JEFFERSON TOWNSHIP BOARD OF EDUCATION

DRAFT Agenda

Monday, September 20, 2021 7:00 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 20th day of September, 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

F. PRESENTATIONS

- Class of 2021 Graduation Statistics - Mrs. Jeanne Howe, 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 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

J. 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*

August 16, 2021 Regular Meeting Minutes August 16, 2021 Executive Meeting Minutes

K. FINANCE AND BUILDING NEEDS

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.13, 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 approve the **purchase order** list dated August 2021 in the amount of **$1,068,651.53** (including Referendum related purchase orders totalling $29,205.40).

K.2 Motion to approve the **check register** as of July 2021 in the amount of **$2,811,738.33.**

Fund	Amount
General Fund (10)	$2,384,367.14
Special Revenue Funds (20)	$350,371.19
Referendum Fund (30)	$77,000.00
Total	$2,811,738.33

K.3 Motion to approve the **vendors' bills** list for release on or after September 21, 2021, in the amount of **$923,937.31**.

K.4 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated August 2021 in the amount of **$397,217.86.**

K.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 August 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).

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

K.7 Motion to approve agreement with Prime Healthcare Services – Saint Clare's, LLC to provide certain healthcare services to the district at discounted rates for 2021-2022 SY.

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K.8 Motion to approve the disposal of obsolete equipment, in accordance with Policy #7300, Disposition of Property, as shown below:

School/Department	Equipment Description	Tag number
JTHS Music Department	Woodbury Upright Piano	3379
Facilities Department	Tennant T3 Auto Scrubber	5348
Facilities Department	Tennant T3 Auto Scrubber	5392
Facilities Department	Smoke/Heat Detectors	N/A
White Rock School	Clocks and Speakers	N/A
JTHS	Clocks and Speakers	N/A
JTHS/White Rock School	Bogen Intercom Consoles	N/A

K.9 Motion to approve revised contract with **First Student, Inc**. at an increase of 1.69% for the student transportation 2021/2022 to renew six 2-tiered public school routes, six single routes and various CAT (Class and Athletic Trips).

K.10 Motion to **designate the source of funding** for the following individuals as funded from the **FY2022 Title IA grant:**

Name	Position	Salary	Grant Share	Location	Date Effective	Date Termin.
Escolano, Jennifer	Teacher	$103,689	$43,229	JTMS	9/1/21	6/30/22
Trapani, Kelly	Teacher	$80,926	$43,229	JTMS	9/1/21	6/30/22

K.11 Motion to approve the following resolution for Submission of **Comprehensive Maintenance Plan and M1 Form**:

WHEREAS, the Department of Education required New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the documents for the various school facilities of the Jefferson Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Jefferson School District in compliance with Department of Education requirements.

K.12 Motion to approve volunteer band equipment truck drivers to acquire, drive and return rental truck from Jefferson Township High School to all marching band competitions for the 2021-2022 school year.

Richard McMahon Jay Murdter David Dunn Shaun Clayton

K.13 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)*.

L. PERSONNEL

Motion by _____ , seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1. through L.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*

L.1 The Personnel Section of the agenda will be included prior to the meeting on September 20, 2021.

(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	Loc.	Date Effective	Date Termin.

G. SUMMER EVALUATION PERSONNEL

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

H. STUDENT INTERN/TEACHER

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

I. CURRICULUM WRITING 11-000-221-104-201

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Maximum Hours

L.2 Motion to approve the **Summer 2021** Course Reimbursement for Supervisors as indicated below:

Name	School	Class	Approval	Credits	Amount
Maria Dunbar	Centenary University	Bargaining and Negotiating	SP1	3	$2,256.75

L.3 Motion to approve the **Summer 2021** Course Reimbursement for At-Will Administrators as indicated below:

Name	School	Class	Approval	Credits	Amount
Roger Jinks, Jr.	Centenary University	Dissertation Continuance	SU1	1	$752.25

M. EDUCATION

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

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

Student	School	Tuition	Effective

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

Student	School	Tuition	Effective

M.3 Motion to accept tuition rates for student placement at the Sussex County Charter School for the 2021-2022 school year (September 1, 2021 – June 30, 2022), as indicated below, plus related services as needed:

Description	# of Students	Tuition
Full Time	10	$175,486.00

M.4 Motion to accept tuition rates for student placement at the Morris County Vocational School for the 2021-2022 school year (September 1, 2021 – June 30, 2022), as indicated below, plus related services as needed:

Academy Program	# of Students Share Time	# of Students Full Time	Tuition
Allied Health	10		$46,300.00
Animal Science		4	$37,456.00
Athletic Training & Physical Therapy		2	$18,728.00
Auto Body & Collision Repair	3		$13,890.00
Auto Service Technology	2		$ 9,260.00
Biotechnology		2	$18,728.00
Carpentry	2		$ 9,260.00
Computer & Information Sciences		5	$46,820.00
Cosmetology	8		$37,040.00
Criminal Justice	1		$ 4,630.00
Culinary Arts	1	1	$ 13,994.00
CyberSecurity & Information Protection	4		$18,520.00
Performing Arts: Dance		8	$74,912.00
Performing Arts: Music		1	$ 9,364.00
Performing Arts: Theater		3	$28,092.00
Design		9	$84,276.00
Education & Learning		2	$18,278.00
Electrical Trades	1		$ 4,630.00
Engineering Design & Advanced Manufacturing	5		$23,150.00
Environmental Science		26	$243,464.00
Exercise Science	2		$ 9,260.00
Finance & International Business		2	$18,278.00
Global Supply Chain Management		9	$84,276.00
Healthcare Science		5	$46,820.00
Law & Public Safety		5	$46,820.00
Math, Science, & Engineering		6	$56,184.00
Machining & Welding	6		$27,780.00
Multimedia		6	$56,184.00
Plumbing & Pipefitting	2		$ 9,260.00
2021-2022 Student Totals	**47**	**96**	**143**
2021-2022 Tuition Totals	**$217,610.00**	**$898,944.00**	**$1,116,554.00**

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M.5 Motion to approve the following Resolution to Authorize Suspicionless Canine Searches, as described below:

WHEREAS, The Jefferson Township Board of Education believes that suspicionless canine searches promote a safe school environment and act as a means to educate and deter children from bringing illegal drugs to school; and

WHEREAS, The Jefferson Township Police Department, in cooperation with the Morris County Prosecutor's Office, will conduct suspicionless canine searches at the High School and Middle School periodically throughout the school year; and

WHEREAS, These searches will be scheduled in advance and require the approval of the building principal and district superintendent; and

NOW THEREFORE BE IT RESOLVED, The Jefferson Township Board of Education, in an effort to promote a safe, drug-free environment, authorizes the Jefferson Township Police Department in cooperation with the Morris County Prosecutor's Office to conduct suspicionless canine searches.

M.6 Motion to approve the **Uniform State Memorandum of Agreement** between Educational and Law Enforcement Officials for school year 2021-2022.

M.7 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for July 19, 2021 through August 16, 2021.

M.8 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS Girls Softball, Spring Training	Myrtle Beach, SC

N. POLICY

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

N.1 Motion to approve the **First Reading** of the following policies and regulations(*copy available for review*):

File Code	Title	Action
R7432	Eye Protection	RV
R5530	Substance Abuse	RV
R5600	Student Discipline-Code of Conduct	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	N

	Disclosures	
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
R8420.1	Fire & Fire Drills	RV
P8540	School Nutrition Programs	RV
P8550	Meal Charges/Outstanding Fool Service Bill	RV
P8600	Transportation	RV
P8810	Religious Holidays	A

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

File Code	Title	Action
P1648.13	School Employee Vaccination Requirements	N

N.3 Motion to approve the **Second Reading** of the following Policy (*copy available for review*) :

File Code	Title	Action
7510 R	Use of Facilities	Revision

O. 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 August 16, 2021 through September 20, 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	0	0	0	0
Jefferson Twp. High School	0	0	0	0

P. COMMUNICATIONS

Q. PUBLIC COMMENTS

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

R. OLD BUSINESS

S. NEW BUSINESS

T. 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 September 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.

U. <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)
McGill, Patricia	1/20/22	Whippany, NJ	Financial Planning	$150.00	34	$161.90
McGill, Patricia	3/17/22	Whippany, NJ	Financial Planning	$150.00	34	$161.90