JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Monday
December 15, 2003

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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	
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*.

E. PRESENTATIONS

F. MINUTES OF MEETINGS

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

November 10, 2003 - Work Session Meeting

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

Seven in favor. One abstention. Motion carried.

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

November 17, 2003 - Regular Session Meeting

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

All in favor. Motion carried.

Note: Mr. Erdmann corrected his vote on J.1, for the November 17, 2003 meeting, to reflect an Abstention.

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 November 2003 in the amount of $102,403.08.

G.2 Motion to approve the **bills list** dated November 2003 in the amount of $5,036,002.38.

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

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 approve the **transfers** dated December 2003.

G.4 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, 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.5 Motion to accept the June 30, 2003 **Comprehensive Annual Financial Report.** ***(Copy available for review)***

G.6 Motion to approve the June 30, 2003 Audit **Corrective Action Plan** (attachment G.6).

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

All in favor. Motion carried.

H. PERSONNEL COMMITTEE

Motion by Mrs. Muller, seconded by Mrs. VanHouwe, 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) 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								
Debora Anello	Resign	BSIP Teacher		N/A	JTMS	1/18/04	1/18/04	Personal reasons
Beth Daily	Appoint	LDT/C	13	$59,000	M/S/B	2/16/04	6/30/04	To begin on or about 2/16/04
Michelle Klinger	Appoint	Long-term sub	N/A	$177.50 per diem	ETB	1/27/04	6/30/04	Maternity leave replacement
Omar Mendez	Appoint	Spanish teacher	N/A	$177.50	JTHS	1/2/04	6/30/04	To receive long-term sub pay Until receipt of NJ Certificate
Jennifer Oprandy	Appoint	English teacher	1	$177.50 per diem	JTHS	12/16/03	6/30/04	Long-term sub until receipt of NJ Certificate then BA step 1
Jessica Drew	Appoint	English teacher	1	$182.50	JTMS	12/16/03	6/30/04	Long-term sub until receipt of NJ Certificate then BA+15 step 1
Ann Westervelt	Appoint	Long-term substitute Teacher of Hdcp	N/A	$177.50	JTHS	11/13/03	4/8/04	Replacement for teacher Who resigned.
Jodi Bruscino	Appoint	Teacher of Handicapped Long term substitute	1	$177.50	WR	1/2/04	3/26/04	Maternity leave replacements
Patricia Minter Farrelly	Appoint	Elementary Long-term substitute	1	$177.50	WR	1/2/04	5/9/04	Maternity leave replacements
Donna De Vane	Appoint	Elementary Long-term substitute	1	$177.50	WR	1/2/04	3/25/04	Maternity leave replacements

C: Non-Instructional								
Earl Sandhoveli	Resign	Bus Driver	N/A	N/A	Transp	12/1/03	12/1/03	Moving out of state
Gloria Lind	Resign	Bus Aide	N/A	N/A	Transp	11/13/03	11/13/03	Medical reasons
Donna Castelonia	Appoint	Bus Aide	1	$11.75pr hr	Transp	12/9/03	6/30/04	To replace Gloria Lind
Linda Rogalsky	Appoint	Resource Center Aide	1	$12.05pr hr	ETB	12/16/03	6/30/04	.24 to meet teacher student ratio
Frances McBride	Appoint	Resource Center Aide	1	$12.05pr hr	ETB	12/16/03	6/30/04	.24 to meet teacher student ratio
Kevin Dean	Appoint	Bus Driver	1	$14.29pr hr	Transp	12/11/03	6/30/04	4 hours per day with benefits
Lisa Kennedy	Rescind	.49 CST clerk typist	1	$12,939.68	CST	7/1/03	6/30/04	To become full-time employee
Lisa Kennedy	Appoint	CST clerk typist	1	$26,407.53	CST	12/9/03	6/30/04	From Part-time to Full-time
Donna VanderPloeg	Appoint	Confidential Clerical Assistant	N/A	$10 per hr	Supt Ofc	12/16/03	6/30/04	Part-time to work between Curriculum & Supt Ofc's
Brenda Weir	Appoint	Confidential Clerical Assistant	N/A	$10 per hr	Supt Ofc	12/16/03	6/30/04	Part-time to work between Curriculum & Supt Ofc's
D: Substitutes/Other								
Thomas Akos	Appoint	Substitute		$80 pr diem		2003/04		Substitute teachers to begin upon completion of paperwork
Melissa Haggett	Appoint	Substitute		$80 pr diem		2003/04		Substitute teachers to begin upon Completion of paperwork
Maureen Doyle	Appoint	Substitute		$7.50 pr hr		2003/04		Substitute Clerical worker
E. Extra Duty Pay								
Margaret Pratt	Approve	ABA Training		$240.00	Milton	9/18/03	10/28/03	6 hours x $40 per hour
Barbara Donnelly	Approve	ABA Training		$200.00	ETB	9/15/03	9/29/03	5 hours x $40 per hour
Barbara Donnelly	Approve	ABA Training		$280.00	ETB	10/18/03	10/29/03	7 hours x $40 per hour
Barbara Donnelly	Approve	ABA Training		$200.00	ETB	11/4/03	11/19/03	5 hours x $40 per hour
Athletic								
Rick Slayton	Appoint	Asst Boys Basketball	N/A	N/A	JTHS	2003/04		Volunteer coach for basketball

H.2 Motion to approve placement of student teachers as indicated below:

Michele Ann Schiumo - Stanlick School – January 21, 2004 to May 6, 2004
Paul Koontz – JTHS – 10 day field assignment between January 7 and 21, 2004
Serina Alfano – JTMS – January 20, 2004 to May 7, 2004

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

All in favor. Motion carried.

I. EDUCATION COMMITTEE

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

I.1 Motion to approve Grade 8 Class Trip – May 19, 20 & 21, 2004 to Philadelphia, PA.

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

All in favor. Motion carried.

I.2 Mrs. Muller noted the **enrollment** as of 11/30/03:

	Jun-03	**Nov 02**	**Nov 03**
R. F. Drummond	100	103	98
Milton	181	172	209
Cozy Lake	314	319	275
Stanlick	260	259	261
E.T. Briggs	398	392	374
White Rock	484	477	449
Total Elementary	**1,737**	**1,722**	**1,666**
JTMS	870	861	890
JTHS	952	959	996
GRAND TOTAL	**3,559**	**3,542**	**3,552**
Tuition students received	0	0	0
Out of district placement	58	58	54

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 **second reading and adoption** 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 - Yes; Mrs. Muller - Yes; Mrs. Cammarano – Yes; Miss Klepp - Yes; Mrs. Van Houwe - Yes; Mr. Cuccio - Yes; Mr. Hanisch - Yes

All in favor. Motion carried.

K. BUILDING NEEDS COMMITTEE

Motion by Mr. Andre, seconded by Mrs. Cammarano, to accept the recommendation of the Superintendent to approve and adopt motions K.1 and K.2, as described below:

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

Contract #	Change Order #	Contractor	Amount	
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	4	TAK Construction	$20,333.	Kitchen hoods omitted from the contract documents
Base Bid and Alt's GC1, 2, 3, 4, 5, 6 & 8	5	TAK Construction	$ 4,011.	Add ramp connecting the addition

K.2 Motion to appoint Tanner School Furniture, a State Contract vendor, to supply loose furniture for the High, Middle, Stanlick and White Rock School additions.

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

All in favor. Motion carried.

L. AUXILIARY COMMITTEE

Motion by Mrs. Cammarano, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, as described below:

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

Asset #	Equipment
002566	GE refrigerator

The following is a list of obsolete equipment from Cozy Lake School that had no asset numbers:

Amount	Equipment
1	Rectangle Table
7	Trapezoid Tables
1	Carrel
30	Chairs
51	Student Desks
3	Chart Racks
1	Record Rack
1	Wood Table

L.2 Motion to adopt new chapter N.J.A.C. 6A:7 Managing for Equality and Equity in Education. *(Copy available for review)*

L.3 Motion to authorize the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan.

L.4 Motion to authorize the submission of the proposed Comprehensive Equity Plan.

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

All in favor. Motion carried.

M NEGOTIATIONS COMMITTEE

Motion by Mr. Andre, seconded by Mrs. Cammarano, 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), which has been ratified by the JTEA, for School Years 2003-2004, 2004-2005, 2005-2006; effective July 1, 2003 through June 30, 2006.

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

Seven in favor. One abstention. Motion carried.

N. COMMITTEE REPORTS

Technology Committee – Mr. Cuccio stated there would be an update regarding wiring/telephone in January.

Education Committee – Items discussed: new courses, Rainbow Program, agenda items, moves and master schedule.

O. CORRESPONDENCE – None.

P. OLD BUSINESS – None.

Q. NEW BUSINESS - None.

R. COMMENTS FROM THE AUDIENCE

A request was made to reconsider moving the Brady Road bus stop due to safety. Dr. Bowen responded that the bus stop has been evaluated and is within guidelines used for safety issues.

S. BOARD MEMBER COMMENTS

Miss Hooper commented on the walkway at Snow Bowl.

T. 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 15th day of December, 2003 at 8:31 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 (4), (6) and (7). The general nature of the discussion will involve collective bargaining, 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. 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; upon finalization of the contract, etc.; upon passage of public resolution.
3. This resolution shall take effect immediately.

Motion carried.

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