JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, March 14, 2022 6:00 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Cafeteria and Media Center
****

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 14th day of March, 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

- JTHS Academy Acceptance Recognitions - Mrs. Stacey Poulas, Board President and Mrs. Jeanne Howe, Superintendent

F. SUPERINTENDENT'S REPORT

- Good News and Progress Report

G. PRESENTATIONS

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 **February 22, 2022 Regular Meeting** be approved as submitted:

February 22, 2022 Regular Meeting Minutes February 22, 2022 Executive Session Minutes

_____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 adoption of the Tentative Budget for School Year 2022-2023.

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2022-2023 Total Expenditures	58,945,045	$2,419,962	2,470,531	63,835,538
Less: Anticipated Revenues	12,868,533	$2,419,962	223,090	15,511,585
Taxes to be Raised	46,076,512	$0	2,247,441	48,323,953

And, to advertise said tentative budget in the Daily Record Newspaper in accordance with the form suggested by the New Jersey Department of Education and according to law; and, a public hearing on the budget for the 2022-2023 school year will be held at Jefferson Township High School Auditorium, 1010 Weldon Road, Oak Ridge, NJ 07438 on April 25, 2022 at 7:30pm.

L.2 WHEREAS, the district has a taxing authority which is comprised of:

Banked Cap Expiring in 2023-2024	0
Banked Cap Expiring in 2024-2025	0
Banked Cap Expiring in 2025-2026	0
2% Allowable Tax Levy Adjustment	903.461
Base 2021-2022	45,173,051
Total Available Tax Levy	46,076,512

And

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of $46,076,512,

NOW THEREFORE BE IT RESOLVED that the Jefferson Board of Education, in the County of Morris, New Jersey approves that the unused, unexpired taxing authority of $ 0.00 be banked for potential use in the subsequent allowable fiscal years.

L.3 BE IT RESOLVED that the Board of Education includes in the 2022-2023 budget a capital reserve withdrawal in the amount of $1,700,000 for:

- HVAC Replacement at Jefferson Township High School, Jefferson Township Middle School, and Arthur Stanlick Elementary School

L.4 BE IT RESOLVED that the Board of Education includes in the 2022-2023 budget a payment of $360,000 to the Township of Jefferson for a fuel tank replacement project at the municipal garage following the execution of a shared services agreement.

L.5 RESOLVED, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Jefferson Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2022-2023 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2021-2022 school year was $95,124; and

WHEREAS, travel and expense reimbursement has reached a total amount of $27,743 as of March 1, 2022,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2022-2023 at the sum of $97,839, and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

L.6 WHEREAS, N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service, a maximum level of spending for the ensuing school year; and

WHEREAS, the budget includes the following appropriations:

Account Code	Description	$
11-000-213-300	Health - School Physician	$26,500
11-000-216-320	Purchased Student Related Support Services	$30,850
11-000-217-320	Purchased Professional Extraordinary Services	$109,241
11-000-218-320-390	Student Guidance Services - Medical Screenings	$20,612
11-000-219-320	Purchased Prof-Ed Services – Educational/Medical Services Provided to Students	$21,793
11-000-219-390	Other Purchased Prof & Tech Services - Student Evaluations	$30,000
11-000-223-320	Purchased Professional Development Services - Speakers	0
11-000-230-331	Legal Services	$145,000
11-000-230-332	Auditor Fees	$41,000
11-000-230-334	Architect/Engineer Services	$50,000
11-000-230-339	Other Professional Services	$7,300
11-150-100-320	Hospital Based Homebound Instruction	$30,000
	Total	$512,296

And

WHEREAS, the Administration needs to notify the Board if there arises a need to exceed said maximums, upon which the Board may adopt a dollar increase in the maximum amount through formal Board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW THEREFORE BE IT RESOLVED, that the Jefferson Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2022-2023 school year.

L.7 Motion to approve the **purchase order** list dated February 2022 in the amount of **$323,397.70** (including Referendum related purchase orders totalling $0.00).

L.8 Motion to approve the **check register** as of February 2022 in the amount of **$4,905,262.42.**

Fund	Amount
General Fund (10)	$4,690,161.72
Special Revenue Funds (20)	$215,100.70
Total	**$4,905,262.42**

L.9 Motion to approve the **vendors' bills** list for release on or after March 15, 2022, in the amount of **$720,086.27**.

L.10 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated February 2022 in the amount of **$468,506.78.**

L.11 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 February 28, 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.12 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of January 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.13 Motion to enter into cooperative pricing system agreement with Somerset County Cooperative Pricing System #2SOCCP. *(Copy available for review)*

L.14 BE IT RESOLVED that the Board of Education authorize a change in use of the 2021-2022 Capital Reserve withdrawal in the amount of $350,000 for:

- Unit Ventilator Repair at the Jefferson Township High School

L.15 Motion to reject Request for Proposal (RFP) for High School Bank Branch, as request is deemed unresponsive and no proposals were submitted.

L.16 Motion to approve contract with Planet Network to provide internet services to the district at a cost of $_____, effective _____ through _____.

L.17 Motion to approve award National School Lunch Program Equipment Bid # 2022-004, as described below (*Bid breakdown sheet attached - Appendix B*):

Vendor	Total # of Items Awarded	Total Amount Awarded
MAP Restaurant Supply	18	$121,509.81

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 motion M.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*

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

E. 2021-2022 SCHOOL YEAR COACHING STAFF

SPRING

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

*Out of District

F. EXTRA DUTY PAY 20-490-100-101-001

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

G. EXTRA DUTY PAY 20-490-100-101-003

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

H. EXTRA DUTY PAY 20-490-100-101-005

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

I. EXTRA DUTY PAY 20-490-100-101-006								
Name	Nature of Action	Position	Level	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.4, 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 **approve** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective

N.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for January 24, 2022 through February 22, 2022.

N.3 Motion to approve the following **day field trips**:

School/Group/Activity	Location
JTHS CBI (Community Based Instruction)	Milton, NJ
JTHS Habitat for Humanity	Randolph, NJ
JTHS Band/Choir Assembly	White Rock and Stanlick Schools
JTHS CBI (Community Based Instruction)	Denville, NJ
Cozy Lake Kindergarten	West Orange, NJ
JTHS CBI (Community Based Instruction)	Randolph, NJ
ET Briggs First Grade	Morristown, NJ
ET Briggs Kindergarten	West Orange, NJ
White Rock Fourth Grade	Fort Hancock (Sandy Hook), NJ
JTHS Student Council	Jackson, NJ

N.4 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTMS Gateways, Grade 7	Dingmans Ferry, PA
JTMS Gateways, Grade 8	Dingmans Ferry, PA

O. POLICY

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

O.1 Motion to abolish the following Policies: (*copy available on district website for review*)

File Code	Title	Action
1648P	Restart and Recovery Plan	Abolish
1648.02P	Remote Learning Options for Families	Abolish
1648.03P	Restart and Recovery Plan - Full-Time Remote Instruction	Abolish

O.2 Motion to approve the **Second Reading** of the following Bylaws, Policies and Regulations:
(*copy available on district website for review*)

File Code	Title	Action
2415.05 P	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment	Revised
2431.4 P&R	Prevention and Treatment of Sports-Related Concussions and Head Injuries	Revised
2460.30 R	Additional/Compensatory Special Education and Related Services	New
2622 P&R	Student Assessment	Revised
3233 P	Political Activities	Revised
5460 P	High School Graduation	Revised
5541 P	Anti-Hazing	New
7540 P	Joint Use of Facilities	Revised
8465 P&R	Bias Crimes and Bias-Related Acts	Revised
8600 R	Student Transportation	Revised
8651 P	Community Use of Transportation	Revised
9560 P	Administration of School Surveys	Revised

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 February 22, 2022 through March 14, 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	4	2	0	2
Jefferson Twp. High School	3	1	2	0

Enrollment as of 2/28/22:

	February 2021	February 2022
Grades Pre-K-1	356	405
Grades 2-5	702	691
Total Elementary	**1,058**	**1,096**
Grades 6-8	632	563
Grades 9-12	948	925
GRAND TOTAL	**2,638**	**2,584**
Tuition students received	0	0
Out-of-district placement	28	28

**Reporting of enrollment numbers for SY2020 has been modified to accommodate the closing of Milton School for SY2021.*

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 14th day of March 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)
Arnold, Kira	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Eskow, Theresa	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Lane, Karen	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Marquard, Jared	3/21-3/23	Atlantic City, NJ	NJ School Building and Grounds Association Expo	$450.00	$129.00	-		$866.00
Migliacci, Louis	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Piazza, Megan	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Pietrowski, Kathryn	4/1	Somerset, NJ	17th Annual NJABA Conference	$150.00	-	-	$38.01	$188.01
Vesia, Lyndsay	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
West, Elizabeth	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00
Williams, Dana	3/21	Virtual	CPI Classroom Culture Training	$2,999.00	-	-	-	$2,999.00

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

Appendix B

JEFFERSON TOWNSHIP BOARD OF EDUCATION
BID TABULATION SHEET

Bid Title: Food Service Equipment Bid
Bid No: 2022-004
Bid Date: March 3, 2022

		MAP Internationl		
Qty	Item Description	Unit Cost	Total Cost	
2	Open Display Merchandiser - HS	$ 11,675.00	$ 23,350.00	
2	Display Case, Hot Food, Countertop - HS	$ 2,835.80	$ 5,671.60	
1	Reach-In Freezer - HS	$ 4,225.00	$ 4,225.00	
1	Hot Food Serving Counter/Table - HS	$ 13,393.40	$ 13,393.40	
	74x32x36			
1	Server County/Utility 58x32x36 - HS	$ 5,047.04	$ 5,047.04	
1	Cash Register Stand - HS	$ 3,639.29	$ 3,639.29	
1	Serving Counter/Utility 78x32x36 - HS	$ 5,845.40	$ 5,845.40	
1	Serving Counter/Utility 72x32x36 - HS	$ 6,042.49	$ 6,042.49	
1	Serving Counter/Utility 48x32x36 - HS	$ 4,975.59	$ 4,975.59	
3	Convection Oven - 2HS, 1 MS	$ 9,995.00	$ 29,985.00	
1	Pass Thru Refrigerator	$ 10,950.00	$ 10,950.00	
3	Milk Cooler - CL, ST, WR	$ 2,795.00	$ 8,385.00	
1	Walk-In Freezer - MS	$ 50,430.00	$ 50,430.00	Not Awarded
	TOTAL		$ 171,939.81	

AMOUNT AWARDED	$ 121,509.81