JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, July 17, 2023 7:00 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*

D. **CLOSED SESSION**

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 17th day of July, 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. PRESENTATIONS

- Spring NJGPA Results - Dr. Roger A. Jinks, Jr., Assistant Superintendent

F. 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.

G. COMMITTEE REPORTS

H. MINUTES OF MEETINGS

Motion by _____, seconded by _____, that the Executive Session minutes of the June 19, 2023 Regular 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 minutes of the June 19, 2023 Regular 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*

I. FINANCE AND BUILDING NEEDS

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.12, as described below:

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

I.1 Motion to approve the purchase order list dated June 2023 in the amount of **$390,838.70**.

I.2 Motion to approve the check register as of June 2023 in the amount of **$5,785,948.52**.

Fund	Amount
General Fund (10)	$5,568,217.02
Special Revenue Funds (20)	$217,731.50
Total	$5,785,948.52

I.3 Motion to approve the vendors' bills list for release, on or after July 18, 2023, in the amount of **$**

I.4 Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated June 30, 2023, in the amount of **$306,228.74**.

I.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 June 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).

I.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of May 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.

I.7 Motion to approve the Application for the Individual with Disabilities Education Act (IDEA) Funds for school year 2023-2024, in the total amount of $707,744, allocated as follows:

Basic	$674,566
Preschool	$33,178

I.8 Motion to authorize participation in a consortium lead by the Jefferson Township Public School Township School for school year 2023-2024 for the use of Elementary and Secondary Education Act (ESEA) Title III Funds in the total amount of $17,092, allocated by participant district as follows:

Jefferson Township	$9,925
Chester School District	$7,167

I.9 Motion to approve the application and accept the Elementary and Secondary Education Act (ESEA) Funds for school year 2023-2024, in the total amount of $283,702, allocated as follows:

Title I – Part A	$228,673
Title II – Part A	$45,029
Title IV – Part A	$10,000

I.10 Motion to accept the **donation** in the amount of $14,000.19 from Marguerite M. Muller to use towards the A. Anthony Muller Memorial Scholarship Fund, in accordance with Policy 7230, Gifts, Grants, and Donations.

I.11 Motion to accept the donation from _____, totalling $_____, to use toward air conditioning units for the White Rock Elementary school, in accordance with Policy 7230 Gifts, Grants, and Donations.

I.12 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 C, 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).*

J. PERSONNEL

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

J.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	Salary	Loc.	Date Effective	Date Termin.	Discussion

C. STUDENT INTERN/TEACHER

Name	School	Subject	Loc.	Date Effective	Date Termin.	Discussion

D. 2023-2024 SCHOOL YEAR COACHING STAFF

SUMMER/FALL

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

*Out of district

E. EXTRA DUTY PAY

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

F. SUMMER STAFF APPOINTMENTS							
Name	Nature of Action	Position/Control Number	Salary	Loc.	Date Effective	Date Termin.	Discussion

G. PRESENTATION					
Name	Nature of Action	Workshop	Salary	Date	Number of Hours

J.2 Motion to approve the **Spring 2023** Course Reimbursement for Supervisors as indicated below:

Name	School	Class	Approval	Credits	Amount

J.3 Motion to approve the following corrections to June 19, 2023 Minutes, Personnel Section M.1-I. Summer Staff Appointments:

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

J.4 Motion to approve the following corrections to June 19, 2023 Minutes, Personnel Section M.1-L. Curriculum Writing:

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

K. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.8, as described below:

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

K.1 Motion to approve tuition student received for the 2023-2024 school year, as indicated below plus related services and transportation, as needed:

Student ID	School	Tuition	Effective
7541873462	DCCF, Limitless	$8,104.00	7/5/23-8/3/23

K.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for May 15, 2023 through June 19, 2023.

K.3 Motion to approve the following contracted services:

Name	Rate Not to Exceed	Location	Date Effective	Date Terminated
J & B Therapy, LLC	$10,000.00	District	9/6/23	6/30/24

K.4 Motion to approve agreement with Essex Regional Educational Services Commission to collaborate in the McKinney-Vento Education of Homeless Children and Youth Program for the 2023-2024 school year.

K.5 Motion to approve Jefferson Township Middle School teacher, Scott Byers, to participate in a Civics Research Study through Wake Forest University during the 23-24 school year.

K.6 Motion to approve the revised curriculum for the 2023-2024 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS):

a. Academy English 10 H
b. Academy English 11 H
c. Advanced Communications
d. AP Language and Composition
e. AP Literature and Composition
f. Engineering II H
g. English 6
h. English 7
i. English 8
j. English 9
k. English 10
l. English 11
m. English 12
n. Film Studies
o. Media Studies
p. Principles of Dramatic Study
q. Sports and Entertainment Journalism

KEY:
AP – Advanced Placement
H - Honors

K.7 Motion to approve the following **day field trips**:

School/Group/Activity	Location
JTHS Community Based Instruction	Wharton, NJ
JTHS Community Based Instruction	Oak Ridge, NJ
JTHS Community Based Instruction	Sparta, NJ
JTHS Community Based Instruction	Lake Hopatcong, NJ
JTHS Community Based Instruction	Rockaway, NJ
JTHS Choir	Oak Ridge, NJ
JTHS Habitat for Humanity	Randolph, NJ

K.8 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS Academy for Environmental Science	Sandyston, NJ

L. POLICY

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

L.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
P 2419	School Threat Assessment Teams	N
P 2431	Athletic Competition	RV
P 5460	High School Graduation	RV

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

L.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
B 0155	Board Committees	RV
P 5514.01	Open Campus Lunch	N

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

M. 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 June 20, 2023 through June 23, 2023.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	1	1	0
Cozy Lake	0	0	0
White Rock	0	0	0
Jefferson Twp. Middle School	4	4	0
Jefferson Twp. High School	1	0	1

Enrollment as of June 23, 2023:

	June 2022	June 2023
Grades Pre-K-1	407	442
Grades 2-5	691	695
Total Elementary	**1,098**	**1,137**
Grades 6-8	562	576
Grades 9-12	921	866
GRAND TOTAL	**2,581**	**2,529**
Tuition students received	0	3
Out-of-district placement	26	25

N. COMMUNICATIONS

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

P. OLD BUSINESS

Q. NEW BUSINESS

R. 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 July 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.

S. **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
Dunbar, Maria	8/2/23-8/3/23	West Caldwell, NJ	LinkIt! 2023 Data Forward Summer Institute	$250.00	-	-	-	$28.42	-	$272.84
Tobia, Kathleen	7/20, 7/27 & 8/3	Virtual	Code of STudent Conduct Certificate Program	$400.00	-	-	-	-	-	$400.00

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