

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Minutes**

**Monday, November 18, 2013 7:00 PM (Closed Session) – 8:00 PM (Regular Session)**

**Jefferson Township High School Media Center**

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**A.** Mr. Smith, 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>	_____
Patrik Harsanyi, <i>Student Representative</i>	<u>X</u>	_____
Ivan Cruz, <i>Student Representative</i>	<u>X</u>	_____

**D. 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 18<sup>th</sup> day of November, 2013 at 7:43 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 7:54 PM.

**E. ELECTION RESULTS – Certification Pending**

**Three Year Terms – January 1, 2014 – December 31, 2016 (3 seats)**

<u>Candidate</u>	<u># of Votes</u>
Danielle M. Rowan	2,299
Matthew F. Millar	2,218
Edward Quigley	2,231
Write In	45

**F. SUPERINTENDENT'S REPORT**

- Mr. Kraemer reported on the Good News and Progress in Our Schools including Veteran’s Day activities and a temporary power outage on November 18 affecting some schools on the Milton side of the community.

**G. PRESENTATIONS**

- None

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

- None

**I. STUDENT REPRESENTATIVES**

- Student Representatives Patick Harsanyi and Ivan Cruz commented on various events including the Madrigal, band, the upcoming “Olde English Feast” and a winter coat drive. They also gave an update on fall sports and noted winter sports begin on December 2.

**J. COMMITTEE REPORTS**

- **Building Needs and Finance** – Mr. Cuccio advised the Committee discussed the field improvement status and discussed the infrastructure projects.
- **Community Relations** – Mrs. Van Ness reported the Committee discussed enhancing the district website, improving and possibly offer training on the parent portal, and develop protocols for instant alerts.

**K. MINUTES OF MEETINGS**

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

October 21, 2013 Regular Minutes

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. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by Mr. Cuccio, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.11, as described below:

**L.1** Motion to approve the **purchase order** list dated October 2013 in the amount of **\$ 294,925.40.**

**L.2** Motion to approve the **check journal** as of October 2013 in the amount of **\$4,589,116.50.**

Fund	Amount
General (10)	\$ 4,476,026.03
Capital Outlay (12)	\$ 3,952.00
Special Revenue (20)	\$ 109,138.47
<b>Total</b>	<b>\$ 4,589,116.50</b>

**L.3** Motion to approve the funds **transfers** in the 2013-2014 Fiscal Year, dated October 2013 in the amount of **\$ 654,475.73.**

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

**L.5** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of September 30, 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.

**L.6** Motion to designate the source of funding for the following individuals as funded from the **FY2014** Title IA grant:

Name	Location	Position	Grant Share	FICA/TPAF/Benefits
Meredith Panka	Arthur Stanlick	Homework Club	\$ 1,224	\$ 93.64
Tanya Senney	Arthur Stanlick	Homework Club	\$ 1,224	\$ 93.64
<b>Title IA Total</b>			<b>\$ 2,640</b>	

**L.7** Motion to approve the Interlocal Services Agreement by and between Jefferson Township and the Jefferson Township Board of Education Relative to the Servicing and Repair of certain Jefferson Township vehicles by the Board of Education. *(See attached)*

**L.8** Motion to approve resolution as described below:

The Jefferson Township Board of Education will not require **Lakeland Andover School** to apply for and receive funding from the New Jersey Child Nutrition Program, nor charge students for a reduced and/or paid meal for any classified students from Jefferson Township Public Schools in accordance with N.J.A.C. 6A:23-4(a)ii and iii during the 2013-2014 school year.

**L.9** Motion to approve the Resolution to participate in the **Joint Transportation Agreement** for the 2013-2014 school year with the Lenape Regional HS District. *(Copy available for review)*

**L.10** Motion to approve amendment to the **Ameriflex Flexible Spending Account** (FSA) as described below:

Notwithstanding anything in the Plan Document to the contrary, health Flexible Spending Account Participants shall be allowed to rollover up to \$500 of any unused health Flexible Spending Account funds at the end of the 2013 Plan Year as well as the end of any subsequent Plan Year.

