

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Monday, October 21, 2013 7:00 PM (Closed Session) – 8:00 PM (Regular Session)**

**Jefferson Township High School Media Center**

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**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. Scott	_____	_____
Mrs. Senatore	_____	_____
Mr. Stewart	_____	_____
Mrs. Van Ness	_____	_____
Mr. Millar, Vice President	_____	_____
Mr. Smith, President	_____	_____
Patrik Harsanyi, <i>Student Representative</i>	_____	_____
Ivan 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 21<sup>st</sup> day of October, 2013 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**

- 2012-2013 Audit Presentation and Review, John Mooney, Nisivoccia LLP
- 2012-2013 Violence and Vandalism Report, Joseph G. Kraemer, Superintendent
- 2013-2014 Nursing Services Plan, Joseph G. Kraemer, 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:

September 16, 2013 Regular Minutes

September 16, 2013 Executive Session Minutes

**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.8, as described below:

**K.1** Motion to approve and adopt the July 1, 2012 through June 30, 2013 **Comprehensive Annual Financial Report**, which contained no audit recommendations. *(copy available for review)*

**K.2** Motion to approve the **purchase order** list dated September 2013 in the amount of **\$588,944.82**.

**K.3** Motion to approve the **check journal** as of September 2013 in the amount of **\$4,063,888.76**.

<b>Fund</b>	<b>Amount</b>
General (10)	\$ 3,952,238.25
Capital Outlay (12)	\$ 6,022.00
Special Revenue (20)	\$ 105,628.51
<b>Total</b>	<b>\$ 4,063,888.76</b>

**K.4** Motion to approve the funds **transfers** in the 2013-2014 Fiscal Year, dated September 2013 in the amount of **\$ 250,347.10**.

- K.5** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJSA 18A:17-9, that as of August 31, 2013, 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).
- K.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c), that as of August 31, 2013, 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 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.
- K.7** Motion to approve proposal for professional architectural services of EI Associates to oversee the design through installation process of the home-side bleachers at the Jefferson Township High School stadium at a cost of \$43,900 (*based on 10/15/13 proposal*).
- K.8** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.K.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 (*copy attached*).

**L. PERSONNEL COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, 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
Mary Thornton	Retirement	Assistant Superintendent 15.90.92.ABD			District	12/31/13	1/1/14	Retiring after 14 years in district

<b>B. INSTRUCTIONAL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
James O'Connor	Retirement	Health & Physical Education Teacher 10.80.80.ATQ			High School	12/31/13	1/1/14	Retiring after 26 years of service
Phyllis Smith	Retirement	Science Teacher 10.80.80.ASD			High School	6/30/14	7/1/14	Retiring after 15 years of service
Carole Howell	Retirement	French Teacher 10.70.70.AOL			Middle School	6/30/14	7/1/14	Retiring after 10 years of service
Vicky Lynch	Resignation	Math Teacher 10.70.70.AQR			Middle School	9/23/13	11/23/13	
Adina Faulkner	Resignation	Special Ed. Teacher 10.10.10.BOJ			Stanlick	10/25/13	10/26/13	
Robyn Roogow 11-130-100-101	Appoint	Math Teacher 10.70.70.AQR	MA Step 2	\$51,040	Middle School	10/10/13	6/30/13	Retro to 9/1/13
Sean Hardy* 11-209-100-101	Appoint	Special Ed. Teacher 10.10.10.BOJ	BA Step 1	\$47,995	Stanlick	10/23/13	6/30/14	Replacing AF
Mariel Waters* 11-140-100-101-29	Appointment Extended	Social Studies Teacher Long-Term Sub 10.80.80.ASJ	BA Step 1	\$233.58/day	High School	4/15/13	3/20/14	Replacing SM
Joan Dolan 11-120-100-101	Appoint	Job Coach 10.80.80.BOA		\$41.62/hr	High School	10/15/13	6/30/14	Part-time, as needed
Laura Ajaj	Longevity Correction	Math Teacher 10.80.80.AAR		\$00.00	High School	9/1/13	6/30/14	
Linda Brun	Longevity Correction	Elementary Teacher 10.60.60.AZT		\$00.00	White Rock	9/1/13	6/30/14	
Lois Fitzgerald	Longevity Correction	Elementary Teacher 12.60.60.AJO		\$5,200.00	White Rock	9/1/13	6/30/14	
Eileen Basket	Appoint	Bedside Instruction		\$41.62/hr	District	9/1/13	6/30/14	
Lisa Hopper	Appoint	Bedside Instruction		\$41.62/hr	District	9/1/13	6/30/14	
Karen Kozlowski	Appoint	Bedside Instruction		\$41.62/hr	District	10/7/13	6/30/14	
GM	Medical Leave	English Teacher 10.70.70.AOP			Middle School	10/15/13	10/28/13	Utilizing 8 sick days and 2 personal days
SM	Amended Maternity Leave	Social Studies Teacher 10.50.50.AHC			High School	4/15/13	3/20/14	Utilizing 39 sick days and 127 unpaid days

\*Requires Mentoring

<b>C. NON-INSTRUCTIONAL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Sanlee Halma	Resignation	Special Ed. Aide 09.70.70.BHX			Middle School	10/4/13	10/5/13	
Saranda Murati	Resignation	Special Ed. Aide 09.10.10.BHN			Stanlick	10/1/13	10/15/13	
Brittany Kaminski	Resignation	Special Ed. Aide 09.10.10.BHM			Stanlick	10/11/13	10/26/13	
Judy Gurlacz	Longevity Correction	Secretary 12.70.72.AET		\$525.00	Middle School	9/1/13	6/30/14	
Linda Silbernagel 11-209-100-106	Appoint	Special Ed. Aide 09.70.70.BHX	Step 1	\$19.32/hr	Middle School	10/4/13	6/30/14	Replacing SH 3.5 hrs/day, no benefits
Kaitlin Scala 11-000-217-106	Appoint	Special Ed. Aide 09.10.10.BHN	Step 1	\$19.32/hr	Stanlick	10/14/13	6/30/14	Replacing SM 3.5 hrs/day, no benefits Additional transition day on 10/10/13
Linda Lipton 11-000-217-106	Appoint	Special Ed. Aide 09.10.10.BHM	Step 1	\$19.32/hr	Stanlick	10/23/13	6/30/14	Replacing BK 3.5 hrs/day, no benefits
Robin Vance 11-213-100-106	Appoint Date Change	Long-Term Sub Special Ed. Aide 09.80.80.BIL	Step 1	\$19.32/hr	Briggs	9/23/13	1/11/14	Replacing DC
Lise Meisner	Hours Change	Special Ed. Aide 09.80.80.BBS	Step 5	\$20.59/hr	High School	9/26/13	6/30/14	3.5 hrs/day w/o benefits
Laura Ryan	Hours Change	Special Ed. Aide 09.80.80.BBE	Step 4	\$20.24/hr	High School	9/26/13	6/30/14	3.75 hrs/day w/o benefits
Tricia Strasser	Hours Change	Special Ed. Aide 09.70.70.BCK	Step 5	\$20.59/hr	Middle School	9/26/13	6/30/14	3.75 hrs/day w/o benefits
Cathryn Caruso	Hours Change	Special Ed. Aide 09.70.70.BDB	Step 5	\$20.59/hr	Middle School	9/26/13	6/30/14	3.5 hrs/day w/o benefits
AV	Adjusted Medical Leave	Custodian 12.60.62.AKY			High School	7/1/13	11/16/13	Utilizing 98 sick days
DC	Adjusted Maternity Leave	Special Ed. Aide 09.80.80.BIL			Briggs	9/24/13	1/11/14	Utilizing 32 sick days and 35 unpaid days
JB	Worker's Comp	Custodian 12.30.32.AKS			Briggs	9/10/13	9/25/13	
AP	Adjusted Family Leave	Bus Driver 10.90.90.AZX			District	9/3/13	11/27/13	Utilizing 59 unpaid days

<b>D. SUBSTITUTES/OTHER</b>								
Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Casey Brennan	Appoint	Sub Teacher		\$80/diem	District	10/22/13	6/30/14	
Laura Filan	Appoint	Sub Teacher		\$80/diem	District	10/14/13	6/30/14	
Bonnie Godfrey	Appoint	Sub Teacher		\$80/diem	District	9/23/13	6/30/14	
Jonathan Leroux	Appoint	Sub Teacher		\$80/diem	District	10/15/13	6/30/14	
Cheryl Palko	Appoint	Sub Teacher		\$80/diem	District	10/15/13	6/30/14	
Nicole Silvent	Appoint	Sub Teacher		\$80/diem	District	9/17/13	6/30/14	
Brooke Smith	Appoint	Sub Teacher		\$80/diem	District	9/17/13	6/30/14	
Hannah Storbeck	Appoint	Sub Teacher		\$80/diem	District	9/17/13	6/30/14	
Bonnie Godfrey	Appoint	Sub Aide		\$10/hr.	District	9/17/13	6/30/14	
Ellen Irizarry	Appoint	Sub Aide		\$10/hr.	District	9/25/13	6/30/14	
Lorrie Kern	Appoint	Sub Aide		\$10/hr.	District	9/25/13	6/30/14	
Nicole Silvent	Appoint	Sub Aide		\$10/hr.	District	9/17/13	6/30/14	
Nicole Skrek	Appoint	Sub Aide		\$10/hr.	District	10/22/13	6/30/14	
Brooke Smith	Appoint	Sub Aide		\$10/hr.	District	9/17/13	6/30/14	
Hannah Storbeck	Appoint	Sub Aide		\$10/hr.	District	9/17/13	6/30/14	
Kimberly Torsiello	Appoint	Sub Aide		\$10/hr.	District	10/4/13	6/30/14	
Jonathan Westerfield	Appoint	Sub Aide		\$10/hr.	District	10/2/13	6/30/14	
Kaitlin Scala	Appoint	Sub Aide		\$10/hr.	District	10/14/13	6/30/14	
Michelle Wanna	Appoint	Sub Aide		\$10/hr.	District	10/9/13	6/30/14	
Lorrie Kern	Appoint	Sub Secretary		\$11.50/hr	District	9/25/13	6/30/14	
Maryann Sauer	Appoint	Sub Secretary		\$11.50/hr	District	9/26/13	6/30/14	
Sean Macleod	Appoint	Sub Custodian		\$15/hr	District	10/8/13	6/30/14	

<b>E. EXTRA DUTY PAY</b>								
Name	Nature of Action	Position/Control Number	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kaitlyn Reiser	Appoint	Spring Musical: Drama Director	Level 3	\$2085.00	Middle School	10/22/13	6/30/14	
David Dunn	Appoint	Spring Musical: Scenery/Stage	Level 1	\$506.00	Middle School	10/22/13	6/30/14	
Hannah Storbeck	Appoint	Spring Musical: Art/Set Design	Level 1	\$506.00	Middle School	10/22/13	6/30/14	
Hannah Storbeck	Appoint	Spring Musical: Props	Level 1	\$506.00	Middle School	10/22/13	6/30/14	
Karen Lerch	Appoint	Foreign Language Honor Society (German)	Level 1	\$315.00	High School	10/22/13	6/30/14	Co-Advisor
Sarah Greco	Appoint	Foreign Language Honor Society (ASL)	Level 1	\$315.00	High School	10/22/13	6/30/14	Co-Advisor
Amanda Osburn	Appoint	Robotics Team Assistant	N/A	N/A	High School	9/1/13	6/30/14	Volunteer

<b>F. 2013-14 SCHOOL YEAR COACHING STAFF</b>								
<b>FALL</b>								
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion	
Danielle Ryan	Salary Correction	Head Field Hockey	\$7234.59	High School	9/1/13	6/30/14	9 years of service	
Amanda McSorley	Appoint	Assistant Cheerleading	N/A	High School	9/1/13	6/30/14	Volunteer	

<b>G. WORKSHOP PRESENTATION</b>								
Presenter	Nature of Action	Workshop	Salary	Date	# of Hours			
Karen Olsen	Appoint	Units of Study: Writers Workshop, Grades K-2	\$55/hr	9/3/13 and 10/14/13	3 hours total			

<b>H. 2013-14 STUDENT INTERN</b>								
Name	College	Subject	Locations	Date Effective	Date Termin.	Discussion		
MaryAnn Sauer	Caldwell College	School Nurse	Stanlick	10/14/13	12/20/13	30 hours		

**L.2 Motion to approve Middle School Stokes Trip Chaperones as indicated below:**

<b>Stokes Trip 11-401-100-101-00</b>								
Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion	
Sara Vybihal	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Robyn Roogow	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Colleen Meade	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Theresa Koontz	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Julie Kozakewich	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Pamela Graham	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Carrie Belden	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Sara Mykietyn	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	
Louis Migliacci	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night	

Name	Nature of Action	Position	Salary/Night	Loc.	Date Effective	Date Termin.	Discussion
Karen Staples	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night
Travis Gage	Appoint	Stokes Chaperone	\$125.00	JTMS	11/21/13	11/22/13	1 night
Kathleen Cutrona	Appoint	Stokes Chaperone	\$350.00	JTMS	11/21/13	11/22/13	1 night
Kathleen D' Ambrosio	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Marlene Lubin	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Gail Mayer	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Serina Signorello	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Wendy Towers	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Sharon Ciliento	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Michael DeLoreto	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Karen Staples	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Nancy Harris	Appoint	Stokes Chaperone	\$125.00	JTMS	11/25/13	11/26/13	1 night
Kathleen Cutrona	Appoint	Stokes Chaperone	\$350.00	JTMS	11/25/13	11/26/13	1 night
Tricia Lindstedt	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Christine Couser	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Kevin Moore	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Joanna Reiss	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Dustin Cardoza	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Kenneth Westberg	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Nancy Harris	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Sharon Ciliento	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Katherine Vera-Mena	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Karen Staples	Appoint	Stokes Chaperone	\$125.00	JTMS	12/18/13	12/19/13	1 night
Robert Hayzler	Appoint	Stokes Chaperone	\$350.00	JTMS	12/18/13	12/19/13	1 night

**L.3 Motion to approve the Summer 2013 Course Reimbursements as indicated below:**

Name	College	Class	Approval	Credits	Amount
Alyssa Mayfield	Walden University	Using Research & Data to Drive Decision Making	1	3	\$ 791.46
Alyssa Mayfield	Walden University	Best Practices for Student Success	2	3	\$ 791.46
Ann Weaver	Centenary College	Approaches to Instruction for Special Education	8	3	\$ 791.46
Beverly Mallatratt	University of San Diego	Reading to Learn Developing Strategic Reading Strategies	42	3	\$ 364.00
Beverly Mallatratt	University of San Diego	Multimedia Project Design and Development	43	3	\$ 311.00
Beverly Mallatratt	University of San Diego	Google as a Classroom Tool for Learning (K-12)	44	3	\$ 311.00
Christine Cinnamon	New Jersey City University	Principles of Supervision and Human Resource Management	31	3	\$ 791.46
Christy Weiss	University of San Diego	Six Traits of Writing (K-6)	32	3	\$ 364.00
Christy Weiss	University of San Diego	Word Play: Vocabulary Instruction in the Primary Grades	45	3	\$ 309.40
Christy Weiss	University of San Diego	A New Approach to Spelling Instruction (K-6)	46	3	\$ 309.40
Christy Weiss	University of San Diego	Teaching Struggling Readers (K-3)	47	3	\$ 309.40
Christy Weiss	University of San Diego	Improving Your Student's Test Taking Skills (2-12)	48	3	\$ 309.40
Daniel Papa	Montclair State University	Internship in School Leadership	26	3	\$ 791.46
Daniel Papa	Montclair State University	School and Community Relations	27	3	\$ 791.46
Dolores Bennett	University of San Diego	Differentiated Instruction: One Size Does Not Fit All	24	3	\$ 361.25
Emily F. James	Montclair State University	Music Education Techniques-Child With Disability	34	3	\$ 791.46
Heather Rowens	New Jersey City University	Principles of Supervision and Human Resource Management	25	3	\$ 791.46
Heather Rowens	New Jersey City University	Principles of Curriculum Development and Evaluation	39	3	\$ 791.46
James Scott Reid	University of San Diego	Anti-Bullying Strategies for Primary Grades (K-3)	9	3	\$ 361.00
James Scott Reid	University of San Diego	Bullying Awareness-Introduction and Prevention (4-8)	10	3	\$ 361.00
James Scott Reid	University of San Diego	Integrating Interactive White Boards in the Classroom (K-8)	11	3	\$ 361.00
Julie Kozakewich	Centenary College	Principles and Practices of Supervision	5	3	\$ 791.46
Julie Kozakewich	Centenary College	Curriculum Development and Evaluation	33	3	\$ 791.46
Katherine Pierson	University of San Diego	Differentiated Instruction: One Size Does Not Fit All	20	3	\$ 361.25
Laurie Boucher	A.T. Still University	Holistic School-Based Practice	28	3	\$ 791.46
Leighann Hagemann	Centenary College	Behavior Management	15	3	\$ 791.46
Leighann Hagemann	Centenary College	Assessment for Instruction in Special Education	16	3	\$ 791.46
Leighann Hagemann	Centenary College	Nature and Needs of Individuals with Disabilities	17	3	\$ 791.46
Leighann Hagemann	Centenary College	Family, Society and Children with Special Needs	18	3	\$ 791.46
Linda Segal	New Jersey City University	Principles of Curriculum Development and Evaluation	41	3	\$ 791.46
Maria Dunbar	Centenary College	Approaches to Instruction for Special Education	3	3	\$ 791.46
Meghan Hallock	University of San Diego	Bullying Awareness-Intervention and Prevention (4-8)	21	3	\$ 361.25
Meghan Hallock	University of San Diego	The Six Traits of Writing (K-6)	22	3	\$ 361.25
Meghan Hallock	University of San Diego	Google as a Classroom Tool for Learning (K-12)	23	3	\$ 361.25
Michele Carline	Centenary College	Approaches to Instruction for Special Education	4	3	\$ 791.46
Sandra Alfaro	Rutgers University	Methods of Teaching Second Languages - Spanish	40	3	\$ 791.46
Sherry Bavosa	Centenary College	Approaches to Instruction for Special Education	6	3	\$ 791.46
Stacey Prado	Rutgers University	Technology in the World Language Classes	12	3	\$ 791.46
Stacey Prado	Rutgers University	Assessment in the World Languages Classes	29	3	\$ 791.46
William Koch	Centenary College	Principles and Practices of Supervision	19	3	\$ 791.46
William Koch	University of San Diego	Multimedia Project Design and Development	36	3	\$ 264.00
William Koch	University of San Diego	Making the Most of the Internet in the Classroom	37	3	\$ 264.00

**L.4 Motion to approve the Job Description for Assistant Superintendent.**

**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.11, as described below:

**M.1 Motion to approve student placement for the 2013-2014 school year, as indicated below plus related services as needed:**

Student	School	Tuition	Effective
M/6-9	Hopatcong School District	\$17,610.30	9/1/13-6/30/14
F/6-1	Roxbury Township School District	\$14,327.00	9/9/13-6/23/14

**M.2 Motion to approve the following overnight field trips:**

School/Group/Activity	Location	Date(s)
JTMS Grade 7 Gold	New Jersey School of Conservation, Branchville, NJ	November 21 to 22, 2013
JTMS Grade 7 White	New Jersey School of Conservation, Branchville, NJ	November 25 to 26, 2013
JTMS Grade 7 Blue	New Jersey School of Conservation, Branchville, NJ	December 18 to 19, 2013
JTMS Grade 8 GATEways	Plymouth, Salem and Boston, MA	April 9 to 11, 2014
JTMS Grade 7 GATEway	Mystic, CT and Cape Cod, MA	May 21 to 23, 2014

**M.3 Motion to approve the following day field trips:**

School/Group/Activity	Location	Date(s)
Stanlick/White Rock G&T	Morristown Unitarian Fellowship, Morristown, NJ	October 23, 2013
JTMS Grade 8 Blue	Pax Amicus Theater, Budd Lake, NJ	November 14, 2013
JTMS Grade 8 White	Pax Amicus Theater, Budd Lake, NJ	November 15, 2013
JTMS/JTHS Project Stay Gold	Mary Louise Academy, Queens, NY	November 16, 2013
JTMS Chorus	Star of the Sea Church, Lake Hopatcong, NJ	December 11, 2013
JTHS Rebel	Arthur Stanlick School, Wharton, NJ	January 10, 2014
Cozy Lake Grade 2	Morristown Community Theater, Morristown, NJ	March 3, 2014
White Rock, Grade 5	Liberty Science Center, Jersey City, NJ	February 28, 2014
JTHS Rebel	Milton School, Oak Ridge, NJ	May 12, 2014
JTHS Rebel	Cozy Lake School, Oak Ridge, NJ	May 14, 2014
JTMS Junior Solar Sprints	Memory Park, Newton, NJ	May 20, 2014
Stanlick/White Rock/JTMS Debate	College of St. Elizabeth, Morristown, NJ	May 21, 2014
JTMS Junior Solar Sprints	JCP&L Building, Morristown, NJ	May 27, 2014
Stanlick/JTMS/JTHS Debate	White Rock School, Oak Ridge, NJ	May 28, 2014

**M.4 Motion to approve submission of the 2013-2014 Nursing Services Plan to the Morris County Executive Superintendent.**

**M.5 Motion to accept the 2013-2014 Emergency Operations Plan for the Jefferson Township School District.** (*Viper Manuals for the Jefferson Township Police Department*)

**M.6 Motion to approve, as required by the New Jersey Department of Education, the Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form (revised September, 2013), Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP) report forms, and Report of Suspension of Students with Disabilities (for reasons other than violence, vandalism, weapons, substance offenses or harassment, intimidation or bullying), which includes all offender, victim and incident detail contained in the department’s Electronic Violence and Vandalism incident report form for reporting incidents of violence, vandalism and substance abuse (EVVRS).**

**M.7 Motion to approve the Statement of Assurance for the 2013-2014 New Jersey Quality Single Accountability Continuum (NJQSAC) evaluation in the following areas:**

1. Instruction and Program
2. Personnel
3. Fiscal Management

4. Operations
5. Governance

**M.8** Motion to approve October 7 through October 11, 2013 as **“Week of Respect”**.

**WHEREAS**, The Anti-Bullying Bill of Rights Act (2011) has designated the week beginning with the first Monday in October as a “Week of Respect” in New Jersey schools. All public and charter schools in New Jersey will observe the week with age-appropriate instruction focusing on harassment, intimidation and bullying.

**NOW THEREFORE BE IT RESOLVED**, the Jefferson Township Board of Education will observe October 7 through October 11, 2013 as “Week of Respect”.

**M.9** Motion to approve October 21 through October 25, 2013 as “School Violence Awareness Week”.

**M.10** Motion to adopt a resolution recognizing the week of October 20 through October 26, 2013 as **“National Character Counts Week”**.

**WHEREAS**, A person’s “character ” is the summation of his or her habits, attitudes and attributes.

**WHEREAS**, Those qualities are learned, they can and should be purposefully taught.

**WHEREAS**, Good character doesn’t happen automatically and it’s too important to be left to chance. The effectiveness and well-being of individuals, their organizations and their society depend on it.

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Education

- (1) Recognize the week of October 20-26, 2013, as “National Character Counts Week”; and
- (2) Calls upon the people of the United States, high schools, law enforcement, State and local officials, and interested groups, to observe National Character Counts Week with appropriate programs and activities that promote and teach the six pillars of character and promote good character.

**M.11** Motion to adopt a resolution recognizing the week of October 23 through October 31, 2013 as **“National Red Ribbon Week”**.

**WHEREAS**, The Red Ribbon Campaign was started when drug traffickers in Mexico City murdered DEA agent Kiki Camarena in 1985. This began the continuing tradition of displaying Red Ribbons as a symbol of intolerance towards the use of drugs. The mission of the Red Ribbon Campaign is to present a unified and visible commitment towards the creation of a DRUG-FREE AMERICA.

**WHEREAS**, The Department of Human Services estimates approximately 14 million Americans use illegal drugs and 17 million are alcoholics or abusers.

**WHEREAS**, More than half of America’s school age children have tried illegal drugs.

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Education

- (1) Celebrates the week of October 23-31, 2013 as “National Red Ribbon Week”; and
- (2) Calls upon the law enforcement, State and local officers and interested groups, to observe National Red Ribbon Week with appropriate programs and activities to keep children, families and communities safe, healthy and drug-free, through parent training, networking and sponsoring the National Red Ribbon Campaign.

**M.12** Motion to Recognize and Accept the Harassment, Intimidation and Bullying Incidences (HIB) September 17, 2013 through October 21, 2013.



**RESOLVED**, That upon the Recommendation of the Superintendent, the Jefferson Township Board of Education recognizes the Harassment, Intimidation, and Bullying incidences reported from September 17, 2013 through October 21, 2013, as summarized below:

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Milton	0	0	0
Briggs	1	1	0
Cozy Lake	0	0	0
Stanlick	0	0	0
White Rock	0	0	0
Middle School	4	2	1
High School	1	0	0

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

**N.1 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	Document	Title	Description of Action
3144.12p	Policy	Certifications of Tenure Charges – Inefficiency	New
3144.30p	Policy	Suspension Upon Certification of Tenure Charges	New
4124p	Policy	Employment Contract	Replaces 4124p Employment Contract (08/11/03)
5512p	Policy	Harassment, Intimidation & Bullying	Replaces 5512p Harassment, Intimidation & Bullying 08/15/11
5512r	Regulation	Harassment, Intimidation & Bullying	Replaces 5512r Harassment, Intimidation & Bullying 07/18/11

**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**

Name	Event Date	Location	Function Description (i.e. Seminar Subject)	Transportation	Registration Fee \$	Travel/ Miles	Lodging Cost/day/person (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expenses/person daily costs (does not include mileage, parking and tolls)
DiColo, John	Dec. 13-17	Anaheim, CA	NIAAA National Athletic Director's Conference	\$ 450.00 Airfare	\$ 415.00	100	\$ 133.00	6	\$ 71.00*	5.5	\$ 2,053.50
Kraemer, Joseph	Feb. 13-15	Nashville, TN	ASSA Convention	\$ 286.30 Airfare	\$ 665.00	76.50	\$ 122.00	2	\$ 66.00*	2.5	\$ 1,360.00
Papa, Daniel	Sept. 23-24	Washington, DC	Spoke before the US Senate Committee as Representative for Project Stay Gold	Own	-	540	\$ 159.42	1	-	-	\$ 159.42
Zeno, Dora	Oct. 25-28	Boston, MA	ASBO International Annual Meeting	\$ 146.00 Train	\$ 675.00	90	\$ 289.00	3	\$ 71.00*	4	\$ 1,936.50

\*Meals are prorated to 75% on travel days