

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Tuesday, January 17, 2012 – 7:00 PM (Executive 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 Newspapers, 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>
Mrs. Castiglione	<u>X</u>	<u>      </u>
Mr. Cuccio	<u>X</u>	<u>      </u>
Mr. Feldmann	<u>X</u>	<u>      </u>
Mrs. Poulas	<u>X</u>	<u>      </u>
Mrs. Scott	<u>X</u>	<u>      </u>
Mr. Stewart	<u>X</u>	<u>      </u>
Mrs. Van Ness	<u>X</u>	<u>      </u>
Mr. Millar, Vice President	<u>X</u>	<u>      </u>
Mr. Smith, President	<u>X</u>	<u>      </u>
Veronica Kot, <i>Student Representative</i>	<u>X</u>	<u>      </u>
David Swerzenski, <i>Student Representative</i>	<u>X</u>	<u>      </u>

**D. CLOSED SESSION**

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17<sup>th</sup> day of January, 2012 at 7:06 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 7:43 PM.

**E. SUPERINTENDENT'S REPORT**

Dr. Fuchs reported on the *Good News and Progress in Our Schools* including the TREP\$ Program at White Rock School, High School PSAT scores, and district-wide activities celebrating Dr. Martin Luther King Day.

**F. PRESENTATIONS**

- Ms. Sharon Ciliento, JT2015 Steering Committee Chairperson, provided an update of the Committee’s goals.
- Dr. Kathaleen F. Fuchs, Superintendent, presented the district goals.

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

None

**H. STUDENT REPRESENTATIVES**

**Student Representatives** Veronica Kot and David Swerzenski reported on student retreats, PLC’s and various sporting events. They also spoke of interactions with recent graduates currently attending college.

**I. COMMITTEE REPORTS**

- **Building Needs and Finance Committee** – Mr. Cuccio reviewed the minutes of the Committee meeting including topics such as the Drummond conversion progress, turf field update, food service inventory and the superintendent search firm proposals.
- **Education Committee** – Mrs. Poulas reported the Committee reviewed field trips and the teacher evaluation system.
- **Negotiation Committee** – Mrs. Scott reported the Committee has met two times, with the next meeting taking place on February 9.

**J. MINUTES OF MEETINGS**

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

December 19, 2011 Executive Session Minutes  
 January 3, 2012 Special Meeting Minutes

December 19, 2011 Regular Meeting Minutes  
 January 9, 2012 Executive Session Minutes

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

**K. 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 K.1 through K.11, as described below:

**K.1** Motion to approve the **purchase order** list dated December 2011 in the amount of **\$87,299.87**.

**K.2** Motion to approve the **check journal** as of December 2011 in the amount of **\$4,072,629.88**.

Fund	Amount
General (10)	\$ 3,911,247.14
US Jobs Grant (18)	\$ 55,937.08
Special Revenue (20)	\$ 105,445.66
Capital Projects (30)	\$ 0
Debt Service (40)	\$ 0
<b>Total</b>	<b>\$ 4,072,629.88</b>

**K.3** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of November 30, 2011, after review of the submitted 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.4** Motion to approve the funds **transfers** in the 2011-2012 Fiscal Year, dated December 2011 in the amount of **\$0.00**.

**K.5** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of December 31, 2011, 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.6** Motion to award the sale of the following obsolete equipment to Mr. Vito Magnotti, for a total of \$12.00.

School/Department	Bar Code/Tag No.	Description	Amount
Central Office	134	Safe	\$ 12.00

**K.7** Motion to accept the following **donation** from the **Mr. Damien Purves, Class of 1977**, in accordance with Policy # 7230, Gifts, Grants and Donations.

Purpose	Amount
PSAT Fees	\$ 2,000.00

**K.8** Motion to approve the **Statement of Understanding** with Pomptonian Food Services, allowing for the tax exempt purchase of goods and inventory. *(See attached)*

**K.9** Motion to approve Refunding Bond Ordinance as described below:

**RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$9,500,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF JEFFERSON IN THE COUNTY OF MORRIS, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS TO PNC CAPITAL MARKETS AND RBC CAPITAL MARKETS**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF JEFFERSON IN THE COUNTY OF MORRIS, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Jefferson in the County of Morris, New Jersey (referred herein as the “Board of Education” or “Board”) hereby authorizes the sale, in one or more series, of an amount not to exceed \$9,500,000 Refunding School Bonds (the “Bonds”) by virtue of its final adoption by a two-thirds majority of its full membership on October 25, 2010 of a bond ordinance entitled, “Refunding Bond Ordinance of The Board of Education of the Township of Jefferson in the County of Morris, New Jersey, Providing for the Refunding of All or a Portion of the Outstanding Callable School Bonds of the School District, Dated September 15, 2002, Issued in the Original Principal Amount of \$29,245,000, Appropriating Not to Exceed \$24,000,000 and Authorizing the Issuance of Not to Exceed \$24,000,000 Refunding Bonds to Provide for Such Refunding” (the “Bond Ordinance”). The Board has previously sold \$12,785,000 Refunding School Bonds, dated August 8, 2011, authorized by the Bond Ordinance.

Section 2. The Bonds are hereby authorized to be sold to PNC Capital Markets and RBC Capital Markets (collectively, the “Underwriter”) in accordance with the purchase contract to be entered into by and between the Underwriter and the Board (the “Purchase Contract”). The purchase price for the Bonds shall be as set forth in the Purchase Contract, plus unpaid accrued interest, if any, from the dated date of the Bonds to, but not including, the delivery date of the Bonds. The Board President, Superintendent and/or Business Administrator/Board Secretary is hereby authorized to enter into the Purchase Contract on behalf of the Board with the Underwriter in a form satisfactory to McManimon & Scotland, L.L.C., Bond Counsel for the Board (“Bond Counsel”) for the sale of the Bonds to the Underwriter in accordance with the provisions of this resolution and otherwise in accordance with and subject to approval of the refunding bond ordinance by the Local Finance Board. The signature of the Board President, Superintendent or Business Administrator/Board Secretary on the Purchase Contract shall be conclusively presumed to evidence any necessary approvals.

Section 3. The Bonds are being issued to incur interest cost savings by redeeming all or a portion of the callable outstanding school bonds of the Board originally issued in the principal amount of \$29,245,000 dated September 15, 2002, which bonds maturing on or after September 15, 2013 (the “Refunded Bonds”) are redeemable at the option of the Board in whole or in part on any date on or after September 15, 2012 at par (the “Redemption Price”), plus in each case accrued interest, if any, to the date fixed for redemption.

Section 4. The Bonds shall be issued in accordance with the terms and the conditions set forth in the Purchase Contract within the parameters set forth herein:

(A) The Bonds shall be issued in a par amount determined to be necessary to pay costs of issuance and to provide for payment of the Redemption Price of the Refunded Bonds on September 15, 2012 (the “Redemption Date”), and the interest due on the Refunded Bonds through the Redemption Date, all in accordance with the Local Finance Board approval;

(B) The Bonds shall be dated such date as established in the Purchase Contract;

(C) The Bonds shall mature in the principal amounts on or about September 15 of each year, commencing on or about September 15, 2012 and thereafter or as otherwise set forth in the Purchase Contract and shall bear interest at interest rates per annum on the unpaid principal balance on each March 15 and September 15 until maturity or earlier redemption, commencing on or about September 15, 2011 or as otherwise set forth in the Purchase Contract;

(D) The Bonds shall be issued in the form of one bond for each maturity;

(E) The Bonds shall be numbered consecutively from R-1 upward and shall mature in such principal amounts with such mandatory call features and with such mandatory sinking fund payments as set forth below and as determined in the Purchase Contract;

(F) The Bonds may be subject to optional redemption and/or mandatory sinking fund redemption or not as set forth in the Purchase Contract;

(G) Depending on market conditions at the time of the sale, the Bonds may be issued in one or more series as determined by the Business Administrator/Board Secretary, in consultation with Bond Counsel and Phoenix Advisors, the Board’s financial advisor (the “Financial Advisor”).

Section 5. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Board to conform the Bonds to the requirements of the Purchase Contract.

Section 6. The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by the Board’s Bond Counsel, complete except for omission of its date. The Business Administrator/Board Secretary is hereby authorized and directed to file a signed duplicate of such written opinion in the Business Administrator/Board Secretary’s office. Alternatively, each Bond may be accompanied by the signed legal opinion or copy thereof.

Section 7. The Board’s Bond Counsel is authorized to arrange for the printing of the Bonds. The proper officials of the Board are hereby authorized and directed to execute the Bonds and to deliver them to the Purchaser in exchange for payment, including accrued interest from their date to the date of delivery, if any.

Section 8. The Business Administrator/Board Secretary is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with The Depository Trust Company, New York, New York as may be necessary in order to provide that the Bonds will be eligible for deposit with The Depository Trust Company and to satisfy any obligation undertaken in connection therewith.

Section 9. In the event that The Depository Trust Company may determine to discontinue providing its service with respect to the Bonds or is removed by the Board of Education and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to Registered Bonds (the "Registered Bonds") in denominations of \$5,000, or any integral multiple thereof, except that an amount maturing in any one year in excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in denominations of \$1,000, or any integral multiple thereof. The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of such Registered Bonds. The Board shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

Section 10. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986 (the "Code") in order to preserve the exemption from taxation of interest on the Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, and that it will refrain from taking any action that would adversely affect the tax exemption of the Bonds under the Code. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Bonds will be designated as "bank qualified" within the meaning of Section 265 of the Code.

Section 11. Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Board of Education shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

(A) On or prior to February 1 of each year, beginning February 1, 2012, electronically to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system or such other repository designated by the SEC to be an authorized repository for filing secondary market disclosure information, if any, annual financial information with respect to the Board of Education consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Board of Education and certain financial information and operating data consisting of (1) Board of Education and overlapping indebtedness including a schedule of outstanding debt issued by the Board of Education; (2) the Board of Education's most current adopted budget; (3) property valuation information for property located within the school district; and (4) tax rate, levy and collection data. The audited financial statements will be prepared in accordance with generally accepted accounting principles as modified by governmental accounting standards and mandated State statutory principles as in effect from time to time for school districts;

(B) in a timely manner not in excess of ten business days after the occurrence of the event, to the MSRB and to the State Repository, if any, notice of any of the following events with respect to the Bonds (herein "Material Events"):

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

(14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

(C) in a timely manner to EMMA, notice of failure of the Board of Education to provide required annual financial information on or before the date specified in this resolution.

(D) If all or any part of the Rule is not or ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provisions of the Rule are not or are no longer in effect required the provision of such information, shall not or no longer be required to be provided.

(E) The Business Administrator/Board Secretary shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Board of Education prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

(F) In the event that the Board fails to comply with the Rule requirements or the written contracts or undertakings specified in this certificate, the Board shall not be liable for monetary damages. The sole remedy is hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

(G) Recognizing that the Board has not adhered to secondary market disclosure undertakings on a timely basis in the past, the Board of Education hereby determines to approve the following procedures and/or policies to govern its compliance with its continuing disclosure undertakings:

(i) It shall be the responsibility of the Business Administrator/Board Secretary to make sure that secondary market disclosure information required under the School District's undertaking in connection with any issue of bonds shall be provided;

(ii) The Business Administrator/Board Secretary shall work with its Bond Counsel, Financial Advisor and other appropriate consultants to register with EMMA and to submit the required disclosure in accordance with the undertakings;

(iii) The School District shall request its Auditor to remind the School District to arrange for filing of the annual audit with EMMA or such other repository designated by the SEC as part of the correspondence delivering the audit and during the audit review meeting with the Board of Education;

(iv) The Business Administrator/Board Secretary shall inform appropriate assistants or deputies in his or her absence and train them in this responsibility and, in the event the Business Administrator/Board Secretary leaves the employment of the Board of Education, will endeavor to make his or her successor aware of these undertakings and his or her responsibility to enforce them.

