

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, January 18, 2016 7:00 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, *AIM Newspaper*, and the *JEFFERSON PATCH*;

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>
Mr. Cuccio	_____	_____
Mrs. Gould	_____	_____
Mrs. Poulas	_____	_____
Mr. Quigley	_____	_____
Mrs. Senatore	_____	_____
Mr. Stewart	_____	_____
Mrs. Van Ness	_____	_____
Mr. Millar, Vice President	_____	_____
Mr. Smith, President	_____	_____
Mr. Kyle DeCotiis (<i>Student Representative</i>)	_____	_____
Mr. Anthony Cruz (<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 18th day of January, 2016 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 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 _____ PM.

E. SUPERINTENDENT'S REPORT

- Good News and Progress in Our Schools

F. PRESENTATIONS

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

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

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

H. STUDENT REPRESENTATIVES

I. COMMITTEE REPORTS

J. MINUTES OF MEETINGS

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

- December 16, 2015 Regular Meeting Minutes
- December 16, 2015 Executive Session Meeting Minutes #1
- December 16, 2015 Executive Session Meeting Minutes #2
- January 4, 2016 Annual Organization Meeting Minutes
- January 4, 2016 Special Meeting Minutes

K. FINANCE AND BUILDING NEEDS COMMITTEE

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

K.1 Motion to approve the **purchase order** list dated December 2015 in the amount of **\$101,587.12**.

K.2 Motion to approve the **check journal** as of December 2015 in the amount of **\$5,978,866.06**.

Fund	Amount
General (10/11)	\$ 5,867,228.44
Special Revenue Funds (20)	\$ 111,637.62
Total	\$ 5,978,866.06

K.3 Motion to approve the funds **transfers** in the 2015-2016 Fiscal Year, dated December 2015 in the amount of **\$5,062.34**.

K.4 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 November 30, 2015, 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.5 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of November 30, 2015, 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.6 Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property, as listed below:

<u>School/Department</u>	<u>Bar Code/Serial No.</u>	<u>Equipment Description</u>
Central Office	2543	Desk
High School	2898	Television

K.7 Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

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

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

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

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

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

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

L. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.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

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Patricia Carroll	Retirement	Elementary Teacher 10-10-10/age			Stanlick	6/30/16	7/1/16	Retiring after 24 years of service in district

Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Brianna Perna*	Appoint	Social Studies Teacher	MA Step 4	\$52,190	High School	3/11/16***	6/30/16	***Or sooner depending upon release from current position Replacing M. Austin
Mariel Waters	Appoint	Social Studies Teacher Long Term Substitute	BA Step 1	\$200/day	Middle School	1/19/16	2/20/16	Replacing KM Less than 60 days
Mark Feinsinger	Appoint	Bedside Instruction		\$42.43/hr.	District	12/18/15	6/30/16	
Rachel Koenig	Appoint	Bedside Instruction		\$42.43/hr.	District	1/13/16	6/30/16	
Kelly Tarsitano	Appoint	Bedside Instruction		\$42.43/hr.	District	1/13/16	6/30/16	
AA	Maternity Leave	10-10-10/aoa			Stanlick/Briggs	3/14/16	6/30/16	Utilizing 24 sick days and 42 unpaid days
PC	Medical Leave	10-10-10/age			Stanlick	1/11/16	1/30/16	Utilizing 15 sick days
KM	Medical Leave	10-70-70/apf			JTMS	1/11/16	2/20/16	Utilizing 7 sick day, 3 personal days and 19 unpaid
AS	Adjusted Maternity Leave	10-50-50/ahk			Cozy Lake	10/26/15	2/6/16	Utilizing 33 sick and 31 unpaid days
LS	Maternity Leave	10-10-10/aio			Stanlick	5/2/16	10/4/16	Using 37 sick day, and approx. 21 unpaid days

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

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Jill Cook 11-000-217-106	Appoint	Special Ed Aide 09-80-80/brv	Step 1	\$19.65/hr.	High School	1/19/16	6/30/16	Replacing K. Susko 3.5 hrs./day w/o benefits
Nicole Fabiano 11-000-217-106	Appoint	Special Ed Aide 90-50-50/bwp	Step 1	\$19.65/hr.	Cozy Lake	1/28/16	6/30/16	Replacing E. Farrell 3.5 hrs./day w/o benefits
Lindsey Hoekstra 11-213-100-106	Appoint	Special Ed Aide 09-60-60/bcs	Step 1	\$19.65/hr.	White Rock	1/4/16	6/30/16	Replacing D. Kalish 3.5 hrs./day w/o benefits
Julie Jahnke 11-000-218-105-00	Appoint	Secretary (.49) 12-70-72/afb	Step 1	\$20,030	JTMS	1/5/16	6/30/16	Replacing D. Anderson 3.95 hrs./day w/o benefits
Talin Knapik	Appoint	Special Ed Aide	Step 1	\$19.65/hr.	Middle School	1/6/16	2/10/16	Not to exceed 6 hours for open gym/after school
Susan Latronica 11-000-217-106	Appoint	Special Ed. Aide 09-40-40/bwf	Step 1	\$19.65/hr	Milton	2/1/16	6/30/16	3.5 hours/day, w/o benefits
Michele Leibowitz 11-209-100-106	Appoint	Special Education Aide 09-70-70/bjt	Step 1	\$19.65/hr.	JTMS	1/14/16	6/30/16	Replacing J. Jahnke 3.5 hours/day, w/o benefits
Daniel Malloy 11-000-217-106	Appoint	Special Ed Aide 09-80-80/be	Step 1	\$19.65/hr.	JTHS	1/14/16	6/30/16	Replacing M. Kanouse 1.5 hrs./day – M/W/TH 3.5hrs./day – T/F w/o benefits
Daniel Malloy 11-120-100-101	Appoint	Job Coach 10-80-80/bpm		\$42.45/hr.	JTHS	1/14/16	6/30/16	Replacing M. Kanouse 2 hr./day, 3 days per week As needed, may increase
Wendy Smith Rhinehart 11-000-262-107	Appoint	Cafeteria/Security LTS 09-70-70/beo		\$15.00/hr.	Middle School	1/5/16	1/29/16	LTS for GF
Melissa Zabriskie 11-213-100-106	Appoint	Special Ed Aide 09-10-10/bdc	Step 1	\$19.65/hr.	White Rock	1/28/16	6/30/16	Replacing L. Washer 3.5 hrs./day w/o benefits
Michelle Faasse	Resignation	Special Ed Aide 90-30-30/bmy			Briggs	1/15/16	1/16/16	
Julie Jahnke	Resignation	Special Ed Aide 09-70-70/bjt			Middle School	1/4/16	1/5/16	Accepted another position in district
Melissa Kanouse	Resignation	Special Ed Aide/Job Coach 09-80-80/be			High School	1/14/16	1/15/16	
Dina Troha	Resignation	Special Ed Aide 09-10-10/bum			Cozy Lake	1/15/16	1/17/16	
Joanne Bley 11-000-217-106	Transfer	Special Ed Aide 90-40-40/bot	Step 2	\$19.95/hr.	Milton	1/11/16	6/30/16	3.5 hrs/day w/o benefits
Lise Meisner	Transfer/Additional Time	Special Ed Aide 90-30-30/bmx	Step 5	\$20.89/hr.	Briggs	1/14/16	6/30/16	Replacing Michelle Faasse 3.92 hrs./day w/o benefits
Hannah Storbeck 11-000-217-106	Transfer	Special Ed Aide 90-50-50/buj	Step 2	\$19.95/hr.	Cozy Lake	1/14/16	6/30/16	Replacing Dina Troha 3.5 hrs./day w/o benefits
SA	Adjusted Medical Leave	12-00-00/bak			District	11/30/15	1/3/16	Utilizing 17.25 sick days
AJ	Medical Leave	90-70-70/bjr			Middle School	1/19/16	1/23/16	Utilizing 4 sick days
MP	Adjusted Medical Leave	09-80-80/bvl			High School	12/4/15	1/19/16	Utilizing 11 sick days, 3 personal days, 7 unpaid days
LR	Medical Leave	09-80-80/bcv			High School	1/19/16	6/23/16	Utilizing 49 sick days, 55 unpaid days

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

D. SUBSTITUTES/OTHER								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Melissa Falzarano	Appoint	Sub Teacher		\$90/diem	District	12/19/15	6/30/16	
Gina Maron	Appoint	Sub Aide		\$10.00/hr.	District	1/6/16	6/30/16	
Manuela Barbosa	Appoint	Sub Secretary		\$11.50/hr.	District	1/19/16	6/30/16	
Stanley Culp	Appoint	Sub Custodian		\$15.00/hr.	District	1/19/16	6/30/16	

E. EXTRA DUTY PAY - Appointments are at the 14/15 salary guide until such time as negotiations have been completed								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Vicki Kopacka	Appoint	Professional Musician		\$300	High School	12/15/15	12/16/15	Winter Choral Concert 1 rehearsal & 1 performance

F. 2015-16 SCHOOL YEAR COACHING STAFF								
WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Melissa Kanouse	Rescind	Assistant Softball	3	\$4876.57	High School	1/14/16	1/15/16	
Joseph DiGennaro	Appoint	Assistant Baseball	3	\$4876.57	High School	9/1/15	6/30/16	

** Salary based on 2014/2015 salary guide; will be adjusted when negotiations have been completed and new guides have been adopted.

L.2 Motion to establish the substitute rate for the following positions, effective January 1, 2016:

Mechanic	\$15.00/hour
Courier	\$11.50/hour
Security/Hall Monitor	\$15.00/hour

L.3 Motion to approve the Fall 2015 Course Reimbursements as indicated below:

Name	College	Class	Approval	Credits	Amount
Widgren, Margaret	Caldwell University	Internship for School Administrators	1	3	\$ 2,790.00

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.6, as described below:

M.1 Motion to approve student placement for the 2015-2016 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
F/14-3	Chancellor Academy	\$32,923.98	1/7/16-6/30/16
M/6-5	Windsor Academy	\$29,424.78	1/19/16-6/30/16

M.2 Motion to rescind student placement for the 2015-2016 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
M/11-10	Windsor Learning Center	\$32,991.42	12/23/15

M.3 Motion to approve the following day trips:

School/Group/Activity	Location	Dates
JTHS/JTMS Project Stay Gold	New Jersey State House, Trenton, NJ	January 29, 2016

M.4 Motion to approve the following overnight trips:

School/Group/Activity	Location	Dates
JTHS FBLA	Harrah's Convention Center, Atlantic City, NJ	February 18 - 19, 2016

M.5 Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) from December 16, 2015 through January 18, 2016.

RESOLVED, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from December 16, 2015 through January 18, 2016, as summarized below:

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

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

M.6 Motion to approve and submit biannual **Statement of Assurance Regarding the Use of Paraprofessional Staff** for the 2015-2016 school year to the Executive County Superintendent.

Enrollment as of 12/23/15:

	Dec. 14	Dec. 15
Milton	150	139
Cozy Lake	229	205
Arthur Stanlick	365	346
E.T. Briggs	316	286
White Rock	380	385
Total Elementary	1,440	1,361
JTMS	787	772
JTHS	1,005	1,018
GRAND TOTAL	3,232	3,151
Tuition students received	3	4
Out-of-district placement	34	36

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	Adopted
1240p	Evaluation of the Superintendent	Replaces 1240p Evaluation of the Superintendent (03/17/14)
1240r	Evaluation of the Superintendent	Replaces 1240r Evaluation of the Superintendent (03/17/14)
3221p	Evaluation of Teachers	Replaces 3221p Evaluation of Teachers (03/17/14)
3221r	Evaluation of Teachers	Replaces 3221r Evaluation of Teachers (03/17/14)
3222p	Evaluation of Teaching Staff Members Excluding Teachers & Administrators	Replaces 3222p Evaluation of Teaching Staff Members Excluding Teachers & Administrators (03/17/14)
3222r	Evaluation of Teaching Staff Members Excluding Teachers & Administrators	Replaces 3222r Evaluation of Teaching Staff Members Excluding Teachers & Administrators (03/17/14)
3223p	Evaluation of Administrators Excluding Principals & Assistant Principals	Replaces 3223p Evaluation of Administrators Excluding Principals & Assistant Principals (03/17/14)
3223r	Evaluation of Administrators Excluding Principals & Assistant Principals	Replaces 3223r Evaluation of Administrators Excluding Principals & Assistant Principals (03/17/14)
3224p	Evaluation of Principals & Assistant Principals	Replaces 3224p Evaluation of Principals & Assistant Principals (03/17/14)
3224r	Evaluation of Principals & Assistant Principals	Replaces 3224r Evaluation of Principals & Assistant Principals (03/17/14)
3431.1p	Family Leave	Replaces 3431.1p Family Leave (01/19/09)
4441.1p	Family Leave	Replaces 4431.1p Family Leave (01/19/09)
5337p	Service Animals	New
5516p	Use of Electronic Communications and Recording Devices (ECDRD)	Replaces 5516p Use of Electronic Communications and Recording Devices (ECDRD) (09/20/11)

O. COMMUNICATIONS

P. OLD BUSINESS

Q. NEW BUSINESS

R. PUBLIC COMMENTS

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

S. BOARD MEMBER COMMENTS

T. ADJOURN

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)
Cooper, Denise	Feb. 4	N/A	Excel 2010 – Intermediate Webinar	\$ 295.00	-	-	-	-	-	-	\$ 295.00
Ducceschi, Linda	Apr. 20	Livingston, NJ	I am Reading: Nurture Young Children as They Make Meaning and Joyfully Engage with Any Book	\$ 239.00	Own	46	-	-	-	-	\$ 239.00
Fleming, Robert	Jan. 28-29	Atlantic City, NJ	Techspo 2016	\$ 420.00	Own	300	\$ 150.00**	1	\$ 64.00	1.75	\$ 682.00
Fisher, Janice	Feb. 18-19	East Brunswick, NJ	NJMEA Convention	\$ 165.00	Own	220	-	-	-	-	\$ 165.00
Gherardi, Richard	Jan. 28-29	Atlantic City, NJ	Techspo 2016	\$ 420.00	Own	300	\$ 150.00**	1	\$ 64.00	1.75	\$ 682.00
Haines, Phyllis	Feb. 4	N/A	Excel 2010 – Intermediate Webinar	\$ 295.00	-	-	-	-	-	-	\$ 295.00
Jones, Emily	Feb. 18-20	East Brunswick, NJ	NJMEA Convention	\$ 165.00	Own	220	-	-	-	-	\$ 165.00
Kraljevich, Jennifer	Apr. 9	Iselin, NJ	The New Jersey State School Nurses Association Spring Conference	\$ 210.00	Own	52	-	-	-	-	\$ 210.00
Tierney, Patrick	Jan. 28-29	Atlantic City, NJ	Techspo 2016	\$ 420.00	Own	300	\$ 150.00**	1	\$ 64.00	1.75	\$ 682.00
Wilson, Shannon	Mar. 10-11	Atlantic City, NJ	48 th Annual NJ Pupil Transportation Conference & Equipment Show	\$ 395.00	Own	292	-	-	-	-	\$ 395.00
Woods, Katrina	Feb. 29	Fairfield, NJ	Close Reading of Informational Text – Grades 3-5	\$ 239.00	Own	34	-	-	-	-	\$ 239.00
Young, Lisa	Feb. 29	Fairfield, NJ	Close Reading of Informational Text – Grades 3-5	\$ 239.00	Own	34	-	-	-	-	\$ 239.00
Zeno, Dora	Feb. 17-21	Las Vegas, NV	ASBO International Leadership Conference	\$ 450.00	\$ 612.50*	60	\$ 251.00	4	\$ 64.00	5	\$ 2,386.50

*Revision made to previously approved travel.

** Hotel waiver for overnight (in state) lodging approved by the Commissioner of Education

All Meals are prorated 75% on travel days