

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Agenda and Public Hearing**  
**Monday, December 20, 2010 – 7:00 PM (Closed Session) 8:00 PM (Regular Session)**  
**Jefferson Township High School Media Center**

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

B. Pledge of Allegiance.

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Anzano	_____	_____
Mrs. Castiglione	_____	_____
Mr. Feldmann	_____	_____
Mrs. Mastricola	_____	_____
Mr. Millar	_____	_____
Mrs. Scott	_____	_____
Mrs. Servedio	_____	_____
Mr. Stewart	_____	_____
Mr. Vander Ploeg	_____	_____
Dylan Johnson, <i>Student Representative</i>	_____	_____
Brandon Coveney, <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 20<sup>th</sup> day of December, 2010 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 or contract negotiation 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**

- 2009-2010 Audit Presentation and Review of Board Secretary Report, Francis J. Jones, Jr., Nisivoccia & Company

**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:

- November 11, 2010 Special Meeting Minutes
- November 15, 2010 Regular Meeting Minutes
- November 15, 2010 Closed Session Minutes #2
- November 11, 2010 Executive Session Minutes
- November 15, 2010 Closed Session Minutes #1
- December 2, 2010 Board Self Evaluation 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.14, as described below:

**K.1** Motion to approve the **purchase order** list dated November 2010 in the amount of **\$ 199,804.77.**

**K.2** Motion to approve the **check journal** as of November 2010 in the amount of **\$ 3,852,567.81.**

<b>Fund</b>	<b>Amount</b>
General (10)	\$ 5,994.00
Special Revenue (20)	\$ 3,734,516.24
Capital Projects (30)	\$ 0
Debt Service (40)	\$ 0
Food Service Enterprise (60)	\$ 112,057.57
<b>Total</b>	<b>\$ 3,852,567.81</b>

**K.3** Motion to approve the funds **transfers** in the 2010-2011 Fiscal Year, dated October 2010 in the amount of **\$ 0.00 .**

**K.4** Motion to approve the funds **transfers** in the 2010-2011 Fiscal Year, dated November 2010 in the amount of **\$ 25,400 .**

**K.5** Motion to accept the **Treasurer and Secretary’s Report** dated September 2010 as being in balance.

**K.6** Motion to accept the **Treasurer and Secretary’s Report** dated October 2010 as being in balance.

**K.7** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of October 31, 2010 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.8** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of September 30, 2010, 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 certify, in accordance with NJAC 6A:23-2.11(c), that as of October 31, 2010, 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.10** Motion to approve Agreement **extension** from January 1, 2011 through June 30, 2011, with the Township of Jefferson Department of Utilities to operate and maintain wastewater treatment plants for the Jefferson Township Board of Education. Agreement subject to monthly renewals, not to exceed 6 months.

**K.11** Motion to accept the June 30, 2010 **Comprehensive Annual Financial Report** *(copy available for review)*

**K.12** Motion to approve the June 30, 2010 **Audit Corrective Action Plan.** *(Copy attached)*

**K.13** Motion to authorize **EI Associates** to provide professional architect/engineering services for the window replacement project at Milton School for Phases II – Construction Document Phase at a cost of \$12,000 and Phase III – Construction Administration Phase at a cost of \$12,400, for a total of \$24,400, per proposal dated September 2009.

**K.14** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

**WHEREAS**, The employees listed in Attachment A, are attending the named professional development seminar at such identified venues, and

**WHEREAS**, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

**WHEREAS**, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and

**WHEREAS**, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

**RESOLVED**, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it further

**RESOLVED**, That the expense is justified and therefore reimbursable *(copy attached)*.

**L. PERSONNEL COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.3, as described below:

**L. 1** Motion to appoint and submit to the 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>								
Harry Shortway	Resignation	Social Studies Teacher			High School	12/14/10	3/1/11	

