

DRAFT
JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Monday – January 16, 2006
Jefferson Township Middle School Media Center

- A. Mr. Andre called the meeting to order at 8:09 PM, and read the Open Meeting Statement.
- B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Andre	X	
Mr. Cuccio	X	
Mr. Erdmann	X (arrived at 7:26 PM)	
Mr. Hanisch	X	
Mrs. Hardy	X	
Mrs. Mastricola	X	
Mrs. Servedio	X	
Mr. Trignano	X	
Mrs. Van Houwe	X	
Manny Fanarjian	X	
Nicole Yatsonsky	X	

CLOSED SESSION

Motion by Mr. Andre, seconded by Mr. Trignano, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of January, 2006 at 7:11 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), (3), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters and employment, evaluation, termination of employees.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies, which is anticipated to be later this evening.
3. This resolution shall take effect immediately.

The meeting was called to public session at 8:06 PM.

D. SUPERINTENDENT’S REPORT

Dr. Bowen reported the *Good News and Progress in Our Schools*.

E. PRESENTATIONS / ANNOUNCEMENTS / RECOGNITION / DISCUSSION ITEMS

F. COMMENTS FROM THE AUDIENCE (on agenda items only, if applicable) – None.

G. MINUTES OF MEETINGS

G.1 Motion by Mrs. Mastricola, seconded by Mr. Hanisch, that the minutes of the following meetings be approved as submitted:

December 12, 2005 – Work/Regular Session Meeting

Roll call vote: Mr. Andre	- Yes	Mrs. Mastricola	- Yes
Mr. Cuccio	- Yes	Mrs. Servedio	- Abstain
Mr. Erdmann	- Yes	Mr. Trignano	- Yes
Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
Mrs. Hardy	- Abstain		

Seven in favor. Two abstentions. Motion carried.

Motion by Mrs. Mastricola, seconded by Mr. Hanisch, that the minutes of the following meetings be approved as submitted:

December 19, 2005 – Special Board Meeting – Board Retreat

Roll call vote: Mr. Andre	- Yes	Mrs. Mastricola	- Abstain
Mr. Cuccio	- Yes	Mrs. Servedio	- Abstain
Mr. Erdmann	- Yes	Mr. Trignano	- Yes
Mr. Hanisch	- Abstain	Mrs. Van Houwe	- Yes
Mrs. Hardy	- Abstain		

Five in favor. Four abstentions. Motion carried.

H. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Cuccio, seconded by Mrs. Hardy, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.10, as described below:

H.1 Motion to approve the list of **purchase orders** dated December 2005 in the amount of \$353,171.67.

H.2 Motion to approve the **check journal** for the month of December 2005 in the amount of \$3,803,947.23.

H.3 Motion to accept the **Treasurer and Secretary’s Report** dated November 30, 2005 as being in balance.

H.4 Motion to approve the **transfer** of funds in the 2005-2006 Fiscal Year, dated November 2005 in the amount of \$1,195,895.24.

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 November 30, 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 November 30, 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 that the Board of Education make application for carry over funds from the FY05 No Child Left Behind (NCLB) grant, in the amount of \$13,632.00.

H.9 Motion that the Board of Education make application for carry over funds from the FY05 Individuals with Disabilities Education Improvement Act (**IDEIA-B**) grant in the following amounts:

Basic: \$175,517.00
Preschool: \$ 505.00

H.10 Motion to accept a grant award in the amount of \$1,000 from the New Jersey Veterinary Medical Association (NJVMA) applied for by Mrs. Gail Elsey, Grade 6 Teacher at the Jefferson Township Middle School, to be used for a lesson, “Taking Care of Your Community by Taking Care of Your Pets,” in accordance with Policy #1323, Gifts, Grants and Bequests.

Roll call vote: Mr. Andre	- Yes	Mrs. Mastricola	- Yes
Mr. Cuccio	- Yes	Mrs. Servedio	- Yes
Mr. Erdmann	- Yes	Mr. Trignano	- Yes
Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
Mrs. Hardy	- Yes		

All in favor. Motion carried.

