

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Work Session Meeting Agenda**

**Monday – February 13, 2006 - 7:00 PM**

**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**

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Andre	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Mrs. Masticola	_____	_____
Mrs. Servedio	_____	_____
Mr. Trignano	_____	_____
Mrs. Van Houwe	_____	_____
Manny Fanarjian	_____	_____
Nicole Yatsonsky	_____	_____

**D. SUPERINTENDENT’S REPORT**

*Good News and Progress in Our Schools.*

Monthly Progress Report On District Goals:

- *Improve math and writing instruction district-wide.*
- *Improve inter and intra-communication and community relations.*
- *Ensure that the facilities are properly maintained and safe for students, staff and public.*
- *Ensure (instructional) consistency within grade levels and across the district campuses.*

**E. PRESENTATIONS / ANNOUNCEMENTS / RECOGNITION / DISCUSSION ITEMS**

- Recognition of Jefferson Township Middle School Math Counts Team and Advisor – Christina Hardin

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

**G. MINUTES OF MEETINGS**

**G.1** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the following meetings be approved as submitted:

January 9, 2005 – Work Session Meeting

January 16, 2005 – Regular Meeting

**H. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.9, as described below:

**H.1** Motion to approve the list of **purchase orders** dated January 2006 in the amount of \$233,157.35

**H.2** Motion to approve the **check journal** for the month of January 2006 in the amount of \$4,628,499.68

**H.3** Motion to accept the **Treasurer and Secretary's Report** dated December 31, 2005 as being in balance.

**H.4** Motion to approve the **transfer** of funds in the 2005-2006 Fiscal Year, dated December 2005 in the amount of \$299,629.28

**H.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 December 31, 2005 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).

**H.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of December 31, 2005, 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.

**H.7** 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)*

**H.8** Motion to approve the Resolution to Continue Membership and the Indemnity and Trust Agreement in the **Workers Compensation Pooled Insurance Program** of New Jersey:

**WHEREAS**, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B and;

**WHEREAS**, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

**WHEREAS**, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool , and;

**WHEREAS**, the Board of Education of Jefferson Township has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

**NOW THEREFORE**, be it resolved that the Board of Education of Jefferson Township does hereby agree to renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2006 to June 30, 2008.

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

**H.9** Motion to approve the write-off of the stale dated checks from the Jefferson Township High School Student Activities Account listed below:

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Account</u>	<u>Reason</u>
6/20/03	29365	\$31.00	Principal's Apple	Championship Tournament Trophy
12/01/03	29505	\$2.10	Preschool	Reimbursement for Class Supplies
6/07/04	29824	\$500.00	DE Store	Scholarship – Student did not attend
12/10/04	29951	\$5.00	PE Locks	Reimbursement for Lock Returned
1/25/05	30006	\$15.28	Preschool	Reimbursement for Class Supplies

**I. PERSONNEL COMMITTEE**

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

- I.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>								
Melanie Reynolds-Gibson	Resignation	Speech			Cozy	2/1/06	2/1/06	
Nicolette Petty	Resignation	Teacher of Handicap			JTMS	3/15/06	3/15/06	
Linda Grlica 5-11-000-219-104	Appoint	Speech	BA/12	\$49,980	WR	1/16/06	6/30/06	From PT to FT
<b>B: Instructional</b>								
LL	Leave of Absence	Teacher			JTHS	9/1/06	6/30/07	Unpaid leave for child care
Ursula Ann Klim	Appoint	Long-term Substitute	BA/01	\$205/diem	JTHS	1/3/06	6/30/06	Leave Replacement
Placeholder	Appoint	Teacher of Handicapped			JTMS			Replacement
<b>C: Non-Instructional</b>								
VS	Leave of Absence	Bus Driver			Transp	3/27/06	6/19/06	Disability 3/27/06-4/12/06 Using 12 sick days FLA 4/12/06-6/19/06
SE	Leave of Absence	Maintenance			District	1/30/06	2/28/06	Unpaid Medical Leave
AC	Leave of Absence	School Nurse			WR	2/13/06	2/17/06	Family Leave Act
Cathy Caruso	Transfer	Classroom Aide	Step 1	\$16.04/hr	Milton	1/9/06	6/30/06	From ETB
Sharon Swajger 11-213-100-106	Appoint	Classroom Aide	Step 1	\$16.04/hr	Cozy	1/30/06	6/30/06	Replacement 3.5 hrs/day No Benefits
Lisa Ferguson 11-000-270-107	Appoint	Bus Aide	Step 1	\$15.72/hr	Transp	2/14/06	6/30/06	Replacement
<b>D: Substitutes</b>								
Rita Melnyczuk	Appoint	Substitute Aide		\$10/hr	District	2005/06	2005-06	
Kelly Tarsitano	Appoint	Substitute Aide		\$10/hr	District	2005/06	2005-06	
Jason Obdens	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Kyle Marie Rockwell	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Virginia Randall	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Sanlee Halma	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Dana A. Millar	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Jo-Sandra Anderson	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005-06	Upon completion of credentialing
Valerie Towers	Appoint	Substitute Teacher		\$80/diem	District	2005/06	2005/06	Upon completion of credentialing
Ronald Squires	Appoint	Substitute Custodian		\$12.50/hr	District	2005/06	2005/06	
<b>E: Extra-Duty Pay</b>								
Jim Wynne	Appoint	Set Stage Technician	Level 1	\$500	JTHS	2005/06	2005/06	Spring Musical
Jim Wynne	Appoint	Art	Level 1	\$500	JTHS	2005/06	2005/06	Spring Musical

**COURSE REIMBURSEMENTS:**

Name	Course Title	College/University	Approval #	Amount
Jodie Ciaraffo	Effective Classroom Management	Mary Grove	26	\$531
Karen Mason	Collaborative Action Research	Mary Grove	34	\$969
	Effective Classroom Management		35	\$531
Amy Thomson	Collaborative Action Research	Mary Grove	24	\$969
	Effective Classroom Management		25	\$531
Matthew Levine	Intro to Students w/disabilities in school	FDU	60	\$1,437
<b>ADMINISTRATORS:</b>				
Bernard Baggs	Dissertation I	Seton Hall University	1	\$2,414.00

Novice Teacher	Mentoring Teacher	School Assignment	Mentoring Fee
Melissa Cattafi	Sharon Ciliento	JTHS	\$550
Marianne DiRupo	Lori Kircher	JTHS	\$550
Anthony Gonzalez	Jason Klebez	JTHS	\$550
Sherry Kiernan	Gail Eckert	Cozy Lake	\$550
Theresa Koontz	Kenneth Westberg	JTMS	\$550
Yana Seminara	Frank Garza	JTHS	\$550
Tanya Senney	Marietta Cerciello	Cozy Lake	\$550
Vincent Stasio	Leigh VanHouten	JTMS	\$550
Wendy Towers	Nancy Harris	JTMS	\$550
John Toth	Aladdin Kazanfer	JTHS	\$225 (started 1/3/06)
Taisa Engelsmann	Margaret Willis	Milton	\$550

**I.2** Motion to approve the following job descriptions:

Confidential Human Resources Coordinator – Certificated Personnel  
 Confidential Human Resources Secretary – Non-Certificated Personnel  
 Human Resources Secretary – Benefits/Attendance

**J. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.3, as described below:

**J.1** Motion to approve the amended Annual Field Trip List to include *(copy attached)*:

Brunswick Hilton Hotel in East Brunswick, NJ  
 South Brunswick High School in South Brunswick, NJ

**J.2** Motion to approve the following over night field trips:

NJ Music Education Association annual conference at the Brunswick Hilton Hotel in East Brunswick, NJ on February 23-25, 2006, at no cost to the district.

NJ Music Education Association annual All State Women’s Chorus at South Brunswick High School, in South Brunswick, NJ on February 22, 2006 at a cost of \$500.00.

DECA State Competition at the Cherry Hill Hilton in Cherry Hill, NJ on February 26-28, 2006, at no cost to the district.

FBLA State Leadership Conference at the Raritan Exhibit Center in Edison, NJ on March 21 & 22, 2006, at no cost to the district.

**J.3** Motion to approve student placements and professional services, as indicated below:

Student	School	Tuition	Date
M-5-9	Jefferson Child Care & Education Center	\$1,560/year, \$13/day	2005-2006 school year
	Dynamic Center, Inc.	\$107/hr – speech/language services by licensed speech/language pathologists	January 2006 – June 2006
M/14-6	Chapel Hill Academy	\$20,611.50 (\$226.50/diem 91 days)	February 1, 2006
M/8-9	Occupational Therapy Consultants, Inc.	\$300.00 (two 30 min. session per week for a total of \$89/week)	2005-2006 school year
F/16-10	Professional Education Services, Inc.	\$31/hour, two hour/day, five days/wk	2005-2006 school year

**J.4** \_\_\_\_\_ noted the enrollment as of 1/31/06:

	June 05	January 06
R. F. Drummond	104	111
Milton	204	185
Cozy Lake	276	308
Stanlick	367	369
E.T. Briggs	246	253
White Rock	484	453
<b>Total Elementary</b>	<b>1,681</b>	<b>1679</b>
JTMS	905	905
JTHS	1,006	1,056
<b>GRAND TOTAL</b>	<b>3,592</b>	<b>3,640</b>
Tuition students received	1	2
Out-of-district placement	49	50
<b>Students -Home Instruction</b>		8

**K. POLICY COMMITTEE**

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

**K.1** Motion to approve the **first reading** of the following *(copy available for review)*:

<u>Number</u>	<u>Title</u>
5610	Suspension
5700	Pupil Rights
3218	Substance Abuse - Teaching Staff
4218	Substance Abuse - Support Staff

**K.2** Motion to approve the **second reading and adoption** of the following *(copy available for review)*:

<u>Number</u>	<u>Title</u>
6162	Corporate Sponsorship
3542.1	School Nutrition

**L. COMMITTEE REPORTS**

M. **COMMUNICATIONS**

N. **OLD BUSINESS**

O. **NEW BUSINESS**

P. **BOARD MEMBER COMMENTS**

Q. **STUDENT REPRESENTATIVE COMMENTS**

R. **COMMENTS FROM THE AUDIENCE**

S. **ADJOURN**