

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Work/Regular Session Meeting Minutes**  
**Monday – December 11, 2006 - 7:00 PM (Closed Session) 8:00 (Regular Session)**  
**Jefferson Township Middle School Media Center**

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A. Mrs. Servedio called the meeting to order at 7:07 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

**C. ROLL CALL:**

Present                      Absent

Mr. Andre <i>(arrived at 7:11)</i>	<u>  X  </u>	
Mrs. Castiglione	<u>  X  </u>	
Mr. Cerny	<u>  X  </u>	
Mr. Chamberlain	<u>  X  </u>	
Mr. Feldmann	<u>  X  </u>	
Mr. Hanisch	<u>  X  </u>	
Mrs. Hardy	<u>  X  </u>	
Mrs. Mastricola	<u>  X  </u>	
Mrs. Servedio	<u>  X  </u>	
Mariclaire DosSantos	<u>  X  </u>	<i>Student Representative</i>
Craig Fuess		<u>  X  </u> <i>Student Representative</i>

**D. CLOSED SESSION**

Motion by Mrs. Servedio , seconded by Mrs. Hardy , that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 11<sup>th</sup> day of December, 2006 at 7:07 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 8:03 PM.

**E. ACTING SUPERINTENDENT'S REPORT**

*Good News and Progress in Our Schools.*

- It was reported that the many events that took place during the month of November were very successful.

**F. PRESENTATION**

- 2005-2006 Annual Audit – James Cerullo of Ferraioli, Wielkotz, Cerullo & Cuva

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

- A comment was made regarding adding a coach to the Cross Country Track sport, due to the number of student participants. Currently, one coach is a volunteer.

**H. MINUTES OF MEETINGS**

**H.1** Motion by Mrs. Castiglione, seconded by Mr. Feldmann, that the minutes of the following meeting be approved as submitted:

November 13, 2006 Work Session  
 November 20, 2006 Regular Meeting

MOTION: Mrs. Castiglione	SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent
Mr. Andre	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mr. Hanisch	X			
Mrs. Hardy	X			
Mrs. Masticola	X			
Mrs. Servedio	X			

**I. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by Mr. Andre, seconded by Mrs. Hardy, to accept the recommendation of the Acting 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 November 30, 2006 in the amount of **\$220,644.43**.
- I.2** Motion to approve the **check journal** as of November 30, 2006 in the amount of **\$3,999,502.74**.
- I.3** Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated October 2006 in the amount of **\$31,230.28**.
- I.4** Motion to accept the **Treasurer and Secretary’s Report** dated October 2006 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 October 31, 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 October 31, 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.8** Motion to accept the Morris County Sheriff’s Office **Crime Stoppers Grant** in the amount of \$500 to be equally allocated between the High School and Middle School for 2007-2008, which will offset the “Rewards Incentive” to be printed in the student agenda books.

**I.9** Motion to apply for the **discretionary grant program** entitled The Governor’s Initiative in Autism in the amount of \$155,782. The program is to be in place from April 1, 2007 through June 30, 2008.

**I.10** Motion to accept the June 30, 2006 **Comprehensive Annual Financial Report** *(copy available for review)*

**I.11** Motion to approve the June 30, 2006 **Audit Corrective Action Plan**. *(copy attached)*

**I.12** Motion to award the bid for the **High School and Middle School Musical Instruments** in the amount of \$ 3,947 to GTM Music (a.k.a. The Music Den) and ~~\$41,877~~ \$ 38,155 to National Educational Music Co., as the lowest responsible bidders. *(Bid breakdown sheet attached)*

*Item I.12 As amended with strikethrough*

MOTION: Mr. Andre	SECOND: Mrs. Castiglione			
Name	Ayes	Nays	Abstain	Absent
Mr. Andre	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mr. Hanisch	X			
Mrs. Hardy	X			
Mrs. Masticola	X			
Mrs. Servedio	X			

MOTION: Mr. Andre	SECOND: Mrs. Castiglione			
Name	Ayes	Nays	Abstain	Absent
Mr. Andre	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain	X			
Mr. Feldmann	X			
Mr. Hanisch	X			
Mrs. Hardy	X			
Mrs. Masticola	X			
Mrs. Servedio	X			

