

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting Agenda
Monday – March 12, 2007 - 7:00 PM (Closed Session) 8:00 (Regular Session)
Jefferson Township Middle School Media Center

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

B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Andre	_____	_____
Mrs. Castiglione	_____	_____
Mr. Cerny	_____	_____
Mr. Chamberlain	_____	_____
Mr. Feldmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Mrs. Mastricola	_____	_____
Mrs. Servedio	_____	_____
Marieclaire DosSantos	_____	_____ <i>Student Representative</i>
Craig Fuess	_____	_____ <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 12th day of March, 2007 at _____ PM, as follows:

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) to conduct the Superintendent Evaluation, 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.

The meeting was called to public session at _____ PM.

E. **SUPERINTENDENT'S REPORT**

Good News and Progress in Our Schools.

F. **PRESENTATIONS**

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

H. MINUTES OF MEETINGS

H.1 Motion by _____, seconded by _____, that the minutes of the following meetings be approved as submitted:

February 12, 2007 Work Session Minutes
February 20, 2007 Regular Meeting Minutes

February 12, 2007 Executive Session
February 20, 2007 Executive Session

I. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.13, as described below:

March 12, 2007 - Action

I.1 Motion to apply for the **discretionary grant program** entitled The Governor’s Initiative: Enhancing and Expanding In-district Options for Students with Disabilities in the amount of \$208,920. If awarded the grant, the program is to be in place from June 1, 2007 through June 30, 2009.

March 19, 2007 - Action

I.2 Motion to approve the list of **purchase orders** dated February 28, 2007 in the amount of \$744,532.32.

I.3 Motion to approve the **check journal** as of February 28, 2007 in the amount of \$4,554,980.94.

I.4 Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated January 2007 in the amount of \$567,699.80.

I.5 Motion to accept the **Treasurer and Secretary’s Report** dated January 2007 as being in balance.

I.6 Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJAC 6A:23-2.11(c)3, that as of January 31, 2007 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).

I.7 Motion to certify, in accordance with NJAC 6A:23-2.11(c) 4, that as of January 31, 2006, 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 overexpended 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.

I.8 Motion to approve the following **change order** for the HS/MS construction project pursuant to the final recommendation of Faridy Veisz Fraytak, P.C., Architect of Record to close out contract:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>
Base Bid	46	TAK Construction	\$ -2,000.00 Landscaping Credit

I.9 Motion to approve a Trip Transportation Agreement with the **Jefferson Child Care & Education Center**, from July 1, 2007 to June 30, 2008, to provide vehicles and drivers to be used for field trips, assessing a fee of \$48 per hour for the use of the Jefferson Township School District buses (*copy available for review*).

- I.10** Motion to approve the date of March 26, 2007 at 7:00 PM in the Jefferson Township Middle School Media Center for the **Public Budget Hearing**.
- I.11** Motion to authorize Dora E. Mylchreest, Business Administrator, to execute and provide a **Statement of Consent** for the Treatment Works Approval Application, Wetlands Permit and any other permits necessary for the Arthur Stanlick School Sewage Treatment Plant Upgrade. The project is necessary to address new effluent limitations imposed by the NJ Department of Environmental Protection, which become effective on September 1, 2008.
- I.12** Motion to accept the **donation** to the Jefferson Township High School one baseball scoreboard, from the Jefferson Township Babe Ruth League in conjunction with Lakeland Bank and Remax Realtors, estimated value \$9,500.00, in accordance with Policy # 1323, Gifts, Grants and Bequests
- I.13** 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

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

J. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion J.1, as described below:

- J.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, * denotes mentoring required)

PERSONNEL								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A. Administrative								
B: Instructional								
Theresa Pawlicki	Resignation	Learning Disabilities Teacher/Consultant			District	6/30/07	7/1/07	
Barbara Winson-Riedel	Ratify	Evaluation Summer Work		\$62.46/hr	District	8/2/06	8/2/06	Evaluation plan meeting for three students for a total of 2 hours
Jane Schnur	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	
C: Non-Instructional								
Linda Whitehead 11-213-100-106-00-00	Increase in hours	Special Ed. Aide – Resource Room	Step 3	\$16.64/hr**	White Rock	3/5/07	6/30/07	From 16.25 hrs/week to 19.75 hours/week – Increase of 3.5 hours/week
Jamie S. Musetti	Appoint	Auxiliary Bus Driver	Step 1	\$15.57/hr**	District	3/12/07	6/30/07	4 hrs/day – 5 days/week
Dina Azar 11-190-100-106	Appoint	Media Aide	Step 1	\$15.72/hr**	Stanlick	3/20/07	6/30/07	Not to exceed 19.75 hrs/wk
MH	Unpaid Leave	Special Ed. Aide			MS	3/12/07	3/15/07	Total 4 days unpaid
AC	Medical Leave	Custodian			MS	2/16/07	3/16/07	Utilizing a total of 14 sick days 2 personal days
DW	Medical Leave	Special Ed. Aide			MS	2/23/07	4/16/07	Utilizing a total of 30 sick days
BS	Medical Leave	Transportation Aide			District	3/14/07	6/30/07	Utilizing 59 sick days
BD	Medical Leave	Elementary Teacher			Stanlick	4/3/07	4/30/07	Utilizing 12 sick days
D. Substitutes/Other								
Sheri Distasi	Appoint	Sub Teacher		\$80/diem		3/20/07	6/30/07	
Diane Smith	Appoint	Sub Teacher		\$80/diem		3/20/07	6/30/07	
Robert Jones Jahn	Appoint	Sub Custodian		\$12.50/hr	District	6/25/07	8/31/07	Summer work
Susan Ryder	Appoint	Sub Classroom Aide		\$10/hr	District	3/20/07	6/30/07	
E. Extra Duty Pay								
Placeholder	Appoint	Assistant Track Coach			Middle School	3/20/07	6/30/07	
Scott Reid	Appoint	Volunteer Assistant Boys' Lacrosse Coach		Volunteer	JTHS	2006/07	2006/07	
Jason Kalish	Appoint	Volunteer Baseball Paraprofessional Aide		Volunteer	JTHS	2006/07	2006/07	
Placeholder	Appoint	Volunteer Outdoor Track Paraprofessional Aide		Volunteer	JTHS	2006/07	2006/07	
F. Curriculum Writing								
HOURS NOT TO EXCEED								
Kathy Cutrona	Appoint	Social Studies – MS		\$30/hr	JTMS	7/1/06	6/30/07	30 hours
Cheryl Miskimon	Appoint	Social Studies – MS		\$30/hr	JTMS	7/1/06	6/30/07	40 hours
Linda Ducceschi	Appoint	Social Studies – Grades K, 1 & 2		\$30/hr	Briggs	7/1/06	6/30/07	15 hours
Katie Pierson	Appoint	Interdisciplinary Writing		\$30/hr	Briggs	7/1/06	6/30/07	20 hours
Mary Ellen Mcleod	Appoint	Social Studies, Grades 3-5		\$30/hr	White Rock	7/1/06	6/30/07	25 hours
Charlotte Bayley	Appoint	Social Studies, Grades 3-5		\$30/hr	White Rock	7/1/06	6/30/07	25 hours
Barbara Hardcastle	Appoint	Social Studies, Grades 3-5		\$30/h4	Stanlick	7/1/07	6/30/07	15 hours
HOURS COMPLETED								
Mark Schwarz	Appoint	Social Studies, 9-12		\$30/hr	JTHS	7/1/06	6/30/07	24 hours
Ed Levens	Appoint	Social Studies, 9-12		\$30/hr	JTHS	7/1/06	6/30/07	24 hours
Kathy Weber	Appoint	Social Studies, Grades 3,4 & 5		\$30/hr	White Rock	7/1/06	6/30/07	24 hours
Beth Hoffman	Appoint	LA Curriculum Mapping, K-2		\$30/hr	Cozy Lake	7/1/06	6/30/07	22.5 hours
Lin Hack	Appoint	LA Curriculum Mapping, 3-5		\$30/hr	Stanlick	7/1/06	6/30/07	24 hours
Suzan Maragliano	Appoint	LA Curriculum Mapping, K-2		\$30/hr	Briggs	7/1/06	6/30/07	20 hours
Dorothy Sabarese	Appoint	LA Curriculum Mapping, 3-5		\$30/hr	White Rock	7/1/06	6/30/07	16 hours
Nancy Harris	Appoint	Interdisciplinary (Science & LA), 6-8		\$30/hr	JTMS	7/1/06	6/30/07	12 hours
Stephanie Shamy	Appoint	Interdisciplinary (Social Studies & LA), 9-12		\$30/hr	JTHS	7/1/06	6/30/07	8 hours
Patty Vandigriff	Appoint	Interdisciplinary (Social Studies & LA), 9-12		\$30/hr	JTHS	7/1/06	6/30/07	8 hours

