

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, October 17, 2011 –7:00PM (Executive Session)8:00 PM (Regular Session)

Jefferson Township High School Media Center

A. _____, called the meeting to order at PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. ROLL CALL:

	<u>Present</u>	<u>Absent</u>
Mrs. Castiglione	_____	_____
Mr. Cuccio	_____	_____
Mr. Feldmann	_____	_____
Mr. Millar	_____	_____
Mrs. Poulas	_____	_____
Mrs. Scott	_____	_____
Mr. Smith	_____	_____
Mr. Stewart	_____	_____
Mrs. Van Ness	_____	_____
Veronica Kot, <i>Student Representative</i>	_____	_____
David Swerzenski, <i>Student Representative</i>	_____	_____

D. CLOSED SESSION

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17thday of October, 2011 at ____ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at ____ PM.

E. SUPERINTENDENT'S REPORT

Good News and Progress in Our Schools

F. PRESENTATIONS

- 2010-2011 Violence and Vandalism Report, Mr. Joseph G. Kraemer, Assistant Superintendent
- 2011-2012 Nursing Services Plan, Mr. Joseph G. Kraemer, Assistant Superintendent

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

H. STUDENT REPRESENTATIVES

I. COMMITTEE REPORTS

J. MINUTES OF MEETINGS

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

September 20, 2011 Executive Session Minutes September 20, 2011 Regular Meeting Minutes

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by , seconded by , to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.7, as described below:

K.1 Motion to approve the **purchase order** list dated September 2011 in the amount of **\$329,434.58.**

K.2 Motion to approve the **check journal** as of September 2011 in the amount of **\$3,958,280.20.**

Fund	Amount
General (10)	\$ 3,712,190.21
US Jobs Grant (18)	\$ 63,652.56
Special Revenue (20)	\$ 92,784.40
Capital Projects (30)	\$ 0
Debt Service (40)	\$ 0
Food Service Enterprise (60)	\$ 89,653.03
Total	<u>\$3,958,280.20</u>

K.3 Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of August 31, 2011, after review of the Board Secretary’s and Treasurer’s **Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of NJAC 6A:23-2.11(b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

K.4 Pursuant to the requirements of NJPL 2011 Chapter 78, the Jefferson Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program effective January 1, 2012 as follows:

- Pursuant to their electronic proposal of September 21, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board’s FSA administrator.
- The Board appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.
- All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

K.5 Motion to approve addition of following to the School Student Activity Account lists for Jefferson Township High School, as described below:

Activity Account Sub-category
Wrestling

K.6 Motion to approve the request for disposal of records per State of New Jersey School District Records Retention Schedule, as described below:

Record Series No.	Record Series Title	Retention Period	Inclusive Dates		Dispose After	Volume (Cubic Feet)
			FROM	TO		
0042-0001	Voucher file – paid	7 years	7/1/2000	6/30/2004	7 years	8
0020-0003	NJ State Quarterly Report of Wages	7 years	7/1/2003	6/30/2004	7 years	4
0014-0004	Employee Deduction File W2's	7 years	7/1/1992	6/30/1993	7 years	4
0014-0004	Employee Deduction File W2's	7 years	7/1/1998	6/30/1999	7 years	4
0005-0001	Annual School Board Election	1 year	2/1/2006	6/30/2006	1 year	2
0001-0001	Annual Child Nutrition Program File	7 years	7/1/1989	6/30/1997	7 years	8
0001-0003	Annual Child Nutrition Program File	7 years	7/1/2003	6/30/2004	7 years	2
0001-0001	Annual Child Nutrition Program File	7 years	7/1/1992	6/30/2001	7 years	10
0011-0001	Check File – Checks	7 years	7/1/1990	6/30/1993	7 years	8
0011-0001	Check File – Checks	7 years	7/1/1996	6/30/1998	7 years	6
0011-0002	Check File – Register	7 years	7/1/1993	6/30/1995	7 years	8
0009-0001	Budget Planning File	7 years	7/1/1996	6/30/1997	7 years	2

K.7 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).*

L. PERSONNEL COMMITTEE

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

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

PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A. Administrative								
Timothy Plotts	Date Change	Elementary Principal 15.50.52.AAE	Doctorate	\$3,500	Cozy Lake/ Milton	8/17/11	6/30/12	Earned Doctorate
MT	Medical Leave	Director 15.90.92.ABM			District	8/25/11	10/13/11	Utilizing 32 sick days
B. Instructional								
Renee Romanelli 11-120-100-101-29	Appoint	Elementary Teacher Long-Term Sub 10.10.10.AGK	BA Step 1	\$233.58/day	Stanlick	10/17/11	6/22/12	Replacing MA
Jenna Morris	Appoint	Beside Instruction		\$40/hr	District	10/18/11	6/30/12	
Lisa Hopper	Appoint	Beside Instruction		\$40/hr	District	9/26/11	6/30/12	
Beth Carswell 11-000-216-100	Salary Amendment	Occupational Therapist 10.40.40.BJL	BA Step 18	\$29,697	White Rock	9/1/11	6/30/12	Part-time, no benefits 2 days/week
Kimberly Volz* 11-120-100-101-29	Appoint	Elementary Teacher Long-Term Sub 10.50.50.AHJ	BA Step 1	\$233.58/day	Cozy Lake	11/14/11	3/2/12	Replacing AB
CB	Maternity Leave	Teacher of Science 10.70.70.APM			Middle School	2/13/12	4/28/12	Utilizing 18 sick days and 29 unpaid days
DM	Adjusted Worker's Comp Date	Elementary Art Teacher 10.30.30.AAV			Briggs/Stannick	5/31/11	10/7/11	Utilizing 39.5 w/c days
AB	Adjusted Maternity Leave	Elementary Teacher 10.50.50.AHJ			Cozy Lake	11/14/11	3/2/12	Utilizing 20 sick days and 50 unpaid days
EE	Intermittent Medical Leave	Kindergarten Teacher 10.40.40.AFT			Milton	9/19/11	6/19/12	Utilizing total of 21 sick days during leave

(*) Requires mentoring

C. Non-Instructional								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Linda Burns	Retirement	Bus Driver 10.90.90.BAC			District	6/30/12	7/1/12	Retiring after 27 years
Deborah Flood 11-212-100-106	Start Date Adjustment	Special Ed. Aide 09.30.30.BJO	Step 1	\$18.76/hr	Briggs	10/17/11	6/30/12	New Position 3.5 hrs/day w/o benefits
Laura Mahoney 11-213-100-106	Assignment Change	Special Ed. Aide 09.70.70.BIH	Step 1	\$18.76/hr	Middle School	9/1/11	6/30/12	3.5 hrs/day w/o benefits
Michelle Craig 11-204-100-106	Assignment Change	Special Ed. Aide 09.70.70.BHU	Step 2	\$19.06/hr	Middle School	9/1/11	6/30/12	3.5 hrs/day w/o benefits
Theresa Borden 11-213-100-106	Assignment Change	Special Ed. Aide 09.70.70.BLW	Step 2	\$19.06/hr	Middle School	9/1/11	6/30/12	3.5 hrs/day w/o benefits

D. Substitutes/Other								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Karen McCarthy	Re-Appoint	Substitute Aide		\$10.00/hr	District	9/28/11	6/30/12	
Alyson Connolly-Randazzo	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Jami Finkel	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Pauline Ferguson	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Jana Lenox	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Michelle Lopez	Re-Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Bryan Rescigno	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Claudia Schumacher	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Robert Szuskowski	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Joseph Scaparro	Appoint	Substitute Custodian		\$12.50/hr	District	10/18/11	6/30/12	
Kristen Dean	Appoint	Job Coach		\$80/diem	High School	10/18/11	6/22/12	As needed basis
Keith Runne	Appoint	Job Coach		\$80/diem	High School	10/18/11	6/22/12	As needed basis

E. Student Teacher						
Name	College	Subject	Location	Date Effective	Date Terminated	Discussion
Sean Kelley	Centenary	Mathematics	JTMS	1/16/12	5/7/12	
Toni Puzio	Caldwell	Elementary	Cozy Lake	1/23/12	5/11/12	

F. Extra Duty Pay								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Bertha Todd	Salary Correction	Yearbook Financial Advisor	Level 3	\$2153.00	High School	9/1/11	6/30/12	
Nicole Petrozzo	Appoint	Spring Musical: Art/Set Design	Level 1	\$478.00	Middle School	9/1/11	6/30/12	
Carol Gargone	Appoint	Homework Club: 1 of 2	Level 4	\$1,674.50	Middle School	9/1/11	6/30/12	
Julie Kozakewich	Appoint	Homework Club: 2 of 2	Level 4	\$1,674.50	Middle School	9/1/11	6/30/12	
Kelly Tarsitano	Appoint	Drama Club	Level 1	\$478.00	Middle School	9/1/11	6/30/12	
Hong Hu	Rescind	Math League	Level 1	\$990.00	High School	9/1/11	6/30/12	
Nanette Diaz	Rescind	Tutoring Supervisors 1 of 4	Level 1	\$598.00	High School	9/1/11	6/30/12	
Heather Burns	Appoint	Fall Drama – Scenery/Stage	Level 1	\$598.00	High School	9/1/11	6/30/12	
Lauren Dexter	Appoint	Math League	Level 1	\$990.00	High School	9/1/11	6/30/12	
Lori Cangelosi	Appoint	Tutoring Supervisors 1 of 4	Level 1	\$598.00	High School	9/1/11	6/30/12	
Jennifer Borealo	Appoint	Culinary Club	Level 1	\$598.00	High School	9/1/11	6/30/12	
Donald Rutsch	Appoint	Assistant Debate Coach	N/A	N/A	High School	9/1/11	6/30/12	Volunteer – 9th year

G. CURRICULUM WRITING:	Nature of Action	Subject	Salary	Location	Date Effective	Date Terminated	Maximum Hours
Dominick Pisciotto	Correction	Business & Personal Law	\$35/hr	High School	7/1/11	8/31/11	20 hours

H. WORKSHOP PRESENTATION					
Presenter	Nature of Action	Workshop	Salary	Date	# of Hours
Vicky Lynch	Appoint	The PLC Process	\$55/hr	10/10/11	2.5 hours
Carol Gargone	Appoint	The PLC Process	\$55/hr	10/10/11	2.5 hours
Maria Kucinski	Appoint	The PLC Process	\$55/hr	10/10/11	2.5 hours

I. 2011-12 School Year Coaching Staff

WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Alicia Lepore*	Rescind	Ice Hockey Assistant	1	\$3538.47	High School	9/1/11	6/30/12	1 year of service
Melissa Hall	Appoint	Assistant Indoor Track	1	\$3538.47	High School	9/1/11	6/30/12	1 year of service
Alicia Lepore*	Appoint	Co-Ice Hockey Assistant	1	\$1769.24	High School	9/1/11	6/30/12	1 year of service
Marc Gaydos	Appoint	Co-Ice Hockey Assistant	1	\$1769.24	High School	9/1/11	6/30/12	1 year of service
SPRING								
Darren Bruseo	Appoint	Head Boys' Track	2	\$6252.44	High School	9/1/11	6/30/12	9 years of service
Lauren Dexter	Appoint	Assistant Track	1	\$3538.47	High School	9/1/11	6/30/12	1 year of service
Melissa Hall	Appoint	Assistant Girl's Lacrosse	1	\$3538.47	High School	9/1/11	6/30/12	1 year of service

*out of district

L.2 Motion to approve the Spring 2011 Course Reimbursements as indicated below:

Name	College/University	Course Title	Approval #	# of Credits	Amount
Megan Behm	U. of San Diego	Educational Technology	135	3	\$324.00
Megan Behm	U. of San Diego	Differentiated Instruction: One Size Does Not Fit All	136	3	\$324.00
Sherry Brzostowski	William Paterson U.	Curriculum Design Theory & Practice	90	3	\$502.71
Sherry Brzostowski	William Paterson U.	Supervision & Evaluation: People, Perform. & Program	91	3	\$502.71
Melissa Cattafi	U. of San Diego	Teaching Themes Through the Year	74	3	\$324.00
Melissa Cattafi	U. of San Diego	Educational Technology 101	124	3	\$324.00
Melissa Cattafi	U. of San Diego	Reading Interventions for Middle Grade Students	125	3	\$324.00
Melissa Cattafi	U. of San Diego	Active & Hands-On Science Instruction	142	3	\$291.60
Melissa Cattafi	U. of San Diego	Differentiated Instruction: One Size Does Not Fit All	143	3	\$291.60
Jennifer Cimaglia	The Co. of NJ	Inquiry to Practice	110	3	\$502.71
Kelly Daly	U. of San Diego	Reading Interventions for Middle Grade Students	126	3	\$324.00
Kelly Daly	U. of San Diego	Educational Technology 101	127	3	\$324.00
Kelly Daly	U. of San Diego	Differentiated Instruction: One Size Does Not Fit All	138	3	\$307.80
Bethany Dixon	Seton Hall U.	Single Case Design	58	3	\$502.71
Bethany Dixon	Seton Hall U.	Applied Behavior Analysis for Teachers	59	3	\$502.71
Bethany Dixon	Seton Hall U.	Research Methods in Special Education	131	3	\$502.71
Janice Fisher	U. of San Diego	Educational Technology	86	3	\$324.00
Janice Fisher	U. of San Diego	Making the Most of the Internet	130	3	\$324.00
Barbara Francavilla	William Paterson U.	Multicultural Counseling	98	3	\$502.71
Barbara Francavilla	William Paterson U.	Advanced Multicultural Counseling	146	3	\$502.71
Linda Hack	Walden U.	Teaching and Learning: Theory and Research	46	6	\$1005.43
Meghan Hallock	U. of San Diego	Educational Technology 101	122	3	\$324.00
Meghan Hallock	U. of San Diego	Reading Interventions for Middle Grade Students	123	3	\$324.00
Meghan Hallock	U. of San Diego	Active & Hands-On Science Instruction	144	3	\$324.00

Name	College/University	Course Title	Approval #	# of Credits	Amount
Meghan Hallock	U. of San Diego	Improving Your Students Test Taking Skills	145	3	\$324.00
Michael Harris	Centenary Co.	Curriculum Development & Evaluation	100	3	\$502.71
Michael Harris	Centenary Co.	Conflict Resolution	101	3	\$502.71
Lori Johansson	Centenary Co.	Curriculum Development & Evaluation	89	3	\$502.71
Lori Johansson	Centenary Co.	Case Studies in Supervision	147	3	\$502.71
Kathryn Kaminski	Monmouth U.	Autistic Characteristics, Etiology and Current Issues	87	3	\$502.71
Al Kazanfer	Walden U.	Returning Creativity to the Classroom	60	3	\$470.00
Michelle Klinger	U. of San Diego	Teaching Real World Math	111	3	\$311.00
Michelle Klinger	U. of San Diego	New Approach to Spelling Instruction	112	3	\$311.00
William Koch	Centenary Co.	Assessment & Evaluation in Design Models	102	3	\$502.71
William Koch	Centenary Co.	Collaborative & Co-teaching Models	132	3	\$502.71
Julie Kozakewich	Caldwell Co.	Interrogatory Techniques in Curriculum & Design	103	3	\$502.71
Julie Kozakewich	Caldwell Co.	Educational Research II	104	3	\$502.71
Judith Kulich	Fl Inst. of Technology	Behavior Change Procedures Ethical Considerations	82	3	\$502.71
Paula Langner	U. of San Diego	Hands on Learning with Math Manipulative	75	3	\$311.00
Paula Langner	U. of San Diego	Reaching Students Through Character Education	76	3	\$311.00
Paula Langner	U. of San Diego	Study Smarter Not Harder: Study Skills for Students	77	3	\$324.00
Paula Langner	U. of San Diego	Technology Based Projects	78	3	\$324.00
Paula Langner	U. of San Diego	Educational Technology	79	3	\$324.00
Beverly Mallatratt	Centenary Co.	Curriculum, Development & Evaluation	94	3	\$502.71
Beverly Mallatratt	Centenary Co.	Research in Instructional Leadership	95	3	\$502.71
Beverly Mallatratt	Centenary Co.	Case Studies in Supervision	137	3	\$502.71
Lauren Masters	Georgian Court	Methods of Research for Leadership	140	3	\$502.71
Lauren Masters	Georgian Court U.	Philosophy & Psychology Foundations of Ed.	141	3	\$502.71
Lauren Masters	Georgian Court U.	Curricular Leadership for the Inclusive School	148	3	\$502.71
Susan Mathiasen	The College of NJ	Integrating Essential Skills into Curriculum	88	3	\$502.71
Susan Mathiasen	RTC - Gratz Co.	Encouraging Skillful, Critical & Creative Thinking	117	3	\$502.71
Susan Mathiasen	RTC - Gratz Co.	The Kinesthetic Classroom	139	3	\$502.71
Lou Migliacci	East Stroudsburg U.	School Law	134	3	\$502.71
Laura Minneci-Oliynik	Centenary Co.	Case Studies in Supervision	97	3	\$502.71
Denise Morando	U. of San Diego	Educational Technology 101 (k-12)/Flex Course	113	3	\$311.00
Jenna Morris	Walden U.	Designing Curriculum, Instruction & Assessment	83	3	\$502.71
Jenna Morris	Walden U.	Enhancing Learning Through Linguistic & Cultural Diversity	84	3	\$502.71
Jenna Morris	Walden U.	The Special Educator as Instructional Leader	121	3	\$502.71
Matthew Moscatello	Walden U.	Introduction to Teacher Leadership	119	3	\$475.00
Matthew Moscatello	Centenary Co.	Curriculum Development & Evaluation	133	3	\$502.71
Meredith Panka	Kean U.	Differentiated Instruction Inclusive Classroom	128	3	\$502.71
Rebecca Reichel	William Paterson U.	Research in Reading	99	3	\$502.71
Heather Rowens	U. of San Diego	Using Children's Literature	105	3	\$295.45
Heather Rowens	U. of San Diego	Managing & Integrating Technology-Sp. Ed. Curriculum	106	3	\$295.45
Heather Rowens	U. of San Diego	Reaching Students Through Character Education	107	3	\$295.45
Heather Rowens	U. of San Diego	Teaching Themes Through the Year	108	3	\$295.45
Renee' Simler	Kean U.	Independent Study	96	3	\$502.71
Anthony Szwartz	Walden U.	Teacher as Professional	81	3	\$502.71
Anthony Szwartz	Walden U.	Designing Curriculum, Instruction & Assessment	93	3	\$502.71
Anthony Szwartz	Walden U.	Enhancing Learning - Linguistic Cultural Diversity	118	3	\$502.71
Joy Toriello	U. of San Diego	Hands on Learning with Math Manipulative	115	3	\$317.00
Joy Toriello	U. of San Diego	Writer's Workshop	116	3	\$317.00
John Toth	Walden U.	Returning Creativity to the Classroom	80	3	\$495.00

