

**JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Session Meeting
Monday
October 20, 2003**

A. _____ called the meeting to order at ____ PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. **ROLL CALL:**

Present

Absent

Mr. Andre _____

Mrs. Cammarano _____

Mr. Cuccio _____

Mr. Erdmann _____

Mr. Hanisch _____

Miss Klepp _____

Mrs. Muller _____

Mr. Tasker _____

Mrs. Van Houwe _____

Miss Hooper _____

Mr. VanderPloeg _____

D. **SUPERINTENDENT'S REPORT**

Good News and Progress in Our Schools.

E. **PRESENTATIONS**

- National French Week - (Eleanor Urcioui, World Language Department Chair)

F. MINUTES OF MEETINGS

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

September 8, 2003 - Work Session Meeting
September 15, 2003 - 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.7, as described below:

G.1 Motion to approve the list of **requisitions** dated September 2003 in the amount of \$327,962.90.

G.2 Motion to approve the **bills list** dated September 2003 in the amount of \$3,556,348.05.

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

G.4 Motion to approve the **transfers** dated September 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 September 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 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.7 Motion to accept FY04 **IDEA** grant in the following amounts:

Preschool	\$ 31,545
Basic	\$564,614

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, 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 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
A: Administrators								
B: Instructional								
Levandoski, Michaella	Resign	Teacher Spec Ed		N/A	HS	11/13/03	11/13/03	Personal reasons
Noselli, Laura	Resign	JTMS English Teacher		N/A	MS	12/7/03	12/7/03	Husband transfer out of area
Castimore, Shannon	Leave of Absence	Teacher Grade 4		N/A	WR	1/2/04	N/A	Disability Leave - 1/2/04 – 2/13/04 Utilizing 10 accumulated sick days Family Leave Act 2/14/04 for 12 wks
Hollar, Kim	Leave of Absence	Teacher Resource Room		N/A	WR	1/2/04	N/A	Disability Leave – 1/2/04 – 2/13/04 Utilizing 20 accumulated sick days Family Leave – 2/14/04 – 3/26/04
C: Non-Instructional								
Halczli, Francine	Appoint	PSD a.m. Aide	1	\$12.05 pr hr	M	10/2/03	6/30/04	3 hrs per day Pre-school disabilities Aide
Blaszak, Robert	Resigned	Bus Driver		N/A		9/11/03	N/A	Health reasons
D: Substitutes/Other								
Aybalik, Perri Boska, Erin Brown, Kathleen Bruscino, Jodi Casey, Rita Keane, Natalie Farrelly, Patricia Freeman, Guy Lorimer, Amy Rambusek, Lauren Stanlick, Robert Stoecker, Elaine Stout, Donna	Appoint	Substitute		\$80 pr diem			6/30/04	Substitute teachers to begin upon completion of paperwork
Shortway, Harry	Appoint	Substitute		\$80 pr diem		10/14/03	6/30/04	Substitute teacher
Eltringham, Janet	Appoint	Substitute		\$6.78 pr hr		10/14/03	6/30/04	Substitute General Aide
Kulick, Pamela	Appoint	Substitute		\$6.78 pr hr		10/14/03	6/30/04	Substitute General Aide
Decker, Betsy	Appoint	Substitute		\$6.78/6.97 pr hr		10/14/03	6/30/04	Substitute General/Classroom aide
Wells, Gilbert	Appoint	Substitute		\$10.83 pr hr		10/14/03	6/30/04	Substitute Custodian
Selimi, Rait	Appoint	Substitute		\$10.83 pr hr		10/14/03	6/30/04	Substitute Custodian
McNamara, June	Appoint	Substitute		\$7.50 pr hr		10/14/03	6/30/04	Substitute clerical worker
Wassmer, Joann	Appoint	Substitute		\$7.50/\$6.97 pr hr		10/14/03	6/30/04	Substitute Clerical/Classroom aide
E. Extra Duty Pay								
Donnelly, Barbara	Appoint	ABA training		\$40.00 per hour		2003/04	2003/04	2 hrs per wk home-based ABA training for PSD Autistic child
VanHouten, W. Leigh	Appoint	Teacher		\$65.19 pr hr	MS	2003/04	2003/04	after school education program
King, Janet	Appoint	Teacher		\$30.10 pr hr	MS	2003/04	2003/04	after school education program
Clayton, Sharon	Appoint	Teacher		\$28.77 pr hr	MS	2003/04	2003/04	after school education program