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kristen Mancuso* 11-120-100-101-29	Appoint	Long-Term Sub Elementary Teacher	Step 1	\$231.93/day	Briggs	1/4/11	6/22/11	Replacing 10.30.30.AGP
Rachel Butler 11-120-100-101-29	Appoint	Long-Term Sub Elementary Teacher	Step 1	\$231.93/day	Stanlick	2/7/11	6/11/11	Replacing 10.10.10.AGA
Christine Maierle 11-140-100-101-29	Appoint	Long-Term Sub Special Ed. Teacher	BA Step 1	\$231.93/day	High School	12/13/10	1/21/11	Replacing 10.80.80.AJB
Anna Proxenos* 11-120-100-101-29	Appoint	Long-Term Sub Special Ed. Teacher	BA Step 1	\$231.93/day	White Rock	1/21/11	6/11/11	Replacing 10.60.60.AIF
Tracey Sinatra 11-140-100-101-29	Appoint	Social Studies Teacher 10.80.80.ASN	MA Step 2	\$49,431.00	High School	9/22/10	6/30/11	Replacing 10.80.80.ASN
Tracey Sinatra	Appoint	Bedside Instruction		\$40/hr	District	12/13/10	6/30/11	
SG	Worker's Comp	Special Ed. Teacher 10.80.80.AJA			High School	11/15/10	12/4/10	
SS	Adjusted Maternity Leave	English Teacher 10.80.80.ARD			High School	12/20/10	6/23/11	Utilizing 15 sick days and 102 unpaid days
DT	Maternity Leave	Elementary Teacher 10.10.10.AGA			Stanlick	2/9/11	6/10/11	Utilizing 41 sick days and 38 unpaid days
SV	Maternity Leave	English Teacher 10.70.70.APW			Middle School	4/11/11	6/22/11	Utilizing 19 sick days and 32 unpaid days
KS	Maternity Leave	Elementary Teacher 10.60.60.AIF			White Rock	1/24/11	6/10/11	Utilizing 34 sick days and 58 unpaid days

(\*) Requires mentoring

**C. Non-Instructional**

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Lisa Laganella	Resignation	Special Ed. Aide 09.60.60.BBF			White Rock	11/30/10	1/30/11	
Lorrie Kern 11-212-100-106	Appoint	Special Ed. Aide 09.10.10.BDN	Step 1	\$18.30/hr	Stanlick	12/1/10	6/30/11	Replacing 09.10.10.BDN
Michelle Faasse 11-204-100-106	Appoint	Special Ed. Aide 09.10.10.BBU	Step 1	\$18.30/hr	Stanlick	12/6/10	6/30/11	Replacing 09.10.10.BBU
Lorenz Fischer 11-213-100-106	Appoint	LTS Special Ed. Aide 09.70.70.TBD	Step 1	\$18.30/hr	Middle School	1/28/11	5/31/11	Replacing 09.70.70.BCO
JT	Medical Leave	Bus Driver 10.90.90.BFM			District	12/21/10	1/30/11	Utilizing 22 sick days
RS	Adjusted Medical Leave	Custodian 12.20.22.AKD			District	8/26/10	12/30/10	Utilizing 16 sick days and 53 unpaid days
SV	Adjusted Medical Leave	Secretary 12.80.82.AFI			High School	10/10/10	12/24/10	Utilizing 30 sick days
JB	Medical Leave	Custodian 12.30.32.AKS			Briggs	10/21/10	1/29/10	Utilizing 65.5 sick days
TS	Medical Leave	Special Ed. Aide 09.70.70.BIK			Middle School	12/21/10	1/10/11	Utilizing 9 sick days

