

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
December 6, 2004
7:00 PM

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	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Miss Klepp	_____	_____
Mrs. Muller	_____	_____
Mr. Tasker	_____	_____
Mrs. Van Houwe	_____	_____
Miss DeAnna Vander Ploeg	_____	_____
Mr. James Quigg	_____	_____

D. SUPERINTENDENT'S REPORT

Good News and Progress in Our Schools.

E. PRESENTATIONS

- MS Heat Failure Explanation on December 6, 2004
- Monthly Construction Manager’s Report (Presented by Epic Management, Inc.)
- Monthly Update -Middle School Steering Committee
- 2003-04 Annual Audit - James Cerullo of Ferraioli, Wielkotz, Cerullo & Cuva
- Please Note Item L.1: The 2005-2006 School Calendar
- Report on Item K.2.: Drummond Emergency Boiler Replacement

F. MINUTES OF MEETINGS

F.1 Motion by _____, seconded by _____, that the minutes of the following meeting be approved as submitted:

November 8, 2004 – Work Session Meeting
November 15, 2004 – Regular Meeting

G. FINANCE COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions G.1 through G.9, as described below:

G.1 Motion to approve the list of **requisitions** dated November 2004 in the amount of \$398,560.19.

G.2 Motion to approve the **bills list** dated November 2004 in the amount of \$2,030,809.06.

G.3 Motion to accept the **Treasurer and Secretary's Report** dated October 31, 2004 as being in balance.

G.4 Motion to approve the **transfers** dated October 2004 in the amount of \$_____.

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 October 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 October 31, 2004, 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.

G.7 Motion to **rescind** the following motion that was approved at the October 18, 2004 Board Meeting:

Motion to approve and accept the four year Lease Purchase Agreement with CompassLearning, Inc. in the amount of \$231,090, subject to review by the Board Attorney.

G.8 Motion to accept the June 30, 2004 **Comprehensive Annual Financial Report**. (copy available for review)

G.9 Motion to approve the June 30, 2004 Audit **Corrective Action Plan**. (copy attached)

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 and H.2, 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)

Personnel								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A: Administrators								
Christina Riker	Change of Assign	Assistant BA	N/A	\$65,000	Bus Ofc	1/01/05	6/30/05	From Staff Accountant
B: Instructional								
LA	Leave of Absence	Grade 1			Cozy Lk	1/14/05	6/30/05	Disability- 1/14 – 4/3/05 Using 33 sick days Family Leave Act - 4/4/05 – 6/30/05
SN	Leave of Absence	PE/Health			JTHS	3/1/05	6/30/05	Disability-3/1 – 5/11/05 Using 25 sick days Non-disability 5/12-6/30 Unpaid leave 2005/06
KS	Leave Adjustment	English			JTHS	1/10/05	3/13/05	Non-disability 1/10/05 – 1/22/05 Family Leave – 1/23/05 – 3/13/05
Erin Boska	Appoint	BSIP/Math (.49)	1	\$19,110	WR	12/14/04	6/30/05	Replacement
Place holder	Appoint	Grade 6 LA			JTMS			Replacement
Placeholder	Appoint	Grade 7 Science			JTMS			Replacement
Placeholder	Appoint	.49 Spec Ed Tchr			Stanlick			Replacement
Deborah Helfand	Salary Adjustment	Grade 6	9	\$48,246.	JTMS	9/1/04	6/30/05	From BA+15 step 9
JoSandra Anderson	Approve	Student Teacher	N/A	N/A	ETB	1/19/05	5/5/05	Grade 1
Matthew Rush	Approve	Student Teacher	N/A	N/A	ETB	1/19/05	5/5/05	Grade 2
Joanne Safarik	Approve	Student Teacher	N/A	N/A	Drummond	1/18/05	4/29/05	Kindergarten
Christine Czochanski	Approve	Student Teacher	N/A	N/A	JTHS	1/5/05	1/19/05	English
Nazmi Mehmedi	Approve	Student Teacher	N/A	N/A	JTHS	2/7/05	5/2/05	Physical Education
Shannon Ferguson	Approve	Student Teacher	N/A	N/A	JTHS	1/19/05	5/5/05	Social Studies
Anthony Dell Cioppia	Approve	Student Teacher	N/A	N/A	JTHS	1/25/05	5/16/05	Business Education
C: Non-Instructional								
Noreen O'Neill	Resignation	General Aide			ETB	12/6/04	12/6/04	To accept a full-time job
VO	Medical Leave	Secretary			JTMS	1/12/05	3/14/05*	*to return upon Dr's release
Jeanne Hantson	Adjustment of Hrs	Transportation Aide	3	\$15.69/diem	Trans.	11/22/04	6/30/05	To work 1hr 1minute
John Conklin	Termination	Custodian			JTHS		11/23/04	Abandonment of Position
D: Substitutes/Other								
Michael Domen	Appoint	Teacher		\$80/diem		2004/05		New Sub
Don Eckstein	Appoint	Teacher		\$29.69/diem		2004/05		Tutor/Home Instructor
Jonathan Kobza	Appoint	Teacher		\$80/diem		2004/05		New Sub

H.2 Motion to approve the following job descriptions (*Copy available for review*):

School Business Administrator
Assistant School Business Administrator

I. EDUCATION COMMITTEE

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

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

Student	School	Tuition	Dates
M/7-9	Washington Academy	\$182.86/diem	11/29/04 – 6/30/05

I.2 Motion to approve the renewal Application of the NJDOE **Substandard or Dual Use** for the 2004-05 school year of the following rooms:

<u>School</u>	<u>Room</u>	<u>Substandard</u>	<u>Dual</u>
Cozy Lake	115		X
Cozy Lake	Library		X

I.3 _____ noted the **enrollment** as of 11/30/04:

	June 04	Nov 04
R. F. Drummond	99	
Milton	217	
Cozy Lake	281	
Stanlick	259	
E.T. Briggs	380	
White Rock	490	
Total Elementary	1,726	
JTMS	889	
JTHS	991	
GRAND TOTAL	3,606	
Tuition students received	1	
Tuition district placement	56	

J. POLICY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions J.1 and J.2, as described below:

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

<u>Number</u>	<u>Title</u>
2466	PUBLIC LABELING OF EDUCATIONALLY HANDICAPPED PUPILS
2467	SURROGATE PARENTS AND FOSTER PARENTS
2622	PUPIL ASSESSMENT
3281	INAPPROPRIATE STAFF CONDUCT
3431.1	FAMILY LEAVE
4281	INAPPROPRIATE STAFF CONDUCT
4431.1	FAMILY LEAVE
5300	USE OF DEFIBRILLATOR(S)
5310	HEALTH SERVICES
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
9110	QUALITY ASSURANCE ANNUAL REPORT
9560	ADMINISTRATION OF SCHOOL SURVEYS

J.2 Motion to approve the **first reading** of the following:

<u>Number</u>	<u>Title</u>
0168	Recording of Board Minutes
0169	Board Member Use of Electronic Mail/Internet
5533	Smoking
5620	Expulsion
7434	Smoking on School Grounds

K. BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, 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 following **change orders** for the HS/MS construction project:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
E1	22	Brittashan Enterprises	\$14,174.73	Remove idle wiring, tag active low voltage wiring and secure all wiring not properly supported
E1	23	Brittashan Enterprises	\$25,183.10	Wiring for added equipment for the boiler rooms and provision of temporary hook-up for start of heating season

K.1 continued:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
E1	24	Brittashan Enterprises	\$15,249.36	Additional demolition work performed
E1	25	Brittashan Enterprises	\$ 1,789.16	Additional outlets needed for electric pottery wheels in art room E128
E1	26	Brittashan Enterprises	\$ 1,900.44	Wiring of water level control panel
Base Bid	17	A. Pflugh	\$ 6,489.41	Additional work required, installed incorrectly

(NOTE: Change Order # 17 will be back-charged to the steel contractor, no moneys will be incurred by the owner)

K.2 Motion to authorize Combustion Service Corporation to perform emergency boiler replacement at R.F. Drummond School at a cost of \$73,800.

L. COMMUNITY RELATIONS 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 adopt the 2005-2006 School Calendar.

M. COMMITTEE REPORTS**N. COMMUNICATIONS****O. OLD BUSINESS****P. NEW BUSINESS****Q. COMMENTS FROM THE AUDIENCE****R. BOARD MEMBER COMMENTS****S. ADJOURN**