JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, October 13, 2026 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. Mr. Brown, called the meeting to order at 7:30 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:

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

Aye London Chriss Castle, Student Representative
Aye Logan Fitzsimmons, Student Representative

D. CLOSED SESSION
Motion by Ms. Seugling, seconded by Mrs. Small, that the Board of Education adopt the following resolution:

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

BE IT RESOLVED, By the Jefferson Township Board of Education on this 13th day of October, 2026 at 7:01 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 Mrs. Mallimo-Orna, seconded by Ms. Seugling, that the meeting is called to public session at 7:16 PM.

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

E. SUPERINTENDENT'S REPORT

- Mr. Burkholder provided a Good News and Progress Report.

F. PRESENTATIONS

- Dr. Lia Lendis, K-12 Supervisor, English Language Arts, Media & Technology Education, and Multimedia Broadcasting and Journalism Academy Advisor, and Dr. Maria Dunbar, Instructional Technology Art, 9-12 Business Education, K-5 Mathematics, and Business and Finance Academy Advisor presented In the Spotlight: JTHS Academies.

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

- None

H. STUDENT REPRESENTATIVES

- Student Representative Logan Fitzsimmons reported Homecoming was a great success and highlighted the upcoming tricky tray.
- Student Representative London Chriss Castle reported on upcoming events such as Mr. Jefferson, National Honor Society blood drive, Broadway Cabaret, and Halloween.

I. COMMITTEE REPORTS

- **Education Committee -** Mrs. Small reported the Committee met on October 6, 2026 and discussed a Prevention is Key student survey, data overview to identify student needs, including literacy screener, the 2026-2027 Nursing Services Plan, new course proposals for SY2027-2028, and approval of day field trips.
- **Policy and Personnel Committee** - Mrs. Poulas reported the Committee met on October 6, 2026 and discussed open positions in district, an EDP job description, and substitute pay rates for bus drivers and custodians. The Committee also briefly discussed a public comment regarding the renaming of a district building.
- **Building Needs and Finance Committee** - Mrs. Ruggiero highlighted the Committee meeting minutes of October 5, 2026. Some highlights include the June 30, 2026 Comprehensive Annual Financial Report, a proposal to utilize a financial consultant, 2027-2028 budget, central office building sale, health benefits renewal, and funding allocations for priority projects.
  - Educational Services Commission - The Commission did not meet this month.
  - Morris County School Boards Association - Mrs. Ruggiero reported the Association discussed opportunities to testify on school funding, health benefits, a bill regarding online, digital safety, battle of the counties, delegate resolution process, legislative advocacy, and a Q & A with Assemblywoman Marissa Sweeney.

J. MINUTES OF MEETINGS

Motion by Mrs. Poulas, seconded by Mrs. Mallimo-Orna, that the minutes of the September 21, 2026 Regular and Executive Meeting be approved as submitted:

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

Motion by Mrs. Poulas, seconded by Ms. Seugling, that the minutes of the October 5, 2026 Board Retreat be approved as submitted:

Absent Mr. Camacho	Aye Mrs. Poulas	Abstain Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Abstain Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

K. FINANCE AND BUILDING NEEDS

Motion by Mrs. Mallimo-Orna, seconded by Ms. Seugling, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.15, as described below:

- Mr. Brown corrected the number of hours included in the agenda for motion K.11, stating it should read 40 hours, not 30 hours. He acknowledged the total amount of the contract is correct.
- Mr. Brown took the opportunity to emphasize agenda item K.14.

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

K.1 Motion to approve the purchase order list dated September 2026 in the amount of $1,521,583.77.

K.2 Motion to approve the vendors' bills list for release on or after October 14, 2026, in the amount of $326,356.15.

K.3 Motion to approve the check register as of September 2026 in the amount of $8,253,393.66.

Fund	Amount
General Fund (10)	$5,479,007.79
Special Revenue Fund (20)	$526,683.62
Debt Service Fund (40)	$2,247,702.25
Total	$8,253,393.66

K.4 Motion to approve the funds transfers in the 2026-2027 Fiscal Year, dated August 31, 2026, in the amount of $3,942,147.43.

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, as of September 30, 2026, 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), as of August 31, 2026, 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.

K.7 Motion to approve the 2027-2028 budget calendar developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix A*)

K.8 Motion to authorize the School Business Administrator to seek Department of Education approval for transfers totaling $330.17 between various Preschool Education Aid accounts for the 2026-2027 school year.

K.9 Motion to adopt a Resolution to participate in the Educational Data Services, Inc. Cooperative Pricing System (Ed-Data) to purchase goods and services for the 2027-2028 school year from its authorized vendors (hosted via the Educational Services Commission of Morris County).

K.10 Motion to reject the bid received on September 22, 2026 for the sale of the Drummond Building, located at 31 State Route 181, Lake Hopatcong, NJ 07849, as described below:

WHEREAS, the Board of Education has received one (1) bid in connection with the sale of the Drummond Building located at 31 State Route 181, Lake Hopatcong;

WHEREAS, the Board of Education has authority to reject bids pursuant to N.J.S.A. 18A:20-7; and

WHEREAS, the Board of Education has determined that it is in the best interest of the public, to reject bid pursuant to N.J.S.A. 18A:20-7,

NOW THEREFORE BE IT RESOLVED, the Jefferson Township Board of Education hereby rejects bid, directs that the bid security submitted be returned, and directs the Superintendent and/or Business Administrator to commence negotiations with the unsuccessful second round bidder; and

BE IT FURTHER RESOLVED, this resolution shall take effect immediately upon adoption.

K.11 Motion to approve the following resolution authorizing the use of a financial consultant, as described below:

WHEREAS, the Jefferson Township Board of Education ("Board") is committed to responsible financial management and appropriate oversight of the District's budget development process; and

WHEREAS, the Board believes that an independent financial consultant will provide additional assurance and guidance in the development of the District's 2027-2028 budget and provide an alternative to the appointment of a State monitor, to the extent permitted by applicable law;

NOW THEREFORE, BE IT RESOLVED, the Board hereby authorizes the engagement of Summit Management Solutions, LLC to assist with and provide assurance regarding the development of the District's 2027-2028 budget at a rate of $150 per hour, for a maximum of 40 hours, not to exceed a total expenditure of $6,000; and

BE IT FURTHER RESOLVED, the Superintendent and Business Administrator/Board Secretary are authorized to execute the necessary agreement and take all actions required to implement this Resolution.

K.12 Motion to designate the source of funding for the following individuals as funded from the FY2027 ESEA Title III Immigrant Grant, as indicated**:**

Account Code: 20-242-200-100-000-00					
Name	**Nature of Action**	**Position**	**Grant Salary**	**Date Effective**	**Date Termin.**
Neral, Molly	Appoint	15 hours for SEI Training	$64.74/hr.	9/1/2026	6/30/2027

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

Location/ Department	**Record Series #**	**Record Title & Description**	**Agency & Schedule No.**	**Dispose After**	**Disposition**
JTHS Administration	0030-0000	Student Organizations, Activities, Before and After School Funds, School Store Includes student and school organizations and activities such as but not limited to: athletic associations, clubs, interest groups, student activity groups, before and after school activities, and student council. Contains: cancelled checks, cash receipts, vouchers, banking and interest statements, and financial reports	M700105-001	7 years	Destroy

K.14 Motion to accept resolution requesting that the New Jersey Department of Education host a school funding reform roundtable in Jefferson Township, as described below:

WHEREAS, the New Jersey Department of Education ("NJDOE") has announced its intention to host roundtable events to engage stakeholders, share experiences and perspectives, and gather feedback regarding New Jersey's school funding system;

WHEREAS, the Jefferson Township Board of Education ("Board") believes that the State's feedback process should include meaningful participation from districts representing diverse regions and unique circumstances;

WHEREAS, Jefferson Township is located within the Highlands region and is subject to State development restrictions that limit new residential and commercial development, constrain enrollment growth, and limit opportunities to expand the local property-tax base;

WHEREAS, these unique circumstances have contributed to a significant reduction in State aid to the Jefferson Township School District, totalling approximately $11 million on an annual basis since 2018, despite the District's efforts to control expenditures, increase revenues, and operate below inflationary increases;

WHEREAS, the resulting financial pressures have required the District to take significant measures, including closing multiple school buildings and selling the Board of Education administration building, to balance its operating budget;

WHEREAS, the Board believes that Highlands-region districts, including Jefferson Township, require meaningful representation in discussions concerning school funding reform and that their unique circumstances should be considered in any revision of the State's funding formula;

WHEREAS, a roundtable in Jefferson Township would provide the NJDOE with direct input from Highlands-region districts and could include various stakeholders from neighboring Morris County districts; and

WHEREAS, the Superintendent of Schools recommends the adoption of this Resolution;

NOW THEREFORE BE IT RESOLVED, the Board hereby formally requests that the NJDOE host a school funding reform roundtable in Jefferson Township to provide meaningful input from the District and other Highlands-region stakeholders;

BE IT FURTHER RESOLVED, the Board requests that the NJDOE consider the unique circumstances of Highlands-region districts, including State-imposed development restrictions, limited enrollment growth, constrained tax-base growth, and the resulting impact on State aid and local taxpayers, in its review of New Jersey's school funding formula; and

BE IT FURTHER RESOLVED, the Board Secretary shall transmit a certified copy of this Resolution to the Commissioner of Education, the New Jersey Department of Education, the Governor, the President of the State Senate, the Speaker of the General Assembly, the District's State legislative representatives, and other appropriate State officials.

K.15 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 B, are attending the named professional development seminar at such identified venues;

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;

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 B)*

L. PERSONNEL

Motion by Mrs. Poulas, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, as described below:

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye/Recuse* Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

❖ *Agenda Item L.1 B - The last line in the separations category should be listed as a resignation.*

** Mrs. Perez Recused from Agenda Item L.1 G.*

- ❖ *Agenda Item L.4 - The Substitute rate for Custodian should also indicate $24/hr. for a substitute holding a boilers license.*

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 a letter stating years of service in other districts.

A. APPOINTMENTS/ASSIGNMENTS

Name	Nature of Action	Position/Control Number	Deg/Step Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Castrogiovanni, Victoria 11-214-100-106-007	Appoint	Special Education Aide AID-IS-SPED-IS-24	1	$27.18/hr.	Intermediate School		6/30/27	Not to exceed 7.25 hrs./day, Wednesday off, replacing M. Crespo Vrandenburg
Dyl, Joseph 11-213-100-106-008	Appoint	Unified Track - Aide		$28.27/hr.	High School	10/1/26	6/30/27	Not to exceed 25 hrs.
Herman, Deborah 11-000-217-106-006	Appoint	Special Education Aide AID-WR-SPED-ES-19	1	$27.18/hr.	White Rock	10/15/26	6/30/27	Not to exceed 7.25 hrs./day, Tuesday off, unbudgeted position
Jaffoni, Karen 11-213-100-101-290	Appoint	Teacher - Special Education (LTS) LTS-IS-SPED-IS-04		$301.30/ diem	Intermediate School	10/14/26	3/12/27	Covering #3811
Miller, Madeline 11-120-100-101-290	Appoint	Teacher - Grade 3 (LTS) LTS-WR-ELEM-03-01		$301.30/ diem	White Rock	1/4/27	6/30/27	Replacing L. Johnson, permanent appointment pending NJDOE certification
Nakev, Jasminka 11-213-100-106-008	Appoint	Unified Track - Aide		$28.27/hr.	High School	10/1/26	6/30/27	Not to exceed 25 hrs.
Patel, Hema 11-213-100-106-001	Appoint	Special Education Aide AID-ST-SPED-ES-15	1	$27.18/hr.	Stanlick	10/15/26	6/30/27	Not to exceed 7 hrs./day, Wednesday off, replacing D. McCarthy
Register, Derrick 11-214-100-106-007	Appoint	Special Education Aide AID-IS-SPED-IS-33	1	$27.18/hr.	Intermediate School	10/25/26	6/30/27	Not to exceed 7.25 hrs./day, Wednesday off, replacing R. Oelkers
Scognamiglio, Lynne 11-213-100-101-290	Appoint	Teacher - Special Education (LTS) LTS-IS-SPED-ES-05		$301.30/ diem	Intermediate School	10/7/26	11/20/26	Covering #2202
Shove, Cody 11-130-100-101-290	Appoint	Teacher - Mathematics (LTS) LTS-IS-MATH-IS-02		$301.30/ diem	Intermediate School	9/30/26	10/30/26	Covering #1584, unanticipated leave extension
Valentin, Lilybeth 11-000-217-106-007	Appoint	Special Education Aide AID-IS-SPED-IS-39	1	$27.18/hr.	Intermediate School	10/15/26	6/30/27	Not to exceed 7.25 hrs./day, Wednesday off, unbudgeted position
Williams, Tracy 11-213-100-106-008	Appoint	Unified Track - Aide (Alternate)		$27.18/hr.	High School	10/1/26	6/30/27	Alternate coverage as needed
Wojcik, Irene 11-213-100-106-008	Appoint	Unified Track - Aide		$28.27/hr.	High School	10/1/26	6/30/27	Not to exceed 25 hrs.

B. SEPARATIONS

Name	Nature of Action	Position/Control Number	Location	Date Effective	Discussion
Crespo-Vradenburg Megan	Resignation	Special Education Aide	Intermediate School	10/7/26	
DiMaggio, Danielle	Resignation	School Nurse	High School	11/24/26	
King, Eric	Adjusted end date	Special Education Aide	Intermediate School	9/21/26	
LePore, Elizabeth	Resignation	Special Education Aide	Intermediate School	10/12/26	

B. SEPARATIONS					
Name	**Nature of Action**	**Position/Control Number**	**Location**	**Date Effective**	**Discussion**
McCarthy, Devan	Adjusted end date	Special Education Aide	Stanlick	9/24/26	
Oelkers, Regina	Resignation	Special Education Aide	Intermediate School	10/12/26	14 years in district

C. SCHEDULE ADJUSTMENTS					
Name	**Position/Control Number**	**Location**	**Date Effective**	**Date Termin.**	**Discussion**
Bare, Roswitha	Bus Driver	Transportation	10/16/26	6/30/27	Not to exceed 6.67 hrs./day
Beniulis, Marie	Preschool & Special Education Aide	White Rock	10/20/26	6/30/27	Not to exceed 7.25 hrs./day, Monday and Tuesday only, for coverage
Burger, Raymond	Bus Driver	Transportation	10/16/26	6/30/27	Not to exceed 6.25 hrs./day
Cowie, Catherine	Bus Aide	Transportation	9/22/26	6/30/27	Not to exceed 2.5 hrs./day
Lozano, Madelyn	Bus Aide	Transportation	10/16/26	6/30/27	Not to exceed 4.5 hrs./day
Natoli, Melissa	Special Education Aide	Intermediate School	10/12/26	6/30/27	Not to exceed 7.25 hrs./day, Wednesday off
Nieves, Sorithia	Special Education Aide	Intermediate School	10/10/26	6/30/27	Not to exceed 7.25 hrs./day, Monday off

D. ACCOUNT CODE CHANGES						
Name	**Position/Control Number**	**Deg/Step Level**	**Salary**	**Loc.**	**Date Effective**	**Date Termin.**
Natoli, Melissa 11-213-100-106-007	Special Education Aide			Intermediate School	10/12/26	6/30/27
Nieves, Sorithia 11-214-100-106-007	Special Education Aide			Intermediate School	10/10/26	6/30/27
Simsic, Amanda 20-218-100-106-003 (0.80) 11-214-100-106-003 (0.20)	Special Education Aide			Briggs	10/16/26	6/30/27
Szalai, Molly 20-218-100-106-290 (0.80) 11-214-100-106-290 (0.20)	Special Education Aide (LTS)			Briggs	10/16/26	6/30/27

E. LEAVES OF ABSENCE		
STAFF ID	**Nature of Action**	**Effective**
#3187	Family Leave	Unpaid leave of absence beginning 1/13/27 through 4/13/27, expected return 4/14/27, FMLA/NJFLA
	Medical Leave	Medical leave of absence beginning 12/14/26 through 12/28/26 utilizing 15 personal illness, 3 personal, and 4 family illness days, balance unpaid, FMLA.
#3581*	Family Leave	Unpaid leave of absence beginning 12/29/26 through 4/30/27, expected return 5/3/27, FMLA/NJFLA
#3734*	Family Leave - Intermittent	Combination paid and unpaid leave of absence beginning 9/23/26 through 6/30/27 utilizing accumulated personal illness days, balance unpaid, as needed, FMLA/NJFLA
#3847*	Medical Leave	Combination paid and unpaid leave of absence beginning 11/17/26 through 12/23/26 utilizing 10 personal illness days, balance unpaid, expected return 1/4/27, per contract

* Non-tenured staff leave granted at the sole discretion of the board

F. EXTRA DUTY PAY						
Name	**Nature of Action**	**Position**	**Level**	**Salary**	**Date Effective**	**Date Termin.**
JTHS - 11-401-100-101-008						
Johnston, Mary	Appoint	Science League (3 of 4)	1	$990	10/1/26	6/30/27
JTIS - 11-401-100-101-007						
DaSilva, Zachary	Appoint	Spring Musical: Lighting	1	$610	10/1/26	6/30/27
Haucke, Danielle	Appoint	Showcase: Lighting	1	$610	10/1/26	6/30/27
Lolli, John	Appoint	Homework Club Monitor (.5 stipend)	4	$2,137.50	10/1/26	6/30/27
Reid, Kimberly	Appoint	Reading/Book Club (Grades 4-6)	2	$1,525	10/1/26	6/30/27
Szuszkowski, Patricia	Appoint	Detention Monitor (.33 stipend)	4	$1,425	10/1/26	6/30/27
Ward, Elizabeth	Appoint	Showcase	1	$610	10/1/26	6/30/27

G. SUBSTITUTES					
Name	**Nature of Action**	**Position**	**Location**	**Date Effective**	**Date Termin.**
Alili, Hana	Appoint	Teacher	District	9/25/26	6/30/27
Bove, Matthew	Appoint	Teacher	District	10/14/26	6/30/27
Kosco, Denise	Appoint	Secretary	District	9/1/26	6/30/27
Miller, Madeline	Appoint	Teacher	District	12/1/26	6/30/27
Miranda, Sr., Hugo	Appoint	Custodian	District	9/28/26	6/30/27
Percy, Meredith	Appoint	Teacher, Aide	District	10/14/26	6/30/26
Perez, Jeremy	Appoint	Custodian	District	9/28/26	6/30/27
Rich, Tristan	Appoint	Aide, Hall Monitor	District	10/7/26	6/30/27
Sawicki, Marilyn	Appoint	Teacher	District	10/6/26	6/30/27
Scognamiglio. Lynne	Appoint	Aide	District	9/22/26	6/30/27
Trongone, Larissa	Appoint	Teacher, Aide	District	10/14/26	6/30/27
Valentin, Lilybeth	Appoint	Aide	District	10/8/26	6/30/27
Wydenbach, Maya	Appoint	Teacher, Aide	District	10/2/26	6/30/27

H. COURSE REIMBURSEMENT – 2026-2027 At-Will					
Name	**College/University**	**Course**	**Approval #**	**Credits**	**Total**
Racansky, Heather	Western Governors University	Management Communication	AW01	3	$1,201.25
		Marketing	AW02	3	$1,201.25
		Managing Organizations and Leading People	AW03	3	$1,201.25
		Managing Human Capital	AW04	3	$1,201.25

L.2 Motion to approve the following corrections to the August 17, 2026 Minutes, Personnel Section:

F. 2026-2027 DISTRICT AIDE ASSIGNMENTS								
Name	**Nature of Action**	**Position/Control Number**	**Deg/Step Level**	**Salary**	**Loc.**	**Date Effective**	**Date Termin.**	**Discussion**
Ortega, Abel 11-204-100-106-007	Appoint	Special Education Aide AID-IS-SPED-IS-24	5	$28.27/hr.	Intermediate School	9/14/26	6/30/27	Not to exceed 7 hrs./day, Friday off, student need

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

- Key Club Advisor

L.4 Motion to approve the 2026-2027 Substitute Rates, effective October 1, 2026, as described below:

Position	Rate
Custodian	$21.00/hour
School Bus Driver	$28.00/hour
Custodian with a Boilers' License	$24.00/hour

M. EDUCATION

Motion by Mrs. Mallimo-Orna seconded by Mrs. Ruggiero, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.8, as described below:

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

M.1 Motion to affirm Superintendent's report of Harassment, Intimidation and Bullying findings reported for August 17, 2026 through September 21, 2026.

M.2 Motion to accept the 2026-2027 Emergency Operations Plan for the Jefferson Township School District.

M.3 Motion to approve the 2026-2027 Nursing Services Plan.

M.4 Motion to approve the Uniform State Memorandum of Agreement between Educational and Law Enforcement Officials for school year 2026-2027.

M.5 Motion to approve Prevention is Key to conduct a student survey in grades 7-12.

