JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, December 20, 2021 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Auditorium
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District Vision Statement

The district will be a leader in academic excellence while developing healthy, well-rounded, resourceful students who are positive, contributing members of local and global communities.

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 and posted on the
Jefferson Township Board of Education website (www.Jefftwp.org);

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**:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

_____Fiona Davidson, *Student Representative*
_____Robert McKoy, *Student Representative*

D. **CLOSED SESSION**

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20th day of December, 2021 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 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.

Motion to close Executive Session by _____, seconded by _____, that the meeting is called to public session at _____ PM.

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

E. RECOGNITION

- Jefferson Township High School Varsity Football Team State Championship Recognition - Mr. Matthew Millar, Board President and Mrs. Jeanne Howe, Superintendent

F. CERTIFIED ELECTION RESULTS

Three Year Terms – January 1, 2022 – December 31, 2024 (3 seats)

Christopher Natale	**2,564**
Amy Gould	**3,696**
Dylan Terpstra	**3,026**
Heather Rancasky	1,467
Christine Mallimo Orna	2,397
Write In	111

G. SUPERINTENDENT'S REPORT

- Good News and Progress Report

H. PRESENTATIONS

- ESSER Safe Return Plan Update and Grant Review - Mrs. Jeanne Howe, Superintendent and Mrs. Rita Oroho Giacchi, Business Administrator
- 2020-2021 HIB Self Assessment - Mrs. Jeanne Howe, Superintendent

I. 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. Participants may not yield their time to another individual;
6. All statements shall be directed to the presiding officer;
7. 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 observed 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.

Please note that "Comments from the Audience" is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.

J. STUDENT REPRESENTATIVES

K. COMMITTEE REPORTS

L. MINUTES OF MEETINGS

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

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

November 15, 2021 Regular Meeting Minutes November 15, 2021 Executive Meeting Minutes

M. FINANCE AND BUILDING NEEDS

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.15, as described below:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

M.1 Motion to approve the **purchase order** list dated November 2021 in the amount of **$136,285.67** (including Referendum related purchase orders totalling $0.00).

M.2 Motion to approve the **check register** as of November 2021 in the amount of **$5,170,022.72.**

Fund	Amount
General Fund (10)	$ 4,884,895.24
Special Revenue Funds (20)	$ 269,116.09
Referendum Fund (30)	$ 16,011.39
Total	$ 5,170,022.72

M.3 Motion to approve the **vendors' bills** list for release on or after December 21, 2021, in the amount of **$1,065,331.48**.

M.4 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated November, 2021 in the amount of **$.**

M.5 Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, that as of November 30, 2021, 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).

M.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of October 31, 2021, 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.

M.7 Motion to **designate the source of funding** for the following individuals as funded from the FY2022 Title IV A grant *(Correction from November 15, 2021 agenda)***:**

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	
Shannon Castimore	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 4/Math
Kim Hollar	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 3/ELA
Lori Johansson	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 2/Math
Lori Johnson	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 3/Math
Mary Ellen McLeod	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 4/ELA
Colleen Megna	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 2/ELA
Kristie Rowe	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 5/Math
Kristen Scholz	Appoint	RtI Tutoring	$1,389	White Rock	11/1/21	6/30/22	Grade 5/ELA
Karen Caruso	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 4/ELA
Paula Langner	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 3/Math
Paula Langner	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 5/Math
Beverly Mallatratt	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 3/ELA
Sherry Moore	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 2/ELA
Meredith Panka	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 4/Math
Tanya Senney	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 5/ELA
Ann Weaver	Appoint	RtI Tutoring	$1,389	Stanlick	11/1/21	6/30/22	Grade 2/Math

M.8 Motion to **designate the source of funding** for the following individuals as funded from the FY2022 IDEA Preschool grant**:**

Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Ferucci, Frances	Appoint	Special Education Aide	$7,873.75	Briggs	9/1/21	6/30/22
Morgan, Shannon	Appoint	Special Education Aide	$7,873.75	Briggs	9/1/21	6/30/22
Mahoney, Michelle	Appoint	Special Education Aide	$7,873.75	Cozy Lake	9/1/21	6/30/22
Zinck, Jaclyn	Appoint	Special Education Aide	$7,873.75	Cozy Lake	9/1/21	6/30/22

M.9 Motion to **designate the source of funding** for the following individuals as funded from the FY2022 ARP IDEA Preschool grant**:**

Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Maron, Gina	Appoint	Special Education Aide	$9,067	Briggs	9/1/21	6/30/22

M.10 Motion to approve resolution described below:

RESOLVED, that the Jefferson Township Board of Education approve the following purchases from cooperative vendors that exceed the state bid threshold of $44,000:

Vendor Name	PO #	Description	Amount	Cooperative Contract

M.11 Motion to accept funding of $68,997 from the New Jersey Department of Education for Emergent and Capital Maintenance needs.

M.12 Motion to enter into cooperative pricing system agreement NJSBA ACES CPS #E8801. *(Copy available for review)*

M.13 Motion to award **Bid #2022-003 Life Safety Replacement at Jefferson Township Middle School** to Alarm & Communication Technologies, Inc. in the amount of $902,075.00. *(Bid breakdown sheet attached - Appendix B)*

M.14 Motion to approve Tri-County Behavioral Care to provide in-district counseling for students at an amount not to exceed $42,000, for the remainder of the 2021-2022 school year. This program will be funded through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA/ESSER II) and American Rescue Plan (ARP/ESSER III) grants.

M.15 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 Appendix 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;

NOW THEREFORE 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; and

BE IT FURTHER RESOLVED, That the expense is justified and therefore reimbursable *(Appendix A).*

N. PERSONNEL

Motion by _____ , seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions N.1 and N.2, as described below:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

N.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	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

***Requires mentoring**

C. NON-INSTRUCTIONAL

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

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion

E. 2021-2022 SCHOOL YEAR COACHING STAFF

WINTER

Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.

*Out of District

F. EXTRA DUTY PAY 11-401-100-101-007

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion

G. EXTRA DUTY PAY 11-401-100-101-008

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion

H. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion

I. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Loc.	Date Effective	Date Termin.	Discussion

N.2 Motion to approve the **Fall 2021** Course Reimbursement for At-Will Administrators as indicated below:

Name	School	Class	Approval	Credits	Amount

O. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions O.1 through O.5, as described below:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

O.1 Motion to **approve** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
8805299388	Calais School	$44,080.96	12/14/21 - 6/30/22

O.2 Motion to approve the district 2021-2024 English Language Learner Plan.

O.3 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for October 18, 2021 through November 15, 2021.

O.4 Motion to approve the following **day field trips**:

School/Group/Activity	Location
JTHS Madrigal Performance	Bald Eagle Commons, West Milford, NJ
JTHS Madrigal Performance	The Windlass Restaurant, Lake Hopatcong, NJ
JTHS Special Education	ShopRite of Sparta, Sparta, NJ
JTHS Academic Bowl	Lenape Valley High School, Stanhope, NJ

O.5 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS Wrestling Team	NJSIAA State Championships, Atlantic City, NJ
JTMS 8th Grade	Philadelphia and Allentown, PA

P. POLICY

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

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

P.1 Motion to approve the **First Reading** of the following Bylaws, Policies and Regulations:
(*copy available on district website for review*)

File Code	Title	Action
2436 P	Activity Participation Fee Program	Revision
5751 P	Sexual Harassment	Revision
5751 R	Sexual Harassment of Students	Revision
5600 R	Student Discipline/Code of Conduct	Revision
7300.1 R	Disposition of Instructional Property	Revision

Q. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of November 15, 2021 through December 20, 2021.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	1	1	0	0
Cozy Lake	0	0	0	0
White Rock	0	0	0	0
Jefferson Twp. Middle School	5	2	1	0
Jefferson Twp. High School	3	1	1	1

Enrollment as of 11/30/21:

	Nov. 2020	Nov. 2021
Grades Pre-K-1	358	393
Grades 2-5	704	692
Total Elementary	1,062	1,085
Grades 6-8	631	563
Grades 9-12	951	930
GRAND TOTAL	2,644	2,578
Tuition students received	5	0
Out-of-district placement	28	26

**Reporting of enrollment numbers for SY2020 has been modified to accommodate the closing of Milton School for SY2021.*

R. COMMUNICATIONS

S. PUBLIC COMMENTS

Please refer to Section G **"**Public participation shall be governed by the following rules (Per District Policy #0167)"

T. OLD BUSINESS

U. NEW BUSINESS

V. 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 20th day of December 2021, 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 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.

V. ADJOURN

Motion by _____, seconded by _____, to adjourn the meeting at _____ PM.

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *Vice President*
_____Mrs. Perez	_____Mr. Terpstra	_____Mr. Millar, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee $	Lodging cost per night	Mileage @ $0.35/mi.	Total Expense (not including parking/ tolls/miscellaneous fees)
Devine, Conor	3/23 - 3/25	Atlantic City, NJ	2022 NJPSA/FEA/ NJASCD	$320.00	$145.00*	298	$569.30
Hiben, Christopher	3/24 - 3/25	Atlantic City, NJ	2022 NJPSA/FEA/ NJASCD	$320.00	-	292	$422.20
Kenny, Allison	1/11-1/13	Webinar	Wilson Reading System Introductory Course	$649.00	-	-	$649.00
Rothstein, Justin	2/24 & 2/25	Atlantic City, NJ	NJMEA State Conference	$190.00	-	308	$297.80
Smalley, Jennifer	1/7	West Orange, NJ	What's New in Young Adult Literature and How to Use it in Your Program	$279.00	-	60	$300.00
Mastriani (Wnuk), Jennifer	3/23 - 3/25	Atlantic City, NJ	2022 NJPSA/FEA/ NJASCD	$320.00	$145.00*	260	$556.00

*Pending waiver authorizing overnight stay.

BIDDERS LIST
HVAC Upgrades at
Jefferson Township High School
Prepared by Parette Somjen Architects
Bids Due: December 15, 2021 @ 11:00AM
PSA No. : 8687
Single Overall Contract

Bidders	BASE BID	ALTERNATE 1	ALTERNATE 2	TOTAL BID
System One Alarm Services	-	-	-	-
Haig's Service Corp.	$922,000.00	$31,000.00	$29,000.00	$982,000.00
Fire and Security Technologies	-	-	-	-
Alarm & Communication Technologies, Inc.	$848,790.00	$28,845.00	$24,440.00	$902,075.00