

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

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

Jefferson Township Board of Education Central Office

A. Mr. Millar, called the meeting to order at 8:00 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>	_____
Mrs. Scott	<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>

D. SUPERINTENDENT'S REPORT

- Mr. Kraemer reported on the Good News and Progress in Our Schools including the high school and middle school graduation ceremonies and donations.

E. PRESENTATIONS

- The Superintendent presented the summary of School Year 2012-2013 to the Members of the Board of Education and public. After the presentation, the Board and public were given an opportunity to make public comments. No questions or comments were asked.

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

- None

G. COMMITTEE REPORTS

- **Policy and Personnel Committee** - Mr. Millar reported the Committee met and discussed various policies. These will be placed on the August 19 agenda for Board of Ed action. Discussion turned to students on home instruction and their inability to participate in athletics and school activities. It was decided that this would be brought back to the Committee for further discussion.

H. MINUTES OF MEETINGS

Motion by Mr. Stewart, seconded by Mr. Quigley 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

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

I. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Cuccio, seconded by Mrs. Van Ness, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through J.12, as described below:

- I.1** Motion to approve the **purchase order** list dated June 2013 in the amount of **\$ 104,682.57.**
- I.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
Total	\$ 4,252,396.64

- I.3** Motion to approve the funds **transfers** in the 2012-2013 Fiscal Year, dated June 2013 in the amount of **\$ 230.66.**
- I.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).
- I.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.
- I.6** Motion to accept the US Jobs Grant additional Funds in the amount of **\$1,424,** to offset 2012-2013 expenses.
- I.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.

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

I.8 Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property, as listed below:

<u>School/Department</u>	<u>Bar Code/Tag No.</u>	<u>Equipment Description</u>
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

I.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
Total				\$ 66,587.50

I.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	

I.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*)

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

I.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*).

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

K. PERSONNEL COMMITTEE

Motion by Mrs. Poulas , seconded by Mr. Cuccio, 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
Maribel 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

C. Non-Instructional								
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	1/11/14	Utilizing 24 sick days and 38 unpaid days

D. Summer Staff Appointments							
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

E. Curriculum Writing							
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

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

L. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by Mrs. Poulas, seconded by Mrs. Scott, 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.

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

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
Total Elementary	1,589	1,565
JTMS	832	837
JTHS	1,043	1,034
GRAND TOTAL	3,464	3,436
Tuition students received	1	1
Out-of-district placement	40	35

M. COMMUNICATIONS

- None

N. OLD BUSINESS

- None

O. NEW BUSINESS

- None

P. PUBLIC COMMENTS

- An audience member, whose child is homeschooled, advocated for allowing homeschooled students to participate in school sponsored athletics.

Q. BOARD MEMBER COMMENTS

- The Board congratulated the graduating class of 2013.
- Mrs. Senatore inquired as to the status of student parking at the high school.
- Mr. Stewart assisted with the Pre-Project Graduation festivities by serving meals to students.
- Mrs. Poulas congratulated the new staff.
- Mr. Quigley thanked the public and district for their kindness and helpfulness during his first 6 months as a Board member.

R. ADJOURN

Motion by Mrs. Poulas, seconded by Mrs. Scott that the meeting adjourn at 8:39 PM.

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)
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