Section 12. The Board hereby approves the preparation and the distribution of the Preliminary Official Statement in the form to be approved by the Business Administrator/Board Secretary. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Board by the Business Administrator/Board Secretary. The Preliminary Official Statement shall be prepared in final form in connection with the issuance of the Bonds, and the Business Administrator/Board Secretary is authorized to execute any certificates necessary in connection with the distribution of the Official Statement. Final Official Statements shall be delivered to the Purchaser within the earliest of seven business days following the sale of the Bonds or to accompany the Purchaser's confirmations that request payment for the Bonds. The Board's Financial Advisor, Bond Counsel and Auditor are authorized to apply on behalf of the Board for a rating for the Bonds from Standard & Poor's Ratings Services.

Section 13. The Business Administrator/Board Secretary, with the advice of the Board's Underwriter and Bond Counsel, is authorized to arrange for bond insurance if advantageous based on the advice of the Underwriter to be provided at a premium not to exceed 75 basis points of the amount of principal and interest payable in order to obtain the best possible rates and the most cost effective financing and is authorized to take all steps on behalf of the Board necessary to do so.

Section 14. The Business Administrator/Board Secretary, with the advice of the Board's Bond Counsel, shall arrange for paying agent services or redemption agent services with a banking institution if any portion of the Bonds are term bonds requiring a sinking fund.

Section 15. The Business Administrator/Board Secretary is also authorized to pay the costs of issuance at or after the time of closing to the various participants regarding the sale and issuance of the Bonds based upon the recommendation of the Board’s Bond Counsel to pay such costs.

Section 16. The Business Administrator/Board Secretary shall take all steps necessary to call the Refunded Bonds on the Redemption Date, at par, plus any unpaid accrued interest thereon and to take all steps necessary for the investment of the proceeds of the Refunded Bonds necessary to arrange for such redemption. The Board’s Bond Counsel and/or Underwriter on behalf of the Board of Education are authorized to reserve and purchase open market treasury securities and/or United State Treasury—State and Local Government Series (SLGs) for deposit with the escrow agent if required. All of the principal amount and interest earnings on the open market treasury securities and/or SLGs, as well as cash, if necessary, will be used to pay the interest due on the Refunded Bonds through the Redemption Date and to pay the Redemption Price on the Refunded Bonds on the Redemption Date. The Board hereby authorizes the Business Administrator/Board Secretary and/or Board President to enter into an Escrow Deposit Agreement with Deutsche Bank (the “Escrow Agent”) in order to provide instructions regarding the deposit of the open market treasury securities and/or SLGs and cash, if any.

Section 17. The Board hereby authorizes Nisivoccia & Company, LLP, to serve as verification agent to confirm the accuracy of the arithmetical and mathematical computations supporting (i) the accuracy of the interest cost savings and the sufficiency of the amount in the escrow account to pay the interest due on the Refunded Bonds through the Redemption Date and to pay the Redemption Price on the Redemption Date; and (ii) the calculations of yield supporting the conclusion of Bond Counsel that the Bonds are not “arbitrage bonds” as such meaning is set forth in the Code.

Section 18. The Business Administrator/Board Secretary, with the advice of the Board’s Financial Advisor and Bond Counsel, shall arrange for paying agent services or redemption agent services with Deutsche Bank, if any portion of the Bonds are term bonds, requiring a sinking fund.

Section 19. The Board President, Superintendent, Business Administrator/Board Secretary and other appropriate representatives of the Board are hereby authorized to take all steps necessary to provide for the issuance of the Bonds and the redemption of the Refunded Bonds, including preparing and executing such agreements and documents on behalf of the Board and taking all steps necessary or desirable to implement the requirements of this resolution, such agreements and documents as may be necessary and appropriate and the transactions contemplated thereby.

Section 20. This resolution restates and supplements the resolution entitled, “*RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$24,000,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF JEFFERSON IN THE COUNTY OF MORRIS, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS TO PNC CAPITAL MARKETS AND RBC CAPITAL MARKETS,*” which was previously adopted by the Board on October 25, 2010. Any inconsistencies between the two resolutions should be reconciled in favor of this resolution.

Section 21. This resolution shall take effect immediately upon enactment of this resolution and endorsement of the consent of the Local Finance Board to the refunding bond ordinance.

**K.10** Motion to approve **Change Order #001** to R.D. Architectural Products, Inc. issuing a credit for deletion of one classroom door and frame and to credit the unused contingency allowance for the window replacement project at the Milton School, as described below:

Original Contract Amount	-	\$342,720.00
Delete classroom door and frame	-	\$ 3,130.00
Delete unused contingency allowance	-	\$ 6,720.00
<b>Total credit to district</b>		<b>\$ 9,850.00</b>
<b>Final Contract Amount</b>		<b>\$332,870.00</b>

**K.11** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses NJAC 6A:23B:

**WHEREAS**, The employees listed in Attachment A, are attending the named professional development seminars and or/workshops 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 approved function is justified and therefore reimbursable. *(copy attached).*

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

**L. PERSONNEL COMMITTEE**

Motion by Mr. Feldmann , seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions L.1 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
<b>A. Administrative</b>								
<b>B. Instructional</b>								
Michael Kalavik	Retirement	Social Studies Teacher 10.80.80.ASK			High School	6/30/12	7/1/12	Retiring after 25 years in district
Colleen Sweeney 11-120-100-101-29	Appoint	Special Ed. Teacher Long-Term Sub 10.60.60.AIU	BA Step 1	\$233.58/day	White Rock	1/17/12	6/23/12	Replacing AD
LC	Maternity Leave	Special Ed. Teacher 10.70.70.AJJ			Middle School	4/16/12	6/23/12	Utilizing 30 sick and 19 unpaid days
RW	Maternity Leave	Reading Teacher 10.30.30.AJT			Briggs	3/12/12	6/23/12	Utilizing 19 sick and 49 unpaid days
SB	Maternity Leave	Elementary Teacher 10.30.30.AGQ			Briggs	4/16/12	6/16/12	Utilizing 15 sick days and 29 unpaid days
LB	Medical Leave	Occupational Therapist 10.10.10.ADK			Stanlick/Briggs	12/22/11	1/6/12	Utilizing 5 sick days
AD	Adjusted Maternity Leave	Special Ed. Teacher 10.50.50.AIU			White Rock	1/17/11	6/9/12	Utilizing 37 sick days and 57 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
Tracey Autrey	Resignation	Special Ed. Aide 09.70.70.BMI			Middle School	1/6/12	1/6/12	
Shirley Wallace	Resignation	Bus Aide 09.90.90.BMM			District	1/11/12	1/18/12	Accepting a position as a Special Ed. Aide
Susan Munier	Termination	Bus Driver/Custodian 10.90.90.BFD			District	12/22/12	1/14/12	
Stephanie Carpenter 11-204-100-106	Appoint	Special Ed. Aide 09.10.10.BHT	Step 1	\$18.76/hr	Stanlick	1/9/12	6/30/12	Replacing JL
Christina LaMonica 11-204-100-106	Appoint	Special Ed. Aide 09.40.40.BMO	Step 1	\$18.76/hr	Milton School	1/11/12	6/30/12	New Position 3 hrs/day w/o benefits
Shirley Wallace 11-215-100-106	Appoint	Special Ed. Aide 09.40.40.BBZ	Step 1	\$18.76/hr	Milton School	1/18/12	6/30/12	New Position 3 hrs/day w/o benefits
Jennifer LoPresti 11-215-100-106	Appoint	Special Ed. Aide 09.40.40.BCB	Step 1	\$18.76/hr	Cozy Lake	1/23/12	6/30/12	Replacing TP 3 hrs/day w/o benefits Pending fingerprinting
Jennifer LoPresti 11-215-100-106	Appoint	Special Ed. Aide 09.40.40.BCB	Step 1	\$18.76/hr	Milton	1/23/12	6/30/12	Replacing TP 3 hrs/day w/o benefits Pending fingerprinting
Cathy Jauch 11-213-100-106	Appoint	Special Ed. Aide 09.10.10.BIW	Step 1	\$18.76/hr	Stanlick	1/23/12	6/30/12	New Position 3 hrs/day w/o benefits Pending fingerprinting
Melissa Brunner 11-000-270-107	Appoint	Bus Aide 09.90.90.BMM	Step 1	\$18.40/hr	District	1/20/12	6/30/12	Replacing SW 3-50 hrs/day w/o benefits Pending fingerprinting
Melissa Brunner 11-000-270-107	Appoint	Bus Aide 09.90.90.BMM	Step 1	\$18.40/hr	District	1/20/12	6/30/12	Replacing SW 3 hrs 50 min/day w/o benefits Pending fingerprinting
DV	Adjusted Medical Leave	Coordinator 12.90.92.BEY			District	11/28/11	1/7/12	Utilizing 23 sick days
TB	Medical Leave	Special Ed. Aide 09.40.40.BCF			Milton	12/6/11	12/23/11	Utilizing 13 sick days
<b>D. Substitutes/Other</b>								
Stephanie Carpenter	Appoint	Substitute Aide		\$10/hr	District	1/9/12	6/30/12	
Deborah Devery	Re-Appoint	Substitute Teacher		\$80/diem	District	1/18/12	6/30/12	
Marielena Kantar	Appoint	Substitute Teacher		\$80/diem	District	1/18/12	6/30/12	
Diana Sedereas	Appoint	Substitute Teacher		\$80/diem	District	1/18/12	6/30/12	
Jeanine Struble	Appoint	Substitute Teacher		\$80/diem	District	1/18/12	6/30/12	
Michelle Wanna	Appoint	Substitute Aide		\$10/hr	District	12/23/11	6/30/12	

<b>E. 2011-12 School Year Coaching Staff</b>								
<b>WINTER</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Dawn Gilchrist	Rescind	Co-Head Softball Coach			High School	12/22/11	12/22/11	
Carolyn McCrae	Rescind	Co-Head Softball Coach			High School	12/22/11	12/22/11	
Nicholas DeGennaro	Appoint	Head Softball Coach	2	\$6002.44	High School	9/1/11	6/30/12	

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

**M. 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 M.1 through M.7, as described below:

**M.1** Motion to **rescind student placements** and professional services for the 2011-2012 school year, as indicated below:

Student	School	Tuition	Effective
F/13-10	Lakeview Learning Center	\$25,466.18	1/13/12

**M.2** Motion to **approve student placements** and professional services for the 2011-2012 school year, as indicated below:

Student	School	Tuition	Effective
F/13-10	Chancellor Academy	\$30,498.00	1/17/2012

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

School/Group	Date(s)	Location
JTHS Debate Team	Feb. 23, 2012	Roxbury High School, Succasunna, NJ
JTHS Debate Team	Feb. 10	Pope John High School, Sparta, NJ
JTHS Debate Team	Mar. 2	Mount Olive High School, Mount Olive, NJ
JTHS Debate Team	Mar. 16	Dover High School, Dover, NJ
JTHS Debate Team	Mar. 30	Sparta High School, Sparta, NJ
Stanlick School, Grade 3	June 1	Bronx Zoo, Bronx, NY
Briggs School, Grade 1	June 5	Fosterfields Farm, Morristown, NJ
Briggs School, Grade 1	June 6	Fosterfields Farm, Morristown, NJ

**M.4** Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) December 19, 2011 through January 13, 2012.

RESOLVED, THAT UPON THE RECOMMENDATION OF THE Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from December 19, 2011 through January 13, 2012 as summarized below:

School	Incidents Reported	Confirmed Incidents of HIB
Milton	0	0
Briggs	2	0
Cozy Lake	1	0
Stanlick	1	0
White Rock	0	0
Middle School	2	0
High Schol	0	0

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

**M.5** Motion to rescind **The Commission for the Blind and Visually Impaired** Request for Services for the 2011-2012 Academic School Year (September 1, 2011 – June 30, 2012).

