

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Monday - April 18, 2005**  
**Jefferson Township High School Media Center**

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- A. Mr. Andre called the meeting to order at 8:11 PM, and read the Open Meeting Statement.
- B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Andre	X	
Mr. Cuccio	X (arrived at 7:39 PM)	
Mr. Erdmann	X	
Mr. Hanisch	X	
Mrs. Hardy	X	
Miss Klepp		X
Mrs. Muller	X (arrived at 7:22 PM)	
Mr. Tasker		X
Mrs. Van Houwe	X	
Miss DeAnna Vander Ploeg	X	
Mr. James Quigg		X

**CLOSED SESSION**

Motion by Mr. Andre, seconded by Mr. Erdmann, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18<sup>th</sup> day of April, 2005 at 7:11 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), (3), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters and employment, evaluation, termination of employees.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies, which is anticipated to be later this evening.
3. This resolution shall take effect immediately.

Motion carried.

The meeting was recalled to order at 8:11 PM.

**D. SUPERINTENDENT'S REPORT**

Dr. Bowen reported the *Good News and Progress in Our Schools*.

**E. PRESENTATIONS**

Recognition of 2005 Jefferson Township Teacher of the Year – Mrs. Nancy Harris

**F. MINUTES OF MEETINGS**

**F.1** Motion by Mrs. Van Houwe, seconded by Mr. Hanisch, that the minutes of the following meeting be approved as submitted:

March 7, 2005 – Special Meeting

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Yes
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

All in favor. Motion carried.

Motion by Mrs. Van Houwe, seconded by Mr. Hanisch, that the minutes of the following meeting be approved as submitted:

March 14, 2005 – Work Session Meeting

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Abstain
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

Six in favor. One abstention. Motion carried.

Motion by Mrs. Van Houwe, seconded by Mr. Hanisch, that the minutes of the following meeting be approved as submitted:

March 21, 2005 – Regular Meeting

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Abstain
Mr. Cuccio	- Yes	Mrs. Muller	- Yes
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

Six in favor. One abstention. Motion carried.

Motion by Mrs. Van Houwe, seconded by Mrs. Hardy, that the minutes of the following meeting be approved as submitted:

March 29, 2005 – Budget Public Hearing

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Yes
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

All in favor. Motion carried.

**G. FINANCE COMMITTEE**

Motion by Mrs. Muller, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions G.1 and G.2, as described below:

**G.1** Motion to approve the list of **requisitions** dated March 2005 in the amount of \$340,144.16.

**G.2** Motion to approve the **bills list** dated March 2005 in the amount of \$1,613,529.30.

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Abstain
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

Six in favor. One abstention. Motion carried.

Motion by Mrs. Muller, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions G.3 through G.8, as described below:

**G.3** Motion to accept the **Treasurer and Secretary's Report** dated February 28, 2005 as being in balance.

**G.4** Motion to approve the **transfers** dated February 2005 in the amount of \$919,858.30.

**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 February 28, 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 February 28, 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 approve the professional services proposal submitted by The Portolan Group dated April 7, 2005 for contract/program analysis, negotiation and establishment of operational performance objectives for the food service program for the 2005-2006 school year, at a cost not to exceed \$5,500, pending Board Attorney review *(copy available for review)*.

**G.8** Motion to accept the 2004-2005 **No Child Left Behind** (NCLB) Funds, in the total amount of \$200,368, as follows:

TITLE I	\$109,377
TITLE II – PART A	\$ 66,842
TITLE II – PART D	\$ 2,803
TITLE IV	\$ 9,725
TITLE V	\$ 11,621

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Yes
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

All in favor. Motion carried.

**H. PERSONNEL COMMITTEE**

Motion by Mr. Hanisch, seconded by Mrs. Muller, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.3, 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	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A: Administrators</b>								
Eileen Matak	Retirement	Math Supervisor			JTHS	7/1/05		Retiring after 25 yrs
<b>B: Instructional</b>								
Rolf Warncke 11-000-218-104-07	Appoint	Guidance Counselor	18	\$75,650	JTMS	9/1/05	6/30/06	To fill a vacancy
Elizabeth Golas 11-000-218-104-03	Appoint	Guidance Counselor	5	\$43,980	ETB	9/1/05	6/30/06	To fill a vacancy
Deborah Morris	Approve	Student Teacher	N/A	N/A	WR	9/7/05	12/22/05	
Alice Reines	Appoint	Long-term Sub	N/A	\$195/diem	Stan	3/7/05		Until return of GP
LL	Leave of Absence	Grade 1 Teacher	N/A	N/A	Cozy	2005/06		Unpaid leave of absence extension
<b>C: Non-Instructional</b>								
Diane McWilliams	Retirement	Spec Ed Aide			Stan	7/1/05		Retiring after 31 yrs
Virginia Wetherill	Retirement	Spec Ed Aide			Stan	7/1/05		Retiring after 6.5 yrs

<b>D: Substitutes/Other</b>							
Patricia Gomez- 11-120-100-101-28-00	Appoint	Sub Teacher		\$80/diem		2004/05	
Mary Paulson 11-120-100-101-28-00	Appoint	Sub Teacher		\$80/diem		2004/05	
Donna Matthews 11-000-240-105-28-00	Appoint	Sub Secretary		\$7.50/hr		2004/05	
Donna Matthews	Appoint	Sub-Classroom Aide		\$6.97/hr		2004/05	
<b>E. Extra Duty Pay:</b>							
Kirsten Smith	Appoint	Set/stage Tech.		\$364.14	JTHS	2004/05	Spring Musical
Kirsten Smith	Appoint	Art/Play		\$364.14	JTHS	2004/05	Spring Musical
Sharon Garry	Appoint	Costumes		\$364.14	JTHS	2004/05	Spring Musical
Sharon Garry	Appoint	Choreographer		\$364.14	JTHS	2004/05	Spring Musical
Matt Signorello	Appoint	Lighting		\$364.14	JTHS	2004/05	Spring Musical
Karen Vandebok	Appoint	SEER		\$305.77	JTHS	2004/05	Environmental Club
<b>Athletic Coaches:</b>							
Brian Hough	Salary Correction	Head Baseball		\$5,772.91		2004/05	3/21/05 appt did not include \$100 experience stipend
Brian Palumbo	Salary Correction	Asst Lacrosse		\$3,933.10		2004/05	3/21/05 appt did not include \$50 experience stipend

**H.2** Motion to amend the job description from Facilities Secretary – Group IV to Facilities Secretary – Group III *(copy available for review)*.

**H.3** Motion to appoint Lynne J. Stanlick as Director of Transportation and Educational Facilities, effective July 1, 2005 or prior to, as may be authorized by the Superintendent, pending attorney review of negotiated contract.

Roll call vote: Mr. Andre - Yes	Mrs. Hardy - Yes
Mr. Cuccio - Yes	Mrs. Muller - Yes
Mr. Erdmann - Yes	Mrs. Van Houwe - Yes
Mr. Hanisch - Yes	

All in favor. Motion carried.

**I. EDUCATION COMMITTEE**

**I.1** Mr. Hanisch noted the **enrollment** as of 3/31/05:

	<b>June 04</b>	<b>March 05</b>	
R. F. Drummond	99	105	
Milton	217	200	
Cozy Lake	281	275	
Stanlick	259	370	} Note: 2005 Building Reassignment
E.T. Briggs	380	245	
White Rock	490	485	
<b>Total Elementary</b>	<b>1,726</b>	<b>1,680</b>	
JTMS	889	908	
JTHS	991	1,011	
<b>GRAND TOTAL</b>	<b>3,606</b>	<b>3,599</b>	
Tuition students received	1	1	
Out-of-district placement	56	49	

**J. POLICY COMMITTEE**

Motion by Mrs. Hardy, seconded by Mr. Cuccio, 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 **first reading** of the following *(copy available for review)*:

<u>Number</u>	<u>Title</u>
1110	Organizational Chart

**J.2** Motion to approve the **second reading and adoption** of the following *(copy available for review)*:

<u>Number</u>	<u>Title</u>
2340	Field Trips

Roll call vote:	Mr. Andre - Yes	Mrs. Hardy - Yes
	Mr. Cuccio - Yes	Mrs. Muller - Yes
	Mr. Erdmann - Yes	Mrs. Van Houwe - Yes
	Mr. Hanisch - Yes	

All in favor. Motion carried.

**K. BUILDING NEEDS COMMITTEE**

Motion by Mr. Cuccio, seconded by Mr. Erdmann, to accept the recommendation of the Superintendent to approve and adopt motion K.1, as described below:

**K.1** Motion to approve the White Rock School parking lot/student drop off improvement consent agreement with Jefferson Township, subject to Board Attorney review.

Roll call vote:	Mr. Andre - Yes	Mrs. Hardy - Yes
	Mr. Cuccio - Yes	Mrs. Muller - Yes
	Mr. Erdmann - Yes	Mrs. Van Houwe - Yes
	Mr. Hanisch - Yes	

All in favor. Motion carried.

Motion by Mr. Cuccio, seconded by Mr. Erdmann, to accept the recommendation of the Superintendent to approve and adopt motion K.2, as described below:

**K.2** Motion to approve the following **change orders** for the HS/MS construction project:

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	33	TAK Construction	\$ 519.00	Replacement of cabinets damaged by A. Pflugh, Inc. <b>(to be offset by a credit from HVAC contractor – no cost to owner)</b>

**K.2 continued:**

<u>Contract #</u>	<u>Change Order #</u>	<u>Contractor</u>	<u>Amount</u>	
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	34	TAK Construction	\$ 1,028.00	Adjustment of struts for folding partitions <b>(to be offset by a credit from steel contractor – no cost to owner)</b>
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	35	TAK Construction	(\$ 900.00)	Credit for elimination of 3 Falcon Head logos on new gymnasium floor
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	36	TAK Construction	\$ 1,575.00	Provide & install matting to prevent erosion of dirt and soil onto track
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	37	TAK Construction	\$16,538.00	Additional labor and materials required for flashing at new metal curbs on existing roof <b>(to be back-charged to the HVAC contractor – no cost to owner)</b>
E1	33	Brittashan Enterprises	\$ 6,489.00	Wiring of circulating pumps for HV mechanical units
E1	34	Brittashan Enterprises	\$ 3,456.00	Additional work in block J (new gym wing) per local code official

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Abstain
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

Six in favor. One abstention. Motion carried.

**L. AUXILIARY COMMITTEE**

Motion by Mrs. Van Houwe, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.3, as described below:

- L.1** Motion to approve a Trip Transportation Agreement with the **Jefferson Child Care & Education Center**, from July 1, 2005 to June 30, 2006, to provide vehicles and drivers to be used for field trips, assessing a miscellaneous revenue fee of \$44 per hour for the use of the Jefferson Township School District buses *(copy available for review)*.
- L.2** Motion to accept the **donation** of redesigning the story center in Room #1 of Milton School, at an estimated cost of \$1,500, from the Eagle Scout Parents, in accordance with Policy #1323, Gifts, Grants and Bequests.

**L.3** Motion to reject all bids for Projectors.

Roll call vote: Mr. Andre	- Yes	Mrs. Hardy	- Yes
Mr. Cuccio	- Yes	Mrs. Muller	- Yes
Mr. Erdmann	- Yes	Mrs. Van Houwe	- Yes
Mr. Hanisch	- Yes		

All in favor. Motion carried.

**M. COMMITTEE REPORTS** - Education Committee – Mr. Hanisch reported to the Board regarding graduation plans, Stokes field trip, curriculum cycle, pre-school curriculum and staff development.

**N. COMMUNICATIONS** - Correspondence was received regarding the following:

- No band uniforms in proposed budget
- Letter to Senator Bucco regarding S1701

**O. OLD BUSINESS** – None.

**P. NEW BUSINESS** – None.

**Q. COMMENTS FROM THE AUDIENCE**

Comments were made regarding the following:

- Unhealthy dialogue and low staff morale
- Alleged contract violation regarding number of professional days
- Aides – 2005-2006 employment
- Extra Duty Pay issues remain unresolved
- 5<sup>th</sup> grade class size
- MS sports
- Projector bid rejection
- Availability of televisions in new classrooms and inability to utilize united streaming and comparability in both sides of township.

**R. STUDENT REPRESENTATIVE COMMENTS**

Comments were made regarding smoking in the bathrooms.

**S. BOARD MEMBER COMMENTS**

Mrs. Van Houwe attended Pampered Chef Bingo at HS.

Mr. Andre commented that the PTA meetings are well attended. He also commented on the MS production of Annie.



**CLOSED SESSION**

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18<sup>th</sup> day of April, 2005 at 9:09 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), (3), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters and employment, evaluation, termination of employees.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies, which is anticipated to be later this evening.
3. This resolution shall take effect immediately.

Motion carried.

**T. ADJOURN**

Motion by Mrs. Hardy, seconded Mr. Erdmann, that the meeting adjourn at 10:20 PM.

Respectfully submitted,

Dora E. Mylchreest  
Board Secretary