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by , seconded by , to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.11, as described below:

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

Student	School	Tuition	Effective
F/5-9	Jefferson Childcare & Educational Center	\$ 875.00	10/11/11 – 6/22/12

M.2 Motion to approve the following day field trips:

School/Group	Date(s)	Location
JTMS – Edgar Allen Poe Trip 8 th Grade Gold 8 th Grade Blue	October 21, 2011 November 2, 2011	Pax Amicus Theater, Budd Lake, NJ
White Rock & Stanlick Schools Gifted & Talented Learning Carnival	March 28, 2012	Unitarian Fellowship, Morristown, NJ
White Rock/Stanlick/Middle School Debate Teams Morris County Annual Debate	May 18, 2012	College of St. Elizabeth, Convent Station, NJ

M.3 Motion to approve the following overnight field trips:

School/Group	Date(s)	Location
JTMS Gifted & Talented Program 7 th Grade Marine Biology Trip	May 23-25, 2012	Mystic, CT & Cape Cod, MA
JTMS Gifted & Talented Program 8 th Grade New England Walkabout Trip	May 28-30, 2012	Plymouth, Salem and Boston, MA

M.4 Motion to approve new course proposals:

- Advanced Placement French - Language & Culture
- Advanced Placement Spanish - Language
- Advanced Placement Physics
- Advanced Placement Studio Art
- American Sign Language 2

M.5 Motion to approve, as required by the New Jersey Department of Education, the **Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form (revised September, 2011) which includes all offender, victim and incident detail contained in the department’s EVVR incident report form for reporting incidents of violence, vandalism and substance abuse (V&V).**

M.6 Motion to approve submission of the 2011-2012 **Nursing Services Plan to the Morris County Executive Superintendent.**

M.7 Motion to accept the 2011-2012 **Emergency Management Plan for the Jefferson Township School District.** (*Viper Manuals for the Jefferson Township Police Department*)

M.8 Motion to adopt a resolution recognizing the week of October 22 through October 30, 2011 as “National Red Ribbon Week**”.**

WHEREAS, The Red Ribbon Campaign was started when drug traffickers in Mexico City murdered DEA agent Kiki Camarena in 1985. This began the continuing tradition of displaying Red Ribbons as a symbol of intolerance towards the use of drugs. The mission of the Red Ribbon Campaign is to present a unified and visible commitment towards the creation of a DRUG-FREE AMERICA.

