

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes and Public Hearing

Monday, December 20, 2010 – 7:00 PM (Closed Session) 8:00 PM (Regular Session)

Jefferson Township High School Media Center

A. Mrs. Scott, 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>
Mr. Anzano	<u>X</u>	_____
Mrs. Castiglione	<u>X</u>	_____
Mr. Feldmann	<u>X</u>	_____
Mrs. Mastricola	<u>X</u>	_____
Mr. Millar	<u>X</u>	_____
Mrs. Scott	<u>X</u>	_____
Mrs. Servedio	<u>X</u>	_____
Mr. Stewart	<u>X</u>	_____
Mr. Vander Ploeg	<u>X</u>	_____
Dylan Johnson, <i>Student Representative</i>	<u>X</u>	_____
Brandon Coveney, <i>Student Representative</i>	_____	<u>X</u>

D. CLOSED SESSION

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20th day of December, 2010 at 7:07 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, and litigation.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at 7:50 PM.

E. SUPERINTENDENT'S REPORT

Dr. Fuchs reported on the Good News and Progress in Our Schools including offering congratulations to the 23 students recently inducted into the National Honor Society. She also reported on the nation's report card statistics recently released noting how high school seniors in Jefferson Township rank vs. seniors nationwide. Dr. Fuchs concluded by wishing the entire Falcon family a very happy holiday season.

F. PRESENTATIONS

Mr. Jones of Nisivoccia & Company presented the 2009-2010 Annual Comprehensive Financial Audit and reviewed the Board Secretary's Report.

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

None

H. STUDENT REPRESENTATIVES

None

I. COMMITTEE REPORTS

- **Community Relations** – Mr. Stewart commented on the proposed budget campaign and strategies the Committee is currently developing, such as a spreadsheet with contract settlement summaries.
- **Education Committee** – Mr. Vander Ploeg reported the committee continued to review field trips, course proposals and the student transition from sixth to seventh grades.
- **Building Needs and Finance Committee** – Mr. Anzano reviewed the tentative budget calendar, STP township oversight, and use of facilities. He noted the committee continues to monitor the unemployment fund and referred to the energy analysis. Mr. Anzano also remarked that the OPRA requests the district has received have resulted in legal bills of approximately \$11,000.
- **Policy and Personnel** – Mrs. Castiglione commented that the Committee has met twice since the last Board meeting, November 18 and December 16. She noted the Committee reviewed the coach appointments all of which will be made annually at the June meeting. An additional track coach is needed as well. The Committee also reviewed booster club regulations, clerical support coverage, and class rank policy.
- **Ad Hoc Committee** – Mrs. Mastricola noted the Committee discussed communications between the JTEA and the Board, saying the purpose of the committee is to assist with open communications, chain of command and the budget process. The Committee plans to meet again in February or March.

J. MINUTES OF MEETINGS

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

November 11, 2010 Special Meeting Minutes

November 11, 2010 Executive Session Minutes

MOTION: Mr. Feldmann	SECOND: Mrs. Mastricola			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano			X	
Mrs. Castiglione	X			
Mr. Feldmann			X	
Mrs. Mastricola	X			
Mr. Millar			X	
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg			X	

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

November 15, 2010 Regular Meeting Minutes

November 15, 2010 Closed Session Minutes #1

November 15, 2010 Closed Session Minutes #2

MOTION: Mr. Feldmann		SECOND: Mr. Stewart		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

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

December 2, 2010 Board Self Evaluation Minutes

MOTION: Mr. Feldmann		SECOND: Mr. Anzano		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione			X	
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar			X	
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Anzano, seconded by Mr. Feldmann, 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.**

Fund	Amount
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
Total	\$ 3,852,567.81

- 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)*.

MOTION: Mr. Anzano	SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Feldmann	X			
Mrs. Masticola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

L. PERSONNEL COMMITTEE

Motion by Mrs. Castiglione, seconded by Mr. Millar, 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
A. Administrative								
B. Instructional								
Harry Shortway	Resignation	Social Studies Teacher			High School	12/14/10	3/1/11	
Kristen Mancuso*	Appoint	Long-Term Sub	Step 1	\$231.93/day	Briggs	1/4/11	6/22/11	Replacing 10.30.30.AGP
11-120-100-101-29		Elementary Teacher						
Rachel Butler	Appoint	Long-Term Sub	Step 1	\$231.93/day	Stanlick	2/7/11	6/11/11	Replacing 10.10.10.AGA
11-120-100-101-29		Elementary Teacher						
Christine Maierle	Appoint	Long-Term Sub	BA	\$231.93/day	High School	12/13/10	1/21/11	Replacing 10.80.80.AJB
11-140-100-101-29		Special Ed. Teacher	Step 1					
Anna Proxenos*	Appoint	Long-Term Sub	BA	\$231.93/day	White Rock	1/21/11	6/11/11	Replacing 10.60.60.AIF
11-120-100-101-29		Special Ed. Teacher	Step 1					
Tracey Sinatra	Appoint	Social Studies Teacher	MA	\$49,431.00	High School	9/22/10	6/30/11	Replacing 10.80.80.ASN
11-140-100-101-29		10.80.80.ASN	Step 2					
Tracey Sinatra	Appoint	Bedside Instruction		\$40/hr	District	12/13/10	6/30/11	
SG	Worker's Comp	Special Ed. Teacher			High School	11/15/10	12/4/10	
	Adjusted Maternity Leave	English Teacher			High School	12/20/10	6/23/11	Utilizing 15 sick days and 102 unpaid days
SS		10.80.80.ARD						
DT	Maternity Leave	Elementary Teacher			Stanlick	2/9/11	6/10/11	Utilizing 41 sick days and 38 unpaid days
		10.10.10.AGA						
SV	Maternity Leave	English Teacher			Middle School	4/11/11	6/22/11	Utilizing 19 sick days and 32 unpaid days
		10.70.70.APW						
KS	Maternity Leave	Elementary Teacher			White Rock	1/24/11	6/10/11	Utilizing 34 sick days and 58 unpaid days
		10.60.60.AIF						

(*) Requires mentoring

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

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	

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
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

MOTION: Mrs. Castiglione		SECOND: Mr. Millar			
Name	Ayes	Nays	Abstain	Absent	
Mr. Anzano	X				
Mrs. Castiglione	X				
Mr. Feldmann	X				
Mrs. Masticola	X				
Mr. Millar	X				
Mrs. Scott	X				
Mrs. Servedio	X				
Mr. Stewart	X				
Mr. Vander Ploeg	X				

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by Mr. Vander Ploeg, seconded by Mrs. Castiglione, 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)

MOTION: Mr. Vander Ploeg	SECOND: Mrs. Castiglione			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Feldmann	X			
Mrs. Masticola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

Enrollment as of 11/30/10:

	Nov. 09	Nov. 10
R. F. Drummond**	117	--
Milton	162	180
Cozy Lake	277	247
Arthur Stanlick	400	383
E.T. Briggs	261	390
White Rock	434	426
Total Elementary	1,651	1,626
JTMS	819	810
JTHS	1,115	1,117
GRAND TOTAL	3,585	3,553
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 Mrs. Castiglione, seconded by Mr. Stewart, to accept the recommendation of the Superintendent to approve motion N.1, as described below:

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

File Code	Document	Title	Description of Action
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)

MOTION: Mrs. Castiglione		SECOND: Mr. Stewart		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Feldmann	X			
Mrs. Masticola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

O. COMMUNICATIONS

- None

P. OLD BUSINESS

- None

Q. NEW BUSINESS

- None

R. BOARD MEMBER COMMENTS

- Mr. Feldmann asked for clarification on several personnel procedures, plus questions relating to travel, professional development and the fingerprinting process. He also commented on the cost of out of district placements.
- Mr. Vander Ploeg and Mrs. Masticola attended the Madrigal, noting it was an excellent production.
- Mr. Stewart commented on a nationwide test many New Jersey schools took part in, noting that New Jersey fared very well against other states.
- Mrs. Castiglione commented on random acts of kindness for the many needy families during this season.
- Mr. Millar commented on Grandparents Day at Briggs School.
- Mrs. Scott noted she was involved in holiday fundraising commenting, that so much was accomplished in a short amount of time. She also noted that the Township Food Pantry is still in need of replenishment and asked the community to assist however possible.
- The Board wished a happy holiday season to all.

S. COMMENTS FROM THE AUDIENCE

- Several audience members spoke in support of Mrs. Kirsten Smith.
- One audience member commented that the allotted 3 minutes high school students are given at dismissal to get from lockers to buses is not enough time.
- Several audience members spoke in support of Mr. Scott Reid.
- A member of the audience questioned the purported “intruder alert” announcement and inquired as to the Administration’s intentions on handling the incident.
- A reference was made to a fight at the high school, stating that if there were more hall monitors, the incident never would have happened.
- It was suggested the high school and middle school bus pick-up be segregated in an effort to save time and money. It was also suggested that a nurse be placed at each elementary school. It was noted that there currently is a nurse assigned to each school.

T. ADJOURN

Motion by Mr. Vander Ploeg, seconded by Mrs. Castiglione, that the meeting was adjourned at 9:11 pm.

Respectfully submitted,

Dora E. Zeno
Board Secretary

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 rd 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

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
ASSETS					
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
Total Assets	\$ 1,652,146	\$ 461,165		\$ 1,846	\$ 2,115,157
LIABILITIES AND FUND BALANCES					
Liabilities:					
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
Total Liabilities	4,520	461,165	442,895	26	908,606
Fund Balances:					
Reserved for:					
Encumbrances	1,990,567				1,990,567
Capital Reserve Account	151,104				151,104
Maintenance Reserve Account	120,591				120,591
Unreserved/(Deficit), Reported in:					
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)
Total Fund Balances	1,647,626		(442,895)	1,820	1,206,551
Total Liabilities and Fund Balances	\$ 1,652,146	\$ 461,165	\$	\$ 1,846	

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)

Net Assets of Governmental Activities **\$ 26,562,782**

Total Governmental Funds	36,835,097	134,405	36,969,502	18,168,054	3,506,775	58,644,329	15,749,792	4,154,267	916,799	764,994	2,356,722	5,699,619	1,129,806	2,186,170
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Total
Governmental
Funds

669,020
395,420
5,327,493
3,165,506
12,512,212

1,195,000
1,108,180
1,140,033
73,341
58,544,374

99,955

724,123
(724,123)

99,955
1,106,596

1,206,551

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.