

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
November 10, 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	_____	_____
Miss Alicia Hooper	_____	_____
Mr. Robert VanderPloeg	_____	_____

D. SUPERINTENDENT'S REPORT

Good News and Progress in Our Schools.

E. PRESENTATIONS

- Monthly Construction Manager's Report (Presented by Epic Management, Inc.)
- American Education Week Proclamation – November 17-23, 2003 (Item I.1)

F. MINUTES OF MEETINGS

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

October 13, 2003 - Work Session Meeting
October 20, 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.6, as described below:

G.1 Motion to approve the list of **requisitions** dated October 2003 in the amount of \$1,312,158.72.

G.2 Motion to approve the **bills list** dated October 2003 in the amount of \$2,888,715.29.

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

G.4 Motion to approve the **transfers** dated October 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 October 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 September 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.

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								
Jill E. Bainbridge	Resign	Teacher of Spanish		N/A	HS	12/30/03	12/30/03	Personal reasons
Philip Coffaro	Resign	English Teacher		N/A	HS	12/17/03	12/17/03	Personal reasons
Nov 17 placeholder	Appoint	JTHS English Teacher						
Jennifer DiGiacomo	Leave of Absence	Teacher Grade 3	N/A	N/A	ETB	1/30/04	N/A	Disability Leave - 1/30/04 – 3/26/04 Utilizing 29 accumulated sick days Family Leave Act 3/27/04-6/18/04 Non-Disability from 6/19/04-6/30/04
Linda Hack	Leave of Absence	Teacher of Reading	N/A	N/A	ETB	11/5/03	12/15/03	Having surgery 11/5/03
Rowe, Kristie	Leave of Absence	Teacher Grade 5	N/A	N/A	WR	1/2/03	N/A	Disability Leave – 1/2/03 – 2/6/04 Utilizing 26 accumulated sick days Family Leave –2/7/04 – 3/25/04
Deborah Dalton	Long-term Substitute	Teacher Grade 1	N/A	\$177.50	Stan	11/12/03	12/12/03	To replace Linda Pierson who has Been summoned for Federal Jury
C: Non-Instructional								
Nicholas DiNapoli	Retirement	Custodian	N/A	N/A	Stan	10/1/03	10/1/03	Retirement on October 1, 2003 Mr. DiNapoli applied for disability
Mary Ann Cantwell	Leave of Absence	PSD Aide	N/A	N/A	Milt	11/10/03	6/30/04	Knee surgery approximately 6 to 8 Weeks recovery
John DiTaconi	Appoint	Custodian				11/17/03	6/30/04	To replace Nicholas DiNapoli
Tim Noah	Appoint	Custodian			HS	11/17/03	6/30/04	To replace Jack Fennel
John Kelly	Appoint	Custodian				11/17/03	6/30/04	To replace Joe Stegman
Nov 10 placeholder	Appoint	Accountant				11/17/03	6/30/04	To replace Dave Coble
D: Substitutes/Other								
Lee Vodofsky Janet Eltringham	Appoint	Substitute		\$80 pr diem		11/17/03	6/30/04	Substitute teachers to begin upon completion of paperwork
David DiBernard	Appoint	Substitute		\$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian
Al Feti	Appoint	Substitute		\$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian
Clark Bagnall	Appoint	Substitute		\$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian
E. Extra Duty Pay								
			Years					
Kathy Mansbery	Rescind	Computer Room	N/A	\$19.91 pr hr	HS	2003/04	2003/04	Computer Room Supervisor
Frank Ottens	Appoint	Computer Room	N/A	\$19.91 pr hr	HS	2003/04	2003/04	Computer Room Supervisor
Stipend Athletic								
Eric McNeel	Appoint	Asst Football Coach	3	\$4390.81	HS	2003/04	2003/04	Assistant Football Coach
Lee Vodofsky	Appoint	Asst Football Coach	1	\$3290.82	HS	2003/04	2003/04	Assistant Football Coach
Head Winter Cheerleading	TBA							
Joe DiGennaro	Appoint	Head Boys Basketball	9	\$6276.51	HS	2003/0-4	2003/04	Head Boys Basketball Coach
Frank Dwornikoski Brian Hough	Appoint	Asst Boys Basketball	24 6	\$5165.53 \$4215.53	HS	2003/04	2003/04	Assistant Boys Basketball Coaches
James O'Connor	Appoint	Head Girls Basketball	21	\$6876.51	HS	2003/04	2003/04	Head Girls Basketball Coach
Robert Elder Nancy Harris	Appoint	Asst Girls Basketball	38 7	\$5865.53 \$4365.53	HS	2003/04	2003/04	Assistant Girls Basketball Coaches
Ken Rossi	Appoint	Head Wrestling	4	\$5759.22	HS	2003/04	2003/04	Head Wrestling Coach

Stipend Athletic (cont.)			Years					
Jess Monzo TBA	Appoint Appoint	Asst Wrestling Asst Wrestling	1	\$2745.97	HS	2003/04	2003/04	Assistant Wrestling Coach
TBA	Appoint	Head Ice Hockey Coach						
TBA	Appoint	Asst Ice Hockey Coach						
John Notte Kathy Cutrona	Appoint Appoint	Head Indoor Track Asst Indoor Track	27 4	\$6309.80 \$3566.10	HS	2003/04	2003/04	Head Indoor Track Coach Asst Indoor Track Coach
Sue Tordoff	Appoint	Head Ski Coach	5	\$3616.10	HS	2003/04	2003/04	Head Ski Coach
Brian Palumbo TBA	Appoint Appoint	Head Swimming Coach Asst Swim Coach	5	\$5259.80	HS	2003/04	2003/04	Head Swimming Coach
Tony Villante	Appoint	Winter Weight Room	N/A	\$1395.94	HS	2003/04	2003/04	Winter Weight Room Supervisor

H.2 Motion to enter into a contract with the Loving Care Agency for nursing services for the 2003/04 School Year for 6.25 hours per day @ \$45.00 per hour for RN or \$35.00 per hour for LPN.

H.3 Motion to approve salary adjustments as indicated below for the 2003/04 school year in accordance with negotiated agreement. Salaries to be determined upon adoption of salary guides and ratification of JTEA/JTBOE contract:

NAME	SCHOOL	FROM	TO
Sandra Archer	White Rock	BA+15	MA
Patricia Barile	Cozy Lake/Milton	BA+15	MA
Shannon Castimore	White Rock	BA	BA+15
Marietta Cerciello	Milton	BA+15	MA
Karen Correia	Middle School	BA	BA+15
Kathleen D'Ambrosio	Middle School	BA	BA+15
Peter J. DiGennaro	High School	BA+15	MA+15
Gregg Eck	Middle School	BA+15	MA
Lorraine Gastrock	Middle School	BA+15	MA
Pamela Graham	Middle School	BA	MA
Joseph Guziewicz	High School	BA+15	MA
Linda Hack	Ellen T. Briggs	MA	6 th Yr level
Cecilia Hansen	Stanlick	BA+15	MA
Lisa Hopper	High School	MA+15	6 th Yr level
Janet King	Middle School	BA	MA
Jason Klebez	High School	BA+15	MA
Shawn Kielty	Middle School	MEQ	MA+15
Deborah Latronica	High School	BA+15	MA
Joan Pagano	Middle School	BA+15	MA
Megan Piazza	High School	BA	BA+15
William Stager	High School	BA	BA+15
Christine Stewart	Middle School	BA	BA+15
Tatyana Tadenev	White Rock/ETB	BA	BA+15
Donna Tomsey	Middle School	BA+15	MA

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 proclaiming **American Education Week**, November 17 - 23, 2003 by the Jefferson Township Board of Education.

I.2 Motion to approve reimbursement for **college credits earned** pursuant to Article XXXIII of the Agreement between the JTBOE and the JTEA for the 2003/04 school year as indicated below:

NAME	CREDITS	AMOUNT
Harris, Nancy	3	\$450.00
Hille, Cathleen	3	\$450.00
Hough, Brian	6	\$900.00
Migliacci, Louis	3	\$450.00
Ottavinia, Amy	6	\$900.00

I.3 Motion to approve the Athletic Operations Manual.

I.4 Motion to approve the revised Six-Year Curriculum Review Cycle, attached.

I.5 _____ noted the **enrollment** as of 9/30/03:

	Jun-03	Oct 02	Oct 03
R. F. Drummond	100	104	99
Milton	181	171	207
Cozy Lake	314	321	277
Stanlick	260	257	261
E.T. Briggs	398	395	375
White Rock	484	477	479
Total Elementary	1,737	1,725	1,698
JTMS	870	865	893
JTHS	952	958	997
GRAND TOTAL	3,559	3,548	3,588
Tuition students received	0	0	0
Out of district placement	58	56	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 **first reading** of the following:

<u>Number</u>	<u>Title</u>
7422	Integrated Pest Management
S_ _ _	Unsafe School Choice
S330.1	Students as Risk for Anaphylaxis
2340	Field Trips (Revisions)

K. BUILDING NEEDS COMMITTEE

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

K.1 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>	
5B	2	P.J. Smith Electric	\$12,821.	Revision: *amount reduced for fire alarm upgrade
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	3	TAK Construction	\$ 5,093.	Lower HS/MS water line

K.2 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>	
E1	1	Brittishan Enterprises	\$1,250.	power line to MS well

K.3 Motion to reject all bids for the Jefferson Township Middle School Field Reconstruction.

K.4 Motion to approve returning the donated televisions back to Consolidated PTA, in accordance with Policy #1323, Gifts, Grants and Bequests.

L. AUXILIARY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion L.1 and L.2, as described below:

L.1 Motion to approve the disposal of **obsolete equipment**, in accordance with Policy #7300, Disposition of Property, as listed below:

Office Desk	Asset Number 001386
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L.2 Motion to accept a **grant** awarded to the Jefferson Township High School from the Tony Randall's National Actor's Theater, in the amount of \$5,000.00, in accordance with Policy #1323, Gifts, Grants and Bequests.

M NEGOTIATIONS COMMITTEE

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

M.1 Motion to approve an **Agreement** between the Jefferson Township Board of Education and Jefferson Township Education Association (JTEA), subject to JTEA ratification, for School Years 2003-2004, 2004-2005, 2005-2006; effective July 1, 2003 through June 30, 2006.

N. COMMITTEE REPORTS

O. CORRESPONDENCE

P. OLD BUSINESS

Q. NEW BUSINESS

R. COMMENTS FROM THE AUDIENCE

S. BOARD MEMBER COMMENTS

T. ADJOURN