

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting
Monday
March 15, 2004
7:00 PM

- A. Mrs. Muller called the meeting to order at 7:05 PM, and read the Open Meeting Statement.
- B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Andre	X	
Mrs. Cammarano	X	
Mr. Cuccio		X
Mr. Erdmann	X	
Mr. Hanisch	X	
Miss Klepp	X	
Mrs. Muller	X	
Mr. Tasker	X (arrived at 7:30)	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg		X

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 15th day of March, 2004 at 7:05 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), (3), (6) and (7). The general nature of the discussion will involve matters confidential by law, personal privacy, any investigations or tactics or techniques to protect persons or public property and litigation, anticipated litigation or contract negotiation and attorney-client matters. 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 8:00 PM.

D. SUPERINTENDENT'S REPORT

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

E. PRESENTATIONS

- Summer School – Dr. Thornton
- Continuity of academic progress while transitioning during school construction – Dr. Thornton
- Energy Savings Plan – Dr. Bowen

F. MINUTES OF MEETINGS

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

February 9, 2004 - Work Session Meeting

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

Seven in favor. One abstention. Motion carried.

F.2 Motion by Mr. Andre, seconded by Mr. Tasker, that the minutes of the following meeting be approved as submitted:

February 17, 2004 - Regular Session Meeting

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

All in favor. Motion carried.

G. FINANCE COMMITTEE

G.1 Motion by Mrs. Muller, seconded by Mr. Andre, that the Board of Education accept the recommendation of the Superintendent to submit the revised proposed 2004-05 school district budget to the County Superintendent:

General Fund	\$42,735,217	With a Tax Levy of \$28,975,758
Special Revenue Fund	\$ 738,977	
Debt Service Fund	\$ 2,266,624	With a Tax Levy of \$1,699,567
Total 2004-05 Budget	\$45,740,818	

Utilizing Special Growth Limitation Adjustments (SGLA's) of:

Change in Enrollment	\$ 169,704	
Capital Outlay Expenditures	\$ 398,349	
Pupil Transportation Costs	\$ 196,171	
Special Education Costs	\$ 87,408	
New School Costs	\$1,970,879	Attachment
Banked CAP	\$ 130,491	

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

All in favor. Motion carried.

Motion by Mrs. Muller, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motions G.2 and G.3, as described below:

G.2 Motion to approve the list of **requisitions** dated February 2004 in the amount of \$258,289.19.

G.3 Motion to approve the **bills list** dated February 2004 in the amount of \$2,702,138.30.

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

Seven in favor. One abstention. Motion carried.

Motion by Mrs. Muller, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motions G.4 through G.9, as described below:

G.4 Motion to accept the **Treasurer and Secretary's Report** dated January 31, 2004.

G.5 Motion to approve the **transfers** dated February 2004, in the amount of \$48,941.33.

G.6 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 February 29, 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.7 Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of January 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.8 Motion to approve voiding and removing outstanding checks dated between 2000 – 2002 from the Jefferson Township High School Student Activities Account, as shown below:

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Account</u>
29062	11/25/02	\$ 5.58	Preschool
28923	06/20/02	350.00	Foxwood Memorial
28913	06/05/02	175.00	FEA
28874	05/07/02	33.20	Music Marching Band
28863	04/26/02	21.00	Yearbook
28855	04/22/02	28.00	Yearbook
28678	11/24/01	49.45	Drama
28604	09/12/01	5.00	PE Locks
28569	06/22/01	1,341.73	Class 2001
28500	05/23/01	100.00	Choir
28325	02/07/01	3.94	Preschool
28234	11/30/00	8.98	Preschool
28133	10/12/00	15.36	Preschool
28064	06/22/00	26.85	Each One Reach One
28063	06/21/00	10.00	Yearbook
28026	06/08/00	15.00	FBLA
27903	04/19/00	2.85	Preschool
27710	04/09/00	12.57	
26645		595.89	
26145		3.58	
26076		4.96	

G.9 Motion to approve closing out dormant accounts within the Jefferson Township High School Student Activities Account and transfer balances into “Principal’s Apple” to be utilized for the students, as shown below:

<u>Account Name</u>	<u>Amount</u>
25 th Anniversary Acct	\$ 20.47
AA Alateen	16.65
ARC	38.95
BiCentennial History	4.00
Boys Baseball	13.76
Boys Cross Country	1.20
Business Adv. Acct	125.00
Cafe’ Soda Vending	10.21
Cheerleaders	32.56
Community Service	48.00
Drama London Trip	25.00
Football	44.13
French Honor Society	14.85
German Honor Society	30.19
Hall of Fame	328.00
High School Alumni Acct	15.02

G.9 continued:

<u>Account Name</u>	<u>Amount</u>
Journalism	1.37
Math Circul	6.15
Petty Cash	19.50
Weight Room	75.20

Roll call vote: Mr. Andre - Yes Miss Klepp - Yes Mr. Tasker - Yes
 Mrs. Cammarano - Yes Mr. Hanisch - Yes Mrs. Van Houwe - Yes
 Mr. Erdmann - Yes Mrs. Muller - 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 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)
 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								
Judy Shinberg	Retirement	LDT/C			JTHS	5/1/04	5/1/04	To retire 5/1/04 after 26.5 years
Robert Elder	Retirement	Grade 6 Teacher			JTMS	6/30/04	6/30/04	To retire 6/30/04 after 33 years
Shannon Castimore	Extension of Leave of Absence	Grade 4 teacher			WR	5/10/04	8/31/04	Extension of present leave effective 5/10/04 – 8/31/04
Kristie Rowe	Extension of Leave of Absence	Grade 5 teacher			WR	3/26/04	8/31/04	Extension of present leave effective 3/26/04 – 8/31/04
Donna DeVane	Extension of Appointment	Long-term Sub		\$187.44/diem	WR	3/26/04	6/30/04	To replace Kristie Rowe
C: Non-Instructional								
John DiTacconi	Resignation	Custodian			Stanlick	2/27/04	2/27/04	
Laura Morgan	Resignation	Library Aide			Stanlick	3/2/04	3/2/04	
Alice Cassara	Appoint	PSD Aide Am		\$13.09/ hr	Milton	2/9/04	6/30/04	One to one aide for PSD student
Susan Peterson	Appoint	One to One Aide		\$13.09/ hr	Stanlick	3/2/04	6/30/04	9 ¾ hrs per week at Spec Ed rate
Noreen O'Neill	Appoint	One to One Aide		\$13.09/ hr	Stanlick	3/2/04	6/30/04	9 ¾ hrs per week at Spec Ed rate
D: Substitutes/Other								
Stephanie Tate	Appoint	Long-term Substitute		\$91.85/ diem	JTMS	1/26/04	6/30/04	Replacement for D. Anello
Michele Cannizzaro	Appoint	Long-term Substitute		\$187.44/diem	WR	2003/04	2003/04	To replace K. Hille if needed

Amy Gaul	Appoint	Substitute		\$80/ diem		2003/04		Substitute teacher
Diane Belli	Appoint	Substitute		\$80/ diem		2003/04		Substitute teacher
Vicki Tannotta	Appoint	Substitute		\$80/ diem		2003/04		Substitute teacher
Michele Schiumo	Appoint	Substitute		\$80/ diem		2003/04		Substitute teacher
Melanie VanderPloeg	Appoint	Substitute		\$80/diem		2003/04		Substitute teacher
Mary Ann Cantwell	Appoint	Substitute Aide		\$6.97/ hr		2003/04		Substitute aide positions

H.1 continued:

E. Extra Duty Pay

Barbara Donnelly	Appoint	ABA Tutoring		\$334.08		1/6/04	1/29/04	ABA tutoring
Patricia Szuszowski	Appoint	ABA Tutoring		\$313.12		12/30/03	1/30/04	ABA Tutoring
Sherry Lenox	Appoint	Speech/Lang. Services		\$188.71/diem				7 days for speech evaluations
Linda Devore	Appoint	Curriculum Writing		\$30/ hr		2003/04		Video & Studio Productions Not to exceed 15 hrs
Sue Tordoff	Appoint	Asst Lacrosse	1	\$2866.79	JTHS	2003/04		JTHS Asst Coach

H.2 Motion to approve the following job descriptions:

School Psychologist, Learning Disabilities Teacher-Consultant and School Social Worker

Roll call vote: Mr. Andre - Yes Miss Klepp - Yes Mr. Tasker - Yes
 Mrs. Cammarano - Yes Mr. Hanisch - Yes Mrs. Van Houwe - Yes
 Mr. Erdmann - Yes Mrs. Muller - 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 and I.2, as described below:

I.1 Motion to authorize ratification of the Educational Partnering Agreement with Picatinny Arsenal to support a national effort to increase the number of scientist and engineering students intended to develop an educational project designed to supplement traditional science, math and technology targeted towards middle/high school students.

I.2 Motion to approve placement of student(s) out of district as indicated below:

F-17-1 Hunterdon Learning Center March 10, 2004 at \$172.00 per diem

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

All in favor. Motion carried.

I.3 Mrs. Muller noted the **enrollment** as of 2/27/04:

	Jun-03	Feb 03	Feb 04
R. F. Drummond	100	102	98
Milton	181	179	217
Cozy Lake	314	319	278
Stanlick	260	258	261
E.T. Briggs	398	393	378
White Rock	484	480	490
Total Elementary	1,737	1,731	1,722
JTMS	870	871	894
JTHS	952	958	998
GRAND TOTAL	3,559	3,560	3,614
Tuition students received	0	0	1
Out of district placement	58	58	55

J. BUILDING NEEDS COMMITTEE

Motion by Mr. Andre, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motion J.1, as amended:

J.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	Four Strong Builders	\$ 4,500.	Remove contact cement and tile mastic
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	10	TAK Construction	\$ 10,000.	Winterization
Base Bid	1	Sparta Steel Corp.	10,762.	Additional roof frames at Block B, connecting link and revising location of wall louvers to penetrate roof
Base Bid and	1	Brooks Mechanical	\$ 12,183	Re-installation of

Alt P1				propane gas system
Base Bid and Alt's H1 & 2	3	A. Pflugh	\$ 6,168.11	Misc. sheetmetal revisions in Block B
Base Bid and Alt's H1 & 2	4	A. Pflugh	\$ 9,579.50	Additional ductwork and curbs for vents through roof

J.1 continued:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>		<u>Amount</u>
Base Bid and Alt's H1 & 2	5	A. Pflugh	\$ -3,185.87	Elimination of 2 roof fans
Base Bid and Alt's H1 & 2	6	A. Pflugh	\$ 20,694.25	Add 4 hot water coils

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

Six in favor. Two abstentions. Motion carried.

Motion by Mrs. Muller, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motions J.2 through J.5, as described below:

- J.2** Motion to authorize Finelli Consulting Engineers, Inc. to proceed with survey and design work in an amount not to exceed \$2,000 of the grading near Block B due to existing piping being discovered below the MS/HS connector.
- J.3** Motion to approve the lease purchase agreement with Avaya, not to exceed \$519,174, as reviewed by the Board Attorney. (Contract documents available for review)
- J.4** Motion to give Aramark notice not to extend the initial term, which expires June 30, 2004.
- J.5** Motion to authorize the Superintendent to advertise for solicitation of bids for Management of Environmental Building and Grounds Professional Services.

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

All in favor. Motion carried.

K. AUXILIARY COMMITTEE

Motion by Mrs. Cammarano, seconded by Mrs. VanHouwe, 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 a Trip Transportation Agreement with the **Jefferson Child Care & Education Center** to provide vehicles and drivers to be used for field trips, assessed at the fee of \$42 per hour for the use of the Jefferson Township School District buses.

K.2 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>
615837	Sharp TV

K.2 continued:

The following is a list of obsolete equipment that had no asset numbers:

<u>Amount</u>	<u>Equipment</u>
1	HP Deskjet 960C (S/N MY13B1COPM- HP C8932A)
1	EEP 31868 Printer
1	AT 101 - Keyboard
1	1333-1284B-Printer
1	ELMO 371676 - Overhead Projector

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

All in favor. Motion carried.

L. COMMITTEE REPORTS – None.

M. CORRESPONDENCE – None.

N. OLD BUSINESS - None

O. NEW BUSINESS – None.

P. COMMENTS FROM THE AUDIENCE

Comments were made regarding student activities.

Q. BOARD MEMBER COMMENTS

Miss Hooper commented on the JTHS play, Man of La Mancha.

R. ADJOURN

Motion by Mrs. Muller, seconded Mr. Tasker, that the meeting adjourn at 8:45 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary