

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Monday, July 15, 2013 7:00 PM (Closed Session) – 8:00 PM (Regular Session)**

**Jefferson Township Board of Education Central Office**

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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	_____	_____

**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 15<sup>th</sup> day of July, 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**

- Harassment, Intimidation and Bullying Self-Evaluation SY13

**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. COMMITTEE REPORTS**

**I. MINUTES OF MEETINGS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the following meetings be approved as submitted:

- June 17, 2013 Regular and Public Hearing Meeting Minutes
- June 17, 2013 Executive Session Meeting Minutes

**J. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.12, as described below:

- J.1** Motion to approve the **purchase order** list dated June 2013 in the amount of **\$ 104,682.57.**
- J.2** Motion to approve the **check journal** as of June 2013 in the amount of **\$4,252,396.64.**

Fund	Amount
General (11)	\$ 4,186,112.68
Capital Outlay (12)	\$ 21,152.98
Special Revenue (20)	\$ 45,130.98
<b>Total</b>	<b>\$ 4,252,396.64</b>

- J.3** Motion to approve the funds **transfers** in the 2012-2013 Fiscal Year, dated June 2013 in the amount of **\$ 230.66.**
- J.4** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of May 31, 2013, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a).

**J.5** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of May 31, 2013, 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.

**J.6** Motion to accept the US Jobs Grant additional Funds in the amount of **\$1,424**, to offset 2012-2013 expenses.

**J.7** Motion to accept the following **donation** from the Milton Tri PTA to the Milton Pre-School Class, in accordance with Policy # 7230, Gifts, Grants and Donations.

<b>Item/Purpose</b>	<b>Amount</b>
Interactive Smart Board	\$ 3,000

**J.8** 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/Tag No.</u></b>	<b><u>Equipment Description</u></b>
Milton School	0988	TV Cabinet
Milton School	1034	TV Cabinet
Milton School	2039	TV Cabinet
Milton School	1044	TV Cabinet
Milton School	1047	TV Cabinet
Milton School	1068	TV Cabinet
Milton School	1142	TV Cabinet
Milton School	1082	TV Cabinet
Milton School	1108	TV Cabinet
Milton School	1087	TV Cabinet
Milton School	1131	TV Cabinet
Cozy Lake	0831	TV Cabinet
Cozy Lake	0663	TV Cabinet
Cozy Lake	0667	TV Cabinet
Cozy Lake	0652	TV Cabinet
Cozy Lake	0649	TV Cabinet
Cozy Lake	0808	TV Cabinet
Cozy Lake	0725	TV Cabinet
Cozy Lake	0782	TV Cabinet
Cozy Lake	0778	TV Cabinet
Cozy Lake	0678	TV Cabinet
Cozy Lake	0674	TV Cabinet
Cozy Lake	0794	TV Cabinet
Cozy Lake	0817	TV Cabinet
Cozy Lake	0834	TV Cabinet
Cozy Lake	0861	TV Cabinet

**J.9** Motion to award bid **#2014-006** for **Refurbished Desktop Computer Equipment** to CDI Computer Dealers Inc. in the amounts indicated below (*Bid breakdown sheet attached*)

Equipment / 175 Sets	\$ 298.25/ea.	\$ 52,193.75
Equipment / 175 Monitors	\$ 82.25/ea.	\$ 14,393.75
Equipment / 175 Sound Bars	No Cost	\$ 0.00
<b>Total</b>		<b>\$ 66,587.50</b>

**J.10** Motion to approve **Bus Stop Agreements** between the Jefferson Township Board of Education and the following day care facilities (copies available for review):

- |                             |                   |
|-----------------------------|-------------------|
| Alpine Montessori           | Loving & Learning |
| Country Day School          | My School         |
| Elements of Learning        | Quality Time      |
| Jefferson Child Care Center |                   |

**J.11** Motion to accept and approve resolution as described below:

Resolved that the Board approves EI Associates to submit the following projects to the NJDOE Office of School Facilities and amend the District Long Range Facilities Plan to be consistent with the same projects for a lump sum fee of \$28,000. (Proposal available for review)

- o Partial Roof Replacement at Briggs ES
- o Partial Roof Replacement at Cozy Lake ES
- o Partial Roof Replacement at Stanlick ES
- o Partial Roof Replacement at Middle School
- o Partial Roof Replacement at High School
- o Boiler Replacement and Conversion of Oil to Gas at Cozy Lake ES
- o Water Tank Replacement at High School
- o Repaving at Transportation Depot
- o Interior Door Replacement at High School
- o Backup generator at High School

**J.12** 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).

**K. PERSONNEL COMMITTEE**

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

**K.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								
B. Instructional								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Alex Montanez	Resignation	Special Ed. Teacher 10.80.80.AJB			High School	6/24/13	7/1/13	
Kelly Carney	Resignation	Elementary Teacher 10.10.10.AGB			Stanlick School	7/1/13	7/1/13	
Lori Castiglione-Cangelosi	Resignation	French Teacher 10.80.80.AOM			High School	7/12/13	7/12/13	
Anne Patterson	Resignation	French Teacher 10.80.80.ASU			High School	6/18/13	7/1/13	
Karen Kozlowski	Appoint	French Teacher 10.80.80.ASU	MA+30 Step 17	\$80,298	High School	9/1/13	6/30/14	Replacing AP
Jessica Demkiw	Resignation	English Teacher 10.70.70.BNJ			Middle School	7/3/13	7/3/13	
Megan Seader 11-213-100-101	Assignment and Account Change	Special Ed. Teacher 10.80.80.AJB	BA+15 Step 11	\$56,137	High School	9/1/13	6/30/14	Replacing AM
Christine Couser* 11-130-100-101	Appoint	Math Teacher 10.70.70.AQO	BA Step 1	\$47,995	Middle School	9/1/13	6/30/14	Replacing SP
Candace Margiotta* 11-140-100-101	Appoint	Family & Consumer Science Teacher 10.80.80.ASZ	BA Step 1	\$47,995	High School	9/1/13	6/30/14	Replacing JB
Michelle Steinhardt* 11-110-100-101	Appoint .49	Kindergarten Teacher 10.30.30.BOG	BA Step 1	\$23,518	Briggs School	9/1/13	6/30/14	Part-Time, no benefits
Melissa Freitas 11-120-100-101	Appoint	Elementary Teacher 10.10.10.AGG	MA Step 1	\$50,025	Stanlick School	9/1/13	6/30/14	Replacing CP
Kate Neurohr 11-120-100-101-29	Appoint	Special Ed. Teacher Long-Term Sub 10.10.10.AIO		\$200/day	Stanlick School	9/1/13	11/27/13	Replacing LS
Mariel Waters* 11-140-100-101-29	Appoint	Social Studies Teacher Long-Term Sub 10.80.80.ASJ	BA Step 1	\$238.39/day	High School	9/1/13	11/23/13	Replacing SM
Susan Nydam* 11-140-100-101-29	Appoint	Social Studies Teacher Long-Term Sub 10.80.80.ASL	BA Step 1	\$200/day	High School	9/1/13	11/23/13	Replacing KF
Genevieve Wiseman 11-140-100-101	Appoint	English Teacher 10.80.80.ARC	BA Step 3	\$49,010	High School	9/1/13	6/30/14	Replacing MS
Tricia Lindstedt 11-130-100-101	Appoint	English Teacher 10.70.70.BNJ	BA+15 Step 3	\$50,025	Middle School	9/1/13	6/30/14	Replacing JD
Kira Arnold	Additional Hours	Social Worker	MA Step 7	\$38/hr	Middle School	9/3/13	11/24/13	Cover LOA 2 days/week Not to exceed 50 hours
PG	Family Leave	Special Ed. Teacher 10.40.40.AUB			Milton School	6/17/13	6/22/13	Utilizing ½ personal day and 4.5 unpaid days
VL	Family Leave	Math Teacher 10.70.70.AQR			Middle School	9/3/13	11/23/13	Utilizing 3 personal, 4 family illness, and 49 unpaid days
LS	Adjusted Maternity Leave	Special Education Teacher 10.10.10.AIO			Stanlick	9/3/13	11/28/13	Utilizing 59 unpaid days

\*Requires Mentoring

<b>C. Non-Instructional</b>								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jamie Baker 11-215-100-106	Resignation	Special Ed. Aide			Milton	7/2/13	7/2/13	3 hrs/day w/o benefits
Melissa White 11-000-217-106-00	Program/Hours Change	Special Ed. Aide	Step 3	\$19.93/hr	Milton	9/1/13	6/30/14	3.5 hrs/day w/o benefits
Lynda Mohlenhoff 11-204-100-106	Appoint	Special Ed. Aide 09.70.70.BMQ	Step 1	\$19.32/hr	Middle School	9/1/13	6/30/14	3.5 hrs/day w/o benefits
Vincent Macaluso 11-000-262-100-26	Appoint	Custodian 12.80.82.BAZ	Step 1	\$44,699.20	District	7/29/13	6/30/14	Replacing FP
Manuela Barbosa 11-215-100-106	Appoint	Special Ed. Aide	Step 2	\$19.62/hr	Milton	9/1/13	6/30/14	3 hrs/day w/o benefits
Patricia Milford 11-212-100-106	Appoint	Special Ed. Aide	Step 3	\$19.93/hr	White Rock	9/1/13	6/30/14	3.5 hrs/day w/o benefits
AV	Medical Leave	Custodian 12.60.62.AKY			High School	7/1/13	8/16/13	Utilizing 33 sick days
DV	Medical Leave	Coordinator of Human Resources 12.90.92.BEY			Central Office	7/15/13	8/31/13	Utilizing 4 personal, 11 sick, 5 vacation, and 15 unpaid days
DC	Maternity Leave	Special Ed. Aide 09.80.80.BIL			Briggs	10/1/13	1/1/14	Utilizing 24 sick days and 38 unpaid days

<b>D. Summer Staff Appointments</b>								
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion	
Barbara Francavilla	Rescind	School Counselor (Summer)	\$425.72/day	Middle School	6/24/13	9/1/13	Not to exceed 2 days	
Steven Hannaway	Rescind	School Counselor (Summer)	\$523.63/day	High School	6/24/13	9/1/13	Not to exceed 1 day	
Joanne Martino	Rescind	School Counselor (Summer)	\$426.34/day	High School	6/24/13	9/1/13	Not to exceed 1 day	
Siobhan Carroll	Appoint	School Counselor (Summer)	\$384.01/day	Middle School	6/24/13	9/1/13	Not to exceed 2 days	
Stacy D'Amato	Appoint	Substitute Secretary (Summer)	\$11.50/hr	District	8/1/13	8/31/13		
Antoinette Downes	Appoint	Educational Evaluations & CST Summer Meetings	\$401.49/day	District	7/1/13	8/31/13	2 additional days	
Kathryn Kaminiski	Additional ESY Hours	Special Ed Teacher: Summer CST Meetings	\$35.20/hr	White Rock/ Milton	7/8/13	8/6/13	2.5 hours/day Not to exceed 130 hours	
Stacy Milan	Additional Summer Hours	Special Ed Teacher: Summer CST Meetings	\$38.79/hr	Milton	8/5/13	8/30/13	Summer hours Not to exceed 64 hours	
Barbara Riedel	Additional Summer Hours	Speech Evaluations & CST Summer Meetings	\$76.05/hr	Milton	8/5/13	8/30/13	Half hour/day Not to exceed 5 hours	
Bethany Ryan	Additional Summer Hours	Speech Evaluations & CST Summer Meetings	\$36.60/hr	Milton	8/8/13	8/28/13	Half hour/day Not to exceed 5 hours	
Cheryl Spencer	Additional Summer Hours	Speech Therapist	\$52.58/hr	Cozy Lake	7/12/13	8/2/13	Half hour/day Not to exceed 2 hours	

<b>E. Curriculum Writing</b>								
11-000-221-104-20								
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Maximum Hours	
Sean McNulty	Rescind	Social Studies, Grade 7	\$36.41/hr	JTMS	7/1/13	6/30/14	20 hours	
Lisa Young	Rescind	Social Studies, Grade 5	\$36.41/hr	Stanlick	7/1/13	6/30/14	20 hours	

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

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

**L.1 Motion to approve the following contracted services:**

Name	Rate	Loc.	Date Effective	Date Terminated	Discussion
Progressive Therapy of NJ, LLC	\$38,500.00	District	7/1/2013	6/30/2014	Autism Program

**L.2 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) June 17, 2013 through June 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 June 17, 2013 through June 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	1	1	0
White Rock	0	0	0
Middle School	2	0	2
High School	2	0	0

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

**L.3 Enrollment as of 6/21/13:**

	June 2012	June 2013
Milton	176	174
Cozy Lake	253	260
Arthur Stanlick	379	392
E.T. Briggs	366	350
White Rock	415	389
<b>Total Elementary</b>	<b>1,589</b>	<b>1,565</b>
JTMS	832	837
JTHS	1,043	1,034
<b>GRAND TOTAL</b>	<b>3,464</b>	<b>3,436</b>
Tuition students received	1	1
Out-of-district placement	40	35

**M. COMMUNICATIONS**

**N. OLD BUSINESS**

**O. NEW BUSINESS**

**P. PUBLIC COMMENTS**

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

**Q. BOARD MEMBER COMMENTS**

**R. 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)
Cuccio, Frank*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Kraemer, Joseph*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Poulas, Stacey*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Quigley, Edward*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Scott, Cynthia*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Senatore, Melissa*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Smith, H. Ronald*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Stewart, Michael*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Thornton, Mary*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Van Ness, Jill*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	-	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00
Zeno, Dora*	Oct. 22-24	Atlantic City, NJ	New Jersey School Boards Annual Workshop	Own	\$ 1,000.00*	300	\$ 100.00	2	\$ 161.00/ flat rate	1	\$ 361.00

\*Denotes Group Registration