WHEREAS, The Department of Human Services estimates approximately 14 million Americans use illegal drugs and 17 million are alcoholics or abusers.

WHEREAS, More than half of America’s school age children have tried illegal drugs.

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education
 (1) Celebrates the week of October 22-30, 2011 as “National Red Ribbon Week”; and
 (2) Calls upon the law enforcement, State and local officers and interested groups, to observe National Red Ribbon Week with appropriate programs and activities to keep children, families and communities safe, healthy and drug-free, through parent training, networking and sponsoring the National Red Ribbon Campaign.

M.9 Motion to adopt a resolution recognizing the week of October 16 through October 22, 2011 as “**National Character Counts Week**”.

WHEREAS, A person’s “character ” is the summation of his or her habits, attitudes and attributes.

WHEREAS, Those qualities are learned, they can and should be purposefully taught.

WHEREAS, Good character doesn’t happen automatically and it’s too important to be left to chance. The effectiveness and well-being of individuals, their organizations and their society depend on it.

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education

- (1) Recognize the week of October 16-22, 2011, as “National Character Counts Week”; and
- (2) Calls upon the people of the United States, high schools, law enforcement, State and local officials, and interested groups, to observe National Character Counts Week with appropriate programs and activities that promote and teach the six pillars of character and promote good character.

M.10 Motion to adopt resolution proclaiming October 20, 2011 as **Lights on Afterschool Day** to help raise awareness for the importance of after school programs.

WHEREAS, Jefferson Township Board of Education stands firmly committed to quality afterschool programs and opportunities because they:

- Provide safe, challenging, engaging and fun learning experiences to help children and youth develop their social, emotional, physical, cultural and academic skills.
- Support working families by ensuring their children are safe and productive after the regular school day ends.
- Build stronger communities by involving our students, parents, business leaders and adult volunteers in the lives of our young people, thereby promoting positive relationships among children, youth, families and adults.
- Engage families, schools and diverse community partners in advancing the welfare of our children.

WHEREAS, Jefferson Township Board of Education has provided significant leadership in the area of community involvement in the education and well-being of our youth, grounded in the principle that quality afterschool programs are key to helping our children become successful adults.

WHEREAS, *Lights on Afterschool*, a national celebration of afterschool programs on October 20, 2011, promotes the critical importance of quality afterschool programs in the lives of children, their families and their communities.

WHEREAS, more than 28 million children in the U.S. have parents who work outside the home, and 15.1 million children have no place to go after school.

WHEREAS, many afterschool programs across the country are facing funding shortfalls so severe that they are being forced to close their doors and turn off their lights.

THEREFORE BE IT RESOLVED that Jefferson Township Board of Education urges the citizens of Jefferson Township to ensure that every child has access to a safe, engaging place where the lights are on after school;

AND BE IT FURTHER RESOLVED that the Jefferson Township Board of Education enthusiastically endorses *Lights on Afterschool* and is committed to innovative afterschool programs and activities that ensure that the lights stay on and the doors stay open for all children after school.

M.11 Motion to adopt resolution proclaiming the first week of October 2011 as **“Week of Respect”**. This week is a designated Week of Respect in support of creating a climate that is safe for all and cognizant of our shared responsibility to prevent incidents of Harassment, Intimidation and Bullying.

WHEREAS, bullying creates a climate of fear among students, inhibiting their ability to learn and contributing to other anti-social behaviors; and

WHEREAS, it is important that we acknowledge and heighten awareness about the serious issues and negative effects of bullying; and

WHEREAS, bullying is a community-wide issue, and students, families, and educators all have a role in addressing bullying situations, and changing school culture; and

WHEREAS, October has been designated Anti- Bullying Awareness Month.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education designates the first full week of October beginning October of 2011 as Anti-Bullying Awareness Week in the Jefferson Township Public School District as a symbol of our commitment to ensuring a safe and nurturing school environment.

Enrollment as of 9/30/11:

	Sept. 10	Sept. 11
Milton	180	158
Cozy Lake	248	254
Arthur Stanlick	393	379
E.T. Briggs	383	369
White Rock	427	409
Total Elementary	1,631	1,569
JTMS	810	828
JTHS	1,117	1,054
GRAND TOTAL	3,558	3,451
Tuition students received	2	1
Out-of-district placement	41	40
Students -Home Instruction	5	3

N. POLICY COMMITTEE

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

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

File Code	Document	Title	Description of Action
2462p	Policy	Service Animals in Schools	New Policy
2462r	Regulation	Service Animals in Schools	New Regulation

- O. **COMMUNICATIONS**
- P. **OLD BUSINESS**
- Q. **NEW BUSINESS**
- R. **PUBLIC COMMENTS**
- S. **BOARD MEMBER COMMENTS**
- T. **ADJOURN**

Name	Event Date	Location	Function Description (i.e. Seminar Subject)	Transportation	Registration Fee \$	Travel/ Miles	Lodging Cost/day/person (not to exceed)	# Nights	Meal Cost (not to exceed)	# Meal Days	Total Expenses/person daily costs (does not include mileage, parking and tolls)
Arias, Annie	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Bennett, Dolores	Dec. 8	Parsippany, NJ	Getting Assessment Right	Own	\$ 150.00	22	\$ -	0	\$ -	0	\$ 150.00
Carrano, John	Nov. 9	East Brunswick, NJ	Infield Maintenance Clinic	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Courtney, Jan	Feb. 23-25	East Brunswick, NJ	New Jersey Music Educators Association Workshop	Own	\$ 150.00	60	\$ -	0	\$ -	0	\$ 150.00
Daggett, Eileen	Oct. 14	Monroe Twp., NJ	New Jersey Principals and Supervisors Association Fall Conference	Own	\$ -	160	\$ -	0	\$ -	0	\$ -
Dixon, Bethany	Nov. 17-19	San Diego, CA	American Speech-Language Association Convention	Own	\$ 325.00	0	\$ -	0	\$ -	0	\$ 325.00
Ducceschi, Linda	Nov. 7-8	Providence, RI	Literacy for All	Own	\$ 250.00	220	\$ 165.00	1	\$ 124.25	1	\$ 539.50
Dunbar, Maria	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	25	\$ -	0	\$ -	0	\$ -
Edge, Denyse	Oct. 20	Morris Plains, NJ	Transition from School to Adult Life (7-12)	Own	\$ 11.00	20	\$ -	0	\$ -	0	\$ 11.00
Fandino-Diaz, Nanette	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	43	\$ -	0	\$ -	0	\$ -
Fernandez, George	Nov. 9	East Brunswick, NJ	Infield Maintenance Clinic	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Fuchs, Kathaleen	Oct. 12	Trenton, NJ	Professional Teaching Standards Board Meeting	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Golas, Elizabeth	Oct. 21	Mahwah, NJ	Adoption Through the Eyes of a Child	Own	\$ -	37	\$ -	0	\$ -	0	\$ -
Golas, Elizabeth	Dec. 8	Parsippany, NJ	Psychopharmacology: What You Need to Know	Own	\$ 100.00	41	\$ -	0	\$ -	0	\$ 100.00
Gonzalez, Sally	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Hams, Nancy	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ 189.00	27	\$ -	0	\$ -	0	\$ 189.00
Hiben, Christopher	Nov. 21	Monroe Twp., NJ	Legal One: Supervision and Evaluation	Own	\$ 75.00	144	\$ -	0	\$ -	0	\$ 75.00
Kester, Matthew	Nov. 10	New York, NY	Evaluation and Intervention for Musculoskeletal Injuries	\$ 29.50	\$ 189.00	0	\$ -	0	\$ -	0	\$ 218.50
Kulick, Lauren	Oct. 10	Hardyston, NJ	Music Instrument Clinic	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Lucas, Joan	Oct. 10	Hardyston, NJ	Choral Music Reading Session	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Levine, Matthew	Nov. 1	Convent Station, NJ	Learning from the Nation's Experts: New Resources for Holocaust/Genocide Education	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Levine, Matthew	Dec. 15	Flemington, NJ	The Economic Forces in American History	Own	\$ 25.00	0	\$ -	0	\$ -	0	\$ 25.00
Materia, Joseph	Nov. 21	Monroe Twp., NJ	Legal One: Supervision and Evaluation	Own	\$ 75.00	144	\$ -	0	\$ -	0	\$ 75.00

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 (not to exceed)	# Meal Days	Total Expenses/person daily costs (does not include mileage, parking and tolls)
McLoughlin, Lori	Dec. 5	Parsippany, NJ	Motivate Your Underachieving Learners	Own	\$ 215.00	20	\$ -	0	\$ -	0	\$ 215.00
Miller, Geoffrey	Nov. 9	East Brunswick, NJ	Infield Maintenance Clinic	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Montegari, Robin	Oct. 27	Ramapo, NJ	College and Career Readiness	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Montegari, Robin	Nov. 15	Convent Station, NJ	NJ Higher Education Student Assistance Authority	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Mundi, Karl	Mar. 7-11	Tampa, FL	National Association for School Principals Annual Conference	\$ 450.00	\$ 450.00	100	\$ 219.00	4	\$ 229.50	1	\$ 2,005.50
Olsen, Karen	Nov. 7	Providence, RI	Literacy for All	Own	\$ 195.00	440	\$ 165.00	1	\$ 71.00	1	\$ 431.00
Papa, Daniel	Oct. 27	Piscataway, NJ	New Jersey Council for Social Studies Annual Conference: "From Local to Global-Social Studies and the iGeneration"	Own	\$ 65.00	0	\$ -	0	\$ -	0	\$ 65.00
Petersen, Vanessa	Oct. 19	Denville, NJ	Morris County School of Technology	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Pierson, Katherine	Nov. 7-8	Providence, RI	Literacy for All	Own	\$ 250.00	220	\$ 165.00	1	\$ 124.25	1	\$ 539.50
Segal, Linda	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	30	\$ -	0	\$ -	0	\$ -
Senney, Tanya	Oct. 19	Parsippany, NJ	A Convocation for School-Based and Local District Professional Development Committees: Analyzing Student Data for School Success	Own	\$ -	20	\$ -	0	\$ -	0	\$ -
Sinatra, Tracey	Oct. 27	Piscataway, NJ	New Jersey Council for Social Studies Annual Conference: "From Local to Global-Social Studies and the iGeneration"	Own	\$ 65.00	0	\$ -	0	\$ -	0	\$ 65.00
Staples, Karen	Oct. 19	Denville, NJ	Morris County School of Technology	Own	\$ -	38	\$ -	0	\$ -	0	\$ -
Stevens, Michael	Nov. 9	East Brunswick, NJ	Infield Maintenance Clinic	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Schwarz, Mark	Oct. 20	Monroe Twp., NJ	New Jersey Social Studies Supervisors' Association Fall Meeting	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Schwarz, Mark	Oct. 27	Piscataway, NJ	New Jersey Council for Social Studies Annual Conference: "From Local to Global-Social Studies and the iGeneration"	Own	\$ 80.00	113	\$ -	0	\$ -	0	\$ 80.00
Schwarz, Mark	Nov. 15	Trenton, NJ	US Senate Youth Program Panel Meeting	Own	\$ -	153	\$ -	0	\$ -	0	\$ -
Schwarz, Mark	Nov. 21	Monroe Twp., NJ	Legal One: Supervision and Evaluation	Own	\$ 75.00	144	\$ -	0	\$ -	0	\$ 75.00
Tordoff, Susan	Oct. 28	Wayne, NJ	Cyber Bullying; Safe Social Networking, Prevention and Response	Own	\$ -	40	\$ -	0	\$ -	0	\$ -
Vanderbok, Karen	Oct. 20	Morris Plains, NJ	Transition from School to Adult Life (7-12)	Own	\$ 11.00	15	\$ -	0	\$ -	0	\$ 11.00
Walker, Douglas	Oct. 14	Monroe Twp., NJ	New Jersey Principals and Supervisors Association Fall Conference	Own	\$ -	160	\$ -	0	\$ -	0	\$ -
Walker, Douglas	Oct. 21	Montclair, NJ	New Jersey Education Computing Cooperative - iPads in Special Education	Own	\$ -	54	\$ -	0	\$ -	0	\$ -
Winson-Reidel, Barbara	Nov. 10	Newark, NJ	Assessment and Treatment of Selective Motion	Own	\$ 199.00	0	\$ -	0	\$ -	0	\$ 199.00