

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Work Session Meeting**  
**Monday**  
**February 9, 2004**  
**7:00 PM**

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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	_____	_____
Mrs. Cammarano	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Miss Klepp	_____	_____
Mrs. Muller	_____	_____
Mr. Tasker	_____	_____
Mrs. Van Houwe	_____	_____
Miss Alicia Hooper	_____	_____
Mr. Robert VanderPloeg	_____	_____

**D. SUPERINTENDENT'S REPORT**

*Good News and Progress in Our Schools.*

**E. PRESENTATIONS**

- Monthly Construction Manager’s Report (Presented by Epic Management, Inc.)
- Science/Technology Professional Growth: Stanlick Grade 2 Staff

**F. MINUTES OF MEETINGS**

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

- January 5, 2004 - Special Meeting
- January 12, 2004 - Work Session Meeting
- January 19, 2004 - Regular Session Meeting

**G. FINANCE COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions G.1 through G.6 as described below:

- G.1** Motion to approve the list of **requisitions** dated January 2004 in the amount of \$923,073.03.
- G.2** Motion to approve the **bills list** dated January 2004 in the amount of \$3,363,096.73.
- G.3** Motion to accept the **Treasurer and Secretary's Report** dated December 31, 2003.
- G.4** Motion to approve the **transfers** dated January 2004.
- G.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 January 31, 2004 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).
- G.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of December 31, 2003, 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. PERSONNEL COMMITTEE**

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

- H.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) Appointments effective during the 2003-2004 school year.

**Personnel**

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A: Administrators</b>								
<b>B: Instructional</b>								
Nancy Adam	Retirement	BSIP Teacher			Cozy Lake	6/30/04	6/30/04	To retire 6/30/04 after 35 years
Eleanor Steinbacher	Retirement	Grade 2 Teacher			Cozy Lake	6/30/04	6/30/04	To retire 6/30/04 after 34 years
Emp#1954	Leave of Absence				ETB	1/26/04		Medical Leave of Absence for 4-6 weeks using 21 sick days
<b>C: Non-Instructional</b>								
<b>D: Substitutes/Other</b>								
Claire Geveke	Appoint	Substitute		\$80 pr diem		2003/04		Substitute List for Home Instruction
Robert W. Ricadela	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Lauren Bonora	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Candace Duswalt	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Margaret Dubbeld	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Susan Scarbeck	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Michelle Tokazowski	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Rick Yarem	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher
Gary McCrea, Jr.	Appoint	Substitute		\$10.83 pr hr		2003/04		Substitute Custodian
Robert R. Genschow	Appoint	Substitute		\$10.83 pr hr		2003/04		Substitute Custodian
Richard M. Sheridan	Appoint	Substitute		\$10.83 pr hr		2003/04		Substitute Custodian
Edward Dennis Godfrey	Appoint	Substitute		\$10.83 pr hr		2003/04		Substitute Custodian
Howard R. Simpson	Appoint	Substitute		\$10.83 pr hr		2003/04		Substitute Custodian
<b>E. Extra Duty Pay</b>								
Kathy Cutrona	Appoint	Coach	1	\$4,296.61	JTHS	2003/04		Head Boys Track Coach
Lori Kircher	Appoint	Coach	7	\$5,589.03	JTHS	2003/04		Head Girls Track Coach
Matthew Levine	Appoint	Coach	4	\$3,723.01	JTHS	2003/04		Asst B/G Track Coach
Robert Elder	Appoint	Coach	24	\$4,723.01	JTHS	2003/04		Asst B/G Track Coach
TBA	Appoint	Coach			JTHS	2003/04		Asst B/G Track Coach
John Cinotti	Appoint	Coach	25	\$4,773.01	JTHS	2003/04		Head Golf Coach
Brian Hough	Appoint	Coach	5	\$5,489.03	JTHS	2003/04		Head Baseball Coach
Shawn Kielty	Appoint	Coach	14	\$4,223.01	JTHS	2003/04		Asst Baseball Coach
Jason Klebez	Appoint	Coach	1	\$2,866.79	JTHS	2003/04		Asst Baseball Coach
Ernie Fisher	Appoint	Volunteer	N/A	N/A	JTHS	2003/04		Volunteer Asst. Baseball
Ed Levens	Appoint	Coach	27	\$6,589.03	JTHS	2003/04		Head Softball Coach
Greg Eck	Appoint	Coach	18	\$4,423.01	JTHS	2003/04		Asst Softball Coach
Jim O'Connor	Appoint	Coach	19	\$4,473.01	JTHS	2003/04		Asst Softball Coach
Kristen Hedges	Appoint	Coach	1	\$4,296.61	JTHS	2003/04		Head Lacrosse Girls Coach
TBA	Appoint	Coach			JTHS	2003/04		Asst Lacrosse Coach
Harry Shortway	Appoint	Coach	3	\$5,439.03	JTHS	2003/04		Head Boys Lacrosse Coach
Brian Palumbo	Appoint	Coach	4	\$3,723.01	JTHS	2003/04		Asst Lacrosse Coach
Tony Villante	Appoint	Weight Room		\$1,854.83	JTHS	Spring 04		Spring Weight Room Supervisor
Patricia Barile	Appoint	Coach	5	\$1,675.39	JTMS	2003/04		Track Coach
Terry Koontz	Appoint	Coach	2	\$1,394.04	JTMS	2003/04		Track Coach
Ken Westberg	Appoint	Coach	2	\$1,394.04	JTMS	2003/04		Track Coach
Cheryl Kanazik	Appoint	Coach	2	\$1,394.04	JTMS	2003/04		Track Coach

**H.2** Motion to approve placement of student nurse as indicated below:

Karla Vilardi – Professional Clinical Practice – beginning week of 2/10/04 at Ellen T. Briggs School

**H.3** Motion to approve the **Job Description** for District Courier (*Document available for review*).

**H.4** Motion to appoint Susan Sincavage as District Courier through June 30, 2004, noting that this position is recommended and not opposed to be included within the Jefferson Township Education Association at a salary to be negotiated between the Board and the Association not to exceed 19¾ hours per week with no medical benefits.

**I. EDUCATION COMMITTEE**

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

**I.1** Motion to approve placement of **out of district** student for the 2003/04 school year as indicated below:

M-14 – Shepard High School - \$197.43 per diem effective 2/3/04

**I.2** Motion to approve Special Class Programs in Language Arts and Mathematics at the Middle and High Schools for grades 6-12 for the 2004/05 school year, in accordance with N.J.A.C. 6A:14-4.7, Program Criteria: Special Class Programs, Secondary, and Vocational Rehabilitation.

**I.3** \_\_\_\_\_ noted the **enrollment** as of 1/31/04:

	<b>Jun-03</b>	<b>Jan 03</b>	<b>Jan 04</b>
R. F. Drummond	100	102	98
Milton	181	178	214
Cozy Lake	314	322	277
Stanlick	260	259	260
E.T. Briggs	398	392	380
White Rock	484	482	489
<b>Total Elementary</b>	<b>1,737</b>	<b>1,735</b>	<b>1718</b>
JTMS	870	870	892
JTHS	952	958	1000
<b>GRAND TOTAL</b>	<b>3,559</b>	<b>3,563</b>	<b>3,610</b>
Tuition students received	0	0	1
Out of district placement	58	59	<b>54</b>

**J. POLICY COMMITTEE**

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

**J.1** Motion to approve the **second reading and adoption** of the following:

<u>Number</u>	<u>Title</u>
0142	Board Member Qualifications and Code of Ethics
0168	Recording Board Minutes
2270	Religion in the Schools
2431	Athletic Competition
3160	Physical Examination (Teaching Staff Members)
3233	Political Activities (Teaching Staff Members)
4160	Physical Examination (Support Staff)
4233	Political Activities (Support Staff)
5512.01	Harassment, Intimidation and Bullying
5600	Pupil Discipline
5841	Secret Societies
5842	Equal Access of Pupil Organizations
7434	Smoking On School Premises
8630	Bus Driver Responsibility
8810	Religious Holidays
9700	Special Interest Groups

**K. BUILDING NEEDS COMMITTEE**

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

**K.1** Motion to approve the following **change orders** for the Stanlick/WR construction project:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
5A	3	Vespa Electric	\$ - 3,172.	Credit to wiring flushometers
5A	4	Vespa Electric	3,125.	Temp Boiler Hookup
5A	5	Vespa Electric	2,634.	8 Handsets
5A	6	Vespa Electric	6,333.	6 Circuits for power to condensing units
5A	7	Vespa Electric	3,291.	12 Lighting fixtures in gym & higher wattage bulbs condensing units

5A	8	Vespa Electric	8,591.	Extra pvc conduits under road
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**K.1 continued:**

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
5B	3	P.J. Smith Electric	- 2,150.	Delete wiring flushometers
5B	4	P.J. Smith Electric	- 2,579.	Credit for switch-gear modifications
5B	5	P.J. Smith Electric	3,120.	Additional duct detectors at roof top units 1, 2 and 6
5B	6	P.J. Smith Electric	3,455.	Provide conduit, wire, and breakers for boilers and oil pumps
5B	7	P.J. Smith Electric	6,572.	Add clocks, speakers and handsets
5B	8	P.J. Smith Electric	1,333.	Provide labor for additional wiring/connections of hvac units
5B	9	P.J. Smith Electric	2,734.	Labor and material to revise 12 lighting fixtures in gym
1B	1	CROSSON Construction Co.	- 6,000	Delete sign & credit for wood floor substitution
1B	2	CROSSON Construction Co.	10,868.	Change Doors
1B	3	CROSSON Construction Co.	- 3,500.	Revise/eliminate electrical component of 3-tier bleacher in gymnasium
1B	4	CROSSON Construction Co.	- 2,000.	Eliminate interior aluminum railings in lieu of steel railings
1B	5	CROSSON Construction Co.	1 ,237.13	Masonry repair work

1B                    6                    CROSSON Construction Co.                    89.    Adjust door/frame

**K.1 continued:**

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
4	2	ESR, Inc.	12,025.	Revise Condensing Units
1A	1	Rochelle Contracting Co., Inc.	- 19,871.	Eliminate pump station
1A	3	Rochelle Contracting Co., Inc.	- 3,500.	Revise/eliminate electrical component of 3-tier bleacher in gymnasium
2	1	Sparta Steel Corp.	- 1,237.13	Backcharge to contract for masonry repair

**K.2** Motion to approve the following **change orders** for the HS/MS construction project:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
Structural Steel (base bid)	1	Sparta Steel Corp.	\$ 823.	Furnish and deliver additional beams in block D
Structural Steel (base bid)	2	Sparta Steel Corp.	549.	Provide and deliver galvanized steel angles for additional intake louvers

**L. AUXILIARY COMMITTEE**

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

**L.1** Motion to approve the disposal of **obsolete equipment**, in accordance with Policy #7300, Disposition of Property, as listed below:

<u>Asset #</u>	<u>Equipment</u>
001589	Printer

**M. COMMITTEE REPORTS**

**N. CORRESPONDENCE**

**O. OLD BUSINESS**

**P. NEW BUSINESS**

**Q. COMMENTS FROM THE AUDIENCE**

**R. BOARD MEMBER COMMENTS**

**S. ADJOURN**

Motion by \_\_\_\_\_, seconded \_\_\_\_\_, that the meeting adjourn at \_\_\_\_\_ PM.