

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, January 16, 2017 6:30 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

A. _____, called the meeting to order at _____ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

DAILY RECORD and posted on the
Jefferson Township Board of Education website (www.Jefftwp.org);

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

B. Pledge of Allegiance.

C. **ROLL CALL:**

Present

Absent

Mr. Cuccio

Mrs. Gould

Mr. Millar

Mrs. Senatore

Mr. Smith

Mr. Stewart

Mrs. Wildermuth

Mrs. Poulas, Vice President

Mrs. Van Ness, President

Miss Alyssa Feldmann, *Student Representative*

Miss Samantha Novak, *Student Representative*

D. **CLOSED SESSION**

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of January, 2017 at _____ 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 (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at _____ PM.

E. **SUPERINTENDENT'S REPORT**

- Good News and Progress in Our Schools

F. PRESENTATIONS

- Mrs. Jeanne Howe, Assistant Superintendent - Electronic Violence and Vandalism Report, Period One SY17

G. COMMENTS FROM THE AUDIENCE (on agenda action items only, if applicable)

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for thirty minutes or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to three minutes' duration;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer;
6. The presiding officer may:
 - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b) Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

H. STUDENT REPRESENTATIVES**I. COMMITTEE REPORTS****J. MINUTES OF MEETINGS**

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

December 19, 2016 Regular Meeting Minutes December 19, 2016 Executive Session Minutes
 January 5, 2017 Annual Reorganization Meeting Minutes
 January 5, 2017 Special Meeting Minutes

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.11, as described below:

- K.1** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of November 30, 2016, 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 over-expended in violation of N.J.A.C. 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.
- K.2** Motion to approve the **purchase order** list dated December 2016 in the amount of \$ **140,294.97**.
- K.3** Motion to approve the **check journal** as of December 2016 in the amount of \$ **4,565,750.57**.

Fund	Amount
General Fund (10)	\$ 12,182.00
General Current Expense (11)	\$ 4,542,592.87
Special Revenue Funds (20)	\$ 10,975.70
Total	\$ 4,565,750.57

- K.4** Motion to approve the **vendors bills list** for release on January 17, 2017, in the amount of **\$991,219.60**.
- K.5** Motion to approve the funds **transfers** in the 2016-2017 Fiscal Year, dated December 2016 in the amount of **\$65,638.19**.
- K.6** Motion that the Board of Education approve the **certification(s)** by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of December 31, 2016, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).
- K.7** Motion to authorize the School Business Administrator to seek Department of Education approval for a transfer in the amount of \$24,098, which exceeds more than 10% of the original budgeted amount, to the Charter School Account from the Private School Tuition account. This is necessitated due to enrollment adjustments.
- K.8** Motion to approve professional appointment of **CHA Design/Construction Solutions** to conduct engineering for Energy Savings Initiative Project (ESIP) for the district, *(subject to attorney review)*.
- K.9** Motion to accept the following **donation** from Fischer Unitech, LLC, awarded to the Jefferson Township High School Student Activity Account to be used to purchase a milling machine for Robotics, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Milling machine	\$ 2,000.00

- K.10** Motion to designate the source of funding for the following individuals as funded from the **FY2017 Title IA grant**:

Name	Location	Position	Grant Share	FICA/TPAF/Benefits
Tanya Senney	Arthur Stanlick	Homework Club	\$ 1,320	\$ 343.00
Kristen Smith	Arthur Stanlick	Homework Club	\$ 1,320	\$ 343.00
Title IA Total			\$ 3,326	

- K.11** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

WHEREAS, The employees listed in Attachment A, are attending the named professional development seminar at such identified venues, and

WHEREAS, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it further

RESOLVED, That the expense is justified and therefore reimbursable *(Appendix A)*.

L. PERSONNEL 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 take action on personnel matters, as listed below; and appoint and submit to the Executive 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).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Coriann Grunstra* 11-120-100-101-00	Appoint	Elementary Teacher - LTS		\$245.73/day	White Rock	1/30/17	6/30/17	Replacing MG
Kimberly S. Moss 11-240-100-101-00	Adjusted Start Date	Teacher of ESL 10-30-30-aju	MA+15 Step 12	\$60,103	Briggs	1/11/17	6/30/17	
Amelie Alizon	Resignation	Teacher of French 10-70-70/bid			JTMS	6/30/17	7/1/17	
LM	Medical Leave	10-70-70/aoi			JTMS	12/16/16	1/22/17	Utilizing 19 personal illness days
NS	Medical Leave	10-70-70/adh			JTMS	2/28/17	3/11/17	Utilizing 9 personal illness days
RR	Medical Leave	10-10-10/aid			Stanlick	4/24/17	6/22/17	Utilizing 38 personal illness days and 4 family illness days
RR	Family Leave	10-10-10/aid			Stanlick	9/1/17	11/18/17	LOA Unpaid
SS	Medical Leave	10-70-70/aai			JTMS	3/27/17	6/32/17	Utilizing 32 personal illness days and 25 unpaid days
SS	Family Leave	10-70-70/aai			JTMS	9/1/17	6/30/18	LOA Unpaid

*Requires Mentoring

**14/15 salary guide until such time as negotiations have been completed

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Dana Procida 11-000-217-106-00	Appoint	Special Education Aide 09-40-40/bwn	Step 1	\$19.65/hr.	Milton	1/9/17	6/30/17	Replacing P. Roccisano 3.5 hrs./day; every other Friday off
Patricia Milford 11-000-217-106-00	Appoint	Special Education Aide 09-70-70/bwp	Step 4	\$20.57/hr.	JTMS	1/12/17	4/7/17	Not to exceed 13 hours (1 hr./day) for Stage Crew on 1/12, 1/19, 1/26, 2/2, 2/9, 2/16, 2/23, 3/2, 3/9, 3/16, 3/23, 3/30, 4/6/17
Hannah Storbeck 11-000-217-106-00	Appoint	Special Education Aide 09-70-70/bzr	Step 2	\$19.95/hr.	JTMS	1/12/17	4/23/17	Not to exceed 27 hours for Musical Props and Art Crew on 1/12, 1/19, 1/26, 2/2, 2/9, 2/16, 2/23, 3/2, 3/9, 3/16, 3/23, 3/30, 4/6, 4/20, 4/21, 4/22/17
Noreen Teklits 11-000-217-106-00	Account Code Change	Special Education Aide 09-30-30-/bzp			Briggs	1/9/17	6/30/17	Replacing L. Shnyder
Linda Shnyder 11-000-217-106-00	Transfer	Special Education Aide 09-60-60/bcj			White Rock	1/9/17	6/30/17	Replacing R. Curcio
Robin Vance 11-214-100-106-00	Transfer	Special Education Aide 09-10-10/bwk			Stanlick	1/3/17	6/30/17	
Pamela Roccisano	Resignation	Special Education Aide 09-40-40/bwn			Milton	1/20/17	1/21/17	
Linda Shnyder	Resignation	Special Education Aide 10-60-60/bcj			White Rock	1/27/17	1/28/17	
CC	Family Leave	09-10-10/bdc			Stanlick	1/12/17	2/25/17	Utilizing 31 unpaid days
SM	Medical Leave	09-40-40/bbk			Milton	1/3/17	2/1/17	Utilizing 18 personal illness days
JN	Medical Leave	10-90-90/bfd			Transportation	12/6/16	1/2/17	Utilizing 11 personal illness days
NT	Family Leave	09-30-30/bng			Briggs	11/28/16	12/6/16	Utilizing 6 unpaid days
MZ	Adjusted Medical Leave	09-60-60/bbn			JTMS	9/13/16	2/4/17	Utilizing 70 personal illness days and 21 unpaid days

**14/15 salary guide until such time as negotiations have been completed

D. SUBSTITUTES/OTHER								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Mary Anzano	Appoint	Substitute Teacher		\$90/diem	District	1/4/17	6/30/17	
Lukas Cannarozzi	Appoint	Substitute Teacher		\$90/diem	District	1/17/17	6/30/17	
Alex Palmiere	Appoint	Substitute Teacher		\$90/diem	District	1/17/17	6/30/17	
Pamela Roccisano	Appoint	Substitute Teacher		\$90/diem	District	1/12/17	6/30/17	
Jordan Rossi	Appoint	Substitute Teacher		\$90/diem	District	1/17/17	6/30/17	
Betsy Kuntz	Appoint	Substitute Aide		\$15/hr.	District	1/11/17	6/30/17	
Lauren Monaco	Appoint	Substitute Aide		\$15/hr.	District	1/5/17	6/30/17	
Pamela Roccisano	Appoint	Substitute Aide		\$15/hr.	District	1/12/17	6/30/17	
Linda Shnyder	Appoint	Substitute Aide		\$15/hr.	District	1/17/17	6/30/17	

E. 2016-17 SCHOOL YEAR COACHING STAFF

SPRING								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Sara Voorhees	Appoint	Assistant Volleyball/Boys	N/A	N/A	JTHS	1/1/17	6/30/17	Volunteer

**14/15 salary guide until such time as negotiations have been completed

F. CURRICULUM WRITING

11-000-221-104-20

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Maximum Hours
Melissa Kwiecinski	Appoint	Personal Finance	\$37.14/hr.	JTHS	1/17/17	6/30/17	20 hours
Melissa Kwiecinski	Appoint	Basic Coding and Web Design	\$37.14/hr.	JTHS	1/17/17	6/30/17	20 hours
Thomas Kendall	Rescind	Personal Finance	\$37.14/hr.	JTHS	7/1/16	6/30/17	20 hours
Thomas Kendall	Rescind	Basic Coding and Web Design	\$37.14/hr.	JTHS	7/1/16	6/30/17	20 hours

G. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Tanya Senney	Appoint	Homework Club		\$1,320	Stanlick	1/1/17	6/30/17	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Kristen Smith	Appoint	Homework Club		\$1,320	Stanlick	1/1/17	6/30/17	Title I funded Two 1 hour sessions/week Not to exceed 20 sessions
Joyce Hulbert	Appoint	DECA Advisor	3	\$2,295	JTHS	1/1/17	6/30/17	
Matthew Barone	Rescind	DECA Co-Advisor (1 of 2)	3	\$1,147.50	JTHS	9/1/16	6/30/17	
Joyce Hulbert	Rescind	DECA Co-Advisor (2 of 2)	3	\$1,147.50	JTHS	9/1/16	6/30/17	

H. MENTORING - 2015-2016 School Year

Novice Teacher	Mentoring Teacher	School Assignment	Mentoring Fee
Judy Nagy-Kiss	Dolores Bennett	Briggs	\$82.50 – Owed 6 week of mentoring from 2015/2016 school year

I. STOKES TRIP 11-401-100-101-00

Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Rachel Harris	Appoint	Stokes Chaperone	\$125.00	JTMS	2/23/17	2/24/17	1 night

L.2 Motion to approve the following job descriptions:

- Hall Monitor
- Network Administrator
- School Psychologist
- School Social Worker
- Technology Coordinator

L.3 Motion to approve the Fall 2016 Course Reimbursements for Administrators as indicated below:

Name	College	Class	Approval	Credits	Amount
Vickki Nadler	St. Peters University	Curriculum Development	1	3	\$1947.00
Vickki Nadler	St. Peters University	Organizational Behavior and Leadership	2	3	\$1947.00

L.4 Motion to approve the Fall 2016 Course Reimbursements for Supervisors as indicated below:

Name	College	Class	Approval	Credits	Amount
Jennifer Wnuk	Montclair State University	Quantitative Methods for Educational Research	1	3	\$1416.66
Jennifer Wnuk	Montclair State University	Research in Teacher Education	2	3	\$1416.66

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.7, as described below:

M.1 Motion to **rescind student placement** for the **2016-2017** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/11-2	South Bergen Jointure Commission	\$35,688	12/12/16

M.2 Motion to **approve student placement** for the **2016-2017** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/11-3	Northern Hills Academy	\$37,025	12/21/16-6/30/17
M/6-1	Windsor Learning Center	\$30,500	1/12/17-6/30/17

M.3 Motion to approve the following **overnight trips**:

School/Group/Activity	Location	Dates
JTMS, Grade 7 Gold Team	New Jersey School of Conservation at Stokes State Forest, Branchville, NJ	Rescheduled for February 23 - 24, 2017 (Original dates: December 15-16, 2016)

M.4 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) December 19, 2016 through January 16, 2017.

RESOLVED, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from December 19, 2016 through January 16, 2017, as summarized below:

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0
Stanlick	0	0	0
Milton	0	0	0
Cozy Lake	0	0	0
White Rock	0	0	0
JTMS	2	0	0
JTHS	3	0	0

BE IT FURTHER RESOLVED, that the Jefferson Township Board of Education approves the remedial and disciplinary action taken by the building principals.

M.5 Motion to recognize **Emergency school bus evacuation drills** of November 22, 2016.

PG Chambers School November 22, 2016	
Route #	Observed By
V4	D. Fresco

M.6 Motion to approve the **2016 Elementary and Secondary Education Act (ESEA) Accountability Action Plan**.

M.7 Motion to approve the **2017-2018 School Year Calendars**.

Enrollment as of 12/23/16:

	Dec 2015	Dec 2016
Milton	139	138
Cozy Lake	205	188
Arthur Stanlick	346	323
E.T. Briggs	286	291
White Rock	385	360
Total Elementary	1,361	1,300
JTMS	772	773
JTHS	1,018	999
GRAND TOTAL	3,151	3,072
Tuition students received	4	4
Out-of-district placement	36	34

N. POLICY COMMITTEE

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

N.1 Motion to approve the Second Reading of the following *(copy available for review)*

File Code	Title	Action
4283.1p	Electronic Communication Between Coaches/Advisors And Students	New
8454p	Management of Pediculosis	Revised
6470p	Payment of Claims	Revised
6470r	Payment of Claims	Revised

O. COMMUNICATIONS

P. OLD BUSINESS

Q. NEW BUSINESS

**RESOLUTION PROCLAIMING JANUARY 2017 AS
SCHOOL BOARD MEMBER RECOGNITION MONTH**

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Jefferson Township Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Jefferson Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments;

NOW, THEREFORE, BE IT RESOLVED, That the Jefferson Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2017 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, That the Jefferson Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

R. PUBLIC COMMENTS

- Please refer to Section G “Public participation shall be governed by the following rules (Per District Policy #0167)”

S. BOARD MEMBER COMMENTS

T. ADJOURN

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Transportation	Travel/ Miles	Lodging per day (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expense (not including parking/ tolls/miscellaneous fees)
Alkon, Kayla	5/21-5/23	Long Branch, NJ	New Jersey Association of College Admissions Counseling	\$ 225.00	Own	-	-	-	-	-	\$ 225.00
Downes, Antoinette	2/28	West Orange, NJ	Accelerating the Learning of Students with Special Needs - Increasing Motivation, Mindset and Gift	\$ 245.00	Own	50	-	-	-	-	\$ 245.00
Gloede, Jenna	2/27-2/28	Atlantic City, NJ	2017 Conference for NJ Kindergarten Teachers	\$ 415.00	Own	300	-	-	-	-	\$ 415.00
Hack, Linda	3/2	Hackensack, NJ	Train the Trainers – Guided Reading	\$ 150.00	Own	43	-	-	-	-	\$ 150.00
Kulick, Lauren	4/5-4/8	Atlantic City, NJ	2017 Biennial Eastern Division conference	\$ 180.00	Own	300	-	-	-	-	\$ 180.00
Plotts, Timothy	3/23-4/3	Various Locations in China	Educational Fairs for Recruitment Purposes	\$ N/A	-	-	-	-	-	-	\$ -
Sica, Derek	3/6	West Orange, NJ	101 Best Strategies to Enhance our World Language Instruction – Grades 4-12	\$ 245.00	Own	28	-	-	-	-	\$ 245.00
Wilson, Shannon	3/30-3/31	Atlantic City, NJ	Annual New Jersey Pupil Transportation Conference and Equipment Show	\$ 325.00	Own	300	\$80.00	1	-	-	\$ 405.00

All Meals are prorated 75% on travel days