

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Agenda**  
**Monday – March 19, 2007 - 8:00 (Regular Session)**  
**Jefferson Township Middle 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.

**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 19<sup>th</sup> 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 Regular Minutes

February 12, 2007 Executive Session

February 20, 2007 Regular Meeting Minutes

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.11, as described below:

- I.1** Motion to approve the list of **purchase orders** dated February 28, 2007 in the amount of **\$744,532.32.**
- I.2** Motion to approve the **check journal** as of February 28, 2007 in the amount of **\$4,554,980.94.**
- I.3** Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated January 2007 in the amount of **\$567,699.80.**
- I.4** Motion to accept the **Treasurer and Secretary’s Report** dated January 2007 as being in balance.
- I.5** 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.6** 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.7** 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.8** 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.9** Motion to approve the date of March 26, 2007 at 8:00 PM in the Jefferson Township Middle School Media Center for the **Public Budget Hearing**.
- I.10** 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.11** 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 through J.2, 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
<b>A. Administrative</b>								
<b>B: Instructional</b>								
Evelyn Blake	Retirement	BSIP Teacher				6/30/07	7/1/07	Retired after 33 years in district
Roberta Mitchell	Retirement	Kindergarten Teacher				6/30/07	7/1/07	Retired after 37 years in district
Ann Lewis	Retirement	Math Teacher			Middle School	6/30/07	7/1/07	20 years of service
Judy Money penny	Retirement	School Nurse			Middle School	3/31/07	4/1/07	17 years of service
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	
Carol McCormick	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	
Alisa Cheff	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	

Mary Morsch	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	
Tracy Batelli	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	
Sandra Fisher	Appoint	Homebound Teacher		\$31.00/hr	District	3/20/07	6/30/07	
Lauren Seise 11-140-100-101-28	Appoint	Long-Term Spanish Teacher Sub	BA / Step 1	\$205/diem**	JTHS	3/30/07	6/22/07	Long-Term Replacement for Resignation
<b>C: Non-Instructional</b>								
Linda Whitehead 11-213-100-106-00	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 11-000-270-160-00	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
<b>D. Substitutes/Other</b>								
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	
Fern Crowley	Appoint	Sub Nurse		\$150	District	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	
Donna Pretko	Appoint	Sub Classroom Aide		\$10/hr	District	3/20/07	6/30/07	
<b>E. Extra Duty Pay</b>								
Theresa Koontz	Appoint	Assistant Track Coach	Step 3	\$1,763.09	Middle School	3/20/07	6/30/07	4 years of service
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	
<b>E. Curriculum Writing</b>								
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
<b>HOURS NOT TO EXCEED</b>								
<b>HOURS COMPLETED</b>								
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	12 hours
Patty Vandigriff	Appoint	Interdisciplinary (Social Studies & LA), 9-12		\$30/hr	JTHS	7/1/06	6/30/07	12 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	12 hours
Susan Mathiasen	Appoint	Interdisciplinary Writing		\$30/hr	Briggs	7/1/06	6/30/07	12 hours

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

**J.2** Motion to approve reimbursement of criminal background check expenses for volunteer positions approved by the Board of Education, effective March 19, 2007.

**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.4, as described below:

**K.1** Motion for **student placement** and professional services, as indicated below:

Student	School	Tuition	Date
F/9-8	Upper Deerfield Township	\$10,288/year	Eff. 3/8/07
M/8-7	Upper Deerfield Township	\$10,288/year	Eff. 3/8/07
M/7-6	Upper Deerfield Township	\$10,288/year	Eff. 3/8/07
M/7-6	Upper Deerfield Township	\$10,288/year	Eff. 3/8/07
M/16-1	Lakeland Andover School	\$221 per diem	Eff. 3/20/07

**K.2** Motion to approve tuition **student received**, as indicated below:

Student	School	Tuition	Date
F/15-5	Kitatiny Regional School	\$11,085/year	Eff. 3/14/07

**K.3** Motion to approve the **Comprehensive Equity Plan** for Academic Years 2007 – 2010.

**K.4** 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
<b>Total Elementary</b>	<b>1,684</b>	<b>1,641</b>
JTMS	903	879
JTHS	1,059	1,178
<b>GRAND TOTAL</b>	<b>3,646</b>	<b>3,637</b>
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**

**P. NEW BUSINESS**

**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 19<sup>th</sup> 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**