JEFFERSON TOWNSHIP BOARD OF EDUCATION
Draft Meeting Agenda
Monday, October 18, 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*

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 18th day of October, 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. SUPERINTENDENT'S REPORT

- Good News and Progress Report

F. PRESENTATIONS

- Spring 2021 Assessments Presentation - Mr. Roger Jinks, Jr., Assistant Superintendent
- JTHS Academies Presentation - Mr. Conor Devine, STEM Academy Supervisor, Mrs. Maria Dunbar, Business and Finance Academy Supervisor, and Mr. Derek Sica, Multimedia, Broadcasting, Journalism Academy Supervisor

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 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.

H. STUDENT REPRESENTATIVES

I. COMMITTEE REPORTS

I. 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*

September 20, 2021 Regular Meeting Minutes September 20, 2021 Executive Meeting Minutes

J. FINANCE AND BUILDING NEEDS

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.11, as described below:

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

J.1 Motion to approve the **purchase order** list dated September 2021 in the amount of **$2,885,995.18** (including Referendum related purchase orders totalling $6,015.95).

J.2 Motion to approve the **check register** as of September 2021 in the amount of **$8,206,811.58.**

Fund	Amount
General Fund (10)	$5,300,731.39
Special Revenue Funds (20)	$528,770.77
Referendum Fund (30)	$136,305.90
Debt Service Fund (40)	$2,241,003.52
Total	$8,206,811.58

J.3 Motion to approve the **vendors' bills** list for release on or after October 19, 2021, in the amount of **$**.

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

J.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 September 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).

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

J.7 Motion to approve the Application for additional **FY22 Individual with Disabilities Education Act (IDEA**) Funds under the American Rescue Plan in the total amount of **$124,203**, allocated as follows:

Basic	$ 114,442
Preschool	$ 9,761

J.8 Motion to authorize Business Administrator to review and approve the disposal of equipment, which has been deemed obsolete, in accordance with Policy #7300, Disposition of Property.

J.9 Motion to approve the tentative **2022-2023 budget calendar** developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix B to be attached after Building Needs & Finance Committee meeting on 10/14/21*)

J.10 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 Sparta Township Board of Education. (*copy available for review)*

J.11 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).*

K. PERSONNEL

Motion by _____ , seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion K.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*

K.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.

F. EXTRA DUTY PAY								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion

G. STUDENT INTERN/TEACHER							
Name	School	Program	Subject	Loc.	Date Effective	Date Termin.	Discussion

L. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.7, 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 approve the following forms, as required by the New Jersey Department of Education, for the 2021-2022 SY:

- Student Safety Data System (SSDS) Report Form
- Other Incident Leading to Removal Form
- Harassment Investigation Report Form
- Harassment, Intimidation, or Bullying - Investigation, Training, and Program (HIB-ITP) report forms.

L.2 Motion to adopt Revised Curriculum:

- AP Economics

L.3 Motion to approve the JTPS Emergency Virtual or Remote Instruction Programs Plan for the 2021-2022 SY.

L.4 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for August 16, 2021 through September 20, 2021.

L.5 Motion to approve the following **day field trips**:

School/Group/Activity	Location
Cozy Lake School and Ellen T. Briggs School - Grade PreK	Lafayette, NJ

L.6 Motion to approve and accept the settlement agreement between the Jefferson Township Board of Education hereby and SID # 8956620612 in the amount of $1,500.

L.7 Motion to approve and accept the settlement agreement between the Jefferson Township Board of Education hereby and SID # 9219717618 in the amount of $3,900.

M. POLICY

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve motions M.1 through M.3, 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 **First 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

M.2 Motion to waive Policy # 0131 adopt the following **Policy** following a First Reading:
(*copy available on district website for review*)

File Code	Title	Action
P2425	Emergency Virtual or Remote Instruction Program	N

M.3 Motion to approve the **Second Reading** of the following Bylaws, Policies and Regulations:
(*copy available on district website for review*)

File Code	Title	Action
R5530	Substance Abuse	RV
R5600	Student Discipline-Code of Conduct	RV
R7432	Eye Protection	RV
R8420.1	Fire & Fire Drills	RV
P2422	Comprehensive Health & Physical Education	RV
P2467	Surrogate Parents & Resource Family Parents	RV
P5111	Eligibility of Resident/Nonresident Students	RV
P5114	Children Displaced by Domestic Violence	RV
P5116	Education of Homeless Students	RV
P6115.01	Federal Awards/Funds Internal Controls - Allowability Costs	N
P6115.02	Federal Awards/Funds Internal Controls - Mandatory Disclosures	N
P6115.03	Federal Awards/Funds Internal Controls - Conflict of Interest	N
P6311	Contracts for Goods or Services Funded by Federal Grants	RV
P7432	Eye Protection	RV
P8420	Emergency & Crisis Situations	RV
P8540	School Nutrition Programs	RV
P8550	Meal Charges/Outstanding Fool Service Bill	RV
P8600	Transportation	RV
P8810	Religious Holidays	A

N. 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 September 20, 2021 through October 18, 2021.

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

Enrollment as of 9/30/21:

	September 2020*	**September 2021**
Grades Pre-K-1	355	385
Grades 2-5	711	688
Total Elementary	1,066	1,073
Grades 6-8	630	566
Grades 9-12	959	930
GRAND TOTAL	2,655	2,569
Tuition students received	0	0
Out-of-district placement	26	25

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

O. COMMUNICATIONS

P. PUBLIC COMMENTS

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

Q. OLD BUSINESS

R. NEW BUSINESS

S. 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 October 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.

T. <u>ADJOURN</u>

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)
Fandino-Diaz, Nanette	2/10-2/12	New York, NY	Northeast Conference on the Teaching of Foreign Language	$280.00	330	$395.50