JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, December 18, 2023 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, NJ HERALD 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
_____Mrs. Grater	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

_____ Ashley Hecht, Student Representative
_____ Nicholas Roberts, Student Representative

D. **<u>CLOSED SESSION</u>**

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

_____Mrs. Gould	_____Mrs. Perez	_____Mr. Terpstra
_____Mrs. Grater	_____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 18th day of December, 2023 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
_____Mrs. Grater	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

E. **CERTIFIED ELECTION RESULTS** Three-Year Terms: January 1, 2024 – December 31, 2026 (3 seats)

Name	Votes
Diane Perez	2,457
Stacey Poulas	2,519
Jill Small	2,477
Write In	343

F. **SUPERINTENDENT'S REPORT**

- Good News and Progress

G. **PRESENTATIONS**

- American Rescue Plan-Safe Return Plan – Mrs. Jeanne Howe, Superintendent
- Jefferson Township Public School Strategic Plan Update, Mrs. Sharon Thomas, JTMS Middle School Teacher, and Mrs. Maria Dunbar, Supervisor of Instructional Technology, Media, Business, and Business and Finance Academy
- Budget Series: Continued Impacts of S2 – Mrs. Jeanne Howe, Superintendent of Schools, Dr. Roger Jinks, Jr., Assistant Superintendent of Schools, and Mrs. Rita Oroho Giacchi, School Business Administrator
- Educator and Educational Services Professionals of the Year – Mrs. Jeanne Howe, Superintendent of Schools, Mrs. Stacey Poulas, President, Jefferson Township Board of Education, and Building Principals
- JTHS Academy Acceptance Recognitions – Mrs. Jeanne Howe, Superintendent of Schools, Mrs. Stacey Poulas, President, Jefferson Township Board of Education

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

Public participation shall be governed by the following rules (per Bylaw 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 Executive Session minutes of the November 20, 2023 meeting be approved as submitted:

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

Motion by _____, seconded by _____, that the Regular Meeting minutes of the November 20, 2023 meeting be approved as submitted:

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

Motion by _____, seconded by _____, that the Executive Session (2) Meeting minutes of the November 20, 2023 meeting be approved as submitted:

_____Mrs. Gould	_____Mrs. Perez	_____Mr. Terpstra
_____Mrs. Grater	_____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.11, as described below:

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

L.1 Motion to approve the purchase order list dated November 2023 in the amount of $515,994.15.

L.2 Motion to approve the vendors' bills list for release, on or after December 19, 2023, in the amount of $.

L.3 Motion to approve the check register as of November 2023 in the amount of $6,884,176.95.

Fund	Amount
General Fund (10)	$6,430,997.39
Special Revenue Funds (20)	$444,253.02
Referendum Fund (30)	$8,926.54
Total	$6,884,176.95

L.4 Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated November 30, 2023, in the amount of $.

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, as of November 30, 2023, 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), as of October 31, 2023, 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 sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

L.7 Motion to approve the Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist for the 2023-2024 school year.

L.8 Motion to approve the proposal from Parette Somjen Architects, LLC, in the amount of $150,300, excluding reimbursable expenses not to exceed $11,300, to provide professional services for the roof replacement project at the White Rock Elementary School, partially funded by a ROD grant.

L.9 Motion to approve Change Order #01 in the amount of ($13,472.24) to Sky General Construction for modifications to the original scope of work for the Roof Replacement at Cozy Lake School, resulting in an overall reduction of $13,472.24, as described below:

Original Contract Amount	$ 714,000.00
Change Order #01	$ (13,472.24)
Original Allowance	$ 80,000.00
Final Contract Amount	**$ 700,527.76**

L.10 Motion to accept the following donations in accordance with Policy 7230, Gifts, Grants and Donations.

Item/Purpose	Grantor	Amount
2023 Fall Teacher Grants	Jefferson Township Education Foundation	$2,186.02
To benefit the White Rock Elementary School Library	6.25 Foundation	$3,033.00
To benefit the Arthur Stanlick Elementary School Library	6.25 Foundation	$3,033.00

L.11 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, 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, 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.4, as described below:

_____Mrs. Gould	_____Mrs. Perez	_____Mr. Terpstra
_____Mrs. Grater	_____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.)

A. PERSONNEL

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

***Requires mentoring**

B. SUBSTITUTES/OTHER

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

C. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Rate	Loc.	Date Effective	Date Termin.	Discussion

D. 2023-2024 SCHOOL YEAR COACHING STAFF

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

*** Out of district**

E. STUDENT INTERN/TEACHER

Name	College	Subject	Loc.	Date Effective	Date Termin.	Discussion

M.2 Motion to approve the following corrections to the November 20, 2023 Minutes, Personnel Section M.1 - B. Substitutes/Other:

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

M.4 Motion to approve the following job description:

- School Store EDP

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
_____Mrs. Grater	_____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 October 16, 2023 through November 20, 2023.

N.2 Motion to approve student placement for the 2023-2024 school year, as indicated below plus related services as needed:

Local ID	School	Tuition	Effective
6985600911	Northern Hills Academy	$40,619.20	1/2/24-6/30/24
2594100598	Morristown High School	$16,801.00	9/18/23-6/30/24
7949021065	Morris School District/Sussex Avenue School	$13,556.90	10/30/23-6/30/24

N.3 Motion to accept tuition rates for student placement at the Sussex County Charter School for Technology for the 2023-2024 school year (September 1, 2023 – June 30, 2024), as indicated below:

Student ID	# of Students Days	Tuition
9518483450	180	$19,044.60
9518718906	180	$19,044.60
6208698765	180	$19,044.60
4737100464	180	$19,044.60
8404540083	180	$19,044.60
	Sussex County Charter School Campus Tuition Total	**$95,223.00**

N.4 Motion to approve and accept the American Rescue Plan Safe Return Plan. *(Comment taken during Public Comment - Section H.)*

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

School/Group/Activity	Location
JTMS Select Chorus	Lake Hopatcong, NJ
Stanlick Elementary School, Grades 1-4 (select students)	Lake Hopatcong, NJ
White Rock Elementary School, Grades 1-5 (select students)	Lake Hopatcong, NJ
JTHS Robotics Club	Milburn, NJ
JTHS Robotics Club	Sparta, NJ
JTHS CBI (Community Based Instruction)	Oak Ridge, NJ
JTHS Student Council	Madison, NJ
JTHS Robotics Club	Monmouth Junction, NJ
JTHS CBI (Community Based Instruction)	Randolph, NJ
JTHS Transition Education Program Students	Denville, NJ
JTHS Transition Education Program Students	Randolph, NJ
Stanlick Elementary School, Grade 2	Easton, PA
Cozy Lake Elementary School, Grade K	West Orange, NJ
White Rock Elementary School, Grade 4	Fort Hancock, NJ
Briggs Elementary School, Pre K 4	Green Township, NJ
White Rock Elementary School, Grade 5	Jersey City, NJ
Stanlick Elementary School, Grade 4	Fort Hancock, NJ

N.6 Motion to approve the following overnight field trips:

School/Group/Activity	Location
JTHS Wrestling Tournament	Atlantic City, NJ
JTMS 8th Grade Promotion Trip	Philadelphia, 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
_____Mrs. Grater	_____Mrs. Small	_____Mrs. Wildermuth, *Vice President*
_____Mr. Natale	_____Mr. Stewart	_____Mrs. Poulas, *President*

O.1 Motion to approve the First Reading of the following Bylaws, Policies and Regulations (*available on district website for review*):

File Code	Title	Action
0167P	Public Participation in Board Meetings	RV

FILE CODE KEY: **B** - Bylaw **P** - Policy **M** - Mandate **R** - Regulation
ACTION KEY: **N** – New **RV** – Revised **A** - Abolish

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

File Code	Title	Action
5130R	Withdrawal From School	RV

FILE CODE KEY: **B** - Bylaw **P** - Policy **M** - Mandate **R** - Regulation
ACTION KEY: **N** – New **RV** – Revised **A** - Abolish

P. RECOGNITION OF REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of November 21, 2023 through December 18, 2023.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	0	0	0
Cozy Lake	0	0	0
White Rock	0	0	0
Jefferson Twp. Middle School	1	0	1
Jefferson Twp. High School	3	0	3

Enrollment as of 11/30/23:

	Nov. 2022	Nov. 2023
Grades PreK	76	242
Grades K-5	1,006	1,046
Grades 6-8	579	565
Grades 9-12	875	838
TOTAL	2,536	2,691
Tuition students received	0	1
Out-of-district placement	26	20

Reporting of enrollment has been modified and includes an additional 10 pre-k classrooms for school year 2023-2024.

Q. COMMUNICATIONS

R. PUBLIC COMMENTS *(Public participation shall be governed by Bylaw 0167, as outlined in Agenda Section H).*

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 18th day of December 2023, 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
_____Mrs. Grater	_____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 per day	# of Travel Days	Mileage @ $0.47/mi.	Miscellaneous Fees (including parking/ tolls/misc fees)	Total Expense
Guagenti, Alyssa	Mar. 21, 2024	Monroe, NJ	Harnessing the Power of AI: Enhancing Policies, Procedures, and Pedagogy	$150.00	-	-	-	$67.68	-	$217.68
Perrulli, Tricia	Jan. 22 - Mar. 11, 2024*	Virtual	Transporting Students with Disabilities	$668.00	-	-	-	-	-	$668.00
Perrulli, Tricia	Mar. 18 - May 23, 2024*	Virtual	Management and Supervisory Skills	$853.00	-	-	-	-	-	$853.00
Platz, Barbara	Apr. 12, 2024	West Windsor, NJ	NJAGC Conference 2024: Gifted Education Advocating for Joyful Growth	$234.00	-	-	-	$38.87	-	$272.87
Tiedemann, Robert	Feb. 22, 2024	Atlantic City, NJ	NJMEA State Conference	$195.00	-	-	-	$133.48	-	$328.48
Williams, Kristin	Jan. 25-26, 2024	Virtual	Comprehensive Assessment for Intervention	$295.00	-	-	-	-	-	$295.00

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

**Classes are one evening per week.*