

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
December 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 | _____ | _____ |
| 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.)
- 2002-03 Annual Audit - James Cerullo of Ferraioli, Wielkocz, Cerullo & Cuva
- Jack Ryan – Educational Support Professional Award (local, county and state)
- Explanation of “Managing for Equality and Equity in Education“ – Dr. Antunes

F. MINUTES OF MEETINGS

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

November 10, 2003 - Work Session Meeting
November 17, 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.8 as described below:

G.1 Motion to approve the list of **requisitions** dated November 2003 in the amount of \$102,403.08.

G.2 Motion to approve the **bills list** dated November 2003 in the amount of \$5,036,002.38.

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

G.4 Motion to approve the **transfers** dated December 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 November 30, 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 November 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 the June 30, 2003 **Comprehensive Annual Financial Report**. *(Copy available for review)*

G.8 Motion to approve the June 30, 2003 Audit **Corrective Action Plan** (attachment G.8).

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 and H.2, 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 | | | | | | | | |
| Debora Anello | Resign | BSIP Teacher | | N/A | JTMS | 1/18/04 | 1/18/04 | Personal reasons |
| Beth Daily | Appoint | LDT/C | 13 | \$59,000 | M/S/B | 2/16/04 | 6/30/04 | To begin on or about 2/16/04 |
| Michelle Klinger | Appoint | Long-term sub | N/A | \$177.50 per diem | ETB | 1/27/04 | 6/30/04 | Maternity leave replacement |
| Placeholder | Appoint | Spanish teacher | | | JTHS | | | |
| Jennifer Oprandy | Appoint | English teacher | 1 | \$177.50 per diem | JTHS | 12/16/03 | 6/30/04 | Long-term sub until receipt of NJ Certificate then BA step 1 |
| Placeholder | Appoint | Teacher of Hdcp | | | JTHS | | | |
| Jessica Drew | Appoint | English teacher | 1 | \$182.50 | JTMS | 12/16/03 | 6/30/04 | Long-term sub until receipt of NJ Certificate then BA+15 step 1 |
| Placeholder | Appoint | Elem Long-term sub | | | WR | | | Maternity leave replacements |
| Placeholder | Appoint | Elem Long-term sub | | | WR | | | Maternity leave replacements |
| Placeholder | Appoint | Elem Long-term sub | | | WR | | | Maternity leave replacements |
| C: Non-Instructional | | | | | | | | |
| Earl Sandhoveli | Resign | Bus Driver | N/A | N/A | Transp | 12/1/03 | 12/1/03 | Moving out of state |
| Gloria Lind | Resign | Bus Aide | N/A | N/A | Transp | 11/13/03 | 11/13/03 | Medical reasons |
| Donna Castelonia | Appoint | Bus Aide | 1 | \$11.75pr hr | Transp | 12/9/03 | 6/30/04 | To replace Gloria Lind |
| Linda Rogalsky | Appoint | Resource Center Aide | 1 | \$12.05pr hr | ETB | 12/16/03 | 6/30/04 | .24 to meet teacher student ratio |
| Frances McBride | Appoint | Resource Center Aide | 1 | \$12.05pr hr | ETB | 12/16/03 | 6/30/04 | .24 to meet teacher student ratio |
| Kevin Dean | Appoint | Bus Driver | 1 | \$14.29pr hr | Transp | 12/11/03 | 6/30/04 | 4 hours per day with benefits |
| Lisa Kennedy | Rescind | .49 CST clerk typist | 1 | \$12,939.68 | CST | 7/1/03 | 6/30/04 | To become full-time employee |
| Lisa Kennedy | Appoint | CST clerk typist | 1 | \$26,407.53 | CST | 12/9/03 | 6/30/04 | From Part-time to Full-time |
| Placeholder | Appoint | Confidential Clerical Assistant | | | | | | Part-time |
| Placeholder | Appoint | Confidential Clerical Assistant | | | | | | Part-time |
| D: Substitutes/Other | | | | | | | | |
| Thomas Akos | Appoint | Substitute | | \$80 pr diem | | 2003/04 | | Substitute teachers to begin upon completion of paperwork |
| Maureen Doyle | Appoint | Substitute | | \$7.50 pr hr | | 2003/04 | | Substitute Clerical worker |

| E. Extra Duty Pay | | | | | | | | |
|--------------------------|---------|----------------------|--------------|----------|--------|----------|----------|--------------------------------|
| Margaret Pratt | Approve | ABA Training | | \$240.00 | Milton | 9/18/03 | 10/28/03 | 6 hours x \$40 per hour |
| Barbara Donnelly | Approve | ABA Tutoring | | \$200.00 | ETB | 9/15/03 | 9/29/03 | 5 hours x \$40 per hour |
| Barbara Donnelly | Approve | ABA Tutoring | | \$280.00 | ETB | 10/18/03 | 10/29/03 | 7 hours x \$40 per hour |
| Barbara Donnelly | Approve | ABA Tutoring | | \$200.00 | ETB | 11/4/03 | 11/19/03 | 5 hours x \$40 per hour |
| Athletic | | | Years | | | | | |
| Rick Slayton | Appoint | Asst Boys Basketball | N/A | N/A | JTHS | 2003/04 | | Volunteer coach for basketball |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

H.2 Motion to approve placement of student teachers as indicated below:

- Michele Ann Schiumo - Stanlick School – January 21, 2004 to May 6, 2004
- Paul Koontz – JTHS – 10 day field assignment between January 7 and 21, 2004
- Serina Alfano – JTMS – January 20, 2004 to May 7, 2004

I. EDUCATION COMMITTEE

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

I.1 Motion to approve Grade 8 Class Trip – May 19, 20 & 21, 2004 to Philadelphia, PA.

I.2 _____ noted the **enrollment** as of 11/30/03:

| | Jun-03 | Nov 02 | Nov 03 |
|---------------------------|---------------|---------------|---------------|
| R. F. Drummond | 100 | 103 | 98 |
| Milton | 181 | 172 | 209 |
| Cozy Lake | 314 | 319 | 275 |
| Stanlick | 260 | 259 | 261 |
| E.T. Briggs | 398 | 392 | 374 |
| White Rock | 484 | 477 | 449 |
| Total Elementary | 1,737 | 1,722 | 1,666 |
| JTMS | 870 | 861 | 890 |
| JTHS | 952 | 959 | 996 |
| GRAND TOTAL | 3,559 | 3,542 | 3,552 |
| Tuition students received | 0 | 0 | 0 |
| Out of district placement | 58 | 58 | 54 |

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:

| <u>Number</u> | <u>Title</u> |
|---------------|----------------------------------|
| 7422 | Integrated Pest Management |
| 5120.1 | Unsafe School Choice |
| 5330.1 | 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 motions K.1 and K.2, as described below:

K.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 | 4 | TAK Construction | \$20,333. | Kitchen hoods omitted from the contract documents |
| Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8 | 5 | TAK Construction | \$ 4,011. | Add ramp connecting the addition |

K.2 Motion to appoint _____, a State Contract vendor, to supply loose furniture for the additions at the High School, Middle School, Stanlick School and White Rock School.

L. AUXILIARY COMMITTEE

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

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

| <u>Asset #</u> | <u>Equipment</u> |
|----------------|------------------|
| 002566 | GE refrigerator |

L.1 continued:

The following is a list of obsolete equipment from Cozy Lake School that had no asset numbers:

| <u>Amount</u> | <u>Equipment</u> |
|---------------|------------------|
| 1 | Rectangle Table |
| 7 | Trapezoid Tables |
| 1 | Carrel |
| 30 | Chairs |
| 51 | Student Desks |
| 3 | Chart Racks |
| 1 | Record Rack |
| 1 | Wood Table |

L.2 Motion to adopt new chapter N.J.A.C. 6A:7 Managing for Equality and Equity in Education. *(Copy available for review)*

L.3 Motion to authorize the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan.

L.4 Motion to authorize the submission of the proposed Comprehensive Equity Plan.

M. COMMITTEE REPORTS

N. CORRESPONDENCE

O. OLD BUSINESS

P. NEW BUSINESS

Q. COMMENTS FROM THE AUDIENCE

R. BOARD MEMBER COMMENTS

S. ADJOURN