**JEFFERSON TOWNSHIP BOARD OF EDUCATION**
**Work Session Meeting Agenda**
**Monday – January 9, 2006 - 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:**

| | Present | Absent |
|---|---|---|
| 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**

**F. COMMENTS FROM THE AUDIENCE** *(on agenda items only, if applicable)*

**G. MINUTES OF MEETINGS**

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

December 12, 2005 – Work/Regular Session Meeting
December 19, 2005 – Special Board Meeting – Board Retreat

## H. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions H.1 through H.10, as described below:

**H.1** Motion to approve the list of **purchase orders** dated December 2005 in the amount of $353,171.67.

**H.2** Motion to approve the **check journal** for the month of December 2005 in the amount of $3,803,947.23.

**H.3** Motion to accept the **Treasurer and Secretary's Report** dated November 30, 2005 as being in balance.

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

**H.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 November 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).

**H.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of November 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.

**H.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

**RESOLVED**, That the expense is justified and therefore reimbursable. *(copy attached)*

**H.8** Motion that the Board of Education make application for carry over funds from the FY05 No Child Left Behind (NCLB) grant, in the amount of $13,632.00.

**H.9** Motion that the Board of Education make application for carry over funds from the FY05 Individuals with Disabilities Education Improvement Act (**IDEIA-B)** grant in the following amounts:

Basic: $175,517.00
Preschool: $ 505.00

**H.10** Motion to accept a grant award in the amount of $1,000 from the New Jersey Veterinary Medical Association (NJVMA) applied for by Mrs. Gail Elsey, Grade 6 Teacher at the Jefferson Township Middle School, to be used for a lesson, "Taking Care of Your Community by Taking Care of Your Pets," in accordance with Policy #1323, Gifts, Grants and Bequests.

## I. PERSONNEL COMMITTEE

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

**I.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** | | | | | | | | |
| Robin Powers | Resignation | Elementary Principal | | | M/CL | 2/16/06 | 2/16/06 | Or upon Supt. Release |
| | | | | | | | | |
| **B: Instructional** | | | | | | | | |
| DE | Leave of Absence | Social Worker | | | JTMS/HS | 11/28/05 | 1/3/06 | Medical Leave |
| BL | Leave of Absence | School Nurse | | | Elem. | 3/6/06 | 4/10/06 or upon release from Dr. | Medical Leave |
| Alice Reines 11-120-100-101-28 | Appoint | Long-term Sub | BA Step 1 | $204.90/diem | Stan | 1/30/06 | 6/30/06 | Leave replacement |
| Regine Hever | Approve | Student Teacher | | | JTHS | 1/18/06 | 5/4/06 | Language Arts/Wm Paterson University |
| Melissa Douris | Approve | Student Teacher | | | ETB | 9/6/06 | 12/15/06 | Elem/Spec Ed/College of St. Elizabeth |
| Danielle Mazzocchi | Approve | Student Teacher | | | ETB | 9/6/06 | 12/15/06 | Elem/Spec Ed/College of St. Elizabeth |
| **C: Non-Instructional** | | | | | | | | |
| Alice Reines | Resignation | One to One Aide | | | Cozy Lk | 1/27/06 | 1/27/06 | |
| Jeanne Hantson 11-212-100-106 | Increase of Hours | One to One Aide | Step 3 | $16.64 | ETB | 1/4/06 | 6/30/06 | From Part to Full-time |
| Scott VanSteyn 11-000-262-110 | Appoint | Custodian | Step 1 | $17.36/hr | District | 1/10/06 | 6/30/06 | Replacement |
| Sue Peterson 11-000-262-110 | Appoint | General Aide | Step 3 | $16.32/hr | ETB | 1/4/06 | 6/30/06 | 4.75 hrs /week |
| Robert Meixner 11-000-262-110 | Appoint | Custodian | Step 1 | $17.36/hr | District | 1/17/06 | 6/30/06 | Replacement |
| **D: Substitutes** | | | | | | | | |
| Diane Harris | Appoint | Aide | | $10/hr | | 1/3/06 | 6/30/06 | |
| Tracy Gruber | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |
| John Johnson | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |
| Rola Daghestani | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |
| Deborah Devery | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |

| D: Substitutes (cont) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Name** | **Nature of Action** | **Position** | **Deg/Step** | **Salary** | **Loc.** | **Date Effective** | **Date Term.** | **Discussion** |
| Michelle Shannon | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |
| Diane Belli | Appoint | Teacher | | $80/diem | | | | Upon completion of credentialing |
| **Name** | **Nature of Action** | **Position** | **Deg/Step** | **Salary** | **Loc.** | **Date Effective** | **Date Termin.** | **Discussion** |
| **E: Extra-Duty Pay** | | | | | | | | |
| Deborah Newman | Appoint | Each One Reach One | Level 3 | $1,450 | JTHS | 2005/06 | 2005/06 | Not to exceed 72 hrs |
| Robin Knutelsky | Appoint | Curriculum Writing | | $30/hr | | 2005/06 | 2005/06 | LA grades 6-7-8<br>10 hrs per grade |
| Marius Petric | Appoint | Curriculum Writing | | $30/hr | | 2005/06 | 2005/06 | Math grades 6-7-8<br>10 hrs per grade |

**COURSE REIMBURSEMENTS:**

| Name | Course Title | College/University | Approval # | Amount |
|---|---|---|---|---|
| Jodie Ciaraffo | Collaborative Action Research | MaryGrove College | #23 | 969.00 |
| Dorothy Sabarese | Designing Curriculum and Instruction | MaryGrove College | #29 | 375.00 |

**I.2** Motion to appoint **Robert P. Kramer as Interim Principal** at the Cozy Lake and Milton Schools at $500/diem for four days per week, effective 1/12/06 or upon completion of fingerprinting process.

## J. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.3, as described below:

**J.1** Motion to approve the amended Annual Field Trip List to include Orlando, Florida (Universal Studios, Sea World, Wet and Wild Park). *(copy attached)*

**J.2** Motion to approve the May 26 to May 29, 2006 Jefferson Township High School overnight band trip for performances in Orlando, FL, requiring band members to be absent from school on May 26, 2006.

**J.3** Motion to approve a contract for Supported Employment Services, as indicated below:

| Student | School | Tuition | Date |
|---|---|---|---|
| M-19/1 | Employment Horizons | $660/month - Job Coaching, training, supervision & supportive services | January 2006 – June 2006 |

**J.4** _____ noted the enrollment as of 12/31/05:

| | **June 05** | **December 05** |
|---|---|---|
| R. F. Drummond | 104 | 116 |
| Milton | 204 | 178 |
| Cozy Lake | 276 | 308 |
| Stanlick | 367 | 368 |
| E.T. Briggs | 246 | 254 |
| White Rock | 484 | 452 |
| **Total Elementary** | **1,681** | **1,676** |
| JTMS | 905 | 907 |
| JTHS | 1,006 | 1,057 |
| **GRAND TOTAL** | **3,592** | **3,640** |
| Tuition students received | 1 | 2 |
| Out-of-district placement | 49 | 50 |
| **Students -Home Instruction** | | **8** |

## K. POLICY COMMITTEE

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

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

| Number | Title |
|---|---|
| 5330 | Administration of Medication |
| 5460 | High School Graduation |

## L. COMMUNITY RELATIONS/SCHOOL BUSINESS PARTNERSHIP COMMITTEE

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

**L.1** Motion to adopt the 2006-2007 School Calendar. *(to be circulated)*

## M. COMMITTEE REPORTS

## N. COMMUNICATIONS

## O. OLD BUSINESS

## P. NEW BUSINESS

## Q. BOARD MEMBER COMMENTS

## R. STUDENT REPRESENTATIVE COMMENTS

## S. COMMENTS FROM THE AUDIENCE

## T. ADJOURN