

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Wednesday, December 16, 2015 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:

Present Absent

Mr. Cuccio	_____	_____
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 16th day of December, 2015 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

- PARCC Results AY14-15 – Jeanne Howe, Assistant Superintendent

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:

November 24, 2015 Public Meeting Minutes	November 24, 2015 Executive Session Minutes
December 7, 2015 Special Meeting	December 7, 2015 Executive Session Minutes (1)
December 7, 2015 Executive Session Minutes (2)	

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.12, as described below:

- K.1** Motion to approve and adopt the July 1, 2014 through June 30, 2015 **Comprehensive Annual Financial Report**, which contains no audit recommendations. *(copy available for review)*
- K.2** Motion to authorize the School Business Administrator to seek Department of Education approval for a transfer in the amount of \$14,224, which exceeds more than 10% of the original budgeted amount, to the Charter School Account from the Out of District Tuition account. This is necessitated due to enrollment adjustments.
- K.3** Motion to authorize the closing of the District's General Fund account with Lakeland Bank and open a new General Fund Account.
- K.4** Motion to enter in an agreement to participate in Positive Pay Services to permit Lakeland Bank to cross verify checks issued by the District prior to payment of each check.
- K.5** Motion to approve the date for the Annual Organization Meeting as January 4, 2016 at 7:00 pm in the Central Office located at the Robert F. Drummond Building.
- K.6** Motion to approve the **purchase order** list dated November 2015 in the amount of **\$256,626.07**.

K.7 Motion to approve the **check journal** as of November 2015 in the amount of **\$4,937,818.85**.

Fund	Amount
General (10/11)	\$ 4,645,570.35
Capital Outlay (12)	\$ 179,842.58
Special Revenue Funds (20)	\$ 112,405.92
Total	\$ 4,937,818.85

K.8 Motion to approve the funds **transfers** in the 2015-2016 Fiscal Year, dated November 2015 in the amount of **\$320,400.35**.

K.9 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, 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.10 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of October 31, 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.11 Motion to approve the addition to the **School Student Activity Account** lists for Jefferson Township High School, as described below:

Activity Account Sub-category
Winter Guard

K.12 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 and L.2, as described below:

L.1 Motion to take action on personnel matters, as listed below; and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Marci Austin	Retirement	Social Studies Teacher 10.80.80.ASG			High School	2/1/16	2/2/16	Retiring after 27.5 years in district
Sally Gonzalez	Retirement	Special Education Teacher 10.80.80.AJA			High School	2/29/16	3/1/16	Retiring after 11.5 years in district
Kira Arnold 11-000-219-104	Appointment Change Additional Day .80	Social Worker 10.70.70.ACX	MA Step 8	\$45,009	Middle School	10/31/15	6/30/16	Continuing four days/week entire school year
Thomas Kendall 11-140-100-101	Appoint	Business Teacher 10.90.90.BFO	BA Step 6	\$52,190	High School	1/9/16	6/30/16	Replacing GD
Jodi Ciampa	Appoint	Bedside Instruction		\$42.43/hr.	District	12/15/16	6/30/16	
James MacDermid	Appoint	Bedside Instruction		\$42.43/hr.	District	12/1/16	6/30/16	
JC	Medical Leave	10.60.60.BTM			White Rock	1/4/16	1/15/16	Utilizing 10 sick days
DM	Adjusted Medical Leave	10.30.30.AAV			Briggs	11/20/15	12/23/15	Utilizing 22 sick days
MC	Maternity Leave	10.60.60.AHU			White Rock	3/14/16	11/4/16	Utilizing 44 sick and 65 unpaid days approx..
CM	Maternity Leave	10.60.60.AHN			White Rock	4/4/16	9/16/16	Utilizing 24 sick days, 4 family illness, and 29 unpaid days approx..
RM	Adjusted Medical Leave	10.70.70.ACT			Middle School	1/12/16	4/5/16	Utilizing 54 sick 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
Kim Sushko	Termination	Special Ed. Aide 09.80.80.BRV			High School	12/15/15	12/16/15	
Debra Kalish	Resignation	Special Ed. Aide 09.60.60.BCS			White Rock	1/3/16	1/4/16	Accepted another position in district
Lindsay Washer	Resignation	Special Ed. Aide 09.10.10.BDC			Cozy Lake	12/11/15	12/12/15	
William Eagen	Salary Adjustment	Treasurer of School Monies 12.00.92.BLY		\$6494.34	District	7/1/15	6/30/16	
John Casaleggio 11-000-252-100	Appoint	Technology Support Assistant 12.80.82.BTE	Step 1	\$58,244	District	1/18/16	6/30/16	Replacing J. Exter
Robert Donza 11-000-270-160	Appoint	Bus Driver 10.90.90.BFO	Step 1	\$21.70/hr.	District	12/8/15	6/30/16	Replacing D. Talmadge
Shannon Morgan 11-215-100-106	Appoint	Special Ed. Aide 09.40.40.BBK	Step 1	\$19.65/hr.	Milton	1/4/16	6/30/16	Replacing S. Mautone
Marcia Leibowitz 11-000-217-106	Appoint	Special Ed. Aide 09.40.40.BUS	Step 1	\$19.65/hr.	Milton	12/7/15	6/30/16	Replacing E. Gernhardt
Gabrielle Meade 11-000-217-106	Appoint	Special Ed. Aide 09.40.40.BWF	Step 1	\$19.65/hr.	Milton	12/7/15	6/30/16	Replacing L. Whitehead
Pamela Roccisano 11-000-217-106	Appoint	Special Ed. Aide 09.40.40.BWN	Step 1	\$19.65/hr.	Milton	1/4/16	6/30/16	Replacing J. Nagy-Kiss
Kristen Afflerbach	Appoint	Special Ed. Aide	Step 1	\$19.65/hr.	High School	12/7/15	2/22/16	3 hours per day for 12 days for basketball team
Donna Anderson 11-000-204-105-00	Appoint	Secretary	Group III Step 4	\$41,650	Middle School	12/28/15	6/30/16	Replacing K. Miller
Tracy Orlandoni 11-000-218-105-00	Appoint	Secretary (.41)	Group III Step 1	\$16,691	High School	1/4/16	6/30/16	New position, 10-month Not budgeted
Debra Kalish 11-000-240-105-00	Appoint	Secretary (.41)	Group III Step 1	\$16,691	White Rock	1/4/16	6/30/16	Replacing K. Thompson 10-month
Radhika Jayakumar 11-213-100-106	Transfer	Special Ed. Aide 09.60.60.BCS	Step 4	\$20.57/hr.	White Rock	1/4/16	6/30/16	3.5 hrs/day w/o benefits
Diane McClellan 11-000-217-106	Transfer	Special Ed. Aide 09.80.80.BDV	Step 3	\$20.26/hr.	High School	1/4/16	6/30/16	Replacing K. Curran 3.5 hrs/day w/o benefits

Name	Nature of Action	Position/Control Number	Deg/Step	Salary**	Loc.	Date Effective	Date Termin.	Discussion
Nicole Duda 11-000-217-106	Assignment/Account Change	Special Ed. Aide 09.50.50.BRW	Step 1	\$19.65/hr.	Cozy Lake	1/4/16	6/30/16	Replacing D. McClellan 3.5 hrs/day w/o benefits
MP	Adjusted Medical Leave	09.80.80.BVL			High School	12/4/15	12/23/15	Utilizing 7 sick days, 3 personal days, and 4 unpaid days
AP	Adjusted Medical Leave	10.90.90.AZX			District	11/23/15	12/22/15	Utilizing 20 sick days
SA	Medical Leave	12.00.00.BAK			District	11/30/15	1/8/16	Utilizing 24.25 sick days
KM	Medical Leave	09.40.40.BGT			Milton	11/16/15	11/20/15	Utilizing 5 sick days
MG	Medical Leave	09.80.80.BCN			High School	11/13/15	11/25/15	Utilizing 9 sick days
MW	Family Leave	09.10.10.BOL			Stanlick	12/15/15	12/23/15	Utilizing 1 personal day and 6 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 Brunner	Appoint	Sub Courier		\$11.50/hr.	District	12/9/15	6/30/16	
Maryann Intorella	Appoint	Sub Nurse		\$150/diem	District	12/15/15	6/30/16	
Alexandra Borden	Appoint	Sub Aide		\$10/hr.	District	1/4/16	6/30/16	
Amy Bush	Appoint	Sub Aide		\$10/hr.	District	12/7/15	6/30/16	
Janet Eltringham	Appoint	Sub Aide		\$10/hr.	District	12/3/15	6/30/16	
Monica Johnson	Appoint	Sub Aide		\$10/hr.	District	12/2/15	6/30/16	
Matthew Paladino	Appoint	Sub Aide		\$10/hr.	District	1/4/16	6/30/16	
Kimberly Torsiello	Appoint	Sub Aide		\$10/hr.	District	12/3/15	6/30/16	
Janet Eltringham	Appoint	Sub Secretary		\$11.50/hr.	District	12/3/15	6/30/16	
Monica Johnson	Appoint	Sub Secretary		\$11.50/hr.	District	12/2/15	6/30/16	

E. CURRICULUM WRITING - Appointments are at the 14/15 salary guide until such time as negotiations have been completed								
11-000-221-104-20								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Maximum Hours
Andrew Tisdale	Rescind	Science Grade 7		\$37.14/hr.	Middle School	7/1/15	6/30/16	50 hours
Colleen Meade	Appoint	Science Grade 7		\$37.14/hr.	Middle School	12/1/15	6/30/16	50 hours

F. 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
Gail Mayer	Rescind	Yearbook Advisor	3	\$2169.00	Middle School	9/1/15	6/30/16	
Gail Mayer	Appoint	Yearbook Advisor (co-advisor 1 of 2)	3	\$1084.50	Middle School	9/1/15	6/30/16	
Patricia Szuszkowski	Appoint	Yearbook Advisor (co-advisor 2 of 2)	3	\$1084.50	Middle School	9/1/15	6/30/16	
Amelie Alizon	Appoint	Spring Musical: Art/Set Design	1	\$520.00	Middle School	9/1/15	6/30/16	
Heather Smith	Appoint	Winter Guard Advisor	1	\$646.00	High School	12/2/15	4/30/16	

G. Stokes Trip 11-401-100-101-00								
Name	Nature of Action	Position	Level	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Theresa Koontz	Appoint	Stokes Chaperone		\$125.00	Middle School	11/23/15	11/24/15	1 night
Siobhan Carroll	Appoint	Stokes Chaperone		\$125.00	Middle School	11/23/15	11/24/15	1 night

H. 2015-16 SCHOOL YEAR COACHING STAFF								
WINTER								
Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brian Franks	Appoint	Assistant Indoor Track	1	\$3755.05	High School	9/1/15	6/30/16	Enrollment increase
John Cinotti	Rescind	Head Golf			High School	12/8/15	12/8/15	
Peter J. DiGennaro, Jr.	Appoint	Assistant Basketball	N/A	N/A	High School	9/1/15	6/30/16	Volunteer

** 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 teacher rate of pay at \$90.00 per day (was \$80.00), effective January 1, 2016.

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.7, as described below:

M.1 Motion to approve tuition **students received** for the 2015-2016 school year, as indicated below:

Student	School	Tuition	Effective
M/12-0	State of New Jersey	\$15,781.60	9/1/15-6/30/16

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

Student	School	Tuition	Effective
M/5-5	Windsor Learning Center	\$35,666.40	12/9/15-6/30/16
M/9-4	Windsor Learning Center	\$34,774.74	12/14/15-6/30/16

M.3 Motion to approve the following **new courses**:

- Introduction to Environmental Systems (Academy for Environmental Studies)
- Academy Honors English (Academy for Environmental Studies)
- World History Honors (Academy for Environmental Studies)

M.4 Motion to approve the following **course name changes**:

- Honors Earth Science to Geophysical Science
- Honors Biology to Academy Honors Biology

M.5 Motion to approve the following **course name change and elimination of prerequisite**:

- Digital Website Design to Basic Coding and Web Design

M.6 Motion to approve the following **day trips**:

School/Group/Activity	Location	Dates
JTHS DECA	Ramapo College of New Jersey, Mahwah, NJ	January 6, 2016
JTHS PDP	St. Thomas the Apostle Church, Oak Ridge, NJ	February 5, 2016
JTHS Science League	Pope John High School, Sparta, NJ North Warren Regional High School, Blairstown, NJ Newton High School, Newton, NJ	February 11, 2016 March 10, 2016 April 14, 2016
JTHS Robotics	Mount Olive High School, Mount Olive, NJ	March 4, 2016 March 5, 2016 March 6, 2016
JTHS Drama Club	Lunt-Fontanne Theatre, New York, NY	June 1, 2016

M.7 Motion to approve the following **overnight trips**:

School/Group/Activity	Location	Dates
JTHS Robotics	Seneca High School, Tabernacle, NJ	March 18 to March 21, 2016
JTHS Robotics	Lehigh University, Bethlehem, PA	April 13 to April 16, 2016
JTMS 8 th Grade	Philadelphia, PA and Dorney Park, Allentown, PA	June 9 to June 10, 2016

M.8 Motion to remove the book *tangled* by Carolyn Mackler from the Jefferson Township Middle School Media Center.**M.9** Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) from November 24, 2015 through December 16, 2015.

RESOLVED, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from November 24, 2015 through December 16, 2015, as summarized below:

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

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

Enrollment as of 11/30/15:

	Nov. 14	Nov. 15
Milton	151	139
Cozy Lake	229	206
Arthur Stanlick	364	346
E.T. Briggs	314	286
White Rock	380	384
Total Elementary	1,438	1,361
JTMS	785	772
JTHS	1,007	1,022
GRAND TOTAL	3,230	3,155
Tuition students received	3	4
Out-of-district placement	34	34

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 First 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 (ECDR)	Replaces 5516p Use of Electronic Communications and Recording Devices (ECDR) (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)
Hack, Linda	Jan.6	Fairfield, NJ	Enhance Your Instruction with Interactive Whiteboards	\$ 239.00	Own	20	-	-	-	-	\$ 239.00
Hunter, Jodie	Feb. 5	East Rutherford, NJ	Pre-K Literacy and Math Workshop	\$ 215.00	Own	-	-	-	-	-	\$ 215.00

All Meals are prorated 75% on travel days