

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Work Session Meeting Agenda**  
**Monday – November 13, 2006 - 7:00 PM (Closed Session) 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	_____	_____
Mariclaire 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 13<sup>th</sup> day of November, 2006 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. ACTING 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 meeting be approved as submitted:

October 9, 2006 Work Session  
October 16, 2006 Regular Meeting  
October 23, 2006 Special Meeting

**I. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Acting Superintendent to approve and adopt motions I.1 through I.10, as described below:

- I.1** Motion to approve the list of **purchase orders** dated October 31, 2006 in the amount of **\$504,508.68.**
- I.2** Motion to approve the **check journal** as of October 31, 2006 in the amount of **\$4,519,988.76.**
- I.3** Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated September 2006 in the amount of **\$\_\_\_\_\_.** *(To be circulated with Regular Meeting Agenda)*
- I.4** Motion to accept the **Treasurer and Secretary’s Report** dated September 2006 as being in balance. *(To be circulated with Regular Meeting Agenda)*
- 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 September 30, 2006 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 September 30, 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 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 Acting 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.9** Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property.

<u>School/Department</u>	<u>Bar Code/Tag No.</u>	<u>Equipment Description</u>
Transportation	Tag # 2433 (VID 1B7KM26ZXMS344072)	1991 Dodge Pick up Truck
High School	Tag # 3227 (Catalog # 22-200, Ser. # 1354457)	18” Planer
High School	Tag # 3226	8” Jointer

**I.10** Motion to authorize the withdrawal of funds from the capital reserve account to capital outlay account to fund pre-development or other pre-application soft costs, including but not limited to permit fees, architects, engineers, lawyers and construction managers for the **Stanlick Sewer Treatment Plant Upgrade** project included in the approved Long Range Facilities Plan (LRFP), in compliance with Title 6A:26-9.1. (Original funds deposited was \$100,000, plus accrued interest of \$12,500.)

**J. PERSONNEL COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Acting Superintendent to approve and adopt motions J.1 through J.3, 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)

<b>PERSONNEL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Deg/Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
<b>A. Administrative</b>								
Christina Riker 11-000-251-104	Resignation	Assistant School Business Administrator			Central Office	10/18/06	12/15/06	
Theresa Linskey 11-000-251-104	Appoint	Assistant School Business Administrator		\$41.67/hr	Central Office	11/14/06	1/14/07	Hourly until full-time
Theresa Linskey 11-000-251-104	Appoint	Assistant School Business Administrator		\$80,000	Central Office	1/15/07	6/30/07	Replacement Start date upon release from district
<b>B: Instructional</b>								
Cassie Goobic 11-120-100-101	Appoint	Elementary Teacher	BA Step3	\$41,980**	White Rock	11/21/06	6/30/07	Replacement
Placeholder 11-000-216-101	Appoint	Adaptive Physical Ed Teacher				12/11/06	6/30/07	Replacement
Rebecca Amodeo	Resignation	ABA Aide				10/19/06	10/19/06	

<b>B: Instructional</b>								
KS	Leave of Absence	Teacher			JTHS	2/2/07	4/6/07	Disability 2/2/07 – 2/15/07 using 10 sick days - Family Leave 2/16/07-4/6/07
RK	Leave of Absence	Teacher			JTHS	2/20/07	4/13/07	Disability 2/20/07 – 4/13/07 using 33 sick days
MW	Medical Leave	Elementary Teacher			Milton	11/3/06	6/30/07	Unpaid medical leave
<b>C: Non-Instructional</b>								
Mary Judge 11-000-221-105	Appoint	Confidential Secretary to the Assistant Superintendent		\$42,500	Central Office	12/11/06	6/30/07	Replacement Start date upon release from district
Anthony James Prince 11-000-261-100-20	Appoint	Maintenance		\$19.36/hr**	District	11/21/06	6/30/07	Replacement
Eamon Mitchell 11-000-261-100-20	Appoint	Maintenance		\$19.36/hr**	District	11/14/06	6/30/07	New Position
Peter J. Milelli 11-000-262-100-26	Appoint	Custodian		\$17.36/hr**	District	11/27/06	6/30/07	Replacement
Scott VanSteyn 11-000-262-100-26	Resignation	Custodian			District	10/12/06	11/11/07	
Dana Millar 11-212-100-106	Appoint	One-to-One Aide	Step 3	\$16.64/hr**	Briggs	10/23/06	6/30/07	New Position Not to exceed 3.5 hrs/day
Judith Kulick 11-213-100-106	Appoint	Homebased ABA Aide	Step 3	\$16.64/hr**		11/13/06	6/30/07	Replacement 2 hrs/week
Judith Kulick 11-213-100-106	Appoint	Classroom Aide – Resource	Step 3	\$16.64/hr**	Briggs	10/23/06	6/30/07	Replacement 3.5 hrs/day
Brenda Fletcher 11-000-230-339-00	Appoint	Human Resources Consultant		\$33.90/hr	Human Resources	10/23/06	6/30/06	As needed to complete state reports
DL	Leave of Absence	Aide			Briggs/Drummond	9/1/06	1/5/07	Utilizing a total of 43 sick days
RL	Leave of Absence	Bus Driver			District	10/25/06	11/2/06	Using 7 sick days
SP	Leave of Absence	Aide			White Rock	11/13/06	11/17/06	Unpaid 5 days total
DG	Leave of Absence	Clerical			Stanlick	11/6/06	11/17/06	Using 10 sick days
<b>D: Substitutes/Other</b>								
Courtney Yocum	Appoint	Sub Teacher		\$80/diem		2006/07	2006/07	
Lori Johansson	Appoint	Sub Teacher		\$80/diem		2006/07	2006/07	
Candice Morris	Appoint	Sub Teacher		\$80/diem		2006/07	2006/07	
Jennifer Hamilton	Appoint	Sub Teacher		\$80/diem		2006/07	2006/07	
Carolyn Noble	Appoint	Sub Teacher/Homebound Instruction		\$80/diem		2006/07	2006/07	
Concetta Smith	Appoint	Sub Classroom Aide		\$10.00/hr		11/21/06	6/30/07	
Susan Pielich	Appoint	Sub Classroom Aide		\$10.00/hr		11/21/06	6/30/07	
Concetta Smith	Appoint	Sub Clerical		\$11.50/hr		11/21/06	6/30/07	
<b>E. Extra Duty Pay</b>								
Brian Palumbo	Rescind	FBLA Co-Advisor			JTHS	2006/07	2006/07	
Dominick Pisciotto	Appoint	FBLA Co-Advisor	Level 3	\$900**	JTHS	2006/07	2006/07	
<b>E. Coaches</b>								
Kathy Cutrona	Appoint	Indoor Track	Volunteer		JTHS	2006/07	2006/07	
Dale Schmidt	Appoint	Assistant Ice Hockey Coach	Volunteer		JTHS	2006/07	2006/07	

\*\* 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 Advanced Salary\*\* Placements as indicated below:

NAME	FROM	PRESENT SALARY	TO
Sharon Bock	BA Step 07	\$44,980.00	BA+15 Step 07
Nancy Boyle	MA Step 18	\$72,650.00	MA+30 Step 18
Kelly Carney	BA Step 03	\$41,980.00	BA+15 Step 03
Siobhan Carroll	MA+30 Step 08	\$49,980.00	MA+45 Step 08
Jodie Ciaraffo	MA+30 Step 17	\$76,985.00	MA+45 Step 17
Patricia Davey	MA+15 Step 18	\$74,750.00	MA+30 Step 18
Denise Edge	MA Step 15	\$62,522.00	MA+30 Step 15
Jennifer Escolano	BA+15 Step 07	\$45,980.00	MA+15 Step 07
Joseph Guziewicz	MA+15 Step 16	\$67,491.00	MA+30 Step 16
Teri Haight	BA+15 Step 06	\$44,980.00	MA Step 06
Deborah Halsall	BA Step 07	\$44,980.00	BA +15 Step 07
Jessica Hoertel	BA+15 step 05	\$43,980.00	MA+15 Step 05
Lisa Hopper	MA+30 Step 18	\$80,770.00	MA+45 Step 18
Michele Koontz	MA+30 Step 14	\$66,660.00	MA+45 Step 14
Danielle Kowalski	MA+30 Step 13	\$63,536.00	MA+45 Step 13
Rose Ann Krygier	BA+15 Step 08	\$46,980.00	MA Step 08
Joan Lucas	MA Step 15	\$62,522.00	MA+15 Step 15
Danette McNelis	MA Step 18	\$72,650.00	MA+15 Step 18
Joanne Martino	MA+30 Step 11	\$57,721.00	MA+45 Step 11
Karen Mason	MA+30 Step 14	\$66,660.00	MA+45 Step 14
Colleen Maxwell	MA Step 05	\$44,980.00	MA+15 Step 05
Cheryl Miskimon	BA+15 step 08	\$46,980.00	MA Step 08
Deborah Newman	MA+30 Step 17	\$76,985.00	MA+45 Step 17
Brian Palumbo	BA Step 05	\$42,980.00	MA Step 05
Susan Pasake	BA+15 Step 18	\$67,030.00	MA step 18
Suzanne Rodgers	MA Step 18	\$58,120.00	MA+30 Step 18
Brook Roth	BA+15 Step 02	\$41,980.00	MA Step 02
James Rowe	BA+15 Step 08	\$46,980.00	MA Step 08
Dorothy Sabarese	MA+15 Step 17	\$71,028.00	MA+30 Step 17
Kristen Scholz	BA Step 03	\$41,980.00	BA+15 Step 03
Linda Segal	MA+15 Step 18	\$74,750.00	MA+30 Step 18
Phyllis Smith	BA+15 Step 18	\$67,030.00	MA Step 18
Amy Thomson	BA+15 Step 11	\$49,980.00	MA+30 Step 11
Bertha Todd	MA+15 Step 06	\$46,980.00	MA+45 Step 06
Vanessa Tucker	MA+30 Step 10	\$55,016.00	MA+45 Sep 10
Patricia Vandigriff	MA+15 Step 06	\$46,980.00	MA+30 Step 06
James Wynne	MA+30 Step 18	\$80,770.00	MA+45 Step 18
Laura Ajaj	BA Step 17	\$62,172.00	BA+15 Step 17
Susan Tordoff	MA+15 Step 12	\$55,020.00	MA+45 Step 12

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

**J.3** Motion to designate the source of funding for the following individuals as funded from the FY2006 respective Grants:

Name	Location	Position	Salary	Grant Share	FICA/TPAF	Benefits
Patricia Szuskowski	Milton	Preschool	\$41,980	\$25,000	\$4,250	\$2,583

**IDEA Part B - Preschool - \$32,333 (includes \$500 for supplies and materials not listed above)**

Name	Location	Position	Salary	Grant Share	FICA/TPAF	Benefits
Roberta Mitchell	Milton	Kindergarten	\$82,182	45,980	\$7,817	\$12,953
<b>Title IIA Total</b>			<b>\$66,750</b>			

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

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

**K.1** Motion to approve **student placements** and professional services, as indicated below:

Student	School	Tuition	Date
M-17/10	DAYTOP	\$17,640.00	9/5/06-6/21/06
F-15/3	KidsPeace Intensive Residential Program	\$16,740.00 (\$186 per diem for 90 days)	
F-	Professional Education Services, Inc.	\$31/hour, two hour/day, five days/wk	2006-2007 school year
M-16/6	Willow Glen Academy/Sparta	\$58,433 + \$18,900	7/06-6/30/07 Amended to add One-to-One Aide prorated effective 10/16/2006

**K.2** \_\_\_\_\_ noted the enrollment as of 10/31/06:

	September 06	October 06
R. F. Drummond	103	104
Milton	163	163
Cozy Lake	296	296
Stanlick	373	377
E.T. Briggs	264	264
White Rock	438	435
<b>Total Elementary</b>	<b>1,637</b>	<b>1,639</b>
JTMS	883	885
JTHS	1,130	1,124
<b>GRAND TOTAL</b>	<b>3,650</b>	<b>3,648</b>
Tuition students received	3	3
Out-of-district placement	57	57
<b>Students -Home Instruction</b>	<b>4</b>	<b>4</b>

**L. COMMITTEE REPORTS**

**M. COMMUNICATIONS**

**N. OLD BUSINESS**

**O. NEW BUSINESS**

**P. BOARD MEMBER COMMENTS**

**Q. COMMENTS FROM THE AUDIENCE**

**R. 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 13<sup>th</sup> day of November, 2006 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 \_\_\_\_\_
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.

**S. ADJOURN**