Furthermore, notwithstanding anything in the Plan Document to the contrary and beginning with the 2013 Plan Year, there shall be no grace period made available for health Flexible Spending Account participants.

**L.11** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.K.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. Poulas		
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			

**M. PERSONNEL COMMITTEE**

Motion by Mr. Millar , seconded by Mrs. Van Ness, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.3, as described below:

**M.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
Jeanne Howe	Appoint	Assistant Superintendent 15.90.92.ABD		\$158,000	District	1/1/14	6/30/14	Replacing MT
CR	Medical Leave	Supervisor of Special Ed. 25.80.80.ABO			District	11/22/13	12/5/13	Utilizing 1 personal and 7 sick days

<b>B. INSTRUCTIONAL</b>								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Taisa Engelsman	Retirement	Elementary Teacher 10.10.10.AFV			Stanlick	1/30/14	2/1/14	Retiring after 14 years of service
Vanessa Petersen 11-000-219-104	Appointment Change	School Psychologist 10.70.70.ADE	MA+45 Step 17	\$67,222	Middle School	12/1/13	6/30/13	Change days worked from 5 days/week to 4 days/week
Kira Arnold 11-000-219-104	Appointment Change	School Social Worker 10.70.70.ACX	MA Step 7	\$44,080	Middle School	12/1/13	6/30/13	Change days worked from 3 days/week to 4 days/week
Toni Puzio 11-120-100-101-29	Appoint .49	Elementary Teacher Long-Term Sub 10.10.10.AJP		\$98/day	Stanlick	11/1/13	12/18/13	Replacing PL May be released sooner
Joann Patalive	Appoint	Bedside Instruction		\$41.62/hr	District	11/6/13	6/30/14	
MC	Maternity Leave	Elementary Teacher 10.30.30.BOD			Briggs	1/20/14	6/14/14	Utilizing 30 sick days and 67 unpaid days
GM	Adjusted Medical Leave	English Teacher 10.70.70.AOP			Middle School	10/15/13	10/29/13	Utilizing 9 sick days and 2 personal days
DH	Medical Leave	Elementary Teacher 10.60.60.AID			White Rock	12/20/13	1/11/14	Utilizing 8 sick days
PL	Family Leave	Elementary Teacher 10.10.10.AJP			Stanlick	11/1/13	12/19/13	Utilizing 30 unpaid days
JC	Medical Leave	Special Ed. Teacher 10.80.80.AJC			High School	12/17/13	12/21/13	Utilizing 3 personal and 1 sick day

\*Requires Mentoring

<b>C. NON-INSTRUCTIONAL</b>								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brooke Smith	Resignation	Special Ed. Aide 09.30.30.BMX			Briggs	10/29/13	11/13/13	
Kaitlin Scala	Resignation	Special Ed. Aide 09.10.10.BHN			Stanlick	11/22/13	11/23/13	
Christina LaMonica	Resignation	Special Ed. Aide 09.40.40.BMO			White Rock	11/15/13	11/30/13	
<del>Lise Meisner 11-209-100-106</del>	<del>Transfer</del>	<del>Special Ed. Aide 09.30.30.BMX</del>	<del>Step 5</del>	<del>\$20.59/hr</del>	<del>Briggs</del>	<del>11/11/13</del>	<del>6/30/13</del>	<del>Transferred from High School Program Change 3.5 hrs/day</del>
Lise Meisner 11-209-100-106	Transfer	Special Ed. Aide 09.30.30.BMX	Step 5	\$20.59/hr	Briggs	11/11/13	6/30/14	Transferred from High School Program Change 3.5 hrs/day
Jennifer LoPresti 11-215-100-106	Additional Assignment	Special Ed. Aide	Step 3	\$19.93/hr	Milton	11/4/13	11/27/13	Assist with transition 3 hours/day
Emilie Lotzkar 11-209-100-106	Program/ Account Change	Special Ed. Aide 09.70.70.BHX	Step 4	\$20.24/hr	Middle School	10/31/13	6/30/14	Change of program 3.5 hours/day
Linda Silbernagel 11-212-100-106	Program/ Account Change	Special Ed. Aide 09.70.70.BDS	Step 1	\$19.32/hr	Middle School	10/31/13	6/30/14	Change of program 3.5 hours/day
<del>Arline Warncke 11-000-217-106</del>	<del>Increase Hours</del>	<del>Special Ed. Aide 09.10.10.BHR</del>	<del>Step 5</del>	<del>\$20.59/hr</del>	<del>Stanlick</del>	<del>11/25/13</del>	<del>6/30/14</del>	<del>Changing from part-time to full-time 7.10 hrs/day</del>
Arline Warncke 11-000-217-106	Increase Hours	Special Ed. Aide 09.10.10.BHR	Step 5	\$20.59/hr	Stanlick	11/25/13	6/30/14	Changing from part-time to full-time 7 hrs/day
Jason Gardner 11-000-261-100	Appoint	Maintenance Worker 12.80.82.ALC	Step 1	\$49,296	District	12/2/13	6/30/14	Replacing RN Pending fingerprinting
DA	Medical Leave	Secretary 10.70.70.ADT			Middle School	11/4/13	12/24/13	Utilizing 10 sick days and 24 unpaid days
AV	Adjusted Medical Leave	Custodian 12.60.62.AKY			High School	7/1/13	11/26/13	Utilizing 103 sick days

