

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, January 21, 2013 7:30 PM (Closed Session) – 8:00 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	_____	_____
Mrs. Scott	_____	_____
Mrs. Senatore	_____	_____
Mr. Stewart	_____	_____
Mrs. Van Ness	_____	_____
Mr. Millar, Vice President	_____	_____
Mr. Smith, President	_____	_____
Ivan Cruz, <i>Student Representative</i>	_____	_____
Veronica Kot, <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 21st day of January, 2013 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

- Substance Abuse Public Service Announcement – Ms. Robin Montegari, High School Guidance Counselor
- Board of Education’s Self Evaluation – Ms. Robynn Meehan, Field Representative, New Jersey School Boards Association

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

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:

December 17, 2012 Regular Meeting Minutes December 17, 2012 Executive Session Minutes
 January 3, 2013 Annual Organization Meeting 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.10, as described below:

K.1 Motion to approve the **purchase order** list dated December 2012 in the amount of **\$ 374,627.63**.

K.2 Motion to approve the **check journal** as of December 2012 in the amount of **\$ 3,978,261.03**.

Fund	Amount
General (10)	\$ 3,886,633.75
Capital Outlay (12)	\$ 0.00
Special Revenue (20)	\$ 91,627.28
Total	\$ 3,978,261.03

K.3 Motion to approve the funds **transfers** in the 2012-2013 Fiscal Year, dated December 2012 in the amount of **\$ 6,095.39**.

K.4 Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of November 30, 2012, 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).

K.5 Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of November 30, 2012, 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 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.

K.6 Motion to rescind the source of funding for the following individual as funded from the **FY2013** Title IA grant effective January 1, 2013 (replacing BS):

Name	Location	Position	Salary	Grant Share	FICA/TPAF/Benefits
Amy Bush	Stanlick	Resource Prog/In Class	\$ 57,232	\$ 25,000	\$ 6,988
Title IA Total	\$ 31,988				

K.7 Motion to designate the source of funding for the following individual as funded from the **FY2013** Title IA grant effective January 1, 2013 (*replacing BS*):

Name	Location	Position	Salary	Grant Share	FICA/TPAF/Benefits
Breanna McMillan	High School	Special Ed Teacher	\$ 47,875	\$ 15,000	\$ 3,000
Title IA Total	\$ 31,988				

K.8 Motion to rescind contract with **Drug Free Sport** to perform random, volunteer drug testing, per contract effective through June 30, 2013.

K.9 Motion to approve contract with **Prevention Specialists Incorporated** to perform random, volunteer drug testing, per contract effective through June 30, 2013 (*copy available for review*).

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*).

L. PERSONNEL COMMITTEE

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

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

PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A. Administrative								
Ayanna Thorne Gass 11-000-240-103	Appoint	Assistant Principal 15-80-82/abi		\$110,370	High School	3/21/13	6/30/13	Replacing GC Start date subject to change based upon release from current district

B. Instructional								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
MC	Medical Leave	Elementary Teacher 10.30.30.AFQ			Briggs	12/5/12	12/11/12	Utilizing 4 sick days
MC	Intermittent Leave	Elementary Teacher 10.30.30.AFQ			Briggs	12/11/12	6/30/13	As needed.

C. Non-Instructional								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Donna Pretko	Resignation	Special Ed. Aide 09.10.10.BHN			Stanlick	1/2/13	1/12/13	
Richard Natoli	Resignation	Maintenance 12.80.82.ALC			High School	1/26/13	1/26/13	
Donna Marie Spaan 11-214-100-106	Transfer	Special Ed. Aide 09.70.70.BIN	Step 5	\$20.28/hr	Middle School	1/7/13	6/30/13	3.5 hrs/day w/o benefits Transferred from the High School
Emilie Lotzkar 11-212-100-106	Transfer	Special Ed. Aide 09.80.80.BDS	Step 3	\$19.64/hr	High School	1/7/13	6/30/13	3.5 hrs/day w/o benefits Transferred from the Middle School
Donna Stout 11-000-217-106	Transfer	Special Ed. Aide 09.40.40.BBZ	Step 5	\$20.28/hr	Milton	1/14/13	6/30/13	3.5 hrs/day w/o benefits Transferred from the High School
Saranda Murati 11-000-217-106	Appoint	Special Ed. Aide 09.10.10.BHN	Step 1	\$19.03/hr	Stanlick	1/14/13	6/30/13	Replacing DP 3.5 hrs/day, no benefits
Joanne Bley 11-214-100-106	Revised Appointment	Special Ed. Aide Long-Term Sub 09.70.70.BHU	Step 1	\$19.03/hr	Middle School	12/20/12	1/23/13	Replacing MC 3.5 hrs/day
LC	Medical Leave	Bus Driver 10.90.90.BAC			District	12/11/12	12/14/13	Utilizing 4 sick days
LR	Medical Leave	Bus Aide 09.90.90.BJI			District	12/3/12	1/12/13	Utilizing 23 sick days
MC	Adjusted Medical Leave	Special Ed. Aide 09.70.70.BHU			Middle School	11/14/12	1/23/13	Utilizing 13.5 sick and 50 unpaid days
IW	Worker's Comp	Special Ed. Aide 09.70.70.BJU			Middle School	1/2/13	1/24/13	16 charged days

