

JEFFERSON TOWNSHIP BOARD OF EDUCATION**Regular Meeting Minutes****Monday, November 21, 2011 – 7:00 PM (Executive Session) 8:00 PM (Regular Session)****Jefferson Township High School Media Center**

A. Mr. Smith, called the meeting to order at 8:00 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. ROLL CALL:

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

D. CLOSED SESSION

Motion by Mr. Cuccio, seconded by Mr. Feldmann, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 21st day of November, 2011 at 7:00 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 8:00 PM.

E. SUPERINTENDENT'S REPORT

Dr. Fuchs reported on the *Good News and Progress in Our Schools* including Red Ribbon week activities, 2012-2013 budget preparations and noted Jefferson Township High School was the recipient of the NJSIAA Sportsmanship Award.

F. PRESENTATIONS

- Mr. John Mooney, Nisivoccia & Company presented the 2010-2011 Audit Presentation and Review of Board Secretary Report, noting the excellent condition of the district's financial records is reflected by the low number of journal entries to the Board Secretary's Report.

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

- None

H. STUDENT REPRESENTATIVES

- **Student Representative Veronica Kot** commented on the various fund raisers, a coat drive, the fall drama, blood drive and the National Honor Society Induction Ceremony. Miss Kot also congratulated Coach Farris, Field Hockey Coach of the Year.
- **Student Representative David Swerzenski** offered congratulations to various sporting activities as well as the many successful fundraisers the high school has hosted this fall.

I. COMMITTEE REPORTS

- **Building Needs and Finance Committee** – Mr. Cuccio reviewed the minutes of the Committee meeting highlighting healthcare options, flexible spending accounts (FSA), construction progress at the Drummond building, the 2012-2013 budget and shared services with the Township. Mr. Cuccio also offered congratulations to Mrs. Molinet, Assistant Business Administrator for her work on the district’s annual audit.
- **Education Committee** – Mrs. Poulas reported the Committee reviewed the National Honor Society eligibility requirements, field trips, guided reading and new course levels. Mrs. Poulas commented that she would like to table the motion to approve new courses at the high school.
- **Policy and Personnel Committee** – Mr. Feldmann reported the Committee discussed attendance, dress code and discipline policies.
- **Community Relations** – Mrs. Van Ness reported the Committee discussed the 2012-2013 budget, Realtime software and a PTA Liaison. She also discussed the formation of an AdHoc Committee for substance abuse reviewing the role of the Committee, how to increase awareness, myths, drug trends and parent/guardian education.

J. MINUTES OF MEETINGS

Motion by Mrs. Castiglione, seconded by Mrs. Van Ness, that the minutes of the following meetings be approved as submitted:

October 17, 2011 Executive Session Minutes

October 17, 2011 Regular Meeting Minutes

MOTION: Mrs. Castiglione	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			

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Cuccio, seconded by Mr. Feldmann, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.12, as described below:

K.1 Motion to approve the **purchase order** list dated October 2011 in the amount of **\$942,870.92.**

K.2 Motion to approve the **check journal**** as of October 2011 in the amount of **\$4,715,474.69.**

Fund	Amount
General (10)	\$ 4,063,937.58
US Jobs Grant (18)	\$ 84,309.28
Special Revenue (20)	\$ 147,199.68
Capital Projects (30)	\$ 291,745.00
Debt Service (40)	\$ 0
Food Service Enterprise (60)	\$ 128,283.15
Total	\$ 4,715,474.69

- K.3** Motion to approve the funds **transfers** in the 2011-2012 Fiscal Year, dated September 2011 in the amount of **\$ 5,905.00.**
- K.4** Motion to approve the funds **transfers** in the 2011-2012 Fiscal Year, dated October 2011 in the amount of **\$ 11,837.60.**
- K.5** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of September 30, 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 that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of October 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.7** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of September 30, 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.8** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of October 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.9** Motion to accept the July 1, 2010 through June 30, 2011 **Comprehensive Annual Financial Report**, which contained no audit recommendations. *(copy available for review)*
- K.10** 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
Reach Everyone By Exposing Lies (REBEL)

- K.11** Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property:

<u>School/Department</u>	<u>Bar Code/Tag No.</u>	<u>Equipment Description</u>
Middle School	1817	Sony Television
Middle School	1988	Mitsubishi Television

- K.12** 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: 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			

** Abstained from voting on personal reimbursements.

L. PERSONNEL COMMITTEE

Motion by Mr. Feldmann, seconded by Mrs. Castiglione, 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								
B. Instructional								
Elizabeth Culmone	Resignation	Teacher of Language Arts 10.70.70.APY			Middle School	10/24/11	11/16/11	
Kristin Ellerthorpe 11-130-100-101-29	Termination	Health & Phys. Ed. Long-Term Sub 10.70.70.APK			Middle School	11/3/11	11/3/11	Replacing DR
Kelly Tarsitano* 11-130-100-101	Appoint	Teacher of Language Arts 10.70.70.APY	BA Step 1	\$46,715	Middle School	11/15/11	6/30/12	Replacing EC
Jessica Demkiw* 11-130-100-101-29	Appoint	Language Arts Teacher Long-Term Sub 10.70.70.APW	BA Step 1	\$233.58/day	Middle School	11/14/11	4/1/12	Replacing SV

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Heather Burns 11-140-100-101-29	Additional Day	Teacher of Speech Arts & Drama Long-Term Sub 10.80.80.ARH	BA Step 1	\$233.58/day	High School	11/21/11	11/21/11	Replacing CS
Keith Runne* 11-130-100-101-29	Appoint	Health & Phys. Ed. Long-Term Sub 10.70.70.APK	BA Step 1	\$233.58/day	Middle School	11/4/11	12/16/11	Replacing DR
Allison Greene 11-130-100-101-29	Appoint	Language Arts Teacher Long-Term Sub 10.70.70.AQF	BA Step 1	\$233.58/day	Middle School	1/9/12	6/22/12	Replacing RP
Lawrence Melli* 11-140-100-101-29	Appointment Change	Science Teacher Long-Term Sub 10.80.80.ARU	BA Step 1	\$233.58/day	High School	9/1/11	11/19/11	Replacing RK
Robert Szuskowski 11-120-100-101-29	Appoint	Elementary Teacher Long-Term Sub 10.50.50.AHH	BA Step 1	\$233.58/day	Cozy Lake	10/28/11	3/19/12	Replacing MH
Colleen Sweeney 11-120-100-101-29	Additional day	Elementary Teacher Long-Term Sub 10.60.60.AHN	BA Step 1	\$116.79/day	White Rock	9/6/11	11/24/11	Replacing CM Transition ½ day
Bryant Annett 11-140-100-101-29	Appoint	Teacher of Mathematics Long-Term Sub 10.80.80.ARR	BA Step 1	\$233.58/day	High School	11/28/11	6/22/12	Replacing CH
Linda Silbernagel 11-150-100-101-00	Appoint	Job Coach 10.80.80.BMK	N/A	\$80/day	High School	11/15/11	6/30/12	As needed basis
Christina Russo	Appoint	Bedside Instruction		\$40/hr	District	11/1/11	6/30/12	
Tomas Villa	Appoint	Bedside Instruction		\$40/hr	District	10/18/11	6/30/12	
Mary Johnston	Appoint	Bedside Instruction		\$40/hr	District	11/4/11	6/30/12	
RK	Adjusted Medical Leave	Earth Science Teacher 10.80.80.ARU			High School	9/6/11	11/19/11	Utilizing 13 sick days and 37 unpaid days
AD	Maternity Leave	Special Ed. Teacher 10.50.50.AIU			White Rock	1/28/11	6/9/12	Utilizing 29 sick days and 57 unpaid days
MH	Medical Leave	Elementary Teacher 10.50.50.AHH			Cozy Lake	10/27/11	3/20/12	Utilizing 45 sick days and 45 unpaid days

(*) Requires mentoring

C. Non-Instructional								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Thomas Creswick	Retirement	Technology Assistant 12.10.12.AFJ			District	11/18/11	11/18/11	Retiring after 12 ½ years of service
Kevin Scarpa 11-000-252-100	Appoint	Technology Assistant 12.10.12.AFJ	Step 2	\$49,700	District	12/5/11	6/30/12	Replacing TC
Michelle Wanna 11-213-100-106	Appoint	Special Ed. Aide 09.30.30.BMD	Step 2	\$19.06/hr	Briggs	11/21/11	6/22/12	3.5 hrs/day No benefits New Position
Patricia Milford 11-213-100-106	Appoint	Special Ed. Aide 09.30.30.BME	Step 1	\$18.76/hr	Briggs	11/14/11	6/22/12	3.5 hrs/day No benefits New Position
Shirley Wallace 11-000-270-107	Appoint	Bus Aide 09.90.90.BGW	Step 1	\$18.40/hr	District	11/21/11	6/30/12	Not to exceed 3 hours. and 50 minutes/day Replacing MW Pending fingerprinting
Jaclyn Lindabury 11-209-100-106	Appoint	Special Ed. Aide 09.70.70.BIK	Step 1	\$18.76/hr	Middle School	11/15/11	6/30/12	3.5 hrs/day No benefits Replacing KT
Tracy Orlandoni 11-215-100-106	Transfer, hours and program change	Special Ed. Aide 09.40.40.BBZ	Step 2	\$19.06/hr	Milton	11/21/11	6/30/12	From White Rock 3.0 hours/day
Christy Tonnesen 11-214-100-106	Additional Hours	Special Ed. Aide 09.60.60.BJJ	Step 2	\$19.06/hr	White Rock	11/21/11	6/30/12	Increase .25 hrs/day to 3.5 hrs/day
TC	Medical Leave	Technology Assistant 12.10.12.AFJ			District	10/3/11	11/17/11	Utilizing 30.5 sick days
JT	Medical Leave	Secretary 10.30.30.AEU			Briggs	11/9/11	11/23/11	Utilizing 11 sick days
DV	Medical Leave	Coordinator 12.90.92.BEY			District	11/28/11	12/24/11	Utilizing 19 sick days
D. Substitutes/Other								
Jessica Arena	Appoint	Substitute Teacher		\$80/diem	District	11/22/11	6/30/12	
Stephen Barrow	Appoint	Substitute Teacher		\$80/diem	District	11/22/11	6/30/12	
Genevieve Bodtmann	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Kendall Brown	Appoint	Substitute Teacher		\$80/diem	District	11/8/11	6/30/12	
Rebecca D'Alauro	Appoint	Substitute Teacher		\$80/diem	District	10/18/11	6/30/12	
Elizabeth Lizzi	Appoint	Substitute Teacher		\$80/diem	District	11/22/11	6/30/12	
Janet Eltringham	Appoint	Substitute Teacher		\$80/diem	District	11/22/11	6/30/12	

Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Christopher Van Ness	Appoint	Substitute Teacher		\$80/diem	District	11/8/11	6/30/12	
Manuela Barbosa	Appoint	Substitute Aide		\$10/hr	District	11/22/11	6/30/12	Pending archive of fingerprints
Kendall Brown	Appoint	Substitute Aide		\$10/hr	District	11/8/11	6/30/12	
Laura Mahoney	Appoint	Substitute Aide		\$10/hr	District	10/18/11	6/30/12	
Noreen Teklits	Re-Appoint	Substitute Aide		\$10/hr	District	11/4/11	6/30/12	
Kimberly Reid 11-000-252-100-00	Appoint	Technology Helper		\$32/hr	District	11/2/11	12/31/11	Dates may be adjusted depending on appointment of permanent employee

E. Extra Duty Pay								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Amanda Osbun	Appoint	Robotics Team Volunteer Assistant	N/A	N/A	High School	11/22/11	6/30/12	
Kristin Ellerthorpe	Rescind	Spring Musical Choreographer			Middle School	11/4/11	11/4/11	

F. 2011-12 School Year Coaching Staff								
WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Christopher Burdett	Rescind	Boys' Assistant Basketball			High School	11/3/11	11/3/11	
Jason Kalish	Rescind	Girls'/Boys' Assistant Swimming			High School	11/23/11	11/23/11	
Jason Kalish	Appoint	Boys' Assistant Basketball	3	\$3000.00	High School	11/28/11	6/30/12	1 year of service
Jenna Gersie	Appoint	Girls'/Boys' Assistant Swimming	1	\$3538.47	High School	11/15/11	6/30/12	1 year of service
Kevin Kelly	Appoint	Ice Hockey Paraprofessional Coaching Aide	N/A	N/A	High School	11/22/11	6/30/12	Volunteer Pending fingerprinting

