

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

Monday, November 21, 2022

5:30 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. Mrs. Poulas, called the meeting to order at 7:43 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. Perez	<u>Aye</u> Mr. Terpstra (Arrived @ 6:02pm)
<u>Absent</u> Mr. Millar	<u>Aye</u> Mrs. Small (Arrived @ 6:14pm)	<u>Aye</u> Mrs. Wildermuth, Vice President
<u>Aye</u> Mr. Natale (Arrived @ 6:08pm)	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, President

Absent Nicholas Roberts, Student Representative

Absent Robert McKoy, Student Representative

D. **CLOSED SESSION**

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

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra (Arrived @ 6:02pm)
<u>Absent</u> Mr. Millar	<u>Aye</u> Mrs. Small (Arrived @ 6:14pm)	<u>Aye</u> Mrs. Wildermuth, Vice President
<u>Aye</u> Mr. Natale (Arrived @ 6:08pm)	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, President

BE IT RESOLVED, by the Jefferson Township Board of Education on this 21st day of November, 2022 at 5:39 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 personnel and student 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. Small, seconded by Mr. Natale, that the meeting is called to public session at 7:40 PM.

Aye Mrs. Gould Aye Mrs. Perez Aye Mr. Terpstra (Arrived @ 6:02pm)
Absent Mr. Millar Aye Mrs. Small (Arrived @ 6:14pm) Aye Mrs. Wildermuth, *Vice President*
Aye Mr. Natale (Arrived @ 6:08pm) Aye Mr. Stewart Aye Mrs. Poulas, *President*

E. PRELIMINARY ELECTION RESULTS Three Year Terms – January 1, 2023 – December 31, 2025 (3 seats)

<u>Name</u>	<u>Votes</u>
Jamie Grater	3,771
Christine Mallimo-Orna	3,131
Michael Stewart	3,531
Adele Wildermuth	3,581

F. SUPERINTENDENT'S REPORT

- Mrs. Howe reported on the Good News and Progress in our schools including an update that the district will receive funding for the preschool program.

G. PRESENTATIONS

- Due to a scheduling conflict, Mr. Ray Sarinelli, Jr., of auditing firm Nisivoccia, LLP was unable to attend this evening's meeting. Mr. Sarinelli will present the 2021-2022 Annual District Audit at the December 19, 2022 meeting. Mrs. Giacchi noted there were no audit findings, however, there was a qualified opinion due to the delayed release of information by the Department of Treasury's Division of Pension and Benefits. This is not significant to the district's financial standing as the responsibility belongs to the State of NJ. The motion to approve the audit report will remain on the agenda for approval tonight so the district can meet the regulatory reporting obligations.

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

- None

I. STUDENT REPRESENTATIVES

- None

J. COMMITTEE REPORTS

- **Policy & Personnel Committee** - Mrs. Perez reported the Committee met on November 14, 2022 and discussed open positions in the district, the use of school facilities policy and regulation, student transportation policy and regulation, student use of vehicles regulation, EDP job descriptions and the substitute rates for teachers and job coaches.
- **Education Committee** - Mrs. Small reported the Committee met on November 14, 2022 and reviewed the 2022-2023 Nursing Services Plan, "no backpack" rule at JTMS, LinkIt! Data and NJSLA comparisons, curriculum, and approval of day and overnight field trips. Mrs. Gould requested feedback on the 7th grade field trip. Mr. Jinks reported that the middle school administration is actively looking into it with the team coordinators. Mrs. Gould also asked for clarity on the severity of the NJSLA scores. Mrs. Small clarified that they looked into the details on who was teaching, when, and the impact of Covid. Mrs. Howe reported that the supervisors and principals are meeting with staff to review how to better support the students.

- **Building Needs and Finance Committee** - Mr. Terpstra reported the Committee met on November 16, 2022 and reviewed the facilities projects updates, demographer update, use of the Milton School building, preschool grant updates, 22-23 budget updates, 23-24 budget process updates, Capital Improvement grant opportunities, 21-22 audit presentation and fees, and the teacher substitute rates of pay. Mrs. Gould requested information on the roof bids. Mrs. Giacchi provided clarifying information.
- New Jersey Schools Boards Association - Mr. Stewart reported that school safety was the topic of discussion at the November meeting.
- Morris County School Boards Association - Mr. Natale reported the topics of discussion were school ethics and HIB.
- Morris County Education Services Commission - Mrs. Gould reported the ESC is creating a pool of services for districts and that the ESC is compiling information from districts.

K. MINUTES OF MEETINGS

Motion by Mrs. Small, seconded by Mr. Natale, that the minutes of the **October 17, 2022 Regular Meeting** be approved as submitted:

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

Motion by Mrs. Gould, seconded by Mrs. Small, that the minutes of the **October 17, 2022 Executive Session Meeting Minutes** be approved as submitted:

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

Motion by Mr. Stewart, seconded by Mrs. Gould, that the minutes of the **November 2, 2022 Special Meeting** be approved as submitted:

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

Motion by Mr. Natale, seconded by Mr. Stewart, that the minutes of the **November 2, 2022 Special Closed Session (1) Meeting** be approved as submitted:

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

Motion by Mrs. Gould, seconded by Mr. Stewart, that the minutes of the **November 2, 2022 Special Closed Session (2) Meeting** be approved as submitted:

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

L. FINANCE AND BUILDING NEEDS

Motion by Mr. Terpstra, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.16, as described below:

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

L.1 Motion to accept and approve the July 1, 2021 through June 30, 2022 **Comprehensive Annual Financial Report**, which contains no audit recommendations. *(copy available for review)*

L.2 Motion to approve the purchase order list dated October 2022 in the amount of **\$467,857.75**.

L.3 Motion to approve the check register as of October 2022 in the amount of **\$5,560,777.94**.

Fund	Amount
General Fund (10)	\$5,548,739.26
Special Revenue Funds (20)	\$100,788.68
Referendum Fund (30)	\$1,250.00
Total	\$5,650,777.94

L.4 Motion to approve the vendors' bills list for release on or after November 22, 2022, in the amount of **\$901,325.91**.

L.5 Motion to approve the funds transfers in the 2022-2023 School Year, dated October 2022 in the amount of **\$222,339.53**.

L.6 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 October 31, 2022, 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).

L.7 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of September 30, 2022, 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.

L.8 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 2023-2024 school year from its authorized vendors (hosted via the Educational Services Commission of Morris County).

L.9 Motion to **designate the source of funding** for the following individuals as the **FY 2023 Elementary and Secondary Education Act (ESEA) Title IA** grant:

Name	Nature of Action	Position	Salary	Grant Portion of Salary	Location	Date Effective	Date Termin.
Venturino, Gerald	Appoint	Teacher	\$91,859	\$20,000	Briggs/Stamlick	11/1/2022	6/30/2023
Millar, Dana	Appoint	Teacher	\$68,062	\$20,000	Briggs/Stamlick	11/1/2022	6/30/2023
Langner, Paula	Appoint	Teacher	\$84,408	\$20,000	Stamlick	11/1/2022	6/30/2023

- L.10** Motion to accept the following **donations** in accordance with Policy #7230, Gifts, Grants and Donations.

Item/Purpose	Grantor	Amount
A. Anthony Muller Scholarship Fund	Marguerite M. Muller	\$ 4,500.00
2022 Fall Teacher Grants	Jefferson Township Education Foundation	\$4,739.71
2022 Wish List Grants	Jefferson Township Education Foundation	\$14,794.88

- L.11** Motion to approve Change Order #001 in the amount of \$14,242.72 to Reiner Group, Inc. for modifications to the original scope of work in the HVAC Upgrades at Jefferson Township Middle School, resulting in an overall reduction of \$85,727.28, inclusive of the project allowance, as described below:

Original Contract Amount	\$936,777.00
Change Order #001	\$14,242.72
Remaining Allowance	\$85,727.28
New Contract Amount	\$851,019.72

- L.12** Motion to approve **Interlocal Vehicle Sale Agreement** between the Hunterdon County Educational Services Commission and the Jefferson Township Board of Education to auction one (1) school bus. *(Appendix B)*

- L.13** Motion to award bid #2023-004 Cozy Lake Roof Bid to Sky General Construction, in the amount of \$714,000, pending attorney review. *(Appendix C)*

- L.14** Motion to accept the **2023 Preschool Education Aide (PEA)** grant in the amount of \$1,034,483.00. *(Appendix D)*

- L.15** Motion to approve the disposal of obsolete equipment, in accordance with Policy #7300, Disposition of Property, as shown below:

School/Department	Equipment Description Model and/or Serial Number	Tag number
JTHS Main Office	Laminator	005186

- L.16** 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)*.

M. PERSONNEL

Motion by Mrs. Perez, seconded by Mr. Natale, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.6, as described below:

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

At this time, Mr. Natale acknowledged the retirement of Mrs. Malloy, Technology Department Secretary.

Mrs. Giacchi read into the minutes a correction for Motion M.3, Line 15.

- M.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	Location	Date Effective	Date Termin.	Discussion	
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Location	Date Effective	Date Termin.	Discussion
Bradley, Edward 11-209-100-101-001	Appoint	Special Education Teacher 10-10-10/BOJ	MA/10	\$64,306	Stanlick	11/14/22	6/30/23	Replacing K. Brammer
Brennan, Katlyn 20-218-100-101-003	Appoint	Preschool Teacher	BA/2	\$56,375	Briggs	1/3/23	6/30/23	Preschool Expansion Aid
Cole, Caroline 20-218-100-101-003 20-218-100-101-005	Appoint	Preschool Relief Teacher	BA/5	\$58,075	Briggs/ Cozy Lake	1/3/23	6/30/23	Preschool Expansion Aid
Lent, Elizabeth 20-218-100-101-005	Appoint	Preschool Teacher	BA+15/1	\$56,975	Cozy Lake	1/3/23	6/30/23	Preschool Expansion Aid
Luongo, Robert 11-213-100-101-000	Appoint	Resource Teacher (LTS) 10-70-70/AUE		\$200/diem	JTMS	9/6/22	12/22/22	Covering #1284, more than 20 days
Myslinski, Ryan 11-213-100-101-008	Appoint	Special Education Teacher 10-80-80/AUD	BA/8	\$59,675	JTHS	1/3/23	6/30/23	Replacing C. Beier
Niedenthal, Agnieszka 11-240-100-101-000	Appoint	Teacher of ESL (LTS) 10-30-30/AJU 10-10-10/AOE		\$200/diem	Briggs/ Stanlick	11/14/22	12/22/22	Covering #2829, more than 20 days
Povinelli, Kaitlyn 20-218-100-101-005	Appoint	Preschool Teacher	BA/13	\$63,110	Cozy Lake	1/3/23	6/60/23	Preschool Expansion Aid
Rosenberg, Jessica 11-000-222-104-001 11-000-222-104-003 11-000-222-104-005 11-000-222-104-005	Appoint	Media Specialist 10-30-30/ACR 10-60-60/ACS	BA+15/3	\$57,975	Briggs/ Stanlick/ Cozy Lake/ White Rock	11/28/22	6/30/23	Replacing C. Breznak
Staples, Karen 11-213-100-101-000	Appoint	Resource Teacher (LTS) 10-70-70/AUE		\$200/diem	JTMS	9/6/22	12/22/22	Covering #1284, more than 20 days
Torres, Patricia 11-120-100-101-005 11-120-100-101-006	Appoint	Elementary Teacher (LTS) 10-50-50/ANA 10-60-60/ANY		\$200/diem	Cozy Lake/ White Rock	10/31/22	12/18/22	More than 20 days, temporary coverage, elementary spanish
Torres, Patricia 11-240-100-101-000	Appoint	Teacher of ESL (LTS) 10-30-30/AJU 10-10-10/AOE		\$200/diem	Briggs/ Stanlick	1/3/23	2/3/23	Covering #2829, more than 20 days
Vella, Cynthia 11-204-100-101-290	Appoint	Teacher LLD (LTS) 10-70-70/CBD		\$200/diem	JTMS	9/22/22	11/4/22	Covering #2382, more than 20 days

Vera, Calie 20-218-100-101-003	Appoint	Preschool Teacher	BA/2	\$56,375	Briggs	1/3/23	6/30/23	Preschool Expansion Aid
Warden, Christopher 11-120-100-101-001	Appoint	Elementary Teacher (LTS) 10-10-10/AGI		\$200/diem	Stanlick	11/9/22	1/19/23	Covering #2114, more than 20 days
Storbeck, Hannah 11-213-100-101-007	Appoint	Special Education Teacher 10-70-70/AJF	BA/1	\$55,875	JTMS	11/22/22	6/30/23	Replacing S. DeGeorge
Delanoy, Meghan 11-000-218-104-007	Resignation	School Counselor 10-70-70/ACH			JTMS	1/14/23	1/15/23	
Agnic, Melanie 11-000-219-104-007 11-000-219-104-008	Schedule Adjustment	School Social Worker 10-70-70/AAB			JTHS/ JTMS	12/17/22	6/30/23	3 days/week JTHS, 2 days/week JTMS
Brammer, Katie 11-230-100-101-001 11-230-100-101-003	Schedule Adjustment	Special Education Teacher 10-10-10/BYC			Stanlick/ Briggs	11/14/22	6/30/23	Replacing K. Fairclough
DiMaggio, Danielle 11-000-213-101-000	Extra Hours	School Nurse 10-70-70/ABA			District	11/7/22	6/30/23	Not to exceed 6.25 hrs./week for student transportation
Hirsch, Jennifer 11-000-213-101-003	Extra Hours	School Nurse 10-30-30/ABX			Briggs	11/7/22	6/30/23	Not to exceed 6.25 hrs./week for student transportation
Hollar, Kimberly	Appoint	Bedside Instruction		\$48.15/hr.	District	11/4/22	6/30/23	
#3239	Medical Leave	10-10-10/ABV			Stanlick	11/9/22	2/3/23	Utilizing 19 personal illness days
#2829	Medical Leave	10-30-30/AJU 10-10-10/AOE			Briggs/ Stanlick	11/14/22	2/3/23	Utilizing 50 personal illness days
#2498	Medical Leave	10-10-10/AGA			Stanlick	2/27/23	4/21/23	Utilizing 34 sick days
#2498	Family Leave	10-10-10/AGA			Stanlick	4/23/23	6/23/23	Utilizing unpaid days
#3122	Medical Leave	10-60-60/ADQ			White Rock	1/23/23	3/14/23	Utilizing 30 personal illness, 4 family illness, 2 personal days
#3122	Family Leave	10-60-60/ADQ			White Rock	3/15/23	6/23/23	Utilizing unpaid days
#2382	Medical Leave Adjustment	10-70-70/CBD			JTMS	9/22/22	11/4/22	Utilizing 10 additional personal illness days
#1284	Medical Leave Adjustment	10-70-70/AUE			JTMS	12/7/22	12/22/22	Utilizing 12 additional personal illness days

*Requires mentoring

C. NON-INSTRUCTIONAL

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Location	Date Effective	Date Termin.	Discussion
Grant, Anthony 11-000-217-106-001	Appoint	Special Education Aide 09-10-10/BIM	1	\$23.93/hr.	Stanlick	11/22/22	6/30/23	Not to exceed 7 hrs./day, 4 days/week. Replacing C. Warden
Seeley, Jennifer 11-213-100-106-005	Appoint	Special Education Aide 09-50-50/BBH	1	\$23.93/hr.	Cozy Lake	11/28/22	6/30/23	Not to exceed 5.75 hrs./day, 5 days/week
Betancourth, Delia 11-000-270-160-000	Schedule Adjustment	Bus Driver 10-90-90/AZX			Transportation	11/16/22	6/30/23	Not to exceed 5 hrs./day
Bley, Bryann 11-000-217-106-001	Schedule Adjustment	Special Education Aide 09-10-10/BCY			Stanlick	10/24/22	6/30/23	Not to exceed 7 hrs./day, 4 days/week
Bystrak, James 11-000-270-160-000	Schedule Adjustment	Bus Driver 10-90-90/BFK			Transportation	11/7/22	6/30/23	Not to exceed 5.33 hrs./day
Dragona, Maureen 11-000-270-107-000	Schedule Adjustment	Bus Aide 09-90-90/BGW			Transportation	11/16/22	6/30/23	Not to exceed 5.67 hrs./day
Finizio, Diane 11-000-270-107-000	Schedule Adjustment	Bus Aide 09-90-90/BYB			Transportation	11/1/22	6/30/23	Not to exceed 5.33 hrs./day
Krakowski, Janice 11-000-270-107-000	Schedule Adjustment	09-90-90/BJI Bus Aide			Transportation	11/7/22	6/30/23	Not to exceed 3.83 hrs./day
Lamendola, Angela 11-214-100-106-005	Account Code Change/Schedule Adjustment	Special Education Aide 09-50-50/BBE			Cozy Lake	10/18/22	6/30/23	Not to exceed 5.75 hrs./day
Maron, Gina 11-214-100-106-005	Schedule Adjustment	Special Education Aide 09-50-50/BAH			Cozy Lake	10/19/22	6/30/23	Not to exceed 4 hrs./day
Orabone, Heather 11-000-270-160-000	Schedule Adjustment	Bus Driver 10-90-90/AZX			Transportation	11/16/22	6/30/23	Not to exceed 6.75 hrs./day
St. Clair, Diane 11-000-270-160-000	Schedule Adjustment	Bus Driver 10-90-90/BFP			Transportation	11/7/22	6/30/23	Not to exceed 6.33 hrs./day
Wisniewski, Leslie 11-215-100-106-003	Schedule Adjustment	Special Education Aide 09-30-30/BMP			Briggs	11/9/22	6/30/23	Not to exceed 21 hrs./week
Gould, Anna 11-209-100-106-007	Transfer	Special Education Aide 09-70-70/BHV			JTMS	11/28/22	6/30/23	Replacing A. Niedenthal

