

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Work Session Meeting Agenda

Monday – November 14, 2005 - 7:00 PM

Jefferson Township Middle School Media Center

A. _____ called the meeting to order at ____ PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. ROLL CALL:

	<u>Present</u>	<u>Absent</u>
Mr. Andre	_____	_____
Mr. Cuccio	_____	_____
Mr. Erdmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Mrs. Mastricola	_____	_____
Mrs. Servedio	_____	_____
Mr. Trignano	_____	_____
Mrs. Van Houwe	_____	_____
Manny Fanarjian	_____	_____
Nicole Yatsonsky	_____	_____

D. SUPERINTENDENT’S REPORT

Good News and Progress in Our Schools.

Monthly Progress Report On District Goals:

- *Improve math and writing instruction district-wide.*
- *Improve inter and intra-communication and community relations.*
- *Ensure that the facilities are properly maintained and safe for students, staff and public.*
- *Ensure (instructional) consistency within grade levels and across the district campuses.*

E. PRESENTATIONS / ANNOUNCEMENTS / RECOGNITION / DISCUSSION ITEMS

- Briggs Gardening Project
- American Education Week Proclamation – November 13 - 19, 2005 (Item I.1)
- 2004 - 2005 Annual Audit - James Cerullo of Ferraioli, Wielkotz, Cerullo & Cuva (November 21, 2005)
- 2006 - 2007 School Calendar DRAFT Option (November 21, 2005)

F. MINUTES OF MEETINGS

F.1 Motion by _____, seconded by _____, that the minutes of the following meetings be approved as submitted:

- October 10, 2005 – Work Session Meeting
- October 17, 2005 – Regular Meeting
- October 24, 2005 – Special Meeting

G. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions G.1 through G.12, as described below:

G.1 Motion to approve the list of **purchase orders** dated October 2005 in the amount of \$533,509.49.

G.2 Motion to approve the **check journal** for the month of October 2005 in the amount of \$4,430,433.26.

G.3 Motion to accept the **Treasurer and Secretary’s Report** dated September 30, 2005 as being in balance.

G.4 Motion to approve the **transfer** of funds in the 2005-2006 Fiscal Year, dated September 2005 in the amount of \$

G.5 Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJAC 6A:23-2.11(c)3, that as of September 30, 2005 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a).

G.6 Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of September 30, 2005, 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 overexpended in violation of NJAC 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.

G.7 Motion to accept FY06 Individuals with Disabilities Education Improvement Act (**IDEIA-B**) grant in the following amounts:

Basic: \$697,922
Preschool: \$ 34,195

G.8 Motion to approve the submission of Application for State Aid Funding for FY06 and accept funds in the amount of \$9,667.00 for the **New Jersey Character Education Partnership (NJCEP) Initiative**.

G.9 Motion to accept the June 30, 2005 **Comprehensive Annual Financial Report**. (copy available for review)

G.10 Motion to approve the June 30, 2005 Audit **Corrective Action Plan**. (copy attached)

G.11 Motion to declare an emergency condition (interruption of water supply) and to approve all actions necessary to procure services to connect the Milton School to the Municipal water supply and permit the Business Administrator to enter an emergency contract to achieve the new water services.

G.12 Motion to approve the disposal of **obsolete equipment**, as shown below, in accordance with Policy #7300, Disposition of Property.

<u>School/Department</u>	<u>Equipment Description</u>
Transportation &	1990 Ford Van - VIN #1FDJE34M5LMA89134
Educational Facilities	1992 Ford Van – VIN #1FDJE37M1NH56842

H. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 and H.2, as described below:

H.1 Motion to appoint and submit to the 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, * denotes mentoring required)

PERSONNEL								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A: Administrative								
Luis M. Rojas Jr.	Resignation	Director of HR			BO	1/1/06	12/31/05	
B: Instructional								
Linda C. Devore	Retirement	Art/Video Studio			JTHS	1/1/06	12/31/05	(34.5 yrs in district)
Mary Ann Tunstead	Retirement	Math Teacher			JTHS	1/1/06	12/31/05	(19.5 yrs in district)
KS	Leave of Absence	Guidance Counselor			JTHS	10/3/05	Upon release from Dr.	Using accumulated sick leave
MM	Leave of Absence	Teacher, Grade 4			Stanlick	2/6/06	6/30/06	Disability 2/6-3/31/06 FLA 4/1/06-6/30/06
Carol Corazza	Retirement	Phys Ed Teacher				12/1/05	6/30/05	(6 yrs in district)
C: Non-Instructional								
Cynthia Cataldo	Retirement	Bus Driver			Transp	6/1/06	5/12/06	
Eileen Heinrich	Retirement	Kdgn Aide			Milton	10/1/05	6/30/06	
Bruce Monks	Retirement	Custodian			JTMS	2/1/06	1/31/06	(20 yrs in district)
Joyce Troy	Appoint	1 on 1 Aide	Step 1	\$16.04/hr	JTMS	Upon fingerprint completion	6/30/06	3.5 hrs a day Non-benefited
MaryBeth Galfo	Appoint	1 to 1 Aide	Step 1	\$16.04/hr	ETB	10/31/05	6/30/06	3.5 hrs a day Non-benefited
MaryBeth Galfo	Resignation	1 to 1 Aide			ETB	11/3/05	11/3/05	3 days of service
Alice Reines	Appoint	1 to 1 Aide	Step 1	\$16.04/hr	Cozy Lake	11/14/05	6/30/06	3.5 hrs a day Non-benefited
Audrey Kazimer	Transfer	From Resource Room to LLD Class	Step 3	\$16.64/hr	WR	11/3/05	6/30/06	
Mary Anzano	Appoint	1 to 1 aide	Step 1	\$16.04/hr	Cozy Lake	11/15/05	6/30/06	45 mins per week
Cathryn Caruso	Appoint	1 to 1 aide	Step 1	\$16.04/hr	Briggs	11/21/05	6/30/06	3.5 hrs a day Non-benefited
D: Substitute								
Jevat Mehmedi	Appoint	Sub Custodian		\$12.50/hr	District	11/22/05	6/30/06	
Lisa Kasica	Appoint	Sub Clerical		\$11.50/hr	District	11/22/05	6/30/06	
Lisa Kasica	Appoint	Sub Aide		\$10.00/hr	District	11/22/05	6/30/06	
Betty Zimmer	Appoint	Sub Aide		\$10.00/hr	District	11/22/05	6/30/06	
Craig Moore	Appoint	Sub Teacher		\$80.00/diem	District	11/22/05	6/30/06	
E: Extra-Duty Pay								
Dustin Cardoza	Appoint	Crisis Mgmt Training		\$30.63/hr	Stanlick	7/13/05	7/13/05	6 hours
Karen Staples	Rescind	Each One Reach One	Level 3	\$1,450	JTHS	9/1/05	9/1/05	Not to exceed 72 hrs
Placeholder	Appoint	Each One Reach One	Level 3	\$1,450	JTHS	2005/06	2005/06	Not to exceed 72 hrs
Pamela Graham	Appoint	American Red Cross	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Kareen Correia	Appoint	Art Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Serina Alfano	Appoint	Chess Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Richard Barrieres	Appoint	Ensemble Night Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Vincent Stasio	Appoint	Geography Bee	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Claude Larson	Appoint	NASA Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Brenda Smith	Appoint	Sewing Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Dave Bresett	Appoint	Spring Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Sharon Ciliento	Appoint	Spring Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Kathy D'Ambrosio	Appoint	Winter Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Cheryl Kanazik	Appoint	Winter Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Barbara Francavilla	Appoint	Anti-Bullying Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kathy D'Ambrosio	Appoint	Astronomy Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
David Bresett	Appoint	Craftman Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Sharon Ciliento	Appoint	Fall Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Jessica Hoertel	Appoint	Fall Intramurals	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Christina Hardin	Appoint	Mathcounts	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Barbara Francavilla	Appoint	Peer Leaders Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Sharon Ciliento	Appoint	Spelling Bee Club	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
Joan Lucas	Appoint	Tri-Music Honor Society	Level 1	\$400	JTMS	9/1/05	6/30/06	Not to exceed 16 hrs
F. Coaches								
Terry McCarney	Appoint	Head Cheerleading	Step 19	\$4079.57	JTHS	2005/06	2005/06	
Joe DiGennaro	Appoint	Head Boys Basketball	Step 11	\$7174.71	JTHS	2005/06	2005/06	
Frank Dwornikowski	Appoint	Asst. Boys Basketball	Step 26	\$5760.62	JTHS	2005/06	2005/06	
Brian Hough	Appoint	Asst. Boys Basketball	Step 8	\$4860.62	JTHS	2005/06	2005/06	
Jim O'Connor	Appoint	Head Girls Basketball	Step 23	\$7774.71	JTHS	2005/06	2005/06	
Gregg Eck	Appoint	Asst Girls Basketball	Step 22	\$5560.62	JTHS	2005/06	2005/06	
Nancy Harris	Appoint	Asst Girls Basketball	Step 9	\$4910.62	JTHS	2005/06	2005/06	
Matt Moscatello	Appoint	Head Wrestling	Step 2	\$5899.83	JTHS	2005/06	2005/06	
Anthony Gonzalez	Appoint	Asst Wrestling	Step 1	\$3109.67	JTHS	2005/06	2005/06	
Curt Pakutka	Appoint	Volunteer Wrestling	N/A	N/A	JTHS	2005/06	2005/06	
Brian Wenzel	Appoint	Head Ice Hockey	Step 1	\$5275.05	JTHS	2005/06	2005/06	Upon approval by DOE
TBA	Appoint	Volunteer Ice Hockey	B/A	N/A	JTHS	2005/06	2005/06	
John Notte	Appoint	Head Indoor Track	Step 29	\$7149.83	JTHS	2005/06	2005/06	
Kathy Cutrona	Appoint	Asst Indoor Track	Step 6	\$4138.43	JTHS	2005/06	2005/06	
Sue Tordoff	Appoint	Head Ski Team	Step 7	\$4188.43	JTHS	2005/06	2005/06	
Brian Palumbo	Appoint	Head Swim Team	Step 7	\$6049.83	JTHS	2005/06	2005/06	
James Breiten	Appoint	Asst Swim Team	Step 4	\$4038.43	JTHS	2005/06	2005/06	Upon approval by DOE
Diane Savacool	Appoint	Athletic Trainer		\$1500.00	JTHS	2005/06	2005/06	
Anthony Villante	Appoint	Weight Room Supv.		\$1580.83	JTHS	2005/06	2005/06	

COURSE REIMBURSEMENTS:

Name	Course Title	College/University	Approval #	Amount
Bertha R. Todd	Curriculum Development & Evaluation	Seton Hall	43	\$1,500
John Notte	Contemporary Method, Materials & Evaluations	New Jersey City University	48	\$969.90
	Defensive Driving Teaching Techniques	New Jersey City University	49	\$530.10
Susan Rodgers	How to Get Parents on Your Side	MaryGrove College	12	\$370.00
Denyse Edge	How to Get Parents on Your Side	MaryGrove College	19	\$370.00
Lisa Heckenberger	How to Get Parents on Your Side	MaryGrove College	40	\$969.00
Nicole Fastnacht	Models of Effective Teaching	MaryGrove College	5	\$531.00
	How to Get Parents on Your Side			\$969.00
Michelle Sprague	How to Get Parents on Your Side	MaryGrove College	4	\$969.00
	Models of Effective Teaching	MaryGrove College	8	\$531.00

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

NAME	FROM	PRESENT SALARY	TO	NEW SALARY	DIFFERENCE
Patricia Barile	MA+30 Step 14	\$66,660.00	MA+45 Step 14	\$69,696.00	\$3,036.00
David Bresett	MA+30 Step 18	\$88,321.00	MA+45 Step 18	\$92,264.00	\$3,943.00
Marietta Cerciello	MA+30 Step 18	\$90,049.00	MA+45 Step 18	\$93,992.00	\$3,943.00
Jodie Ciaraffo	MA+15 Step 17	\$71,228.00	MA+30 Step 17	\$77,185.00	\$5,957.00
Christine Cinnamon	BA Step 06	\$43,980.00	MA Step 06	\$45,980.00	\$2,000.00
Amy Connors	BA+15 Step 08	\$46,980.00	MA Step 08	\$47,980.00	\$1,000.00
Jennifer Costabile	BA Step 07	\$44,980.00	BA+15 Step 07	\$45,980.00	\$1,000.00
Janice Courtney	BA+15 Step 08	\$46,980.00	MA Step 08	\$47,980.00	\$1,000.00
P.Joseph DiGennaro	MA+15 Step 14	\$61,137.00	MA+45 Step 14	\$69,896.00	\$8,759.00
Nicole Fastnacht	BA+15 Step 07	\$45,980.00	MA+15 Step 07	\$47,980.00	\$2,000.00
Sandra Fisher	MA+30 Step 18	\$85,220.00	MA+45 Step 18	\$89,163.00	\$3,943.00
Steve Gottlieb	MA+30 Step 18	\$90,060.00	MA+45 Step 18	\$94,003.00	\$3,943.00
Teri Haight	BA Step 06	\$43,980.00	BA+15 Step 06	\$44,980.00	\$1,000.00
Stephen Hannaway	MA+30 Step 18	\$87,220.00	MA+45 Step 18	\$91,163.00	\$3,943.00
Lisa Heckenberger	BA+15 Step 04	\$42,980.00	MA+15 Step 04	\$44,980.00	\$2,000.00

NAME	FROM	PRESENT SALARY	TO	NEW SALARY	DIFFERENCE
Jessica Hoertel	BA Step 05	\$42,980.00	BA+15 Step 05	\$43,980.00	\$1,000.00
Brian Hough	BA+15 Step 08	\$46,980.00	MA Step 08	\$47,980.00	\$1,000.00
Mike Kalavik	MA+30 Step 18	\$84,770.00	MA+45 Step 18	\$88,713.00	\$3,943.00
Patricia Klebez	BA+15 Step 06	\$44,980.00	MA Step 06	\$45,980.00	\$1,000.00
Rose Ann Kreiger	BA Step 08	\$45,980.00	BA+15 Step 08	\$46,980.00	\$1,000.00
Karen Mason	MA+15 Step 14	\$61,137.00	MA+30 Step 14	\$66,860.00	\$5,723.00
Colleen Maxwell	BA+15 Step 05	\$43,980.00	MA Step 05	\$44,980.00	\$1,000.00
Denise Morando	BA Step 09	\$46,980.00	MA Step 09	\$48,980.00	\$2,000.00
John Notte	MA Step 18	\$82,032.00	MA+45 Step 18	\$94,095.00	\$12,063.00
James O'Connor	MA+30 Step 18	\$85,770.00	MA+45 Step 18	\$89,713.00	\$3,943.00
Joan Pagano	MA+30 Step 15	\$69,938.00	MA+45 Step 15	\$73,183.00	\$3,245.00
Susan Pasake	BA Step 18	\$65,000.00	BA+15 Step 18	\$74,097.00	\$9,097.00
Carolyn Perkins	MA+15 Step 11	\$52,280.00	MA+30 Step 11	\$57,721.00	\$5,441.00
Tanya Piekarz	BA Step 03	\$41,980.00	BA+15 Step 03	\$42,980.00	\$1,000.00
James Rowe	BA Step 08	\$45,980.00	BA+15 Step 08	\$46,980.00	\$1,000.00
Heather Rowens	BA Step 03	\$41,980.00	MA Step 03	\$43,980.00	\$2,000.00
Dorothy Sabarese	BA+15 Step 17	\$64,083.00	MA+15 Step 17	\$71,028.00	\$6,945.00
Kasey Savage	BA Step 06	\$43,980.00	BA+15 Step 06	\$44,980.00	\$1,000.00
Niemah Scherlacher	MA+15 Step 13 .60	\$34,742.00	MA+30 Step 13 .60	\$38,122.00	\$3,380.00
Linda Segal	MA Step 18	\$75,650.00	MA+15 Step 18	\$77,750.00	\$2,100.00
Harry Shortway	BA Step 02	\$40,980.00	BA+15 Step 02	\$41,980.00	\$1,000.00
Melissa SMid	BA+15 Step 04	\$42,980.00	MA Step 04	\$43,980.00	\$1,000.00
Phyllis Smith	BA Step 18	\$70,000.00	BA+15 Step 18	\$72,030.00	\$2,030.00
Michelle Sprague	BA Step 03	\$41,980.00	MA Step 03	\$43,980.00	\$2,000.00
William Stager	BA+15 Step 12	\$51,180.00	MA+30 Step 12	\$60,559.00	\$9,379.00
Karen Staples	MA+30 Step 18	\$87,770.00	MA+45 Step 18	\$89,713.00	\$1,943.00
Bertha Todd	BA+15 Step 06	\$44,980.00	MA+15 Step 06	\$46,980.00	\$2,000.00
Donna Tomsey	MA+30 Step 18	\$84,770.00	MA+45 Step 18	\$88,713.00	\$3,943.00
Susan Tordoff	MA Step 12	\$53,806.00	MA+15 Step 12	\$55,020.00	\$1,214.00
Vanessa Tucker	MA+15 Step 10	\$50,980.00	MA+30 Step 10	\$55,016.00	\$4,036.00
Karen J. VanderBok	BA Step 10	\$47,980.00	MA Step 10	\$49,980.00	\$2,000.00
Patricia Vandigriff	BA+15 Step 06	\$44,980.00	MA+15 Step 06	\$46,980.00	\$2,000.00
Carol Verzi	BA Step 13	\$52,181.00	BA+15 Step 13	\$53,533.00	\$1,352.00
TOTAL					\$149,244.00

I. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.4, as described below:

I.1 Motion proclaiming **American Education Week**, November 13 - 19, 2005 by the Jefferson Township Board of Education.

I.2 Motion to approve student placement as indicated below:

Student	School	Tuition	Date
M-13/3	Chapel Hill Academy	\$31,257 (138 days)	11/7/05 – 6/30/06
F-9/3	All Quality Care, Inc. for back up nursing services to Loving Care Agency, Inc.	\$55 per hr for Registered Nurse, \$50 per hr for Licensed Practical Nurse	11/1/05 – 6/30/06

I.3 Motion to approve the settlement agreement on behalf of a Special Education student to effectuate Court settlement terms, which are confidential.

I.4 Motion to accept the 2005/06 Emergency Management Plan for the Jefferson Township School District (Viper Manuals for Jefferson Township Police Department).

I.5 _____ noted the enrollment as of 10/31/05:

	June 05	October 05
R. F. Drummond	104	115
Milton	204	177
Cozy Lake	276	307
Stanlick	367	367
E.T. Briggs	246	255
White Rock	484	454
Total Elementary	1,681	1,675
JTMS	905	901
JTHS	1,006	1,061
GRAND TOTAL	3,592	3,637
Tuition students received	1	2
Out-of-district placement	49	50
Students on Home Instruction (included in Grand Total)		6

J POLICY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions J.1 and J.2, as described below:

J.1 Motion to approve the **second reading and adoption** of the following (*copy available for review*):

<u>Number</u>	<u>Title</u>
5300	Use of Defibrillators
2464	Gifted and Talented Pupils

J.2 Motion to approve the **first reading** of the following:

<u>Number</u>	<u>Title</u>
0147	Bylaw – Board Member Compensation and Expenses
3440	Job Expenses (Teaching Staff Members)
4440	Job Expenses (Support Staff Members)
5600J	Severe Misconduct/Code of Conduct
5610	Suspension

K. COMMITTEE REPORTS

L. COMMUNICATIONS

M. OLD BUSINESS

N. NEW BUSINESS

O. BOARD MEMBER COMMENTS

P. COMMENTS FROM THE AUDIENCE

Q. ADJOURN