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**TO:** Jackson Township Board of Education  
**FROM:** *DR. STEPHEN GENCO, SUPERINTENDENT*  
**SUBJECT:** January 22, 2020 Agenda Addendum #1  
**DATE:** January 21, 2020

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**FINANCE**

**COMPLETE** Motion #4

The Board of Education appoints **Comegno Law Group, Morrestown, New Jersey** as Special Education Counsel for the period of February 1, 2020 through January 31, 2021, in accordance with the terms of the retainer agreement on file with the Business Administrator.

**REVISE** Motion #11

The Board of Education approves the following 403(b) Retirement Plan Resolution:

**RESOLUTION**  
**403(b) RETIREMENT PLAN DOCUMENT**

~~WHEREAS, the Employer has heretofore maintained an arrangement intended to satisfy the requirements of Section 403(b) of the Code;~~

~~WHEREAS, final regulations under Section 403(b) of the Code issued by the Internal Revenue Service on July 26, 2007 require that the Employer's 403(b) arrangement be maintained pursuant to the terms of a written plan document; and~~

~~WHEREAS, through execution of an Adoption Agreement, the Employer wishes to amend and restate the Employer's 403(b) arrangement as set forth herein and in such Adoption Agreement;~~

~~NOW THEREFORE, the Employer hereby amends and restates its 403(b) arrangement effective January 22, 2020 as provided herein and in the Adoption Agreement.~~

**HARDSHIP AND ELIGIBILITY AMENDMENTS TO THE Jackson Township BOE**  
**403(b) RETIREMENT PLAN**

WHEREAS, the Jackson Township BOE ("Plan Sponsor") maintains the Jackson Township BOE 403(b) Retirement Plan ("Plan"); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the plan provisions governing the "once-in-always-in" condition for part time employee eligibility is hereby restated and amended as follows:

**Part Time Employee Eligibility**

An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.

BE IT FURTHER RESOLVED that the hardship distributions plan provisions are hereby restated and amended as follows:

**Safe Harbor Contributions/ONECs/QMACs.** Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.

**FINANCE (continued):**

Motion #11 - 403(b) Retirement Plan Resolution – continued:

**Amount Necessary to Satisfy Need Requirement.** Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:

- i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);
- ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and
- iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

**Six-Month Suspension.** Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.

**Loan Requirement.** Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

**Modification of Repair Expense.** Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

**New Safe Harbor Financial Need Provision.** Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):

- i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Resolution and Amendment to be adopted this 22<sup>nd</sup> day of January, 2020.

**PROGRAMS**

**ADD** Motion #9

The Board of Education accepts, per the recommendation of the Business Administrator, the Emergency Bus Evacuations as completed per New Jersey Administrative Code (*N.J.A.C. 6A:27-11.2*) including the School Bus Emergency Evacuation Drill Reports.

**STUDENTS**

Motion #1 – Out of District Placements

**ADD**

- |    |                 |            |  |
|----|-----------------|------------|--|
| c. | One (1) Student | Placement: | Coastal Learning Center  |
|    |                 | Tuition:   | \$62,370.00 pro-rated  |
|    |                 | Effective: | January 8, 2020  |
| d. | One (1) Student | Placement: | Mercer County Special Services – Mercer Elementary School with Aide                                  |
|    |                 | Tuition:   | \$101,460.00 pro-rated   |
|    |                 | Effective: | January 21, 2020   |
| e. | One (1) Student | Placement: | Gloucester County Special Services School District<br>Bankbridge Regional School/North Middle School |
|    |                 | Tuition:   | \$44,400.00 pro-rated  |
|    |                 | Effective: | January 16, 2020   |

**STUDENTS (continued):**

**ADD** Motion #13

The Board of Education approves a trip for the Jackson Liberty High School Fashion Technology classes to the Fashion Institute of Technology and Macy's, New York City, New York on Tuesday, March 31, 2020 to visit the Power Mode: The Force of Fashion, Fashion & Textile History Gallery and Ballerina: Fashion's Modern Muse, Special Exhibition Gallery at FIT, at no cost to the Board.

**ADD** Motion #14

The Board of Education approves services for the 2019-2020 school year with Karen Noble, Learning Disability Teacher/Consultant to provide learning evaluations to various Jackson students on an as needed basis at a cost of \$600.00 per evaluation and \$100.00 per hour for in-person meeting attendance, total cost not to exceed \$8,500.00.

**ADD** Motion #15

The Board of Education approves services for the 2019-2020 school year with Sound Speech to provide speech and language evaluations to various Jackson students on an as needed basis at a cost \$750.00 per evaluation, total cost not to exceed \$8,500.00.

**ADD** Motion #16

The Board of Education approves services for the 2019-2020 school year with Comprehensive Academic Neuropsych Services, LLC (Maria Colon-Torres) to provide bilingual evaluations on an as needed basis as follows, total cost not to exceed \$15,000.00, *pending fingerprints & final paperwork:*

- a. Psychological - \$450.00
- b. Psycho-Educational - \$750.00
- c. Battelle (BDI) Evaluations - \$400.00

**ADD** Motion #17

The Board of Education approves a revision to services for the 2019-2020 school year with LanguageLine Solutions to provide over-the-phone interpreting services as follows, total cost not to exceed \$25,000.00:

- a. \$275.00 one-time set up fee
- b. \$100.00 monthly minimum
- c. Billed at \$2.00/minute - Spanish
- d. Billed at \$2.00/minute for all other languages
- e. Dial-Out Fee - \$5.00 per call

**PERSONNEL**

Motion #1 – Substitutes

**ADD**

- b. Robert White, Security, pending fingerprints

Motion #5 – Resignations

**ADD**

- c. Waine Keller, Mechanics Helper-PM/Transportation, effective January 21, 2020.
- d. Christopher Kerr, Paraprofessional/JLHS, effective February 24, 2020.

Motion #7 - Contract Adjustments

**ADD**

- f. Elaine Arneith, Elaine, Driver-Transportation/District, decrease from 7 hours 35 minutes per day to 6 hours 35 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- g. Michael Butler, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- h. Kristen Costanzo, Aide-Transportation/District, increase from 7 hours 5 minutes per day to 7 hours 15 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- i. Beth Hendrickson, Driver-Transportation/District, decrease from 7 hours 10 minutes per day to 6 hours 10 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.

**PERSONNEL (continued):**

7. Contract Adjustments – continued:

- j. Kristen Holman, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- k. Anna Kelden, Driver-Transportation/District, decrease from 7 hours 25 minutes per day to 6 hours 25 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- l. Monica Knox, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment, no change in hourly rate.
- m. Richard Kovacs, Driver-Transportation/District, decrease from 7 hours 45 minutes per day to 6 hours 45 minutes, effective January 23, 2020 through June 30, 2020, route adjustment.
- n. Randi Lopez, Driver-Transportation/District, decrease from 7 hours 40 minutes per day to 6 hours 40 minutes, effective January 23, 2020 through June 30, 2020, route adjustment.
- o. Shirley Medina, Driver-Transportation/District, decrease from 7 hours 45 minutes per day to 6 hours 45 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- p. Ronald Rapp, Driver-Transportation/District, increase from 7 hours 5 minutes per day to 7 hours 15 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- q. Marian Siciliano, Driver-Transportation/District, decrease from 7 hours 45 minutes per day to 6 hours 45 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- r. Maritza Torres, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.
- s. Pamela Tracy, Driver-Transportation/District, decrease from 7 hours 40 minutes per day to 6 hours 40 minutes, effective January 23, 2020 through June 30, 2020, route adjustment.
- t. Gary Wolf, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes, effective January 23, 2020 through June 30, 2020, route adjustment.
- u. Kevin Zilis, Driver-Transportation/District, decrease from 7 hours 20 minutes per day to 6 hours 20 minutes per day, effective January 23, 2020 through June 30, 2020, route adjustment.

Motion #6 – Leave of Absences

**ADD**

- o. Nicolle Figaro, Athletic Trainer/JMHS, revised paid Medical Leave of Absence, effective December 11, 2019 through January 24, 2020, returning January 27, 2020.
- p. Barbara Guhne, Secretary-COSA/Administration, paid Medical Leave of Absence, effective February 19, 2020 through March 10, 2020, returning March 11, 2020.
- q. Michelle Glucksnis, Teacher/Crawford-Rodriguez, revised paid Medical Leave of Absence, effective December 12, 2019 through December 20, 2019, returning January 2, 2020.
- r. Jessica McLaughlin, Teacher/Crawford-Rodriguez, paid Medical Leave of Absence, effective September 3, 2019 through October 25, 2019; unpaid Federal and NJ Family Medical Leave of Absence, effective October 28, 2019 through February 5, 2020; unpaid Child Care Leave of Absence, effective February 6, 2020 through June 30, 2020, returning September 1, 2020.

Motion #9 – Transfers

**ADD**

- e. Nicole DiGeronimo, transfer from School Psychologist-Traveling/District to School Psychologist/Crawford-Rodriguez & Holman, replacing Sharon Levine-Kulchinsky, effective February 4, 2020 through June 30, 2020.
- f. Alyson Drugas, transfer from Part Time School Psychologist-3 days per week/Crawford-Rodriguez & Holman to Part Time School Psychologist-3 days per week/Elms & Switlik, transfer position, effective February 4, 2020 through June 30, 2020.
- g. Haydee Pinero-Donza, transfer from Teacher-World Language/JLHS-Semester 1 & JMHS-Semester 2 to Teacher-World Language/JLHS, effective February 3, 2020 through June 30, 2020.

**PERSONNEL** (continued):

Motion #10 – Employments

**AMEND**

- c. Lauren Lemig, Speech Language Specialist/Goetz, replacing Barbara Noonan effective ~~March 1, 2020~~ **March 9, 2020**, pending fingerprints through June 30, 2020.

**ADD**

- e. Jeffrey Galatola, Paraprofessional/McAuliffe, replacing Barbara Keshecki, transfer position, effective February 4, 2020 through June 30, 2020.
- f. Laura Mickendrow, Paraprofessional/McAuliffe, replacing Nancy Cava, effective March 1, 2020 through June 30, 2020.
- g. Robyn Wilson, School Psychologist-Traveling/District, replacing Nicole DiGeronimo, effective February 17, 2020 through June 30, 2020.
- h. Alexandru Stefan, Computer Technician/District, replacing Andrew Spaeth, effective February 10, 2020 through June 30, 2020.

Motion #12 – Volunteer Coaches

**ADD**

- b. Brandon Holup, Volunteer Assisant Baseball Coach/JLHS, assisting Head Coach Jim Rankin.
- c. James Brethauer, Volunteer Assistant Golf Coach/JLHS, assisting Head Coach Frank Giannetti.
- d. Gregg Patterson, Volunteer Assistant Golf Coach/JLHS, assisting Head Coach Frank Giannetti.

Motion #13 – Spring Coaches

**ADD**

- k. Lenny Washington, Boys Assistant Track Coach/JLHS, replacing Christopher Pagliaro, effective March 1, 2020 through June 30, 2020.

**AMEND** Motion #15

The Board of Education approves the following revision to staff members serving on the Advisory Board for the Perkins Grant for the 2019-2020 school year:

	Teacher	School	Course	Hours
a.	Ethan Noble	District	Digital Media	4 hours
b.	Linda Lackay	JLHS	Childcare and Development	4 hours
c.	Keri McGowan	<del>JLHS</del> <b><u>JMHS</u></b>	CAD	4 hours
d.	Chris Perry	JLHS	Computer Programing	4 hours
e.	Tom Caruso	JMHS	Woodworking	1 hour
f.	Diane Kovac	JMHS	Computer Programing	4 hours
g.	Kevin Schickling	JMHS	Architecture	4 hours
h.	Lisa Soltmann	JMHS	STEM/SLE	4 hours
i.	Jessica Ventrello	JMHS	Print Management	4 hours
j.	Joseph Lux	<del>JMHS</del> <b><u>JLHS</u></b>	Woodworking	3 hours

**ADD** Motion #19

The Board of Education approves the personnel and salaries for the Child Care Academy 2019-2020 school year:

	First Name	Last Name	Teacher/ Substitute Teacher	Paraprofessional/ Substitute Paraprofessional	Receptionist/ Substitute Receptionist
a.	Carolyn	Mauro* <i>*pending fingerprints</i>		X	X
b.	Sandra	Taliaferro		X	X