

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Monday, November 13, 2017 6:30 PM (Closed Session) – 7:30 PM (Regular Session)**

**Jefferson Township High School Media Center**

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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. Martorelli	_____	_____
Mr. Millar	_____	_____
Mrs. Senatore	_____	_____
Mr. Stewart	_____	_____
Mrs. Wildermuth	_____	_____
Mrs. Poulas, Vice President	_____	_____
Mrs. Van Ness, President	_____	_____
Lyndsi Cortese, <i>Student Representative</i>	_____	_____
Delia Leka, <i>Student Representative</i>	_____	_____

**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 13<sup>th</sup> day of November, 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**

- 2016-2017 Audit Presentation and Review - Mr. Ray Sarinelli, Nisivoccia LLP

**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:

October 9, 2017 Regular Meeting Minutes

October 9, 2017 Executive Session 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.16, as described below:

**K.1** Motion to approve and adopt the July 1, 2016 through June 30, 2017 **Comprehensive Annual Financial Report**, which contains no audit recommendations. *(copy available for review)*

**K.2** Motion to approve the **purchase order** list dated October 2017 in the amount of **\$1,160,644.05**.

**K.3** Motion to approve the **check journal** as of September 2017 in the amount of **\$3,581,395.48**.

Fund	Amount
General (10/11)	\$ 3,504,120.20
Capital Outlay (12)	\$ 32,606.20
Special Revenue Funds (20)	\$ 44,669.08
<b>Total</b>	<b>\$ 3,581,395.48</b>

**K.4** Motion to approve the **check journal** as of October 2017 in the amount of **\$6,191,276.99**.

Fund	Amount
General (10/11)	\$ 6,078,120.84
Capital Outlay (12)	\$ 12,271.53
Special Revenue Funds (20)	\$ 100,884.62
<b>Total</b>	<b>\$ 6,191,276.99</b>

- K.5** Motion to approve the **vendors' bills list** for release on November 14, 2017, in the amount of **\$1,112,574.88**
- K.6** Motion to approve the funds **transfers** in the 2017-2018 Fiscal Year, dated September 2017 in the amount of **\$25,723,460.01**. Of the total monies transferred, **\$25,425,336.60** was transferred to be in compliance with ESEA federal requirements to sort salaries by specific location.
- K.7** Motion to approve the funds **transfers** in the 2017-2018 Fiscal Year, dated October 2017 in the amount of **\$77,939.51**.
- K.8** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of August 31, 2017, 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.9** 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 September 30, 2017, 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.10** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of September 30, 2017, 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.11** Motion to accept the following **donation** from the **Jefferson Consolidated PTA** to use towards the purchase of a rock climbing wall at the Ellen T. Briggs Elementary School, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Rock Climbing Wall	\$ 2,611.45

- K.12** Motion to approve and accept the agreement between the Jefferson Township Board of Education and Sparta Township Board of Education to share services for coaching and transportation for a joint ice hockey team as per agreement. *(See attached)*
- K.13** Motion to adopt a Resolution to participate in the **Educational Data Services, Inc.** Cooperative Pricing System (Ed-Data) to purchase supplies and goods and services for the 2018-2019 school year from its authorized vendors. (Hosted via the Educational Services Commission of Morris County)
- K.14** Motion to authorize the administration to acquire a pole barn to be used as a shell (baseline) to serve as a base for staff and warehouse facility, not to exceed \$40,000. Labor and materials, which are an additional cost, to be allocated from existing district budget.
- K.15** Motion to approve resolution regarding Cost Reimbursement for Food Service Management Services

**WHEREAS**, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch Program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

**WHEREAS**, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

**WHEREAS**, the Jefferson Township Board of Education has engaged staff and the community year-after-year to provide a local food service program that addresses and meets the needs of our children, and

**WHEREAS**, the Jefferson Township Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

**WHEREAS**, the Jefferson Township Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

**WHEREAS**, the Jefferson Township Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and, therefore, impact the participation of children in our breakfast and lunch program, and

**WHEREAS**, the Jefferson Township Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

**WHEREAS**, the Jefferson Township Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

**WHEREAS**, the Jefferson Township Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Township Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative, a “Fixed Price” procurement method, and

**BE IT FURTHER RESOLVED**, that copies of this resolution shall be forwarded to: New Jersey Association of School Business Officials, New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608), Local Legislators, NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, and NJ PTA.

**K.16** 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.5, 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
Susan Blanchard 11-140-100-101-290	Appoint	Health & Physical Education Teacher (LTS) 10-80-80/atk		\$200/diem	JTHS	10/23/17	12/2/17	Replacing M. Hall Over 20 days
Michael Competiello 11-130-100-101-290	Extended Appointment/ Adjusted Rate	Special Education Teacher (LTS) 10-70-70/aiy		\$200/diem	JTMS	10/3/17	11/18/17	Replacing RR Over 20 days
Darlene Kotteles 11-130-100-101-290	Extended Appointment/ Adjusted Rate	Special Education Teacher (LTS) 10-70-70/bxr		\$263.92/diem	JTMS	9/1/17	2/1/18	Replacing AL Over 60 days
Bethany Dixon	Appoint	Bedside Instruction School Psychologist 10-40-40/adc		\$42.45/hr.	District	10/26/17	6/30/18	
Anthony Porreca	Resignation				Milton	12/24/17	12/25/17	
AL	Adjusted Medical Leave	10-70-70/bxr			JTMS	10/2/17	2/8/18	Utilizing 37 personal illness 3 family illness, and 43 unpaid days
AG	Adjusted Medical Leave	10-70-70/axp			JTMS	9/1/17	6/21/18	Utilizing 16 personal illness days and 173 unpaid days
SM	Medical Leave	10-70-70/bhh			JTMS	11/21/17	1/15/18	Utilizing 31 personal illness days
SM	Intermittent Medical Leave	10-70-70/bhh			JTMS	1/16/18	6/30/18	Utilizing an undetermined number of sick days

\*Requires Mentoring

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Diane St. Clair 11-000-270-160-000	Appoint	Bus Driver 10-90-90/bfp	Step 1	\$22.41/hr.	Transportation	11/27/17	6/30/18	Replacing F. Watson
Kathleen Barry 11-000-217-106-004	Appoint	Special Education Aide 09-60-60/bbn	Step 1	\$21.04/hr.	Milton	11/15/17	6/30/18	3.5 hrs./day; no benefits New position
Kimberly Ferrara 11-213-100-106-006	Appoint	Special Education Aide 09-60-60/bbn	Step 1	\$21.04/hr.	White Rock	10/30/17	6/30/18	3.5 hrs./day; no benefits Replacing D. Spaan
Elizabeth Finkler 11-214-100-106-006	Appoint	Special Education Aide 09-60-60/bho	Step 1	\$21.04/hr.	White Rock	10/30/17	6/30/18	3.5 hrs./day; no benefits Replacing J. Ciampa
Debra Kalish 11-000-240-105-006	Appoint	Secretary/Group IV 12-60-62/afa	Step 3	\$47,380	White Rock	1/2/18	6/30/18	Replacing L. Curcio
Janice Krakowski 11-000-270-107-000	Appoint	Transportation Aide 09-90-90/bji	Step 1	\$20.68/hr.	Transportation	10/23/17	6/30/18	4.31 hrs./day; no benefits New position, not budgeted
Christopher LePore 11-000-261-100-000	Appoint	Maintenance Worker 12-80-82/akh	Step 10	\$59,508.80	Facilities	1/1/18	6/30/18	Replacing D. Slegona
Vincent Macaluso 11-000-262-100-260	Appoint	District Head Custodian 12-80-82/cbh		\$7,500	Facilities	11/13/17	6/30/18	
Patricia Milford 11-000-270-107-000	Appoint	Transportation Aide 09-70-70/bwb	Step 5	\$21.94/hr.	Transportation	9/6/17	10/7/17	Not to exceed 2.5 hrs./week
Robin Mutsavage 11-000-270-107-000	Appoint	Transportation Aide 09-30-30/bmd	Step 4	\$21.63/hr.	Transportation	10/16/17	10/21/17	Not to exceed 2.5 hrs./week
Susan Ryder 11-000-270-106-000	Appoint	Transportation Aide 09-30-30/bzi	Step 5	\$21.94/hr.	Transportation	10/16/17	10/21/17	Not to exceed 2.5 hrs./week
Susan Tack 11-000-270-107-000	Appoint	Transportation Aide 09-70-70/bzs	Step 5	\$21.94/hr.	Transportation	9/6/17	11/7/17	Not to exceed 2.5 hrs./week

Florence Watson 11-000-270-160-000	Appoint	Assistant Transportation Supervisor 08-90-92/bzy		\$55,000	Transportation	11/1/17	6/30/18	Replacing V. Sanchez
Joseph DiGennaro	Appoint	Technology Support	N/A	N/A	Technology	11/14/17	6/30/18	Volunteer
Amy Johnson 11-213-100-106-006	Transfer/Account Code Change	Special Education Aide 09-60-60/bok			White Rock	11/14/17	6/30/18	Replacing C. Tonnesen
Donna Marie Spaan 11-000-217-106-007	Transfer/Account Code Change	Special Education Aide 09-70-70/bjt			JTMS	10/31/17	6/30/18	Replacing A. Cassara
Patricia Young 11-000-217-106-007	Transfer/Account Code Change	Special Education Aide 09-70-70/bsp			JTMS	11/14/17	6/30/18	Replacing S. Porter
Anna Gould 11-204-100-106-008	Additional Hours	Special Education Aide 09-80-80/bve			JTHS	10/25/17	11/22/17	For Unified Track Meeting on 10/25 and 11/21. Not to exceed 2 hours.
Diana Hartman 11-204-100-106-005	Additional Hours	Special Education Aide 09-50-50/bah			Cozy Lake	11/8/17	2/1/18	Additional 2 hours per day for behavior plan implementation.
Susan McCarthy 11-000-217-106-007	Additional Hours	Special Education Aide 09-60-60/bbm			JTMS	10/27/17	10/28/17	For 6 <sup>th</sup> Grade Dance on 10/27/17 Not to exceed 2 hours
Virginia Paccioretti 11-201-100-106-008	Additional Hours	Special Education Aide 09-80-80/bzu			JTMS	10/25/17	12/8/17	For field trips on 10/25/17, 11/28/17 and 12/7/17. Not to exceed 1 hour per day
Laura Ryan 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bov			JTMS	11/14/17	2/13/18	For Winter Open Gym on 11/14, 11/16, 11/28, 11/30, 12/5, 12/11, 12/14, 12/19, 12/21/17, 1/4, 1/9, 1/11, 1/25, 1/29, 2/5, and 2/12/18 Not to exceed 16 hours
Vanessa Sanchez 11-000-270-160-000	Adjusted Start Date	Transportation Supervisor 08-90-92/bfz			Transportation	11/1/17	6/30/18	
Shannon Wilson	Adjusted End Date	Transportation Supervisor 08-90-92/bfz			District	10/31/17	11/1/17	
William Wilson 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bjr			JTMS	11/14/17	2/13/18	For Winter Open Gym/Red Cross on 11/14, 11/16, 11/28, 11/30, 12/5, 12/11, 12/14, 12/19, 12/21/17, 1/4, 1/9, 1/11, 1/25, 1/29, 2/5, 2/12, 3/22 and 5/15/18 Not to exceed 16 hours
Linda Curcio	Retirement	Secretary/Group IV 12-60-62/afa			White Rock	12/31/17	1/1/18	Retiring after 14.5 years of service
Alyssa Hausmann	Resignation	Special Education Aide 09-70-70/bds			JTMS	10/27/17	10/28/17	
Debra Kalish	Resignation	Secretary/Group III (PT) 12-60-62/bya			White Rock	1/1/18	1/2/18	To accept another position in district
Christopher LePore	Resignation	Custodian 12-10-12/baj			Briggs	12/31/17	1/1/18	To accept another position in district
Rebecca Larssen	Retirement	Bus Driver 10-90-90/bfa			Transportation	8/31/18	9/1/18	Retiring after 19 years of service
Susanne Porter	Retirement	Special Education Aide 09-70-70/bsp			JTMS	11/15/17	11/16/17	Retiring after 14.5 years of service
Florence Watson	Resignation	Bus Driver 10-90-90/bfp			Transportation	10/31/17	11/1/17	To accept another position in district
JB	Medical Leave	12-30-32/aks			Briggs	10/9/17	12/7/17	Utilizing 41.75 personal illness days
PK	Medical Leave	09-10-10/bcy			Stanlick	11/15/17	2/15/18	Utilizing 58 personal illness days
BS	Medical Leave	10-90-90/bfi			Transportation	10/16/17	10/28/17	Utilizing 10 personal illness days
DF	Medical Leave	12-80-82/akf			Facilities	11/20/17	12/31/17	Utilizing 25 personal illness days

**D. SUBSTITUTES/OTHER**

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jill Brown	Appoint	Substitute Teacher		\$90/diem	District	11/14/17	6/30/18	
Jeralyn Dalling	Appoint	Substitute Teacher		\$90/diem	District	10/19/17	6/30/18	
Carolyn DelMasto	Appoint	Substitute Teacher		\$90/diem	District	11/2/17	6/30/18	
Enrique Evrard	Appoint	Substitute Teacher		\$90/diem	District	11/2/17	6/30/18	
Elizabeth Finkler	Appoint	Substitute Teacher		\$90/diem	District	10/30/17	6/30/18	
Matthew Grieves	Appoint	Substitute Teacher		\$90/diem	District	11/14/17	6/30/18	
Jordan Jansen	Appoint	Substitute Teacher		\$90/diem	District	11/14/17	6/30/18	
Catherine Lehner	Appoint	Substitute Teacher		\$90/diem	District	11/14/17	6/30/18	
Jennifer Sannazzaro	Appoint	Substitute Teacher		\$90/diem	District	10/25/17	6/30/18	
Jeralyn Dalling	Appoint	Substitute Aide		\$90/diem	District	10/19/17	6/30/18	
Carolyn DelMasto	Appoint	Substitute Aide		\$15/hr.	District	11/2/17	6/30/18	
Kimberly Ferrara	Appoint	Substitute Aide		\$15/hr.	District	11/6/17	6/30/18	

Elizabeth Finkler	Appoint	Substitute Aide		\$15/hr.	District	10/30/17	6/30/18	
Matthew Grieves	Appoint	Substitute Aide		\$15/hr.	District	11/14/17	6/30/18	
Lisa Kasica	Appoint	Substitute Aide		\$15/hr.	District	10/16/17	6/30/18	
Linda Ortega	Appoint	Substitute Aide		\$15/hr.	District	10/20/17	6/30/18	
Geraldine Pellitteri	Appoint	Substitute Aide		\$15/hr.	District	11/6/17	6/30/18	
Jennifer Sannazzaro	Appoint	Substitute Aide		\$15/hr.	District	10/25/17	6/30/18	
William Wilson	Appoint	Substitute Aide		\$15/hr.	District	10/16/17	6/30/18	
Kaitlyn Gill	Appoint	Substitute Nurse		\$200/diem	District	11/14/17	6/30/18	Pending Certification
Paula Kelly	Appoint	Substitute Nurse		\$200/diem	District	11/14/17	6/30/18	
Carlos Lopez	Appoint	Substitute Custodian		\$18/hr.	District	10/23/17	6/30/18	
James Wildermuth	Appoint	Substitute Custodian		\$18/hr.	District	10/17/17	6/30/18	
Denis Zaimaj	Appoint	Substitute Custodian		\$18/hr.	District	10/31/17	6/30/18	

**F. 2017-17 SCHOOL YEAR COACHING STAFF**

<b>WINTER</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brendan Donegan*	Appoint	Assistant Indoor Track	3	\$4,876.57	JTHS	11/14/17	6/30/18	
Brian Franks*	Rescind	Assistant Indoor Track	1	\$3,755.05	JTHS	7/1/17	6/30/18	

<b>SPRING</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kevin Silverstein	Appoint	Assistant Baseball	1	\$3,755.05	JTHS	11/14/17	6/30/18	

\*Out of district coach

<b>G. EXTRA DUTY PAY</b>								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jessica Brennan	Appoint	Co -Homework Club 1 of 2 (1 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Andrea DeGraaf	Appoint	Homework Club, 1 of 4		\$1320.00	Stanlick	11/1/17	6/30/18	
Cathy Duda	Appoint	Co - Homework Club 1 of 2 (2 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Priscilla Gelinis	Appoint	Co-Homework Club 1 of 2 (3 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Paula Langner	Appoint	Homework Club, 2 of 4		\$1320.00	Stanlick	11/1/17	6/30/18	
Beverly Mallatratt	Appoint	Homework Club, 3 of 4		\$1320.00	Stanlick	11/1/17	6/30/18	
Colleen Megna	Appoint	Co-Homework Club 2 of 2 (1 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Brianna Reggiani	Appoint	Co-Homework Club 2 of 2 (2 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Tanya Senney	Appoint	Homework Club, 4 of 4		\$1320.00	Stanlick	11/1/17	6/30/18	
Nicole Tomo	Appoint	Co-Homework Club 2 of 2 (3 of 3)		\$440.00	Briggs	11/1/17	6/30/18	
Sara Vorhees	Appoint	Spring Musical: Choreographer	Level 2	\$1,279	JTHS	11/1/17	6/30/18	
Rolf Warncke	Appoint	Drone Racing Club	Level 1	\$646.00	JTHS	11/1/17	6/30/18	

**H. STUDENT INTERN/TEACHER**

Name	School	Program	Subject	Location	Date Effective	Date Termi	Discussion
Robert Keuhlen	William Paterson University	Student Teacher	Elementary Education	White Rock School	1/18/18	5/3/18	
Gabrielle Kruzik	William Paterson University	Student Teacher	Physical Education/Health, K-6	Milton and Cozy Lake Schools	1/18/18	5/3/18	
Jeannie Mercado	William Paterson University	Student Teacher	Elementary Education	Stanlick School	1/18/18	5/3/18	
Kathleen Meyerhoff	William Paterson University	Student Teacher	Elementary Education	Cozy Lake School	1/18/18	5/3/18	

**I. Stokes Trip 11-401-100-101-000**

Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Kimberly Bassolino	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Jennifer Foley	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Jane Guglielmello	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Tammy Gunderson	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Robert D. Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	11/20/17	11/21/17	1 night
Joanna Reiss	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Oksana Rusynko	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Patricia Szuskowski	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Katherine Vera-Mena	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Victoria Wermert	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Kenneth Westberg	Appoint	Stokes Chaperone	\$125.00	JTMS	11/20/17	11/21/17	1 night
Sherry Cella	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Christine Couser	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Kathleen D'Ambrosio	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Robert D. Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	11/29/17	11/30/17	1 night
Megan Madison	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Oksana Rusynko	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Patricia Szuskowski	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night

Kelly Tarsitano	Appoint	Stokes Chaperone	\$125.00	JTMS	11/29/17	11/30/17	1 night
Dustin Cardoza	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Pamela Graham	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Robert D. Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	12/14/17	12/15/17	1 night
Theresa Koontz	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Christina LaMonica	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Claude Larson	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Colleen Meade	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Sean Quinn	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Joanna Reiss	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Oksana Rusynko	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night
Jaclyn Sabella	Appoint	Stokes Chaperone	\$125.00	JTMS	12/14/17	12/15/17	1 night

**L.2** Motion to approve the following job descriptions:

- Director of Athletics
- District Head Custodian
- School Nurse

**L.3** Motion to approve Advanced Salary Placements retroactive to September 1, 2017 as indicated below:

Name	From	Present Salary	To	New Salary
Afflerbach, Kristen	MA+15/07	\$58,044	MA+30/07	\$59,094
Arias, Anne	MA+30/11	\$68,478	MA+45/11	\$70,596
Beshlian, Amanda	BA/06	\$54,999	BA+15/06	\$56,014
Bruggeman, Joanna	MA+15/14	\$68,579	MA+30/14	\$74,581
Correia, Karen	MA+30/21	\$96,048	MA+45/21	\$100,311
D'Ambrosio, Kathleen	MA+15/19	\$80,553	MA+30/19	\$86,858
Dunbar, Maria	MA+30/10	\$65,427	MA+45/10	\$67,410
Eastman, Christopher	MA+30/11	\$68,478	MA+45/11	\$70,596
Farris, Kasey	MA/17	\$70,905	MA+15/17	\$72,783
Gage, Travis	MA+30/10	\$65,427	MA+45/10	\$67,410
Grisi, Megan	MA+15/09	\$60,482	MA+30/09	\$62,580
Guagenti, Alyssa	MA+30/08	\$60,440	MA+45/08	\$62,314
Gugger, Daniel	MA+15/10	\$61,897	MA+30/10	\$65,427
Hartig, Tanya	MA+15/14	\$68,579	MA+30/14	\$74,581
Hough, Brian	MA/20	\$82,756	MA+30/20	\$91,048
Hulbert, Joyce	MA/09	\$59,237	MA+30/09	\$62,580
Kalish, Jason	MA/07	\$57,029	MA+30/07	\$59,094
Koenig, Rachel	BA+15/07	\$56,014	MA/07	\$57,029
LaMonica, Christina	BA/06	\$54,999	BA+15/06	\$56,014
Larena, Ashley	BA/03	\$53,384	MA/03	\$55,414
Levine, Matthew	MA+15/18	\$76,403	MA+30/18	\$82,563
Madison, Megan	BA+15/04	\$54,999	MA/04	\$56,014
Miceli, Sarah	BA+15/14	\$63,020	MA/14	\$66,980
Perna, Brianna	MA/05	\$56,014	MA+15/05	\$57,029
Rienzi, Julie	MA+15/10	\$61,897	MA+30/10	\$65,427
Russo, Christina	MA/07	\$57,029	MA+15/07	\$58,044
Ryan, Danielle	BA/13	\$60,418	BA+15/13	\$61,754
Sauer, Molly	BA+15/06	\$56,014	MA/06	\$57,029
Schwimer, Cara	BA/10	\$58,118	BA+15/10	\$59,216
Simler, Renee	MA+15/20	\$84,893	MA+45/20	\$95,236
Stettler, Amy	BA+15/08	\$57,040	MA+15/08	\$59,070
Szuskowski, Patricia	BA/15	\$61,548	BA+15/15	\$63,020
Thomson, Amy	MA+30/21	\$96,048	MA+45/21	\$100,311
Tiedemann, Robert	MA/14	\$66,980	MA+15/14	\$68,579
Van Dyke, Halei	BA/03	\$53,384	BA+15/03	\$54,399
Vicente-Mora, Jennifer	BA+15/09	\$58,066	MA/09	\$59,237
Weaver, Ann	MA/07	\$57,029	MA+15/07	\$58,044
Wildermuth, Nicole	BA/02	\$53,384	BA+15/02	\$54,399

**L.4** Motion to approve the Summer 2017 Course Reimbursements for **Supervisors** as indicated below:

Name	College	Class	Approval	Credits	Amount
Daniel Papa	Drew University	A Splendid Little War	SU1	3	\$1,416.66
Daniel Papa	Drew University	The Great Visionaries	SU2	3	\$1,416.66



**L.5** Motion to enter into agreement with the Delta-T Group to provide ABA Paraprofessional Substitutes from November 13, 2017 through June 30, 2018 at a rate of \$20.00 per hour.

**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 approve **tuition students received** for the **2017-2018** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/8-0	Plainfield School District	\$15,572	9/1/17-6/30/18
F/9-5	Plainfield School District	\$13,993	9/1/17-6/30/18
F/12-6	Plainfield School District	\$17,014	9/1/17-6/30/18
F/14-6	Plainfield School District	\$25,861	9/1/17-6/30/18
F/16-6	Plainfield School District	\$16,970	9/1/17-6/30/18

**M.2** Motion to Approve Revisions to Curricula:

- AP Microeconomics and AP Macroeconomics combined into one full year course called AP Economics
- Digital Photography 1 changed to Digital Visual Media 1
- Digital Photography 2 changed to Digital Visual Media 2
- Pathways to Business to add grade level 11
- Personal Finance to add grade levels 11 and 12
- Sports and Entertainment Marketing to add grade level 10
- Business and Personal Law Honors (CLEP) to add grade level 10
- Economics CP to add grade level 10
- Accounting 1 to add grade level 9
- Accounting 2 Honors (CLEP) to add grade level 10
- Marketing 1 to add grade level 9
- Marketing 2 Honors (CLEP) to add grade level 10
- Engineering 1 to add grade 9
- Architecture 1 to add grade 9
- Architecture 2 to add grade 10
- CAD 1 to add grade 9

**M.3** Approval of completed curricula, aligned to 2017 NJSLS:

- ELA, Grades K-5 (Units 4 & 5)

**M.4** Motion to approve the following **Day Field Trips**:

School/Group/Activity	Location	Dates
JTHS, Journalism Field Trip	Metlife Stadium, East Rutherford, NJ	November 29, 2017
Briggs School, Field Trip, Grade 2, Steam/STEM Adventures	Morristown Unitarian Fellowship, Morristown, NJ	December 8, 2017 (rain date: 12/15/17)
Cozy Lake School, Field Trip, Grade 2, Steam/STEM Adventures	Morristown Unitarian Fellowship, Morristown, NJ	December 8, 2017 (rain date: 12/15/17)
JTHS, Band, Skylands Christmas Village	Skylands Park, Augusta, NJ	December 16, 2017
JTHS, DECA, Regional Competition	Ramapo College, Mahwah, NJ	January 3, 2018
JTHS, Field Trip, Gr. 11 English	Broadway Musical, "Waitress" at the Brooks Atkinson Theatre, New York, NY	March 14, 2018
Cozy Lake School, Field Trip, Grade 2	Waterloo Village, Stanhope, NJ	April 27, 2018
JTHS, REBEL, Outreach Field Trip	Cozy Lake School	May 16, 2018 (rain date: 5/23/18)
JTHS, REBEL Outreach Field Trip	Milton School	May 18, 2018 (rain date: 6/1/18)

**M.5 Motion to approve the following Overnight Field Trips:**

School/Group/Activity	Location	Dates
JTMS, Field Trip, 7 White Team	New Jersey School of Conservation at Stokes State Forest, Branchville, NJ	November 30 – December 1, 2017
JTMS, Field Trip, 7 Blue Team	New Jersey School of Conservation at Stokes State Forest, Branchville, NJ	December 14 – 15, 2017
JTHS, Ski Club, Slalom Ski Training & Racing Competition	Whiteface Mountain, Wilmington, NY	January 26-28, 2018
JTHS, DECA, State Competition	Harrah’s Resort, Atlantic City, NJ	February 27, 2018 – March 1, 2018
JTHS, Wrestling Team, State Championships	Atlantic City, NJ	March 1-4, 2018
JTHS, FBLA, State Competition	Harrah’s Resort, Atlantic City, NJ	March 6-8, 2018
JTMS, 8 <sup>th</sup> Grade Trip	Philadelphia, PA & Dorney Park, Allentown, PA	June 7-8, 2018

**M.6 Motion to approve Margaret Widgren as district Homeless Liaison and DCF Coordinator for SY18.**

**M.7 Motion to approve agreement with Worth Ave Group to provide parents/guardians with the option to purchase accidental damage protection for laptops that will be used to support our one to one laptop program.**

**M.8 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) October 9, 2017 through November 13, 2017.**

**RESOLVED**, that upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from October 9, 2017 through November 13, 2017, as summarized below:

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0
Stanlick	2	0	0
Milton	0	0	0
Cozy Lake	0	0	0
White Rock	0	0	0
JTMS	5	0	0
JTHS	5	2	0

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

**Enrollment as of 10/31/17:**

	October 2016	October 2017
Milton	156	156
Cozy Lake	186	187
Arthur Stanlick	324	307
E.T. Briggs	291	288
White Rock	359	331
<b>Total Elementary</b>	<b>1,316</b>	<b>1,269</b>
JTMS	1,001	1,000
JTHS	772	769
<b>GRAND TOTAL</b>	<b>3,089</b>	<b>3,038</b>
Tuition students received	4	6
Out-of-district placement	33	31

**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)***

<b>File Code</b>	<b>Title</b>	<b>Action</b>
9541P	Student Teachers/Interns	Revised
2700P	Services to Nonpublic School Students	Revised
7100P	Long Range Facilities Planning	Revised
7100R	7100 Long Range Facilities Planning	Revised
7101P	Educational Adequacy of Capital Projects	Revised
7101R	Educational Adequacy of Capital Projects	Revised
7102P	Site Selection and Acquisition	Revised
7102R	Site Selection and Acquisition	New
7130P	School Closing	Revised
7300P	Disposition of Property	Revised
7300.1R	Disposal of Instructional Property	Abolished
7300.2R	Disposal of Land	Revised
7300.3R	Disposition of Personal Property	Abolished
7300.4R	Disposition of Federal Property	Revised

**O. COMMUNICATIONS**

**P. OLD BUSINESS**

**Q. NEW BUSINESS**

**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**

## **SHARED SERVICES AGREEMENT FOR A JOINT ICE HOCKEY TEAM**

**THIS AGREEMENT** made this 13th day of November, 2017 (“Effective Date”), by and between the Jefferson Township Board of Education (hereinafter referred to as “Jefferson”), having offices located at 31 State Highway 181, Lake Hopatcong, New Jersey 07849 and the Sparta Township Board of Education (hereinafter referred to as “Sparta”), having offices located at 18 Mohawk Avenue, Sparta, New Jersey 07871;

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

**WHEREAS**, Jefferson and Sparta are both authorized to provide the services of coaching and transportation for a joint ice hockey team for their respective entities; and

**WHEREAS**, Jefferson and Sparta are of the opinion that the services of coaching and transportation for a joint ice hockey team can be more efficiently and economically provided to each party through a joint agreement for the subcontracting of such services (hereinafter referred to as “the Agreement”); and

**WHEREAS**, the parties are desirous of entering into a shared services agreement which would authorize the subcontracting of the services coaching and transportation for a joint ice hockey team by Jefferson and Sparta;

**NOW THEREFORE**, it is hereby agreed by and between the parties as follows:

1. Services to be Performed, Standards, and Scope of Performance

- A. Coaching: Sparta and Jefferson will each provide a head Coach who, together, will “co-coach”. Each district will pay their respective Coach the compensation as included in each district’s Collective Bargaining Agreement. The salary of the Assistant Coach will be split equally by both districts.
- B. Transportation: Sparta and Jefferson will alternate transportation, based on the schedule provided. Each district will pay their respective bus driver the compensation as included in each district’s Collective Bargaining Agreement.

2. Costs

In addition to coaching and transportation as described in section 1 above; the following additional costs will also be shared:

- a. League Dues, both Varsity and Junior Varsity
- b. Ice Facility Rental (to be offset by Booster Club Donations)
- c. Equipment
- d. Game Officials

3. Duration

- A. This Agreement shall commence as of the Effective Date and shall end on June 30, 2018. The parties shall determine whether or not they will renew this Agreement no later than June 30, 2018. Said renewal shall be in writing and approved by each party by formal resolution before becoming effective. This Agreement may be renewed by agreement of the parties for one (1) additional year on a yearly basis in accordance with the procedures set forth above.

- B. Either party may terminate this Agreement upon sixty (60) days written notice to the other party, or immediately if the other party (1) persistently or repeatedly refuses or fails to perform the services required under this Agreement; (2) disregards laws, ordinances, rules, regulations or orders of a public authority having jurisdiction; or (3) otherwise commits a breach of this Agreement.

4. Payment Procedures

At the conclusion of the sports season, Jefferson and Sparta will prepare an invoice of each district's respective costs. Whichever district has incurred the higher costs, will be reimbursed up to fifty (50) percent of total costs by the other within 30 days of invoicing, no later than June 30, 2018.

5. Indemnification and Insurance

- A. Jefferson assumes all liability for, and agrees to indemnify and hold Sparta and its agents, servants, employees, students, guests, licensees and invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Jefferson, its agents, servants or employees related to the performance of Jefferson's obligations under the terms of this Agreement. Jefferson shall not however, be responsible for any special, incidental or consequential damages.
- B. Sparta assumes all liability for, and agrees to indemnify and hold Jefferson and its agents, servants, employees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Sparta, its agents, servants or employees related to the performance of Sparta's obligations under the terms of this Agreement. Sparta shall not however, be responsible for any special, incidental or consequential damages.
- C. Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

6. Agency

Except as expressly provided herein, either party shall have no authority to act on behalf of nor bind the other party or to act as its general agent.

7. Confidentiality

To the extent applicable, the Parties shall comply with, and require that anyone providing the Services hereunder comply with, all applicable requirements of Local, County, State and Federal authorities, all applicable Local, County, State and Federal laws, rules, ordinances, regulations and codes and all Board of Education policies, now or hereafter in force and effect to the extent that they directly or indirectly bear upon the Services provided under the Agreement. The Parties and anyone providing the Services on behalf of the Parties shall, without limitation of the aforementioned, comply with: the privacy provisions of the Health Insurance Portability and Accountability Act (HIPAA); the confidentiality requirements of N.J.A.C. 6A:32-7.1 et seq., and the Family Education Rights Privacy Act;

8. Anti-Collusion

Each party warrants and represents that during the performance of services under this Agreement no goods or services being recommended to be procured from third party vendors shall be solicited, secured or procured directly or indirectly in a manner contrary to the laws of the State of New Jersey and that the federal, state and local laws and regulations will be adhered to including the prohibitions against paying or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Board of Education employee, officer or official.

9. Merger

This Agreement merges and supersedes all prior negotiations, representations and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

10. Modification

This Agreement may only be modified by an instrument in writing signed by both parties to the Agreement.

11. Waiver

No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement. Neither party may waive any of its rights or any obligations of the other party or any provision of this Agreement except by an instrument in writing signed by that party.

12. Severability

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

13. Governing Law

This Agreement shall be governed, construed and interpreted in accordance with the law of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Morris, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising therefrom. Each of the parties hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

14. Notice

All notices pertaining to the Agreement shall be in writing, and delivered in person or sent certified mail to the parties at the following address:

For Jefferson Township Board of Education:

Athletic Director  
c/o Jefferson Township Board of Education  
31 State Highway 181  
Lake Hopatcong, NJ 07849

For Sparta Township Board of Education:  
Athletic Director  
c/o Sparta Township Board of Education  
18 Mohawk Avenue  
Sparta, NJ 07871

15. Assignment

Neither party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other, and any such transfer or assignment or attempt thereat shall be null and void.

16. Section Headings

Section headings are for reference purposes only and shall not in any way affect the meaning or interpretation of any provision of this Agreement.

17. Counterparts

This Agreement may be executed in any number of counterparts, which, taken together, shall constitute but one instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective.

18. Public Inspection

A copy of this document shall be available for public inspection at the offices of both parties immediately after passage of a resolution to become a party to the Agreement in accordance with N.J.S.A 40A:65-5(b).

**IN WITNESS WHEREOF**, the parties have hereunto caused these presents to be signed by their proper corporate officers and caused their proper corporate seals to be hereunto affixed, the day and year first above written.

JEFFERSON TOWNSHIP BOARD OF  
EDUCATION

SPARTA TOWNSHP BOARD OF  
EDUCATION

By: \_\_\_\_\_  
Business Administrator/  
Board Secretary

By: \_\_\_\_\_  
Business Administrator/  
Board Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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)
Chirico, Marissa	2/15, 3/1 & 3/8	Ramsey, NJ	Sheltered English Instruction 3-Day Workshop	\$ 270.00	Own	60	-	-	-	-	\$ 270.00
Fleming, Robert	1/25-1/26	Atlantic City, NJ	Techspo '18	\$ 425.00	Own	300	\$ 117.74	1	\$ 64.00	1.5	\$ 638.74
Gherardi, Richard	1/25-1/26	Atlantic City, NJ	Techspo '18	\$ 425.00	Own	300	\$ 117.74	1	\$ 64.00	1.5	\$ 638.74
Ortense, Stacey	3/23	West Windsor, NJ	Building Connections: Creativity and Collaboration in Gifted Education; 27 <sup>th</sup> Annual NJAGC Conference	\$ 159.00	Own	162	-	-	-	-	\$ 159.00
Rebholz, Scott	11/15	Monroe, NJ	Legally Compliant IEP's	\$ 150.00	Own	134	-	-	-	-	\$ 150.00
Tierney, Patrick	1/25-1/26	Atlantic City, NJ	Techspo '18	\$ 425.00	Own	300	\$ 117.74	1	\$ 64.00	1.5	\$ 638.74
Wilson, Shannon	10/24-10/25	Atlantic City, NJ	NJSBA Workshop 17	-	Own	300	-	-	-	-	-
Zeno, Dora	2/7-2/11	Austin, TX	2018 ASBO Executive Leadership Forum	\$ 475.00	\$ 475.40	100	\$ 249.00	4	\$ 165.00	4.5	\$ 2,688.90

*All Meals are prorated 75% on travel days*