

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Minutes**

**Monday, September 10, 2018 5:30 PM (Closed Session) – 7:30 PM (Regular Session)**

**Jefferson Township High School Media Center**

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**A.** Mrs. Van Ness, called the meeting to order at 7:30 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](http://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:**

	<u>Present</u>	<u>Absent</u>
Mrs. Gould	<u>X</u>	_____
Mr. Martorelli	<u>X</u>	_____
Mrs. Poulas	<u>X</u>	_____
Mrs. Senatore	<u>X</u>	_____
Mrs. Small	<u>X</u>	_____
Mr. Stewart	<u>X</u>	_____
Mrs. Wildermuth	_____	<u>X</u>
Mr. Millar, <i>Vice President</i>	<u>X</u>	_____
Mrs. VanNess, <i>President</i>	<u>X</u>	_____

**D. CLOSED SESSION**

Motion by Mr. Stewart, seconded by Mrs. Poulas, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 10<sup>th</sup> day of September, 2018 at 5:31 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 public property, 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 Board took a short recess at 6:23pm and reconvened at 6:30pm.*

The meeting was called to public session at 6:32 PM.

**E. SUPERINTENDENT'S REPORT**

- Mrs. Howe reported on the Good News and Progress in Our Schools including the great start to the 2018-2019 school year. Mrs. Howe also addressed the mold found at Cozy Lake Elementary School.

**F. PRESENTATIONS**

- Mrs. Howe and Ms. Zeno presented details on the October 2, 2018 Referendum.

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

- An audience member questioned the timing of the referendum.

**H. STUDENT REPRESENTATIVES**

- Student representatives have not yet been selected for the 2018-2019 school year.

**I. COMMITTEE REPORTS**

- **Negotiations Committee** – Mr. Stewart noted the Committee will meet on Tuesday, September 11, 2018.
- **Building Needs and Finance Committee** – Mrs. Senatore reported the Committee met on September 10 and discussed the pole barn, clocks/intercom/fire alarm upgrades and playground safety. The committee also discussed clogged heating pipes @ HS, Raptor visitor management system, athletic field conditions, records retention, copier lease and referendum.
- **Education Committee** – Mrs. Poulas reported the Committee met on September 7 and discussed Completed Curricula, Revised Curricula, the District Wellness Report and approval of day and overnight field trips.

**J. MINUTES OF MEETINGS**

Motion by Mr. Stewart, seconded by Mrs. Senatore, that the minutes of the following meetings be accepted as submitted:

August 13, 2018 Regular Meeting Minutes

August 13, 2018 Executive Session Minutes

MOTION: Mr. Stewart	SECOND: Mrs. Senatore			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth				X

**K. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by Mrs. Senatore, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.17, as described below:

- K.1** Motion to approve emergency expenses related to mold remediation at Cozy Lake Elementary School, as described below:

**WHEREAS**, about mid-August 2018, evidence of mold was observed on some surfaces in a Cozy Lake classroom and appropriate measures were taken to address this condition, that were exacerbated by hot, humid and rainy weather conditions which resulted in creating mold in other areas; and

**WHEREAS**, an air quality testing company was called in to take random air samples; and

**WHEREAS**, the results were deemed to be unhealthy for building occupancy, and

**WHEREAS**, this condition precipitated numerous initiatives to identify the sources exacerbating the condition, and

**WHEREAS**, furniture, books and other instructional materials, paper and fabric surfaces have been deemed to be hosts for bacteria and had to be disposed of; and

**WHEREAS**, steps must be taken to remediate this condition; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-7 and N.J.A.C. 5:34-6.1, the administration declared an emergency and hired a remediation company to provide technical services; and

**WHEREAS**, this compelled the Business Office to set aside the statutory purchasing protocols as permitted by law;

**NOW THEREFORE BE IT RESOLVED**, that the administration’s declaration of an emergency and ratifies the contract with the remediation company; and

**BE IT FURTHER RESOLVED**, that the District agrees to pay for all expenses related to the remediation and to advise the County Board of Education offices the same.

**K.2** Motion to approve the **purchase order** list dated August 2018 in the amount of **\$1,930,504.37**.

**K.3** Motion to approve the **check journal** as of August 2018 in the amount of **\$4,298,588.46**.

<b>Fund</b>	<b>Amount</b>
General (10/11)	\$ 4,191,394.62
Capital Outlay (12)	\$ 35,864.18
Special Revenue Funds (20)	\$ 71,329.66
<b>Total</b>	<b>\$ 4,298,588.46</b>

**K.4** Motion to approve the **vendors’ bills list** for release on September 11, 2018, in the amount of **\$220,154.53**

**K.5** Motion to approve the funds **transfers** in the 2018-2019 Fiscal Year, dated August 2018 in the amount of **\$35,301.15**

**K.6** 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, 2018, 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 certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of August 31, 2018, 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.8** Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property, as detailed below:

<b><u>School/Department</u></b>	<b><u>Bar Code/Serial No.</u></b>	<b><u>Equipment Description</u></b>
High School	3403	FD Digital Multi-Tracker
High School	3408	Tascam Digital Porta Studio 564
High School	3411	Yamaha Audio Workstation
Cozy Lake School	0676	Cart

**K.9** Motion to approve **volunteer** band equipment truck drivers to acquire, drive and return rental truck from Jefferson Township High School to all marching band competitions and away football games for the 2018-2019 school year.

James Grant, Jr.

Owen Merolle

Christopher Natale

Jon Whitman, Jr.

- K.10** Motion to approve the Memorandum of Understanding for the School Meal Program with the Morris County School of Technology for students attending the part time afternoon vocational shops program for the 2018-2019 school year.
- K.11** Motion to accept the following **grant** from the Special Olympics New Jersey to the Jefferson Township High School, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Play Unified grant from Special Olympics New Jersey for Unified Champions Schools program	\$ 3,500.00

- K.12** Motion to approve the request for disposal of eligible financial records per State of New Jersey School District Records Retention Schedule, as described below:

Retention Period	Inclusive Dates		Dispose After
	FROM	TO	
7 years	July 1, 2006	June 30, 2007	June 30, 2014
7 years	July 1, 2007	June 30, 2008	June 30, 2015
7 years	July 1, 2008	June 30, 2009	June 30, 2016
7 years	July 1, 2009	June 30, 2010	June 30, 2017
7 years	July 1, 2010	June 30, 2011	June 30, 2018

- K.13** Motion to authorize the Board President and Business Administrator to execute and administer and take all steps necessary to enter into a four-year Master Lease of copiers with Option to Purchase (“Lease/Purchase Agreement”) with Municipal Capital Corporation, with offices located at 4600 Broadway, Allentown, Pennsylvania, which will allow for the installation and use of twenty-six (26) copiers at an annual cost not to exceed \$59,940.00, and for the Board to use the form resolution provided by the vendor. *(See attached)*
- K.14** Motion to **reject and rescind the low bidder** for weight room equipment in the amount of \$16,910.03 submitted by Fitness Lifestyles, Inc., as not being responsive to the bid requirements *(specifications not met)*.
- K.15** Motion to award **bid #2019-002, for Weight Room Equipment** to Promaxima Manufacturing, LLC, in the amount of **\$17,978.05**. *(Bid breakdown sheet attached)*.
- K.16** Motion to approve agreement with Prime Healthcare Services – Saint Clare’s, LLC to provide certain healthcare services to the district at discounted rates for 2018-2019.
- K.17** 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*).

MOTION: Mrs. Senatore	SECOND: Mrs. Poulas			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth				X

## L. PERSONNEL COMMITTEE

Motion by Mr. Millar, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motions L.1 and 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
Joseph Kraemer 11-000-230-100-000	Appoint	Interim Director of Curriculum 15-90-92/abm		\$62.50/hr.	District	9/1/18	9/30/18	Not to exceed \$500/day
PLACEHOLDER 11-000-230-100-000	Appoint	Assistant Superintendent -08-90-92/bws			District		6/30/19	
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Frank DeVone 11-000-218-104-290	Appoint	School Guidance Counselor (LTS) 10-80-80/acj		\$200/diem	JTHS	9/4/18	11/22/18	Less than 60 days Replacing #2352
Lee Anne Fusaro 11-204-100-106-888	Appoint	Job Coach 10-80-80/ccp		\$42.45/hr.	JTHS	9/1/18	6/30/19	New position As needed; not to exceed 19.5 hrs. per week
Daniel Montgomery 11-120-100-101-290	Appoint	Physical Education/Health Teacher (LTS) 10-50-50/anz		\$263.92/diem	Milton/Cozy Lake	9/6/18	12/7/18	Replacing #0376 More than 60 days
Katelyn Oller 11-140-100-101-008	Appoint	Physical Education/Health Teacher 10-80-80/atk	BA Step 5	\$53,984	JTHS	11/12/18	6/30/19	Replacing M. Hall Start date may be sooner upon release from current district
Tricia Strasser 11-204-100-106-888	Appoint	Job Coach 10-80-80/cco		\$42.45/hr.	JTHS	9/1/18	6/30/19	New position As needed; not to exceed 19.5 hrs. per week
Julie Sullivan* 11-204-100-101-007	Appoint	Special Education Teacher (LTS) 10-70-70/aty		\$263.92/diem	JTMS	9/1/18	9/29/18	Replacing #1744 Continuous assignment for 60 days total
Julie Sullivan* 11-213-100-101-007	Appoint	Special Education Teacher (LTS) 10-70-70/ajk		\$263.92/diem	JTMS	10/15/18	2/1/19	Replacing #1284 Over 60 days
Jeremy Thide* 11-140-100-101-008	Appoint	Physical Education/Health Teacher 10-80-80/atr	MA Step 1	\$54,814	JTHS	9/1/18	6/30/19	Replacing B. Silipena
Patricia Young 11-204-100-106-888	Appoint	Job Coach 10-80-80/ccq		\$42.45/hr.	JTHS	9/1/18	6/30/19	New position As needed; not to exceed 19.5 hrs. per week
Kelsey Crowe 11-130-100-101-007	Assignment Change	French Teacher (.80) 10-70-70/ccl			JTMS	9/1/18	6/30/19	

Kelsey Crowe 11-240-100-101-007	Assignment Change	ESL Teacher (.20) 10-70-70/cem			JTMS	9/1/18	6/30/19	
Joseph Olean* 11-140-100-101-008	Account Code Change	English Teacher 10-80-80/aqx			JTHS	9/1/18	6/30/19	
Melissa Hall	Resignation	Physical Education/Health Teacher 10-80-80/atk			JTHS	8/31/18	9/1/18	
Samantha Shane	Resignation	ELA Teacher 10-70-70/bnj			JTMS	10/21/18	10/22/18	End date may be sooner upon hiring replacement
Brian Silipena	Resignation	Physical Education/Health Teacher 10-80-80/atr			JTHS	8/31/18	9/1/18	
Jeremy Thide* 11-120-100-101-290	Rescind	Physical Education Teacher/LTS 10-50-50/anz		\$263.92/diem	Milton/Cozy Lake	9/6/18	12/8/18	Replacing #0376
Kathleen Thome 11-000-218-104-000	Rescind	Guidance Counselor 10-80-80/acj		\$200/diem	JTHS	9/1/18	11/22/18	
Paula Langner	Leave of Absence	BSIP Teacher 10-10-10/ajp			Stanlick	9/22/18	9/27/18	Unpaid; Doctoral residency
#0511	Medical Leave	10-30-30/agq			Briggs	11/19/18	1/19/19	Utilizing 36 personal illness days
#0511	Family Leave	10-30-30/agq			Briggs	1/22/18	6/1/19	Utilizing 4 family illness days and 82 unpaid days
#0941	Medical Leave	10-60-60/aax			White Rock	9/26/18	11/8/18	Utilizing 31 personal illness days

\*Requires Mentoring

\*\*17/18 salary guide until such time as negotiations have been completed

<b>C. NON-INSTRUCTIONAL</b>								
Name	Nature of Action	Position/Control Number	Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Daniel Berek 11-204-100-106-007	Appoint	Special Education Aide 09-70-7/bbq	1	\$21.04/hr.	JTHS	9/1/18	6/30/19	Replacing K. Burghoffer 3.5 hrs./day; no benefits
Krystyna Capizzi 11-212-100-106-008	Appoint	Special Education Aide 09-80-80/brx	1	\$21.04/hr.	JTHS	9/11/18	6/30/19	Pending fingerprint & criminal history review Replacing P. Young 3.5 hrs./day; no benefits
Laura Castles 11-213-100-106-006	Appoint	Special Education Aide 09-60-60/bcr	1	\$21.04/hr.	White Rock	9/1/18	6/30/19	3.5 hrs./day/no benefits
Shannan Hastrup 11-000-217-106-006	Appoint	Special Education Aide 09-60-60/bbn	1	\$21.04/hr.	White Rock	9/1/18	6/30/19	Replacing K. Ferrara 3.5 hrs./day, no benefits
Jillian Pilny 11-000-217-106-004	Appoint	Special Education Aide 09-40-40/bno	1	\$21.04/hr.	Milton	9/1/18	6/30/19	Replacing S. Brusburg 7 hrs./day, 4 days/week; no benefits
Heather Sinisgalli 11-213-100-106-006	Appoint	Special Education Aide 09-60-60/byg	1	\$21.04/hr.	White Rock	9/1/18	6/30/19	Replacing J. Trautmann 3.5 hrs./day; no benefits
Danielle Vargas 11-000-217-106-001	Appoint	Special Education Aide 09-10-10/bcy	1	\$21.04/hr.	Stanlick	9/1/18	6/30/19	Replacing P. Kulick 3.5 hrs./day; no benefits
Laura Ryan 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bov			JTMS	8/17/18	8/18/18	Not to exceed 7.5 hrs. for Freshman Orientation and Chorus Picnic
Kimberly Burghoffer 11-213-100-106-007	Assignment Change/Account Code Change	Special Education Aide 09-70-70/bik			JTMS	9/1/18	6/30/19	Replacing C. Jauch
Alexandria Gibson 11-209-100-106-008	Additional Hours	Special Education Aide 09-80-80/bhq	3	\$21.65/hr.	JTMS	9/5/18	9/7/18	Job coach training Not to exceed 8 hours
Cathy Jauch 11-000-217-106-007	Assignment Change/Account Code Change	Special Education Aide 09-70-70/bck			JTMS	9/1/18	6/30/19	Replacing T. Strasser
Kimberly Ferrara	Resignation	Special Education Aide 09-60-60/bbn			White Rock	8/14/18	8/15/18	
Pamela Kulick	Retirement	Special Education Aide 09-10-10/bcy			Stanlick	8/17/18	8/18/18	Retiring after 15 years of service
Tricia Strasser	Resignation	Special Education Aide 09-70-70/bck			JTMS	8/30/18	8/31/18	To accept another position in district
Patricia Young	Resignation	Special Education Aide 09-80-80/brx			JTHS	8/30/18	8/31/18	To accept another position in district
Denis Zaimaj	Resignation	Custodian 12-80-82/akq			JTHS	8/27/18	8/28/18	
#2139	Adjusted Medical Leave	09-40-40/bou			Milton	9/1/18	12/21/18	Utilizing 40 personal illness days and 25 unpaid days
#2335	Medical Leave	10-90-90/bfk			Transportation	9/20/18	10/11/18	Utilizing 15 personal illness days

