

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting
Monday
January 19, 2004
8:00 PM

A. Mr. Hanisch called the meeting to order at 8:00 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. **ROLL CALL:**

Present

Absent

Mr. Andre	X	
Mrs. Cammarano	X	
Mr. Cuccio	X (not present from 8:53-9:23)	
Mr. Erdmann	X	
Mr. Hanisch	X	
Miss Klepp	X (arrived at 8:08 PM)	
Mrs. Muller	X	
Mr. Tasker	X (arrived at 8:10 PM)	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg	X	

D. **SUPERINTENDENT'S REPORT**

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

E. **PRESENTATIONS**

- Recognition of Retired Employees (presented by Dr. Bowen)

F. **MINUTES OF MEETINGS**

F.1 Motion by Mr. Andre, seconded by Mrs. Muller, that the minutes of the following meetings be approved as submitted:

December 8, 2003 - Work Session Meeting
 December 15, 2003 - Regular Session Meeting

Roll call vote: Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Abstain
Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

Eight in favor. One abstention. Motion carried.

G. FINANCE COMMITTEE

Motion by Mrs. Muller, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motions G.1 through G.7 as described below:

- G.1** Motion to approve the list of **requisitions** dated December 2003 in the amount of \$171,713.25.
- G.2** Motion to approve the **bills list** dated December 2003 in the amount of \$3,778,059.23.
- G.3** Motion to accept the **Treasurer and Secretary's Report** dated October 2003 and November 2003.
- G.4** Motion to approve the **transfers** dated December 2003.
- 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 2003 and November 2003, 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.
- G.7** Motion to accept FY04 **No Child Left Behind** (NCLB) Funds, as follows:

TITLE I	\$114,100
TITLE II – PART A	\$ 67,528
TITLE II – PART D	\$ 2,875
TITLE IV	\$ 10,135
TITLE V	\$ 14,339

Roll call vote: Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

H. PERSONNEL COMMITTEE

Motion by Mr. Tasker, seconded by Mrs. Muller, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.3, 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
A: Administrators								
B: Instructional								
John Gardner	Retirement	JTHS English			JTHS	7/1/04	7/1/04	To retire 7/1/04
Daniel Meggiolaro	Retirement	ETB Grade 3			ETB	7/1/04	7/1/04	To retire 7/1/04
Marietta Cerciello	Salary Adjustment	Kindergarten Teacher	17	\$79,029.00	Milton	9/1/03	6/30/04	Salary adjustment as per JTEA and JTBOE agreement
Arthur Constantino	Adjustment	JTMS Grade 6	17	\$85,396	JTMS	9/1/03	6/30/04	Salary adjustment as per JTEA and JTBOE agreement
Deborah Dalton	Appoint	Long-term Substitute	1	\$187.44	Drummond	1/12/04	3/15/04	Replacement for K. Duda
C: Non-Instructional								
Frances Halczli	Leave of Absence	PSD Aide			Milton	1/12/04		Unpaid leave to care for a family Member for approximately 8 wks
William Wager	Appoint	Bus Driver	1	\$14.66 pr hr	Transp	1/8/04	6/30/04	Auxiliary Bus Driver w/benefits
June Wilson	Appoint	Asst to Transp Coord		\$37,000	Transp	1/20/04	6/30/04	Replacement for Liz Nick
Rait Selimi	Appoint	Custodian	1	\$13.62 pr hr	JTHS	1/20/04	6/30/04	New Position
Clark Bagnall	Appoint	Custodian	1	\$13.62 pr hr	JTHS	1/20/04	6/30/04	New Position
D: Substitutes/Other								
Brian Becker	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teachers to begin upon completion of paperwork
Linda Kennelly	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teachers to begin upon completion of paperwork
Raymond F. Bednar	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher to begin upon completion of paperwork
Valle Hansen	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teacher to begin upon completion of paperwork
E. Extra Duty Pay								
Patricia Szuszkowski	Appoint	ABA training		\$40 pr hr	Milton	2003/04		8 hrs of ABA training for PSD child

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

- Michele Ann Schiumo – Ellen T. Briggs School – January 21, 2004 to May 6, 2004
- Deborah Shick – Stanlick School – January 20, 2004 to April 30, 2004
- Tara Maher – JTHS – January 21, 2004 to May 6, 2004
- Jaime Westerfield – Stanlick School – January 20, 2004 to April 30, 2004
- Jor Toriello – Stanlick School – January 21, 2004 to May 6, 2004

H.3 Motion to approve the appointment of Arthur Saliceti as a Human Resources Consultant, on an as needed basis, effective December 1, 2003 through June 30, 2004 at a rate of \$450 per diem. Contract subject to Board Attorney review.

