JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda & Joint Town Council Meeting
Monday, October 17, 2022
6:00 PM (Closed Session) 7:00 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. Perez	_____Mr. Terpstra
_____Mr. Millar	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

D. **CLOSED SESSION**

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

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17th day of October, 2022 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 personnel and student 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. Perez	_____Mr. Terpstra
_____Mr. Millar	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

_____Nicholas Roberts, Student Representative

_____ _____, Student Representative

E. SUPERINTENDENT'S REPORT

- Good News and Progress

F. PRESENTATIONS

- Pathway to Biliteracy Student Achievements - Mr. Derek Sica, K-12 Supervisor of World Language, ESL, Music, F&CS, and G&T
- School Year 2022 State Assessment Results - Dr. Roger Jinks, Jr., Assistant Superintendent

G. JOINT MEETING WITH TOWNSHIP COUNCIL

- Review of Shared Services
- Fuel Tank Replacement Update

H. COMMENTS FROM THE AUDIENCE *(on agenda action items only, if applicable)*

Public participation shall be governed by the following rules (Per District Policy #0168):
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.

I. STUDENT REPRESENTATIVES

J. COMMITTEE REPORTS

K. MINUTES OF MEETINGS

Motion by _____, seconded by _____, that the minutes of the **September 19, 2022 Regular Meeting and Board Retreat Minutes** be approved as submitted:

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

Motion by _____, seconded by _____, that the minutes of the **September 19, 2022 Executive Session Meeting Minutes** be approved as submitted:

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

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.18, as described below:

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

L.1 Motion to approve the purchase order list dated September 2022 in the amount of **$2,323,513.30**.

L.2 Motion to approve the check register as of September 2022 in the amount of **$8,556,884.50**.

Fund	Amount
General Fund (10)	5,663,436.08
Special Revenue Funds (20)	241,689.26
Referendum Fund (30)	379,599.28
Total	8,556,884.50

L.3 Motion to approve the vendors' bills list for release on or after October 18, 2022, in the amount of **$**.

L.4 Motion to approve the funds transfers in the 2022-2023 School Year, dated September 2022 in the amount of **$2,318,723.72**.

L.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, 2022, 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.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of August 31, 2022, 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.7 Motion to approve the tentative **2023-2024 budget calendar** developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix B*)

L.8 Motion to **designate the source of funding** for the following individuals as funded from the **FY 2023 Elementary and Secondary Education Act (ESEA) Title IA** grant:

Name	Nature of Action	Position	Salary	Grant Portion of Salary	Location	Date Effective	Date Termin.

L.9 Motion to **designate the source of funding** for the following individuals as funded from the **FY 2023 Elementary and Secondary Education Act (ESEA) Title IIA** grant:

Name	Nature of Action	Position	Salary	Grant Portion of Salary	Location	Date Effective	Date Termin.

L.10 Motion to **designate the source of funding** for the following individuals as funded from the **FY2023 Elementary and Secondary Education Act (ESEA) Title IV A** grant**:**

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

L.11 Motion to **designate the source of funding** for the following individuals as funded from the FY2023 IDEA Preschool grant**:**

Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.

L.12 Motion to approve The Orthopedic Institute of New Jersey to provide on-field physician coverage for all of the Jefferson Township High School home football games for the 2022-2023 school year, free of charge.

L.13 Motion to approve the disposal of obsolete equipment, in accordance with Policy #7300, Disposition of Property, as shown below:

School/Department	Equipment Description Model and/or Serial Number	Tag number
JTHS Athletic Department	Hoshizaki Ice Machine	3211
Special Services Department	Dual Charger for Personal FM Trainer (hearing aid component) Model CHG 3502	N/A
Special Services Department	2 - GO 2 Devices (hearing aid components)	N/A
Special Services Department	3 - Lightspeed LES 370 Series Personal FM Trainers (hearing aid components)	N/A

L.14 Motion to approve the addition to the School Student Activity Account lists for Jefferson Township High School, as described below:

Activity Account Sub-category
National English Honor Society

L.15 Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Board of Education hereby resolves, effective January 1, 2023, to make the following changes to its group medical and prescription drug insurance carriers:

1. Terminate its group medical and prescription drug insurance participation with the School Employees' Health Benefits Program (SEHBP).
2. Select Aetna as its group medical and prescription drug insurance carrier, at the rates, benefits, terms, and conditions represented in the Aetna proposal dated October 3, 2022. Benefits will be consistent with the requirements of the collective bargaining agreement.
3. Designate Brown & Brown Benefit Advisors, Inc. as the Board's broker-of-record for our new Aetna group medical and prescription drug insurance programs. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs. Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to,negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.
4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

L.16 Motion to authorize the School Business Administrator to effectuate the termination of the employee medical & prescription benefit plans held directly with the School Employee Health Benefits Plan ("SEHBP") effective 11:59pm on December 31, 2022.

L.17 Motion to approve sale of three (3) school buses per the Interlocal Vehicle Sale Agreement between the Hunterdon County Educational Services Commission and the Jefferson Township Board of Education, dated September 19, 2022, for a total of $28,001.00.

L.18 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 through M., as described below:

_____Mrs. Gould	_____Mrs. Perez	_____Mr. Terpstra
_____Mr. Millar	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *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.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	Location	Date Effective	Date Termin.	Discussion

B. INSTRUCTIONAL

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

***Requires mentoring**

C. NON-INSTRUCTIONAL

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

D. SUBSTITUTES/OTHER							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion

E. EXTRA DUTY PAY 2022/2023								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	

F. 2022-2023 SCHOOL YEAR COACHING STAFF									
FALL									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
WINTER									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.

*Out of district coach

M.2 Motion to approve the following corrections to the September 19, 2022 Minutes, Section B-Instructional:

Name	Nature of Action	Account	Deg/Step	Salary	Location	Date Effective	Date Termin.	Discussion

M.3 Motion to approve the following corrections to the September 19, 2022 Minutes, Section C-Non-Instructional:

Name	Nature of Action	Account	Deg/Step	Salary	Location	Date Effective	Date Termin.	Discussion

N. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions N.1 through N.7, as described below:

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

N.1 Motion to affirm Superintendent's report of zero incidents of Harassment, Intimidation and Bullying findings reported for August 15, 2022 through September 19, 2022.

N.2 Motion to approve the 2021-2022 HIB Self-Assessment Scores for each of the district's school, as reported at the September 19, 2022 Board Meeting, as listed below:

- Arthur Stanlick Elementary School
- Cozy Lake Elementary School
- Ellen T. Briggs Elementary School
- Jefferson Township High School
- Jefferson Township Middle School
- White Rock Elementary School

N.3 Motion to approve agreement with Essex Regional Education Services Commission to collaborate in the McKinney-Vento Education of Homeless Children and Youth Program for the 2022-2023 school year.

N.4 Motion to **approve** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
7595993814	Allegro School	$107,900.52	10/3/22
5822178989	Broadstep Academy	$117,552.60	9/7/22-9/12/22 revised from September agenda to include 3 additional instruction days
4817125826	Sussex County Technical School	$11,795.00	9/1/22-6/30/23

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

School/Group/Activity	Location
Cozy Lake School, PreK	Lafayette, NJ
Ellen T. Briggs, PreK	Lafayette, NJ
Arthur Stanlick School, 3rd Grade	Bronx, NY
White Rock School, 3rd Grade	Bronx, NY
JTHS Marching Band Competition	Toms River, NJ
JTHS Community Based Instruction	Newfoundland, NJ
JTHS Debate Tournament	Flanders, NJ
Cozy Lake School, 4th Grade Band and Chorus	Morristown, NJ
JTHS Architecture	Lake Hopatcong, NJ
JTHS Debate Tournament	Newton, NJ
JTHS Debate Tournament	Sussex, NJ

N.6 Motion to approve new course proposals for school year 2023-2024:

- AP Precalculus
- Aviation
- Entrepreneurship Honors
- International Business Honors
- Jefferson Township High School Academy Advanced Communications Honors
- Jefferson Township High School Academy Engineering 2 Honors
- The Art of Fashion

N.7 Motion to rename CAD and Architecture Design Studio course as Architecture 2 Design Studio for school year 2023-2024.

O. POLICY

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

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

O.1 Motion to approve the **Second Reading** of the following Policies and Regulations (*copy available for review*):

File Code	Title	Action
2425 P	Emergency Virtual or Remote Instruction Program	RV
2425 R	Emergency Virtual or Remote Instruction Program	N
8550 P	Meal Charges/Outstanding Food Service Bill	RV

KEY: **A -** Abolish **N –** New **RV –** Revised **M -** Mandated

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 August 15, 2022 through September 19, 2022.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	4	0	4	0
Cozy Lake	0	0	0	0
White Rock	0	0	0	0
Jefferson Twp. Middle School	2	0	1	1
Jefferson Twp. High School	3	0	3	0

Q. COMMUNICATIONS

R. PUBLIC COMMENTS

Please refer to Section H **"**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 17th day of October, 2022, 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. Perez	_____Mr. Terpstra
_____Mr. Millar	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee $	Lodging cost per night	Meal Cost	Transportation Fee $	Mileage @ $0.47/mi.	Total Expense (not including parking/ tolls/miscellaneous fees)
Baldwin, Joseph	10/26/22 - 10/28/22	Wall Township, NJ	Certified Playground Safety Inspector Course	$625.00	-				
Bassolino, Kimberly	10/18/22	Princeton, NJ	New Jersey Science Convention	$180.00	-	-	-	$57.53	$237.53
Hiben, Christopher	10/26/22	Lawrenceville, NJ	Rider SELECT NGSS Training	$150.00	-	-	-	$105.28	$255.28
Kalish, Jason	1/12/23 - 1/4/23	Uncasville, CT	Mohegan Sun World Baseball Coaches Convention	$175.00					
Millier, Joni	12/13/22	Whippany, NJ	NJASBO Pension Update	$175.00	-	-	-	$16.07	$191.07
Millier, Joni	1/19/23	Whippany, NJ	NJASBO Employment Issues	$175.00	-	-	-	$16.07	$191.07
Moya, Marguerite	12/2/22 - 12/4/22	Philadelphia, PA	National Council for the Social Studies Annual Conference	$429.00	-	-	-	$80.84	$509.84
Ramirez, Josephine	11/17/22 - 11/18/22	Virtual	Master Schedule Building Workshop	$600.00	-	-	-	-	$600.00
Vislosky, Stephanie	12/4/22 & 12/5/22	Atlantic City, NJ	NJASL Annual Conference: Unleash Your School Librarian Super Powers	$250.00	$113.77	-	-	$142.88	$506.65

All Meals are prorated 75% on travel days per GSA guidance

Appendix B

Jefferson Township Public Schools
2023 – 2024 Budget Calendar

DATE	TOPIC	RESPONSIBLE PARTY(IES)	NOTES
October 5, 2022	Budget Software Opens	Purchasing Specialist/SBA	Budget software made available to Principals, Directors, Supervisors, Secretaries and written direction given on required input.
October 5, 2022	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Review budget calendar & initial revenue projections.
October 10, 2022	Systems3000 raining meeting for staff responsible for budget entry	Purchasing Specialist	Focused on new employees, optional for all staff involved in the budget.
October 11, 2022	District A/C Meeting	SBA/Superintendent/Administrative Staff	SBA to discuss the budget preparation process and parameters with the admin team.
October 17, 2022	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the Budget Calendar for the upcoming 2023-24 school year.
November 14, 2022	Notification regarding 22-23 Preschool Expansion funding	DOE Department of Early Childhood	
December 5-9, 2022	Budget Meetings with various departments	Superintendent, SBA, Purchasing Specialist, C & I, Facilities, Special Services, Technology & Transportation	Discussion of priority needs and review of included items to ensure that all necessary expenditures have been considered.
December 7, 2022	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of budget progress to-date
December 9, 2022	Payroll Budget Update	Purchasing Specialist/SBA	Payroll figures will be loaded into the Budget Software.
January 4, 2023	Building Needs & Finance Committee Meeting	SBA/Superintendent/Board	Discussion of budget progress to-date
February 8, 2023	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of Budget Goals & Challenges, Review enrollment/staffing/ benefits.
February/March 2023	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent/Administrative Staff	Based on timing of release of the state aid figures.
March 2023	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Detailed Budget Review
March 2023	Board of Education Meeting	SBA/Superintendent/Board	Public discussion of preliminary budget prior to adoption of Budget for submission to DOE (County Superintendent).
March 2023	Submission to DOE. Advertise BOE approved budget.	SBA	Last day to submit tentative Budget to County Superintendent of Schools.
April 2023	Notice of Public Hearing	SBA	4 days prior to the adoption of the Budget.
April 2023	Board of Education Meeting	SBA/Superintendent/Board	Budget Presentation and Public Hearing on the Budget. Adopts Final Budget.

Notes:

- Board and Committee meeting dates for January 2023 and forward will be determined at the Reorganization Meeting.
- Submission deadlines TBD based on DOE Budget Schedule.