

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting Agenda
Monday – April 9, 2007 - 7:00 PM (Closed Session) 8:00 PM (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. Masticola	_____	_____	
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 9th day of April, 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. 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

- Recognition of Bowling, Ice Hockey and Wrestling Athletic Teams and Coaches – J. DiColo, Athletic Director. *(April 16th)*
- Security Audit - presentation of findings – Seraph Inc., by Andy Demidont. *(April 16th)*

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:

March 5, 2007 Special Meeting Minutes	March 12, 2007 Executive Session (1)
March 12, 2007 Work Session Minutes	March 12, 2007 Executive Session (2)
March 19, 2007 Regular Session Minutes	March 19, 2007 Executive Session
March 26, 2007 Special Meeting – Budget Presentation	March 26, 2007 Executive Session (1)

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.12, as described below:

- I.1** Motion to approve the list of **purchase orders** dated March, 2007 in the amount of **\$194,699.83**.
- I.2** Motion to approve the **check journal** as of March, 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 February 2007 in the amount of **\$673,311.00**.
- I.4** Motion to accept the **Treasurer and Secretary’s Report** dated February 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 February 28, 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 February 28, 2007, 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 award the bid for the **High School Walkway** (Parent drop off) in the amount of \$ _____ to _____, as the lowest responsible bidder, pending Board Attorney review. *(Bid opening date of April 10, 2007)*
- I.8** Motion to accept the **donation** of funds to the Jefferson Township High School from the Jefferson Township Babe Ruth League for fencing along the first baseline and dugouts, with an estimated cost of \$3,110, in accordance with Policy # 1323, Gifts, Grants and Bequests.
- I.9** Motion to approve the Resolution to participate in the **Joint Transportation Agreement** for the 2007-2008 school year with Sussex County Regional Cooperative *(copy available for review)*.

I.10 Motion to approve the date of April 30, 2007 at 8:00 PM in the Jefferson Township Middle School Media Center for the **Annual Organization Meeting**.

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)*.

I.12 Motion to accept **matching grant** from People’s Education for Focused Instruction materials. Grant amount is \$7,771.05.

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
A. Administrative								
Placeholder	Appoint	Principal			High School			
B: Instructional								
Jennifer Lilgeberg 11-130-100-101-00-00	Appoint	Math Teacher	MA/Step 1	\$42,900**	Middle School	9/1/07	6/30/08	Retirement replacement *Pending certification
Placeholder	Appoint	Learning Disabilities Teacher- Consultant (LDT-C)			District	9/1/07	6/30/08	Retirement replacement
Cynthia Brighton	Resignation	LLD Teacher			High School	4/2/07	6/6/07	
Keith Straub	Resignation	Math Teacher			Middle School	6/30/07	7/1/07	
Mary Warner	Retirement	Special Education Teacher			White Rock	6/30/07	7/1/07	8 years in district

Mary Worster	Retirement	Special Education Teacher			White Rock	6/30/07	7/1/07	10 years in district
Carol Drake	Retirement	Elementary Teacher			White Rock	6/30/07	7/1/07	10 years in district
Diane Di Lemmo	Retirement	Music Teacher			Middle School	6/30/07	7/1/07	17 years in district
Barbara Donnelly	Appoint	Homebound Teacher		\$31.00/hr	District	4/30/07	6/30/07	
PK	Medical Leave	English Teacher			High School	9/4/07	12/14/07	Utilizing 30 sick and 39 unpaid days
JH	Medical Leave	Teacher of Handicap			Milton School	6/11/07	11/26/07	Utilizing 10 sick and 52 unpaid days
C: Non-Instructional								
Milagros Castro 11-212-100-106-00	Appoint	Special Ed Aide	1	\$16.04/hr*	Middle School	4/17/07	6/30/07	BD Class-PM 17.5 hrs/wk
Sheryl Kristofferson 11-212-100-106-00	Appoint	Special Ed Aide	1	\$16.04/hr*	Middle School	4/23/07	6/30/07	BD Class-AM 17.5 hrs/wk
Placeholder	Appoint	Maintenance Worker						
DW	Medical Leave	Special Ed. Aide			Middle School	4/16/07	5/25/07	30 days total - 11 sick days and 19 unpaid days
BK	Medical Leave	Custodian			Milton	3/20/07	5/29/07	Utilizing a total of 49 sick days
DG	Medical Leave	Secretary			Stanlick	3/30/07	4/20/07	Utilizing 15 sick days
PL	Unpaid Leave	Special Ed. Aide			Milton	3/21/07	3/27/07	Total 5 days unpaid
Timothy Noah	Termination	Custodian			High School	4/25/07	4/26/07	
Anthony Prince	Resignation	Maintenance			District	4/21/07	4/22/07	
D. Substitutes/Other								
Mary Anzano	Appoint	Sub Classroom Aide		\$10/hr	District	4/17/07	6/30/07	
David Moskowitz	Appoint	Sub Teacher		\$80/diem	District	4/17/07	6/30/07	
Maria Cuadrado	Appoint	Sub Teacher		\$80/diem	District	4/17/07	6/30/07	
Shane Sharpley	Appoint	Sub Teacher		\$80/diem	District	4/17/07	6/30/07	
Mark Fanslau	Appoint	Sub Custodian		\$12.50/hr	District	4/10/07	6/30/07	
E. Extra Duty Pay								
David Hawkins	Appoint	Volunteer Track Paraprofessional Aide		Volunteer	JTHS	2006/07	2006/07	
E. Curriculum Writing								HOURS NOT TO EXCEED

** 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 establish the rate of pay for a long-term substitute custodian to Step 1 of the Custodian Guide, after 20 days in a fiscal year (*summer helpers exempt*).

K. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent for **Action on April 9, 2007** to approve and adopt motion K.1 through K.2, as described below:

K.1 Motion to approve the **NMSA School Improvement Toolkit Proposal** from the National Middle School Association in the amount of \$20,308. Toolkit will provide vision, knowledge and resources to middle school staff, students and parents.

K.2 Motion to **accept proposal** from the Academy for Teaching and Leadership to facilitate the goal-setting process as part of the Strategic Planning Program. Fee for program as outlined is \$3,500.

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent for **Action on April 16, 2007** to approve and adopt motion K.1 through K.7, as described below:

K.1 Motion to **delete** Intro to AP Calculus effective 6/30/07.

K.2 Motion to change the following course titles:

OLD COURSE TITLE	NEW COURSE TITLE
Introduction to AP US History	US History /Advanced Honors
Introduction to AP Biology	Scientific Biology
Introduction to AP Chemistry	Scientific Chemistry

K.3 Motion to approve the **Three Year Technology Plan – 2007-2010** for submission to Department of Education.

K.4 Motion to approve the 8th grade overnight **field trip** to Philadelphia, PA from May 30th to June 2nd, 2007.

K.5 Motion to **terminate student placement** and professional services, as indicated below:

Student	School	Tuition	Date
F/16-7	Hunterdon Learning Center		Eff. 3/27/07

K.6 Motion to approve **exchange student**, J.P. from Germany, for enrollment at the Jefferson Township High School for the 2007-2008 school year. Host family is in full compliance with Policy 5111.

K.7 Enrollment as of 3/30/07:

	March 06	March 07
R. F. Drummond	117	107
Milton	187	173
Cozy Lake	311	288
Stanlick	366	383
E.T. Briggs	251	259
White Rock	453	427
Total Elementary	1,685	1,637
JTMS	902	881
JTHS	1,059	1,115
GRAND TOTAL	3,646	3,633
Tuition students received	2	4
Out-of-district placement	56	55
Students -Home Instruction	11	8

L. POLICY COMMITTEE

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

L.1 Motion to approve the Second Reading and Adoption 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

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 9th day of April, 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