

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

Monday, November 12, 2018 6:30 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

A. Mrs. VanNess, 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);

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>	<u> </u>
Mr. Martorelli <i>(Arrived @ 6:32PM)</i>	<u>X</u>	<u> </u>
Mrs. Poulas	<u>X</u>	<u> </u>
Mrs. Senatore	<u> </u>	<u>X</u>
Mrs. Small	<u>X</u>	<u> </u>
Mr. Stewart	<u>X</u>	<u> </u>
Mrs. Wildermuth	<u> </u>	<u>X</u>
Mr. Millar, <i>Vice President (Arrived @ 6:32PM)</i>	<u>X</u>	<u> </u>
Mrs. VanNess, <i>President</i>	<u>X</u>	<u> </u>
Meghan Craig, <i>Student Representative</i>	<u>X</u>	<u> </u>
Peyton Reigel, <i>Student Representative</i>	<u>X</u>	<u> </u>

D. CLOSED SESSION

Motion by Mrs. Small, 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 12th day of November, 2018 at 6:31 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 meeting was called to public session at 7:30 PM.

E. SUPERINTENDENT'S REPORT

- Mrs. Howe reported on the Good News and Progress in Our Schools.

F. PRESENTATIONS

- None

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

- None

H. STUDENT REPRESENTATIVES

- Student Representatives Meghan Craig and Peyton Reigel highlighted activities at the high school such as Spirit Day and the upcoming winter assembly.

I. COMMITTEE REPORTS

- **Negotiations Committee** – Mr. Stewart noted the next negotiations meeting is set to take place on December 11, 2018.
- **Education Committee** – Mrs. Poulas noted the Committee met on November 6 and discussed the QSAC Statement of Assurance and the State visit scheduled for January 25, 2019. She also noted the district was selected to be featured in the first edition of the LinkIt! Magazine. This was based on how we use student data to shape instruction. The final agenda item was discussion of day and overnight field trips.
- **Policy and Personnel Committee** – Mr. Millar reported the Committee met on November 5 and discussed open positions, policy update, Assistant Director of Facilities, substitute administrators, and an aide issue.

J. MINUTES OF MEETINGS

Motion by Mrs. VanNess, seconded by Mrs. Poulas, that the minutes of the following meetings be accepted as submitted:

October 8, 2018 Regular Meeting Minutes

October 8, 2018 Executive Session Minutes

MOTION: Mrs. VanNess	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

Motion by Mrs. Gould, seconded by Mrs. Poulas, that the minutes of the following meetings be accepted as submitted:

October 29, 2018 Special Meeting Minutes

MOTION: Mrs. VanNess	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

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mrs. Gould, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.19, as described below:

K.1 Motion to approve the **purchase order** list dated October 2018 in the amount of **\$1,638,730.78**.

K.2 Motion to approve the **check journal** as of October 2018 in the amount of **\$5,611,045.70**.

Fund	Amount
General (10/11)	\$ 5,461,623.85
Capital Outlay (12)	\$ 51,110.18
Special Revenue Funds (20)	\$ 97,676.69
Fund 30	\$ 634.98
Total	\$ 5,611,045.70

K.3 Motion to approve the **vendors' bills list** for release on November 13, 2018, in the amount of **\$742,181.88**.

K.4 Motion to approve the funds transfers in the 2018-2019 Fiscal Year, dated September 2018 in the amount of **\$69,114.76**

K.5 Motion to approve the funds transfers in the 2018-2019 Fiscal Year, dated October 2018 in the amount of **\$31,539.39**

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 September 30, 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 that the Board of Education approve the certification by the Board Secretary, pursuant to N.J.S.A. 18A:17-9, that as of October 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.8 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.9 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of September 30, 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.10 Motion to approve the tentative **2019-2020 budget calendar** developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix B*)

K.11 Motion to accept the following **donation** from the Jefferson Youth Wrestling and Jefferson High School Parents Wrestling Association to the Jefferson Township High School Athletic Department, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Funds to purchase new wrestling mat at high school	\$ 6,000.00

K.12 Motion to submit and accept **FY19 Individuals With Disabilities Education Act (IDEA)** Consolidated Grant Original Application in the amount of:

Basic	\$ 660,905
Preschool	\$ 31,132

K.13 Motion to designate the source of funding for the following individuals as funded from the **FY2019 Title IA grant**:

Name	Location	Grant Share	Comment
Escolano, Jennifer	Middle School	\$47,370	Offset to Regular Salary
Hack, Linda	Stanlick	\$65,204	Offset to Regular Salary
Venturino, Gerald	ET Briggs	\$47,852	Offset to Regular Salary
Decker, Rachel	Stanlick	\$1,320	Homework Club
Mallatratt, Beverly	Stanlick	\$1,320	Homework Club
Panka, Meredith	Stanlick	\$1,320	Homework Club
Quinn, Amanda	Stanlick	\$1,320	Homework Club
Senney, Tanya	Stanlick	\$1,320	Homework Club
Smith, Kristen	Stanlick	\$1,320	Homework Club
Brennan, Jessica	ET Briggs	\$1,320	Homework Club
Duda, Cathy	ET Briggs	\$1,320	Homework Club
Gelinas, Priscilla	ET Briggs	\$1,320	Homework Club
Megna, Colleen	ET Briggs	\$1,320	Homework Club

K.14 Motion to designate the source of funding for the following individuals as funded from the **FY2019 Title IIA grant**:

Name	Location	Grant Share
Uvino, Katherine	ET Briggs	\$ 23,000

K.15 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 2019-2020 school year from its authorized vendors. (Hosted via the Educational Services Commission of Morris County)

K.16 Motion to approve the application to the State of New Jersey for the **Advanced Computer Science Grant Program**, in the amount of **\$18,854**.

K.17 Motion to approve Transportation Agreement with Warren County Special Services School District for the 2018-2019 school year.

K.18 Motion to approve the additions to the **School Student Activity Account** lists for Jefferson Township High School, as described below:

Activity Account Sub-category
Elevate A Cappella Ensemble
Project Kind
Spanish Club
Unified Track
Video Game Club

K.19 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. Gould		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

* Board member abstained from voting on their NJSBA Workshop reimbursements in the October 2018 check journal.

L. PERSONNEL COMMITTEE

Motion by Mr. Millar, seconded by Mr. Martorelli, to accept the recommendation of the Superintendent to approve and adopt motion L.1 through L.3, 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 Assistant Superintendent 15-90-92/abm		\$62.50/hr.	District	10/1/18	11/1/18	Not to exceed \$500/day
#2863	Medical Leave	15-90-92/abn			District	10/17/18	11/22/18	Utilizing 13 personal illness days and 11 vacation days

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Mary Anzano 11-120-100-101-290	Appoint	Art Teacher/LTS 10-60-60/aax		\$200/diem	White Rock	9/26/18	11/22/18	Replacing #0941 Over 20 days
Jennifer Bogert* 11-120-100-101-290	Appoint	Elementary Teacher/LTS 10-30-30/agq		\$263.92/diem	Briggs	11/19/18	6/30/19	Replacing #0511 Over 60 days
JoAnna Longo* 11-120-100-101-290	Extended Appointment	Elementary Teacher/LTS 10-30-30/agu		\$263.92/diem	Briggs	9/6/18	3/2/19	Replacing #1440 Over 60 days
Kimberly Moss 11-240-100-101-000	Assignment Change	ESL Teacher (.80) 10-30-30/ccx			Briggs	11/12/18	6/30/19	
Kimberly Moss 11-240-100-101-000	Assignment Change	ESL Teacher (.20) 10-70-70/ccw			JTMS	11/12/18	6/30/19	
Jessica Brennan	Appoint	Bedside Instruction		\$42.45/hr.	District	10/29/18	6/30/19	
Colleen Megna	Appoint	Bedside Instruction		\$42.45/hr.	District	10/22/18	6/30/19	
Nicole Wildermuth	Appoint	Bedside Instruction		\$42.45/hr.	District	11/5/18	6/30/19	
Kelsey Crowe 11-130-100-101-007	Correction	French Teacher 10-70-70/cem	BA Step 8	\$56,025	JTMS	9/1/18	6/30/19	Incorrect salary on May agenda
#0941	Extended Medical Leave	10-60-60/aax			White Rock	9/26/18	11/22/18	Utilizing 39 personal illness days
#1440	Extended Family Leave	10-30-30/agu			Briggs	9/1/18	3/2/19	Unpaid

#1636	Extended Family Leave	10-80-80/asz			JTHS	9/1/18	11/7/18	Unpaid
#2202	Medical Leave	10-60-60/atw			White Rock	11/2/18	11/8/18	Utilizing 4 personal illness days
#2382	Medical Leave	10-70-70/cbd			JTMS	10/30/18	11/17/18	Utilizing 12 personal illness days

***Requires Mentoring**

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

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Carmen Geise 11-000-217-106-001	Appoint	Special Education Aide 09-10-10/bnw	1	\$21.04/hr.	Stanlick	11/13/18	6/30/19	3.5 hrs./day; no benefits Replacing T. Kehoe
Selvamagal Gnanasakthy 11-204-100-106-005	Appoint	Special Education Aide 09-50-50/bzc	1	\$21.04/hr.	Cozy Lake	11/26/18	6/30/19	3.5 hrs./day; no benefits New position; not budgeted
Jasminka Nakev 11-214-100-106-004	Appoint	Special Education Aide 09-40-40/bwn	1	\$21.04/hr.	Milton	10/15/18	6/30/19	3.5 hrs./day; no benefits New position, not budgeted
Carly Neuschatz 11-000-217-106-007	Appoint	Special Education Aide 09-70-70/bzt	1	\$21.04/hr.	JTMS	10/11/18	6/30/19	3.5 hrs./day; no benefits New position, not budgeted
Roxanne Saxe-Tango 11-000-217-106-007	Appoint	Special Education Aide 09-70-70/blx	1	\$21.04/hr.	JTMS	10/15/18	6/30/19	3.5 hrs./day; no benefits New position, not budgeted
Christopher Scarpa 11-213-100-106-006	Appoint	Special Education Aide 09-60-60/bsq	1	\$21.04/hr.	White Rock	10/22/18	6/30/19	3.5 hrs./day; no benefits New position, not budgeted
Dina Shalaby 11-204-100-106-007	Appoint	Special Education Aide 09-70-70/bjr	1	\$21.04/hr.	JTMS	11/6/18	6/30/19	3.5 hrs./day; no benefits Replacing W. Wilson
Daniel Berek 11-000-217-106-007	Account Code Change	Special Education Aide 09-70-70/bbq			JTMS	10/15/18	6/30/19	
Daniel Berek 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bbq			JTMS	10/16/18	10/17/18	Not to exceed 1.5 hours for training
Krystyna Capizzi 11-212-100-106-008	Additional Hours	Special Education Aide 09-80-80/brx			JTHS	12/19/18	12/20/18	Not to exceed 2.25 hours for Chorus concert
Kimberly Chamberlain 11-213-100-106-007	Account Code Change	Special Education Aide 09-70-70/bds			JTMS	10/15/18	6/30/19	
Janet Eltringham 11-190-100-106-004	Additional Hours	Kindergarten Aide 09-40-40/bew			Milton	10/5/18	10/6/18	Not to exceed 2.25 hours for Kindergarten field trip
Elizabeth Finkler 11-204-100-106-006	Account Code Change/Extended Hours	Special Education Aide 09-60-60/bho			White Rock	10/23/18	6/30/19	Not to exceed 5.75 hrs./day; no benefits
Nicole Frank 11-000-217-106-004	Additional Hours	Special Education Aide 09-40-40/bvo			Milton	9/17/18	9/22/18	Not to exceed 3.75 hours for transportation assistance to Star of the Sea
Jules Glowinski 11-000-217-106-004	Additional Hours	Special Education Aide 09-40-40/bnz			Milton	10/5/18	10/6/18	Not to exceed 3.5 hours for field trip
Monica Maher 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bhu			JTMS	9/6/18	9/21/18	Not to exceed 7 hours for training of new aide
Elizabeth Marks 11-214-100-106-007	Additional Hours	Special Education Aide 09-70-70/bhv			JTMS	10/2/18	10/3/18	Not to exceed 1 hour for staff change meeting
Kristeen McConnon 11-000-217-106-004	Additional Hours	Special Education Aide 09-40-40/byc			Milton	9/17/18	9/22/18	Not to exceed 3.75 hours for transportation assistance to Star of the Sea
Patricia Milford 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bwb			JTMS	10/16/18	10/17/18	Not to exceed 1.5 hours for training
Carly Neuschatz 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bzt			JTMS	10/16/18	10/17/18	Not to exceed 1.5 hours for training
Carly Neuschatz 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bzt			JTMS	11/5/19	6/30/19	Not to exceed additional 10 hrs./week for afterschool activities as per IEP
Donna Nimmo 11-213-100-106-001	Additional Hours	Special Education Aide 09-10-10/bim			Stanlick	11/1/18	11/2/18	Not to exceed 5.25 hours for field trip
Lindsay Nievera 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bcs			JTMS	10/2/18	10/3/18	Not to exceed 1 hour for staff change meeting
Dana Procida 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bin			JTMS	10/2/18	10/3/18	Not to exceed 1 hour for staff change meeting
Bruna Rodriguez 11-201-100-106-007	Extended Hours	Special Education Aide 09-70-70/bsp			JTMS	10/19/18	6/30/19	Not to exceed 3.75 hrs./day; no benefits
Bruna Rodriguez 11-201-100-106-007	Additional Hours	Special Education Aide 09-70-70/bsp			JTMS	10/16/18	10/17/18	Not to exceed 1.5 hours for training
Theresa Rossiter 11-000-217-106-001	Additional Hours	Special Education Aide 09-10-10/bsi			Stanlick	11/13/18	11/14/18	Not to exceed 3 hours for training
Laura Ryan 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bov			JTMS	10/13/18	10/14/18	Not to exceed 4 hours for Homecoming Dance
Laura Ryan 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bov			JTMS	10/16/18	10/17/18	Not to exceed 1.5 hours for training
Barbara Schmitt 11-209-100-106-001	Additional Hours	Special Education Aide 09-10-10/bss			Stanlick	11/13/18	11/14/18	Not to exceed 3 hours for training
Heather Sinisgalli 11-204-100-106-006	Account Code Change	Special Education Aide 09-60-60/byg			White Rock	10/18/18	6/30/19	

Donna Marie Spaan 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bjt			JTMS	10/2/18	10/3/18	Not to exceed 1 hour for staff change meeting
Susan Tack 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bzs			JTMS	10/2/18	10/3/18	Not to exceed 1 hour for staff change meeting
Kimberly Torsiello 11-204-100-106-006	Account Code Change	Special Education Aide 09-60-60/bvh			White Rock	10/18/18	6/30/19	
Danielle Vargas 11-000-217-106-001	Additional Hours	Special Education Aide 09-10-10/bcy			Stanlick	11/1/18	11/2/18	Not to exceed 5.25 hours for field trip
Michelle Wanna 11-204-100-106-008	Additional Hours	Special Education Aide 09-80-80/bhw			JTHS	11/12/18	11/13/19	Not to exceed .75 hrs. for field trip
Irene Wojcik 11-201-100-106-007	Extended Hours	Special Education Aide 09-70-70/bju			JTMS	11/5/18	6/30/19	3.75 hrs./day; no benefits
William Wilson 11-000-217-106-007	Rescind	Special Education Aide 09-70-70/bjr			JTMS	10/9/18	6/30/19	Not to exceed additional 10 hrs./week for afterschool activities as per IEP
Jennifer Glica	Resignation	Special Education Aide 09-40-40/bca			Milton	12/21/18	12/22/18	
Tammy Kehoe	Resignation	Special Education Aide 09-10-10/bnw			Stanlick	10/25/18	10/26/18	
William Wilson	Resignation	Special Education Aide 09-70-70/bhr			JTMS	11/12/18	11/13/18	
#0518	Extended Medical Leave	09-80-80/bud			JTHS	10/1/18	11/1/18	Utilizing 22 personal illness days
#1461	Medical Leave	09-90-90/bez			Transportation	12/11/18	1/12/19	Utilizing 17 personal illness days
#2335	Extended Medical Leave	10-90-90/bfk			Transportation	9/20/18	12/8/18	Utilizing 20 personal illness days and 33 unpaid days
#2479	Medical Leave	12-80-82/afi			JTHS	9/4/18	11/20/18	Utilizing 31 personal illness days and 23 unpaid days
#2528	Intermittent Family Leave	10-90-90/bfo			Transportation	11/6/18	6/30/19	Utilizing undetermined number of family illness and personal days

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

D. SUBSTITUTES/OTHER								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Noreen Risko	Appoint	Substitute Administrator		\$500/diem	District	11/5/18	6/30/19	
Antonella DaSilva	Appoint	Substitute Teacher		\$90/diem	District	10/11/18	6/30/19	
Angela Evrard	Appoint	Substitute Teacher		\$90/diem	District	11/13/18	6/30/19	
Evelyn Hart	Appoint	Substitute Teacher		\$90/diem	District	11/13/18	6/30/19	
Debra Majury	Appoint	Substitute Teacher		\$90/diem	District	11/13/18	6/30/19	
Marilyn Sawicki	Appoint	Substitute Teacher		\$90/diem	District	11/13/18	6/30/19	
Roxanne Saxe-Tango	Appoint	Substitute Teacher		\$90/diem	District	9/17/18	6/30/19	
Brenda Boyd	Appoint	Substitute Aide		\$15/hr.	District	11/13/18	6/30/19	
Krystyna Capizzi	Appoint	Substitute Aide		\$15/hr.	District	11/7/18	6/30/19	
Kristen Cumming	Appoint	Substitute Aide		\$15/hr.	District	9/26/18	6/30/19	
Sandra Cusick	Appoint	Substitute Aide		\$15/hr.	District	11/13/18	6/30/19	
Antonella DaSilva	Appoint	Substitute Aide		\$15/hr.	District	10/11/18	6/30/19	
Sandra Gonzalez	Appoint	Substitute Aide		\$15/hr.	District	11/13/18	6/30/19	
Shannan Hastrup	Appoint	Substitute Aide		\$15/hr.	District	10/9/18	6/30/19	
Jasminka Nakev	Appoint	Substitute Aide		\$15/hr.	District	9/17/18	6/30/19	
Geraldine Pellitteri	Appoint	Substitute Aide		\$15/hr.	District	11/2/18	6/30/19	
Roxanne Saxe-Tango	Appoint	Substitute Aide		\$15/hr.	District	9/17/18	6/30/19	
Christopher Scarpa	Appoint	Substitute Aide		\$15/hr.	District	10/30/18	6/30/19	
Nicole Skrek	Appoint	Substitute Aide		\$15/hr.	District	10/22/18	6/30/19	
Susan Tack	Appoint	Substitute Aide		\$15/hr.	District	10/22/18	6/30/19	
Melissa Zabriskie	Appoint	Substitute Aide		\$15/hr.	District	10/17/18	6/30/19	
Antonella DaSilva	Appoint	Substitute Secretary		\$14/hr.	District	10/11/18	6/30/19	
Shannan Hastrup	Appoint	Substitute Secretary		\$14/hr.	District	10/9/18	6/30/19	
Donna Marie Spaan	Appoint	Substitute Secretary		\$14/hr.	District	11/2/18	6/30/19	
Juliam Worgul	Appoint	Substitute Nurse		\$200/diem	District	10/15/18	6/30/19	
Joseph Dermott	Appoint	Substitute Custodian		\$18/hr.	District	10/29/18	6/30/19	
Diane St. Clair	Appoint	Substitute Custodian		\$18/hr.	District	10/16/18	6/30/19	

E. 2018-19 SCHOOL YEAR COACHING STAFF

WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Deborah Georgens	Appoint	Nurse/Bowling Assistant		\$200/diem	JTHS	11/15/18	2/1/19	Not to exceed 50 days at approximately 3 hrs./day Salary pro-rated
Kevin Silverstein	Appoint	Basketball/Girls	1	\$4129.94	JTHS	11/1/18	6/30/19	

* Represents out of district coach

F. EXTRA DUTY PAY								
Name	Nature of Action	Position	Level	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Jessica Brennan	Appoint	Homework Club, 1 of 4		\$1320.00	Briggs	11/1/18	6/30/19	Grant Funded
Rachel Brown	Appoint	Yearbook Advisor	5	\$5000.00	JTHS	9/1/18	6/30/19	
Kaitlyn Brueno	Appoint	Unified Track and Field Co-Advisor	2	\$639.50	JTHS	9/1/18	6/30/19	
Jaycee Cahill	Appoint	Extracurricular Activity Nurse		\$200/diem	JTHS	10/17/18	6/30/19	Not to exceed 55 hours Salary prorated
Rachel Decker	Appoint	Homework Club, 1 of 6		\$130.00	Stanlick	11/1/18	6/30/19	Grant Funded
David DeVries	Appoint	Video Game Club	1	\$646.00	JTHS	9/1/18	6/30/19	
Nicholas Dekens	Appoint	Marching Band: Percussion Instructor/Arranger (2/3)	4	\$1640.00 \$2459.32	JTHS	9/1/18	6/30/19	
Cathy Duda	Appoint	Homework Club, 2 of 4		\$1320.00	Briggs	11/1/18	6/30/19	Grant Funded
Nanette Fandino-Diaz	Appoint	Spanish Club	1	\$646.00	JTHS	9/1/18	6/30/19	
Priscilla Gelinias	Appoint	Homework Club, 3 of 4		\$1320.00	Briggs	11/1/18	6/30/19	Grant Funded
Mary Johnston	Appoint	Chemical Hygiene Co-Advisor	1	\$323.00	JTHS	9/1/18	6/30/19	
Jennifer Kraljevich	Appoint	Extracurricular Activity Nurse		\$37.93/hr.	JTHS	10/30/18	6/30/19	Not to exceed 50 hours
Justin Kulick	Appoint	Marching Band: Percussion Instructor/Arranger (1/3)	4	\$820.00 \$1229.67	JTHS	9/1/18	6/30/19	
Beverly Mallatratt	Appoint	Homework Club, 2 of 6		\$1320.00	Stanlick	11/1/18	6/30/19	Grant Funded
Colleen Megna	Appoint	Homework Club, 4 of 4		\$1320.00	Briggs	11/1/18	6/30/19	Grant Funded
Matthew Moscatello	Appoint	Varsity Letter Club	1	\$800.00	JTHS	9/1/18	6/30/19	
Meredith Panka	Appoint	Homework Club, 3 of 6		\$1320.00	Stanlick	11/1/18	6/30/19	Grant Funded
Brianna Perna	Appoint	Yearbook Assistant	1	\$646.00	JTHS	9/1/18	6/30/19	
Amanda Quinn	Appoint	Homework Club, 4 of 6		\$1320.00	Stanlick	11/1/18	6/30/19	Grant Funded
Molly Sauer	Appoint	PARCC Portfolio/Math	1	\$646.00	JTHS	9/1/18	6/30/19	
Tanya Senney	Appoint	Homework Club, 5 of 6		\$1320.00	Stanlick	11/1/18	6/30/19	Grant Funded
Kristen Smith	Appoint	Homework Club, 6 of 6		\$1320.00	Stanlick	11/1/18	6/30/19	Grant Funded
Anthony Szwartz	Appoint	Chemical Hygiene Co-Advisor	1	\$323.00	JTHS	9/1/18	6/30/19	
Marcus Thompson	Appoint	Elevate A Capella Ensemble	2	\$1279.00	JTHS	9/1/18	6/30/19	
Karen Vanderbok	Appoint	Project Kind	1	\$646.00	JTHS	9/1/18	6/30/19	
Patricia Vandigriff	Appoint	PARCC Portfolio/ELA	1	\$646.00	JTHS	9/1/18	6/30/19	
Nicole Wildermuth	Appoint	Unified Track and Field Co-Advisor	2	\$639.50	JTHS	9/1/18	6/30/19	
Dustin Cardoza	Rescind	Academic Team Coordinator: 7 Blue	4	\$2930.00	JTMS	9/1/18	11/15/18	Prorated

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G. BAND FIELD TRIP 11-000-213-101-008

Name	Nature of Action	Position	Additional Salary	Loc.	Date Effective	Date Termin.	Discussion
Jennifer Kraljevich	Appoint	Band Field Trip Nurse	\$2275	JTHS	12/26/18	1/1/9	6 days at \$275/day, 5 nights at \$125 per night after 6:00PM

H. STOKES TRIP 11-401-100-101-000

Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Maximum Hours
Paul Gonzalez	Appoint	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Sean Quinn	Appoint	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Kathleen Vera-Mena	Appoint	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Victoria Wermert	Appoint	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Dustin Cardoza	Rescind	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Kathleen D'Ambrosio	Rescind	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Pamela Graham	Rescind	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Teresa Koontz	Rescind	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night
Joanna Reiss	Rescind	Stokes Chaperone	\$125.00	JTMS	11/1/18	11/2/18	1 night

I. CURRICULUM WRITING 11-000-221-104-200							
Name	Nature of Action	Position	Salary**	Loc.	Date Effective	Date Termin.	Maximum Hours
Nancy FitzGerald	Appoint	Academy Honors Field Research & Global Issues in Sustainability	\$37.14/hr.	JTHS	11/13/18	6/30/19	50 hours

J. STUDENT INTERN/TEACHER							
Name	School	Program	Subject	Location	Date Effective	Date Termin.	Discussion
Allison Weber	William Paterson University	Student Teacher	Elementary Education	Cozy Lake School	1/17/19	5/2/19	
Allison Weber	William Paterson University	Student Teacher	Elementary Education	Cozy Lake School	8/26/19	12/12/19	

L.2 Motion to approve Advanced Salary Placements as indicated below:

Name	From	Current Salary**	To
Kristen Afflerbach	MA+30/7	\$59,094	MA+45/7
Kira Arnold	MA/11	\$52,202 (.80)	MA+15/8 MA+15/11
Jessica Brennan	MA/8	\$58,055	MA+15/8
Kaitlyn Brueno	BA+15/4	\$54,999	MA+30/4
Darren Bruseo	MA/20	\$82,756	MA+15/20
Michele Carline	MA/11	\$62,753	MA+15/11
Shannon Chapman	BA/9	\$57,041	MA/9
Kelsey Crowe	BA/8	\$56,025	BA+15/8
Megan Curry	MA/7	\$57,029	MA+15/7
Kathleen D'Ambrosio	MA+30/19	\$86,858	MA+45/19
Katrina Fairclough	MA/6	\$57,029	MA+15/6
Kasey Farris	MA+15/17	\$72,783	MA+30/17
Michael Fernandes	BA/2	\$53,384	MA/2
Kevin Flatierre	MA/3	\$55,414	MA+15/3
Carol Gargone	MA+30/9	\$62,580	MA+45/9
Megan Grisi	MA+30/9	\$62,580	MA+45/9
Daniel Gugger	MA+30/10	\$65,427	MA+45/10
Brian Hough	MA+30/20	\$91,048	MA+45/20
Joyce Hulbert	MA+30/9	\$62,580	MA+45/9
Jason Kalish	MA+30/7	\$59,094	MA+45/7
Aladdin Kazanfer	MA+15/21	\$89,868	MA+30/21
Lori Kircher	MA+30/21	\$96,048	MA+45/21
Melissa Kwiecinski	MA+15/16	\$70,178	MA+45/16
Christina LaMonica	BA+15/6	\$56,014	MA/6
Matthew Levine	MA+30/18	\$82,563	MA+45/18
James MacDermid	BA+15/8	\$57,040	MA+15/8
Sarah Magnuson	BA+15/2	\$54,399	MA/2
Amy Musibay	MA+15/8	\$59,070	MA+45/8
Brianna Perna	MA+15/4	\$57,029	MA+30/5
Gino Rose	MA+30/17	\$78,798	MA+45/17
Christina Russo	MA+15/7	\$58,044	MA+30/7
Danielle Ryan	BA+15/13	\$61,754	MA+15/13
Molly Sauer	MA/6	\$57,029	MA+15/6
Andrew Scalone	MA/11	\$62,753	MA+15/11
Kimberly Serzan	MA/5	\$56,014	MA+30/5
Lauren Sylvester	BA+15/2	\$54,399	MA/2
Emily Thomsen	MA/11	\$62,753	MA+15/11
Robert Tiedemann	MA+15/14	\$68,579	MA+45/14
Halei Van Dyke	BA+15/3	\$54,399	MA/4
Heather Varner	MA+15/11	\$63,974	MA+30/11
Jennifer Vicente-Mora	MA/9	\$59,237	MA+15/9
Nicole Wildermuth	BA+15/2	\$54,399	MA+15/2

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

L.3 Motion to approve the following job descriptions:

- Media Aide

MOTION: Mr. Millar	SECOND: Mr. Martorelli			
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
9977089348	Stepping Stone School	\$36,602.20	10/30/18-6/30/19

M.2 Motion to approve the **contracted** services for **2018-2019**:

Student	Name	Tuition/ Cost	Loc.	Date Effective	Date Termin.	Discussion
3722167976	New Jersey Coalition for Inclusive Education	\$1,600	District	10/22/18	6/30/19	Not to exceed 3.5 hrs./day

M.3 Motion to approve Margaret Widgren as district **Homeless Liaison and NJ Department of Children and Families Coordinator** for SY19.

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

School/Group/Activity	Location
JTHS, Environmental Academy Students, Grs. 10 & 11	Duke Farms, Hillsborough, NJ
JTHS, Tomorrow’s Teachers Class, Kean University’s Future Teacher Academy	Kean University, Union, NJ
JTHS, Student Athletic Advisory Council, Sportsmanship Summit	Sussex Technical School, Sparta, NJ
Briggs School, Select Students, Rotary Club Holiday Luncheon	Star of the Sea Church, Lake Hopatcong, NJ
Cozy Lake School, Select Students, Rotary Club Holiday Luncheon	Star of the Sea Church, Lake Hopatcong, NJ
JTMS, Select JTMS Chorus Members, Rotary Club Holiday Luncheon	Star of the Sea Church, Lake Hopatcong, NJ
Stanlick School, Select Students, Rotary Club Holiday Luncheon	Star of the Sea Church, Lake Hopatcong, NJ
White Rock School, Select Students, Rotary Club Holiday Luncheon	Star of the Sea Church, Lake Hopatcong, NJ
JTHS, Debate Team, Debate Tournament	Mt. Olive High School, Flanders, NJ
JTHS, DECA Regional Competition	Ramapo College, Mahway, NJ
JTHS, Select Guidance Group, Morris County Youth Wellness Summit	Drew University, Madison, NJ
JTHS, Habitat for Humanity Club, Morris County Build Site (1 of 3)	Site to Be Determined, Morris County, NJ
Cozy Lake School, Grade 2 Field Trip	Waterloo Village, Stanhope, NJ
JTHS, Habitat for Humanity Club, Morris County Build Site (2 of 3)	Site to Be Determined, Morris County, NJ
Briggs School, Grade 1, Field Trip	Fosterfields Living Historical Farm, Morristown, NJ
Briggs School, Grade 2, Field Trip	Waterloo Village, Stanhope, NJ
JTMS, Debate Club, Morris Area Debate	College of Saint Elizabeth, Morristown, NJ
JTHS, Habitat for Humanity Club, Morris County Build Site (3 of 3)	Site to Be Determined, Morris County, NJ

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

School/Group/Activity	Location
JTMS, GATEways Grade 8, Culminating Trip	Washington, D.C., and surrounding areas in VA & MD

M.6 Motion to affirm Superintendent's recommendation on Harassment, Intimidation and Bullying findings reported for September 10, 2018 through October 8, 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. Small, 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
5601P	School Clearance following Crisis Situation	New

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

File Code	Title	Action
8600P	Student Transportation	Revised
8600R	Student Transportation	Revised

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

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 October 9, 2018 through November 12, 2018.

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	1	0	0
Stanlick	2	1	0
Milton	0	0	0
Cozy Lake	0	0	0
White Rock	1	0	0
JTMS	6	0	0
JTHS	2	0	0

Enrollment as of 10/31/18:

	October 2017	October 2018
Milton	156	149
Cozy Lake	187	172
Arthur Stanlick	307	279
E.T. Briggs	288	278
White Rock	331	325
Total Elementary	1,269	1,203
JTHS	1,000	979
JTMS	769	728
GRAND TOTAL	3,038	2,910
Tuition students received	6	6
Out-of-district placement	31	31

P. COMMUNICATIONS

- None

Q. OLD BUSINESS

- None

R. NEW BUSINESS

- Congratulations were offered to Mrs. Gould, Mr. Wasserman and Mr. Natale on their election to the Board.

S. PUBLIC COMMENTS

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

T. BOARD MEMBER COMMENTS

- Mrs. Gould noted all the great activities happening in our schools and said she is proud of the schools and the students.
- Mr. Stewart attended the White Rock Veterans’ Program and commented how well the program is presented.
- Mrs. Small noted her father attended the Veterans’ Program at White Rock and was very moved by the presentation.
- Mr. Martorelli chaperoned the 3rd grade trip to the Bronx Zoo and commented that it is a great trip for the students.
- Mrs. VanNess commented how incredible and emotional the White Rock Veterans’ Day Program is.

U. ADJOURN

Motion by Mrs. Small, seconded by Mrs. Gould that the meeting adjourn at 7:48 PM.

Respectfully submitted,

Dora 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)
Bavosa, Sherry	Feb. 27	Fairfield, NJ	What's New in Children's Books & Creative, powerful Strategies to Use Them in Your Classroom	\$ 269.00	Own	45	\$0.31	-	-	-	-	\$ 282.95
Downes, Antoinette	Nov. 20	Newark, NJ	Executive Functioning Skills: Strategies to Reduce Impulsive Behaviors, Increase Focus and Develop Working Memory	\$ 259.00	Own	41	\$0.31	-	-	-	-	\$ 271.71
Fitzgerald, Nancy	Dec. 12-14	Washington, DC.	AGU – American Geophysical Union	-	Own	506	\$0.31	\$219.00/nt	2	\$ 76.00	2.5	\$ 784.86
Fritzky, Theresa	N/A	Web Based	Legal One Comprehensive Online Training Modules	\$ 270.00	-	-	-	-	-	-	-	\$ 270.00
Fritzky, Theresa	Dec. 7	Mahwah, NJ	LinkIt! Principal and Teacher Data Leadership Academies	\$ 175.00	Own	66	\$0.31	-	-	-	-	\$ 195.46
Honstetter, Danielle	Feb. 19-22	Edison, NJ	Nonviolent Crisis Intervention Training Program	\$ 1,489.00	Own	448	\$0.31	-	-	-	-	\$ 1,627.88
Johansson, Lori	Feb. 27	Fairfield, NJ	What's New in Children's Books & Creative, powerful Strategies to Use Them in Your Classroom	\$ 269.00	Own	45	\$0.31	-	-	-	-	\$ 282.95
Kolodny, Kim	Jan. 11-13	Philadelphia, PA	US Lacrosse Convention	\$ 90.00	Own	220	\$0.31	-	-	\$ 61.00	2.5	\$ 310.70
Kulick, Lauren	Dec. 19-22	Chicago, IL	Midwest International Band and Orchestra Conference	-	-	-	-	\$ 131.00/nt	3	\$ 76.00	3.5	\$ 659.00
Langner, Paula	Nov. 27 & 28	New Brunswick, NJ	Guided Math Conference	\$ 449.00	Own	196	\$0.31	-	-	-	-	\$ 509.76
Russo, Christina	Feb. 27	New Brunswick, NJ	Access, Choice and Time: How to Create Attentive and Critical Readers	\$ 150.00	Own	79	\$0.31	-	-	-	-	\$ 174.49
Starita, Robert	N/A	Web Based	Legal One Comprehensive Online Training Modules	\$ 270.00	-	-	-	-	-	-	-	\$ 270.00
Starita, Robert	Dec. 7	Mahwah, NJ	LinkIt! Principal and Teacher Data Leadership Academies	\$ 175.00	Own	75	\$0.31	-	-	-	-	\$ 198.25
Todd, Bertha	Nov 15	West Orange, NJ	Best, Powerful Strategies for Teaching Math	\$ 259.00	Own	68	\$0.31	-	-	-	-	\$ 280.08
Widgren, Margaret	Dec. 7	Mahwah, NJ	LinkIt! Principal and Teacher Data Leadership Academies	\$ 175.00	Own	58	\$0.31	-	-	-	-	\$ 192.98

All Meals are prorated 75% on travel days

Appendix B – Budget Calendar

Date	Action
@December 1, 2018	Grant access to departments/schools to enter budget requests, both routine and Initiatives
January 11, 2019	Deadline to submit budget requests
January 14, 2019	Central Office Administration commences review
Various Dates	Board Committee review as needed
March 18, 2019	Board Meeting to Adopt Preliminary Budget
March 20, 2019	Deadline to submit tentative Budget to County Office for Review
April 20, 2019	Last day to advertise for earliest public hearing, no later than 4 days prior to hearing date.
April 22, 2019	Last day for DOE to approve budget.
April 24 - May 7, 2019	Date range for Budget Public Hearing (usually coincides with Budget Adoption)
Within 48 Hours of Budget Adoption	Post User-Friendly Budget on District Website