

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
September 8, 2003

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	_____	_____
Mrs. Cammarano	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Miss Klepp	_____	_____
Mrs. Muller	_____	_____
Mr. Tasker	_____	_____
Mrs. Van Houwe	_____	_____

D. SUPERINTENDENT'S REPORT

Good News and Progress in Our Schools.

E. PRESENTATIONS

- Monthly Construction Manager's Report (Presented by Epic Management, Inc.)
- School Year Calendar 2004-2005 (Presented by Dr. Antunes)
- QAAR – Attainment of 2002-2003 Goals; Objectives 2003-2004 (To be presented at the Regular September 15, 2003 by Dr. Antunes)
- Highly Qualified Teacher (HQT) (Presented by Dr. Antunes)
- Middle School Field Improvements (Presented by Mr. DiColo, Athletic Director)

F. MINUTES OF MEETINGS

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

August 5, 2003 - Special Meeting

August 11, 2003 – Work/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.9, as described below:

G.1 Motion to approve the list of **requisitions** dated August 2003 in the amount of \$3,191,209.65.

G.2 Motion to approve the **bills list** dated August 2003 in the amount of \$1,229,473.96.

G.3 Motion to accept the **Treasurer and Secretary's Report** dated July 2003.

G.4 Motion to approve the **transfers** dated August 2003.

G.5 Motion to authorize the **transfer** of \$28,407 from the fund balance to the charter school account, to compensate for increased enrollment. See item I.2.

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 August 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.7 Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of August 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.8 Motion to submit the **FY04 No Child Left Behind** (NCLB) application in the total amount of \$208,977, broken down as follows:

TITLE I	\$114,100
TITLE II – PART A	\$ 67,528
TITLE II – PART D	\$ 2,875
TITLE III	\$ - 2,924 (declined)*
TITLE IV	\$ 10,135
TITLE V	\$ 14,339

*(NCLB **Title III** English Language Acquisition and Language Enhancement funds are being declined due to the unavailability of a local ESL consortium as required by NCLB regulation for Title III grants less than \$10,000.)

- G.9** Motion to approve the submission of Application for State Aid Funding for FY04 in the amount of \$9,729.00 for the **New Jersey Character Education Partnership (NJCEP) Initiative**.

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.10, as described below:

- H.1** Motion to accept the resignation of **Michael Parent** –JTHS English Teacher and JTHS Yearbook advisor effective 9/1/03
- H.2** Motion to approve a **medical leave of absence** for Connie Barile – Drummond Kdgn Aide from 9/1/03 for approximately 5 weeks or upon release from physician.
- H.3** Motion to approve a **Family Leave of Absence** for Deborah Anello – JTMS BSIP for from 9/1/03 for approximately 1 month to care for husband.
- H.4** Motion to appoint substitutes for the 2003-04 school year as shown on **Attachment A**.
- H.5** 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 9/1/03 through 6/30/04 with salary adjustments upon adoption of new salary guides.**
- Christine Cinnamon** – Spec Ed C. L.– BA step 4 \$37,400
Claire Geveke – Interim LDT/C effective 9/10/03 .49 of MA step 12 \$48,200 prorated
Lisa Heckenberger – WR – Part-time Reading .49 of BA+15 step 2 \$37,100 prorated
Jennifer Walsh – JTHS School Nurse BA step 1 - \$35,500
Rebecca DeGraw – JTHS English – BA step 3 - \$36,700
Elizabeth Mangold – C. L. Long-term sub replacing Amy Connors from 9/29/03 thru 12/23/03 at \$177.50 per diem
Ann Westervelt – JTHS Long-term sub replacing Karen Mason from 9/1/03 thru 9/30/03 at \$177.50 per diem.
Joyce Bethune – JTMS Long-term sub replacing Deborah Anello from 9/1/03 for approximately 1 month at \$177.50 per diem
Marilyn Beyel – Stanlick General School Aide - \$11.75 per hour effective 9/16/03 thru 6/30/04
- H.6** Motion to rescind EDP Appointments for 2003/04 as indicated below:
Kirsten Smith – JTHS School Newspaper Advisor
Anthony Szwartz – Sophomore Class Advisor

H.7 Motion to approve EDP appointments as indicated below:

- Ken Adessa** as Summer Band Percussion Instructor \$668.83
- Ken Adessa** as Marching Band Percussion Instructor at \$735.24
- Brian Palumbo** – Curriculum writing for Accounting Honors Course at \$20 per hour
Not to exceed 20 hours
- Harry Shortway** – Asst. Football Coach Step 1 \$3290.82
- Kirsten Smith** – JTHS Yearbook Advisor \$2587.93
- Rebecca DeGraw** – JTHS Newspaper Advisor \$1938.91
- Debbie Newman and Anthony Szwartz** – Co- Sophomore Class Advisors \$443.94 ea
- Karen Lerch** – JTHS German National Honor Society Advisor \$280.81
- Denyse Edge** – 1 additional summer CST evaluation at \$300

H.8 Motion to **adjust hours** for aides as indicated below:

Transportation Aides:

- Barbara Syvarth from 4 hours and 13 minutes to 4 hours and 4 minutes per day
- Lilliam Rimmer from 1 hour and 17 minutes to 2 hours and 55 minutes per day
- Gloria Lind from 3 hours and 58 minutes to 2 hours and 55 minutes per day

One to One Aides:

- Diane Wenneis from 6 hours to 6.5 hours per day
- Donna Spaan from 6 hours to 6.5 hours per day
- Cheryl Woods from 6 hours to 6.5 hours per day
- Suzanne Porter from 3 hours to 3 hours and 15 minutes per day
- Dianne Pirrello from 3 hours to 3 hours and 15 minutes per day

H.9 Motion to designate the source of funding for the following individuals as funded from the FY2004 respective Grant:

Title I Grant

Name	Location	Position	Salary	Grant Share	FICA/TPAF	Benefits
Fran Focacci	Briggs	BSI	\$ 33,449	\$ 29,680		\$ 4,452
Linda Bonora	Stanlick	BSI	\$ 20,875	\$ 20,875	\$ 3,131	\$ 7,201
Linda Bonora	Drummond	BSI	\$ 20,875	\$ 8,480	\$ 1,272	
Barbara Van Antwerp	White Rock	BSI	\$ 37,889	\$ 33,920	\$ 5,089	

Title I Total \$114,100

Class Size Reduction

Katie Pierson	Stanlick	Grade 2	\$ 39,050	\$ 39,050	\$ 5,858	\$ 12,000
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H.10 Motion to Increase Bid Threshold and Appoint Dora E. Mylchreest as a *Qualified Purchasing Agent* in accordance with the following *Resolution*:

***Increasing Bid Threshold and Appointing a Qualified Purchasing Agent
Subject to the Provisions of N.J.S.A. 18A:18A-1 et seq.***

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$25,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Dora E. Mylchreest possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Jefferson Township Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of Jefferson Township Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to \$25,000; and be it further

RESOLVED, that the governing body hereby appoints Dora E. Mylchreest as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C.5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Dora E. Mylchreest's certification to the Director of the Division of Local Government Services.

I. EDUCATION COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion I.1 through I.4, as described below:

I.1 Motion to approve placement of students **out of district** for the 2003/04 school year as indicated: M-12 – Willow Glen Academy \$175.71 per diem

I.2 Motion to approve placement of students **Charter School** for the 2003/04 school year as indicated:

Sussex County CS for Technology (2): M12 and M13

Unity Charter School (3): M11, F8 and F9

I.3 Motion to approve reimbursement for **college credits earned** pursuant to Article XXXIII of the Agreement between the JTBOE and the JTEA for the 2002/03 school year as indicated below:

NAME	CREDITS	AMOUNT
Castimore, Shannon	2	\$300.00
Correia, Karen	2	\$300.00
Connors, Amy	3	\$450.00
D'Ambrosio, Kathleen	Bal of funds	\$200.00
Engelsman, Taisa	2	\$300.00
Hansen, Cecilia	3	\$450.00
Latronica, Deborah	3	\$450.00
Levine, Matthew	3	\$450.00
McLeod, Maryellen	2	\$300.00
Sparling, Jodie	2	\$300.00
Stewart, Christine	5	\$750.00

I.4 Motion to approve submission of the 2003/04 **QAAR** report to the Morris County Superintendent.

J. POLICY COMMITTEE

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

J.1 Motion to approve the **first reading** of the following:

5000 PUPILS

- 5240 TARDINESS
- 5410 PROMOTION AND RETENTION
- 5411 PROMOTION FROM EIGHTH GRADE
- 5420 REPORTING PUPIL PROGRESS
- 5430 CLASS RANK
- 5460 HIGH SCHOOL GRADUATION
- 5465 EARLY GRADUATION
- 5820 STUDENT GOVERNMENT
- 5830 PUPIL FUND RAISING
- 5841 SECRET SOCIETIES
- 5842 EQUAL ACCESS OF PUPIL ORGANIZATIONS
- 5850 SOCIAL EVENTS AND CLASS TRIPS
- 5880 PUBLIC PERFORMANCES BY PUPILS

K. AUXILIARY 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 continue the appointment of **Robert Tosti, now of Wilson, Elser, Moskowitz, Edelman & Dicker LLP**, Board Attorney and Negotiator for the 2003-04 school year.

L. COMMITTEE REPORTS

M. CORRESPONDENCE

N. OLD BUSINESS

O. NEW BUSINESS

P. COMMENTS FROM THE AUDIENCE

Q. BOARD MEMBER COMMENTS

R. ADJOURN

ATTACHMENT A

9/8/03

2003/04 SUBSTITUTES

TEACHERS – Lenore Brown, Dale Gaul, Laurie Lynch, Karen Maurer, Donna Nimmo, Christina Noble, Jamie Renard, Robert Ricadela, Tracey Salvatore, Tanya Seney, Karin Schaefer, Raymond Woody, Jr. & Azza Eltawil

SCHOOL NURSE – Diane Carney

CLERICAL – Dale Gaul

AIDE – June McNamara