JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, May 16, 2022 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Media Center
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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*

_____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. 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 16th day of May, 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.

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*

E. RECOGNITION

- 2022 Air Force Association Chapter 195 Teacher of the Year in Aerospace/STEM Education - Mr. Mark DiDonato, Jefferson Township Middle School Science/STEM Teacher

F. SUPERINTENDENT'S REPORT

- Good News and Progress Report

G. PRESENTATIONS

- Jefferson Township High School Technology Education presented by Mr. Conor Devine, K-12 Supervisor of Social Studies, Fine Arts, and Technology Education
- Anti-Bullying Bill of Rights Act presented by Mrs. Jeanne Howe, Superintendent of Schools
- School Grade Report presented by 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. 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 following meetings be approved as submitted:

April 25, 2022 Regular Meeting Minutes
April 25, 2022 Executive Session Minutes (1)
April 25, 2022 Executive Session Minutes (2)

_____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.14, 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 April 2022 in the amount of **$275,286.50** (including Referendum related purchase orders totalling $0.00).

L.2 Motion to approve the check register as of April 2022 in the amount of **$5,331,577.88**.

Fund	Amount
General Fund (10)	$5,192,812.01
Special Revenue Funds (20)	$131,965.87
Referendum Fund (30)	$6,800.00
Total	$ 5,331,577.88

L.3 Motion to approve the vendors' bills list for release on or after May 17, 2022, in the amount of $.

L.4 Motion to approve the funds transfers in the 2021-2022 Fiscal Year, dated April 2022 in the amount of **$115,387.00**.

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 April 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 March 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 following schedule to accept Tax Payments from the Township of Jefferson Municipal Office for the 2022-2023 School Year:

Month	Year	Current Expense	Debt Service
July	2022		
August	2022		
September	2022		
October	2022		
November	2022		
December	2022		
January	2023		
February	2023		
March	2023		
April	2023		
May	2023		
June	2023		
Totals			

L.8 Motion to award a **Four Year Lease bid** in the amount of $1,000,000.00, to acquire various technology, facilities, and transportation equipment to First Hope Bank. at an interest rate of 2.398%. *(Bid breakdown sheet attached – Appendix B*)

L.9 Motion to approve agreement with Prime Healthcare Services – Saint Clare's, LLC to provide certain healthcare services to the district for 2022-2023 SY.

L.10 Motion to approve the purchase of math textbooks from McGraw Hill Publishing Company not to exceed $280,000, inclusive of shipping and handling. Purchase includes six (6) years of online textbooks and workbooks/consumables.

L.11 Motion to accept the following donation from Ron and Pat Cantoni to use for the Jefferson Township High School Scholarship Escrow account, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
2022 Cheryl Miskimon Memorial Humanities Scholarship	$3,000.00

L.12 Motion to accept the following donation from ACME Markets Foundation's Nourishing Neighborhoods Program and GENYOUth, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Gift Cards to be used to offset costs associated with preparation and/or provision of school meals for Jefferson Township students and families in need	$2,500.00

L.13 Motion to accept the following donation from Carol McDonald, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
Direct pay to vendor for Marching Band uniforms	$22,000.00

L.14 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	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

*Out of District

E. EXTRA DUTY PAY

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

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

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

G. SUMMER EVALUATION PERSONNEL							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion

* 7.25 hrs = 1 day

H. EXTENDED SCHOOL YEAR							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion

*** Additional prep time not to exceed 3 hrs.**

I. SUMMER STAFF APPOINTMENTS							
Name	**Nature of Action**	**Position**	**Salary**	**Loc.**	**Date Effective**	**Date Termin.**	**Discussion**

***7.25 hrs equals 1 day**

M.2 Motion to appoint **Non-Tenured Administrators** for the 2022-2023 School Year:

Name **Account Number**	**Position**	**22-23 Base Salary**

M.3 Motion to appoint **Tenured Administrators** for the 2022-2023 School Year:

Name **Account Number**	**Position**	**22-23 Base Salary**

M.4 Motion to approve the following corrections to the **Reappointments** for the 2022-2023 School Year:

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

***** Indicates eligible for tenure

N. EDUCATION

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. 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 on incidents of Harassment, Intimidation and Bullying findings reported for March 14, 2022 through April 25, 2022.

N.2 Motion to approved the revised curriculum for the 2022-2023 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS):

Grades K-2:

- Art
- Social Studies

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Grades 6-8:

- Grade 6 Earth Science
- Grade 6 United States History
- Grade 7 Life Science
- Grade 7 21st Century Civics
- Grade 8 Physical Science
- Grade 8 World History I
- Library Information Literacy
- Mathematics
- STEM
- Visual Art

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Grades 9-12

- **Academy for Environmental Science**
  - Academy Honors Environmental Engineering
  - Academy U.S. History I (H)
  - Academy U.S. History II (H)
  - Academy Honors World History
- **Business**
  - Accounting I
  - Accounting II Honors (CLEP)
  - Advertising & Promotion (CP)
  - AP Economics
  - Basic Coding & Web Design
  - Business and Personal Law (H)
  - Economics (CP)
  - Entrepreneurship (CP)
  - Fundamentals of Business
  - Marketing I
  - Marketing II Honors (CLEP)
  - Personal Finance
  - Sports and Entertainment Marketing (CP/H)
- **Library Information Literacy**
- **Science**
  - Anatomy and Physiology (H)
  - AP Environmental Science
  - AP Physics II
  - Biology (CP/H)
  - Chemistry (CP/H)
  - Conceptual Chemistry
  - Forensic Science (CP)
  - Physics (CP)
- **Social Studies**
  - AP Psychology
  - AP United States History
  - Holocaust, Genocide, and Human Rights (H)
  - Mass Media & Current Issues
  - Psychology (CP)
  - United States History I (CP/H)
  - United States History II (CP/H)
  - World History (CP/H)
- **Technology Education**
  - Architecture I (CP/H)
  - Computer-aided Design (CAD) I
  - Engineering I (CP/H)
  - General Home Repairs
  - Introduction to Woodworking
  - Machine Woodworking
  - Robotics I
  - Robotics II (CP/H)
  - Video Production I
  - Video Production II
  - Video Production III (H)
- **Visual and Performing Arts**
  - Advanced Art
  - AP Art & Design
  - AP Music Theory
  - Art & Design
  - Ceramics
  - Chorus (CP/H)
  - Drawing & Painting
  - Fine Art
  - Guitar (CP)
  - Introduction to Music Production (CP/H)
  - Music Production (CP)
  - Advanced Music Production (H)
  - Music Theory I (CP)
  - Piano/Keyboard Lab (CP)
  - Survey of Music (CP)
  - Symphonic Band (CP/H)
- **World Language**
  - French I

KEY: **H** - Honors
AP - Advanced Placement
CLEP - College-Level Examination Program
CP - College Preparatory

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

School/Group/Activity	Location
White Rock Elementary School, 4th Grade	Landing, NJ
JTMS Tri-M Music Honor Society	Oak Ridge, NJ
Arthur Stanlick and White Rock Elementary Schools, Gifted and Talented	Morristown, NJ
JTHS CBI (Community Based Instruction)	Livingston, NJ
JTMS Tri-M Music Honor Society	Wharton, NJ
White Rock Elementary School, 5th Grade	Oak Ridge, NJ
JTHS Environmental Academy	Hillsborough, NJ
Arthur Stanlick Elementary School, 5th Grade	Oak Ridge, NJ
Ellen T. Briggs Elementary School, 1st Grade	Wharton, NJ

O. POLICY

The Board has no Policy agenda items requiring action at this time.

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 April 25, 2022 through May 16, 2022.

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
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

Enrollment as of 4/29/22:

	April 2021	April 2022
Grades Pre-K-1	362	410
Grades 2-5	706	694
Total Elementary	**1,068**	**1,104**
Grades 6-8	629	563
Grades 9-12	942	924
GRAND TOTAL	**2,639**	**2,591**
Tuition students received	0	0
Out-of-district placement	30	26

**Reporting of enrollment numbers for 2020-2021 SY has been modified to accommodate the closing of Milton School for 2021-2022 SY.*

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 16th day of May 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	Mileage @ $0.35/mi.	Total Expense (not including parking/ tolls/miscellaneous fees)

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

Appendix B

Respondent	Rate Lock 60/days 90/days	Purchase Option Penalty (% of outstanding principal balance)	Rate Bid	Additional Fee (Yield including fees)	Recommend
First Hope Bank, N.A., NJ	Rate lock for 120 days	101%	2.398%	None	Recommended for Award
First American Equipment Finance, NY	Rate lock for 60 days	NA	2.510%	None	
TD Equipment Finance, Inc., NJ	Rate lock for 60 days	The greater of yield maintenance or 1%	2.5517%	$750	
JP Morgan Chase Bank, N.A., IL	Rate lock to 5/18/22	Fixed rate make whole/break finding charge	2.65%	$750	