L. 2 Motion to approve Advanced Salary Placements retroactive to 9/1/11 as indicated below:

Name	From	Present Salary	To	New Salary
Megan Behm	BA/03	\$48,745	BA+15/03	\$49,760
Sherry Brzostowski	MA+15/07	\$54,835	MA+30/07	\$55,850
Kelly Carney	MA/08	\$54,844	MA+15/08	\$55,859
Melissa Cattafi	MA/06	\$53,820	MA+45/06	\$57,068
Jennifer Cimaglia	BA+15/08	\$53,829	MA/08	\$54,844
Kelly Daly	MA+15/05	\$53,820	MA+30/05	\$54,835
Bethany Dixon	MA/02	\$49,760	MA+15/02	\$50,775
Janice Fisher	MA+15/06	\$54,835	MA+30/06	\$55,850
Travis Gage	BA/04	\$49,760	BA+15/04	\$50,775
Carol Gargone	BA+15/03	\$49,760	MA/03	\$50,775
Meghan Hallock	MA/02	\$49,760	MA+15/02	\$50,775
Michael Harris	BA/12	\$56,164	BA+15/12	\$57,382
Hong Hu	MA/18	\$82,006	MA+15/18	\$84,143
Michelle Klinger	MA+30/07	\$55,850	MA+45/07	\$57,068
William Koch	BA+15/05	\$51,790	MA/05	\$52,805
Julie Kozakewich	BA+15/04	\$50,775	MA/04	\$51,790
Paula Langner .49	MA/04	\$25,377	MA+45/04	\$26,869
Beverly Mallatratt	BA+15/13	\$59,403	MA/13	\$62,549
Susan Mathiasen	BA+15/13	\$59,403	MA/13	\$62,549
Denise Morando	MA+30/14	\$72,801	MA+45/14	\$75,541
Jenna Morris	BA/02	\$47,730	BA+15/02	\$48,745
Matthew Moscatello	MA+30/07	\$55,850	MA+45/07	\$57,068
Rebecca Reichel	BA+15/04	\$50,775	MA/04	\$51,790
Heather Rowens	MA+30/08	\$58,295	MA+45/08	\$59,716
Christine Stewart	MA/18	\$82,006	MA+30/18	\$90,253
Christine Stewart	MA/18	\$82,006	MA+15/18	\$84,143
Denise Tomaiko	MA+30/07	\$55,850	MA+45/07	\$57,068
Joy Toriello	MA+30/07	\$55,850	MA+45/07	\$57,068
Dana Williams	BA+15/10	\$54,946	MA/10	\$55,961
TOTAL ADVANCEMENT COST:				\$46,892

MOTION: Mr. Feldmann	SECOND: Mrs. Castiglione			
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. Van Ness, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.5 and M.7, 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/16-8	Willow Glen Academy	\$42,129.75	10/28/11-6/19/12
M/18-5	Willow Glen Academy	\$59,942.36	11/10/11-6/19/12

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

School/Group	Date(s)	Location
JTHS Culinary Arts	November 29, 2011	Lincoln Culinary Institute, Hartford, CT
JTMS Grade 7 Blue	December 9, 2011	New Jersey School of Conservation, Branchville, NJ
JTMS Chorus	December 14, 2011	Rotary Club Luncheon at Star of the Sea, Lake Hopatcong, NJ
Cozy Lake School, Grade 1	December 14, 2011	Morristown Museum, Morristown, NJ
JTHS Chorus Students	February 24, and 24, 2012	NJ Music Educators Annual Conference, East Brunswick, NJ
JTMS Grade 7 White	April 5, 2012	New Jersey School of Conservation, Branchville, NJ
JTMS Grade 6 Blue and Gold	April 19, 2012	SCMUA and Lafayette Town Park, Lafayette, NJ
JTMS Grade 6 White	May 17, 2012	SCMUA and Lafayette Town Park, Lafayette, NJ
Stanlick School, Grade 5	May 31, 2012	American Museum of Natural History, New York, NY
Stanlick School, Grade 4	June 14, 2012	New Jersey Sea Grant Consortium, Sandy Hook, NJ
JTMS Grade 7 Gold	TBD	New Jersey School of Conservation, Branchville, NJ

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

School/Group	Date(s)	Location
JTHS Band All American Band Festival	May 24 - 29, 2012	Universal Studios, Orlando, FL
JTMS Grade 8	June 7 - 8, 2012	Philadelphia, PA

M.4 Motion to adopt a resolution recognizing the week of December 5-9, 2011 as **National Inclusive Schools Week**:

WHEREAS, inclusion is a process by which schools, local education authorities, and other interested groups develop their cultures, policies, and practices to include pupils; and

WHEREAS, schools, local education authorities, and other interested groups should actively seek to remove barriers of learning and participation for pupils;

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

- (1) Recognizes the week of December 5-9, 2011 as **National Inclusive Schools Week**; and
- (2) Calls upon state and local officials, schools, local education authorities, and other interested groups to develop and implement strategies, activities, and programs that promote inclusion.