**J. PERSONNEL COMMITTEE**

Motion by Mr. Hanisch, seconded by Mr. Feldmann, to accept the recommendation of the Acting Superintendent to approve and adopt motions 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
<b>A. Administrative</b>								
<b>B: Instructional</b>								
Ann Marie Rufolo 11-140-100-101-28-00	Appoint	BSI Long-Term Sub	BA/Step 1	\$40,980**	JTHS	1/2/07	5/30/07	Leave Replacement for NB
Jason Obdens 11-130-100-101-00	Appoint	Social Studies Teacher	BA/Step 1	\$40,980**	JTMS	1/2/07	6/30/07	Replacement
Liz Mangold 11-110-100-101-00	Appoint	Long-Term Sub	BA / Step 1	\$40,980**	Milton	11/2/06	6/30/07	Leave Replacement for MW
Brian Schuckmann NB	Resignation Leave of Absence	Physical Education Teacher Teacher			JTMS JTHS	11/30/06 11/15/06	1/29/07 5/1/07	Utilizing 103 sick days
<b>C: Non-Instructional</b>								
Lisa Kasica VO	Increase in Hours Medical Leave	One-to-One Aide Secretary			Stanlick JTMS	11/27/06 1/3/07	6/30/07 2/27/07	Hours increased from 16.25 to 19 hr/5 min Utilizing 39 sick days
Sophie Smarz Diana Pirrello Ted Kwasnik	Retirement Termination Termination	Custodian Classroom Aide Classroom Aide			District White Rock JTMS	2/1/07 11/18/06 11/28/06	1/31/07 11/17/06 12/28/06	23 years of service
<b>D: Substitutes/Other</b>								
Heather Tasker Danja Wilpert Frederick Tordoff Louis Rossi	Appoint Appoint Appoint Appoint	Sub Teacher Sub Teacher Sub Teacher Sub Teacher		\$80/diem \$80/diem \$80/diem \$80/diem		1/3/07 12/12/06 12/12/06 12/12/06	6/30/07 6/30/07 6/30/07 6/30/07	

\*\* 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 the establishment of the following JTMS and JTHS **Extra Duty Pay (EDP)** Positions and job descriptions in accordance with negotiated agreement between the Jefferson Township Board of Education and the Jefferson Township Education Association:

EDP	Level	Salary	Change	Salary	Hours Not to Exceed	Budgeted	Explanation
Marching Band Drill Designer	3	\$ 1,450			72	Yes	Originally a purchased service
Marching Band: Music Arranger	3	\$ 1,450			72	Yes	Originally a purchased service
Marching Band: Percussion Arranger	3	\$ 1,450			72	Yes	Originally a purchased service
Drill Guard Instructor	2	\$ 2,850	to level 3	\$ 2,850	72	Yes	Placed in wrong Level per hours
Summer Drill/Guard Instructor	1	\$ 833	to level 2	\$ 1,005	40	Yes	Placed in wrong Level per hours
Book Club	3	\$ 1,800			72	No	
Wind Ensemble	3	\$ 1,800			72	No	
Horticulture Club	1	\$ 400			16	Yes	*In Lieu of NASA club
Debate Club	1	\$ 400			16	Yes	** In Lieu of Spring Intramurals

The following positions will be Sunset.

EDP	Level	Salary	Change	Salary	Sunset	Budgeted	Explanation
NASA Club	1	\$ 400			X		*(Horticulture Club)
Spring Intramurals	1	\$ 400			X		***(Debate Club)

MOTION: Mr. Hanisch		SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent	
Mr. Andre	X				
Mrs. Castiglione	X				
Mr. Cerny	X				
Mr. Chamberlain	X				
Mr. Feldmann	X				
Mr. Hanisch	X				
Mrs. Hardy	X				
Mrs. Masticola	X				
Mrs. Servedio	X				

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

Motion by Mrs. Masticola , seconded by Mrs. Hardy , to accept the recommendation of the Acting Superintendent to approve and adopt motions K.1 through K.5, as described below:

**K.1** Motion to approve the **District Addendum** to the Mentoring Alternate Route Teachers Plan *(copy attached)*.

**K.2** Motion to approve the **Revised Field Trip List** to include *(copy attached)*:

- Marching Band trip to Cleveland, OH - High School
- Cheerleading trip to Orlando, FL - High School

**K.3** Motion authorizing the **Affirmative Action Team** to conduct the needs assessment and develop a comprehensive equity plan.

**K.4** Motion to amend the **District School Calendar** to allow for early dismissal due to mid-year exams at the Middle School and High School for January 30 & 31 and February 1 & 2, 2007.

**K.5** Motion to approve student placements and professional services, as indicated below:

Student	School	Tuition	Date
M/9-5	Commission for the Blind & Visually Impaired Level of Service = 1	\$1,300	9/1/06 – 6/30/07

MOTION: Mrs. Masticola		SECOND: Mrs. Hardy			
Name	Ayes	Nays	Abstain	Absent	
Mr. Andre	X				
Mrs. Castiglione	X				
Mr. Cerny	X				
Mr. Chamberlain	X				
Mr. Feldmann	X				
Mr. Hanisch	X				
Mrs. Hardy	X				
Mrs. Masticola	X				
Mrs. Servedio	X				

Enrollment as of 11/30/06:

	<b>November 05</b>	<b>November 06</b>
R. F. Drummond	115	105
Milton	176	165
Cozy Lake	308	294
Stanlick	368	378
E.T. Briggs	254	263
White Rock	452	432
<b>Total Elementary</b>	<b>1,673</b>	<b>1,637</b>
JTMS	905	882
JTHS	1,058	1,122
<b>GRAND TOTAL</b>	<b>3,636</b>	<b>3,641</b>
Tuition students received	2	3
Out-of-district placement	50	58
<b>Students -Home Instruction</b>	<b>8</b>	<b>5</b>

#### L. COMMITTEE REPORTS

- **Finance Committee** – Mr. Andre highlighted the minutes of a recent meeting.
- **Community Relations** – Mrs. Masticola reviewed the survey results from Back to School Night.
- **Education Committee** – Mrs. Servedio reviewed agenda items of a recent meeting.
- **Negotiations Committee** – Mr. Andre requested dates for meetings.

#### M. COMMUNICATIONS

- A comment was made regarding an incident on a bus.
- A letter to Mrs. Steinberg was read commending staff.
- A letter was read regarding the procedures for fire alarms at the High School/Middle School complex.

#### N. OLD BUSINESS

- The status of the lease purchase was reviewed with regard to acquiring smart boards vs. security system. It was proposed to purchase 50 smart boards. Viable options to be discussed after the security needs are established.
- A question regarding the respective roles of the Director of Special Services and the Special Education Supervisor was raised.
- A status report was given on the vandalism. No progress has been reported. A report on the total cost thus far is expected in January 2007.
- It is being perceived by some that AIM Newspapers is not equally reporting events/incidents on both sides of town.

**O. NEW BUSINESS**

- It was reported that the 2007/08 school calendar needs to be established.
- A comment was made regarding the late bus and its departure times.
- A recommendation was made to develop more language classes, *i.e.* Mandarin Chinese.
- The President and Vice President met with Council Liaison Members for discussions regarding common issues.

**P. BOARD MEMBER COMMENTS**

- Mr. Cerny commented on the New Board Member Orientation he attended on Dec. 9.
- School funding, property tax impact and other legislative proposals were discussed by several Board Members with a recommendation for the public to contact legislators to NOT support some of them. It may have a vast impact on the way the Board conducts business (*i.e.* more road blocks).
- Mr. Hanisch commended the staff with regards to the audit outcome.
- The Board thanked Mr. Kraemer for his role during the transition between Superintendents.

**Q. COMMENTS FROM THE AUDIENCE**

- Disappointment was noted that an Assistant Coach was not appointed for Cross Country, as had been endorsed by the Athletic Department. It was noted that participation levels are being monitored and there was a protocol to be followed.

**R. STUDENT COMMENTS**

- Student Representative MarieClaire DosSantos commented on the successful toy drive, Madrigal Dinner and Holiday Assembly. She also noted that there was some confusion among students with fire alarms and protocol during these drills.

**S. ADJOURN**

Motion by Mrs. Castiglione, seconded by Mr. Hanisch, that the meeting adjourn at 9:49 PM.

Respectfully submitted,

Dora E. Mylchreest  
Board Secretary