

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Agenda
Monday, May 12, 2025 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.Jefftp.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:**

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>
	_____ Ashley Hecht, Student Representative	
	_____ Victor Koziol, Student Representative	

D. **CLOSED SESSION**

Motion by _____, seconded by _____, that the Board of Education adopt the following resolution:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 12th day of May, 2025 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.

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

E. SUPERINTENDENT’S REPORT

- Good News and Progress Report

F. PRESENTATIONS

- JTHS Academy Acceptance Recognitions - Mrs. Maria Dunbar, Business and Finance Academy Supervisor, Mrs. Jessica Brennan, Multimedia, Broadcasting & Journalism Academy Supervisor, and Mr. Christopher Hiben, STEM Academy Supervisor
- What is DECA? - JTHS DECA Students and Mr. Jahn Tiger, DECA Advisor
- Jefferson Township Middle School 2025-2026 Schedule - Ms. Margaret Widgren, Principal
- Board Committee Structure - Ms. Charlene Peterson, New Jersey School Board Association Representative
- 2025-2026 Budget Update - Mrs. Rita Oroho Giacchi, School Business Administrator, and 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 Bylaw 0167):

1. The Public participation period shall be for thirty minutes or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to three minutes duration;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. Participants may not yield their time to another individual;
6. All statements shall be directed to the presiding officer;
7. The presiding officer may:
 - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b) Request any individual to leave the meeting when that person does not observed reasonable decorum;
 - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Please note that “Comments from the Audience” is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality.

While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.

H. STUDENT REPRESENTATIVES

I. COMMITTEE REPORTS

J. MINUTES OF MEETINGS

Motion by _____, seconded by _____, that the Executive Session minutes of the April 28, 2025 meeting be approved as submitted:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

Motion by _____, seconded by _____, that the Regular Meeting minutes of the April 28, 2025 meeting be approved as submitted:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

Motion by _____, seconded by _____, that the Executive Session (2) minutes of the April 28, 2025 meeting be approved as submitted:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ 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:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

K.1 Motion to approve the adoption of the Final Budget for School Year 2025-2026.

BE IT RESOLVED that the Final Budget be approved for the 2025-2026 school year using the 2025-2026 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
2025-2026 Total Expenditures	\$60,118,455	\$5,453,014	\$2,400,029	\$67,971,498
Less: Anticipated Revenues	\$9,521,851	\$5,453,014	\$225,898	\$15,200,763
Taxes to be Raised	\$50,596,604	\$0	\$2,174,131	\$52,770,735

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

Banked Cap Expiring in 2026-2027	\$0
Banked Cap Expiring in 2027-2028	\$154,313
Banked Cap Expiring in 2028-2029	\$0
2% Allowable Tax Levy Adjustment	\$978,817
Maximum Adjustment for Healthcare	\$676,924
Base 2024-2025	\$48,940,863
Total Available Tax Levy	\$50,750,917

and

WHEREAS, the Board has approved that there should be raised for the General Fund a tax levy of \$50,596,604, inclusive of adjustments totaling \$676,924,

NOW THEREFORE BE IT RESOLVED, the Board of Education includes in the Final Budget the adjustment for healthcare costs in the amount of \$676,924. The district intends to utilize this adjustment to maintain staffing and curricular expenditures. The Board of Education will incur these expenditures by June 30, 2026 and acknowledges that they cannot be deferred or incrementally completed over a longer period of time.

K.3 *BE IT RESOLVED*, the Board of Education includes in the 2025-2026 budget a capital reserve withdrawal in the amount of \$500,000 for:

- Partial Funding of the High School Sewage Treatment Plant Project

K.4 *WHEREAS*, school district policy and N.J.A.C. 6A:23A-7.3(a) provides 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 2025-2026 school year,

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2024-2025 school year was \$102,794; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$33,685 as of March 14, 2025,

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 2025-2026 at the sum of \$73,473, 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.5 *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,

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	7,500
11-000-217-320	Purchased Professional Extraordinary Services	48,881
11-000-218-320-390	Student Guidance Services - Medical Screenings	18,810
11-000-219-320	Purchased Prof-Ed Services - Educational/Medical Services Provided to Students	36,753

Account Code	Description	\$
11-000-219-390	Other Purchased Prof & Tech Services - Student Evaluations	12,000
11-000-223-320	Purchased Professional Development Services - Speakers	0
11-000-230-331	Legal Services	145,000
11-000-230-332	Auditor Fees	51,100
11-000-230-334	Architect/Engineer Services	50,000
11-000-230-339	Other Professional Services	10,800
11-150-100-320	Hospital-Based Homebound Instruction	25,000
	Total	436,144

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; and

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 2025-2026 school year.

K.6 Motion to approve the purchase order list dated April 2025 in the amount of \$81,441.23.

K.7 Motion to approve the vendors’ bills list for release, on or after May 13, 2025, in the amount of \$383,676.82.

K.8 Motion to approve the check register as of April 2025 in the amount of \$5,719,891.05.

Fund	Amount
General Fund (10)	\$5,266,870.22
Special Revenue Fund (20)	\$453,020.83
Total	\$5,719,891.05

K.9 Motion to approve the funds transfers in the 2024-2025 Fiscal Year, dated April 30, 2025, in the amount of \$367,414.48.

K.10 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 April 30, 2025, 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.11 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of March 31, 2025, 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.12 Motion to approve agreement with Rivalry Sports Medicine to provide substitute Athletic Trainer(s) for the 2025-2026 school year. Contract not to exceed \$6,500.

K.13 Motion to approve the appointment of Dr. Rajesh Raman as School Medical Inspector of Record at a fee of \$2,000 for the period of May 7, 2025 through June 30, 2025.

- K.14** Motion to approve the appointment of Dr. Rajesh Raman as School Medical Inspector of Record at a fee of \$20,000 for the 2025-2026 school year.
- K.15** Motion to approve and accept the agreement between the Wrestling Cooperative Sports Program (Co-Op) with Sparta Township School District to share services for coaching and transportation for a joint girls’ varsity wrestling team for the 2025-2026 school year.

K.16 *(Placeholder)* Motion to approve the following schedule to accept Tax Payments from the Township of Jefferson Municipal Office for the 2025-2026 School Year:

Month	Year	Current Expense	Debt Service
July	2025		
August	2025		
September	2025		
October	2025		
November	2025		
December	2025		
January	2026		
February	2026		
March	2026		
April	2026		
May	2026		
June	2026		
Totals			

K.17 Motion to accept the Food Service Management proposal from The Pomptonian, Inc. “FSMC” for the food service operation for 2025-2026.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$ per month as a cost of operation. The costs of operation and the administrative/management fee shall not be paid during periods of time when normal school operations are disrupted and shall be subject to renegotiation in the event that normal school operations are disrupted.

The FSMC guarantees the SFA a Breakeven operation for the 2025-2026 school year.

K.18 Motion to accept the following donations in accordance with Policy #7230, Gifts, Grants, and Donations.

Donor	Item/Purpose	Amount
Jefferson Township Education Foundation	Spring 2025 Grants	\$8,665.12

K.19 Motion to approve bus stop agreement between the Jefferson Township Board of Education and the First Impressions Day Care for the 2025-2026 school year.

L. PERSONNEL

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.2, as described below:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

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

* Mentor required

B. LEAVES OF ABSENCE		
Employee ID#	Nature of Action	Effective

* Non-tenured staff; leave granted at sole discretion of the Board.

C. SUBSTITUTE					
Name	Nature of Action	Position	Location	Date Effective	Date Termin.

D. BEDSIDE INSTRUCTION					
Name	Nature of Action	Position	Location	Date Effective	Date Termin.

E. STUDENT CLINICAL PLACEMENT						
Name	College	Subject Area	Location	Date Effective	Date Termin.	Discussion

F. 8th GRADE PHILADELPHIA TRIP 11-401-100-101-007							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion

G. 2024-2025 SCHOOL YEAR JTHS COACHING STAFF									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Date Effective	Date Termin.	Discussion
Spring									

H. EXTENDED SCHOOL YEAR							
Name	Nature of Action	Position/Control Number	Salary	Loc.	Date Effective	Date Termin.	Discussion

* Additional prep time not to exceed 3 hours

L.2 Motion to approve the following corrections to the April 28, 2025 Minutes:

Name	Position	Base	Stipend	Total	Discussion

L.3 Motion to approve the following corrections to the July 17, 2024 Minutes:

D. 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.3, as described below:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

M.1 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for March 17, 2025 through April 28, 2025.

M.2 Motion to approve the 2025-2026 Revised School Year Calendar and the 2026-2027 School Year Calendar.

M.3 Motion to approve the following day field trips:

School, Group/Activity	Location
Briggs Elementary School, Grade K	Sussex, NJ
White Rock Elementary School, Grades 3, 4, & 5	Oak Ridge, NJ
Stanlick Elementary School, Grades 3, 4, & 5	Oak Ridge, NJ
Briggs Elementary School, Grade K	Wharton, NJ
Cozy Lake Elementary School, Grade K	Oak Ridge, NJ
JTHS Transition STEP Program	Ledgewood, NJ
JTHS Transition STEP Program	Newton, NJ
JTHS Transition STEP Program	Rockaway, 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:

_____ Mr. Brown	_____ Mr. Natale	_____ Mr. Stewart
_____ Mrs. Grater	_____ Mrs. Perez	_____ Mrs. Wildermuth, <i>Vice President</i>
_____ Mrs. Mallimo-Orna	_____ Mrs. Small	_____ Mrs. Poulas, <i>President</i>

N.1 Motion to approve the Second Reading of the following Bylaws, Policies and Regulations (*available on district website for review*):

File Code	Title	Nature of Change

KEY: P - Policy R - Regulation N – New RV – Revised M - Mandate A - Abolish

N.2 Motion to approve the submission of the proposed Comprehensive Equity Plan for school years 2025-2026 through 2027-2028.

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 April 28, 2025 through May 12, 2025:

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

- Enrollment as of April 30, 2025:

	April 2024	April 2025
Grades PreK	252	297
Grades K-5	1,046	1,033
Grades 6-8	571	550
Grades 9-12	829	787
TOTAL	2,698	2,667
Tuition students received	1	2
Out-of-district placement	19	17

P. COMMUNICATIONS

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

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 12th day of May, 2025, 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.

_____ Mr. Brown

_____ Mrs. Grater

_____ Mrs. Mallimo-Orna

_____ Mr. Natale

_____ Mrs. Perez

_____ Mrs. Small

_____ Mr. Stewart

_____ Mrs. Wildermuth, *Vice President*

_____ Mrs. Poulas, *President*