M.5 Motion to adopt a resolution recognizing the week of November 13-19, 2011 as American Education Week:

WHEREAS, 50 million K-12 students attend public schools; and

WHEREAS, **American Education Week** presents all Americans with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring every child receives a quality education.

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

- (1) Recognizes the week of November 13-19, 2011 as **American Education Week**; and
- (2) Calls upon all Americans to do their part in making public schools great for every child so that they can grow and achieve in the 21st century.

M.7 Motion to approve of the District Bilingual/English as a Second Language Three Year Program Plan.

MOTION: Mrs. Poulas	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			

M.8 Emergency school bus evacuation drills of October 25 and October 26, 2011

High School/Middle School October 26, 2011			Milton/Cozy Lake/White Rock Schools October 25, 2011			E.T. Briggs/Stanlick Schools October 25, 2011		
Route #	Time	Observed By	Route #	Time	Observed By	Route #	Time	Observed By
#HM01	7:30 am	Cutrona	#M1	8:25 am	Markowick	#H1	8:18 am	Arias
#HM02	7:23 am	Howe	#M2	8:12 am	Lundsten	#H2	8:28 am	Arias
#HM03	7:25 am	Cutrona	#M3	8:10 am	Barile	#H3	8:30 am	Arias
#HM04	7:28 am	Harris	#M4	8:18 am	Barile	#H4	8:22 am	Arias
#HM05	7:22 am	Eck	#M5	8:25 am	Barile	#H5	8:25 am	Fisher
#HM06	7:18 am	Cutrona	#M6	8:15 am	Plotts	#H6	8:25 am	Arias
#HM07	7:24 am	Cutrona	#M7	8:15 am	Markowick	#H7	8:40 am	Arias
#HM08	7:20 am	Cutrona	#M8	8:11 am	Barile	#H8	8:21 am	Fisher
#HM09	7:16 am	Cutrona	#M9	8:17 am	Lundsten	#H9	8:28 am	Arias
#HM10	7:13 am	Cutrona	#M10	8:20 am	Barile	#H10	8:26 am	Fisher
#HM11	7:28 am	Cutrona	#M11	8:10 am	Jahn	#H11	8:21 am	Fisher
#HM12	7:30 am	Cutrona	#M12	8:13 am	Barile	#H12	8:25 am	Fisher
#HM13	7:20 am	Howe	#M13	8:10 am	Markowick	#H13	8:34 am	Arias
#HM14	7:30 am	Cutrona	#M14	8:10 am	Barile	#H14	8:20 am	Arias
#HM15	7:22 am	Cutrona	#M15	8:15 am	Lundsten	#H15	8:25 am	Fisher
#HM16	7:23 am	Harris	#M16	8:13 am	Hollar	#BKP1	12:19pm	Schilling
#HM17	7:18 am	Cutrona	#V1AM	8:25 am	Hunter	#BKP2	12:15pm	Schilling
			#V1MD	12:10 pm	Hunter			
#HM18	7:21 am	Hannaway	#V2AM	8:20 am	Reid			
			#V2MD	12:10 pm	Hunter			
#HM19	7:25 am	Risko	#V3AM	8:11 am	Mulan			
#HM20	7:20 am	Risko	#MKA1	12:10 pm	Jahn			
#HM21	7:17 am	Risko	#MKP1	12:25 pm	Jahn			

High School/Middle School October 26, 2011			Milton/Cozy Lake/White Rock Schools October 25, 2011			E.T. Briggs/Stanlick Schools October 25, 2011		
Route #	Time	Observed By	Route #	Time	Observed By	Route #	Time	Observed By
#HM22	7:22 am	Risko	#MKP2	12:15 pm	Jahn			
#HM23	7:20 am	Risko						
#HM24	7:20 am	Risko						
#HM25	7:15 am	Risko						
#HM26	7:20 am	Risko						
#HM27	7:20 am	Risko						
#HM28	7:20 am	Risko						
#HM29	7:20 am	Hannaway						
#HM30	7:18 am	Risko						
#HM31	7:24 am	Hannaway						
#HM32	7:20 am	Risko						
#HM33	7:40 am	Risko						
#HMV2	7:30 am	Cutrona						

M.9 Enrollment as of 10/31/11:

	Oct. 10	Oct. 11
Milton	180	159
Cozy Lake	247	254
Arthur Stanlick	381	380
E.T. Briggs	392	372
White Rock	425	410
Total Elementary	1,625	1,575
JTMS	809	829
JTHS	1,114	1,055
GRAND TOTAL	3,548	3,459
Tuition students received	2	1
Out-of-district placement	41	41
Students -Home Instruction	8	12

A motion was made by Mrs. Poulas, seconded by Mrs. Van Ness, to **table agenda item M.6, New High School Courses**, pending further review and discussion.

MOTION: Mrs. Poulas	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			

N. POLICY COMMITTEE

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

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

File Code	Document	Title	Description of Action
2431.4p	Policy	Prevention & Treatment of Sports-Related Concussions & Head Injuries	New Policy
2431.4r	Regulation	Prevention & Treatment of Sports-Related Concussions & Head Injuries	New Regulation
5200r	Regulation	Attendance	Replaces 5200r Attendance (4/16/07)
5600r	Regulation	Pupil Discipline/Code of Conduct	Replaces 5600r Pupil Discipline/Code of Conduct (7/18/11)

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			

O. COMMUNICATIONS

- A local girl scout sent a flier promoting reading and literacy requesting it be distributed in the schools.

P. OLD BUSINESS

- Mrs. Castiglione requested an update on the performance of the bear proof trash containers purchased for the schools.

Q. NEW BUSINESS

- None

R. PUBLIC COMMENTS

- An audience member commented on the district’s “Bring a Veteran to School” program honoring all Veterans noting the event was well attended and respectful. She remarked that she had attended the municipal event also and but wished for greater public participation at that event.
- An audience member requested an update regarding costs related to a choral trip. It was noted that she felt the trip is extravagant and she has questions regarding the policy on such trips. Dr. Fuchs suggested she share her questions directly with the Superintendent.

S. BOARD MEMBER COMMENTS

- The Board wished everyone a Happy Thanksgiving.
- Mr. Stewart attended the middle school carnival.
- Mrs. Castiglione commented on a teacher who made an impact on her son.
- Mr. Millar commented on a fundraiser for an ill district student and spoke of how proud he is of the district’s role in the fundraiser.
- Several Board Members gave kudos to the business office staff for their work on the excellent annual audit.

T. ADJOURN

Motion by Mr. Cuccio, seconded by Mr. Feldmann that the meeting adjourn at 9:05 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)
Boyle, Nancy	Dec. 8	Basking Ridge, NJ	RTI and the Common Core State Standards	Own	\$ -	74	\$ -	0	\$ -	0	\$ -
Brennan, Claire	Nov. 9	Parsippany, NJ	Crisis Counseling Strategies	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Bushby, Rebecca	Dec. 2	Long Branch, NJ	New Jersey Association of School Librarians Fall Conference	Own	\$ 75.00	180	\$ -	0	\$ -	0	\$ 75.00
Daggett, Eileen	Dec. 12, Jan. 31 and Mar. 26	East Orange, NJ	Positive Behavior Support in Schools Functional Behavior Assessment Design of Behavior Intervention Plans	Own	\$ -	69	\$ -	0	\$ -	0	\$ -
Daggett, Eileen	Dec. 15	Morris Plains, NJ	Psychotropic Medications for Youth	Own	\$ -	46	\$ -	0	\$ -	0	\$ -
Edge, Denyse	Dec. 15	Morris Plains, NJ	Psychotropic Medications for Youth	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Farris, Kasey	Dec. 2	Princeton, NJ	New Jersey Council for History Education Conference at Princeton	Own	\$ 75.00	130	\$ -	0	\$ -	0	\$ 75.00
Frelinghuysen, Karen	Mar. 1-2	New York, NY	National Art Educator's Association Convention	Train & Cab fare \$ 51.00	\$ 180.00	0	\$ -	0	\$ -	0	\$ 231.00
Friedman, Matthew	Nov. 22	South Orange, NJ	Secondary School Counselor Training Institute – Financial Aid Workshop	Own	\$ -	70	\$ -	0	\$ -	0	\$ -
Gray, Katherine	Dec. 11	Hawthorne, NY	Creating Sensory Diets: Helping Children Adapt at Home, School & Play	Own	\$ 195.00	53	\$ -	0	\$ -	0	\$ 195.00
Hannaway, Stephen	Nov. 15	Convent Station, NJ	Financial Aid	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Martino, Joanne	Nov. 9	Parsippany, NJ	Managing Psychological Consequences of Terrorism: Impact and Intervention – Psychological First Aid Skills and Crisis Counseling Strategies	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
McGroarty, Shannon	Dec. 2	Princeton, NJ	New Jersey Council for History Education Conference at Princeton	Own	\$ 75.00	0	\$ -	0	\$ -	0	\$ 75.00
McHugh, Rosemary	Dec. 2	Long Branch, NJ	New Jersey Association of School Librarians Annual Fall Conference	Own	\$ 125.00	209	\$ -	0	\$ -	0	\$ 209.00
McNulty, Sean	Dec. 7	New Brunswick, NJ	We the People: Project Citizen	Own	\$ 40.00	0	\$ -	0	\$ -	0	\$ 40.00
Meehan, Denise	Dec. 1	Parsippany, NJ	Statewide Adoption of Common Course Codes with NJ SMART	Own	\$ 25.00	42	\$ -	0	\$ -	0	\$ 25.00
Morando, Denise	Mar. 1-2	New York, NY	National Art Educators Association National Convention	Own	\$ 180.00	120	\$ -	0	\$ -	0	\$ 180.00
Plotts, Timothy	Oct. 21	Mountain Lakes, NJ	Fall Professional Development Conference: Common Core Standards as They Relate to Observation and Evaluation	Own	\$ -	35	\$ -	0	\$ -	0	\$ -
Simler, Renee	Dec. 2-4	Waitsfield, VT	Wilder Raku Workshop	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Simler, Renee	Mar. 1-2	New York, NY	National Art Educator's Association Convention	Bus & Cab fare \$ 68.00	\$ 180.00	0	\$ -	0	\$ -	0	\$ 248.00
Tamayne-Hettema, Jennifer	Mar. 1-2	New York, NY	National Art Educator's Association Convention (NAEA Member)	Own	\$ 135.00	85	\$ -	0	\$ -	0	\$ 135.00
Thornton, Mary	Dec. 1	Parsippany, NJ	MACN: Statewide Adoption of Common Course Codes with NJ SMART	Own	\$ -	34	\$ -	0	\$ -	0	\$ -

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)
Tordoff, Susan	Dec. 15	Morris Plains, NJ	Psychotropic Medications for Youth	Own	\$ -	80	\$ -	0	\$ -	0	\$ -
Tordoff, Susan	May 2-4	Putney, VT	2011/2012 Professional Visit at Landmark College	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Vander bok, Karen	Dec. 12	Morris Plains, NJ	Foundations of Community-Based Instruction	Own	\$ 11.00	0	\$ -	0	\$ -	0	\$ 11.00
Weir, Kathleen	Mar. 1-2	New York, NY	National Art Educator's Association Convention	Bus & Subway \$ 14.25	\$ 180.00	60	\$ -	0	\$ -	0	\$ 194.25
Wilson, Shannon	* See Below	Washington Twp., NJ	Management and Supervision Skills	Own	\$ 795.00	658	\$ -	0	\$ -	0	\$ 795.00
Wynne, James	Feb. 24-25	East Brunswick, NJ	New Jersey Music Educators Association Annual Conference	Own	\$ 150.00	100	\$ -	0	\$ -	0	\$ 150.00

* 2011 dates – Nov. 30, Dec. 7 & 14.
 2012 dates – Jan. 4, 11, 18 & 25, and Feb. 1 and 8.

REPORT OF AUDIT
JEFFERSON TOWNSHIP SCHOOL DISTRICT
COUNTY OF MORRIS
YEAR ENDED JUNE 30, 2011

S U M M A R Y

JEFFERSON TOWNSHIP SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SUMMARY
JUNE 30, 2011

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
ASSETS					
Cash and Cash Equivalents	\$ 1,624,424			\$ 748	\$ 1,625,172
Intergovernmental Accounts Receivable - State	620,465				620,465
Intergovernmental Accounts Receivable - Federal		\$ 126,765			126,765
Interfund Receivable	232,307				232,307
Other Receivable	9,913				9,913
Restricted Cash and Cash Equivalents	472,730				472,730
Total Assets	\$ 2,959,839	\$ 126,765		\$ 748	\$ 3,087,352
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts Payable - Vendors	\$ 3,492	\$ 6,855			\$ 10,347
Accrued Salaries and Benefits	17,320				17,320
Interfund Payable		118,546	\$ 112,067		230,613
Deferred Revenue		1,364			1,364
Total Liabilities	20,812	126,765	112,067		259,644
Fund Balances:					
Restricted for:					
Capital Reserve Account	251,715				251,715
Maintenance Reserve Account	221,015				221,015
Excess Surplus	417,830				417,830
Capital Projects Fund			(112,067)		(112,067)
Debt Service Fund				\$ 748	748
Assigned to:					
Year-end Encumbrances	438,976				438,976
Subsequent Year's Expenditures	1,609,491				1,609,491
Total Fund Balances	2,939,027		(112,067)	748	2,827,708
Total Liabilities and Fund Balances	\$ 2,959,839	\$ 126,765	\$ - 0 -	\$ 748	

Amounts Reported for *Governmental Activities* in the Statement of Net Assets (A-1) are Different Because:

Capital assets used in Governmental Activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$65,603,826 and the accumulated depreciation is \$13,895,433.	51,708,393
Accrued liability for interest on long-term debt is not due and payable in the current period and is not reported as a liability in the funds.	(218,341)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds	(25,733,866)
Net Assets of Governmental Activities	\$ 28,583,894

JEFFERSON TOWNSHIP SCHOOL DISTRICT
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
REVENUE:					
Local Sources:					
Local Tax Levy	\$ 35,716,268			\$ 2,031,458	\$ 37,747,726
Miscellaneous	207,669	\$ 196			207,865
Total - Local Sources	35,923,937	196		2,031,458	37,955,591
State Sources	18,288,077		330,828	43,675	18,662,580
Federal Sources	28,147	\$ 1,215,866			1,244,013
Total Revenue	54,240,161	1,215,866	331,024	2,075,133	57,862,184
EXPENDITURES:					
Current:					
Regular Instruction	15,402,791	977,881			16,380,672
Special Education Instruction	4,050,978	232,385			4,283,363
Other Special Instruction	821,985				821,985
Other Instruction	703,006				703,006
Support Services and Undistributed Costs:					
Tuition	2,071,907				2,071,907
Student & Instruction Related Services	5,543,971				5,543,971
General Administrative Services	1,002,066				1,002,066
School Administrative Services	1,993,343				1,993,343

JEFFERSON TOWNSHIP SCHOOL DISTRICT
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

SUMMARY

FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
EXPENDITURES (Cont'd):					
Support Services and Undistributed Costs (Cont'd):					
Central Services	\$ 684,193				\$ 684,193
Administrative Technology	394,226				394,226
Plant Operations and Maintenance	4,636,873				4,636,873
Pupil Transportation	3,076,441				3,076,441
Unallocated Benefits	12,185,168				12,185,168
Debt Service:					
Principal				\$ 1,010,000	1,010,000
Interest and Other Charges	\$ 317,833	\$ 5,600		1,066,205	1,066,205
Capital Outlay	64,175				323,433
Transfer to Charter School					64,175
Total Expenditures	<u>52,948,956</u>	<u>1,215,866</u>		<u>2,076,205</u>	<u>56,241,027</u>
Excess/(Deficiency) of Revenue over Expenditures	<u>1,291,205</u>		<u>\$ 331,024</u>	<u>(1,072)</u>	<u>1,621,157</u>
OTHER FINANCING SOURCES/(USES):					
Transfers In	196				196
Transfers Out			(196)		(196)
Total Other Financing Sources/(Uses)	<u>196</u>		<u>(196)</u>		
Net Change in Fund Balances	1,291,401		330,828	(1,072)	1,621,157
Fund Balance/(Deficit)—July 1	1,647,626		(442,895)	1,820	1,206,551
Fund Balance/(Deficit)—June 30	<u>\$ 2,939,027</u>	<u>\$ -0-</u>	<u>\$ (112,067)</u>	<u>\$ 748</u>	<u>\$ 2,827,708</u>

JEFFERSON TOWNSHIP SCHOOL DISTRICT
SUMMARY
JULY 1, 2010 THROUGH JUNE 30, 2011
(Continued)

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
None
4. School Food Service
None
5. Student Body Activities
None
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
None
9. Status of Prior Year's Findings/Recommendations
The prior year recommendation was resolved during the year.