Extra Duty Pay(cont) Name	Nature of action	Position	Step	Salary	Loc	Date Effective	Date Termin.	Discussion
Kielty, Shawn	Appoint	Teacher		\$52.64 pr hr	MS	2003/04	2003/04	after school education program
Thomson, Amy	Appoint	Teacher		\$32.84 pr hr	MS	2003/04	2003/04	after school education program
Shanahan, Kyla	Appoint	Teacher		\$28.30 pr hr	MS	2003/04	2003/04	after school education program
Francavilla, Barbara	Appoint	SAC		\$35.82 pr hr	MS	2003/04	2003/04	after school education program
Kuzmiak, Kenneth	Appoint	Coordinator 7 Gold		\$100 pr night		9/29/03	10/1/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
VanHouten, W. Leigh Landsman, Kathy Fern, Carol Costbile, Jenn Migliacci, Louis, Jr. Harris, Nancy Moore, Kevin King, Janet Helfand, Deborah Jermyn, Elizabeth	Appoint	7 Gold teachers		\$100 pr night		9/29/03	10/1/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
Westberg, Kenneth	Appoint	Coordinator 7 White		\$100 pr night		9/29/03	10/1/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
Hardin, Christine Hoertel, Jessica Robbins, Carol Koontz, Theresa Heller, Monica VanHouten, W. Leigh Kanazik, Cheryl Migliacci, Louis, Jr. Moore, Kevin Harris, Nancy Clayton, Sharon Ciliento, Sharon	Appoint	7 White Staff		\$100 pr night		10/15/03	10/17/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
Costabile, Jennifer	Appoint	Coordinator 7 Blue		\$100 pr night		10/29/03	10/31/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
Fostle, Betty(days only) D'Ambrosio, Kathleen Graham, Pamela Migliacci, Louis, Jr. Harris, Nancy Kanazik, Cheryl Helfand, Deborah Cutrona, Kathy	Appoint	7 Blue teachers		N/A \$100 pr night		10/29/03	10/31/03	2 nights as chaperone/supervisor NJOC Stokes Field Experience
Marchiano, Mary and Osborne, Virginia	Appoint	Public Relations		\$707.28 split	MS	2003/04	2003/04	Public Relations Rep
Hille, Cathy	Appoint	Public Relations		\$707.28	WR	2003/04	2003/04	Public Relations Rep
Constantino, Diane	Appoint	Public Relations		\$707.28	B	2003/04	2003/04	Public Relations Rep
Morando, Denise	Appoint	Public Relations		\$707.28	CL	2003/04	2003/04	Public Relations Rep
Smart, Diane	Appoint	Public Relations		\$707.28	ST	2003/04	2003/04	Public Relations Rep
Willis, Margaret	Appoint	Public Relations		\$707.28	M	2003/04	2003/04	Public Relations Rep
Remshifski, Helen	Appoint	Public Relations		\$707.28	D	2003/04	2003/04	Public Relations Rep
Lenox, Sherry	Appoint	Speech Therapy		\$125 each		8/27/03	8/27/03	2 cases for Speech Therapy
Tucker, Vanessa Porter, Susanne Murray, Sarah Fahrer, Maureen Donnelly, Barbara McWilliams, Diane Lenox, Sherry Patricia Szuszkowski Barbara McSorley Stacy Trautmann Kathy Hugo	Appoint	ABA Training		\$25 per hr		2003/04	2003/04	Summer ABA Training 8 hrs each Summer ABA training 7 hrs only

Extra Duty Pay(cont) NAME	Nature of Action	Position	Step	Salary	Loc	Date Effective	Date Termin.	Discussion
Donnelly, Barbara	Approve	IEP Meeting		\$25.00		8/19/03	8/19/03	Attendance at IEP meeting
Kennedy Lisa	Appoint	Overtime for ASSA		\$14.66 pr hr		9/22/03	10/3/03	35.5 hours for work on ASSA Project
Devore, Linda	Appoint	Advanced Video		\$2,097.00	M/S	2003/04	2003/04	EDP
Clayton, Sharon	Appoint	Art		\$334.42	M/S	2003/04	2003/04	EDP
Cantoni, Cheryl	Appoint	Choreographer		\$334.42	M/S	2003/04	2003/04	Production
Cantoni, Cheryl	Appoint	Costumes		\$334.42	M/S	2003/04	2003/04	Production
Cantoni, Cheryl	Appoint	Drama Club		\$280.81	M/S	2003/04	2003/04	Club
Cantoni, Cheryl	Appoint	Drama Director		\$1,841.03	M/S	2003/04	2003/04	Play
Cantoni, Cheryl	Appoint	Drama Per Production		\$1,455.34	M/S	2003/04	2003/04	Production
Ciliento, Sharon Clayton, Sharon Cantoni, Cheryl	Appoint	Grade 8 th Advisor		\$887.89 split	M/S	2003/04	2003/04	Activity
Barrieres, Richard	Appoint	Jazz Band		\$280.81	M/S	2003/04	2003/04	Club
Hoertel, Jessica D'Ambrosio, Kathleen	Appoint	Junior Great Books		\$1,747.64 split	M/S	2003/04	2003/04	Club
Bresett, David	Appoint	Lighting (Musical)		\$280.81	M/S	2003/04	2003/04	Musical Production
Lubin, Marlene	Appoint	Literary Magazine		\$495.21	M/S	2003/04	2003/04	Activity
Ciliento, Sharon Hoertel, Jessica	Appoint	Fall Intramural		\$1,226.35 split	M/S	2003/04	2003/04	Frisbee
Ciliento, Sharon	Appoint	Props		\$334.42	M/S	2003/04	2003/04	Production
Costabile, Jennifer	Appoint	Tickets/Publications		\$184.11	M/S	2003/04	2003/04	Production
Lucas, Joan	Appoint	Touring Choir		\$280.81	M/S	2003/04	2003/04	Club
D'Ambrosio, Kathleen	Appoint	Typing Club(computers)		\$280.81	M/S	2003/04	2003/04	Club
Clayton, Sharon	Appoint	Scenery/Stage		\$334.42	M/S	2003/04	2003/04	Production
Barrieres, Richard Lucas, Joan	Appoint	Showcase/Coffee House		\$200.42 each	M/S	2003/04	2003/04	Activity
Landsman, Kathryn	Appoint	Student Council		\$1,113.94	M/S	2003/04	2003/04	Activity
Lucas, Joan	Appoint	Vocal/Instrumental Director		\$1,510.11	M/S	2003/04	2003/04	Production
Clayton, Sharon Cantoni, Cheryl	Appoint	Yearbook		\$1,526.42 split	M/S	2003/04	2003/04	Activity
D'Ambrosio, Kathleen	Appoint	Young Astronauts		\$2,097.38	M/S	2003/04	2003/04	Activity
Thomson, Amy	Appoint	Winter Intramural		\$2,097.38	M/S	2003/04	2003/04	Volleyball

Extra Duty Pay(cont) Name	Nature of Action	Position	Step	Salary	Loc	Date Effective	Date Termin.	Discussion
Bresett, David Kanazik, Cheryl	Appoint	Spring Intramural		\$1,334.80 split	MS	2003/04	2003/04	Softball
Patty Vandigriff George Lewanda Liz Cieri Bertha Todd Rolf Warncke Debbie Newman Steve Hannaway Jerry Memory	Appoint	Proctor		\$25 per hr	HS	2003/04	2003/04	3 hours each for PSAT Tests
Stipend Athletic Leiher, Rebecca		Head Coach	1	\$3,094.35	HS	Fall 2003	Fall 2003	Boys Cross Country

H.2 Motion to approve Job Description titled Confidential Clerical Assistant to the Superintendent’s Office with intent to advertise for appointment. *(Copy available for review)*

H.3 Motion to approve contract agreement with independent service provider, Ann Marie Ambjor for Physical Therapy not to exceed 23 hours per week at \$65.00 per hour for the 2003/04 school year.

I. EDUCATION COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion I.1 through I.8, as described below:

I.1 Motion to approve placement of **out of district** students for the 2003/04 school year as indicated: M-6, and F-10 Lake Drive School \$238.89 per diem each;
M-12 and M-16 Willow Glen Academy \$175.71 per diem each

I.2 Motion to approve placement of **Charter School** student for the 2003/04 school year at an estimated annual tuition rate of \$7,966, as indicated:
Unity Charter School (1): F10

I.3 Motion proclaiming **National French Week**, November 5 – 12, 2003 by the Jefferson Township Board of Education.

I.4 Motion proclaiming **School Violence Awareness Week**, October 20-24, 2003 by the Jefferson Township Board of Education

I.5 Motion to approve Grades 9 – 12 curriculum revisions as follows:

- Fundamentals of Algebra
 - Fundamentals of Geometry
 - Mathematical Investigations
 - Applications of Mathematics
- (Copy available for review)*

I.6 Motion to approve the Procedures to Facilitate Updating of the **Uniform State Memorandum of Agreement** between Educational and Law Enforcement Officials.
(Copy available for review)

I.7 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
Archer, Sandra	3	\$450.00
Boyle, Nancy	3	\$450.00
Correia, Karen	6	\$900.00
Cortney, Jan	6	\$900.00
D'Arco, Patricia	6	\$900.00
Engelsmann, Taisa	3	\$450.00
Holzschuh, Bertha	6	\$900.00
Hopper, Lisa	3	\$450.00
King, Janet	3	\$450.00
Moore, Colleen	6	\$900.00
Sparling, Jodie	6	\$900.00
Stewart, Babette	6	\$900.00
Vandigriff, Patricia	6	\$900.00
Weir, Kathleen	3	\$450.00

I.8 Motion to approve a request for the JTHS Marching Band to take a trip to Williamsburg, VA from May 28 through May 31, 2004.

I.9 _____ noted the **enrollment** as of 9/30/03:

	Jun-03	Sept 02	Sept 03
R. F. Drummond	100	104	99
Milton	181	167	206
Cozy Lake	314	322	277
Stanlick	260	256	263
E.T. Briggs	398	394	375
White Rock	484	479	470
Total Elementary	1,737	1,722	1,690
JTMS	870	861	891
JTHS	952	957	996
GRAND TOTAL	3,559	3,540	3,577
Tuition students received	0	0	0
Out of district placement	58	45.5	58

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 **second reading and adoption** 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. BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion K.1 through K.9, as described below:

K.1 Motion to approve the renewal of an Application for **Alternate Use of Toilet Facilities** for the 2003-04 school year for Rooms 3, 5, 7, 11 and 12 at Milton School and Rooms 101, 102, 103, 105 and 107 at Drummond School.

K.2 Motion to approve the renewal Application for **Substandard or Dual Use** for the 2003-04 school year of the following rooms:

School	Room	Substandard	Dual
Briggs	105		X
Briggs	109		X
Briggs	101		X
Briggs	119		X
White Rock	C10	X	
White Rock	SI/SGI	X	
White Rock	C8/9		X
White Rock	Library		X
Middle School	A2/3		X

K.3 Motion to approve the following **change orders** for the Stanlick/WR construction project:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
3A	1	R. T. Guthrie Plumbing & Heating, Inc.	\$ 6,000.	Hot water generation and storage system
3B	1	R. T. Guthrie Plumbing & Heating, Inc.	5,000.	Hot water generation and storage system
4	1	ESR, Inc.	190,000.	ST & WR boiler replacement work
5A	1	Vespa Electric	7,205.	boiler replacement
5A	2	Vespa Electric	4,653.	relocate main transformer
5B	1	P.J. Smith Electric	5,920.	boiler replacement
5B	2	P.J. Smith Electric	13,726.	fire alarm upgrade

K.4 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	1	TAK Construction	(\$148,950.)	change from wood to formica casework
Base Bid and Alt.'s GC1, 2, 3, 4, 5, 6 & 8	2	TAK Construction	\$ 13,366.	additional retaining wall at the MS

K.5 Motion to authorize Hatch Mott MacDonald to make recommendations as to whether the district will conduct a nutrient limiting and/or use impairment study which may provide a scientific basis for removal or modification of the new phosphorus limit to address the Stanlick School Sewer Treatment Plant NJPDES Permit Submittal Requirements.

K.6 Motion to authorize Faridy Veisz Fraytak, Architect of Record, to solicit proposals for the topographic survey, subsurface investigations and provide schematic design of recommended improvements, together with budget estimates at a fixed fee of \$5,000 for traffic and parking improvements at the Briggs and Cozy Lake Elementary Schools, in accordance with their September 11, 2003 letter. If so authorized at a future date by the Board of Education, design development, construction documentation, agency approval and contract administration will be calculated at 10% of cost of construction.

K.7 Motion to acknowledge the Elementary Schools Playground Improvement Plan, currently under development, in partnership with the District's elementary school PTAs that will appropriate

matching funds for such playground equipment improvements over a shared cycle not to exceed four fiscal years at \$10,000 per year, per PTA, pending future funding availability.

K.8 Motion to accept and award the Jefferson Township Middle School Field Reconstruction bid to _____, in the amount of \$_____ based on the recommendation of the Project Engineer, Finelli Consulting Engineers, Inc., subject to review by the Board Attorney and final approval by the Monmouth County Soil Conservation District permit. (Bid Breakdown Sheet to be circulated.)

K.9 Motion to approve the following resolution for Submission of **Comprehensive Maintenance Plan**:

Whereas, the Department of Education required New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the documents for the various school facilities of the Jefferson Township School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Jefferson Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Jefferson School District in compliance with Department of Education requirements.

L. AUXILIARY COMMITTEE

Motion by _____, seconded by _____, 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 Attachment No. 1.

M. COMMITTEE REPORTS

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

M.1 Ad Hoc Calendar Committee:

Motion to adopt the 2004-2005 School Calendar, Attachment No. 2.

N. CORRESPONDENCE

O. OLD BUSINESS

P. NEW BUSINESS

Q. COMMENTS FROM THE AUDIENCE

R. BOARD MEMBER COMMENTS

S. ADJOURN