Roll call vote: Mr. Andre - Yes Mr. Erdmann - Yes Mrs. Muller - Yes
 Mrs. Cammarano - Yes Miss Klepp - Yes Mr. Tasker - Yes
 Mr. Cuccio - Yes Mr. Hanisch - Yes Mrs. Van Houwe - Yes

All in favor. Motion carried.

I. EDUCATION COMMITTEE

Motion by Mrs. Muller, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.6 as described below:

The following overnight field trips, subject to district standards related to national security alerts:

- I.1** Motion to approve **Grade 7 Gifted & Talented Trip** – May 20, 21, & 22, 2004 to New England, as related to interdisciplinary Science curriculum. (presented to Education Committee 12/15/03)
- I.2** Motion to approve **Grade 8 Gifted & Talented Trip** – April 21, 22 & 23, 2004 to Boston, as related to interdisciplinary History curriculum. (presented to Education Committee 12/15/03)
- I.3** Motion to approve **High School Chamber Choir Trip** – May 28, 29 & 30, 2004 to Newport, Rhode Island. (presented to Education Committee on 1/15/04)
- I.4** Motion to approve **High School High Tech Music Trip** – February 19, 20 & 21, 2004 to participate in New Jersey Music Educators Annual Program to be held in New Brunswick, NJ. (presented to Education Committee on 1/15/04)
- I.5** Motion for adoption of Jefferson Township Comprehensive Guidance and Counseling Program and K-12 Guidance Curriculum. (presented to Education Committee on 1/15/04) (copy available for review)
- I.6** Motion to accept a tuition student from Hardyston school district to attend MD class at JTMS at a tuition rate of \$14,853 (10 months), plus cost for related services, prorated for period from 1/12/04 through 6/9/04.

Roll call vote:	Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

I.7 Mrs. Muller noted the **enrollment** as of 12/31/03:

	Jun-03	Dec 02	Dec 03
R. F. Drummond	100	102	98
Milton	181	175	210
Cozy Lake	314	322	277
Stanlick	260	258	263
E.T. Briggs	398	392	375
White Rock	484	479	453
Total Elementary	1,737	1,728	1,676
JTMS	870	861	887
JTHS	952	958	997
GRAND TOTAL	3,559	3,547	3,560

Tuition students received	0	0	0
Out of district placement	58	58	54

J. POLICY COMMITTEE

Motion by Miss Klepp, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motion J.1, as described below:

J.1 Motion to accept the recommendation of the Superintendent to approve the **first reading** 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)
5460	High School Graduation
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

Roll call vote:	Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

K. BUILDING NEEDS COMMITTEE

Motion by Mr. Tasker, seconded by Mrs. VanHouwe, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.7, 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 and Alt's H1 & 2	1	A. Pflugh	\$ -16,000	Revision: *credit amount for elimina- tion of make-up air

				unit #3
Base Bid and Alt's H1 & 2	2	A. Pflugh	\$ 2,243.76	Repair of 2 existing water lines

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	7	TAK Construction	\$ 6,664	Block J contaminated soil excavation back- fill
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	8	TAK Construction	\$ 1,536	Changes to outlet control structure
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	6	TAK Construction	\$ 20,000	Winterization – not to exceed
Base Bid and Alt P1	1	Brooks Mechanical	\$ 7,883	Hook-up of propane piping for existing classrooms

- K.2** Motion to approve the appointment of **Hatch Mott MacDonald**, Consulting Engineers of Record, effective November 1, 2003, in accordance with Agreement for Professional Engineering Services, as reviewed by Board Attorney. *(Copy available for review)*

- K.3** Motion to approve the appointment of **Hatch Mott MacDonald** as project manager to design the Cozy Lake School Pumping Station and Force Main and Sewer Treatment Plant decommissioning at a cost of \$39,500.

- K.4** Motion to approve the submittal to the Department of Education, a School Facilities Project Application to determine whether this project, the decommissioning of the Cozy Lake Sewer Treatment Plant and hook into municipal services, is eligible for the state share of CEIFA funding. The Administrative Consent Order dated June 2, 2003, to revise the effluent limitation for the Cozy Lake Sewage Treatment Plant, was approved at the July 21, 2003 board meeting.

- K.5** Motion to accept and award the bid for Asbestos Removal at the High School, Stanlick and White Rock Schools to Four Strong Builders, Inc., in the amount of \$23,000.00, as recommended by the district's asbestos management company, Environmental Remediation & Management, Inc. Bid breakdown sheet attached.

- K.6** Motion to approve providing Shelter Services and participation in the Jefferson Township Shelter, Reception and Care Emergency Operations Plan. *(Copy available for review)*

K.7 Motion to approve Phonextra, distributor of Avaya products, in accordance with state contract #222421922 00, 42285, T1316, as the designated vendor for installation of a district wide IP telephone system upgrade, plus related installation wiring, and to provide network/cabling/wiring to the four construction sites. This project will be funded through a combination of a lease/purchase for equipment, budget and available referendum proceeds. The estimated cost of this system upgrade/installation is \$519,174. All pertinent documents will be reviewed by the Board Attorney.

Roll call vote: Mr. Andre - Yes Mr. Erdmann - Abstain Mrs. Muller - Yes
 Mrs. Cammarano - Yes Miss Klepp - Yes Mr. Tasker - Yes
 Mr. Cuccio - Yes Mr. Hanisch - Yes Mrs. Van Houwe - Yes

Eight in favor. One abstention. Motion carried.

L. AUXILIARY COMMITTEE

Motion by Mrs. Cammarano, seconded by Mr. Cuccio, 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>
002842	Sony VCR
000024	Bell & Howell 16mm Projector

The following is a list of obsolete equipment from Robert F. Drummond School that had no asset numbers:

<u>Amount</u>	<u>Equipment</u>
1	Film Strip Projector
1	Borg Warner – Film Strip
1	Goldstern VCR
1	Panasonic VCR
1	Opec Projector
1	Clifone Record Player
2	Dukane Projector
1	Filmstrip Viewer
1	Hitachi TV

Roll call vote: Mr. Andre - Yes Mr. Erdmann - Abstain Mrs. Muller - Yes
 Mrs. Cammarano - Yes Miss Klepp - Yes Mr. Tasker - Yes
 Mr. Cuccio - Yes Mr. Hanisch - Yes Mrs. Van Houwe - Yes

Eight in favor. One abstention. Motion carried.

M. COMMITTEE REPORTS

Finance Committee – Mrs. Muller stated there is a Finance Committee meeting on Thursday, January 21st at 6:30 PM.

N. CORRESPONDENCE – None.

O. OLD BUSINESS – None.

P. NEW BUSINESS – None.

Q. COMMENTS FROM THE AUDIENCE – None.

R. BOARD MEMBER COMMENTS

Mrs. Muller commented that it is great to recognize retirees and she thanked them on behalf of the students.

Mr. Andre commented that the Stanlick School construction is coming together.

Mr. Tasker commented on the difficulty in calling snow days and thanked Dr. Bowen for considering the safety of the students first.

Mr. VanderPloeg was pleased that the student parking lot at Snowbowl has been plowed.

A short recess was called 8:20 PM.

S. CONFIDENTIAL SESSION

Motion by Mrs. Muller, seconded by Mrs. Cammarano, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 19th day of January, 2004 at 8:50 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 (7). The general nature of the discussion will involve litigation, anticipated litigation. Action may be taken.
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.

Motion carried.

The meeting was recalled to order at 10:18 PM.

Motion by Mr. Andre, seconded by Mr. Erdmann, to approve the Confidential and Non-Union salary increases recommendation for school years 2003/04 through 2005/06, as per Attachment H-4.

Roll call vote: Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

Motion by Mr. Andre, seconded by Miss Klepp, to approve the salary increase recommendation for Deborah Levonick for school years 2003/04 through 2005/06, as per Attachment H-4.

Roll call vote: Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Abstain
Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

Eight in favor. One abstention. Motion carried.

T. ADJOURN

Motion by Mr. Andre, seconded Mrs. Cammarano, that the meeting adjourn at 10:20 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary