

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday – December 17, 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:

Present Absent

Mr. Anzano	_____	_____
Mrs. Castiglione	_____	_____
Mr. Cerny	_____	_____
Mr. Chamberlain	_____	_____
Mr. Feldmann	_____	_____
Mrs. Hardy	_____	_____
Mrs. Mastricola	_____	_____
Mrs. Scott	_____	_____
Mrs. Servedio	_____	_____
Carol Ann Sudia, <i>Student Representative</i>	_____	_____
Craig Coelho, <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 17th day of December, 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

G. COMMENTS FROM THE AUDIENCE (on agenda action items only)

H. COMMITTEE REPORTS

I. MINUTES OF MEETINGS

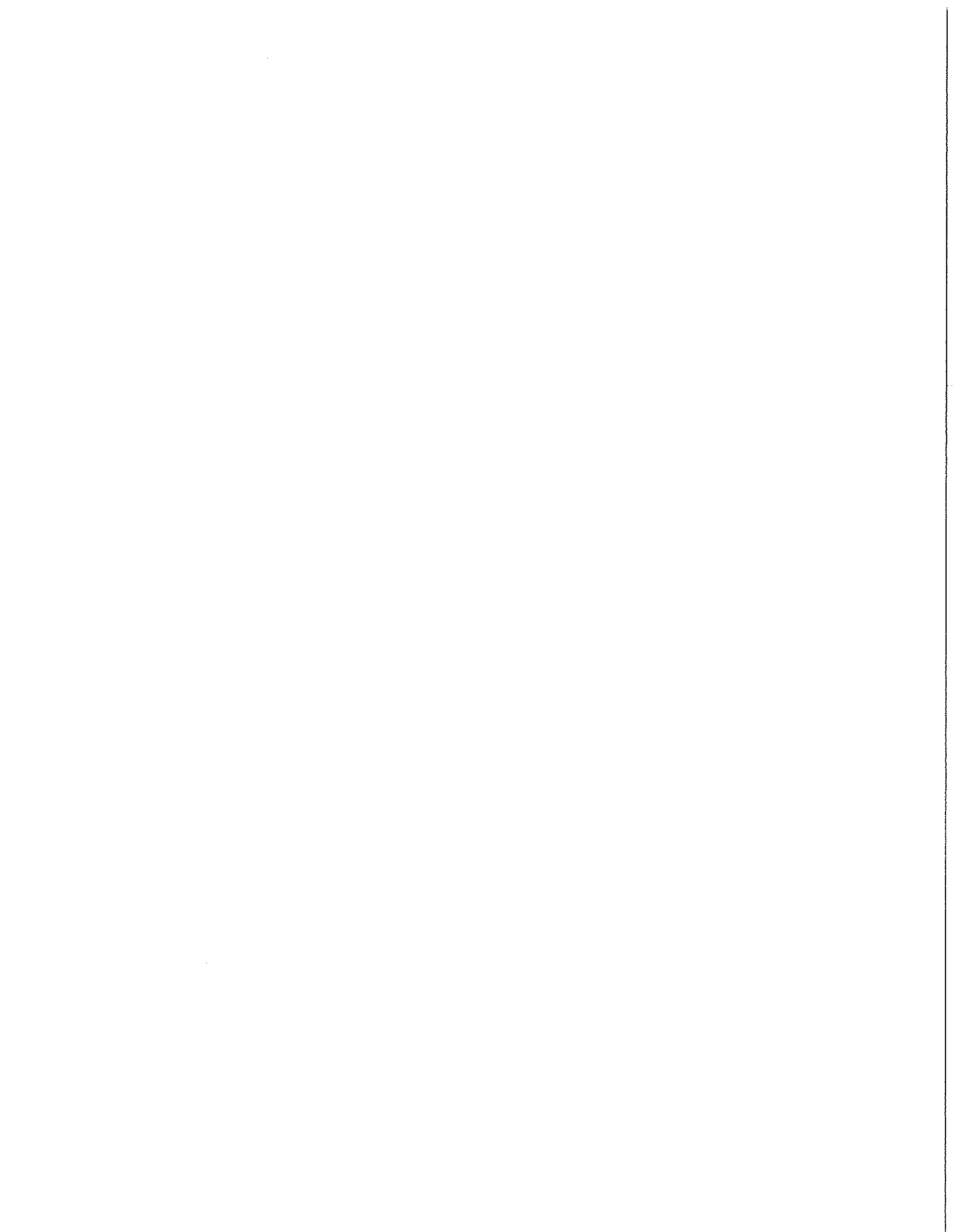
- I.1** Motion by _____, seconded by _____, that the minutes of the following meetings be approved as submitted:

November 19, 2007 Regular Meeting Minutes November 19, 2007 Executive Session

J. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.11 as described below:

- J.1** Motion to approve the list of **purchase orders** dated November 30, 2007 in the amount of **\$172,478.46.**
- J.2** Motion to approve the **check journal** as of November 30, 2007 in the amount of **\$4,375,869.36.**
- J.3** Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated October 2007 in the amount of **\$349,729.00 .**
- J.4** Motion to accept the **Treasurer and Secretary’s Report** dated October 2007 as being in balance.
- J.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 October 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).
- J.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c) 4, that as of October 31, 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 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.
- J.7** Motion to approve **Food Service Check Journal** for November 2007 in the amount of **\$ 7,036.72.**
- J.8** Motion to accept **IDIEA-B Consolidated Grant** for **FY08** in the following amounts:
- | | |
|-----------|-----------|
| Basic | \$696,916 |
| Preschool | \$ 32,502 |
- J.9** Motion to **amend S&M Management, Inc. contract pricing** for the provision of insulation and anchors of fuel oil piping at the Middle/High School complex at a cost of \$22,492.
(Originally approved at November 19, 2007 meeting at a cost of \$22,000.)





J.10 Motion to adopt resolution for **Lincoln Investment Planning, Inc.** and **Vanguard** to offer a Governmental 457(b) Program.

WHEREAS, Jefferson Township Board of Education (the Employer) is a governmental employer as defined in Section 457(e)(1)(A) of the Internal Revenue Code of 1986, as amended (the Code), and

WHEREAS, Employer wishes to offer eligible employees an opportunity to enhance their personal retirement savings by deferring receipt of current compensation, and

WHEREAS, the Economic Growth and Tax Relief Reconciliation Act of 2001 amended Section 457(b) of the Code to provide eligible individuals who perform services for the Employer with increased opportunities to save for post employment needs.

BE IT RESOLVED, that effective January 1, 2008, the Employer does hereby permit any “Authorized Employee” to adopt a nonqualified deferred compensation plan that qualifies under Section 457(b) of the Code, and shall make the plan available to the following individuals:

All Employees

FURTHER RESOLVED, that the Business Administrator is hereby authorized, directed and empowered to execute any documents, contracts or agreements as may be necessary or desirable to implement the plan, and is further authorized, directed and empowered to take any and all actions necessary or desirable to effectuate the foregoing resolutions.

J.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)*

K. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.4, as described below:

K.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:

PERSONNEL								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A. Administrative								
MT	Medical Leave	Director of Curriculum			District	11/26/07	1/1/08	Utilizing 23 sick days.
B. Instructional								
Kyle Rockwell 11-120-100-101-28	Appoint	Long-Term ESL Teacher Sub	BA Step 1	\$217.71/day	Elementary	12/31/07	6/30/08	Long-Term Replacement fo maternity leave—HV
Sara Vybihal 11-140-100-101-00	Appoint	English Teacher	BA Step 3	\$45,666	High School	12/17/07	6/30/08	Full year maternity leave replacement for PK.
Jacqueline Huber* 11-120-100-101-00	Appoint	Spanish Teacher	BA Step 1	\$43,541	Middle School	1/2/08	6/30/08	Replacement AS
Beverly Wood* 11-140-100-101-28-00	Appoint	Maternity Leave Replacement	\$217.71/diem		High School	1/2/08	6/30/08	Replacing SS
PK	Unpaid Leave	English Teacher			High School	12/17/07	6/30/08	Extended maternity leave utilizing an additional 120 unpaid days. Updated from 4/16/07 agenda.
TK	Medical Leave	Social Studies Teacher			Middle School	12/3/07	1/25/08	Utilizing 33 sick days.
SS	Adjusted Maternity Leave	English Teacher			High School	12/6/07	6/20/08	Adjusted dates from 11/19/ agenda. Utilizing 20 sick da and 108 unpaid days.
JC	Adjusted Maternity Leave	English Teacher			JTHS	1/14/08	5/30/08	Utilizing 35 sick days and 5 unpaid days
(*) Requires mentoring								
C. Non-Instructional								
Barbara Syvarth	Retirement	Transportation Aide			District	11/26/07	12/1/07	Retiring after 20 years of service in district.
Elizabeth Elmezaen	Appoint	Transportation Aide	Step 1	\$17.06/hr	District	1/2/08	6/30/08	Replacing B. Syvarth 2 hr. 52 min/day, no benefit
Lisa Ferguson	Increase of Hours	Transportation Aide	Step 3	\$17.63/hr	District	1/2/08	6/30/08	Employ part-time to full-tim with benefits. Bus route is 11 driven for 4 hrs. 8 minutes.
Lillian Rimmer	Increase of Hours	Transportation Aide	Step 3	\$17.63/hr	District	10/15/07	6/30/07	Employ part-time to full-tim with benefits. Bus route is 11 driven for 4 hrs. 40 minutes
MO	Medical Leave	General Aide			Cozy Lake	11/26/07	2/15/08	Utilizing 12 sick days and 4 unpaid days.
EH	Medical Leave	Custodian			District	12/14/07	2/8/08	Utilizing 34 sick days.
MB	Maternity Leave	Technology Support Assistant			District	3/10/08	6/20/08	Utilizing 9 sick days and 64 unpaid days.

D. Substitutes/Other

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kaitlin Kirby	Appoint	Sub Teacher		\$80 per diem	District	12/13/07	6/30/08	
Katherine Castiglione	Appoint	Sub Teacher		\$80 per diem	District	12/13/07	6/30/08	
Michael Dalton	Appoint	Sub Teacher		\$80 per diem	District	12/17/07	6/30/08	
Pamela Whiteman	Appoint	Sub Teacher		\$80 per diem	District	12/18/07	6/30/08	
Valerie DeLaura	Appoint	Sub Teacher		\$80 per diem	District	1/2/08	6/30/08	Pending completion of fingerprinting.

E. Student Intern

Name	College	Grade	Location	Date Effective	Date Terminated	Discussion
Bethany Dixon	Seton Hall University	3-5	Stanlick	1/8/08	5/2/08	Speech Therapist

K.2 Motion to approve the following contracted services:

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Marisa LoMonte	Appoint	School Psychologist	\$375 per Evaluation	Milton	12/18/07	3/31/08	Psychological Evaluations & Written Reports

K.3 Motion to establish the hourly rate for **Homebound Instructors** at \$40.00.

K.4 Motion to approve the job description for the **Treasurer of School Monies**. *(Copy available for review)*

L. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.5, as described below:

L.1 Motion to approve student re-entry and professional services, as indicated below:

Student	School	Tuition	Effective Date
M/16-4	Chancellor Academy	\$32,813.30	11/26/07 through 6/30/08

L.2 Motion to approve student placement and professional services, as indicated below:

Student	School	Tuition	Effective Date
F/11-6	Hillcrest School	\$48,102	12/17/07

L.3 Motion to **terminate student placement and professional services**, as indicated below:

Student	School	Tuition	Effective Date
M/10-11	Park Lake School		12/8/07
F/11-6	Washington Academy		12/11/07
F/11-6	Livingston Services Corp.		12/11/07

L.4 Motion to approve a one-year contract with **Professional Education Services, Inc. (P.E.S.I)** to provide Home Instruction Services for the 2007-2008 school year at the District's current homebound hourly rate.

L.5 Motion to approve the October, 2007 **Revised Uniform State Memorandum of Agreement** between Educational and Law Enforcement Officials.

L.6 Enrollment as of 11/30/07:

	Nov. 06	Nov. 07
R. F. Drummond	105	125
Milton	165	184
Cozy Lake	294	284
Stanlick	378	368
E.T. Briggs	263	263
White Rock	432	413
Total Elementary	1,637	1,637
JTMS	882	867
JTHS	1,122	1128
GRAND TOTAL	3,641	3,632
Tuition students received	3	4
Out-of-district placement	58	49
Students -Home Instruction	5	5

M. POLICY COMMITTEE

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

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

File Code	Document	Title	Description of Action
3160	Regulation	Physical Examination – Teaching Staff Members	New Regulation
3211.3	Regulation	Consulting Outside the District – Teaching Staff Members	New Regulation
4160	Regulation	Physical Examination – Support Staff Members	New Regulation
4211.3	Regulation	Consulting Outside the District – Support Staff Members	New Regulation
4220	Regulation	Evaluation of Support Staff Members	New Regulation
8601	Policy	Pupil Supervision After School Dismissal	Replaces 8601 Pupil Supervision After School Dismissal
9130	Regulation	Public Complaints and Grievances	New Regulation

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

File Code	Document	Title	Description of Action
3218	Regulation	Substance Abuse	Replace 3218r Substance Abuse
4218	Regulation	Substance Abuse	New Regulation
5111	Regulation	Eligibility of Resident/Non-resident Pupils	New Regulation
5116	Policy	Education of Homeless Children	New Policy
5116	Regulation	Education of Homeless Children	New Regulation
5130	Regulation	Withdrawal From School	New Regulation

N. COMMUNICATIONS

O. OLD BUSINESS

- Board of Education Committee Structure

P. NEW BUSINESS

- Assign Board Goals to Specific Committees
- Board of Education Improvement Plan - Communications

Q. BOARD MEMBER COMMENTS

R. STUDENT REPRESENTATIVES

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 17th day of December, 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.
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3. This resolution shall take effect immediately.

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U. ADJOURN

District Goals 2007-08

- 1. Craft an instructional framework that defines quality teaching, provides staff development that fosters that definition of quality teaching, and develop an evaluation/observation instrument that measures the development of quality instruction as defined in the instructional framework.**
- 2. Provide a safe, caring, and secure environment through the following methods:**
 - a. Security
 - b. Substance abuse at the middle school and high school
 - c. Discipline at the middle school and high school
 - d. Culture/climate
 - e. High School Guidance Department
- 3. Improve/Outreach to the Community**
 - a. Framework of communications – how communication goes out
 - b. Website
 - c. “Sounding board” for the community
- 4. Pass NJQSAC when monitoring is conducted using this instrument.**
- 5. Further existing initiatives**
 - a. Middle School
 - b. JT2015
 - c. Special Education