aide	Step 5	\$20.89/hr	White Rock	9/1/14	10/1/14	Student left district Terminate 30 minutes per month additional
Tracy Batelli 11-204-100-106	Hours Increase	Special Ed. Aide 09.40.40.BNZ	Step 2	\$19.95/hr	Milton	10/2/14	6/30/15	3.5 hrs/day w/o benefits
Susan Mautone 11-215-100-106	Hours Increase	Special Ed. Aide 09.40.40.BBK	Step 3	\$20.26/hr	Milton	10/2/14	6/30/15	3.5 hrs/day w/o benefits
CP	Adjusted Medical Leave	Hall Security 09.70.70.BGE			Middle School	9/4/14	10/6/14	Utilizing 23 sick days
LG	Intermittent Medical Leave	Secretary 12.80.82.AFG			High School	8/28/14	10/13/14	Utilizing 2 sick days and 1 personal day
LG	Medical Leave	Secretary 12.80.82.AFG			High School	10/16/14	11/7/14	Utilizing 17 sick days

<b>D. SUBSTITUTES/OTHER</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Level</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Stephanie Cohen	Appoint	Substitute Teacher		\$80/diem	District	10/21/14	6/30/15	
Mary Jarrett Johnson	Appoint	Substitute Teacher		\$80/diem	District	10/21/14	6/30/15	
Joseph Maneri	Appoint	Substitute Teacher		\$80/diem	District	10/21/14	6/30/15	
Gregory Mills	Appoint	Substitute Teacher		\$80/diem	District	10/21/14	6/30/15	
Timothy Rain	Appoint	Substitute Teacher		\$80/diem	District	10/21/14	6/30/15	
Barbara Vanderhoof	Appoint	Substitute Teacher		\$80/diem	District	9/18/14	6/30/15	
Lindsay Washer	Appoint	Substitute Teacher		\$80/diem	District	9/18/14	6/30/15	
Stephanie Cohen	Appoint	Substitute Aide		\$10/hr.	District	10/21/14	6/30/15	
Mary Jarrett Johnson	Appoint	Substitute Aide		\$10/hr.	District	10/21/14	6/30/15	
Roseann Kneringer	Appoint	Substitute Aide		\$10/hr.	District	9/18/14	6/30/15	
Betsy Kuntz	Appoint	Substitute Aide		\$10/hr.	District	9/29/14	6/30/15	
Sandra Murphy	Appoint	Substitute Aide		\$10/hr.	District	10/21/14	6/30/15	
Stephanie Nadler	Appoint	Substitute Aide		\$10/hr.	District	9/26/14	6/30/15	
Tami Shellhamer	Appoint	Substitute Aide		\$10/hr.	District	10/13/14	6/30/15	
Dina Troha	Appoint	Substitute Aide		\$10/hr.	District	10/16/14	6/30/15	
Lindsay Washer	Appoint	Substitute Aide		\$10/hr.	District	9/18/14	6/30/15	

<b>E. TRAINING</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Workshop</b>	<b>Salary</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b># of Hours</b>	
Manuela Barbosa	Appoint	Crisis Intervention Training	\$20.26/hr	8/27/14	8/28/14	9.5 hours	

<b>F. EXTRA DUTY PAY</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Level</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Paula Langner 20-231-100-101	Appoint	Homework Club		\$1,320	Stanlick	12/1/14	4/22/15	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Rachel Decker 20-231-100-101	Appoint	Homework Club		\$1,320	Stanlick	12/1/14	4/22/15	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Benjamin Quintana	Appoint	Computer Programming Club		N/A	High School	10/17/14	12/12/14	Volunteer Every Friday

Name	Nature of Action	Position/Control Number	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Mary Pat Vogel	Appoint	Stage Crew Club	Step 5	\$20.89/hr	High School	10/13/14	11/26/14	Not to exceed 28 hours
Laura Ryan	Appoint	Stage Crew Club	Step 5	\$20.89/hr	High School	10/13/14	11/26/14	Not to exceed 28 hours
Laura Ryan	Appoint	Red Cross Club	Step 5	\$20.89/hr	High School	9/29/14	6/30/15	Meets twice/month Not to exceed 10 hours
Mary Pat Vogel	Appoint	Red Cross Club	Step 5	\$20.89/hr	High School	9/29/14	6/30/15	Meets twice/month Not to exceed 10 hours
Laura Ryan	Appoint	Environmental Club	Step 5	\$20.89/hr	High School	10/7/14	6/30/15	Meets twice/month Not to exceed 10 hours
Mary Pat Vogel	Appoint	Environmental Club	Step 5	\$20.89/hr	High School	10/7/14	6/30/15	Meets twice/month Not to exceed 10 hours
Donald Rutsch	Appoint	Assistant Debate Coach	N/A	N/A	High School	9/1/14	6/30/15	Volunteer

G. 2014-15 SCHOOL YEAR COACHING STAFF								
FALL								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Laura Studley	Appoint	Assistant Field Hockey	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
Michael Mattessich	Appoint	Assistant Football	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
Nicholas DeGennaro	Appoint	Assistant Football	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
Sean Quinn	Appoint	Assistant Soccer Boys	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
WINTER								
Greg Kreisinger	Appoint	Assistant Ice Hockey	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
Dale Schmidt	Appoint	Assistant Ice Hockey	N/A	N/A	High School	9/1/14	6/30/15	Volunteer
Marc Gaydos	Appoint	Assistant Ice Hockey	N/A	N/A	High School	9/1/14	6/30/15	Volunteer

**L.2 Motion to approve job description for Garden Club Middle School EDP Level I.**

MOTION: Mrs. Van Ness	SECOND: Miss Rowan			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar				X
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart*	X			
Mrs. Van Ness	X			

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

Motion by Mrs. Poulas, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.16, as described below:

**M.1 Motion to approve tuition student received for the 2014-2015 school year, as indicated below:**

Student	School	Tuition	Effective
M/17-6	State of New Jersey	\$87.21/per diem	9/1/14-6/30/15

**M.2 Motion to rescind Related Services for the 2014-2015 school year, as indicated below:**

Student	School	Tuition	Effective
M/15-3	Morris County Vocational School	\$26,584	9/4/14-6/30/15

**M.3 Motion to approve Homebound Instruction for the 2014-2015 school year, as indicated below:**

Student	School	Tuition	Effective
M/16-4	Professional Education Services, Inc. High Focus Centers	\$42.45/hr 2 hours/day	9/4/14-6/30/15

**M.4 Motion to approve the following day trips:**

School/Group/Activity	Location	Dates
JTHS	NJAC Sportsmanship Summit, Randolph High School, Randolph, NJ	October 10, 2014
JTHS FBLA	Pines Manor, Edison, NJ	October 17, 2014
Stanlick/White Rock G&T	Morristown Unitarian Fellowship, Morristown, NJ	October 22, 2014
JTHS	Geraldine Dodge Poetry Festival, NJPAC, Newark, NJ	October 24, 2014
Milton School, PSD	Ideal Farms, Lafayette, NJ	October 24, 2014
JTHS Debate	<ul style="list-style-type: none"> <li>• Roxbury High School, Succasunna, NJ</li> <li>• Mount Olive High School, Mount Olive, NJ</li> <li>• Sussex County Technical School, Sparta, NJ</li> </ul>	October 24, 2014 December 19, 2014 January 30, 2014
White Rock School, MD/Autism	Alstead Farm, Chester, NJ	October 28, 2014
JTMS, Grade 8 Blue	Pax Amicus Theater, Budd Lake, NJ	November 4, 2014
JTMS, Grade 8 White	Pax Amicus Theater, Budd Lake, NJ	November 5, 2014
JTMS, Grade 8 Gold	Pax Amicus Theater, Budd Lake, NJ	November 5, 2014
JTHS, Engineering Career Day	New Jersey Institute of Technology, Newark, NJ	December 5, 2014
JTMS Chorus	Star of the Sea Church, Lake Hopatcong, NJ	December 10, 2014
Stanlick/White Rock G&T	Morristown Unitarian Fellowship, Morristown, NJ	February 25, 2015
JTMS, Grade 6 Gold	Sterling Hill Mining Museum, Ogdensburg, NJ	May 22, 2015
Stanlick/White Rock/JTMS Debate	College of St. Elizabeth, Convent Station, NJ	May 27, 2015
White Rock, Grade 3	Bronx Zoo, Bronx, NY	May 28, 2015
White Rock Debate	Arthur Stanlick School, Wharton, NJ	June 4, 2015

**M.5 Motion to approve the following overnight field trips:**

School/Group/Activity	Location	Dates
JTMS Grade 8	Philadelphia PA and Dorney Park, Allentown, PA	June 4 to June 5, 2015

**M.6** Motion to approve submission of the 2014-2015 **Nursing Services Plan** to the Morris County Executive Superintendent.

**M.7** Motion to accept the 2014-2015 **Emergency Operations Plan** for the Jefferson Township School District. (*Viper Manuals for the Jefferson Township Police Department*)

**M.8** Motion to approve the Statement of Assurance for the 2014-2015 **New Jersey Quality Single Accountability Continuum (NJQSAC)** evaluation in the following areas:

1. Instruction and Program
2. Personnel
3. Fiscal Management
4. Operations
5. Governance

**M.9** Motion to appoint Margaret Widgren as **Homeless Liaison** for the 2014-2015 School Year.

**M.10** Motion to approve, as required by the New Jersey Department of Education, the **Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form** (revised September, 2013), **Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP) report forms, and Report of Suspension of Students with Disabilities** (for reasons other than violence, vandalism, weapons, substance offenses or harassment, intimidation or bullying), which includes all offender, victim and incident detail contained in the department’s Electronic Violence and Vandalism incident report form for reporting incidents of violence, vandalism and substance abuse (EVVRS).

**M.11** Motion to approve October 6 through October 10, 2014 as **“Week of Respect”**.

**WHEREAS**, The Anti-Bullying Bill of Rights Act (2011) has designated the week beginning with the first Monday in October as a “Week of Respect” in New Jersey schools. All public and charter schools in New Jersey will observe the week with age-appropriate instruction focusing on harassment, intimidation and bullying.

**NOW THEREFORE BE IT RESOLVED**, the Jefferson Township Board of Education will observe October 6 through October 10, 2014 as “Week of Respect”.

**M.12** Motion to approve October 20 through October 24, 2014 as “School Violence Awareness Week”.

**M.13** Motion to adopt a resolution recognizing the week of October 19 through October 25, 2014 as “**National Character Counts Week**”.

**WHEREAS**, A person’s “character ” is the summation of his or her habits, attitudes and attributes.

**WHEREAS**, Those qualities are learned, they can and should be purposefully taught.

**WHEREAS**, Good character doesn’t happen automatically and it’s too important to be left to chance. The effectiveness and well-being of individuals, their organizations and their society depend on it.

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Education

- (1) Recognize the week of October 19-25, 2014, as “National Character Counts Week”; and
- (2) Calls upon the people of the United States, high schools, law enforcement, State and local officials, and interested groups, to observe National Character Counts Week with appropriate programs and activities that promote and teach the six pillars of character and promote good character.

**M.14** Motion to adopt a resolution recognizing the week of October 23 through October 31, 2014 as “**National Red Ribbon Week**”.

**WHEREAS**, The Red Ribbon Campaign was started when drug traffickers in Mexico City murdered DEA agent Enrique Camarena in 1985. This began the continuing tradition of displaying Red Ribbons as a symbol of intolerance towards the use of drugs. The mission of the Red Ribbon Campaign is to present a unified and visible commitment towards the creation of a DRUG-FREE AMERICA.

**WHEREAS**, The Department of Human Services estimates approximately 14 million Americans use illegal drugs and 17 million are alcoholics or abusers.

**WHEREAS**, More than half of America’s school age children have tried illegal drugs.

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Education

- (1) Celebrates the week of October 23-31, 2014 as “National Red Ribbon Week”; and
- (2) Calls upon the law enforcement, State and local officers and interested groups, to observe National Red Ribbon Week with appropriate programs and activities to keep children, families and communities safe, healthy and drug-free, through parent training, networking and sponsoring the National Red Ribbon Campaign.

**M.15** Motion to approve the following **Resolution to Authorize Suspicionless Canine Searches**, as described below:

**WHEREAS**, The Jefferson Township Board of Education believes that suspicionless canine searches promote a safe school environment and act as a means to educate and deter children from bringing illegal drugs to school; and



**WHEREAS**, The Jefferson Township Police Department, in cooperation with the Morris County Prosecutor’s Office, will conduct suspicionless canine searches at the high school and middle school periodically throughout the school year; and

**WHEREAS**, These searches will be scheduled in advance and require the approval of the building principal and district superintendent; and

**NOW THEREFORE BE IT RESOLVED**, The Jefferson Township Board of Education, in an effort to promote a safe, drug-free environment, authorizes the Jefferson Township Police Department in cooperation with the Morris County Prosecutor’s Office to conduct suspicionless canine searches.

**M.16** Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) September 16, 2014 through October 20, 2014.

**RESOLVED**, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from September 15, 2014 through October 20, 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	1	0	0
White Rock	0	0	0
Middle School	1	0	1
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.

MOTION: Mrs. Poulas	SECOND: Mr. Cuccio			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar				X
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart*	X			
Mrs. Van Ness	X			

**Enrollment as of 9/30/14:**

	June 2014	September 2014
Milton	162	151
Cozy Lake	241	230
Arthur Stanlick	379	362
E.T. Briggs	318	313
White Rock	380	382
<b>Total Elementary</b>	<b>1,480</b>	<b>1,438</b>
JTMS	811	786
JTHS	1,008	1,009
<b>GRAND TOTAL</b>	<b>3,299</b>	<b>3,233</b>
Tuition students received	2	2
Out-of-district placement	38	31

**N. POLICY COMMITTEE**

Motion by Mrs. Van Ness, seconded by Mr. Quigley, 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	Document	Title	Description of Action
1522p	Policy	School Level Planning	Abolish
5305p	Policy	Health Services Personnel	Replaces 5305p Health Services Personnel (07/16/07)
5308p	Policy	Student Health Records	Replaces 5308p Pupil Health Records (07/16/07)
5308r	Regulation	Student Health Records	Replaces 5308r Pupil Health Records (07/16/07)
5310p	Policy	Health Services	Replaces 5310p Health Services (07/16/07)
5310r	Regulation	Health Services	Replaces 5310r Health Services (07/16/07)
5339p	Policy	Screening for Dyslexia	New
5756p	Policy	Transgender Students	New
8505p	Policy	Wellness Policy/Nutrient Standards for Meals & Other Foods	Replaces 8505p School Nutrition (03/25/13)

MOTION: Mrs. Van Ness		SECOND: Mr. Quigley		
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar				X
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart*	X			
Mrs. Van Ness	X			

**O. COMMUNICATIONS**

- None

**P. OLD BUSINESS**

- None

**Q. NEW BUSINESS**

- None

**R. PUBLIC COMMENTS**

- An audience member asked the Board to consider offering full day kindergarten programs at Milton and Briggs schools.

**S. BOARD MEMBER COMMENTS**

- The Board congratulated the business office on the Annual Financial Audit.

**T. CLOSED SESSION**

Motion by Mr. Stewart, seconded by Mr. Cuccio, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20<sup>th</sup> day of October, 2014 at 8:39 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 the superintendent's evaluation.
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 8:47 PM.