D. Substitutes/Other								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Ellen Dougherty	Appoint	Substitute Teacher		\$80/diem	District	1/22/13	6/30/13	
Sanlee Halma	Appoint	Substitute Teacher		\$80/diem	District	1/2/13	6/30/13	
Tonia Kirkham	Appoint	Substitute Teacher		\$80/diem	District	1/22/13	6/30/13	
Claire Ransegnola	Appoint	Substitute Teacher		\$80/diem	District	1/22/13	6/30/13	
Virginia Randall	Appoint	Substitute Teacher		\$80/diem	District	1/22/13	6/30/13	
Lisa Saporito	Appoint	Substitute Teacher		\$80/diem	District	1/22/13	6/30/13	
Donna Stout	Appoint	Substitute Teacher		\$80/diem	District	1/16/13	6/30/13	
Kimberly Torsiello	Appoint	Substitute Teacher		\$80/diem	District	12/20/12	6/30/13	
Sanlee Halma	Appoint	Substitute Aide		\$10/hr	District	1/2/13	6/30/13	
Audrey Kazimir	Appoint	Substitute Aide		\$10/hr	District	1/7/13	6/30/13	
Donna Stout	Appoint	Substitute Aide		\$10/hr	District	1/16/13	6/30/13	
Donna Stout	Appoint	Substitute Secretary		\$11.50/hr	District	1/16/13	6/30/13	

F. Extra Duty Pay								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jodi Reiss	Amendment	Special Education Aide	Step 2	\$19.33/hr	Middle School	11/6/12	12/20/12	Crafter's Club Not to exceed 9 days
Cara Schwimer	Rescind	Spring Musical: Choreographer	Level 1	\$614	High School	9/1/12	6/30/13	
Beth Nash	Appoint	Spring Musical: Choreographer	Level 1	\$614	High School	1/2/13	6/30/13	

G. 2012-13 School Year Coaching Staff								
WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Anne Arias	Amend	Head Swimming	3	\$4815.18	High School	11/15/12	1/5/13	5 years of service 37 days worked
April Sparling	Amend	Assistant Swimming	1	\$2519.70	High School	11/15/12	1/5/13	1 year of service 37 days worked
April Sparling	Appoint	Interim Head Swimming	1	\$1632.96	High School	1/7/13	2/2/13	16 days worked
Connor Masticola	Appoint	Assistant Swimming	N/A	N/A	High School	9/1/12	6/30/13	Volunteer

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kenneth Quazza	Appoint	Assistant Baseball	N/A	N/A	High School	9/1/12	6/30/13	Volunteer
Timothy Rain	Appoint	Assistant Baseball	N/A	N/A	High School	9/1/12	6/30/13	Volunteer
Jason Doniloski	Appoint	Assistant Baseball	N/A	N/A	High School	9/1/12	6/30/13	Volunteer

L.2 Motion to approve Middle School Stokes Trip Chaperones as indicated below:

Stokes Trip 11-401-100-101-00							
Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Sharon Ciliento	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Kenneth Westberg	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Jessica Demkiw	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Jessica Hoertel	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Kathleen D'Amrosio	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Nancy Harris	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Marlene Lubin	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Siobhan Carroll	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Susan Pedersen	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Kevin Moore	Appoint	Stokes Chaperone	\$125.00	JTMS	12/3/12	12/4/12	1 night
Robert Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	12/3/12	12/4/12	1 night
Wendy Towers	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Serina Signorello	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Dustin Weinstein	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Sean McNulty	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Dustin Cardoza	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Louis Migliacci	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Nancy Harris	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Siobhan Carroll	Appoint	Stokes Chaperone	\$125.00	JTMS	12/19/12	12/20/12	1 night
Kathleen Cutrona	Appoint	Stokes Chaperone	\$350.00	JTMS	12/19/12	12/20/12	1 night
Vicky Lynch	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Colleen Meade	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Terry Koontz	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Julie Kozakewich	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Travis Gage	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Carrie Belden	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Pamela Graham	Appoint	Stokes Chaperone	\$125.00	JTMS	1/17/13	1/18/13	1 night
Robert Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	1/17/13	1/18/13	1 night
Emilie Lotzkar	Appoint	Stokes Chaperone	\$19.64/hr	JTMS	12/3/12	12/4/12	14.5 hours total
Kelly Miller	Appoint	Stokes Chaperone	\$19.64/hr	JTMS	12/3/12	12/4/12	14.5 hours total

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

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

M.1 Motion to approve the following **day field trips**:

School/Group/Activity	Location	Date(s)
JTHS Project Stay Gold	New Jersey State House, Trenton, NJ	January 11, 2013
JTHS Band - Region 1 Concert Band Festival	Mount Olive High School, Mount Olive, NJ	March 21, 2013
JTMS 6 Blue	Fort Lee Historical Park, Alpine, NJ	March 25, 2013
White Rock Grade 5	Liberty Science Center, Jersey City, NJ	May 29, 2013

M.2 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location	Date(s)
JTMS 8th Grade Promotional Trip	Philadelphia, PA and Allentown, PA	June 6 to June 7, 2013

M.3 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) December 17, 2012 through January 21, 2013.

RESOLVED, THAT UPON THE RECOMMENDATION OF THE Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from December 17, 2012 through January 21, 2013, 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	17	2	0
High School	2	1	0

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

M.4 Motion to adopt the following curriculum that has been aligned to the Common Core Standards and the New Jersey Core Curriculum Content Standards:

- Language Arts, K-12
- Mathematics, K-12
- Social Studies, K-12
- Science, K-12

M.5 Motion to approve the Annual Statement of Assurance for the District Comprehensive Equity Plan approved in March 19, 2007.

M.6 Motion to adopt a resolution proclaiming January 2013 as **School Board Recognition Month**:

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2013 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Jefferson Township Board of Education is one of more than 600 local school boards in New Jersey that sets policies and over sees operations for public school districts; and

WHEREAS, The Jefferson Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of 1.4 million children in Pre-Kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores.

NOW, THEREFORE, BE IT RESOLVED, That the Jefferson Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2013 as **SCHOOL BOARD RECOGNITION MONTH**; and be it further

RESOLVED, That the Jefferson Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children’s education.

Enrollment as of 12/21/12:

	Dec. 2011	Dec. 2012
Milton	163	156
Cozy Lake	255	260
Arthur Stanlick	378	392
E.T. Briggs	370	348
White Rock	414	385
Total Elementary	1,580	1,541
JTMS	835	830
JTHS	1,052	1,033
GRAND TOTAL	3,467	3,404
Tuition students received	1	1
Out-of-district placement	42	36

N. POLICY COMMITTEE

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

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

File Code	Document	Title	Description of Action
2200p	Policy	Curriculum Content	Replace 2200p Curriculum Content 03/19/01
2624p	Policy	Grading System	Replace 2624p Grading Systems 12/15/08
5420r	Regulation	Report Pupil Progress	Replace Report Pupil Progress 02/17/09

O. COMMUNICATIONS

P. OLD BUSINESS

Q. NEW BUSINESS

R. PUBLIC COMMENTS

S. BOARD MEMBER COMMENTS

T. ADJOURN

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)
Barrieres, Richard	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 150.00	80	-		-		\$ 150.00
Fisher, Janice	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 150.00	0	-		-		\$ 150.00
Hack, Lin	Feb. 7	Fairfield, NJ	Advanced Guided Reading Strategies: New Practical Ideas to Maximize the Effectiveness of your Guided Reading Instruction at Grades 3-6	Own	\$ 225.00	15	-		-		\$ 225.00
Jones, Emily	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 150.00	0	-		-		\$ 150.00
Kula, Kathryn	July 8-12	Towson, MD	Preparing Students for Advanced Placement Chemistry	Own	\$ 1,310.00	438	\$ 450.00 (all inclusive)	-	-	-	\$ 1,760.00
Kulick, Lauren	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 150.00	0	-		-		\$ 150.00
Lucas, Joan	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 150.00	60	-		-		\$ 150.00
Markowick, Jennifer	Mar. 13	Hasbrouck Heights, NJ	Section 504 in New Jersey	Own	\$ 189.99	70	-		-		\$ 189.99
Widgren, Margaret	Mar. 13	Hasbrouck Heights, NJ	Section 504 in New Jersey	Own	\$ 189.99	76	-		-		\$ 189.99
Wilson, Shannon	Apr. 15-16	Atlantic City, NJ	School Transportation Supervisors' Annual Conference	Own	\$ 325.00	584	-		-		\$ 325.00