

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting**  
**Monday**  
**September 15, 2003**

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A. \_\_\_\_\_ called the meeting to order at \_\_\_\_ PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

<b>C. ROLL CALL:</b>	<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	_____	_____
Miss Alicia Hooper	_____	_____
Mr. Robert VanderPloeg	_____	_____

**D. SUPERINTENDENT'S REPORT**

*Good News and Progress in Our Schools.*

**E. PRESENTATIONS**

- QAAR – Attainment of 2002-2003 Goals; Objectives 2003-2004 (Presented by Dr. Antunes)

**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.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) **appointments effective 9/1/03 through 6/30/04 with salary adjustments upon adoption of new salary guides.**

**Personnel**

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools. Where applicable, salary will be adjusted upon adoption of salary guides.

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A: Administrators</b>								
<b>B: Instructional</b>								
Parent, Michael	Resign	Teacher English		N/A	HS	9/1/2003	9/1/2003	To accept another position
Anello, Deborah	Leave of Absence	BSIP		N/A	MS	9/1/2003	N/A	Family Leave of Absence to care for husband @ 1 month
Cinnamon, Christine	Appoint	Teacher Spec Ed	4 BA	\$37,400.00	CL	9/1/2003	6/30/2004	Appoint as Teacher
Geveke, Claire	Appoint	Interim LDT/C .49	12 MA	\$48,200.00		9/10/2003	6/30/2004	Appoint as Interim LDT/C .49% position, prorated
Heckenberger, Lisa	Appoint	P/T Reading .49	2 BA +15	\$37,100.00	WR	9/1/2003	6/30/2004	Appoint as Part-time Reading .49, prorated
Walsh, Jennifer	Appoint	Nurse	1 BA	\$35,500.00	HS	9/1/2003	6/30/2004	Appoint as School Nurse
DeGraw, Rebecca	Appoint	Teacher English	3 BA	\$36,700.00	HS	9/1/2003	6/30/2004	Appoint as Teacher
Allison Milian	Rescind Appoint	Nurse			HS	8/12/2003	8/12/2003	Declined Position

**C: Non-Instructional**

Barile, Connie	Leave of Absence	Kindergarten Aide		N/A	Dr	9/1/2003	N/A	Medical Leave of Absence @ 5 weeks or upon physical release
Beyel, Marilyn	Appoint	General School Aide		\$11.75 per hour	St	9/16/2003	6/30/2004	General School Aide
Syvarth, Barbara	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 4 hrs, 13 minutes to 4 hrs, 4 minutes/day
Rimmer, Lillian	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 1 hr, 17 minutes to 2 hrs, 55 minutes/day
Lind, Gloria	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs, 58 minutes to 2 hrs, 55 minutes/day
Wenneis, Diane	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Spaan, Donna	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Woods, Cheryl	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Porter, Suzanne	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs. to 3 hrs, 15 minutes/day
Pirrello, Dianne	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs. to 3 hrs, 15 minutes/day

**D: Substitutes/Other**

Mangold, Elizabeth	Appoint	Substitute		\$177.50 per diem	CL	9/29/2003	12/23/2003	Long-term sub replacing Amy Connors
Westervelt, Ann	Appoint	Substitute		\$177.50 per diem	HS	9/1/2003	9/30/2003	Long-term sub replacing Karen Mason
Bethune, Joyce	Appoint	Substitute		\$177.50 per diem	MS	9/1/2003	9/30/2003	Long-term sub replacing Deborah Anello
Brown, Lenore	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Gaul, Dale	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Lynch, Laurie	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Maurer, Karen	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Nimmo, Donna	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Noble, Christine	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Renard, Jamie	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Ricadela, Robert	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Salvatore, Tracey	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Seney, Tanya	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Schaefer, Karin	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Woody, Raymond Jr.	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Eltawil, Azza	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Carney, Diane	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Gaul, Dale	Appoint	Substitute		\$7.50 per hour		9/1/2003	6/30/2004	

McNamara, June	Appoint	Substitute		\$6.97 per hour	MS	9/1/2003	6/30/2004	
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<b>E: Extra Duty Pay</b>								
Parent, Michael	Resign	Yearbook Advisor			HS	9/1/2003	9/1/2003	Resignation from position
Smith, Kirsten	Resign	School Newspaper Advisor			HS	2003/2004	2003/2004	Resignation from position
Szwartz, Anthony	Resign	Sophomore Class Advisor			HS	2003/2004	2003/2004	Resignation from position
Adessa, Ken	Appoint	Summer Band Percussion		\$668.83	HS	Summer 2003	Summer 2003	Summer Band Percussion Instructor
Adessa, Ken	Appoint	Marching Band Percussion		\$735.24	HS	Summer 2003	Summer 2003	Summer Marching Band Percussion Instructor
Palumbo, Brian	Appoint	Curriculum Writing		\$20.00 per hour		Summer 2003	Summer 2003	Curriculum writing for Accounting Honors Course not to exceed 20 hours
Shortway, Harry	Appoint	Asst. Football Coach	1	\$3,290.82	HS	Summer/Fall	Summer/Fall	Assistant Football Coach
Smith, Kirsten	Appoint	Yearbook Advisor		\$2,587.93	HS	2003/2004	2003/2004	Yearbook Advisor
DeGraw, Rebecca	Appoint	School Newspaper Advisor		\$1,938.91	HS	2003/2004	2003/2004	Newspaper Advisor
Newman, Debbie Szwartz, Anthony	Appoint	Co-Sophomore Class Advisors		\$443.94/pp	HS	2003/2004	2003/2004	Shared position
Lerch, Karen	Appoint	German National Honor Society Advisor		\$280.81	HS	2003/2004	2003/2004	Advisor
Edge, Denyse	Appoint	CST		\$300.00		Summer 2003	Summer 2003	1 Additional evaluation
<b>Stipend Athletic</b>								
<b>Stipend Non-Athletic</b>								

**H.2** 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

**H.3** Motion to approve faculty/staff assignments for 2003/04, as shown on **Exhibit A**.

**H.4** 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.5, 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.

**I.5** Motion to approve the JTHS Personal Development Program overnight retreat to Sacred Heart Center in Newton, NJ for the following dates, September 28, 29 and 30, 2003 for 64 students and four faculty Members.

**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**