

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
July 21, 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

None

F. FINANCE COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions F.1 through F.3, as described below:

- F.1** Motion to award the High School **asbestos removal bid** to SMAC Corporation in the amount of \$69,000.
- F.2** Motion to refuse NCLB **Title III** English Language Acquisition and Language Enhancement funds in the amount of \$3,279 due to the unavailability of a local ESL consortium as required by NCLB regulation for Title III grants less than \$10,000.
- F.3** Motion to authorize **AFLAC** to receive voluntary payroll contributions from employees for accident disability, long-term care and cancer care, at no cost to the district.

G. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions G.1 through G.5, as described below:

- G.1** Motion to rescind 7/14/03 appointment of **Jean Gaito** – JTMS WL/Spanish teacher per applicant's request.
- G.2** Motion to approve leave for **Melanie Zuravnsky – Art Teacher** – as indicated below:

Family Federal Leave from 4-30-03 through 9-30-03
New Jersey State Family Leave from 10-1-03 through 12/24/03
- G.3** Motion to approve an **unpaid leave of absence for Donna DeVane** – WR Classroom Aide from 9/1/03 through 12/30/03 returning to an aide position 1/2/04.
- G.4** Motion to approve **Job Description** entitled Non-Supervisory Coordinator of Special Education (Compliance Officer – Special Education Conflicts and Disputes Mediation Specialist) (Document available for review).
- G.5** Motion to appoint **Philip Guarraia** as Non-Supervisory Coordinator of Special Education (Compliance Officer – Special Education Conflicts and Disputes Mediation Specialist) @ \$25.00 per hour as assigned beginning on or about July 22 through August 29 in accordance with the Collective Bargaining Between the Jefferson Township Board of Education and the Jefferson Township Education Association for School Years 2003 – 2006, subject to adjustment upon Agreement ratification by all parties of interest.

H. POLICY 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 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

H.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

I. BUILDING NEEDS

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 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 and approve Alice Robinson as authorized signature on behalf of the Jefferson Township Board of Education.

J. AUXILIARY SERVICES COMMITTEE

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

- J.1** Motion to approve, in accordance with NJSA 18A:11-3, a resolution to participate in New Jersey State **Interscholastic Athletic Association**.
- J.2** Motion to approve the **disposal** of two computers, asset numbers 010455 and 010456.

K. COMMITTEE REPORTS

L. CORRESPONDENCE

M. OLD BUSINESS

N. NEW BUSINESS

O. COMMENTS FROM THE AUDIENCE

P. BOARD MEMBER COMMENTS

Q. ADJOURN