M.6 Motion to approve the new courses for Jefferson Township High School for the 2026-2027 school year:

- AP Cybersecurity
- AP World History

M.7 Motion to approve changing the name of course:
- Contemporary Art Studio (formerly Advanced Art)

M.8 Motion to approve the following day field trips:

School, Group	Location
JTHS, DECA Chapter Officer Leadership Training	Union, NJ
JTIS, Sussex County Junior Honors Band & Chorus	Glenwood, NJ
JTIS, Gifted & Talented Marathon	Morristown, NJ
JTIS, Gifted & Talented Public Speaking Symposium	Morris Plains
JTHS, DECA Regionals Competition	Mahwah, NJ
JTHS, CBI Career Exploration	Randolph, NJ
JTHS, CBI Career Exploration	Oak Ridge, NJ
JTIS, Gifted & Talented Learning Carnival	Morristown, NJ
JTHS, CBI Career Exploration	Butler, NJ
JTHS, CBI Career Exploration	Augusta, NJ
JTIS, Gifted & Talented Learning Carnival	Morristown, NJ
JTHS Student Council, DECA & FBLA	Jackson, NJ
JTIS, Grades 7 & 8 Band	Allentown, NJ

N. POLICY

There are no Policies or Regulations to approve at this time.

O. RECOGNITION OF REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reports listed below:

Harassment, Intimidation and Bullying Incidents (HIB) for the period of September 22, 2026 through October 13, 2026:

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

Enrollment as of 9/30/26:

	September 2025	September 2026
Grades PreK	285	275
Grades K-5	1,034	1,010
Grades 6-8	533	501
Grades 9-12	757	699
TOTAL	2,609	2,485
Tuition students received	3	4
Out-of-district placement	11	9

P. COMMUNICATIONS

- None

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

- An audience member thanked the Board and administration for starting the new Kiwanis Club and noted the Kiwanis will have a booth at the Fall Festival and the Winter Stroll, there will be babysitting available at the December 12th meeting, and they recently hosted a food drive.
- An audience member noted they serve as the Lieutenant Governor on the NJ State Board and they are here to support the new Kiwanis club and act as a liaison.
- An audience member offered thanks for the public support of Highlands voices in school funding, noting there is forward movement. They also inquired about when the consultant would come in and if there was a time limit for building sale negotiations.
- An audience member thanked the Board for volunteering noting their history in Jefferson. They were there to advocate for a change to the homeschool athlete policy.
- An audience member thanked the Board for considering their request to rename a district building in honor of a former principal.
- An audience member thanked the Board for discussing the homeschool athlete policy.

Mr. Burkholder commented on the Board's transparency and commitment to discuss all issues brought forward this evening. Regarding the timing of the building sale, Mr. Burkholder reported that all avenues will be pursued immediately. He provided additional details on the expectations and background of the financial consultant and was appreciative of the comments on homeschool athlete participation. He also thanked the community member for coming in and sharing the idea of renaming a building and reported it will be moved to Committee for further discussion.

Mrs. Small requested clarification on the state monitor process. Mr Burkholder and Mrs. Giacchi provided information on the monitor criteria.

Mrs. Mallimo-Orna asked when the homeschool information would appear on a Policy and Personnel Committee agenda. Mr. Brown noted the topic is to be added when additional research has been completed and is available.

R. OLD BUSINESS

- None

S. NEW BUSINESS

- None

T. CLOSED SESSION

The Board did not convene to Closed Session at this time.

U. ADJOURN

Motion by Mrs. Mallimo-Orna, seconded by Mrs. Ruggiero, to adjourn the meeting at 8:28 PM.

Absent Mr. Camacho	Aye Mrs. Poulas	Aye Mrs. Small
Absent Mr. Natale	Aye Mrs. Ruggiero	Aye Mrs. Mallimo-Orna, *Vice President*
Aye Mrs. Perez	Aye Ms. Seugling	Aye Mr. Brown, *President*

Appendix A - Budget Calendar

Jefferson Township Public Schools
2027-2028 Budget Calendar

DATE	TOPIC	RESPONSIBLE PARTIES*	NOTES
August-September	Building Needs & Finance Committee Meeting	SBA/Superintendent/ Committee	Review budget calendar & initial revenue/expense projections
October 13, 2026	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the Budget Calendar for the upcoming 27-28 school year
October 5 - November 20, 2026	Budget Software Open for Entry	Purchasing Specialist/SBA	Budget software is made available to Principals, Directors, Supervisors, and Secretaries, and written direction is provided on the required input.
October 12, 2026	New staff training	Purchasing Specialist	Focused on new employees; optional for all staff involved in the budget
October 19, 2026	Payroll Budget Update	Purchasing Specialist/SBA	Payroll figures will be loaded into the Budget Software
October 2026 - February 2027	District Administrative Council Meetings	SBA/Superintendent/ Administrative Staff	School Business Administrator to discuss the budget preparation process and parameters with the admin team; review priorities and areas of possible savings; review enrollment and staffing analysis
November 2026 - February 2027	Building Needs & Finance Committee & Board of Education Meetings	SBA/Superintendent/Board	Committee will discuss and report on various budget-related topics, as needed
November 16, 2026 (Approx.)	Preschool Enrollment & Operational Plan Submission	SBA/Superintendent/Assistant Superintendent	Determines the estimate for Preschool Funding
December 2-9, 2026	Budget Meetings with various departments	Superintendent/SBA/Purchasing Specialist	Discussion of priority needs and review of included items to ensure that all necessary expenditures have been considered with the following departments: Curriculum & Instruction, Facilities, Special Services, Technology & Transportation. Budget will be reopened for changes as needed.
December 2026 - February 2027	Building Needs & Finance Committee Meeting	SBA/Superintendent/ Committee	Discussion of budget progress to date; budget goals & challenges; review enrollment/staffing/ benefits
February/ March 2027	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent/ Administrative Staff	Based on timing of state aid release
March 2027	Building Needs & Finance Committee Meeting	SBA/Superintendent/ Committee	Detailed Budget Review
March 2027	Board of Education Meeting	SBA/Superintendent/Board	Initial public discussion of budget before adoption of Preliminary Budget for submission
March 2027	Submission to NJDOE, Advertise BOE-approved budget	SBA	Last day to submit a tentative Budget to the County Superintendent of Schools
April 2027	Notice of Public Hearing	SBA	4 days before the adoption of the Budget
April 2027	Board of Education Meeting	SBA/Superintendent/Board	Budget Presentation and Public Hearing on the Budget; adopts Final Budget

*SBA = School Business Administrator

Notes:

- Additional dates may be added if it is determined that a special school election is required to propose raising additional funds.
- Board and Committee meeting dates for January 2027 and forward will be determined at the Reorganization Meeting.
- Submission deadlines to be determined based on NJDOE Budget Schedule.

Updated 8/4/26

Appendix B

Name	Event Date	Location	Seminar/Function	Registration Fee $	Transportation Fee $	Lodging cost per night	Meal cost per day	# of Travel Days	Mileage @ $0.47/mi	Misc. Fees (including parking/ tolls/misc fees)	Total Expense
Abbiate-Tirado, Amanda	10/21/26	Virtual	AP In-Year Workshop AP Spanish Language & Culture	$200.00	-	-	-	-	-	-	$200.00
Brennan, Jessica	10/7/26	Saddlebrook, NJ	Legal One: Principal/VP/Supervisor Survival Guide	$0.00*	-	-	-	-	$43.63	-	$43.63
Brennan, Jessica	11/10/26	Virtual	Legal One: HIB Law Update	$0.00*	-	-	-	-	-	-	-
Lendis, Evagkelia	10/27/26	Virtual	If You Build It, They Will Fund It: NJPSA Grant Writing Workshop	$0.00*	-	-	-	-	-	-	-
Lendis, Evagkelia	11/10/26	Virtual	Legal One: HIB Law Update	$0.00*	-	-	-	-	-	-	-
Miceli, Sarah	11/20/26	Lincroft, NJ	AMTNJ Fall 2026 Conference	$215.00	-	-	-	-	$70.50	$10.00	$295.50
Padelsky, Andrea	11/10/26	Virtual	Legal One: HIB Law Update	$0.00*	-	-	-	-	-	-	-
Vesia, Lyndsay	11/10/26	Virtual	Legal One: HIB Law Update	$0.00*	-	-	-	-	-	-	-
West, Kaila	11/10/26	Virtual	Legal One: HIB Law Update	$0.00*	-	-	-	-	-	-	-

All Meals are prorated 75% on travel days

** The district utilizes a subscription service with NJPSA/FEA for training for the 2026-2027 school year.*