

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting
Monday
May 17, 2004

- A. Mr. Andre 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	
Mr. Cuccio	X (arrived at 7:11 PM)	
Mr. Erdmann	X	
Mr. Hanisch		X
Mrs. Hardy	X	
Miss Klepp	X	
Mrs. Muller		X
Mr. Tasker	X (arrived at 7:15 PM)	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg	X	

CLOSED SESSION

Motion by Mr. Erdmann, seconded by Miss Klepp, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17th day of May, 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), (4), (5) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, collective bargaining, leases, purchases or setting of bank rates and employment, evaluation, termination of employees.
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 public meeting was called to order at 8:05 PM.

D. SUPERINTENDENT'S REPORT

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

- 2004/2005 Budget Status
- Best Practice Award

E. PRESENTATIONS

- Employee Performance Evaluation and Job Description Revision Committee: Research, Concept, and Proposed Product – Mr. Cleary, et. al
- Middle and High School Master Schedule Restructuring for 2004-2005: Mrs. Kraus
- Stanlick Elementary School Time Capsule – Display and Recognition: Dr. Raj, Miss Stanlick
- Recognition of Student Representatives to the Board of Education
- Additional Data Related to Previous Years’ Attendance: Dr. Antunes

F. MINUTES OF MEETINGS

No action was taken.

G. FINANCE COMMITTEE

Motion by Mr. Cuccio, seconded by Mrs. Van Houwe, 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 April 2004 in the amount of \$166,491.59.

G.2 Motion to approve the **bills list** dated April 2004 in the amount of \$3,795,017.04.

G.3 Motion to accept the **Treasurer and Secretary's Report** dated March 31, 2004.

G.4 Motion to approve the **transfers** dated April 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 April 30, 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 March 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 accept the recommendation of the Superintendent to submit the revised proposed 2004-05 defeated school district budget to the County Superintendent:

General Fund	\$42,563,705	With a Tax Levy of \$28,046,875
Special Revenue Fund	\$ 738,977	
Debt Service Fund	\$ 2,266,624	With a Tax Levy of \$1,699,567
Total 2004-05 Budget	\$45,569,306	

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

Change in Enrollment	\$ 240,414	
Capital Outlay Expenditures	\$ 305,954	
Pupil Transportation Costs	\$ 191,971	
Special Education Costs	\$ 135,552	
New School Costs	\$1,970,879	
Banked CAP	\$ 11,637	

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

All in favor. Motion carried.

H. PERSONNEL COMMITTEE

Motion by Mr. Tasker, seconded by Mr. Cuccio, 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)

Personnel

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A: Administrators								
B: Instructional								
Pamela Scott	Resignation	Occupational Therapist				6/30/04	6/30/04	
Anne Nemetz	Retirement	Grade 3 teacher			ETB	7/1/04	7/1/04	Retiring after 29 years of service
Patricia Ziobro	Retirement	Grade 5 teacher			ETB	7/1/04	7/1/04	Retiring after 40 years of service
Barbara VanAntwerp	Retirement	BSIP Teacher			WR	7/1/04	7/1/04	Retiring after 21 years of service
JD	Leave of Abs	Teacher			ETB	7/1/04	6/30/05	To care for child
Brian Spatola	Appoint	Gr 6 Math	1	\$39,000	JTMS	9/1/04	6/30/05	Replacement for R. Elder
Tanya Hartig	Appoint	Math	2	\$39,877	JTMS	9/1/04	6/30/05	Special Class New position
Serina Alfano	Appoint	Gr. 8 Math	1	\$39,000	JTMS	9/1/04	6/30/05	New position
Kurt Heller	Appoint	Gr 8 Phys Sci	1	\$39,000	JTMS	9/1/04	6/30/05	New position
Harry Shortway	Appoint	Social Studies	1	\$39,000	JTMS	9/1/04	6/30/05	New position
C: Non-Instructional								
Tracy Bendish	Appoint	Aide	1		WR	5/11/04	6/30/04	Replacement aide at WR 2 hrs/day
Behar Feti	Appoint	Custodian	5	\$15.02/hr	Stan	5/24/04	6/30/04	Replacement for J. DiTacconi

