

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Work Session Meeting
Monday
August 11, 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.)

F. MINUTES OF MEETINGS

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

July 14, 2003 – Work Session Meeting
July 21, 2003 - Regular 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 May 2003 in the amount of \$9,368,444.13.
- G.2** Motion to approve the **bills list** dated June 2003 in the amount of \$2,369,386.17.
- G.3** Motion to accept the **Treasurer and Secretary's Report** dated June 2003.
- G.4** Motion to approve the **transfers** dated July 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 July 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 July 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.16, as described below:

- H.1** Motion to accept the resignations as indicated below:
Jonathan Tallamy, JTHS Social Studies Teacher effective 10/4/03.
Employee may be released upon appointment of a replacement.
Patricia Galfo – JTMS General School Aide effective 8/1/03
- H.2** Motion to appoint the **substitutes** for the 2003/04 school year as indicated on **Attachment A**.
- H.3** Motion to **rescind appointment** of **Coreira Morreia** as an aide for Extended School Year at Sussex Wantage School District.
- H.4** Motion to approve payment for CST as indicated below:

Vanessa Tucker –additional ½ hour for case work @ \$28.67 per hour
\$25 each for 1 hour for an eligibility meeting:
Vanessa Tucker, Denyse Edge and Suzanne Rodgers

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.**

***Leigh Allocca** – Stanlick .49 Kindergarten Teacher – effective 9/1/03 – 6/30/04
At BA+15 step 1 \$36,500 prorated

Jill Branbridge – JTHS Spanish Teacher – effective 9/1/03 – 6/30/04 BA step 15
At \$53,500

Meghan Gecek – ETB grade 4 – effective 9/1/03 – 6/30/04 BA step 1 at \$35,500

Kelly Kaufmann – ETB Special Education Teacher effective 9/1/03 – 6/30/04
At BA step 1 \$35,500

Kristen FitzPatrick – ETB .49 Special Education Teacher effective 9/1/03 – 6/30/04
At BA step 1 \$35,500 prorated

***Robin Lehmann** – W. R. grade 3 – effective 9/1/03 – 6/30/04 BA step 1 \$35,500

***Robin Saso** – W.R. Grade 5 effective 9/1/03 – 6/30/04 BA step 1 \$35,500

Linda Curcio W.R. Principal's Secretary effective 8/12/03 – 6/30/04 Group IV step 3
\$34,678.94

Frances McBride – ETB School Aide 2 hrs pr day at \$11.75 pr hr 9/1/03 – 6/30/04

Jane Hutnik JTMS Classroom Aide full-time at \$12.05 per hour 9/1/03 – 6/30/04

Linda Rogalsky – ETB School Aide 2 hrs pr day at \$11.74 pr hr 9/1/03 – 6/30/04

Bibi Lakhicharran – C. L. School Aide 2 hrs pr day at \$11.75 pr hr 9/1/03 – 6/30/04

Audrey Kazimir – W.R. Classroom Aide 19.9 hrs pr wk at \$12.05 pr hr 9/1/03 –
6/30/04

Dora E. Mylchreest – Business Administrator/Board Secretary effective 8/12/03 upon
availability at a salary of \$120,000 prorated.

Robin Powers –Elementary Principal effective 8/12/03 upon availability at a salary
\$98,000 prorated

Julia Urmston - JTMS .49 BSI teacher effective 9/1/03 at BA step 3 \$36,700 prorated

Allison Millian - JTHS School Nurse effective on or about 10/12/03-BA st 1 \$36,100

Concetta Smith – JTMS General Aide 3 hrs pr day at \$11.75 pr hr 9/1/03 – 6/30/03

Carol Kreisinger _ JTMS Special Education 9/1/03-6/30/03 MA step 7 \$42,000

Elizabeth Baumbach - JTMS World Language 9/1/03- 6/30/04 MA+15 step 12 @
\$49,515

***Mark Schwarz** - JTHS Social Studies 9/1/03-6/30/04 BA step 1 @ \$35,500

Lisa Kasica - ETB Classroom Aide 1.5 hrs pr day 9/1/03 – 6/30/04 @ \$12.05 pr hr

Donna Nimmo - ETB Classroom Aide 3 hrs pr day 9/1/03-6/30/04 @ \$12.05 pr hr

June McNamara - Stanlick Classroom Aides 3 hrs pr day 9/1/03 – 6/30/04

@ \$12.05 pr hr

Michael Zimmerman- .8 Occupational Therapist 9/1/03–6/30/04 MA+15 step 14

@58,000 prorated

***Jess Monzo**- JTHS Physical Education teacher 9/1/03-6/30/04 BA step 1 @ \$35,500

Margaret Hubley Long-term Art Teacher 9/1/03-12/30/03 @ \$177.50 per diem

Judith Johnson – Milton PSD Aide 3 hrs pr day 9/1/03-6/30/04 @ \$12.05 pr hr

H.6 Motion to approve EDP appointments for 2003-04 as indicated below:

Senior Class Advisors	Phyllis Smith & Sue Tordoff	\$1938.91 split
Sophomore Class Advisor	Anthony Szwartz	\$ 887.89
Drama per production Fall	Jack Gardner	\$1455.34
Drama per production Spring	James Wynne	\$1455.34
Set/Stage Technician	Kevin McCabe, Doug Klein and Kristen Smith	\$ 334.42 split
Instrumental	Peter Tummillo	\$ 552.31
Costumes	James Wynne	\$ 334.42
Props	Kevin McCabe, James Wynne	\$ 334.42 split
Forensics	Patty Vandigriff	\$1938.91
Yearbook	Mike Parent	\$2587.93
Student Council	Marci Austin	\$2267.49
Academic Decathlon Advisor	Peter Tummillo	\$1986.68
Academic Bowl Advisor	Lisa Hopper, Marci Austin	\$1416.89 split
Marching Band Director	Peter Tummillo	\$3562.05
Asst Marching Band Director	Ray Troxell	\$2587.93
Drill/Guard Instructor	Rich Barreries	\$2587.93
Summer Band Camp Director	Peter Tummillo	\$1004.41
Asst Summer Band Camp Dir	Ray Troxell	\$ 836.62
Drill/Guard Instructor	Rich Barreries	\$ 735.24
Varsity Letterman's Club	John Cinotti	\$1455.34
Madrigal	James Wynne	\$1062.67
Madrigal Vocal Director	James Wynne	\$ 704.94
Vocal Ensemble	James Wynne	\$1054.51
Select Choir	James Wynne	\$1062.67
Jazz Band	Peter Tummillo	\$ 354.22
FBLA	Scott Sisco, Brian Palumbo and Christine Nikolis	\$1416.89 split
Mock Trial	Anthony Szwartz	\$1416.89
SEER (enviro Club)	Virginia Jones	\$ 280.81
Public Relations	Bertha Holzschuh	\$ 707.28
Live Poets Society	Nancy Boyle	\$ 873.91
Junior Class Advisors	Sharon Rocks, Patty D'Arco	\$1294.55 split
Freshman Class Advisors	Gino Rose, Rose Ann Krygier	\$ 887.89 split
Spring Musical Director	James Wynne	\$1841.03
Art	Kirsten Smith	\$ 334.42
Vocal	James Wynne	\$1381.94
Publications/Tickets	James Wynne	\$ 184.11
Lighting	Kevin McCabe	\$ 334.42
National Honor Society	Bertha Holzschuh, Suzanne Miliano	\$1132.59
HS Newspaper	Kirsten Smith	\$1938.91
Yearbook Financial Advisor	Brian Palumbo	\$1615.14
Science League (4)	Lisa Hopper (Bio)	\$ 873.91
	Howard Pollison (Chem I)	\$ 873.91
	Joe Guziewicz, Betty Kleinberg	\$ 873.91 ea

(cont)

Academic Decathlon Tutors	Peter Tummillo, Patty Vandigriff And Virginia Jones	\$ 189.93 ea
Math League	Peter Glusiec	\$ 873.91
Computer Room Supervisor	Kathy Mansbery	\$ 19.91 pr hr
PDP Steering Committee	Joanne Martino, Jodie Ciaraffo	\$ 280.81 ea
Showcase/Coffeehouse	Peter Tummillo, James Wynne	\$ 200.42 ea
DECA	George Lewanda	\$1416.89
Foreign Language Honor Soc	Frank Garza – Spanish	\$ 280.81
	Eleanor Urciuoli – French	\$ 280.81
Each One Reach One	Lynne Cilli	\$ 280.81
Art Club	Renee Simler	\$ 208.81
Key Club	Dennis Nick	
Chess Club	Dennis Nick	
Red Cross	Lynne Cilli	
T.A.T.U.	Lori Kircher	
Future FEA	Lynne Cilli	

JTHS Athletic Coaching Appointments:

HEAD Football Coach	Anthony Villante	\$7123.07/\$400=\$7523.07
Asst. Football Coaches:	Bill Stager	\$4390.81/\$ 50=\$4440.81
	Jason Klebez	\$3839.10
	Jess Monzo	\$3290.82

TBA (3 positions)

HEAD Cross Cty Boys	TBA	
HEAD Cross Cty Girls	Lori Kircher	\$3839.10/\$200=\$4039.10
HEAD Soccer Boys	Don DeStefano	\$5209.80/\$100=\$5309.80
Asst Soccer Boys	Gino Rose	\$3566.10
Asst Soccer Boys	TBA	
HEAD Soccer Girls	Patti D'Arco	\$5209.80
Asst Soccer Girls	Sharon Rocks	\$3566.10
HEAD Field Hockey	Amy Ottavina	\$5209.80
Asst. Field Hockey	Melanie VanDerPloog	\$3566.10
Asst Field Hockey	Kasey Savage	\$3566.10
HEAD Fall Cheer	Terri McCarney	\$2940.15/\$650=\$3590.15
Asst Fall Cheer	Susan Tordoff	\$1091.99
Summer Weight Room	Anthony Villante	\$1211.36
Fall Weight Room	Richard Slayton	\$1395.94

JTMS Athletic Coaching Appointments:

Soccer-Boys	Sharon Ciliento	\$1335.29
Soccer-Girls	TBA	
X-Country Boys	Patricia Barile	\$1556.89/\$150=\$1706.89
X-Country Girls	Kathy Guimes	\$1556.89

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 the 2003/04 school year as indicated:

- Allegro School: @ \$307.00 per day for 210 days ea M-11, M-13, M-17, M-9, M-6
- Benway School: @\$195 .00 per day for 180 days ea F-16
- Calais School: @ \$148.00 per day for 180 days ea M-9
- Chancellor Academy II: @\$197.40 per day for 200 days ea M-8, M-8, M-8, M-6
- Chancellor Academy @ \$200.30 per day for 180 days ea M-14, M-14
- E.C.L.C. @ \$147.09 for 200 days ea F-15, M-16, F-15, M-12, F-13, M-14, M-12
- Horizon School: @ \$221.14 per day for 210 days + \$129.72 per day for aide F-16
- Hunterdon Learning Center: @ \$172 per day for 180 days ea M-17, M-17, F-17
- Lakeland-Andover: @ \$188 per day for 180 days M-18
- Lakeview Learning Center: @ \$188.18 per day for 180 days ea M-17, M-16
- Montgomery Academy: @ \$200.59 per day for 180 days ea M-18, F-17
- Shepard High School: @ \$197.43 pr day for 180 days ea M-17, M-15, M-14
- Windsor Learning Center: @ \$200.06 per day for 213 days ea M-10, F-7, M-7
- Morris Union Joint.Comm.: \$330.83 + \$129 extra services for 210 days M-11
- ESCMC Park Lake School: @\$268.67 for 211 days M-6/\$223.78 for 211 days M-10
- Reg Day School of Morris: @\$238.76 per day for 210 days ea M-16, M-14, F-18
- SCESC Spec Children’s Sch: @\$181.43 + \$80 per day for M-17/\$181.43 for F-3
\$181.43 + \$77.58 for F-12 each for 210 days
- Lake Drive School: @ \$238.80 per day for 200 days F-11
- Copeland Middle School: @\$123.33 per day for 210 days F-11
- Mt. Olive High School: @\$182.00 per day for 182 days F-16
- Sussex-Wantage: @\$77.78 per day for 203 days F-6
- Wantage School: \$138.89 for 203 days M-10
- West Morris Central High: @\$162.50 per day for 200 days M-20
- Employment Horizons: \$660 per month M-20
- West Morris Mendham High: @\$253.28 per day for 200 days M-15
- Willow Glen Academy: @\$181.85 + \$105 per day for 210 days F-14, M-16
- New Hope Charleston: \$1090.80per mo M-18