\*\*17/18 salary guide until such time as negotiations have been completed

<b>D. SUBSTITUTES/OTHER</b>								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Justin Mackowiak	Appoint	Substitute Teacher		\$90/diem	District	9/1/18	6/30/19	
Audrey Pendergast	Appoint	Substitute Teacher		\$90/diem	District	9/1/18	6/30/19	
Courtney Wilson	Appoint	Substitute Teacher		\$90/diem	District	9/1/18	6/30/19	
Linda Albertson	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Shannan Barkley Biddelman	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Frances Capraun	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Mary Anne Cuervo	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Susan Headley	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Linda Lipton	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Justin Mackowiak	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Audrey Pendergast	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Jillian Pilny	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Tami Shellhamer	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Roxanne Warner	Appoint	Substitute Aide		\$15/hr.	District	9/1/18	6/30/19	
Mary Anne Cuervo	Appoint	Substitute Secretary		\$15/hr.	District	9/1/18	6/30/19	
Kimberly Reed	Appoint	Substitute Secretary		\$15/hr.	District	9/1/18	6/30/19	
Tami Shellhamer	Appoint	Substitute Secretary		\$14/hr.	District	9/1/18	6/30/19	
Blaze Wilder	Appoint	Substitute Custodian		\$18/hr.	District	9/6/18	6/30/19	

<b>E. 2018-19 SCHOOL YEAR COACHING STAFF</b>								
<b>FALL</b>								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Darren Bruseo	Appoint	Assistant Football	3	\$6104.34	JTHS	9/1/18	6/30/19	6 years of service
Marc Gaydos	Appoint	Assistant Volleyball Girls	3	\$5026.57	JTHS	9/1/18	6/30/19	7 5 years of service
Kimberly Kolodny	Appoint	Assistant Soccer Girls	1	\$3755.05	JTHS	9/1/18	6/30/19	
Sean Quinn	Appoint	Head Soccer Girls	1	\$5627.89	JTHS	9/1/18	6/30/19	
Gino Rose	Appoint	Head Volleyball Girls	3	\$7424.28	JTHS	9/1/18	6/30/19	10 years of service
Melissa Hall	Rescind	Head Soccer Girls	3	\$7374.28	JTHS	9/1/18	6/30/19	
Brian Silipena	Rescind	Assistant Football	3	\$6304.34	JTHS	9/1/18	6/30/19	
Sara Voorhees	Resignation	Head Volleyball Girls	2	\$5627.89	JTHS	9/1/18	6/30/19	

\* Represents out of district coach

<b>F. STOKES TRIP 11-401-100-101-000</b>								
Name	Nature of Action	Position	Level	Salary/Night	Loc.	Date Effective	Date Termin.	Maximum Hours
Kimberly Bassolino	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Siobhan Carroll	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Christine Couser	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Jennifer Foley	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Robert Hayzler	Appoint	Stokes Chaperone - Administrator		\$350.00	JTMS	10/22/18	10/23/18	1 night
Meghan Madison	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Jaclyn Sabella	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Julie Sullivan	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Patricia Szuskowski	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Kelly Tarsitano	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Kenneth Westberg	Appoint	Stokes Chaperone		\$125.00	JTMS	10/22/18	10/23/18	1 night
Dustin Cardoza	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Siobhan Carroll	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Kathleen D'Ambrosio	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Pamela Graham	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Alyssa Guagenti	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Robert Hayzler	Appoint	Stokes Chaperone – Administrator		\$350.00	JTMS	11/1/18	11/2/18	1 night
Teresa Koontz	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Christina LaMonica	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Colleen Meade	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Joanna Reiss	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night
Serina Signorello	Appoint	Stokes Chaperone		\$125.00	JTMS	11/1/18	11/2/18	1 night

<b>G. EXTRA DUTY PAY</b>								
Name	Nature of Action	Position	Level	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Jaycee Cahill	Appoint	Environmental Academy Trip Nurse			JTHS	9/19/18	9/22/18	\$200 per day and \$125 for every night after 6:00PM
Jennifer Foley	Appoint	American Red Cross	1	\$520.00	JTMS	9/1/18	6/30/19	
Christina Hardin	Appoint	Math Counts	1	\$520.00	JTMS	9/1/18	6/30/19	
James MacDermid	Appoint	Yearbook Co-Advisor (1 of 2)	3	\$1084.50	JTMS	9/1/18	6/30/19	
Vickki Nadler	Appoint	Saturday Detention Administrator		\$75/hr.	JTHS	9/1/18	6/30/19	Total of 18 sessions, one administrator per session
Daniel Papa	Appoint	Saturday Detention Administrator		\$75/hr.	JTHS	9/1/18	6/30/19	

Michelle Papa	Appoint	Saturday Detention Administrator		\$75/hr.	JTHS	9/1/18	6/30/19	
Jaclyn Sabella	Appoint	Yearbook Co-Advisor (2 of 2)	3	\$1084.50	JTMS	9/1/18	6/30/19	

**\*\*17/18 salary guide until such time as negotiations have been completed**

<b>H. STUDENT INTERN/TEACHER</b>							
Name	School	Program	Subject	Location	Date Effective	Date Termin.	Discussion
Mairead Mullen	William Paterson University	Student Teacher	Elementary	Stanlick	9/10/18	12/13/18	

**L.2 Motion to approve the Summer 2018 Course Reimbursements for Supervisors as indicated below:**

Name	College	Class	Approval	Credits	Amount
Daniel Papa	Drew University	How Soccer Explains the World	SU3	3	\$944.33
Derek Sica	Fairleigh Dickinson University	Comparative Phonology Language Teacher	SU1	3	\$944.33
Derek Sica	Fairleigh Dickinson University	Supervisor Instruction – Personnel and Evaluation	SU4	3	\$944.33

MOTION: Mr. Millar	SECOND: Mrs. Small			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth				X

**M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE**

Motion by Mrs. Poulas, seconded by Mrs. Small, 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 student placement for the 2018-2019 school year, as indicated below plus related services as needed:**

Student	School	Tuition	Effective
1705603827	Roxbury High School	\$43,789.98	9/6/18
5522192515	Mountain Lakes (Lake Drive Support Program)	\$1,280.00	9/6/18
1207882151	Hunterdon Preparatory School	\$47,124.00	9/6/18
7785757611	Mountain Lakes (Lake Drive Support Program)	\$6,080.00	9/6/18

**M.2 Motion to approve the following Completed Curricula, aligned to 2017 NJSLs:**

- a. 21st Century Researchers - Grade 6
- b. AP Chemistry
- c. AP Government & Politics
- d. AP Literature & Composition - Grade 12
- e. Environmental Academy: Honors U.S. History 2
- f. Media Studies Honors
- g. Principles of Dramatic Study
- h. Speak Up & Write All About It! - Grade 7 & 8

**M.3 Motion to approve Revised Curricula, aligned to the 2017 NJSLs:**

- a. Earth & Space Science
- b. STEM 6 Exploratory
- c. STEM 7 & 8

**M.4 Motion to accept the Annual District Summary Progress Report – Wellness Policy 8505 for SY18.**



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

School/Group/Activity	Location
JTHS, AP English Classes, Dodge Poetry Festival	NJPAC, Newark, NJ

**M.6 Motion to approve the following Overnight Field Trips:**

School/Group/Activity	Location
JTMS, 7 Gold Team, NJ School of Conservation Field Trip	Stokes State Forest, Branchville, NJ
JTHS, Baseball Team, Spring Training Trip	Fort Pierce, FL

**M.7 Motion to affirm Superintendent's recommendation on Harassment, Intimidation and Bullying findings reported for July 10, 2018 through August 13, 2018.**

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

MOTION: Mrs. Poulas		SECOND: Mrs. Small		
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth				X

**N. POLICY COMMITTEE**

Motion by Mr. Millar, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve motions N.1 and N.2, as described below:

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

File Code	Title	Action
5200R	Attendance	Revision
5353 P&R	Suicide Prevention	Revision
9191 P&R	Booster Club	Revision

**N.2 Motion to approve the Second Reading of the following (copy available for review)**

File Code	Title	Action
1613P	Disclosure and Review of Applicant's Employment History (M)	New Policy
1613R	Disclosure and Review of Applicant's Employment History (M)	New Regulation
5561P	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)	Revision
5561R	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)	Revision

MOTION: Mr. Millar		SECOND: Mrs. Poulas		
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth				X

**O. COMMUNICATIONS**

- None

**P. OLD BUSINESS**

- None

**Q. NEW BUSINESS**

- None

**R. PUBLIC COMMENTS**

- An audience member commented on the block lunch schedule at the high school.
- A parent has concerns with the district dress code, noting their student was issued a dress code warning, but the parent felt the student was appropriately dressed.
- An audience member felt the laptop insurance was too expensive.

**S. BOARD MEMBER COMMENTS**

- Mrs. Gould noted the school year is off to a good start.
- Mr. Stewart commented the summer was a tough one this year with the heat and humidity.
- Mrs. Small thanked the custodial staff, especially those at Cozy Lake.
- Mrs. Senatore thanked the administration for inviting the BOE and Township Council members to do a walk-through of the district's buildings. She also thanked the custodial and maintenance staff for their tireless work throughout the summer.
- Mrs. Poulas noted there was a lot of work completed over the summer.
- Mr. Martorelli commented on the positive progress in security measures in the district.
- Mrs. Van Ness thanked all staff for their work over the summer in getting the schools student ready.

**T. ADJOURN**

Motion by Mrs. Small, seconded by Mrs. Poulas that the meeting adjourn at 8:17 PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary

## Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Transportation	# of Miles	Mileage Rate	Lodging per day (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expenses (not including parking/tolls/miscellaneous fees)
Giacchi, Rita	10/10 & 10/16	New Brunswick, NJ	Public School Purchasing	\$ 453.00	Own	212	\$0.31/mi	-	-	-	-	\$ 518.72
Howe, Jeanne	10/4-10/5	Bethlehem, PA	MCASA Fall Workshop	\$ 200.00	Own	140	\$0.31/mi	*	1	\$ 59.00	1.5	\$ 331.90
Olsen, Karen	10/25-10/27	New York, NY	Phonics Institute Grades K-1	\$ 325.00	Own	282	\$0.31/mi	0	0	0	0	\$ 412.42

*\*Hotel costs included in registration fee.*

*All Meals are prorated 75% on travel days*



**LESSEE RESOLUTION**

**RE: Lease With Option to Purchase Agreement dated as of , between Municipal Capital Finance (Lessor) and (Lessee).**

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At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on September 10, 2018 the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Lease with Option to Purchase Agreement dated as of \_\_\_\_\_, between (Lessee) and **Municipal Capital Finance** (Lessor).
  
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate. Such approval and authorization extends to any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement.

Authorized Individual(s): Dora E Zeno, Business Administrator  
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: \_\_\_\_\_  
(Signature of Secretary, Board Chairman or other member of the Governing Body)

**Typed Name:** Dora E Zeno **Title:** Business Administrator  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

**Attested By:** \_\_\_\_\_  
(Signature of one additional person who can witness the passage of this Resolution)

**Typed Name:** Rita Giacchi **Title:** Asst. Business Administrator  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)