

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

Monday, March 16, 2020 6:30 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

- A.** Mr. Millar, 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 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:**

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

- D. CLOSED SESSION**

Motion by Mrs. Small, seconded by Mrs. Gould, that the Board of Education adopt the following resolution:

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of March, 2020 at 6:37 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 student related matters confidential by law.
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 7:05 PM.

- E. PRESENTATIONS**

- Mrs. Howe and Mrs. Giacchi presented the 2020-2021 Preliminary Budget.

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

- None

G. COMMITTEE REPORTS

- **Building Needs and Finance Committee** – Mrs. Wildermuth reported the Committee met on March 3 and discussed the budget calendar, emergency well pump repair at JTMS, Multimedia Broadcasting, and Journalism Academy tuition, 20-21 proposed lunch prices, RFP's: Educational Services, Mental Health Services & Food Services, 5K track update, mid-year student parking, facilities usage and Saturday custodian expense, Coronavirus, homebound instruction cost analysis, and the proposed 20-21 budget.
- **Policy and Personnel Committee** – Mr. Natale highlighted the meeting of March 2 with the following; open positions in district, coaching evaluations and communications for athletics teams. The Committee also discussed the categories of awards for the High School "Glammies". It was also noted that the April P&P meeting will be held on April 20th at 5:30 pm.
- **Education Committee** – Mrs. Small reported the Committee met on March 2 and discussed Middle School G&T Program, high school master schedule feedback, Positive Coaching Alliance update, JTHS Rise Program, Drug-Free Communities survey, athletes showering, Coronavirus update, 2020-2021 SY budget, and approval of day field trips. The Committee also moved the date of its next meeting to April 20 @ 6:30pm.

H. MINUTES OF MEETINGS

Motion by Mrs. Poulas, seconded by Mrs. Small, that the minutes of the following meetings be approved as submitted:

February 17, 2020 Executive Session Minutes (1) February 17, 2020 Executive Session Minutes (2)
February 17, 2020 Regular Meeting Minutes

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

Motion by Mrs. Poulas, seconded by Mrs. Small, that the minutes of the following meetings be approved as submitted:

March 9, 2020 Executive Session Minutes March 9, 2020 Special Meeting Minutes

<u>Absent</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Abstain</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

I. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mrs. Wildermuth, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through ~~I.14~~ I.12, as described below:

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

I.1 Motion to adopt 2020-2021 Budget Calendar (*attached*).

- I.2 WHEREAS**, the Jefferson Board of Education, in the County of Morris, New Jersey approves the *preliminary* 2020-2021 school district budget for submission to the Executive County Superintendent of Schools for review as follows:

General Fund	58,698,461
Special Revenue Fund	833,304
Debt Service Fund	2,549,044
Total	62,080,809

NOW THEREFORE BE IT RESOLVED, that there should be raised a total General Fund Tax Levy of \$ 44,287,305 and Debt Service \$ 2,325,779 for the ensuing School Year (2020-2021).

- I.3 WHEREAS**, the district has a taxing authority which is comprised of:

Banked Cap Expiring in 2021-2022	260,512
Banked Cap Expiring in 2022-2023	n/a
Banked Cap Expiring in 2023-2024	n/a
2% Allowable Tax Levy Adjustment	863,270
Base 2019-2020	43,163,523
Total Available Tax Levy	44,287,305

And

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$44,287,305,

WHEREAS, the **Banked Cap** will be used to implement revised Curricula for World Language in Grades 6-12, and instructional technology that is critical to educational programs and cannot be deferred or incrementally completed over a longer period of time,

NOW THEREFORE BE IT RESOLVED that the Jefferson Board of Education, in the County of Morris, New Jersey includes in the local tax levy the accumulated and unexpired Banked Cap taxing authority of \$260,512.

- I.4 RESOLVED**, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Jefferson 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 2020-2021 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2019-2020 was \$111,165; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$39,341.80 as of March 13, 2020,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2020-2021 at the sum of \$107,830, 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.

- I.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; 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	\$ 24,000
11-000-217-320	Purchased Professional Extraordinary Services	\$ 120,297
11-000-218-320-390	Student Guidance Services - Medical Screenings	\$ 19,804
11-000-219-320	Purchased Prof-Ed Services – Educational/Medical Services Provided to Students	\$ 78,394
11-000-219-390	Other Purchased Prof & Tech Services - Student Evaluations	\$ 30,000
11-000-223-320	Purchased Professional Development Services	\$ 15,000
11-000-230-331	Legal Services	\$ 175,000
11-000-230-332	Auditor Fees	\$ 36,000
11-000-230-334	Architect/Engineer Services	\$ 10,000
11-000-230-339	Other Professional Services	\$ 7,900
11-150-100-320	Hospital Based Homebound Instruction	\$ 30,000
	Total	\$ 576,695

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 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 2020-2021 school year.

- I.6** Motion to approve emergency expenses related to water tank replacement at middle school, as described below:

WHEREAS, beginning on Thursday, February 20, 2020 and extending through Friday, February 21, 2020, there was a well pump failure at the Jefferson Township Middle School and;

WHEREAS, this failure resulted in no potable water and no operating bathroom facilities, and

WHEREAS, this failure precipitated numerous initiatives to identify and repair the well water pump, and

WHEREAS, this failure triggered substantial unanticipated expenses such as supplying bottled water to address the immediate human needs and replacement of the well pump, and

WHEREAS, this compelled the Business Office to set aside the statutory purchasing protocols;

NOW THEREFORE BE IT RESOLVED, that the Board affirm that all expenses related to this repair be declared an emergency and advise the County Board of Education offices the same.

- I.7** Motion to approve the **purchase order** list dated February 2020 in the amount of **\$434,177.87**, which is inclusive of Referendum related purchase orders totaling **\$337,367.82**.

I.8 Motion to approve the check journal as of February 2020 in the amount of \$5,802,335.99.

Fund	Amount
General Fund (10)	\$ 5,482,600.48
Special Revenue Funds (20)	\$ 69,541.88
Referendum Fund (30)	\$ 250,193.63
Total	\$ 5,802,335.99

I.9 Motion to approve the vendors' bills list for release on or after March 17, 2020, in the amount of \$500,661.73.**I.10 Motion to approve the funds transfers in the 2019-2020 Fiscal Year, dated February 2020 in the amount of \$989,240.31.****I.11 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 29, 2020, 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).****I.12 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of January 31, 2020, 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.****J. PERSONNEL COMMITTEE**

Motion by Mr. Natale, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motion J.1, as described below:

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

J.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	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jason Kalish 11-000-240-103-008	Appoint	Interim Assistant Principal 15-80-82/abi		\$474/diem	JTHS	4/13/20	6/30/20	Replacing #783
Karl Mundi	Retirement	Principal 15-50-52/aae			Milton/Cozy Lake	6/30/20	7/1/20	Retiring after 13 years of service in district
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Karen Caruso 11-120-100-101-290	Appoint	Elementary Teacher (LTS) 10-30-30/agg		\$268.08/diem	Briggs	3/23/20	6/30/20	Replacing #1440 Over 60 days
Aleya Mannerberg	Appoint	Bedside Instruction		\$44.82/hr.	District	3/11/20	6/30/20	
Joseph Olean	Appoint	Bedside Instruction		\$44.82/hr.	District	3/4/20	6/30/20	
Elizabeth Carney	Retirement	School Nurse 10-40-40/abu			Milton	6/30/20	7/1/20	Retiring after 25 years of service in district
Kelly Tarsitano	Resignation	Language Arts Teacher 11-130-100-101-007			JTMS	6/30/20	7/1/20	

#324	Adjusted Medical Leave	10-50-50/ahj			Cozy Lake	3/13/20	4/18/20	Utilizing 12 personal illness days
#362	Extended Medical Leave	10-70-70/ajj			JTMS	11/22/19	3/14/20	Utilizing 30 personal illness days, 1 personal day and 38 unpaid days
#1603	Medical Leave	10-60-60/ahv			White Rock	4/16/20	6/23/20	Utilizing 48 personal illness days
#1736	Extended Medical Leave	10-70-70/apc			JTMS	1/2/20	3/21/20	Utilizing 50 personal illness days
#2407	Extended Medical Leave	10-70-70/apl			JTMS	10/23/19	3/7/20	Utilizing 62 personal illness days and 19 unpaid days
#2972	Adjusted Family Leave	10-70-70/bjc			JTHS	12/18/19	3/7/20	Utilizing 4 family illness days and 51 unpaid days

*Requires mentoring

C. NON-INSTRUCTIONAL

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Gerard Gauthier 11-000-270-160-000	Adjusted Start Date	Bus Driver 10-90-90/bfe	1	\$23.31/hr.	Transportation	2/25/20	6/30/20	Replacing J. Bystrak
Dana Huckle 11-000-217-106-007	Appoint	Special Education Aide 09-70-70/bsp	1	\$22.10/hr.	JTMS	3/9/20	6/30/20	Replacing A. Sommers Not to exceed 5 hrs./day
Tara D'Antoni-Smeilus 11-213-100-106-003	Extra Hours	Special Education Aide 09-30-30/bmc			Briggs	5/15/20	5/16/20	Not to exceed 3 hrs. for field trip
Lisa Kasica 11-000-217-106-001	Extra Hours	Special Education Aide 09-10-10/bzk			Stanlick	6/9/20	6/10/20	Not to exceed 5 hrs. for field trip
Stacy Segond 11-000-217-106-003	Extra Hours	Special Education Aide 09-30-30/bmg			Briggs	5/15/20	5/16/20	Not to exceed 3 hrs. for field trips
Noreen Teklits 11-209-100-106-001	Extra Hours	Special Education Aide 09-10-10/bsi			Stanlick	6/9/20	6/10/20	Not to exceed 5 hrs. for field trip
Gabrielle Woelful 11-213-100-106-003	Extra Hours	Special Education Aide 09-30-30/bzo			Briggs	5/15/20	5/16/20	Not to exceed 3 hrs. for field trip
Jeanne Hantson	Retirement	Special Education Aide 09-80-80/bnv			JTHS	6/30/20	7/1/20	Retiring after 25 years of service in district
Yolanda Morano	Retirement	Secretary/Group IV 12-10-12/aes			Stanlick	6/30/20	7/1/20	Retiring after 4.5 years of service in district
Frank Slusark	Retirement	Bus Driver 10-90-90/bfj			Transportation	6/30/20	7/1/20	Retiring after 11 years of service in district
#502	Medical Leave	09-80-80/bbf			JTHS	3/24/20	4/1/20	Utilizing 6 personal illness days
#1439	Medical Leave	12-60-62/akw			Facilities	2/18/20	3/7/20	Utilizing 14 personal illness days
#1577	Extended Medical Leave	10-90-90/azx			Transportation	10/18/19	5/19/20	Utilizing 79.5 personal illness days, 1.5 personal days, 48 unpaid days
#2429	Extended Medical Leave	09-60-60/bci			White Rock	2/4/20	6/23/20	Utilizing 94 personal illness days
#2465	Medical Leave	09-70-70/beq			JTMS	5/5/20	5/12/20	Utilizing 5 personal illness days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Alyssa Adler	Appoint	Substitute Teacher		\$90/diem	District	3/17/20	6/30/20	
Cristina Bernotas	Appoint	Substitute Teacher		\$90/diem	District	3/3/20	6/30/20	
Emile Catanzaro	Appoint	Substitute Custodian		\$18/hr.	District	3/17/20	6/30/20	
Brian Pimley	Appoint	Substitute Custodian		\$18/hr.	District	3/2/20	6/30/20	

E. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Christine Cocca	Appoint	Nurse		\$200/diem	JTHS	3/3/20	3/5/20	Pro-rated; Not to exceed 2 hours for after school activity

F. 2019-2020 SCHOOL YEAR COACHING STAFF**Spring**

Name	Nature of Action	Position	Step	Base	Longevity	Salary	Loc.	Date Effective	Date Termin.
Samantha Keating*	Appoint	Assistant Softball	N/A	N/A	N/A	Volunteer	JTHS	2/19/20	6/30/20
Philip Ruffo*	Appoint	Assistant Softball	N/A	N/A	N/A	Volunteer	JTHS	2/19/20	6/30/20
Michael Smith*	Appoint	Assistant Lacrosse	N/A	N/A	N/A	Volunteer	JTHS	3/17/20	6/30/20
Trevor Thompson*	Appoint	Assistant Baseball	N/A	N/A	N/A	Volunteer	JTHS	2/19/20	6/30/20

*Out of District Coach

K. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

Motion by Mrs. Small, seconded by Mrs. Gould, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through ~~K.6~~ K.3, as described below:

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Absent</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

K.1 Motion to affirm Superintendent's report on incidences of Harassment, Intimidation and Bullying findings reported for January 20, 2020 through February 17, 2020.

K.2 Motion to **rescind student placement** for the **2019-2020** school year, as indicated below plus related services as needed:

Student	School	Tuition	Discussion
9977089348	Stepping Stone School	\$18,067.89	Effective 3/6/2020
1592034201	Central Park School	\$34,935.60	Effective 3/6/2020

K.3 Motion to approve the following **Day Field Trips**:

School/Group/Activity	Location
High School Habitat for Humanity Club	Succasunna, NJ

L. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidences (HIB) for the period of February 18, 2020 through March 16, 2020.

School	Incidents Reported	Confirmed Incidents of HIB	Unconfirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	1	0	1	0
Milton	0	0	0	0
Cozy Lake	0	0	0	0
White Rock	0	0	0	0
Jefferson Twsp. Middle School	3	2	1	0
Jefferson Twsp. High School	4	1	3	0

Enrollment as of 2/28/20:

	Feb 2019	Feb 2020
Grades Pre-K-2	610	579
Grades 3-5	610	582
Total Elementary	1,220	1,161
Grades 6-8	731	688
Grades 9-12	977	960
GRAND TOTAL	2,928	2,809
Tuition students received	6	0
Out-of-district placement	32	33

M. COMMUNICATIONS

- None

N. PUBLIC COMMENTS

- An audience member thanked the Board and Mrs. Howe for making the difficult decision to close school.

O. OLD BUSINESS

- None

P. NEW BUSINESS

- The Board discussed the schedule for the next Building Needs and Finance Committee meeting.
- Mr. Wasserman highlighted information in the New Jersey School Boards Association periodical “School Board Notes” on rescinding motions.

Q. CLOSED SESSION

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

R. ADJOURN

Motion by Mrs. Poulas, seconded by Mrs. Gould, to adjourn the meeting at 7:50 pm.

Aye Mrs. Gould

Aye Mrs. Small

Aye Mrs. Wildermuth

Aye Mr. Martorelli

Absent Mr. Stewart

Aye Mrs. Poulas, *Vice President*

Aye Mr. Natale

Aye Mr. Wasserman

Aye Mr. Millar, *President*

Jefferson Township BOE	
2020-2021 Budget Calendar	
Date	Action
November 15, 2019	Grant access to departments/schools to enter budget
December 13, 2019	Deadline to submit budget
December 13, 2019	Central Office Administration commences review
Various Dates	Board Committee review as needed
March 16, 2020	Board Meeting to Adopt Preliminary Budget
March 20, 2020	Deadline to submit tentative Budget to County Office for Review
April 20, 2020	Last day to advertise for earliest public hearing, no later than 4 days prior to hearing date.
April 20, 2020	Last day for DOE to approve budget.
April 24 - May 7, 2020	Date range for Budget Public Hearing (usually coincides with Budget Adoption)
Within 48 Hours of Budget Adoption	Post User-Friendly Budget on District Website