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:

- 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

K. BUILDING NEEDS COMMITTEE

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 Acknowledgement of the Sliding Scale of Spending Authority for Construction Problem-Solving and Corrective Action related to the Stanlick, White Rock, and HS/MS Expansion and Renovation projects as indicated on **ATTACHMENT B**.

K.2 Motion by _____, seconded by _____ to accept and award the Jefferson Township High School/Middle School Sewage Treatment Plant Improvements bid to Maple Construction, the low bidder, in the amount of \$828,000, based on the recommendation of the Project Engineer, Hatch Mott McDonald. In addition, award of Alternate No. I to Maple Construction for the Demolition of Existing Abandoned Intermittent Sand Filters in the amount of \$5,500.

L. AUXILIARY SERVICES COMMITTEE

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

L.1 Motion to approve contract renewals with **J. Martin Smith, Inc.**, at an increase of 2.11%, for the student transportation 2003/04 multi-contract nos. 1-3, consisting of public school routes, 3:10 p.m. late runs, 4:15 and 5:30 p.m. late runs and class & athletic trips.

M. COMMITTEE REPORTS

N. CORRESPONDENCE

O. OLD BUSINESS

P. NEW BUSINESS

Q. COMMENTS FROM THE AUDIENCE

R. BOARD MEMBER COMMENTS

S. ADJOURN

ATTACHMENT A

August 11, 2003

2003/04 SUBSTITUTES

SCHOOL NURSES: Juliette Beckmann, Charla M. Buglino & Gabrielle Dyl and Sharon Messerle

TEACHERS: John Bannat, Joyce Bethune, Cecilia Bolcar, Lisa I. Braner, C.Lynn Champion, Matthew Cinotti, Gerry Corsaro, Dana Ferguson, Lauren Feuss, Frances Focacci, Phil Garafano, Lauren Geiss, Maria Gross, Mary Headley, Monica Heller, Renee Howland, Debra Kalish, Joanne Kerns, Paul Kleim, Theresa Koontz, Judith Kulich, Justin W. Kulick, Lori Kuzma, Jenn Lagomarsino, Dorothy Laiosa, Carole Lamberto, Gina Lancellotti, Lisa Lehman, Rebecca Leiher, Terri McCarney, Elizabeth Mangold, Deborah Merz, Jeffrey Metro, Tonie Munson, Mary Parr, Audrey Pendergast, Dawn Rech, Denis Salvatore, Gail M. Simms, Janet Tanis, Stephanie Tate, John D. Thomas, Fred Tordoff, Barbara Van Antwerp, Liana M. Voinier, Ann E. Westervelt, Judy Weyer, Robin Zarzecki Veronica Attansio, Leigh Allocca, Barbara Runz, Robert Szuszkowski Ray Troxell and Patricia Youngworth

FOR HOME INSTRUCTION ONLY: Rosemarie Diedalis, Linda Silbernagel and Helene Emery

CLERICAL: Gerry Corsaro, Barbara Duym, Bibi Lackhicharran, Sue Peterson, and Stacy Trautmann

GENERAL & CLASSROOM AIDES:

Catherine Andre, Lisa Carroll, Alice Cassara, Barbara Duym, Deborah Evrard, Michele Hausmann, Lisa Kasica, Paul Kleim, Bibi Lakhicharran, Jayne Pardee, Sue Peterson, Mary Reid, Patricia Romano, Helen Remshifski, Connie Smith, Sharon Swajger, Stacy Trautmann and Liana M. Voinier

CLASSROOM AIDES:

Joyce Bethune, Rosemary Bush, and Theresa Koontz,

GENERAL AIDES: Debra Brian, Eleni Kokodis

CUSTODIANS: John DiTacconi