JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Wednesday, February 22, 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*

_____ Nicholas Roberts, Student Representative
_____ Robert McKoy, 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 22nd day of February, 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. SUPERINTENDENT'S REPORT

- Good News and Progress Report

F. PRESENTATIONS

- HIB vs Conflict - Mrs. Jeanne Howe, Superintendent
- SSDS Period One Reporting (July 2022 through December 2022) - 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 23, 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 Executive Session minutes of the **January 23, 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*

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.14, 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 the **purchase order** list dated January 2023 in the amount of **$4,324,019.77**.

K.2 Motion to approve the **check register** as of January 2023 in the amount of **$5,395,954.46.**

Fund	Amount
General Fund (10)	$5,143,702.44
Special Revenue Funds (20)	$252,252.02
Total	**$5,395,954.46**

K.3 Motion to approve the **vendors' bills** list for release on or after February 23, 2023, in the amount of **$644,024.42**.

K.4 Motion to approve the funds **transfers** in the 2022-2023 Fiscal Year, dated January 31, 2023 in the amount of **$530,239.04.**

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, 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).

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

K.7 Motion to designate the source of funding for the following individuals as the **FY2023 IDEA Preschool grant**:

Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Skalecky, Jessica	Rescind	Special Education Aide	$5,000	Briggs	9/1/22	6/30/23

K.8 Motion to **designate the source of funding** for Sheltered English Instruction (SEI) Training for the following individuals as the **American Rescue Plan Accelerated Learning Coaching and Educator Support Sub-Grant**:

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion
Rec, Kristen	Rescind	Special Education Teacher	$41.92/hr.	Stanlick	9/1/22	6/30/23	Not to exceed 15 hours

K.9 Motion to designate the source of funding for the following individuals as the **FY2023 Preschool Expansion Aid**:

A. ADMINISTRATIVE

Name	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
DeBrito, Randi 20-218-200-103-003	Principal	$52,405	Briggs	7/1/22	6/30/23
Plotts, Timothy 20-218-200-103-005	Principal	$60,044	Cozy Lake	7/1/22	6/30/23

B. INSTRUCTIONAL

Name	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Brennan, Katlyn 20-218-100-101-003	Special Education Teacher	$33,825	Briggs	9/1/22	6/30/23
Calandrillo, Patricia 20-218-100-101-003	Special Education Teacher	$68,967	Briggs	9/1/22	6/30/23
Cole, Caroline 20-218-100-101-003 (.5) 20-218-100-101-005 (.5)	Special Education Teacher	$36,587	Briggs/Cozy Lake	9/1/22	6/30/23
Cruz, Meredith 20-218-200-104-005	Child Study Team	$20,826	Cozy Lake	9/1/22	6/30/23
Hirsch, Jennifer 20-218-200-104-003	School Nurse	$26,181	Briggs	9/1/22	6/30/23
Luisi, Jennifer 20-218-200-104-005	School Nurse	$25,127	Cozy Lake	9/1/22	6/30/23
Lent, Elizabeth 20-218-200-104-005	Special Education Teacher	$34,185	Cozy Lake	9/1/22	6/30/23
McBride, Darlene 20-218-100-101-005	Special Education Teacher	$63,306	Cozy Lake	9/1/22	6/30/23
Povinelli, Kaitlyn 20-218-100-101-005	Special Education Teacher	$37,866	Cozy Lake	9/1/22	6/30/23
West, Elizabeth 20-218-200-104-003	Counselor	$33,058	Briggs	9/1/22	6/30/23
Williams, Dana 20-218-200-104-005	Counselor	$28,495	Cozy Lake	9/1/22	6/30/23

C. NON-INSTRUCTIONAL

Name	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Albertson, Linda 20-218-100-106-005	Aide	$16,220	Cozy Lake	9/1/22	1/3/23
Byrnes, June 20-218-200-110-003	Custodian	$11,037	Briggs	7/1/22	11/30/22
Eberle, Jackie 20-218-200-106-003	Aide	$15,243	Briggs	1/3/23	6/30/23
Ferreira, Katherine 20-218-100-106-003	Aide	$15,243	Briggs	1/3/23	6/30/23
Feti, Elvira 20-218-200-110-005	Custodian	$17,748	Cozy Lake	7/1/22	6/30/23
Grey, Glenn 20-218-200-110-005	Custodian	$22,008	Cozy Lake	7/1/22	6/30/23
Ingram, Stephanie 20-218-100-106-005	Aide	$15,913	Cozy Lake	1/3/23	6/30/23
King, Eric 20-218-100-106-005	Aide	$15,600	Cozy Lake	1/3/23	6/30/23
List, John 20-218-200-110-005	Custodian	$22,371	Cozy Lake	7/1/22	6/30/23
Luecht, Kimberly 20-218-200-105-003	Secretary	$17,126	Briggs	7/1/22	6/30/23
Macaluso, Vincent 20-218-200-110-003	Custodian	$10,128	Briggs	12/1/22	6/30/23

Olsen, Claire 20-218-200-105-005	Secretary	$23,048	Cozy Lake	7/1/22	6/30/23
Sheruda, Amanda 20-218-100-106-005	Aide	$15,243	Cozy Lake	1/3/23	6/30/23
Skalecky, Jessica 20-218-100-106-003	Aide	$16,921	Briggs	9/1/22	1/2/23
Wisniewski, Leslie 20-218-100-106-003	Aide	$16,418	Briggs	9/1/22	1/2/23

K.10 Motion to participate in Joint Transportation Agreement between Union Educational Services Commission and Jefferson Township Public Schools to provide transportation for special education, non-public, public and vocational school transportation, per agreement, for the 2022-2023 school year.

K.11 Motion to participate in Joint Transportation Agreement between Warren Educational Services Commission and Jefferson Township Public Schools to provide transportation for special education, non-public, and public school transportation, per agreement, for the 2023-2024 school year.

K.12 Motion to participate in Joint Transportation Agreement between Sussex County Regional Cooperative and Jefferson Township Public Schools to provide transportation for special education transportation, public/private/charter/choice school transportation & athletic and field trips for the 2023-2024 school year.

K.13 Motion to approve the request for disposal of eligible administrative records per State of New Jersey School District Records Retention Schedule 004-0030-0001, as described below:

Retention Period	Inclusive Dates		Dispose After
	From	To	
5 years	July 1, 2000	June 30, 2011	June 30, 2016

K.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).*

L. **PERSONNEL**

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

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

*1/3/23-6/30/23 approved on December 19, 2022 Agenda

D. SUBSTITUTES/OTHER							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion

D. SUBSTITUTES/OTHER							

E. 2022-2023 SCHOOL YEAR COACHING STAFF									
SPRING									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.

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

L.2 Motion to establish the **hourly rate** for the following positions, effective February 23, 2023:

Position	Hourly Rate

L.3 Motion to approve the following corrections to the January 23, 2023 Minutes, Section L.2 - **Fall 2022** Course Reimbursement for Supervisors as indicated below:

Name	School	Class	Approval	Credits	Amount

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

Motion by **_________**, seconded by **___________**, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.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*

M.1 Motion to **approve** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
8858174994	Chapel Hill Academy	$36,480	1/24/23-6/30/23

M.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for December 19, 2022 through January 23, 2023.

M.3 Motion to approve the 2023-2024 and 2024-2025 Student School Year Calendars**.**

M.4 Motion to approve JTHS Social Studies teacher Jonathan Boyle to conduct research for his graduate research project titled "Putting Primary Sources in Perspective."

M.5 Motion to approve Strategic Plan 2023-2028.

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

School/Group/Activity	Location
Arthur Stanlick Elementary School and White Rock Elementary School Band and Chorus	Oak Ridge, NJ
JTHS Robotics Tournament	Flanders, NJ
JTHS Habitat for Humanity	Randolph, NJ
JTHS Band and Choir	Oak Ridge, NJ
JTHS Band and Choir	Lake Hopatcong, NJ
JTHS Film Studies and Sports Entertainment & Journalism	Sparta, NJ
JTHS Film Studies and Sports Entertainment & Journalism	Oak Ridge, NJ
JTHS Robotics Mid-Atlantic District Event	Skillman, NJ
JTMS Band	Sparta, NJ
Arthur Stanlick Elementary School, 2nd Grade	West Orange, NJ
White Rock Elementary School, 5th Grade	Lyndhurst, NJ
E.T. Briggs Elementary School, 1st Grade	Morristown, NJ
JTHS CBI (Community Based Instruction)	Morristown, NJ
JTHS Student Council	Jackson, NJ
White Rock Elementary School, 2nd Grade	West Orange, NJ

M.7 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS Wrestling, State Tournament	Atlantic City, NJ
JTHS Future Business Leaders of America (FBLA), FBLA State Leadership Conference	Atlantic City, NJ
JTHS DECA, DECA International Career Development Conference	Orlando, FL

N. POLICY

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

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
0162 B	Notice of Board Meetings	RV

KEY: **N –** New **RV –** Revised

N.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
0152 B	Board Officers	RV
0161 B	Call, Adjournment, and Cancellation	RV
2324 P&R	Bilingual and ESL Education	RV
2525 P	Emergency Virtual or Remote Instruction Program	RV
2525 R	Emergency Virtual or Remote Instruction Program	N
5200 P&R	Attendance	RV
8140 P	Student Enrollment	RV
8140 R	Enrollment Accounting	RV
8330 P&R	Student Records	RV
8420.2 R	Bomb Threats	RV
8420.7 R	Lockdown Procedures	RV
8420.10 R	Active Shooter	RV
8600 R	Student Transportation	RV

KEY: **N –** New **RV –** Revised

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 23, 2023 through February 22, 2023.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	1	0	1
Cozy Lake	0	0	0
White Rock	1	0	1
Jefferson Twp. Middle School	3	2	1
Jefferson Twp. High School	1	1	0

Enrollment as of 1/31/23:

	January 2022	January 2023
Grades Pre-K-1	401	429
Grades 2-5	688	692
Total Elementary	1,089	1,121
Grades 6-8	563	576
Grades 9-12	924	873
GRAND TOTAL	2,576	2,570
Tuition students received	0	1
Out-of-district placement	28	27

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 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.

U. 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
Baldwin, Joseph	4/26-4/28	Leonardo, NJ	Certified Playground Safety Inspector Course	$640.00	-	-	-	$155.10	-	$795.10
Basket, Halei	3/3	Somerset, NJ	18th Annual NJABA Conference	$300.00	-	-	-	$51.32	-	$351.32
Hewitt, Todd	8/13-8/19	Fort Hill, SC	EGS Class (Electric, Gas, Kitchen Equipment Repair Technician Class)	$1,700.00	$154.50	$59.00	6.5	$42.30	$800.00 Airfare & rental car	$3,852.80
Incledon, Emily	3/17	New Brunswick, NJ	Connections Matter Conference	$209.00	-	-	-	$47.94	-	$256.94
Koch, William	3/15-3/16	Atlantic City, J	Annual DAANJ Conference	$400.00	$109.00	$59.00	1.5	$142.41	$35.00	$774.91
Kotek, David	3/30	Atlantic City, NJ	STA Conference/NJ Pupil Transportation	$200.00	-	$44.25	0.75	$144.76	$20.00	$409.01
Langner, Paula	3/17	New Brunswick, NJ	Connections Matter Conference	$209.00	-	-	-	$47.94	-	$256.94
Marquard, Jared	3/19 - 3/22	Atlantic City, NJ	NJSBGA Expo	$325.00	$100.00	Included	3	District Vehicle	$45.00	$670.00
Novembrino, Kristen	3/17	New Brunswick, NJ	Connections Matter Conference	$209.00	-	-	-	$47.94	-	$256.94
Oroho Giacchi, Rita	6/5-6/9	Atlantic City, NJ	100th Annual NJASBO Conference	$275.00	$79.55	$59.00	4.5	$143.82	$50.00	$1,052.52
Perrulli, Tricia	3/29-3/31	Atlantic City, NJ	STA Conference/NJ Pupil Transportation	$400.00	$96.00	$59.00	2.5	$140.06	$20.00	$899.56
Pietrowski, Kathryn	3/3	Somerset, NJ	18th Annual NJABA Conference	$150.00	-	-	-	$51.04	-	$201.04
Sanchez, Vanessa	3/29-3/31	Atlantic City, NJ	STA Conference/NJ Pupil Transportation	$400.00	$96.00*	$59.00	2.5	$140.06	$20.00	$803.56
Steinhilb, Jennifer	3/3	Somerset, NJ	18th Annual NJABA Conference	$300.00	-	-	-	$51.04	-	$351.04

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

*Conference host pays for the first night's stay.