JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Tuesday, February 22, 2022 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School 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 22nd day of February, 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. SUPERINTENDENT'S REPORT

- Good News and Progress Report

F. PRESENTATIONS

- SSDS Period One Reporting - 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. 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.

H. STUDENT REPRESENTATIVES

I. COMMITTEE REPORTS

J. MINUTES OF MEETINGS

Motion by _____, seconded by _____, that the minutes of the **January 24, 2022 Regular Meeting** 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 **Executive Session (1)** minutes of the **January 24, 2022 Meeting** 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 **Executive Session (2)** minutes of the **January 24, 2022 Meeting** 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*

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.16, as described below:

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

K.1 Motion to approve the **purchase order** list dated January 2022 in the amount of **$364,152.06** (including Referendum related purchase orders totalling $0.00).

K.2 Motion to approve the **check register** as of January 2022 in the amount of **$5,062,157.38.**

Fund	**Amount**
General Fund (10)	$4,907,049.45
Special Revenue Funds (20)	$130,107.93
Referendum Fund (30)	$25,000.00
Total	**$5,062,157.38**

K.3 Motion to approve the **vendors' bills** list for release on or after February 23, 2022, in the amount of **$945,002.73**.

K.4 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated January 2022 in the amount of **$579,026.60.**

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 January 31, 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).

K.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of December 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 the following amendment to the ESSER II Funding application (revises amendment initially approved on the May 17, 2021 agenda):

Projects/Programs Funded	Original Amount	Revised Amendment	Amended Total
HVAC Upgrades	$828,849	$(222,430)	$606,419
Educational Technology	$40,000	$18,338	$58,338
Summer 2021 Learning Programs	-	$164,092	$164,092
ESSER II TOTAL			$828,849

K.8 Motion to participate in Joint Transportation and enter into an agreement between Morris Hills Regional School District and Jefferson Township Public Schools (Host) to provide transportation from the Jefferson Township High School (PM only) (Route #CH14B), at a cost of $620.51 for the 2021-2022 school year.

K.9 Motion to accept American Rescue Plan Act Elementary and Secondary School Emergency Relief (ARP ESSER) Homeless Children and Youth (ARP-HCY) Funding in the amount of $17,046. These funds have been allocated by the State of New Jersey to provide services and supplies to enable homeless students to attend school and participate fully in school activities.

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

Name	Nature of Action	Position	Salary Funded by Grant	Location	Date Effective	Date Terminated
Lauren Kulick	Appoint	Marching Band Director	$3,849	JTHS	9/1/21	6/30/22

K.11 Motion to **designate the source of funding** for the following individuals as funded from the CARES Emergency Relief Fund Grant:

Name	Nature of Action	Position	Salary Funded by Grant	Location	Date Effective	Date Terminated
Kristen Afflerbach	Appoint	NJSLA Portfolio - Math	$429.10	JTHS	12/21/21	6/30/22
Kaitlyn Brueno	Appoint	NJSLA Portfolio - ELA	$429.10	JTHS	12/21/21	6/30/22
Joseph Olean	Appoint	NJSLA Portfolio - ELA	$429.10	JTHS	12/21/21	6/30/22
Kimberly Serzan	Appoint	NJSLA Portfolio - Math	$429.10	JTHS	12/21/21	6/30/22

K.12 Motion to approve appointment of **Parette Somjen Architects, LLC** to serve as architect, in accordance with their proposal to provide professional services for the Roof Replacement at the Cozy Lake Elementary School for a flat fee $72,400, not inclusive of reimbursable fees that will be billed separately, not to exceed $5,500.

K.13 Motion to approve appointment of **Parette Somjen Architects, LLC** to serve as architect, in accordance with their proposal to provide professional services for the HVAC Upgrades at Jefferson Township High School, Jefferson Township Middle School and Arthur Stanlick Elementary School for a flat fee $191,600, not inclusive of reimbursable fees that will be billed separately, not to exceed $14,400.

K.14 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
Arthur Stanlick School	USI, Inc. - Digital Deluxe 2700 Laminator, Model # 2700 Digital	7765

K.15 Motion to accept the following **donation** from Marguerite M. Muller to use towards the A. Anthony Muller Memorial Scholarship Fund, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
A. Anthony Muller Scholarship Fund	$ 5,000.00

K.16 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. Perez	_____Mr. Terpstra
_____Mr. Millar	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

L.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 11-401-100-101-007

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

G. EXTRA DUTY PAY 11-401-100-101-008								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion

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

I. 8th GRADE PHILADELPHIA TRIP 11-401-100-101-007							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion

L.2 Motion to approve the **Fall 2021** Course Reimbursement as indicated below:

Name	School	Class	Approval	Credits	Amount

L.3 Motion to approve the following Extra Duty Pay (EDP) job descriptions:

- Afternoon Adventure
- Astronomy Club
- Chess Club
- Disney-themed Club
- Gardening Club
- Homework Club
- LEGO Club
- Morning Magic Club
- Reading Book Club
- Select Band
- STEM Club
- Student Empowerment
- TREP$

M. **<u>EDUCATION</u>**

Motion by __________, seconded by ____________, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.6, 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 **approve** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
3201023388	Chancellor Academy	$37,710.00	2/2/22-6/30/22

M.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for December 20, 2021 through January 24, 2022.

M.3 Motion to approve request to conduct research at JTHS:

- Mary Johnston: Examining the Impact of Explicit and Reflective Discussion on, *Nature of Science - Appendix H* upon Students in a Secondary NGSS Classroom.

M.4 Motion to approve the 2022-2023 Student School Year Calendar *(attached)*.

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

School/Group/Activity	Location
JTHS Community Based Instruction	Dover, NJ
JTHS Robotics	Bridgewater, NJ
JTHS Robotics	Flanders, NJ
JTHS Sports and Entertainment Journalism	Rutherford, NJ
Stanlick 4th Graders	Landing, NJ
JTMS Band and Chorus	Allentown, PA

M.6 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS DECA State Competition	Atlantic City, NJ
JTHS FBLA State Leadership Conference	Atlantic City, NJ

N. **POLICY**

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve motion N.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*

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

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 January 24, 2022 through February 22, 2022.

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

Enrollment as of 1/31/22:

	January 2021	**January 2022**
Grades Pre-K-1	355	401
Grades 2-5	700	688
Total Elementary	1,055	1,089
Grades 6-8	630	563
Grades 9-12	950	929
GRAND TOTAL	2,635	2,581
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.*

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 22nd day of February 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.

U. 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)
Breznack, Christina	3/11	Virtual	Book & Build Lessons: 100 Great Children's Books to use with Makerspace Activities	$279.00	-	-	-	$279.00
Devine, Kari	-	Virtual	Legal One: Anti-Bullying Specialist (ABS) Online Certification Program	$500.00	-	-	-	$500.00
Perrulli, Tricia	3/23-3/25	Atlantic City, NJ	STS Conference/NJ Pupil Transportation	$350.00	$87.00	$184.50	$104.30	$812.80
Sanchez, Vanessa	3/23-3/25	Atlantic City, NJ	STS Conference/NJ Pupil Transportation	$350.00	$87.00**	$184.50	$104.30	$725.80

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

***Conference Membership is covering lodging costs for one night stay for conference members.*

Jefferson Township Public Schools

Student Calendar 2022–2023

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

5	Labor Day-Schools Closed
6	First Day of School
26	Rosh Hashanah-Schools Closed

OCTOBER

5	Yom Kippur-Schools Closed
10	Columbus Day-Schools Closed

NOVEMBER

10 & 11	NJEA Convention-Schools Closed
16-18	Elementary Students Only: Parent-Teacher Conferences Early Dismissal
23	Early Dismissal-All Students
24 & 25	Thanksgiving Recess-Schools Closed

DECEMBER

22	Early Dismissal-All Students
23-30	Holiday Recess-Schools Closed

JANUARY

2	New Year's Day Observed-Schools Closed
16	Martin Luther King Day-Schools Closed

FEBRUARY

20	Presidents' Day-Schools Closed

APRIL

7	Good Friday
10-14	Spring Recess-Schools Closed

MAY

29	Memorial Day-Schools Closed

JUNE

19-22	Early Dismissal-MS & HS Only
22	Middle School Promotion
23	High School Graduation
23	Last Day of School Early Dismissal All Grades

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

This school calendar provides for 186 days, which satisfies the State minimum of 180 days and allows for up to six emergency closing days. If additional school days must be scheduled, they will be made up as follows: April 10th-14th, beginning with the 14th, and June, beginning with the 26th. Any remaining emergency closing days unused by April 1st may result in a revised calendar.

BOE Approved: