

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Work Session/Regular Meeting**  
**Monday**  
**July 12, 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	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Miss Klepp	_____	_____
Mrs. Muller	_____	_____
Mr. Tasker	_____	_____
Mrs. Van Houwe	_____	_____

**D. SUPERINTENDENT'S REPORT**

*Good News and Progress in Our Schools.*

- Report on Middle School Master Schedule Steering Committee Plan Of Action
- Report on Districtwide Faculty Attendance

**E. PRESENTATIONS**

- Monthly Construction Manager's Report (Presented by Epic Management, Inc.)
- New Jersey School Boards Association – Required Ethics Training

**F. MINUTES OF MEETINGS**

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

June 14, 2004 - Work Session Meeting  
 June 21, 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.3, as described below: (Note: Additional fiscal year end closing items, such as the Secretary/Treasurer’s Report, transfers, certification of non-overexpenditures, and supplemental bills list, if any, will be added to the next scheduled Public Board agenda.)

**G.1** Motion to approve the list of **requisitions** dated June 29, 2004 in the amount of \$245,192.65.

**G.2** Motion to approve the **bills list** dated June 29, 2004 in the amount of \$2,816,493.89.

**G.3** Motion to authorize **interest earned** on the investment of unexpended cash balances in the 2003-2004 and 2004-2005 capital projects fund be transferred to the Debt Service.

**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)

<b>Personnel</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A: Administrators</b>								
Robert Beers	Resignation	Vice-Principal			JTMS		7/12/04	Accepted position in another district
<b>B: Instructional</b>								
Georgette Atkinson	Resignation	Speech Teacher			Cozy Lake		6/30/04	Moving out of area
Jennifer Allen	Resignation	Grade 3 teacher			WR		6/30/04	Accepted position in another district
Christine Harris	Resignation	English Teacher			JTHS		6/30/04	Accepted position in another district
Michele Santos	Appoint	BSIP Math teacher	1	\$39,000 Pro-rated@ 49%	WR	9/1/04	6/30/05	19.9/hours/week, no medical benefits
Lisa Heckenberger	Rescind	BSIP teacher .49	3	\$20,030	WR	9/1/04	6/30/05	
Lisa Heckenberger	Appoint	Grade 4 Teacher	3	\$40,877	WR	9/1/04	6/30/05	New Position
Gail DeGraw	Appoint	Bus. Ed. Teacher	1	\$40,000	JTHS	9/1/04	6/30/05	Replacement

B. Instructional	Nature of Action	Position	Step	Salary	Location	Date Eff.	Date Term.	Discussion
Katherine Vera-Mena	Appoint	Spanish Teacher	2	\$39,877	JTMS	9/1/04	6/30/05	
France Belleville	Appoint	French Teacher	8	\$47,297	JTMS	9/1/04	6/30/05	
Lorraine Herman	Change of Assignment	From PT BSIP to Full Time BSIP	4	\$40,672.	Cozy Lake	9/1/04	6/30/05	Replacement
<b>C: Non-Instructional</b>								
Maria Gamble	Resignation	Bus Driver			Transp.		7/25/04	Moving out of state
Andrea Hall	Appoint	CST Secretary .49	1	\$13,703.34	CST	7/13/04	6/30/05	Replacement
Patricia McGill	Appoint	Purchasing Specialist		\$44,000	Business Office	7/19/04	6/30/05	New-In lieu of Office Manager Position
Susan Tack	Change of Assignment	From out of district aide to In district student aide	3	\$16.00/hr		9/1/04	6/3/05	Student is being brought back into the school district.
Behar Feti	Appoint	Custodian	6	\$17.69/hr	Stan	7/1/04	6/30/05	Reappointment
<b>D: Substitutes/Other</b>								
<b>E. Extra Duty Pay</b>								<b>Writing Not to exceed hrs stated</b>
Carole Howell	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - French I
Siobhan Carroll	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - French II
Eleanor Urciuoli	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		20 hrs - French III
Siobhan Carroll	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - French IV
Eleanor Urciuoli	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		20 hrs - French V
Karen Lerch	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - German I
Karen Lerch	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - German II
Karen Lerch	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - German III
Karen Lerch	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - German IV
Nanette Diaz	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - Spanish I
Frank Garza	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - Spanish II
Nino Ferro	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - Spanish III
Nino Ferro	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - Spanish IV
Frank Garza	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		22 hrs - Spanish V
Nancy Harris	Appoint	Curriculum Writing		\$30/ hr	JTMS	2003/04		25 hrs Gifted/Talented 6 <sup>th</sup> grade
Nancy Harris	Appoint	Curriculum Writing		\$30/ hr	JTMS	2003/04		25 hrs Gifted/Talented 7 <sup>th</sup> grade
Nancy Harris	Appoint	Curriculum Writing		\$30/ hr	JTMS	2003/04		25 hrs Gifted/Talented 8 <sup>th</sup> grade
Thomas Januszczek	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		25 hrs Robotics II (new course)
Colleen Maxwell	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		25 hrs – Study Skills – Expand & Enrich
Eileen Matak	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		20 hrs – SAT Prep (new course)
Michele Koontz	Appoint	Curriculum Writing		\$30/ hr	Elementary	2003/04		6 hrs per gr level – Spanish K-5
Taisa Englesman	Appoint	Curriculum Writing		\$30/ hr	Elementary	2003/04		6 hrs per gr level – German K-5
Heather Pinto	Appoint	Curriculum Writing		\$30/ hr	Elementary	2003/04		5 hrs per gr level – ESL K-5
Siobhan Carroll	Appoint	Curriculum Writing		\$30/ hr	JTMS	2003/04		5 hrs per gr level – ESL 6-8
Frank Garza	Appoint	Curriculum Writing		\$30/ hr	JTHS	2003/04		5 hrs per gr level – ESL 9-12
Suzan Maragliano	Appoint	Curriculum Writing		\$30/ hr	Elementary	2003/04		9 hrs – Language Arts CCCS Alignments K-2
Linda Hack	Appoint	Curriculum Writing		\$30/ hr	Elementary	2003/04		9 hrs – Language Arts CCCS Alignments 3-5
Cheryl Kanazik	Rescind	Spring Intramural		\$696.76	JTMS	2003/04		Softball – rescinds Oct.'03 appointment
David Bresett	Rescind	Spring Intramural		\$696.76	JTMS	2003/04		Softball – rescinds Oct '03 appointment
David Bresett	Appoint	Spring Intramural		\$1393.53	JTMS	2003/04		Softball – provided full services
Sherry Lenox	Appoint	Speech Evals.		\$188.71/diem	CST	2003/04		5 days-3/5;3/26;4/23;5/14 & 5/28
<b>Summer Work:</b>								
Debbie Newman	Appoint	Summer Counselors		\$35/ hr				42 hrs.
Carolyn Perkins	Appoint	Summer Counselors		\$35/ hr				42 hrs.
Karen Staples	Appoint	Summer Counselors		\$35/ hr				42 hrs.
Claire Brennan	Appoint	Summer Counselors		\$35/ hr				42 hrs.
Lynne Cilli	Appoint	Summer Counselors		\$35/ hr				42 hrs
Patricia Davey	Appoint	Summer Counselors		\$35/ hr				42 hrs.
Barbara Francavilla	Appoint	Summer Counselors		\$35/ hr				42 hrs
Steve Hannaway	Appoint	Summer Counselors		\$35/ hr				42 hrs
Jerry Memory	Appoint	Summer Counselors		\$35/ hr				42 hrs
Jennifer Markowick	Appoint	Summer Counselors		\$35/ hr				42 hrs
Jerilyn Doherty	Appoint	Summer Counselors		\$35/ hr				42 hrs
<b>Athletic Coaching</b>								
Anthony Villante	Appoint	Head Football Coach	13	\$8206.25	JTHS	2004/05		
Bill Stager	Appoint	Asst. Football Coach	6	\$4881.12	JTHS	2004/05		

<b>Athletic Coaching:</b>	<b>Action</b>	<b>Position</b>	<b>Step</b>	<b>Salary</b>	<b>Location</b>	<b>Date Eff</b>	<b>Date Termin</b>	<b>Discussion</b>
Eric McNeel	Appoint	Asst. Football Coach	4	\$4781.12	JTHS	2004/05		
Jason Klebez	Appoint	Asst. Football Coach	3	\$4781.12	JTHS	2004/05		
Matthew Moscatello	Appoint	Asst. Football Coach	1	\$3583.35	JTHS	2004/05		
Alex Montanez	Appoint	Asst. Football Coach	1	\$3583.35	JTHS	2004/05		
Kyla Shanahan	Appoint	Head Cross Cty Boys	2	\$3725.14	JTHS	2004/05		
Lori Kircher	Appoint	Head Cross Cty Girls	9	\$4180.37	JTHS	2004/05		
Keri Accavallo	Appoint	Voluntary Assistant		N/A	JTHS	2004/05		
Kurt Heller	Appoint	Asst Boys Soccer	1	\$2990.06	JTHS	2004/05		
Patti Austin	Appoint	Head Girls Soccer	4	\$5672.91	JTHS	2004/05		
Sharon Rocks	Appoint	Asst. Girls Soccer	4	\$3883.10	JTHS	2004/05		
Danielle Rusciano	Appoint	Head Field Hockey	1	\$4481.36	JTHS	2004/05		
Kasey Savage	Appoint	Asst. Field Hockey	4	\$3883.10	JTHS	2004/05		
Terri McCarney	Appoint	Head Fall Cheerleading	18	\$3901.51	JTHS	2004/05		
Susan Tordoff	Appoint	Asst. Fall Cheerleading	4	\$1189.06	JTHS	2004/05		
Sharon Ciliento	Appoint	Boys Soccer	3	\$1695.28	JTMS	2004/05		
Terry Koontz	Appoint	Girls Soccer	4	\$1695.28	JTMS	2004/05		
Patricia Barile	Appoint	Boys Cross Cty	8	\$1895.28	JTMS	2004/05		
Kathy Cutrona	Appoint	Girls Cross Cty	5	\$1745.28	JTMS	2004/05		
Bill Stager	Appoint	Summer Weight Room	1	\$1319.04	JTHS	2004		
Rick Slayton	Appoint	Fall Weight Room	1	\$1520.03	JTHS	2004/05		

**COURSE REIMBURSEMENTS:**

<b>NAME</b>	<b>COURSE</b>	<b>APPROVAL # IN SEQUENCE RECEIVED</b>	<b>AMOUNT</b>
Archer, Sandra	Learning to Read	36	\$ 389.64
Boyle, Nancy	Styles of Teaching	72	\$ 430.00
Patricia Carroll	Disability Awareness	81	\$ 880.00
D'Ambrosio, Kathleen	Collaborative Action Research	68	\$1,500.00
	Inclusion of the Spec Needs Student in Reg. Classroom	69	
Graham, Patricia	Succeeding w/Difficult Students	74	\$ 335.00
	Teaching Students to Get Along	95	\$ 325.00
Harris, Christine	Methods of Research	66	\$1,500.00
	Testing and Evaluations	67	
Hopper, Lisa	Dimensions of Learning	98	\$ 245.00
King, Janet	Education Law	65	\$ 408.51
McHugh, Rosemary	Succeeding with Difficult Students	76	\$ 660.00
	Teaching Students to Get Along	89	
Lucas, Joan	Foundations of Ed/Admin & Supervision	97	\$1,119.00
Notte, John	Using the Internet to Enhance Learning	101	\$ 994.10
	Motivating Today's Learner	102	
Pagano, Joan	Succeeding with Difficult Students	75	\$ 660.00
	Teaching Students to Get Along	91	
Piazza, Megan	Demonstration	60	\$ 879.93
Ricadela, Jennifer	Ethical Issues in Human Services Leadership	83	\$1,500.00
	Principles of Leadership	84	
Tomsey, Donna	Succeeding with Difficult Students	77	\$ 660.00
	Teaching Students to Get Along	94	

**H.2 WHEREAS**, after a comprehensive search for a qualified candidate to serve the school district as Superintendent of Schools, the Board determined to appoint Dr. Gary Bowen to the position, and the parties have worked exceptionally well during his years of service to the School District; and

**WHEREAS**, Dr. Bowen and the Board have entered into discussions which have resulted in the preparation of a proposed successor contract of employment for Dr. Bowen; and

**WHEREAS**, in order to satisfy the requirements of N.J.S.A. 18a:17-15, the prior contract dated June 27, 2002 must be rescinded, to enable the Board and Dr. Bowen to enter a successor contract for five years; and

**WHEREAS**, Dr. Bowen consents to such rescission for the purpose of entering a successor agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Jefferson Township Board of Education as follows:

That the June 27, 2002 contract between Dr. Bowen and the Board is hereby rescinded so that the Board and Dr. Bowen can enter into a successor agreement.

**H.3 WHEREAS**, after a comprehensive search for a qualified candidate to serve the school district as Superintendent of Schools, the Board determined to appoint Dr. Gary Bowen to the position, and the parties have worked exceptionally well during his years of service to the School District; and

**WHEREAS**, Dr. Bowen and the Board have entered into discussions which have resulted in the preparation of a proposed successor contract of employment for Dr. Bowen; and

**WHEREAS**, the contract has been presented to the Board for its review and formal acceptance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Jefferson Township Board of Education as follows:

That the contract is approved and accepted and that the Board President and Secretary be and are hereby authorized and empowered to execute the agreement dated July 12, 2004, between the Board and Dr. Gary Bowen, establishing the terms and conditions of Dr. Bowen's continued employment as Superintendent of Schools.

**H.4** Acknowledgement of the revised organizational chart (See Policy #1110) for the purpose of proceeding with personnel and operational needs.

**I. EDUCATION COMMITTEE**

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

**I.1** Motion to approve a change of student out of district placement as indicated below:

M-11-4 to Celebrate the Children – tuition 04-05 extended school year \$3,140 effective 7/1/04 through 8/30/04.

**I.2** Motion to approve The Commission for the Blind and Visually Impaired Request to Provide Services Contract for 2004-2005 Academic School Year (9/1/04 – 6/30/05) as described below:

<b>STUDENT</b>	<b>LEVEL OF SERVICE</b>	<b>COST</b>
F/13-4	Level 1	\$ 1,035
M/3-8	Level 1	\$ 1,035
M/10-8	Level 1	\$ 1,035
M/16-9	Level 1	\$ 1,035
F/3-11	Level 1	\$ 1,035
M/5-6	Level 3	\$10,280

**I.3** \_\_\_\_\_ noted the **enrollment** as of 6/30/04:

	<b>June 03</b>	<b>June 04</b>
R. F. Drummond	100	99
Milton	181	217
Cozy Lake	314	281
Stanlick	260	259
E.T. Briggs	398	380
White Rock	484	490
<b>Total Elementary</b>	<b>1,737</b>	<b>1,726</b>
JTMS	870	889
JTHS	952	991
<b>GRAND TOTAL</b>	<b>3,559</b>	<b>3,606</b>
Tuition students received	0	1
Out of district placement	58	56

**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 **first reading** of the following:

<u>Number</u>	<u>Title</u>
1110	ORGANIZATIONAL CHART
1510	RIGHTS OF PERSONS WITH HANDICAPS OR DISABILITIES/ POLICY ON NON-DISCRIMINATION
1523	COMPREHENSIVE EQUITY PLAN
1550	AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN
2312	CLASS SIZE
2415	NO CHILD LEFT BEHIND PROGRAMS
2415.01	ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND ACCOUNTABILITY
2415.02	TITLE I – FISCAL RESPONSIBILITIES
2415.03	HIGHLY QUALIFIED TEACHERS
2415.04	PARENTAL INVOLVEMENT
2415.05	PUPIL SURVEYS, ANALYSIS AND/OR EVALUATIONS

**J.1 continued:**

<u>Number</u>	<u>Title</u>
2415.06	UNSAFE SCHOOL CHOICE OPTION
2464	GIFTED AND TALENTED PUPILS
3281	INAPPROPRIATE STAFF CONDUCT
3322	STAFF MEMBER'S USE OF CELLULAR TELEPHONES
3437	MILITARY LEAVE
4281	INAPPROPRIATE STAFF CONDUCT
4322	STAFF MEMBER'S USE OF CELLULAR TELEPHONES
5331	ANAPHYLAXIS TO FOOD
5460	HIGH SCHOOL GRADUATION
5512	HAZING
6810	FINANCIAL OBJECTIVES
6820	FINANCIAL REPORTS
7420	HYGIENIC MANAGEMENT
8140	PUPIL ENROLLMENTS
8431	PREPAREDNESS FOR TOXIC HAZARD
8451	CONTROL OF COMMUNICABLE DISEASE
8453	HIV/AIDS
8462	CHILD ABUSE AND/OR NEGLECT
8465	HATE CRIMES AND BIAS-RELATED ACTS
7510	USE OF SCHOOL FACILITIES

**K. BUILDING NEEDS COMMITTEE**

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

**K.1** 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>	
Base Bid	1	Bristol Environmental, Inc.	\$ 3,400.00	Wrap/cut/remove approx. 57 pipe elbows
Base Bid	2	Bristol Environmental, Inc.	\$ 2,800.00	Removal of approx. 42 sq. ft. of chalkboard mastic
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	19	TAK Construction	\$ 5,650.00	Supply & install precast concrete manhole
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	20	TAK Construction	\$ 17,523.45	Additional grading and storm sewer work between HS & MS
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	21	TAK Construction	\$ 852.12	Additional sheetrock and framing around chairlift at the MS

**K.1** continued:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	22	TAK Construction	\$ 4,342.80	Additional work to pipe in storm line, block C and block B
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	23	TAK Construction	\$ 38,000.00	Extra formwork, concrete and anchor bolt work at block D and block B
Base Bid	9	A. Pflugh	\$ 8,578.00	Relocation of unit ventilator in existing Biology Classroom E108
Base Bid	10	A. Pflugh	\$ 24,981.45	Furnish & install material for new breaching required for domestic water heaters
E1	4	Brittashan Enterprises	\$ 10,411.78	Additional stairwell lights
E1	5	Brittashan Enterprises	\$ 10,512.16	Power, light and fire alarm to the elevator at the MS
E1	6	Brittashan Enterprises	\$ 10,949.97	Existing electrical upgrade with new system
E1	7	Brittashan Enterprises	\$ 13,291.07	Provide and install additional heat detectors and duct mounted smoke detectors
E1	8	Brittashan Enterprises	\$ 12,265.94	Provide additional clock speakers and intercom equipment blocks J and E



**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>Building</u>	<u>Equipment</u>
002494	JTHS	Fax/Printer

**M. COMMITTEE REPORTS**

**N. CORRESPONDENCE**

**O. OLD BUSINESS**

**P. NEW BUSINESS**

**Q. COMMENTS FROM THE AUDIENCE**

**R. BOARD MEMBER COMMENTS**

**S. ADJOURN**