

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting
Monday
December 15, 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

Recognition: Distributive Education Club of America annual food basket benefit
 Future Business Leaders of America holiday toy drive

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.6 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 approve the **transfers** dated December 2003.

G.4 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.5 Motion to accept the June 30, 2003 **Comprehensive Annual Financial Report**. (*Copy available for review*)

G.6 Motion to approve the June 30, 2003 Audit **Corrective Action Plan** (attachment G.6).

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
Omar Mendez	Appoint	Spanish teacher	N/A	\$177.50	JTHS	1/2/04	6/30/04	To receive long-term sub pay Until receipt of NJ Certificate
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
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
Ann Westervelt	Appoint	Long-term substitute Teacher of Hdcp	N/A	\$177.50	JTHS	11/13/03	4/8/04	Replacement for teacher Who resigned.
Jodi Bruscano	Appoint	Teacher of Handicapped Long term substitute	1	\$177.50	WR	1/2/04	3/26/04	Maternity leave replacements
Patricia Minter Farrelly	Appoint	Elementary Long-term substitute	1	\$177.50	WR	1/2/04	5/9/04	Maternity leave replacements
Donna De Vane	Appoint	Elementary Long-term substitute	1	\$177.50	WR	1/2/04	3/25/04	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
	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
Donna VanderPloeg	Appoint	Confidential Clerical Assistant	N/A	\$10 per hr	Supt Ofc	12/16/03	6/30/04	Part-time to work between Curriculum & Supt Ofc's
Brenda Weir	Appoint	Confidential Clerical Assistant	N/A	\$10 per hr	Supt Ofc	12/16/03	6/30/04	Part-time to work between Curriculum & Supt Ofc's
D: Substitutes/Other								
Thomas Akos	Appoint	Substitute		\$80 pr diem		2003/04		Substitute teachers to begin upon completion of paperwork
Melissa Hagggett	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 Training		\$200.00	ETB	9/15/03	9/29/03	5 hours x \$40 per hour
Barbara Donnelly	Approve	ABA Training		\$280.00	ETB	10/18/03	10/29/03	7 hours x \$40 per hour
Barbara Donnelly	Approve	ABA Training		\$200.00	ETB	11/4/03	11/19/03	5 hours x \$40 per hour

Athletic								
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 Tanner School Furniture, a State Contract vendor, to supply loose furniture for the High, Middle, Stanlick and White Rock School additions.

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

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 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), which has been ratified by the JTEA, for School Years 2003-2004, 2004-2005, 2005-2006; effective July 1, 2003 through June 30, 2006.

N TECHNOLOGY COMMITTEE

N.1 Motion to approve _____ as the designated State Contract vendor to provide network/technology/telephony equipment and installation services for the district.

O. COMMITTEE REPORTS

P. CORRESPONDENCE

Q. OLD BUSINESS

R. NEW BUSINESS

S. COMMENTS FROM THE AUDIENCE

T. BOARD MEMBER COMMENTS

U. ADJOURN