<b>D. SUBSTITUTES/OTHER</b>								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Laura Castles	Appoint	Substitute Teacher		\$80/diem	District	11/19/13	6/30/14	
Tonia Kirkham	Appoint	Substitute Teacher		\$80/diem	District	10/23/13	6/30/14	
Melissa Imperato	Appoint	Substitute Teacher		\$80/diem	District	11/19/13	6/30/14	
Rosemary Messineo	Appoint	Substitute Teacher		\$80/diem	District	11/19/13	6/30/14	
Jessica Miranda	Appoint	Substitute Teacher		\$80/diem	District	11/19/13	6/30/14	
Edward Bell	Appoint	Substitute Aide		\$10/hr	District	10/23/13	6/30/14	
Michelle Cannarozzi	Appoint	Substitute Aide		\$10/hr	District	10/29/13	6/30/14	
Laura Castles	Appoint	Substitute Aide		\$10/hr	District	11/19/13	6/30/14	
Larissa Potosnak	Appoint	Substitute Aide		\$10/hr	District	10/25/13	6/30/14	
Melissa White	Appoint	Substitute Aide		\$10/hr	District	10/22/13	6/30/14	
Alice Cassera	Appoint	Substitute Aide		\$10/hr	District	11/13/13	6/30/14	
<del>Karen Slusark</del>	<del>Appoint</del>	<del>Substitute Secretary</del>		<del>\$12.50/hr</del>	<del>District</del>	<del>11/1/13</del>	<del>6/30/14</del>	
Karen Slusark	Appoint	Substitute Secretary		\$11.50/hr	District	11/1/13	6/30/14	

<b>E. EXTRA DUTY PAY</b>								
Name	Nature of Action	Position/Control Number	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Meredith Panka 20-231-100-101	Appoint	Homework Club		\$1,320	Stanlick	12/2/13	5/7/14	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Tanya Senney 20-231-100-101	Appoint	Homework Club		\$1,320	Stanlick	12/2/13	5/7/14	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Tara Torkos	Appoint	S.A.D.D.		\$630	High School	11/19/13	6/30/14	Municipal Alliance funded
Michelle Corallo	Appoint	SAT Prep	Level 2	\$1,251	High School	11/19/13	6/30/14	
Carol Verzi	Appoint	SAT Prep	Level 2	\$1,251	High School	11/19/13	6/30/14	
Kaitlyn Reiser	Rescind	Spring Musical: Drama Director			Middle School	10/22/13	6/30/14	
David Dunn	Appoint	Spring Musical: Drama Director	Level 3	\$2,123	Middle School	11/18/13	6/30/14	
Stacey Christiano	Appoint	Reading Specialist		\$50.98/hr	White Rock	12/2/13	6/25/13	Not to exceed 78 hours.

<b>F. 2013-14 SCHOOL YEAR COACHING STAFF</b>								
<b>WINTER</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Rachel Koenig	Appoint	Assistant Swim	1	\$3,681.42	High School	9/1/13	6/30/14	1 year of service
Patrick McCarney	Appoint	Assistant Boys' Basketball	1	\$4,048.96	High School	9/1/13	6/30/14	1 year of service
Tomas Villa	Appoint	Indoor Track	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Daniel Faber	Appoint	Wrestling	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Matthew Friedman	Appoint	Wrestling	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Richard Barrieres	Appoint	Skiing	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Derek Hall	Appoint	Boys' Basketball	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Michael Kern	Appoint	Boys' Basketball	N/A	N/A	High School	9/1/13	6/30/14	Volunteer
Marc Gaydos	Appoint	Ice Hockey	N/A	N/A	High School	9/1/13	6/30/14	Volunteer

<b>G. WORKSHOP PRESENTATION</b>					
Presenter	Nature of Action	Workshop	Salary	Dates	# of Hours
Karen Olsen	Appoint	Units of Study: Writers Workshop, Grades K-2	\$55/hr	9/3/13 and 10/14/13	Additional 2 hours total

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

<b>Stokes Trip 11-401-100-101-00</b>							
Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Travis Gage	Rescind	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night
Gail Mayer	Rescind	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Michael DeLoreto	Rescind	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Dustin Cardoza	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Alyssa Mayfield	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night

## M.3 Motion to approve Advanced Salary Placements retroactive to 9/1/13 as indicated below:

Name	From	Present Salary	To	New Salary
Bennett, Dolores	MA+30/14	\$70,761	MA+45/14	\$73,401
Boucher, Lauren	BA/20	\$76,242	BA+15/20	\$78,302
Carlina, Michelle	BA/07	\$53,070	BA+15/07	\$54,085
Cella, Sherry	MA+30/09	\$59,196	MA+45/09	\$60,620
Gugger, Daniel	BA/06	\$52,055	BA+15/06	\$53,070
Hall, Melissa	BA/04	\$50,025	BA+15/04	\$51,040
Hollar, Kim	BA+15/15	\$62,026	MA+15/15	\$67,635
Johansson, Lori	BA+15/06	\$53,070	MA/06	\$54,085
Kaminski, Kathryn	BA+15/04	\$51,040	MA/04	\$52,055
Keyser, Rebecca	MA+30/06	\$56,115	MA+45/06	\$57,333
Kircher, Lori	MA/17	\$72,505	MA+15/17	\$74,433
Koch, William	MA/07	\$55,100	MA+15/07	\$56,115
Mallatratt, Beverly	MA/15	\$66,086	MA+30/15	\$73,537
Mayfield, Alyssa	MA/04	\$52,055	MA+15/04	\$53,070
Papa, Daniel	BA+15/05	\$52,055	MA/05	\$53,070
Patalive, Joann	BA/19	\$72,242	MA/19	\$80,006
Pierson, Katherine	MA+30/11	\$61,938	MA+45/11	\$63,566
Reid, James	MA+15/16	\$70,827	MA+45/16	\$80,167
Rose, Gino	BA+15/13	\$58,663	MA/13	\$61,059
Towers, Wendy	BA+15/08	\$55,111	MA/08	\$56,126
Weiss, Christy	BA+15/11	\$56,137	MA+30/11	\$61,938
<b>TOTAL ADVANCEMENT COST:</b>				<b>\$58,394</b>

MOTION: Mr. Millar	SECOND: Mrs. Van Ness			
<b>Name</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
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			

**N. 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 N.1 through N.5, as described below:

**N.1** Motion to **approve student placement** for the **2013-2014** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/8-10	Windsor Learning Center	\$40,296.39	11/4/13-6/30/14

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

School/Group/Activity	Location	Date(s)
JTHS Chorus - Music Educators Conference	East Brunswick, NJ	February 21 to February 22, 2014

**N.3** Motion to approve the following **day field trips**:

School/Group/Activity	Location	Date(s)
Jefferson Township High School Rebel	White Rock School, Oak Ridge, NJ	January 3, 2014
Cozy Lake School , Grade 1	Fosterfields, Morristown, NJ	May 30, 2014

**N.4** Motion to recognize **Emergency school bus evacuation drills** of October 28, 29 & 30, 2013

High School/Middle School October 30, 2013			Milton/Cozy Lake/White Rock Schools October 29, 2013			E.T. Briggs/Staniclk Schools October 28, 2013		
Route #	Time	Observed By	Route #	Time	Observed By	Route #	Time	Observed By
#HM01	7:30 am	Hayzler	#M1	8:15 am	Koontz	#H1	8:18 am	Millar
#HM02	7:15 am	Cutrona	#M2	8:17 am	Reid	#H2	8:30 am	Millar
#HM03	7:25 am	Hayzler	#M3	8:17 am	Carney	#H3	8:17 am	Millar
#HM04	7:26 am	Hayzler	#M4	8:15 am	Koontz	#H4	8:35 am	Millar
#HM05	7:36 am	Towers	#M5	8:15 am	Koontz	#H5	8:24 am	Cooke
#HM06	7:18 am	Hayzler	#M7	8:20 am	Koontz	#H6	8:30 am	Millar
#HM07	7:20 am	Hayzler	#M8	8:08 am	Koontz	#H7	8:32 am	Millar
#HM08	7:25 am	Hayzler	#M9	8:15 am	Reid	#H8	8:38 am	Fisher
#HM09	7:27 am	Moore	#M10	8:10 am	Koontz	#H9	8:25 am	Millar
#HM10	7:30 am	Harris	#M11	8:18 am	Reid	#H10	8:26 am	Fisher
#HM11	7:35 am	Hayzler	#M12	8:15 am	Koontz	#H11	8:21 am	Cooke
#HM12	7:20 am	Moore	#M13	8:10 am	Koontz	#H12	8:25 am	Cooke
#HM13	7:18 am	Hayzler	#M14	8:09 am	Koontz	#H13	8:25 am	Millar
#HM14	7:27 am	Harris	#M15	8:10 am	Carney	#H14	8:40 am	Millar
#HM15	7:30 am	Harris	#M16	8:09 am	Baker	#H15	8:24 am	Millar
#HM16	7:27 am	Hayzler	#V1AM	8:25 am	All Sp. Ed Staff	#BKP1	12:10pm	Schilling
			#V1MD	12:15 pm	All Sp. Ed Staff			
#HM17	7:15 am	Hayzler	#V2AM	8:15 am	Baker/Carney			
			#V2AM	8:25am	Valenti/Kern			
#HM18	7:28 am	Thorne	#V2MD	12:05 pm	Ryan			
#HM19	7:30 am	Thorne	#V3AM	8:15 am	Milan			
			#V3MD	12:15 pm	Oyen			

High School/Middle School October 30, 2013			Milton/Cozy Lake/White Rock Schools October 29, 2013			E.T. Briggs/Stanlick Schools October 28, 2013		
Route #	Time	Observed By	Route #	Time	Observed By	Route #	Time	Observed By
#HM20	7:38 am	Thorne	#MKA1	12:25 pm	Ryan			
#HM21	7:20 am	Thorne	#MKP1	12:12 pm	Plotts			
#HM22	7:25 am	Thorne						
#HM23	7:30 am	Thorne						
#HM24	7:37 am	Thorne						
#HM25	7:25 am	Thorne						
#HM26	7:18 am	Thorne						
#HM27	7:18 am	Thorne						
#HM28	7:20 am	Thorne						
#HM29	7:15 am	Thorne						
#HM30	7:22 am	Thorne						
#HM31	7:20 am	Thorne						
#HM32	7:20 am	Thorne						
#HM33	7:26am	Thorne						
#HMV1	8:33 am	Thorne						

**N.5** Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) October 22, 2013 through November 18, 2013.

**RESOLVED**, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from October 22, 2013 through November 18, 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	2	1	0
White Rock	1	1	0
Middle School	3	1	0
High School	3	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			

\*Mrs. Scott abstained from voting on Item N.1

**N.6 Enrollment as of 10/31/13**

	Oct. 2012	Oct. 2013
Milton	153	148
Cozy Lake	260	239
Arthur Stanlick	390	381
E.T. Briggs	352	328
White Rock	385	379
<b>Total Elementary</b>	<b>1,540</b>	<b>1,475</b>
JTMS	832	816
JTHS	1,035	1,023
<b>GRAND TOTAL</b>	<b>3,407</b>	<b>3,314</b>
Tuition students received	1	2
Out-of-district placement	41	39

**O. POLICY COMMITTEE**

Motion by Mr. Millar, seconded by Mrs. Van Ness, to accept the recommendation of the Superintendent to approve motion O.1, as described below:

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

File Code	Document	Title	Description of Action
3144.12p	Policy	Certifications of Tenure Charges – Inefficiency	New
3144.30p	Policy	Suspension Upon Certification of Tenure Charges	New
4124p	Policy	Employment Contract	Replaces 4124p Employment Contract (08/11/03)
5512p	Policy	Harassment, Intimidation & Bullying	Replaces 5512p Harassment, Intimidation & Bullying 08/15/11
5512r	Regulation	Harassment, Intimidation & Bullying	Replaces 5512r Harassment, Intimidation & Bullying 07/18/11

MOTION: Mr. Millar		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			

**P. COMMUNICATIONS**

- None

**Q. OLD BUSINESS**

- None

**R. NEW BUSINESS**

- The Annual Organization Meeting has been scheduled for January 6, 2014 at 7:00PM in the Board of Education Central Office Conference Room.

**S. PUBLIC COMMENTS**

- None

**T. BOARD MEMBER COMMENTS**

- The Board congratulated Mrs. Howe on her appointment as Assistant Superintendent.
- Mrs. Poulas and Mrs. Scott congratulated Mrs. Engelsman on her retirement.
- Mrs. Van Ness attended the Veteran’s Day activities at White Rock School.
- Mr. Quigley and Mr. Smith offered his congratulations to Ms. Rowan on her election to the Board of Education.
- Mrs. Senatore commented on the fall and winter sports, the K-5 teacher conferences this upcoming week and the parent portal.

U. **ADJOURN**

Motion by Mr. Cuccio, seconded by Mr. Stewart that the meeting adjourn at 8:20 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)
DeFeo, Gail	Nov. 20	Parsippany, NJ	Breakthrough Solutions for Scattered, Disorganized and Highly Reactive Students	Own	\$ 169.00	25	-	-	-	-	\$ 169.00
Grisi, Megan	Dec. 17	Fairfield, NJ	Best iPad Apps and iPad Strategies to Increase Students' Reading and Writing	Own	\$ 229.00	21	-	-	-	-	\$ 229.00
Grlica, Linda	Nov. 20	Parsippany, NJ	Breakthrough Solutions for Scattered, Disorganized and Highly Reactive Students	Own	\$ 169.00	24	-	-	-	-	\$ 169.00
Hollar, Kim	Dec. 17	Fairfield, NJ	Best iPad Apps and iPad Strategies to Increase Students' Reading and Writing	Own	\$ 229.00	21	-	-	-	-	\$ 229.00
Spencer, Cheryl	Nov. 20	Parsippany, NJ	Breakthrough Solutions for Scattered, Disorganized and Highly Reactive Students	Own	\$ 169.00	24	-	-	-	-	\$ 169.00
Wynne, James	Feb. 21-22	New Brunswick, NJ	New Jersey Music Educators Association Conference	Own	\$ 150.00	-	-	-	-	-	\$ 150.00

**ATTACHMENT A**

**TOWNSHIP OF JEFFERSON  
2013 School Election  
November 5, 2013**

**REGISTERED VOTERS**

# OF VOTERS AT POLLS	4,764
# OF Absentee voters	<u>178</u>
<i>TOTAL VOTERS:</i>	4,942

*ALL NUMBERS BELOW INCLUDE ABSENTEE VOTES:*

<b>Board of Education Candidate</b>	<b>TOTALS</b>
Danielle Rowan	2,299
Matthew Millar	2,218
Edward Quigley	2,231
Write-In	45

Official Results are generated from the Morris County Clerk's Office

**INTERLOCAL SERVICES AGREEMENT BY AND BETWEEN JEFFERSON  
TOWNSHIP AND THE JEFFERSON TOWNSHIP BOARD OF EDUCATION  
RELATIVE TO THE SERVICING AND REPAIR OF CERTAIN JEFFERSON  
TOWNSHIP VEHICLES BY THE BOARD OF EDUCATION**

**THIS DOCUMENT** constitutes an Agreement, pursuant to N.J.S.A. 40A:65-1 et seq., entered into by and between the Township of Jefferson (the “Township”), a body politic and corporate of the State of New Jersey, with offices located at 1033 Weldon Road, Lake Hopatcong, New Jersey 07849, and the Jefferson Township Board of Education (the “Board”), a public body corporate and politic of the State of New Jersey with offices located at 31 Route 181, Lake Hopatcong, New Jersey 07849. The date of the execution of this Agreement is the \_\_\_ day of \_\_\_\_\_, 2013.

**WITNESSETH**

**WHEREAS**, the Township is a body politic and municipal corporation organized under the laws of the State of New Jersey and located in Morris County; and

**WHEREAS**, the Board is a body politic and corporate organized under the laws of the State of New Jersey and located in Morris County; and

**WHEREAS**, the Township owns certain vehicles which are used in the Township’s Dial-A-Ride and Recreation programs (“Township Vehicles”); and

**WHEREAS**, the Board owns and operates a garage and has the capability to make repairs and perform service on vehicles owned by the Board; and

**WHEREAS**, the Township has requested that the Board make repairs and perform service on the Township Vehicles as needed; and

**WHEREAS**, the Board has agreed to do same, subject to the conditions set forth below; and

**WHEREAS**, the parties are desirous of setting forth all of their obligations in connection with the foregoing.

**NOW, THEREFORE, AND IN CONSIDERATION** of the mutual covenants herein set forth, it is agreed as follows:

1. The Board shall make repairs to and provide service on the Township Vehicles subject to the following:
  - a. The Board shall charge the Township an hourly rate of \$47.00 for all work performed on the Township Vehicles, which rate may increase year to year;

- b. The maintenance staff of the Board is hereby authorized to order necessary parts for the Township Vehicles by utilizing a Vehicle Repair Order. The Administrator of the Township shall authorize a not to exceed amount for the ordering of necessary parts, which ordering by the maintenance staff of the Board can be done without seeking prior approval of the Township. Any amount in excess of the “not to exceed amount” will require prior approval of the Township before ordering said parts.
  - c. Repairs of Board vehicles will take precedence over repair of the Township Vehicles.
  - d. The designated contact person of the Township for the determination of priority of repair of Township Vehicles and the arrangement of warranty repairs with the appropriate vendor is the Director of the Department of Recreation or the Township Administrator in the Director’s absence.
  - e. The Township shall provide to the Board an accurate list of what Township Vehicles the Board will be responsible for maintaining, previous repair records of the subject Vehicles and keys to the Township Vehicles.
  - f. The Board will not be responsible for responding to road calls, breakdowns or accidents.
2. This Agreement shall continue for a period of ten (10) years from the effective date unless terminated sooner, for whatever reason, by either party on sixty (60) days notice.
  4. This Agreement shall be limited to the activities described in the within Agreement.
  5. Upon the adoption of a resolution pursuant to the Uniform Shared Services and Consolidation Act, a copy of such resolution, this contract, and any other pertinent information shall be forwarded to the Department of Community Affairs, Local Government Services. within seven (7) days of execution.
  6. A copy of this Agreement shall be open to public inspection at the offices of the local units immediately after passage of a resolution to become a party to the agreement.
  7. This Agreement shall take effect immediately.

SIGNATURES FOLLOW

**TOWNSHIP OF JEFFERSON**

By: \_\_\_\_\_  
Honorable Russell W. Felter, Mayor

**ATTEST:**

\_\_\_\_\_  
Lori Harvin, Township Clerk

**TOWNSHIP OF JEFFERSON BOARD  
OF EDUCATION**

By: \_\_\_\_\_  
H. Ronald Smith, President

**ATTEST:**

\_\_\_\_\_  
Dora E. Zeno, Board Secretary