JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Session Meeting Minutes
Monday
November 17, 2003
****

A. Mr. Hanisch called the meeting to order at 8:00 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. ROLL CALL:

	Present	Absent
Mr. Andre	X (arrived at 8:07)	
Mrs. Cammarano	X	
Mr. Cuccio	X	
Mr. Erdmann	X	
Mr. Hanisch	X	
Miss Klepp	X	
Mrs. Muller	X	
Mr. Tasker	X	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg	X	

D. SUPERINTENDENT'S REPORT

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

- American Education Week Proclamation – November 17-23, 2003 (Item I.1)

E. PRESENTATIONS

F. MINUTES OF MEETINGS

F.1 Motion by Miss Klepp, seconded by Mrs. Muller, that the minutes of the following meetings be approved as submitted:

October 13, 2003 - Work Session Meeting

Roll call vote:	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Abstain	Mrs. Van Houwe - Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes	

Seven in favor. One abstention. Motion carried.

F.2 Motion by Miss Klepp, seconded by Mrs. Muller, that the minutes of the following meetings be approved as submitted:

October 20, 2003 - Regular Session Meeting

Roll call vote:	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe - Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes	

All in favor. Motion carried.

G. FINANCE COMMITTEE

Motion by Mrs. Muller, seconded by Mrs. Cammarano, 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 October 2003 in the amount of $1,312,158.72.

G.2 Motion to approve the **bills list** dated October 2003 in the amount of $2,888,715.29.

Roll call vote:	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe - Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Abstain	

Seven 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.6, as described below:

G.3 Motion to accept the **Treasurer and Secretary's Report** dated September 2003.

G.4 Motion to approve the **transfers** dated October 2003.

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 October 2003 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 2003, 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.

Roll call vote:	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe - Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes	

All in favor. Motion carried.

H. PERSONNEL COMMITTEE

Motion by Mr. Cuccio, 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) appointments effective during the 2003-2004 school year with salary adjustments upon adoption of new salary guides.

Personnel

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools. Where applicable, salary will be adjusted upon adoption of salary guides.

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A: Administrators								
B: Instructional								
Jill E. Bainbridge	Resign	Teacher of Spanish		N/A	HS	12/30/03	12/30/03	Personal reasons
Philip Coffaro	Resign	English Teacher		N/A	HS	12/17/03	12/17/03	Personal reasons
Jennifer DiGiacomo	Leave of Absence	Teacher Grade 3	N/A	N/A	ETB	1/30/04	N/A	Disability Leave - 1/30/04 – 3/26/04 Utilizing 29 accumulated sick days Family Leave Act 3/27/04-6/18/04 Non-Disability from 6/19/04-6/30/04
Linda Hack	Leave of Absence	Teacher of Reading	N/A	N/A	ETB	11/5/03	12/15/03	Medical Leave utilizing accumulated sick days
Rowe, Kristie	Leave of Absence	Teacher Grade 5	N/A	N/A	WR	1/2/03	N/A	Disability Leave – 1/2/03 – 2/6/04 Utilizing 26 accumulated sick days Family Leave –2/7/04 – 3/25/04
Marietta Cerciello	Leave of Absence	Kindergarten Teacher	N/A	N/A	Milton	12/1/03	12/23/03	Unpaid Family Leave Act
Deborah Dalton	Long-term Substitute	Kindergarten Teacher	N/A	$177.50	Milton	12/1/03	12/23/03	To replace Marietta Cerciello
C: Non-Instructional								
Nicholas DiNapoli	Retirement	Custodian	N/A	N/A	Stan	10/1/03	10/1/03	Retirement on October 1, 2003 Mr. DiNapoli applied for disability
Elizabeth Nick	Resign	Asst. to Trans. Coord.	N/A	N/A	Transp.	11/12/03	11/12/03	Personal reasons
Toni Reverri	Resign	Lunch rom aide	N/A	N/A	WR	11/14/03	11/14/03	New job
Mary Ann Cantwell	Leave of Absence	PSD Aide	N/A	N/A	Milt	11/10/03	6/30/04	Unpaid Medical Leave approximately 6 to 8 weeks recovery
John DiTaconi	Appoint	Custodian	1	$12.40pr hr	Stan	11/17/03	6/30/04	To replace Nicholas DiNapoli
Tim Noah	Appoint	Custodian	7	$16.50pr hr	HS	11/17/03	6/30/04	To replace Jack Fennel
John Kelly	Appoint	Custodian	1	$12.40pr hr	HS	11/17/03	6/30/04	To replace Joe Stegman
Christina Riker	Appoint	Accountant	N/A	$55,000	Board Office	12/1/03	6/30/04	To replace Dave Coble
D: Substitutes/Other								
Lee Vodofsky Janet Eltringham	Appoint	Substitute		$80 pr diem		11/17/03	6/30/04	Substitute teachers to begin upon completion of paperwork
David DiBernard	Appoint	Substitute		$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian
Al Feti	Appoint	Substitute		$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian
Clark Bagnall	Appoint	Substitute		$10.83 pr hr		11/17/03	6/30/04	Substitute Custodian

E. Extra Duty Pay			**Years**					
Kathy Mansbery	Rescind	Computer Room	N/A	$19.91 pr hr	HS	2003/04	2003/04	Computer Room Supervisor
Frank Ottens	Appoint	Computer Room	N/A	$19.91 pr hr	HS	2003/04	2003/04	Computer Room Supervisor
Stipend Athletic								
Eric McNeel	Appoint	Asst Football Coach	3	$4390.81	HS	2003/04	2003/04	Assistant Football Coach
Lee Vodofsky	Appoint	Asst Football Coach	1	$3290.82	HS	2003/04	2003/04	Assistant Football Coach
Joe DiGennaro	Appoint	Head Boys Basketball	9	$6276.51	HS	2003/04	2003/04	Head Boys Basketball Coach
Frank Dwornikoski Brian Hough	Appoint	Asst Boys Basketball	24 6	$5165.53 $4215.53	HS	2003/04	2003/04	Assistant Boys Basketball Coaches
James O'Connor	Appoint	Head Girls Basketball	21	$6876.51	HS	2003/04	2003/04	Head Girls Basketball Coach
Robert Elder Nancy Harris	Appoint	Asst Girls Basketball	38 7	$5865.53 $4365.53	HS	2003/04	2003/04	Assistant Girls Basketball Coaches
Ken Rossi	Appoint	Head Wrestling	4	$5759.22	HS	2003/04	2003/04	Head Wrestling Coach
Stipend Athletic (cont.)			**Years**					
Jess Monzo **TBA**	Appoint Appoint	Asst Wrestling Asst Wrestling	1	$2745.97	HS	2003/04	2003/04	Assistant Wrestling Coach
Frank Smith *	Appoint	Head Ice Hockey Coach	9	$6009.22	HS	2003/04	2003/04	Head Ice Hockey Coach
Peter Migneault *	Appoint	Asst Ice Hockey Coach	N/A	N/A	HS	2003/04	2003/04	Volunteer to assist coach
John Notte Kathy Cutrona	Appoint Appoint	**Head** Indoor Track Asst Indoor Track	27 4	$6309.80 $3566.10	HS	2003/04	2003/04	Head Indoor Track Coach Asst Indoor Track Coach
Sue Tordoff	Appoint	Head Ski Coach	5	$3616.10	HS	2003/04	2003/04	Head Ski Coach
Brian Palumbo	Appoint	Head Swim Coach	5	$5259.80	HS	2003/04	2003/04	Head Swim Coach
James Breiten *	Appoint	Asst Swim Coach	2	$3156.04	HS	2003/04	2003/04	Assistant swim coach
Tony Villante	Appoint	Winter Weight Room	N/A	$1395.94	HS	2003/04	2003/04	Winter Weight Room Supervisor

*** Pending approval from County Superintendent of Schools**

H.2 Motion to enter into a contract with the Loving Care Agency for nursing services for the 2003/04 School Year for 6.25 hours per day @ $45.00 per hour for RN or $35.00 per hour for LPN.

H.3 Motion to approve salary adjustments as indicated below for the 2003/04 school year in accordance with negotiated agreement. Salaries to be determined upon adoption of salary guides and ratification of JTEA/JTBOE contract:

NAME	SCHOOL	FROM	TO
Sandra Archer	White Rock	BA+15	MA
Patricia Barile	Cozy Lake/Milton	BA+15	MA
Shannon Castimore	White Rock	BA	BA+15
Marietta Cerciello	Milton	BA+15	MA
Karen Correia	Middle School	BA	BA+15
Kathleen D'Ambrosio	Middle School	BA	BA+15
Peter J. DiGennaro	High School	BA+15	MA+15
Gregg Eck	Middle School	BA+15	MA
Lorraine Gastrock	Middle School	BA+15	MA
Pamela Graham	Middle School	BA	MA
Joseph Guziewicz	High School	BA+15	MA
Linda Hack	Ellen T. Briggs	MA	6th Yr level
Cecilia Hansen	Stanlick	BA+15	MA

NAME (cont.)	SCHOOL	FROM	TO
Lisa Hopper	High School	MA+15	6th Yr level
Janet King	Middle School	BA	MA
Jason Klebez	High School	BA+15	MA
Shawn Kielty	Middle School	MEQ	MA+15
Deborah Latronica	High School	BA+15	MA
Joan Pagano	Middle School	BA+15	MA
Megan Piazza	High School	BA	BA+15
William Stager	High School	BA	BA+15
Christine Stewart	Middle School	BA	BA+15
Tatyana Tadenev	White Rock/ETB	BA	BA+15
Donna Tomsey	Middle School	BA+15	MA

Roll call vote: Mrs. Cammarano - Yes, Miss Klepp - Yes, Mr. Tasker - Yes, Mr. Cuccio - Yes, Mr. Hanisch - Yes, Mrs. Van Houwe - Yes, Mr. Erdmann - Yes, Mrs. Muller - Yes

All in favor. Motion carried.

I. EDUCATION COMMITTEE

Motion by Mrs. Muller, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motion I.1 through I.6 as described below:

I.1 Motion proclaiming **American Education Week**, November 17 - 23, 2003 by the Jefferson TownshipBoard of Education.

I.2 Motion to approve reimbursement for **college credits earned** pursuant to Article XXXIII of the Agreement between the JTBOE and the JTEA for the 2003/04 school year as indicated below:

NAME	CREDITS	AMOUNT
Harris, Nancy	3	$450.00
Hille, Cathleen	3	$450.00
Hough, Brian	6	$900.00
Migliacci, Louis	3	$450.00
Ottavinia, Amy	6	$900.00

I.3 Motion to approve the Athletic Operations Manual. *(Copy available for review)*

I.4 Motion to approve the revised Six-Year Curriculum Review Cycle, attached.

I.5 Motion to approve curriculum for new course *"Introduction to Spanish"*. *(Copy available for review)*

I.6 Motion to approve the contract with Edumedia Software Solutions Corporation enabling participating employees to join in a unique, one-time profit-sharing software development project pending final review by the Board Attorney.

Roll call vote:	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe - Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes	

All in favor. Motion carried.

I.7 Mrs. Muller noted the **enrollment** as of 10/31/03:

	Jun-03	**Oct 02**	**Oct 03**
R. F. Drummond	100	104	99
Milton	181	171	207
Cozy Lake	314	321	277
Stanlick	260	257	261
E.T. Briggs	398	395	375
White Rock	484	477	479
Total Elementary	**1,737**	**1,725**	**1,698**
JTMS	870	865	893
JTHS	952	958	997
GRAND TOTAL	**3,559**	**3,548**	**3,588**
Tuition students received	0	0	0
Out of district placement	58	56	58

J. POLICY COMMITTEE

Motion by Miss Klepp, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motions J.1, as described below:

J.1 Motion to approve the **first reading** of the following:

Number	Title
7422	Integrated Pest Management
5120.1	Unsafe School Choice
5330.1	Students as Risk for Anaphylaxis
2340	Field Trips (Revisions)

Roll call vote:	Mr. Andre	- Yes	Mr. Erdmann	- Abstain	Mrs. Muller - Yes
	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker - Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe - Yes

Eight in favor. One abstention. Motion carried.

K. BUILDING NEEDS COMMITTEE

Motion by Mr. Andre, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motion K.1 through K.4, as described below:

K.1 Motion to approve the following **change orders** for the Stanlick/WR construction project:

Contract #	Change Order #	Contractor	Amount	
5B	2	P.J. Smith Electric	$12,821.	Revision: *amount reduced from $13,726 for fire alarm upgrade
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	3	TAK Construction	$ 5,093.	Lower HS/MS water line

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

Contract #	Change Order #	Contractor	Amount	
E1	1	Brittishan Enterprises	$1,250.	power line to MS well

K.3 Motion to reject all bids for the Jefferson Township Middle School Field Reconstruction, based upon the recommendation of the Board Attorney.

K.4 Motion to approve returning the donated televisions back to Consolidated PTA, in accordance with Policy #1323, Gifts, Grants and Bequests.

Roll call vote:	Mr. Andre - Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mrs. Cammarano - Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
	Mr. Cuccio - Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

L. AUXILIARY COMMITTEE

Motion by Mrs. Cammarano, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motion L.1 and L.2, as described below:

L.1 Motion to approve the disposal of **obsolete equipment,** in accordance with Policy #7300, Disposition of Property, as listed below:

Office Desk Asset Number 001386

L.2 Motion to accept a **grant** awarded to the Jefferson Township High School from the Tony Randall's National Actor's Theater, in the amount of $5,000.00, in accordance with Policy #1323, Gifts, Grants and Bequests.

Roll call vote:	Mr. Andre	- Yes	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mrs. Cammarano	- Yes	Miss Klepp	- Yes	Mr. Tasker	- Yes
	Mr. Cuccio	- Yes	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes

All in favor. Motion carried.

Comment - The following motion was put on hold and not voted on at this meeting.

M. NEGOTIATIONS COMMITTEE

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

M.1 Motion to approve an **Agreement** between the Jefferson Township Board of Education and Jefferson Township Education Association (JTEA), subject to JTEA ratification, for School Years 2003-2004, 2004-2005, 2005-2006; effective July 1, 2003 through June 30, 2006.

N. CONFIDENTIAL SESSION

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17th day of November, 2003 at 8:12 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), (4), (5), (6) and (7) to discuss matters confidential by law, collective bargaining, leases, purchases or setting of bank rates, any investigations or tactics or techniques to protect persons or public property and litigation, anticipated litigation or contract negotiation and attorney-client matters. Action will not be taken.
2. The matters discussed or determined in closed session will be disclosed to the public at the earliest possible date.
3. This resolution shall take effect immediately.

Motion carried.

O. COMMITTEE REPORTS

Education Committee – Mr. Hanisch commented on the approved curriculum for new Course, "Introduction to Spanish" and the revised Six-Year Curriculum Review Cycle.

P. CORRESPONDENCE - None

Q. OLD BUSINESS - None

R. NEW BUSINESS - None

S. COMMENTS FROM THE AUDIENCE - None

T. BOARD MEMBER COMMENTS

Mrs. Muller commented on Education Week, the good turn-out for open house at Briggs School and DECA's annual Thanksgiving food drive.

Mr. Robert VanderPloeg commented on the JTHS production of Our Town and smoking in the JTHS.

U. ADJOURN

Motion by Mrs. Muller, seconded by Mrs. Cammarano, that the meeting adjourn at 9:55 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary