

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, March 20, 2023 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Media Center

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, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>
	_____ Nicholas Roberts, Student Representative	
	_____ Robert McKoy, Student Representative	

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, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20th day of March, 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. Grater

Mr. Natale

Mrs. Perez

Mrs. Small

Mr. Stewart

Mr. Terpstra

Mrs. Wildermuth, *Vice President*

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 (September 1, 2022 through December 31, 2022) - Mrs. Jeanne Howe, Superintendent
- 2023-2024 Budget Synopsis - Mrs. Rita Oroho Giacchi, Business Administrator

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 **February 22, 2023 Regular Meeting** be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

Motion by _____, seconded by _____, that the Executive Session minutes of the **February 22, 2023 Regular Meeting** be approved as submitted:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

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.19, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

K.1 Motion to approve the adoption of the Tentative Budget for School Year 2023-2024.

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 school year using the 202-32024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2023-2024 Total Expenditures	\$59,104,294	\$4,181,043	\$2,411,999	\$65,697,336
Less: Anticipated Revenues	\$11,446,252	\$4,181,043	\$212,905	\$15,840,200
Taxes to be Raised	\$47,658,042	\$0	\$2,199,094	\$49,857,136

And, to advertise said tentative budget in the Daily Record Newspaper in accordance with the form suggested by the New Jersey Department of Education and according to law; and, a public hearing on the budget for the 2023-2024 school year will be held at Jefferson Township High School Auditorium, 1010 Weldon Road, Oak Ridge, NJ 07438 on April 24, 2023 at 7:30 pm.

K.2 *WHEREAS*, the district has a taxing authority which is comprised of:

Banked Cap Expiring in 2024-2025	\$0
Banked Cap Expiring in 2025-2026	\$0
Banked Cap Expiring in 2026-2027	\$0
2% Allowable Tax Levy Adjustment	\$921,530
	\$814,313
Base 2022-2023	\$46,076,512
Total Available Tax Levy	\$47,812,355

And

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$47,658,042, inclusive of a \$660,000 health care cost adjustment,

NOW THEREFORE BE IT RESOLVED that the Jefferson Township Board of Education, in the County of Morris, New Jersey approves that the unused, unexpired taxing authority of \$154,313.00 be banked for potential use in the subsequent allowable fiscal years.

K.3 *BE IT RESOLVED* that the Board of Education includes in the 2023-2024 budget a **capital reserve** withdrawal in the amount of \$714,000 for:

- Roof Replacement Project at Cozy Lake Elementary School

K.4 *BE IT RESOLVED* that the Board of Education includes in the 2023-2024 budget a **maintenance reserve** withdrawal in the approximate amount of \$242,500, representing the total projected balance as of June 30, 2023. This withdrawal will be utilized to offset required maintenance expenses and will exhaust the account.

K.5 Motion to authorize transfer of \$200,000 from the Unemployment Fund to the General Fund in the 2023-2024 budget year to reverse the January 2021 discretionary deposit.

K.6 *RESOLVED*, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Jefferson Township Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2023-2024 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2022-2023 school year was \$97,839; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$37,315.69 as of March 15, 2023,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2023-2024 at the sum of \$100,513, and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

K.7 *WHEREAS*, N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service, a maximum level of spending for the ensuing school year; and

WHEREAS, the budget includes the following appropriations:

Account Code	Description	\$
11-000-213-300	Health - School Physician	30,300
11-000-216-320	Purchased Student Related Support Services	14,050
11-000-217-320	Purchased Professional Extraordinary Services	110,130
11-000-218-320-390	Student Guidance Services - Medical Screenings	14,846
11-000-219-320	Purchased Prof-Ed Services - Educational/Medical Services Provided to Students	26,050
11-000-219-390	Other Purchased Prof & Tech Services - Student Evaluations	30,000
11-000-223-320	Purchased Professional Development Services - Speakers	40,600
11-000-230-331	Legal Services	150,000
11-000-230-332	Auditor Fees	46,000
11-000-230-334	Architect/Engineer Services	50,000

11-000-230-339	Other Professional Services	7,300
11-150-100-320	Hospital-Based Homebound Instruction	20,000
	Total	539,276

And

WHEREAS, the Administration needs to notify the Board if there arises a need to exceed said maximums, upon which the Board may adopt a dollar increase in the maximum amount through formal Board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2023-2024 school year.

K.8 Motion to approve the **purchase order** list dated February 2023 in the amount of **\$809,546.51**.

K.9 Motion to approve the **check register** as of February 2023 in the amount of **\$5,470,336.12**.

Fund	Amount
General Fund (10)	5,256,940.15
Special Revenue Funds (20)	213,395.97
Total	5,470,336.12

K.10 Motion to approve the **vendors' bills** list for release on or after March 21, 2023, in the amount of **\$707,626.82**.

K.11 Motion to approve the funds **transfers** in the 2022-2023 Fiscal Year, dated February 28, 2023 in the amount of **\$328,797.22**.

K.12 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 February 28, 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.13 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of January 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 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

K.14 Motion to accept the **2023-2024 Preschool Education Aide (PEA)** grant in the amount of **\$2,775,370.00**.

K.15 Motion to approve submission of the **2023-2024 Preschool Education Aide (PEA)** budget in the amount of **\$3,300,440.00** which is inclusive of the district's contribution.

K.16 Motion to approve contract with **Prevention Specialists Incorporated** to perform random drug testing, per DOT guidelines, effective through June 30, 2023.

K.17 Motion to approve the disposal of obsolete equipment, in accordance with Policy #7300, Disposition of Property, as shown below:

School/Department	Equipment Description	Tag number
JTHS Nurse’s Office	Baumanometer sphygmomanometer	N/A
JTHS Nurse’s Office	Titmus i200	2543

K.18 Motion to accept the following donation from Morris Arts for use in the Jefferson Township High School Art Classes, in accordance with Policy # 7230, Gifts, Grants and Donations.

Item/Purpose	Amount
104 Winsor & Newton Series 7 Kolinsky Brushes	\$5,200.00

K.19 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 motion L.1, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

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

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

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

M. EDUCATION

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.5, as described below:

_____ Mrs. Gould	_____ Mrs. Perez	_____ Mr. Terpstra
_____ Mrs. Grater	_____ Mrs. Small	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

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

Local ID	School	Tuition	Effective
107805	Dover School District	\$21,584	3/1/23-6/30/23

M.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for January 23, 2022 through February 22, 2023.

M.3 Motion to approve Jefferson Township Middle School teacher, Connor Brown, to conduct research for his graduate program titled, "Improving Students' Ability to Problem-Solve During Gameplay."

M.4 Motion to adopt the following curriculum:

- JTHS Academy Graphic Design Honors

M.5 Motion to approve the following **day field trips**:

School, Group	Location
JTMS, 6th Grade	Newton, NJ
Stanlick Elementary, 4th Grade	Fort Hancock, NJ
Ellen T. Briggs Elementary, Kindergarten	West Orange, NJ
JTMS, 8th Grade	Jersey City, NJ
JTHS, Social Studies AP Classes	Hyde Park, NY
JTHS, Video Production Club	Montclair, NJ
JTHS, Holocaust, Genocide, and Human Rights & Honors US History Classes	New York, NY
Cozy Lake Elementary, 1st Grade	Morristown, NJ

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, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Stewart	_____ Mrs. Poulas, <i>President</i>

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
0145	Board Member Resignation and Removal	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
0162 B	Notice of Board Meetings	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 February 22, 2023 through March 20, 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	1	0	1
Jefferson Twp. Middle School	3	3	0
Jefferson Twp. High School	6	1	5

Enrollment as of 2/28/23:

	February 2022	February 2023
Grades Pre-K-1	405	432
Grades 2-5	691	698
Total Elementary	1,096	1,130
Grades 6-8	563	576
Grades 9-12	925	871
GRAND TOTAL	2,584	2,577
Tuition students received	0	1
Out-of-district placement	28	26

Recognition of emergency school bus evacuation drills of March 9 & 10, 2023.

E.T. Briggs/Stamlick Schools March 10, 2023		Cozy Lake/ White Rock Schools March 10, 2023		High School/ Middle School March 9, 2023	
Route #	Observed By	Route #	Observed By	Route #	Observed By
H2	Nimmo/Thomsen	M1	Hoffman/Rosenberg/Williams	HM01	Tobia/Widgren
H3	Sell	M2	Reid	HM02	Tobia/Widgren
H5	Sell	M3	Hoffman/Rosenberg/Williams	HM04	Tobia/Widgren
H6	Sell	M4	Hoffman/Rosenberg/Williams	HM06	Tobia/Widgren
H7	Sell	M9	Reid	HM07	Tobia/Widgren
H8	Nimmo/Thomsen	M10	Hoffman/Rosenberg/Williams	HM11	Tobia/Widgren
H9	Sell	M11	Hoffman/Rosenberg/Williams	HM12	Tobia/Widgren
H11	Nimmo/Thomsen	M12	Hoffman/Rosenberg/Williams	HM13	Tobia/Widgren
H12	Sell	M13	Hoffman/Rosenberg/Williams	HM14	Tobia/Widgren
H15	Sell	M15	Reid	HM16	Padelsky
V1AM	Sell	M16	Reid	HM18	Padelsky
V4AM	Sell	CH-14B	Reid	HM19	Padelsky
		V2AM	Hoffman/Rosenberg/Williams	HM20	Padelsky
		V3	Reid	HM23	Padelsky
				HM24	Padelsky
				HM27	Tobia/Widgren
				HM29	Padelsky
				HM30	Tobia/Widgren
				HM31	Padelsky
				HM32	Padelsky
				HM33	Padelsky
				HM34	Tobia/Widgren
				HM35	Tobia/Widgren
				HM36	Padelsky
				HM37	Padelsky
				HM38	Tobia/Widgren
				HMV1	Tobia/Widgren

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 20th day of March 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.

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
Perrulli, Tricia	4/20, 4/27, 5/4, 5/11, 5/18 & 5/25	Virtual	Transportation Supervisor Certification Program - Financial Operations	\$575.00	-	-	-	-	-	\$575.00

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