D: Substitutes/Other							
Megan Goldstein	Appoint	Sub – aide		\$6.97/hr		2003/04	Substitute aide
Andrea Hall	Appoint	Sub – aide		\$6.97/hr		2003/04	Substitute aide
Carol McGuire	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Edward Devlin	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Thomas Falco	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Howard Simpson	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Thomas Courtney	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Barbara Giancola	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Frank Masone	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Nishant Vyas	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Frank Frazzano Jr	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
Donald Peterson Jr	Appoint	Custodian		\$10.83/hr		2003/04	Substitute custodian
E. Extra Duty Pay							
Barbara Donnelly	Appoint	ABA Tutoring		\$751.68	ETB	3/2/04	4/29/04 ABA tutoring
Patricia Szuszkowski	Appoint	ABA Tutoring		\$532.44	Milton	2/2/04	4/7/04 ABA Tutoring
Sue Tordoff	Rescind Appoint.	Girls Lacrosse	1	\$2866.79	JTHS	2003/04	Asst Coach
Sue Tordoff	Appoint	Girls Lacrosse	2	\$3294.90	JTHS	2003/04	Asst Coach
Laura Ajaj	Appoint	Curriculum writing		\$600.00	JTHS	2003/04	Algebra II 20 hrs @ \$30 pr hr
Sandra Fisher	Appoint	Curriculum writing		\$600.00	JTHS	2003/04	Algebra II Honors 20 hrs @ \$30 pr hr

H.2 Motion to approve abolishing the position of Office Manager in accordance with Policy #4112.

H.3 Motion for approval to create the position of Purchasing Specialist in accordance with Policy #4111.

H.4 Motion to appoint Dora E. Mylchreest as School Business Administrator/Board Secretary for the 2004-2005 school year, per negotiated contract.

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

All in favor. Motion carried.

I. EDUCATION COMMITTEE

Motion by Miss Klepp, 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 approve the Jefferson Township Public Schools **Professional Development Plan** for the 2004/05 school year as approved by the Morris County Professional Development Board. (Copy available for review)

I.2 Motion to approve placement of student out of district as indicated below for 2003/04:

M/7.8 – Chancellor II – tuition \$197.40 per diem, effective April 13, 2004

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

All in favor. Motion carried.

I.3 Miss Klepp noted the **enrollment** as of 4/30/04:

	Jun-03	Apr 03	Apr 04
R. F. Drummond	100	101	98
Milton	181	181	217
Cozy Lake	314	318	281
Stanlick	260	261	261
E.T. Briggs	398	397	379
White Rock	484	484	493
Total Elementary	1,737	1,742	1,729
JTMS	870	871	890
JTHS	952	955	992
GRAND TOTAL	3,559	3,568	3,611
Tuition students received	0	0	1
Out of district placement	58	60	55

J. BUILDING NEEDS COMMITTEE

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

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 and Alt's GC1, 2, 3, 4, 5, 6 & 8	11	TAK Construction	\$ 3,350.00	Move and reinstall flagpole
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	12	TAK Construction	\$ 2,587.50	Flashing for 10 roof vents in Block B
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	13	TAK Construction	\$ 8,211.00	Piping and inlet work at new parking lot
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	14	TAK Construction	\$ 1,695.00	New soffit for MS HVAC piping
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	15	TAK Construction	\$ 5,635.00	Redesign & modify sanitary lines along hill between bldgs
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	16	TAK Construction	\$ 2,530.00	Repairs to utilities to existing sewage treatment plant

J.1 continued:

Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	17	TAK Construction	\$ 1,218.00	Removal & extra excavation at Block J (new gym)
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	18	TAK Construction	\$ 630.00	Reverse the layout of the guidance office B138
Base Bid	4	Sparta Steel Corp.	2,215.00	3 additional roof frames for breech- ing in Block B for boiler room flues
Base Bid	8	A. Pflugh	\$ 8,949.67	Provide/install new fresh air intake at Auditorium, include extension of ductwork and roof curb at music wing (Block D)
E1	1	Brittishan Enterprises	\$ 5,589.89	Eliminate specified gasketing and provide emergency battery pack to type C-1 (corridor) light fixtures, per code

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

All in favor. Motion carried.

K. COMMITTEE REPORTS – None.

L. CORRESPONDENCE – Letter received from JTEA regarding ARAMARK.

M. OLD BUSINESS – Status of request by Mr. Erdmann regarding school holidays, i.e. religious holidays.

N. NEW BUSINESS – None.

O. COMMENTS FROM THE AUDIENCE

Comments were made regarding the following:

- MS schedule
- Utility mark-out
- Air quality

P. BOARD MEMBER COMMENTS

Mr. Andre referred to the positive interaction with the township council regarding the 2004-2005 budget.

Mr. Tasker commented on the recent budget cuts.

Miss Hooper commented on the upcoming HS prom and graduation.

CLOSED SESSION

Motion by Mr. Andre, seconded by Mr. Tasker, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17th day of May, 2004 at 9:45 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), (4), (5) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, collective bargaining, leases, purchases or setting of bank rates and employment, evaluation, termination of employees.
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.

Motion by Mr. Tasker, seconded Mrs. Van Houwe, that the meeting adjourn at 10:14 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary