JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, November 15, 2021 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Auditorium

****

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 15th day of November, 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. **PRELIMINARY ELECTION RESULTS** *(Final election results will be available on or after November 20, 2021)*
Three Year Terms – January 1, 2022 – December 31, 2024 (3 seats)

Candidate	**# of Votes**
Natale, Christopher	
Gould, Amy	
Terpstra, Dylan	
Rancasky, Heather	
Mallimo-Orna, Christine	
Write In	

F. **SUPERINTENDENT'S REPORT**
- Good News and Progress Report

G. **PRESENTATIONS**
- 2020-2021 Annual District Audit Presentation - Mr. Ray Sarinelli, Jr., of Auditing Firm Nisivoccia, LLP
- Student Safety Data System, Period Two Report - Mrs. Jeanne Howe, Superintendent of Schools

H. **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 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.

I. STUDENT REPRESENTATIVES

J. COMMITTEE REPORTS

K. 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*

October 18, 2021 Regular Meeting Minutes October 18, 2021 Executive Meeting Minutes

L. FINANCE AND BUILDING NEEDS

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.19, as described below:

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

L.1 Motion to accept and approve the July 1, 2020 through June 30, 2021 **Comprehensive Annual Financial Report**, which contains no audit recommendations. *(copy available for review)*

L.2 Motion to approve the **purchase order** list dated October 2021 in the amount of **$201,757.84** (including Referendum related purchase orders totalling $0.00).

L.4 Motion to approve the **check register** as of October 2021 in the amount of **$5,227,316.96.**

Fund	Amount
General Fund (10)	$5,000,584.97
Special Revenue Funds (20)	$132,927.94
Referendum Fund (30)	$93,807.05
Total	$5,227,316.96

L.5 Motion to approve the **vendors' bills** list for release on or after November 16, 2021, in the amount of **$**.

L.6 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated October 2021 in the amount of **$.**

L.7 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 October 31, 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).

L.8 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of September 30, 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.

L.9 Motion to award **Bid #2022-002 HVAC Upgrades at Jefferson Township Middle School** to Reiner Group in the amount of $936,777.00. *(Bid breakdown sheet attached - Attachment B)*

L.10 Motion to adopt a Resolution to participate in the **Educational Data Services, Inc.** Cooperative Pricing System (Ed-Data) to purchase goods and services for the 2022-2023 school year from its authorized vendors (hosted via the Educational Services Commission of Morris County).

L.11 Motion to approve and accept the agreement between the **Ice Hockey Tri-Operative Sports Program** (Tri-Op) with Sparta Township School District and Kinnelon School District to share services for coaching and transportation for a joint ice hockey team for the 2021-2022 school year, as per agreement.

L.12 Motion to approve the resolution to participate in the **Joint Transportation Agreement** with the Morris Hill Regional District for the Morris County School of Technology Route # CH-14B for the 2021-2022 SY. The agreement is for 3 students @ $2,471.06 per student for a total of $7,413.18.

L.13 Motion to approve the resolution to participate in the **Joint Transportation Agreement** for athletic and field trip transportation for the 2021-2022 school year with the Sussex County Regional Transportation Cooperative.

L.14 Motion to approve the Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist for the school year 2021-2022.

L.15 Motion to approve the Statement of Assurance and District Performance Review (DPR) for the 2021-2022 **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

L.16 Motion to accept the following donation of materials from Jefferson Recycling to use towards the construction of a knee-wall at the JTHS Athletic Field Scoreboard, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Bluestone wall and cap materials, block bond polyurethane, stone and mason dump	$3,062.36

L.17 Motion to **designate the source of funding** for the following individuals as funded from the FY2021 Title IA grant**:**

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

L.18 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
Ben Shaffer Recreation Inc.	220240/220263	Preschool Playground Equipment	$78,892.08	ESCNJ 20/21-22
Jesco Inc.	220189	Backhoe	87,101.81	ESCNJ 18/19-25
Truck King International	220089	Two 54 Passenger School Buses	$216,141.60	ESCNJ 20/21-33
Wolfington Body Company Inc.	220533	25 Passenger Van	$86,286.05	ESCNJ 20/21-33

L.19 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)*.

M. PERSONNEL

Motion by _____ , seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1.to M.4, 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 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.K.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.

SPRING

*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 20-280-100-100-006

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

I. EXTRA DUTY PAY 20-280-100-100-001							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion

M.2 Motion to approve Advanced Salary Placements retroactive to September 1, 2021 as indicated below:

Name	From	Present Salary	To	New Salary

M.3 Motion to approve the **Summer 2021** Course Reimbursement as indicated below:

Name	School	Class	Approval	Credits	Amount

M.4 Motion to establish the hourly rate for the following positions, effective December 1, 2021:

Position	Hourly Rate

N. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions N.1 through N.9, 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 **rescind** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
4234885217	Chancellor Academy	$76,677	9/27/21
4234885217	Chancellor Academy	$23,267.63	11/1/21

N.2 Motion to **approve** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
4234885217	Chancellor Academy	$23,267.63	9/27/21 - 10/29/21
4234885217	Chancellor Academy	$60,755	11/1/21 - 6/30/22

N.3 Motion to approve the 2021-2022 Nursing Services Plan.

N.4 Motion to approve proposal to rename JTHS courses listed below for the 2022-2023 school year:

Current Course Title	Proposed Course Title
Introduction to Studio Recording, CP	Introduction to Music Production, CP
Studio Recording, CP	Music Production, CP
Advanced Studio Recording, Honors	Advanced Music Production, Honors

N.5 Motion to approve **New Coursework** for the Media, Broadcasting and Journalism Academy for school year 2022-2023, aligned to 2020 NJSLS**:**

- Advanced Sports and Entertainment Journalism 2, Honors
- Introduction to Music Production, Honors
- Graphic Design, Honors

N.6 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for September 20, 2021 through October 18, 2021.

N.7 Motion to approve the district's participation in the Pathways to Biliteracy Award pilot program during the 2021-2022 school year at an approximate cost of $410.

N.8 Motion to approve the following **day field trips**:

School/Group/Activity	Location
Jefferson Township High School DECA, Regional Competition	East Rutherford, NJ
Jefferson Township Middle School, Grades 6-8 G&T, Workshop on the Arts	Morristown, NJ
Jefferson Township Middle School, Grades 7-8 G&T, STEAM Machines	Pompton Lakes, NJ

N.9 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
Jefferson Township Middle School Gateways	Boston and Salem, Massachusetts

O. POLICY

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve motion O., 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 the **Second Reading** of the following Bylaws, Policies and Regulations:
(*copy available on district website for review*)

File Code	Title	Action
B0167	Public Participation in Board Meetings	RV

P. 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 October 18, 2021 through November 15, 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	0	0	0	0
Jefferson Twp. High School	6	2	4	0

Enrollment as of 10/29/21:

	October 2020	October 2021
Grades Pre-K-1	358	391
Grades 2-5	704	689
Total Elementary	1,062	1,080
Grades 6-8	630	564
Grades 9-12	956	927
GRAND TOTAL	2,648	2,571
Tuition students received	0	0
Out-of-district placement	27	25

**Reporting of enrollment numbers for SY 2020 has been modified to accommodate the closing of Milton School for SY 2021.*

Q. COMMUNICATIONS

R. PUBLIC COMMENTS

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

S. OLD BUSINESS

T. NEW BUSINESS

U. 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 18th day of November 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 $	Mileage @ $0.35/mi.	Total Expense (not including parking/ tolls/miscellaneous fees)
Dunbar, Maria	3/23 - 3/25	Atlantic City, NJ	2022 NJPSA/FEW/ NJASCD	$320.00	298	$569.30
Sica, Derek	3/23 - 3/25	Atlantic City, NJ	2022 NJPSA/FEW/ NJASCD	$320.00	298	$569.30
Tiedemann, Robert	2/24-2/26	Atlantic City, NJ	NJMEA State Conference	$190.00	284	$298.40

Appendix B

BIDDERS LIST
HVAC Upgrades at
Jefferson Township Middle School
Prepared by Parette Somjen Architects
Bids Due: October 29, 2021 @ 11:00AM
PSA No. : 8689
Single Overall Contract

Bidders	BASE BID
A&M Contracting	-
ACP Contracting	$1,235,000.00
Centralpack Engineering	$1,068,348.00
Comfort Mechanical Corp.	-
DeSesa Engineering Co., Inc.	$1,123,000.00
DuMont Mechanical	$1,179,600.00
EACM Corp.	$1,335,456.00
Echelon Services, LLC.	-
First Goal Heating and Cooling	-
Framan Mechanical, Inc.	-
H&S Construction & Mechanical	$1,158,000.00
Iron Mountain Mechanical, LLC	$1,155,555.00
K&D Contractors, LLC	$1,584,000.00
Mark Construction, Inc.	-
Pattman Plumbing, Heating and A/C, Inc.	$1,139,000.00
Preferred Mechanical, Inc.	$1,120,000.00
Reiner Group	$936,777.00
Teo Technologies, Inc.	-
Thassian Mechanical Contracting, Inc.	$1,156,000.00
TM Brennan Service Inc.	-