**T. ADJOURN**

Motion by Mr. Cuccio, seconded by Mr. Stewart, that the meeting adjourn at 8:47PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary

Name	Event Date	Location	Function Description (i.e. Seminar Subject)	Transportation	Registration Fee \$	Travel/ Miles	Lodging Cost/day/person (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expenses/person daily costs (does not include mileage, parking and tolls)
DiColo, John	Dec. 11-17	National Harbor, Maryland	NIAAAA/NFHS National AD Conference	Own	\$ 330.00	478	\$ 199.52	6	\$ 71.00*	8	\$ 1,988.62
Gargone, Carol	Oct. 23-24	New Brunswick, NJ	AMTNJ's 25 <sup>th</sup> Annual 2-Day Conference	Own	\$ 285.00	230	-	-	-	-	\$ 285.00
Howe, Jeanne	Apr. 1	Monroe Twp., NJ	Tenure Reform 2.0	Own	\$ 150.00	133	-	-	-	-	\$ 150.00
Kraemer, Joseph	Feb. 25-28	San Diego, CA	ASSA National Conference	\$ 837.70	\$ 700.00	\$ 23.81	\$827.70	3	\$ 248.50	3.5	\$ 2662.71
McLoughlin, Lori	Dec. 16	Parsippany, NJ	Meeting State Standards for Argument Writing	Own	\$ 229.00	20	-	-	-	-	\$ 229.00
Miceli, Sarah	Oct. 23-24	New Brunswick, NJ	AMTNJ's 25 <sup>th</sup> Annual 2-Day Conference	Own	\$ 285.00	230	-	-	-	-	\$ 285.00
Sica, Derek	Dec. 9	Parsippany, NJ	Utilizing Cutting Edge Technology to Enhance your World Language Instruction Grades 6-12	Own	\$ 235.00	10	-	-	-	-	\$ 235.00
Signorello, Serina	Oct. 23-24	New Brunswick, NJ	AMTNJ's 25 <sup>th</sup> Annual 2-Day Conference	Own	\$ 285.00	230	-	-	-	-	\$ 285.00
Yuhas, Joseph	Oct. 29	Ocean, NJ	EPA/AHERA NJ/NY State 1-Day Asbestos Supervisor Refresher	Own	\$ 160.00	156	-	-	-	-	\$ 160.00
Wynne, James	Feb. 19-21	East Brunswick, NJ	New Jersey Music Educator's Annual Conference	Own	\$ 150.00	0	-	-	-	-	\$ 150.00

\*Meals are prorated 75% of GSA allowable rate for travel days.



REPORT OF AUDIT

JEFFERSON TOWNSHIP SCHOOL DISTRICT

COUNTY OF MORRIS

FISCAL YEAR ENDED JUNE 30, 2014

S U M M A R Y

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SUMMARY  
JUNE 30, 2014

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 4,684			\$ 102,587	\$ 107,271
Intergovernmental Accounts Receivable - State	538,671				538,671
Intergovernmental Accounts Receivable - Federal		\$ 72,338			72,338
Interfund Receivable	232,648				232,648
Other Receivable	17,515				17,515
Restricted Cash and Cash Equivalents	965,799				965,799
<b>Total Assets</b>	<b>\$ 1,759,317</b>	<b>\$ 72,338</b>	<b>\$ -0-</b>	<b>\$ 102,587</b>	<b>\$ 1,934,242</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts Payable - Vendors	204,836				204,836
Accounts Payable - State	16,560				16,560
Accrued Salaries Payable	6,699				6,699
Interfund Payable		\$ 71,956	\$ 160,692		232,648
Unearned Revenue	27,806	382			28,188
<b>Total Liabilities</b>	<b>255,901</b>	<b>72,338</b>	<b>160,692</b>		<b>488,931</b>
<b>Fund Balances:</b>					
<b>Restricted for:</b>					
Capital Reserve Account	743,415				743,415
Maintenance Reserve Account	222,384				222,384
Excess Surplus	252,894				252,894
Debt Service				\$ 102,587	102,587
<b>Assigned:</b>					
For Subsequent Year's Expenditures	284,723				284,723
Unassigned/(Deficit)			(160,692)		(160,692)
<b>Total Fund Balances</b>	<b>1,503,416</b>		<b>(160,692)</b>	<b>102,587</b>	<b>1,445,311</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 1,759,317</b>	<b>\$ 72,338</b>	<b>\$ - 0 -</b>	<b>\$ 102,587</b>	

Amounts Reported for *Governmental Activities* in the Statement of Net Position (A-1) are Different Because:

Capital assets used in <i>Governmental Activities</i> are not financial resources and therefore are not reported in the funds. The cost of the assets is \$70,159,789 and the accumulated depreciation is \$17,226,679.	52,933,110
Accrued liability for interest on long-term debt is not due and payable in the current period and is not reported as a liability in the funds.	(225,915)
Deferred interest costs are reported as expenditures in the governmental funds in the year of expenditure.	790,152
Bond issuance premiums are reported as a revenue in the Governmental Funds in the year of receipt. The original premium is \$1,930,850 and accumulated amortization is \$340,737.	(1,590,113)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.	(22,832,740)
<b>Net Position of Governmental Activities</b>	<b>\$ 30,519,805</b>

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS

SUMMARY

FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>REVENUE:</b>					
Local Sources:					
Local Tax Levy	\$ 37,311,253			\$ 1,943,459	\$ 39,254,712
Tuition	75,753				75,753
Miscellaneous	271,084				271,084
Total - Local Sources	37,658,090			1,943,459	39,601,549
State Sources	20,728,145		\$ 97,275	43,647	20,869,067
Federal Sources	37,782	\$ 841,931			879,713
Total Revenue	58,424,017	841,931	97,275	1,987,106	61,350,329

**EXPENDITURES:**

Current:

Regular Instruction	15,716,634				15,840,961
Special Education Instruction	4,300,155				4,300,155
Other Special Instruction	791,269				791,269
Other Instruction	748,526				748,526
Support Services and Undistributed Costs:					
Tuition					
Student & Instruction Related Services	2,682,846				3,400,450
General Administrative Services	6,482,871				6,482,871
School Administrative Services	855,718				855,718
	2,143,474				2,143,474
		717,604			
			124,327		



JEFFERSON TOWNSHIP SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS

SUMMARY

FOR THE FISCAL YEAR ENDED JUNE 30, 2014

(Continued)

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>EXPENDITURES (Cont'd):</b>					
Support Services and Undistributed Costs (Cont'd):					
Central Services	\$ 711,890				\$ 711,890
Administrative Information Technology	432,182				432,182
Plant Operations and Maintenance	5,410,850				5,410,850
Pupil Transportation	3,283,839				3,283,839
Unallocated Benefits	14,713,221				14,713,221
Debt Service:					
Principal				\$ 1,160,000	1,160,000
Interest and Other Charges				827,106	827,106
Capital Outlay	2,314,264		\$ 160,692		2,474,956
Transfer to Charter School	47,458				47,458
Total Expenditures	<u>60,635,197</u>	<u>\$ 841,931</u>	<u>160,692</u>	<u>1,987,106</u>	<u>63,624,926</u>
Excess/(Deficiency) of Revenue over Expenditures	<u>(2,211,180)</u>		<u>(63,417)</u>		<u>(2,274,597)</u>
<b>OTHER FINANCING SOURCES/(USES):</b>					
Capital Leases (Non-budgeted)	1,567,500				1,567,500
Transfers In	316,799			96,546	413,345
Transfers Out			(413,345)		(413,345)
Total Other Financing Sources/(Uses)	<u>1,884,299</u>		<u>(413,345)</u>	<u>96,546</u>	<u>1,567,500</u>
Net Change in Fund Balances	(326,881)		(476,762)	96,546	(707,097)
Fund Balance/(Deficit)—July 1	<u>1,830,297</u>		<u>316,070</u>	<u>6,041</u>	<u>2,152,408</u>
Fund Balance/(Deficit)—June 30	<u>\$ 1,503,416</u>	<u>\$ -0-</u>	<u>\$ (160,692)</u>	<u>\$ 102,587</u>	<u>\$ 1,445,311</u>

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
SUMMARY  
JULY 1, 2013 THROUGH JUNE 30, 2014  
(Continued)

It is recommended that:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
None
4. School Food Service  
None
5. Student Body Activities  
None
6. Application for State School Aid  
None
7. Pupil Transportation  
None
8. Facilities and Capital Assets  
None
9. Status of Prior Year's Findings/Recommendations

The prior year recommendation was resolved during the year.