

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, March 12, 2018 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.Jefftp.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

Mrs. Gould	_____	_____
Mr. Martorelli	_____	_____
Mrs. Poulas	_____	_____
Mrs. Senatore	_____	_____
Mrs. Small	_____	_____
Mr. Stewart	_____	_____
Mrs. Wildermuth	_____	_____
Mr. Millar, <i>Vice President</i>	_____	_____
Mrs. Van Ness, <i>President</i>	_____	_____
Delia Leka, <i>Student Representative</i>	_____	_____
Cassie Tice, <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 12th day of March, 2018 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

- School Security Updates – Jeanne Howe, Assistant Superintendent

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:

February 12, 2018 Regular Meeting Minutes

February 12, 2018 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.6, as described below:

K.1 Motion to approve the **purchase order** list dated February 2018 in the amount of **\$206,866.34**.

K.2 Motion to approve the **check journal** as of February 2018 in the amount of **\$5,371,221.70**.

Fund	Amount
General Fund (10, 11)	\$ 5,288,291.40
Capital Outlay (12)	\$ 15,621.62
Special Revenue Funds (20)	\$ 67,308.68
Total	\$ 5,371,221.70

K.3 Motion to approve the **vendors' bills list** for release on March 13, 2018, in the amount of **\$529,364.86**.

K.4 Motion to approve resolution authorizing the Jefferson Township Board of Education to renew membership in the School Alliance Insurance Fund (SAIF), below:

WHEREAS, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the JEFFERSON TOWNSHIP BOARD OF EDUCATION hereafter referred to as "**Educational Facility**" has determined that membership in the School Alliance Insurance Fund hereafter referred to as "**Fund**" is in the best interest of the **Educational Facility**; and

WHEREAS, the **Educational Facility** agrees to be a member of the **Fund** for a period of three (3) years, effective July 1, 2018, said membership to terminate on July 1, 2021 at 12:01 a.m. standard time; and

WHEREAS, the **Educational Facility** has never defaulted on claims if self-insured and has never been canceled for non-payment of insurance premiums for two (2) years prior to execution of this Resolution;

NOW THEREFORE, BE IT RESOLVED that the **Educational Facility** does hereby agree to join the **Fund** and is/are afforded the following coverage:

- X Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability (Includes 5M Excess General and Auto Liability)
- X Excess Liability (AI/GL)
- X School Leaders Professional Liability

BE IT FURTHER RESOLVED that the **Educational Facility's** Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership of the **Fund** as are required by the **Fund's** bylaws and to deliver same to the Administrator of the **Fund** with the express reservation that said documents shall become effective only upon the **Educational Facility's** admission to the **Fund**.

K.5 Motion to approve resolution appointing School Alliance Insurance Fund Commissioner, below:

BE IT RESOLVED, by the School Board of Jefferson Township, County of Morris, State of New Jersey, that it hereby appoints Dora E. Zeno as the School Alliance Insurance Fund Commissioner, and

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to the following:

Dora E. Zeno (<i>Fund Commissioner</i>)	School Alliance Insurance Fund
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K.6 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 to L.2, 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
Melissa Hall 11-000-240-105-000	Adjusted Start Date	Interim Assistant Principal 15-80-82/abi		\$487/diem	JTHS	2/26/18	6/21/18	
0783	Adjusted Medical Leave	15-80-82/abi			JTHS	2/26/18	5/4/18	Utilizing 40 personal illness days
1289	Intermittent Medical Leave	15-70-72/abk			JTMS	2/1/18	6/30/18	Utilizing undetermined number of personal illness days
2538	Extended Medical Leave	15-90-92/abc			District	2/6/18	3/17/18	Utilizing 24 personal illness days

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kathleen Thome 11-000-218-104-000	Appoint	Guidance Counselor (LTS) 10-80-80/acj		\$90/diem	JTHS	5/29/18	6/21/18	Less than 20 days
Susan Blanchard 11-140-100-101-280	Adjusted Start Date	Health & Physical Education Teacher (LTS) 10-80-80/atk		\$263.92/diem	JTHS	2/26/18	6/21/18	
Benjamin Olex 11-130-100-101-280	Adjusted Rate	Social Studies Teacher 10-70-70/apa		\$200/diem	JTMS	1/2/18	3/24/18	Replacing KW Over 20 days
0058	Extended Family Leave	10-60-60/ahy			White Rock	9/1/18	6/30/19	Unpaid
0494	Medical Leave	10-70-70/bhe			JTMS	3/14/18	3/30/18	Utilizing 12 personal illness days
2805	Medical Leave	10-70-70/azg			JTMS	6/6/18	6/22/18	Utilizing 9 personal illness days and 3 personal days
2805	Medical Leave	10-70-70/azg			JTMS	9/1/18	11/28/18	Unpaid
0505	Medical Leave	10-80-80/acp			JTHS	4/6/18	5/14/18	Utilizing 25.5 personal illness days
1440	Medical Leave	10-30-30/agu			Briggs	5/7/18	6/21/18	Utilizing 33 personal illness days
1440	Family Leave	10-30-30/agu			Briggs	9/1/18	11/24/18	Unpaid

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Michael Competiello 11-000-217-106-003	Appoint	Special Education Aide 09-30-30/bmd	1	\$21.04/hr.	Briggs	3/14/18	6/30/18	New positon; not budgeted 3.5 hrs./day, w/o benefits
Lynne Fomchenko 11-209-100-106-001	Appoint	Special Education Aide 09-10-10/bsl	1	\$21.04/hr.	Stanlick	3/13/18	6/30/18	New position; not budgeted 3.5 hrs./day; w/o benefits
Wendy Smith Rhinehart 11-000-262-107	Appoint	Cafeteria/Security-LTS 09-70-70/bgd		\$15.00/hr.	Middle School	3/5/18	3/30/18	LTS for SS
Florence Watson 11-000-270-160-000	Appoint	Bus Driver 10-90-90/bac	5	\$22.26/hr.	Transportation	4/9/18	6/30/18	Actual start date upon replacement being found
Florence Watson 11-000-270-160-000	Resignation	Assistant Transportation Supervisor 08-90-92/bzy			Transportation	3/29/18	3/30/18	Actual release date upon replacement being found
Susan Ferry 11-000-217-106-00	Account Code Change	Special Education Aide 09-60-60/bbf			White Rock	2/23/18	6/30/18	
Bibi Lakhicharran 11-212-100-106-007	Additional Hours	Special Education Aide 09-70-70/bnp			JTMS	1/30/18	1/31/18	Not to exceed 1 hr. for Open Gym
Bibi Lakhicharran 11-212-100-106-007	Additional Hours	Special Education Aide 09-70-70/bnp			JTMS	2/20/18	2/21/18	Not to exceed 1 hr. for Art Club
Linda Ortega 11-204-100-106-008	Additional Hours	Special Education Aide 09-80-80/buf			JTHS	3/9/18	3/10/18	Not to exceed 3.25 hrs. for field trip

Tamrin Serpico 11-214-100-106-007	Additional Hours	Special Education Aide 09-70-70/bcu			JTMS	12/18/17	1/10/18	Not to exceed 7 hrs. total for field trips on 12/18, 12/19/17 and 1/9/18
1183	Extended Medical Leave	09-90-90/bmm			Transportation	3/5/18	3/27/18	Utilizing 15 personal illness days
1005	Medical Leave	109-90-90/azz			Transportation	1/19/18	1/19/18	Utilizing 6 personal illness days
2347	Medical Leave	10-90-90/bad			Transportation	2/15/18	3/24/18	Utilizing 26 personal illness days
0130	Medical Leave	11-90-90/baf			Transportation	3/22/18	5/3/18	Utilizing 24 personal illness days
1582	Medical Leave	09-70-70/bvi			JTMS	2/23/18	3/12/18	Utilizing 11 personal illness days
2139	Medical Leave	09-40-40/bou			Milton	2/20/18	5/12/18	Utilizing 46 personal illness days
0277	Adjusted Medical Leave	09-30-30/bzi			Briggs	2/14/18	3/8/18	Utilizing 14 personal illness days
2300	Medical Leave	09-70-70/bgd			JTMS	3/5/18	3/30/18	Utilizing 19 personal illness days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Laura Castles	Appoint	Substitute Teacher		\$90/diem	District	3/12/18	6/30/18	
Lynne Fomchenko	Appoint	Substitute Teacher		\$90/diem	District	3/13/18	6/30/18	
Samantha Keating	Appoint	Substitute Teacher		\$90/diem	District	3/1/18	6/30/18	
Abigail Manser	Appoint	Substitute Teacher		\$90/diem	District	3/6/18	6/30/18	
Christine Spaan	Appoint	Substitute Teacher		\$90/diem	District	2/20/18	6/30/18	
Julie Tantillo	Appoint	Substitute Teacher		\$90/diem	District	3/6/18	6/30/18	
Patricia Young	Appoint	Substitute Teacher		\$90/diem	District	2/20/18	6/30/18	
Shannon Barkley-Biddelman	Appoint	Substitute Aide		\$15/hr.	District	3/1/18	6/30/18	
Laura Castles	Appoint	Substitute Aide		\$15/hr.	District	3/12/18	6/30/18	
Marissa Chizmadia	Appoint	Substitute Aide		\$15/hr.	District	2/20/18	6/30/18	
Lynne Fomchenko	Appoint	Substitute Aide		\$15/hr.	District	3/13/18	6/30/18	
Julie Tantillo	Appoint	Substitute Aide		\$15/hr.	District	3/6/18	6/30/18	
Patricia Young	Appoint	Substitute Aide		\$15/hr.	District	2/20/18	6/30/18	
Reginald Nonez	Appoint	Substitute Custodian		\$18/hr.	District	3/7/18	6/30/18	
Reginald Nonez	Appoint	Substitute Bus Driver		\$20/hr.	District	3/7/18	6/30/18	

E. 2017-18 SCHOOL YEAR COACHING STAFF

SPRING

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brendan Donegan	Appoint	Assistant Track Coach	N/A	N/A	JTHS	3/2/18	6/30/18	Volunteer

F. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jaycee Cahill	Appoint	Color Guard Trip Nurse		\$1175	JTHS	5/2/18	5/6/18	\$200 per day and \$125 for every night after 6:00PM
Theresa Koontz	Appoint	Student Council Advisor	4	\$2930	JTMS	9/1/17	6/30/18	

G. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Location	Date Effective	Date Termi	Discussion
Erin McHugh	College of St. Elizabeth	Intern	Special Education	JTHS	3/26/18	5/5/18	

L.2 Motion to approve the following job descriptions:

- Open Gym/Fall – Middle School
- Open Gym/Winter – Middle School
- Open Gym/Spring – Middle School
- Varsity Letter Club – High School

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.8, as described below:

M.1 Motion to **rescind student placement** for the **2017-2018** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
8808727569	Benway School	\$33,566.74	2/7/18

M.2 Motion to **approve student placement** for the **2017-2018** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
1995694179	Philipsburg Board of Education	\$7,289.45	2/12/18-6/30/18
3037580301	Philipsburg Board of Education	\$6,888.00	2/12/18-6/30/18
2711894900	Philipsburg Board of Education	\$7,043.00	2/12/18-6/30/18
3406890177	Philipsburg Board of Education	\$7,289.45	2/12/18-6/30/18
4089163737	Barnegat Township Schools	\$5,408.90	9/1/17-1/28/18
4089163737	Franklin Board of Education	\$11,859.00	1/29/18-6/30/18
6192165216	The Deron School of New Jersey	\$17,777.50	3/16/18-6/30/18

M.3 Motion to approve the **contracted** services for **2017-2018**:

Name	Rate	Loc.	Date Effective	Date Terminated	Discussion
EDU Healthcare	\$34,965 – Not to exceed	District	4/9/18	9/30/18	LOA coverage
Pro Care Therapy	\$15,750	OOD	3/12/18	6/30/18	LPN Services

M.4 Motion to approve Completed Curriculum, as aligned to the 2017 NJSLS:
 a. ELA, Grades K-5

M.5 Motion to approve the **Live Streaming Memorandum of Understanding** between Educational and Law Enforcement Officials for school year 2017-2018.

M.6 Motion to approve the following **day field trips**:

School/Group/Activity	Location
JTMS, Community Outreach	Windlass Restaurant, Lake Hopatcong
JTHS, Tri-M Broadway Musical Field Trip	The Minskoff Theatre, New York, NY
JTMS, Grade 6 Field Trip	Medieval Times Dinner & Tournament, Lyndhurst, NJ
White Rock School, Grade 4 Field Trip, Lake Hopatcong History & Environmental Education Program	Lake Hopatcong State Park, Landing, NJ
JTHS, Student Council Field Trip	Six Flags Great Adventure, Jackson, NJ
Stanlick School, Grade 4 Field Trip, Lake Hopatcong History & Environmental Education Program	Hopatcong State Park, Landing, NJ
JTHS, Habitat for Humanity Club, Habitat House Build	Mine Hill New Jersey Habitat House building site

M.7 Motion to approve the following **Overnight Field Trips** (dates subject to change):

School/Group/Activity	Location	Date(s)
JTHS, Environmental Academy Students, 10 th Annual Clean Community Student Exchange	Ocean City, NJ	March 22 – 23, 2018
JTHS, DECA Club, DECA Finals	Georgia World Congress Center, Atlanta, GA	April 20 -25, 2018

M.8 Motion to affirm Superintendent's recommendation on Harassment, Intimidation and Bullying findings reported for January 15, 2018 through February 12, 2018.

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

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
Bylaw 0169.02	Board Member Use of Social Networks	New
3437P	Military Leave	Revised
4437P	Military Leave	Revised
5460.1R	High School Transcripts (Mandated)	Revised
5516P	Student Tracking Devices	New
7101R	Educational Adequacy of Capital Projects	Revised
7425P	Lead Testing of Water in Schools	New
7440P	School District Security (Mandated)	Revised
7440R	School District Security (Mandated)	Revised
7441P	Electronic Surveillance in School Buildings and on School Grounds (Mandated)	Revised
7441R	Electronic Surveillance in School Buildings and on School Grounds (Mandated)	Revised
8507P	Breakfast Offer Versus Serve (Mandated)	Revised
8630P	Bus Driver-Bus Aide Responsibility (Mandated)	Revised
8630R	Emergency School Bus Procedures (Mandated)	Revised
9242P	Use of Electronic Signatures	New

O. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidences (HIB) for the period of February 13, 2018 through March 12, 2018.

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	2	1	0
JTMS	2	1	0
JTHS	5	1	0

Enrollment as of 2/28/18:

	Feb. 2017	Feb. 2018
Milton	166	161
Cozy Lake	188	187
Arthur Stanlick	322	304
E.T. Briggs	299	288
White Rock	360	331
Total Elementary	1,335	1,271
JTMS	777	761
JTHS	998	989
GRAND TOTAL	3,110	3,021
Tuition students received	7	6
Out-of-district placement	34	30

P. COMMUNICATIONS

Q. PUBLIC COMMENTS

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

R. OLD BUSINESS

S. NEW BUSINESS

- New Jersey Natural Gas – Mayor Russell Felter

T. BOARD MEMBER COMMENTS

U. 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)
Boucher, Laurie	4/19-22	Salt Lake City, UT	2018 ADTA Annual Conference & Expo	\$ 451.00	-	-	-	-	\$ 59.00	3.5	\$ 657.50
D'Ambrosio, Kathleen	3/23	Saddle Brook, NJ	National Training Seminars	\$ 199.00	Own	58	-	-	-	-	\$ 199.00
Hall, Melissa	3/15-3/16	Atlantic City, NJ	DAANJ Program of Excellence Awards	\$ 80.00	Own	303	\$ 200.00	1	\$ 64.00	1.5	\$ 376.00
Howe, Jeanne	3/15-3/16	Atlantic City, NJ	DAANJ Program of Excellence Awards	\$ 80.00	Own	303	\$ 200.00	1	\$ 64.00	1.5	\$ 376.00
Plotts, Timothy	3/15-3/16	Atlantic City, NJ	DAANJ Program of Excellence Awards	\$ 80.00	Own	303	\$ 200.00	1	\$ 64.00	1.5	\$ 376.00

All Meals are prorated 75% on travel days