I. PERSONNEL COMMITTEE

Motion by Mr. Hanisch, seconded by Mrs. Van Houwe, to accept the recommendation of the Superintendent to approve and adopt motion I.1, 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
A: Administrative								
B: Instructional								
DE	Leave of Absence	Social Worker			JTMS/HS	11/28/05	1/3/06	Medical Leave
BL	Leave of Absence	School Nurse			Elem.	3/6/06	4/10/06 or upon release from Dr.	Medical Leave
Alice Reines 11-120-100-101-28	Appoint	Long-term Sub	BA Step 1	\$204.90/diem	Stan	1/30/06	6/30/06	Leave replacement
Regine Hever	Approve	Student Teacher			JTHS	1/18/06	5/4/06	Language Arts/Wm Paterson University
Melissa Douris	Approve	Student Teacher			ETB	9/6/06	12/15/06	Elem/Spec Ed/College of St. Elizabeth
Danielle Mazzocchi	Approve	Student Teacher			ETB	9/6/06	12/15/06	Elem/Spec Ed/College of St. Elizabeth
C: Non-Instructional								
JoAnn Coan	Resignation	Bus Aide			District	1/25/06	1/25/06	
Alice Reines	Resignation	One to One Aide			Cozy Lk	1/27/06	1/27/06	
Jacqueline Beardslee	Retirement	Principal’s Secretary			Drum	9/1/06	8/31/06	
Jeanne Hantson 11-212-100-106	Increase of Hours	One to One Aide	Step 3	\$16.64/hr	ETB	1/4/06	6/30/06	From Part to Full-time
Scott VanSteyn 11-000-262-110	Appoint	Custodian	Step 1	\$17.36/hr	District	1/10/06	6/30/06	Replacement
Sue Peterson 11-000-262-110	Appoint	General Aide	Step 3	\$16.32/hr	ETB	1/4/06	6/30/06	4.75 hrs /week
Robert Meixner 11-000-262-110	Appoint	Custodian	Step 1	\$17.36/hr	District	1/17/06	6/30/06	Replacement
Mary Weiss 11-000-270-107	Appoint	Bus Driver	Step 1	\$15.57/hr	District	1/16/06	6/30/06	Replacement
D: Substitutes								
Diane Harris	Appoint	Aide		\$10/hr		1/3/06	6/30/06	
Tracy Gruber	Appoint	Teacher		\$80/diem				Upon completion of credentialing
John Johnson	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Rola Daghestani	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Deborah Devery	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Christine Cocca	Appoint	School Nurse		\$100/diem				Upon completion of credentialing

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
D: Substitutes (cont)								
Michelle Shannon	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Diane Belli	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Maria Boscarino	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Senae Ward	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Nancy Adam	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Christine Maierle	Appoint	Teacher		\$80/diem				Upon completion of credentialing
Helen Ricadela	Appoint	Teacher		\$80/diem				Upon completion of credentialing
E: Extra-Duty Pay								
Deborah Newman	Appoint	Each One Reach One	Level 3	\$1,450	JTHS	2005/06	2005/06	Not to exceed 72 hrs
Robin Knutelsky	Appoint	Curriculum Writing		\$30/hr		2005/06	2005/06	LA grades 6-7-8 10 hrs per grade
Marius Petric	Appoint	Curriculum Writing		\$30/hr		2005/06	2005/06	Math grades 6-7-8 10 hrs per grade

COURSE REIMBURSEMENTS:

Name	Course Title	College/University	Approval #	Amount
Jodie Ciaraffo	Collaborative Action Research	MaryGrove College	#23	969.00
Dorothy Sabarese	Designing Curriculum and Instruction	MaryGrove College	#29	375.00
Phyllis Smith	Effective Classroom Management	MaryGrove College	#21	969.00
	Collaborative Active Research		#22	531.00

Roll call vote: Mr. Andre - Yes
 Mr. Cuccio - Yes
 Mr. Erdmann - Yes
 Mr. Hanisch - Yes
 Mrs. Hardy - Yes

Mrs. Mastricola - Yes
 Mrs. Servedio - Yes
 Mr. Trignano - Yes
 Mrs. Van Houwe - Yes

All in favor. Motion carried.

J. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by Mrs. Hardy, seconded by Mr. Cuccio, 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 Orlando, Florida (Universal Studios, Sea World, Wet and Wild Park). *(copy attached)*

J.2 Motion to approve the May 26 to May 29, 2006 Jefferson Township High School overnight band trip for performances in Orlando, FL, requiring band members to be absent from school on May 26, 2006.

