

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting
Monday
July 21, 2003

A. Mr. Hanisch called the meeting to order at 8:00 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Andre		X
Mrs. Cammarano	X	
Mr. Cuccio	X	
Mr. Erdmann	X (arrived 8:02 PM)	
Mr. Hanisch	X	
Miss Klepp		X
Mrs. Muller	X	
Mr. Tasker		X
Mrs. Van Houwe	X	

D. **SUPERINTENDENT'S REPORT**

Good News and Progress in Our Schools.

E. **PRESENTATIONS**

None

F. **FINANCE COMMITTEE**

Motion by Mrs. Muller, seconded by Mr. Erdmann, to accept the recommendation of the Superintendent to approve and adopt motions F.1 and F.2 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.

Roll call vote:	Mrs. Cammarano - Yes	Mr. Cuccio - Yes
	Mrs. Muller - Yes	Mr. Erdmann - Yes
	Mr. Hanisch - Yes	Mrs. Van Houwe - Yes

All in favor. Motion carried.

Motion by Mr. Cuccio, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motion F.3 as described below:

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.

Roll call vote:	Mrs. Cammarano - Yes	Mr. Cuccio	- Yes
	Mrs. Muller - Abstain	Mr. Erdmann	- Yes
	Mr. Hanisch - Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

G. PERSONNEL COMMITTEE

Motion by Mrs. Muller, seconded by Mrs. Cammarano, 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.

Roll call vote:	Mrs. Cammarano - Yes	Mr. Cuccio	- Yes
	Mrs. Muller - Yes	Mr. Erdmann	- Yes
	Mr. Hanisch - Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

H. POLICY COMMITTEE

Motion by Mrs. Van Houwe, seconded by Mrs. Cammarano, 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

Roll call vote: Mrs. Cammarano - Yes Mr. Cuccio - Yes
 Mrs. Muller - Yes Mr. Erdmann - Yes
 Mr. Hanisch - Yes Mrs. Van Houwe - Yes

All in favor. Motion carried.

I. BUILDING NEEDS

Motion by Mrs. Cammarano, seconded by Mrs. Muller, 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.

Roll call vote: Mrs. Cammarano - Yes Mr. Cuccio - Yes
 Mrs. Muller - Yes Mr. Erdmann - Yes
 Mr. Hanisch - Yes Mrs. Van Houwe - Yes

All in favor. Motion carried.

J. AUXILIARY SERVICES COMMITTEE

Motion by Mrs. Cammarano, seconded by Mrs. Muller, 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, 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.

Roll call vote:	Mrs. Cammarano - Yes	Mr. Cuccio - Yes
	Mrs. Muller - Yes	Mr. Erdmann - Yes
	Mr. Hanisch - Yes	Mrs. Van Houwe - Yes

All in favor. Motion carried.

K. COMMITTEE REPORTS - None

L. CORRESPONDENCE- None

M. OLD BUSINESS - None

N. NEW BUSINESS - None

O. COMMENTS FROM THE AUDIENCE - None

P. BOARD MEMBER COMMENTS – Mrs. Muller thanked Mrs. Robinson for her service to the district.

Q. CONFIDENTIAL SESSION

Motion by Mrs. Muller, seconded by Mrs. Cammarano, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 21st day of July, 2003 at 8:08 PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (7) and (8) to discuss negotiations, attorney-client, and personnel. Action will not be taken.
2. The matters discussed or determined in closed session will be disclosed to the public at the earliest possible date.
3. This resolution shall take effect immediately.

Motion carried.

R. ADJOURN

Motion by Mrs. Muller, seconded by Mrs. Cammarano, that the meeting adjourn at 8:20 PM.

Respectfully submitted,

Alice Robinson
Board Secretary