Danielle Rusciano	Appoint	Health & Physical Education, 9-12		\$30/hr	JTHS	7/1/06	6/30/07	24 hours
Lori Kircher	Appoint	Health & Physical Education, 9-12		\$30/hr	JTHS	7/1/06	6/30/07	24 hours
Marianne DiRupo	Appoint	Health & Physical Education, 9-12		\$30/hr	JTHS	7/1/06	6/30/07	24 hours
Scott Reid	Appoint	Health & Physical Education, K-5		\$30/hr	White Rock	7/1/06	6/30/07	12 hours
Jodi Hunter	Appoint	PSD		\$30/hr	Milton	7/1/06	6/30/07	24 hours
Stacy Milan	Appoint	PSD		\$30/hr	Milton	7/1/06	6/30/07	24 hours
Beverly Malatratt	Appoint	Interdisciplinary Writing		\$30/hr	Stanlick	7/1/06	6/30/07	8 hours
Cyndi Stumpf	Appoint	Interdisciplinary Writing		\$30/hr	Briggs	7/1/06	6/30/07	8 hours
Karen Olsen	Appoint	Interdisciplinary Writing		\$30/hr	Briggs	7/1/06	6/30/07	8 hours
Susan Mathiasen	Appoint	Interdisciplinary Writing		\$30/hr	Briggs	7/1/06	6/30/07	8 hours

** Salary based on 2005/2006 salary guide; will be adjusted when negotiations have been completed and new guides have been adopted.

K. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion K.1 through K.2, as described below:

K.1 Motion to approve the **Comprehensive Equity Plan** for Academic Years 2007 – 2010.

K.2 Motion to adopt the 2007-2008 **School Calendar**. *(Copy attached)*

Enrollment as of 2/28/07:

	February 06	February 07
R. F. Drummond	115	107
Milton	187	171
Cozy Lake	308	290
Stanlick	368	384
E.T. Briggs	254	260
White Rock	452	429
Total Elementary	1,684	1,641
JTMS	903	879
JTHS	1,059	1,178
GRAND TOTAL	3,646	3,637
Tuition students received	2	3
Out-of-district placement	51	55
Students -Home Instruction	9	10

L. POLICY COMMITTEE

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

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

File Code	Document	Title	Description of Action
2340	Regulation	Field Trips	New Regulation
2412	Policy	Home Instruction Due to Health Conditions	Replaces 2412 – Home Instruction
2412	Regulation	Home Instruction Due to Health Conditions	New Regulation
2417	Policy	Pupil Intervention and Referral Services	Replaces 2417 – Pupil Intervention and Referral Services
2417	Regulation	Pupil Intervention and Referral Services	New Regulation
3125	Policy	Employment of Teaching Staff Members	Replace 3125 – Employment of Teaching Staff Members
3142	Policy	Nonrenewal of Nontenured Teaching Staff Members	Replaces 3142 – Nonrenewal of Nontenured Teaching Staff Members
3142	Regulation	Nonrenewal of Nontenured Teaching Staff Members	New Regulation
4125	Policy	Employment of Support Staff Members	Replaces 4125 – Employment of Support Staff Members
4146	Policy	Nonrenewal of Nontenured Support Staff Members	Replaces 4246 – Nonrenewal of Nontenured Support Staff Members
4146	Regulation	Nonrenewal of Nontenured Support Staff Members	New Regulation
5200	Policy	Attendance (Pupils)	Replaces 5200 – Attendance
5200	Regulation	Attendance (Pupils)	New Regulation
5512	Regulation	Hazing	New Regulation
5514	Regulation	Pupil Use of Vehicles	New Regulation
5530	Policy	Substance Abuse	Replaces 5530 – Substance Abuse
5530	Regulation	Substance Abuse	New Regulation
5600	Regulation	Pupil Discipline/Code of Conduct	New Regulation
7420.2	Regulation	Chemical Hygiene Plan	New Regulation

L.2 Motion to approve the Second Reading and Adoption of the following *(copy available for review)*

File Code	Document	Title	Description of Action
0000.001	Regulation	Foreward	New Regulation
0000.01	Bylaw	Adoption Resolution	New Bylaw
0000.02	Bylaw	Introduction	New Bylaw
0176	Bylaw	Collective Bargaining and Contract Approval/Ratification	New Bylaw
2340	Policy	Field Trips	Replaces 2340 Field Trips
3216	Policy	Dress and Grooming (Staff)	Replaces 3216 – Dress and Grooming (Staff)
3216	Regulation	Dress and Grooming (Staff)	New Regulation
5511	Policy	Dress and Grooming (Pupils)	Replaces 5511 – Dress and Grooming (Pupils)
5511	Regulation	Dress and Grooming (Pupils)	New Regulation
5600	Policy	Pupil Conduct/Code of Conduct	Replaces 5600 – Pupil Discipline
8505	Policy	School Nutrition	Replaces 8505 – School Nutrition

M. COMMITTEE REPORTS

N. COMMUNICATIONS

O. OLD BUSINESS

- Bear proof garbage lids.

P. NEW BUSINESS

- Criminal background checks for volunteers. Fee = \$85.

Q. BOARD MEMBER COMMENTS

R. COMMENTS FROM THE AUDIENCE

S. STUDENT REPRESENTATIVES

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 12th day of March, 2007 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. This matter 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