J.3 Motion to approve a contract for Supported Employment Services, as indicated below:

Student	School	Tuition	Date
M-19/1	Employment Horizons	\$660/month - Job Coaching, training, supervision & supportive services	January 2006 – June 2006

Roll call vote: Mr. Andre - Yes
 Mr. Cuccio - Yes
 Mr. Erdmann - Yes
 Mr. Hanisch - Yes
 Mrs. Hardy - Yes
 Mrs. Mastricola - Yes
 Mrs. Servedio - Yes
 Mr. Trignano - Yes
 Mrs. Van Houwe - Yes

All in favor. Motion carried.

Motion by Mrs. Hardy, seconded by Mr. Erdmann, to accept the recommendation of the Superintendent to approve and adopt motion J.4, as described below:

J.4 Motion to adopt the 2006-2007 School Calendar, attached.

Roll call vote: Mr. Andre - Yes
 Mr. Cuccio - Yes
 Mr. Erdmann - Yes
 Mr. Hanisch - Yes
 Mrs. Hardy - Yes
 Mrs. Mastricola - Yes
 Mrs. Servedio - Yes
 Mr. Trignano - Yes
 Mrs. Van Houwe - Yes

All in favor. Motion carried.

J.5 Mrs. Hardy noted the enrollment as of 12/31/05:

	June 05	December 05
R. F. Drummond	104	116
Milton	204	178
Cozy Lake	276	308
Stanlick	367	368
E.T. Briggs	246	254
White Rock	484	452
Total Elementary	1,681	1,676
JTMS	905	907
JTHS	1,006	1,057
GRAND TOTAL	3,592	3,640
Tuition students received	1	2
Out-of-district placement	49	50
Students -Home Instruction		8

K. POLICY COMMITTEE

Motion Mrs. Hardy seconded by Mr. Trignano, 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>
6162	Corporate Sponsorship
3542.1	School Nutrition

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

<u>Number</u>	<u>Title</u>
5330	Administration of Medication
5460	High School Graduation

Roll call vote:	Mr. Andre - Yes	Mrs. Mastricola - Yes
	Mr. Cuccio - Yes	Mrs. Servedio - Yes
	Mr. Erdmann - Yes	Mr. Trignano - Yes
	Mr. Hanisch - Yes	Mrs. Van Houwe - Yes
	Mrs. Hardy - Yes	

All in favor. Motion carried.

M. COMMITTEE REPORTS

Policy Committee – Mrs. Hardy reported on the status of policy review. She stated the Policy Committee will rework the Student Discipline Policy.

Finance and Building Needs – Mr. Andre reported that the Committee has been working on the 2006-2007 school budget. Dr. Bowen invited the JTEA Association to attend finance meetings and observe budget deliberations.

N. COMMUNICATIONS – None.

O. OLD BUSINESS – None.

P. NEW BUSINESS – None.

Q. BOARD MEMBER COMMENTS

Mr. Andre announced that the Board of Education email, BOE@jefftwp.org, is active and working. He expressed his appreciation for the Custodial/Maintenance Staff’s hard work.

Dr. Bowen invited everyone to take a quick tour of the Middle/High School complex to witness the Board goal of improved cleanliness.

R. STUDENT REPRESENTATIVE COMMENTS

Nicole Yatsosky commented on the Mock Trial and Mid Terms.

Manny Fanarjian commented on DECA competitions and the successes of the winter sports teams.

S. COMMENTS FROM THE AUDIENCE

Comments were made regarding the following:

- A statement was made regarding bus stops for Academy Students.
- A question was raised regarding having a Vice Principal temporarily assume the vacant Principal position instead of hiring an Interim. Dr. Bowen responded that the Interim is only available 4 days per week and the High School and Middle School Vice Principals are amply and fully deployed with their daily job functions.
- A comment was made regarding the cleanliness of the school floor.
- A comment was made regarding Food Services.
- A question was raised regarding the Board Retreat. The member of the public was advised that the minutes are available.
- A statement was made regarding apparent Principal turnover. The need to hire an Interim was questioned and it was suggested a Vice Principal oversee this temporary assignment.
- It was suggested the community be involved in budget development. Mr. Andre noted that there are many confidential discussions regarding personnel and strategies.

All residents are encouraged to vote in the School Board Election. The election is taking place during Spring Break this year and anyone going away is encouraged to submit an absentee ballot. A link to the Morris County Board of Elections will be set up on the School District website.

T. ADJOURN

Motion by Mr. Cuccio, seconded Mr. Trignano, that the meeting adjourn at 8:57 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary