

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
July 14, 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	_____	_____

D. SUPERINTENDENT'S REPORT

Good News and Progress in Our Schools.

E. PRESENTATIONS

Monthly Construction Manager's Report (Presented by Epic Management, Inc.)
Eighth Grade Proficiency Assessment and High School Proficiency Assessment Annual
Report – Dr. Antunes

F. MINUTES OF MEETINGS

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

- June 9, 2003 – Work Session Meeting
- June 16, 2003 - Regular Meeting
- June 23, 2003 – Special Meeting
- June 30, 2003 – Special End-Of-Year 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 **bills list** dated June 2003 in the amount of \$93,864.28.
- G.2** Motion to accept the **Treasurer and Secretary's Report** dated May 2003.
- G.3** Motion to approve the **transfers** dated June 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 June 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 certify, in accordance with NJAC 6A:23-2.11(c)4, that as of June 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.6** Motion to accept **The Martin Luther King, Jr. Commemorative Commission V-Free Mini-Grant** in the amount of \$2,763.
- G.7** Motion to award the **asbestos removal bid** to _____.
- G.8** Motion to submit the **FY04 IDEA** Grant Application for the following amounts:
 - Basic: \$564,614
 - Preschool: \$ 31,545

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.16, as described below:

H.1 Motion to accept resignations as indicated below:

Crucita Abad – JTHS Spanish Teacher – effective 7/1/03

Joan DeGrande – WR Principal’s Secretary – effective 8/22/03

Marlene Poff – Occupational Therapist – effective 7/1/03

Mary Potosnak – CL School Nurse – effective 7/3/03

Amy Smith – ETB grade 3 – effective 7/1/03

Eileen Brown – Bus Driver – effective 7/14/03

H.2 Motion to approve Family Leave Act for **Marci Austin**, JTHS Social Studies Teacher, from 9/1/03 through 9/30/03 returning to a teaching position 10/1/03.

H.3 Motion to appoint the **substitutes** for the 2003/04 school year as indicated on **Attachment A**.

H.4 Motion to **adjust 2003/04 appointments** as indicated below:

Patricia Szuszkowski – from .5 to full-time teacher @ Milton School - BA step 2
\$36,100*

Beth Ann Hoffman – from .49 to full-time teacher @ Cozy Lake – MA step 5
\$40,200*

*** salaries to be adjusted upon adoption of new salary guides**

H.5 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.**

Michael Kalavik – Supervisory Intern Social Studies @ \$3,000 FOR 2003/04

Carol Beier –Teacher of Handicapped – BA step 14 \$49,940

Jean Gaito – JTMS WL/ESL teacher– MA step 6 \$41,100

Laura Noselli – JTMS Language Arts teacher – BA step 2 \$36,100

Dorothy Sabarese – WR Reading teacher – BA+15 step 15 \$55,730

Michelle Sprague – Teacher of Handicapped – BA step 1 \$35,500

Cheryl Eadie - Substitute Bus Driver @ \$11.29 per hour effective 7/22/03

Kyla Shanahan - JTMS Phys Ed teacher – BA step 2 \$36,100

Michaella Levandoski - JTHS Teacher of Handicapped – BA step 1 \$35,500

Ellen Pawlak – Vice Principal Secretary Group III step 3 \$32,379.51 effective 7/28/03.

H.6 Motion to appoint **EDP's** as indicated below for the 2002/03 school year:

Frank Garza – JTHS Spanish Honor Society \$280.81

H.7 Motion to appoint **EDP's** for the 2003/04 school year as indicated below:

Rebecca F. Leiher - JTHS Head Boys Cross Country Coach \$3,094.35

H.8 Motion to appoint **Joann Wassmer** as Extended School Year Aide at the Jefferson Childcare from 7/7/03 through 7/25/03 @ \$15.38 per hour for 45 hrs

H.9 Motion to approve revised case list for **CST for summer work** @ \$300 per case as indicated below:

- OT - Pamela Scott – 1 case
- Social Workers - Denyse Edge – from 10 cases to 14 cases
- LDT/C - Suzanne Rodgers – from 9 cases to 6 cases

H.10 Motion to approve CST Summer Work @ \$25 per hour or negotiated rate as follows:

- Dalyce Boyer** – 4 days (28 hours)
- Sherry Lenox** - 9 hours as teacher at Eligibility & IEP Meetings
- Theresa Pawlicki** – 10 hours “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “
- Kay Richards** – 1 hour for evaluation & planning meeting
- Catherine Hugo** – 1 hour “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “
- Barbara Winson** – 1 hour “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “

H.11 Motion to approve **additional summer case work** @\$300 per case as follows:

- School Psychologist - Kay Richards – 1 case
- School Social Worker – Catherine Hugo – 1 case
- Speech Therapist – Barbara Winson – 1 case
- School Psychologist – Phil Guarraia – 1 case
- Speech Therapist - Linda Grlica – 1 case

H.12 Motion to approve one hour additional beyond workday to complete report and Development of IEP at \$40.60 per hour for **Suzanne Rodgers**, in accordance with the 2000-03 negotiated agreement.

H.13 Motion to approve placement of **student teachers** as indicated below for 2003/04:

- Patricia Minter – St Elizabeth College – White Rock September-December, 2003
- Ramon Medina – William Paterson University-White Rock September-December
- Justin Scognamiglio – William Paterson University-ETB-September-December

H.14 Motion to approve payment of **mentoring fees**, not to exceed \$550 per mentor, per annum for the 2002/03 school year pending signed concurrence by the JTEA that this action is non-precedent setting and subsequent to future administrative prerogative for the following mentors:

Pat Carroll and Lori Kircher

H.15 Motion to appoint the following 2002/03 EDP appointments as indicated below:

Family Math Instructors – **2 sessions \$125.00 per session:**
Linda Ducceschi, Roxanne Casciano – Stanlick School

H.16 Motion to revise the following **Summer School** Staff appointment, as indicated below:

\$300 Bus Aide – Connie Barile

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 placement of students out-of-district for extended year program as follows: M-6 Chancellor Academy M-6 Allegro School

I.2 _____ noted the **enrollment** as of 6/30/03:

	Jun-01	Jun-02	Jun- 03
R. F. Drummond	109	114	100
Milton	221	200	181
Cozy Lake	309	331	314
Stanlick	249	228	260
E.T. Briggs	385	405	398
White Rock	491	496	484
Total Elementary	1764	1774	1737
JTMS	820	796	870
JTHS	927	948	
			952
GRAND TOTAL	3511	3518	3559
Tuition students received	0	0	0
Out of district placement	45.5	45.5	58

J. POLICY COMMITTEE

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

J.1 Motion to approve the **first reading** of the following:

- 1000 ADMINISTRATION
- 1110 Organizational Chart
- 1240 Evaluation of Superintendent
- 1331 Evaluation of Board Secretary
- 1510 Rights of Persons with Disabilities
- 1530 Equal Employment Opportunity
- 1550 Affirmative Action Program for Employment and Contract Practices

- 4000 SUPPORT STAFF MEMBERS
- 4111 Creating Positions
- 4124 Employment Contract
- 4125 Employment of Support Staff Members
- 4130 Assignment and Transfer
- 4140 Termination
- 4145 Layoffs
- 4146 Nonrenewal of Nontenured Support Staff Employment Contract
- 4150 Discipline
- 4160 Physical Examination
- 4161 Examination for Cause
- 4211 Attendance
- 4211.3 Consulting Outside the District
- 4214 Conflict of Interest
- 4218 Substance Abuse
- 4219 Commercial Driver Controlled Substance and Alcohol Use Testing
- 4220 Employee Evaluation
- 4230 Outside Activities
- 4233 Political Activities
- 4240 Employee Training
- 4352 Sexual Harassment
- 4381 Protection Against Retaliation
- 4438 Jury Duty
- 4440 Job Expenses

J.2 Motion to approve the **second reading and adoption** of the following:

- 1000 ADMINISTRATION
- 1100 Administrative Organization
- 1210 Board-Superintendent Relations
- 1220 Employment of Chief School Administrator
- 1230 Superintendent's Duties
- 1310 Employment of School Business Administrator/Board Secretary
- 1320 Duties of the School Business Administrator/Board Secretary
- 1330 Evaluation of the School Business Administrator
- 1440 Job Descriptions
- 1401 Principals
- 1522 School-level Planning
- 1523 Multi-Year Equity Plan
- 1540 Administrator's Code of Ethics

K. BUILDING NEEDS

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

K.1 Motion to accept the **Administrative Consent Order** dated June 2, 2003 to revise the effluent limitation for the Cozy Lake Sewage Treatment Plan and to submit a check in the amount of \$1,000 for minor violation of the original effluent limitations.

K.2 Motion to approve the terms and conditions of the **Five Year Municipal Garage Lease**, not to exceed a total of \$250,000, pending final review of the Board Attorney.

L. COMMITTEE REPORTS

M. CORRESPONDENCE

N. OLD BUSINESS

O. NEW BUSINESS

P. COMMENTS FROM THE AUDIENCE

Q. BOARD MEMBER COMMENTS

R. ADJOURN

ATTACHMENT A

July 21, 2003

2003/04 SUBSTITUTES

GENERAL & CLASSROOM AIDES:

Barbara Allemand, CoraLee Coelho, Cecelia Donkersloot, Jeanne Hantson, Pam Kallas, Barbara McSorley, Noreen O'Neill, and Donna Vander Ploeg

CLASSROOM AIDES:

Kris Burd, Susan Farley, Denise Lagomarsino and Helen Ricadela