Student	Level of Service	Cost
M/3-11	Level 2	\$ 4,100

**M.6** Motion to approve **The Commission for the Blind and Visually Impaired** Request for Services for the 2011-2012 Academic School Year (September 1, 2011 – June 30, 2012).

Student	Level of Service	Cost
M/4-3	Level 1	\$ 1,700

**M.7 Motion to adopt a resolution proclaiming January 2012 as School Board Recognition Month:**

**WHEREAS,** The New Jersey School Boards Association and the National School Boards Association have declared January 2012 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 oversees 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 12<sup>th</sup> 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 2012 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.

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

**M.8 Enrollment as of 12/23/11:**

	<b>Dec. 10</b>	<b>Dec. 11</b>
Milton	180	163
Cozy Lake	245	255
Arthur Stanlick	383	378
E.T. Briggs	391	370
White Rock	427	414
<b>Total Elementary</b>	<b>1,626</b>	<b>1,580</b>
JTMS	810	835
JTHS	1,116	1,052
<b>GRAND TOTAL</b>	<b>3,552</b>	<b>3,467</b>
Tuition students received	2	1
Out-of-district placement	38	42
Students -Home Instruction	15	11

**N. POLICY COMMITTEE**

Motion by Mr. Feldmann, seconded by Mr. Stewart, 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)***

<b>File Code</b>	<b>Document</b>	<b>Title</b>	<b>Description of Action</b>
0168b	Bylaw	Recording Board Meetings	Replaces 0168b Recording Board Meetings (9/18/06)
5519p	Policy	Dating Violence at School	New Policy
5519r	Regulation	Dating Violence at School	New Regulation
6424p	Policy	Emergency Contracts	Replaces 6424p Emergency Contracts (8/18/08)
6472p	Policy	Tuition Assistance	New Policy
8505p	Policy	School Nutrition	Replaces 8505p School Nutrition (3/19/07)
9180p	Policy	School Volunteers	Replaces School Volunteers (3/17/03)
9181p	Policy	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants	Replaces 9181p Volunteer Athletic Coaches (3/17/03)

MOTION: Mr. Feldmann	SECOND: Mr. Stewart			
<b>Name</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Castiglione	X			
Mr. Cuccio	X			
Mr. Feldmann	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Scott	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**O. COMMUNICATIONS**

None

**P. OLD BUSINESS**

None

**Q. NEW BUSINESS**

- A Community Forum will be held on January 23 to seek input on the Superintendent search.

**R. PUBLIC COMMENTS**

- A member of the public voiced concerns over the equalization of elementary instruction in the district, stating that in her opinion the Oak Ridge side of town is more advanced in their curriculum.
- They also commented on the superintendent search and questioned the status of pay-to-play.

**S. BOARD MEMBER COMMENTS**

- Mr. Cuccio commented on the TREP\$ program, noting it was a great experience. He also remarked on the holiday band and chorus programs.
- Mrs. Scott suggested the possibility of offering a drug program at night to allow an open dialogue with parents and children.
- Mr. Stewart also made reference to the drug awareness program and its impact on students.
- Mrs. Castiglione observed that in the second marking period, there are many homes without computers and many parents and guardians have no way of being informed of certain activities etc. She offered the example of the yearbook, i.e; all yearbook information is on the district website. She also suggested children be discouraged to use and/or purchase bath salts.
- Mrs. Van Ness commented that the drug program is receiving mixed reviews. She also noted there are many types of addictive behaviors besides drug use, such as cutting and eating disorders. Mrs. Van Ness congratulated the high school bowling team and DECA program and offered condolences to the Borden family.
- Mr. Smith thanked the board members for their hard work.

**T. ADJOURN**

Motion by Ms. Cuccio, seconded by Mrs. Van Ness, that the meeting adjourn at 8:58 PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary

Attachment "A" – Travel and Work Related Expenses

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)
Conley, Elizabeth	Mar. 23 & 24	New Brunswick, NJ	School Nurses: Leading, Teaching, Caring	Own	\$ 199.00	116	\$ -	0	\$ -	0	\$ 199.00
Edge, Denyse	Feb. 8	Morris County Public Safety Academy	Suicide Prevention	Own	\$ -	20	\$ -	0	\$ -	0	\$ -
Fisher, Janice	Feb. 23 & 24	East Brunswick, NJ	New Jersey Music Educators Association Music Teacher Convention	Own	\$ 150.00	0	\$ -	0	\$ -	0	\$ 150.00
Harris, Nancy	Jan. 27	Plainsboro, NJ	New Jersey Association of Energy Engineers 27 <sup>th</sup> Annual Environmental Education Conference	Own	\$ 110.00	0	\$ -	0	\$ -	0	\$ 110.00
Hiben, Christopher	Jan. 20	Demarest, NJ	New Jersey Science Education Leadership Association	Own	\$ -	97	\$ -	0	\$ -	0	\$ -
Jones, Emily	Feb. 23 & 24	East Brunswick, NJ	New Jersey Music Educators Association Music Teacher Convention	Own	\$ 150.00	0	\$ -	0	\$ -	0	\$ 150.00
McLoughlin, Lori	Mar. 20	Fairfield, NJ	Common Core Math Standards (Gr. 3-5)	Own	\$ 219.00	35	\$ -	0	\$ -	0	\$ 219.00
Nadler, Vickki	Jan. 19	Morris Plains, NJ	Identifying Warning Signs of School Violence	Own	\$ -	42	\$ -	0	\$ -	0	\$ -
Newman, Deborah	Jan. 19	Morris Plains, NJ	Identifying Warning Signs of School Violence	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Ortense, Stacey	Jan. 23	Morris Township, NJ	New Jersey Consortium for Gifted & Talented Program Sharing Meeting	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Platz, Barbara	Jan. 24	Morris Township, NJ	New Jersey Consortium for Gifted & Talented Program Sharing Meeting	Own	\$ -	25	\$ -	0	\$ -	0	\$ -
Sanchez, Yolanda	Feb. 8	Morris County Public Safety Academy	Suicide Prevention	Own	\$ -	15+	\$ -	0	\$ -	0	\$ -
Vera-Mena, Katherine	Apr. 19	New York, NY	Learning and the Brain; Emotions and Education: Affect, Anxiety and Achievement	Train \$20	\$ 249.00	40	\$ -	0	\$ -	0	\$ 269.00
Weir, Kathleen	Mar. 3	Robbinsville, NJ	AP Workshop – Studio Art	Own	\$ 180.00	166	\$ -	0	\$ -	0	\$ 180.00

**Statement of Understanding**  
**Jefferson Township Board of Education and Pomptonian, Inc.**  
(Purchasing Agent for Food Service Operations)

Pomptonian, as part of its management services for the Jefferson Township School District, makes purchases on behalf of the district. The Jefferson Township Board of Education is tax exempt as it relates to sales and use tax.

Pomptonian is determined to be an agent in this relationship with the Jefferson Township Board of Education and, for limited purposes, utilizes the sales and use tax exemption of the school board in procurement of goods and supplies purchased in the performance of its school food service contract. Pomptonian makes this relationship known to the sellers at the time of purchase. The invoice shows that the goods are delivered directly to one of the schools under the jurisdiction of the Jefferson Township Board of Education and the title of the goods is transferred to the Board of Education upon receipt.

Pomptonian shall bill the Jefferson Township Board of Education for the cost of the products based on the vendor invoices. The inventory of products shall be the property of the Board of Education. Based on this relationship the Department of Treasury Division of Taxation from New Jersey has established that those purchases are exempt from sales and use tax.