**D. Substitutes/Other**

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Sanlee Halma	Appoint	Substitute Aide		\$10/hr		11/30/10	6/30/11	
Susan Headley	Appoint	Substitute Aide		\$10/hr		11/22/10	6/30/11	
Regina Oelkers	Appoint	Substitute Aide		\$10/hr		12/21/10	6/30/11	
Sanlee Halma	Appoint	Substitute Teacher		\$80/diem		11/30/10	6/30/11	
Christina Russo	Appoint	Substitute Teacher		\$80/diem		12/21/10	6/30/11	
Christine Larsen	Appoint	Substitute Teacher		\$80/diem		12/21/10	6/30/11	
Ethan Chaisson	Appoint	Substitute Teacher		\$80/diem		12/21/10	6/30/11	
Melissa Earl	Appoint	Substitute Teacher		\$80/diem		12/21/10	6/30/11	
Stephen Walker	Appoint	Substitute Teacher		\$80/diem		12/21/10	6/30/11	
Elizabeth Conley	Appoint	Substitute Nurse		\$150/diem		12/21/10	6/30/11	
Joseph Kulick	Appoint	Substitute Principal		\$450/diem		12/21/10	6/30/11	Pending fingerprinting.

**E. Student Teachers**

Name	College	Assignment	Location	Date Effective	Date Terminated	Discussion
Erika Fahy	Fairleigh Dickinson University	Elementary	Cozy Lake	1/24/11	5/6/11	

**F. Extra Duty Pay**

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kathleen D' Ambrosio	Appoint	Newspaper	Level 2	\$1196.00	Middle School	9/1/10	6/30/11	
Sharon Ciliento	Rescind	Grade 8 Advisor, Co-Advisor 3 of 3	Level 3	\$677.50	Middle School	9/1/10	6/30/11	Approved 10/25/10 agenda

G. Coaches								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Dale Schmidt	Appoint	Assistant Ice Hockey Coach	Step 3	\$4947.08	High School	9/1/10	6/30/11	4 years of service
Michelle Lopez	Appoint	Volunteer Girls' Basketball Coaching Aide	N/A	N/A	High School	9/1/10	6/30/11	
Barry Stokes	Appoint	Volunteer Ice Hockey Coaching Aide	N/A	N/A	High School	9/1/10	6/30/11	
Jason Kalish	Appoint	Softball Varsity	Step 1	\$5303.29	High School	9/1/10	6/30/11	

**L. 2** Motion to approve the following job descriptions:

**Newspaper – Level 2 (Middle School)**  
**Homework Club Monitor – Level 4 (Middle School)**

**L. 3** Motion to approve the following contracted services:

Name	Nature of Action	Salary	Date Effective	Date Termin.	Discussion
Susan Squires	Bedside Instruction	\$65/hr	9/1/10	6/30/11	University Medical Center at Princeton
Mildred Kranzler	Bedside Instruction	\$65/hr	9/1/10	6/30/11	University Medical Center at Princeton

**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.5, as described below:

**M.1** Motion to **rescind student placements** and professional services for the 2010-2011 school year, as indicated below:

Student	School	Tuition	Detail
M/19-3	Lakeland Andover School	\$33,275	12/1/10
M/17-5	Lakeland Andover School	\$28,600	12/23/10

**M.2** Motion to **approve student placements** and professional services for the 2010-2011 school year, as indicated below:

Student	School	Tuition	Detail
F/17-8	Lakeland Andover School	\$33,275	12/1/10 - 6/30/11
M/10-11	Bonnie Brae	\$39,786	12/15/10 - 6/30/11

**M.3** Motion to approve the **Children’s Internet Protection Act (CIPA)**, as described below:

**WHEREAS**, the Jefferson Township Board of Education complies with the requirements of the Children’s Internet Protection Act (CIPA); and

**WHEREAS**, the Jefferson Township Board of Education has technology protection measures in place that blocks or filters Internet Access to protect minors;

**WHEREAS**, the Jefferson Township Board of Education has written Internet Safety Policies,

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Education declares it is in compliance with the CIPA requirement to address the technology protection measures and Internet safety policy.

**M.4** Motion to approve the following **day field trips**:

School/Group	Dates	Location
JTHS FBLA Competition	January 6, 2011	Mercer Community College, West Windsor, NJ
JTHS Junior PDP Training	January 12, 2011	St. Thomas the Apostle Church, Oak Ridge, NJ
JTHS Academic Decathlon	January 29, 2011	Ramapo High School, Franklin Lakes, NJ
JTMS Band High Note Music Festival Competition	May 13, 2011	Calvary Temple and Dorney Park, Allentown, PA
JTMS Chorus High Note Music Festival Competition	May 27, 2011	Calvary Temple and Dorney Park, Allentown, PA

**M.5** Motion to approve the following **new courses**:

- Family & Consumer Finance
- Psychology
- Digital Website Design (change from E-Business and Web Page Design)

**Enrollment** as of 11/30/10:

	<b>Nov. 09</b>	<b>Nov. 10</b>
R. F. Drummond**	117	--
Milton	162	180
Cozy Lake	277	247
Arthur Stanlick	400	383
E.T. Briggs	261	390
White Rock	434	426
<b>Total Elementary</b>	<b>1,651</b>	<b>1,626</b>
JTMS	819	810
JTHS	1,115	1,117
<b>GRAND TOTAL</b>	<b>3,585</b>	<b>3,553</b>
Tuition students received	2	2
Out-of-district placement	46	39
Students -Home Instruction	13	16

\*\* Drummond enrollment is incorporated into the E.T. Briggs school enrollment, effective September 1, 2010.

**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 **First Reading** of the following *(copy available for review)*

<b>File Code</b>	<b>Document</b>	<b>Title</b>	<b>Description of Action</b>
0167b	Bylaw	Public Participation in Board Meetings	Replaces 0167b Public Participation in Board Meetings (08/18/08)
2360P	Policy	Use of Technology	Replaces 2360p Use of Technology (03/19/01)
3130p	Regulation	Assignment and Transfer	Replaces 3130p Assignment and Transfer (09/17/2001)
5430p	Policy	Class Rank	Replaces 5430p Class Rank (10/20/2003)

**O. COMMUNICATIONS**

**P. OLD BUSINESS**

**Q. NEW BUSINESS**

**R. BOARD MEMBER COMMENTS**

**S. COMMENTS FROM THE AUDIENCE**

**T. 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 20<sup>th</sup> day of December, 2010 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 or contract negotiation 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.

**U. ADJOURN**

## ATTACHMENT A – BOARD APPROVED TRAVEL

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)
Arnold, Kira	Jan. 11	Morris Plains, NJ	Development of Respectful Classroom Environments	Own	\$ 11.00	38	\$ -	0	\$ -	0	\$ 11.00
Arnowitz, Sherry	Jan. 11	Morris Plains, NJ	Development of Respectful Classroom Environments	Own	\$ 11.00	38	\$ -	0	\$ -	0	\$ 11.00
Barrieres, Richard	Feb. 25 & 26	New Brunswick, NJ	New Jersey Music Educators Association Convention	Own	\$ 130.00	50	\$ -	0	\$ -	0	\$ 130.00
Castiglia, Danielle	Jan. 11	Morris Plains, NJ	Development of Respectful Classroom Environments	Own	\$ 11.00	38	\$ -	0	\$ -	0	\$ 11.00
Cattafi, Melissa	Jan. 27	East Hanover, NJ	Current, Best Strategies for Challenging & Motivating Your Gifted Students	Own	\$ 199.00	0	\$ -	0	\$ -	0	\$ 199.00
Daggett, Eileen	Jan. 14	Princeton, NJ	NJ DOE Educational Leadership Summit	Own	\$ -	140	\$ -	0	\$ -	0	\$ -
Daly, Kelly	Jan. 27	East Hanover, NJ	Current, Best Strategies for Challenging & Motivating Your Gifted Students (Grades 1-8)	Own	\$ 199.00	0	\$ -	0	\$ -	0	\$ 199.00
Edge, Denyse	Jan. 20	Cedar Grove, NJ	Special Education Law Seminar	Own	\$ -	51	\$ -	0	\$ -	0	\$ -
Ferraro, Gale	Jan. 13	West Orange, NJ	Standing on the Firing Line	Own	\$ -	31	\$ -	0	\$ -	0	\$ -
Fleming, Robert	Jan. 27 & 28	Atlantic City, NJ	Techspo 2011	Own	\$ 349.00	300	\$ 109.00**	1	\$ -	0	\$ 458.00
Fuchs, Kathaleen	Feb. 3	Rockaway, NJ	New Jersey Association of School Business Officials State Aid and Budget Preparation	Own	\$ 75.00	0	\$ -	0	\$ -	0	\$ 75.00
Hardin, Christina	Jan. 11	Haledon, NJ	Connected Math Book 3	Own	\$ -	27	\$ -	0	\$ -	0	\$ -
Harris, Nancy	Jan. 27	Morristown, NJ	New Jersey Consortium for Gifted & Talented Programs Sharing Meeting	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Kaminski, Katie	Jan. 13	Morris Plains, NJ	Promoting Language and Literacy in the Inclusive Preschool Classroom	Own	\$ 11.00	6	\$ -	0	\$ -	0	\$ 11.00
Knutelsky, Robin	April 1	Somerset, NJ	43 <sup>rd</sup> Annual Conference on Reading and Writing	Own	\$ 195.00	70	\$ -	0	\$ -	0	\$ 195.00
Latham, Ginger	Jan. 27	East Orange, NJ	CBI for Students with Severe Disabilities	Own	\$ 11.00	70	\$ -	0	\$ -	0	\$ 11.00
Materia, Joseph	Jan. 18	Summit, NJ	2010-2011 Regional Roundtable for supervisors of World Languages	own	\$ -	61	\$ -	0	\$ -	0	\$ -
Mattessich, Joseph	Dec. 22	Totowa, NJ	Motivating That Student	Own	\$ 179.00	66	\$ -	0	\$ -	0	\$ 179.00
McLoughlin, Lori	Feb. 3	East Hanover, NJ	Outstanding Technology Projects to Accelerate Learners	Own	\$ 199.00	30	\$ -	0	\$ -	0	\$ 199.00
Miceli, Sarah	Jan. 11	Haledon, NJ	Connected Math Training	Own	\$ -	25	\$ -	0	\$ -	0	\$ -
Nadler, Vickki	Jan. 14	Princeton, NJ	NJ DOE Educational Leadership Summit	Own	\$ -	140	\$ -	0	\$ -	0	\$ -
Nadler, Vickki	Jan. 21	Montclair, NJ	Biology Curriculum Consortium	Own	\$ -	56	\$ -	0	\$ -	0	\$ -
Ortense, Stacey	Jan. 27	Morristown, NJ	NJCGTP Inc. Sharing Meeting	Own	\$ -	56	\$ -	0	\$ -	0	\$ -
Petersen, Vanessa	Jan. 11	Morris Plains, NJ	Development of Respectful Classroom Environments	Own	\$ 11.00	38	\$ -	0	\$ -	0	\$ 11.00
Petric, Marius	Nov. 30	New Brunswick, NJ	Understanding Mathematics Common Core Standards and Their Effects on the Elementary Curriculum	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Platz, Barbara	Jan. 27	Morristown, NJ	Sharing Meeting	Own	\$ -	20	\$ -	0	\$ -	0	\$ -

\*\*Overnight travel waiver received from Commissioner.



**ATTACHMENT A (Continued)**

Name	Event Date	Location	Function Description ( i.e. Seminar Subject)	Trans- portation	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)
Rogers, Suzanne	Jan. 13	Morris Plains, NJ	Promoting Language and Literacy in the Inclusive Pre-School Classroom	Own	\$ 11.00	20	\$ -	0	\$ -	0	\$ 11.00
Roman, Teresa	Jan. 20	Cedar Grove, NJ	Special Education Law Seminar	Own	\$ -	51	\$ -	0	\$ -	0	\$ -
Roman, Teresa	Jan. 25 & Mar. 4	Morris Plains, NJ	Designing Programs for Students with Moderate to Severe Cognitive Disabilities	Own	\$ 22.00	60	\$ -	0	\$ -	0	\$ -
Rose, Gino	Jan. 21	Montclair, NJ	Biology Curriculum Consortium	Own	\$ -	56	\$ -	0	\$ -	0	\$ -
Schwarz, Mark	Dec. 10	West Milford, NJ	New Jersey Social Studies Supervisor's Association – Northern Region	Own	\$ -	0	\$ -	0	\$ -	0	\$ -
Smith, Phyllis	Jan. 21	Montclair, NJ	Biology Curriculum Consortium	Own	\$ -	56	\$ -	0	\$ -	0	\$ -
Tordoff, Susan	Jan. 20	Cedar Grove, NJ	Special Education Law Seminar	Own	\$ -	54	\$ -	0	\$ -	0	\$ -
Tordoff, Susan	Jan. 25 & Mar. 4	Morris Plains, NJ	Designing Programs for Students with Moderate to Severe Cognitive Disabilities	Own	\$ 22.00	60	\$ -	0	\$ -	0	\$ -
Walker, Douglas	Jan. 14	Princeton, NJ	NJ DOE Educational Leadership Summit	Own	\$ -	140	\$ -	0	\$ -	0	\$ -
Walker, Douglas	Jan. 27 & 28	Atlantic City, NJ	Techspo 2011	Own	\$ 349.00	300	\$ 109.00**	1	\$ -	0	\$ 458.00
Weber, Kathleen	Jan. 5	East Hanover, NJ	The Best of the Best Websites to Enhance Your Instruction and Strengthen Student Learning (K-6)	Own	\$ 199.00	50	\$ -	0	\$ -	0	\$ 199.00
Zeno, Dora	Feb. 24- 26	Grapevine, TX	Association of School Business Officials Leadership Forum	\$ 485.00	\$ 450.00	75	\$ 229.60	2	\$ 140.00	1	\$ 1,534.20

*\*\*Overnight travel waiver received from Commissioner.*

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL Jefferson Township Board of Education COUNTY Morris  
 TYPE OF AUDIT Annual  
 DATE OF BOARD MEETING December 20, 2010  
 CONTACT PERSON Dora E. Zeno  
 TELEPHONE NUMBER 973-663-5782

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The District formally utilizes a bid process on all contracts that will exceed the bid threshold.	Services/Equipment purchases exceeding the bid threshold will be bid in compliance with statute.	Dora E. Zeno, Business Administrator	11/1/10

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CHIEF SCHOOL ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_ BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

c: County Superintendent

REPORT OF AUDIT  
JEFFERSON TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MORRIS  
YEAR ENDED JUNE 30, 2010

S U M M A R Y

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SUMMARY  
JUNE 30, 2010

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 356,352			\$ 1,098	\$ 357,450
Intergovernmental Accounts Receivable - State	483,880				483,880
Intergovernmental Accounts Receivable - Federal		\$ 461,165			461,165
Interfund Receivable	628,122			748	628,870
Other Receivable	25,720				25,720
Restricted Cash and Cash Equivalents	158,072				158,072
<b>Total Assets</b>	<b>\$ 1,652,146</b>	<b>\$ 461,165</b>		<b>\$ 1,846</b>	<b>\$ 2,115,157</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts Payable - Vendors		\$ 7,203			\$ 7,203
Accrued Salaries and Benefits	\$ 4,520				4,520
Interfund Payable		184,255	\$ 442,895	\$ 26	627,176
Deferred Revenue		269,707			269,707
<b>Total Liabilities</b>	<b>4,520</b>	<b>461,165</b>	<b>442,895</b>	<b>26</b>	<b>908,606</b>
<b>Fund Balances:</b>					
<b>Reserved for:</b>					
Encumbrances	1,990,567				1,990,567
Capital Reserve Account	151,104				151,104
Maintenance Reserve Account	120,591				120,591
<b>Unreserved/(Deficit), Reported in:</b>					
General Fund	(1,365,371)				(1,365,371)
Designated for Subsequent Year's Expenditures	750,735			1,820	752,555
Capital Projects Fund			(442,895)		(442,895)
<b>Total Fund Balances</b>	<b>1,647,626</b>		<b>(442,895)</b>	<b>1,820</b>	<b>1,206,551</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 1,652,146</b>	<b>\$ 461,165</b>	<b>\$</b>	<b>\$ 1,846</b>	

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 \$65,499,200 and the accumulated depreciation is \$12,712,620.	52,786,580
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.	(224,759)
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	(27,205,590)
<b>Net Assets of Governmental Activities</b>	<b>\$ 26,562,782</b>

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>REVENUE:</b>					
Local Sources:					
Local Tax Levy	\$ 34,669,488			\$ 2,165,609	\$ 36,835,097
Miscellaneous	133,657		748		134,405
Total - Local Sources	34,803,145		748	2,165,609	36,969,502
State Sources	18,039,203			128,851	18,168,054
Federal Sources	2,313,196	\$ 1,193,577			3,506,773
Total Revenue	55,155,544	1,193,577	748	2,294,460	58,644,329
<b>EXPENDITURES:</b>					
Current:					
Regular Instruction	14,914,275	835,517			15,749,792
Special Education Instruction	3,892,725	261,542			4,154,267
Other Special Instruction	916,799				916,799
Other Instruction	764,994				764,994
Support Services and Undistributed Costs:					
Tuition	2,356,722				2,356,722
Student & Instruction Related Services	5,699,619				5,699,619
General Administrative Services	1,129,806				1,129,806
School Administrative Services	2,186,170				2,186,170

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

SUMMARY

FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Governmental Funds
<b>EXPENDITURES (Cont'd):</b>					
Support Services and Undistributed Costs (Cont'd):					
Central Services	\$ 669,020				\$ 669,020
Administrative Technology	395,420				395,420
Plant Operations and Maintenance	5,327,493				5,327,493
Pupil Transportation	3,165,506				3,165,506
Unallocated Benefits	12,512,212				12,512,212
Debt Service:					
Principal				\$ 1,195,000	1,195,000
Interest and Other Charges				1,108,180	1,108,180
Capital Outlay	232,473	\$ 96,518	\$ 811,042		1,140,033
Transfer to Charter School	73,341				73,341
Total Expenditures	<u>54,236,575</u>	<u>1,193,577</u>	<u>811,042</u>	<u>2,303,180</u>	<u>58,544,374</u>
Excess/(Deficiency) of Revenue over Expenditures	918,969		(810,294)	(8,720)	99,955
<b>OTHER FINANCING SOURCES/(USES):</b>					
Transfers In			723,375	748	724,123
Transfers Out	(723,375)		(748)		(724,123)
Total Other Financing Sources/(Uses)	<u>(723,375)</u>		<u>722,627</u>	<u>748</u>	
Net Change in Fund Balances	195,594		(87,667)	(7,972)	99,955
Fund Balance/(Deficit)—July 1	1,452,032		(355,228)	9,792	1,106,596
Fund Balance/(Deficit)—June 30	<u>\$ 1,647,626</u>	<u>\$ -0-</u>	<u>\$ (442,895)</u>	<u>\$ 1,820</u>	<u>\$ 1,206,551</u>

JEFFERSON TOWNSHIP SCHOOL DISTRICT  
SUMMARY  
JULY 1, 2009 THROUGH JUNE 30, 2010  
(Continued)

It is recommended that:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
b) The District formally utilizes a bid process on all contracts that will exceed the bid threshold.
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.