Malloy, Linda 11-000-252-100-000	Retirement	Secretary - III Technology 12-80-82/ALS			District	12/31/22	1/1/23	Retiring after 18.5 years in district
#2528	Termination	10-90-90/BFO			Transportation	10/31/22	11/1/22	
#143	Medical Leave Adjustment	08-90-92/AEO			District	10/10/22	11/23/22	Utilizing 3 additional personal illness days
#820	Family Leave	09-70-70/BHU			JTMS	11/1/22	11/2/22	Utilizing unpaid days
#2731	Family Leave Adjustment	09-80-80/AAC			JTHS	9/1/22	11/23/22	Utilizing 21 additional unpaid days
#2088	Medical Leave	09-90-90/BGW			Transportation	11/14/22	12/26/22	Utilizing 25 personal illness days, 3 personal days, 8 unpaid days
#1991	Family Leave	08-80-82/BTC			District	11/4/22	11/4/22	Intermittent leave, utilizing 1 unpaid day
#1991	Family Leave	08-80-82/BTC			District	11/8/22	11/23/22	Utilizing 10 unpaid days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion
Cook, Kathryn	Appoint	Substitute Aide	\$15/hr.	District	11/18/22	6/30/23	
Fusaro, LeeAnne	Appoint	Substitute Job Coach	\$27/hr.	District	11/22/23	6/30/23	
Iftikhar, Najib	Appoint	Substitute Teacher	\$110/diem	District	10/28/22	6/30/23	\$125/diem rate effective 11/22/22
Jacobs, Shannon	Appoint	Substitute Job Coach	\$27/hr.	District	11/22/22	6/30/23	
Knox, John	Appoint	Substitute Teacher	\$110/diem	District	11/2/22	6/30/23	\$125/diem rate effective 11/22/22
Kiely, Shawn	Appoint	Substitute Custodian	\$18/hr.	District	10/21/22	6/30/23	
Melnyczuk, Rita	Appoint	Substitute Aide	\$15/hr.	District	10/18/22	6/30/23	
Mondaruli, Kristen	Appoint	Substitute Aide	\$15/hr.	District	10/18/22	6/30/23	
Niedenthal, Agnieszka	Appoint	Substitute Teacher	\$110/diem	District	10/3/22	6/30/23	\$125/diem rate effective 11/22/22
Peters, Shanna	Appoint	Substitute Job Coach	\$27/hr.	District	11/22/22	6/30/23	
Solicoto, Nicholas	Appoint	Substitute Teacher	\$110/diem	District	10/19/22	6/30/23	\$125/diem rate effective 11/22/22
Torres, Patricia	Appoint	Substitute Teacher	\$110/diem	District	10/19/22	6/30/23	\$125/diem rate effective 11/22/22
Wenzel, Robin	Appoint	Substitute Aide	\$15/hr.	District	12/1/22	6/30/22	
Young, Patricia	Appoint	Substitute Job Coach	\$27/hr.	District	11/22/22	6/30/23	
Zabriskie, Melissa	Appoint	Substitute Aide	\$15/hr.	District	11/4/22	6/30/23	

E. EXTRA DUTY PAY 2022/2023

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Brennan, Jessica	Appoint	Disney Club (1 of 2)	2	\$716.50	Briggs	9/6/22	6/30/23
Curry, Megan	Appoint	Garden Club (1 of 2)	2	\$716.50	Briggs	9/6/22	6/30/23
Dietz, Jessica	Appoint	Disney Club (2 of 2)	2	\$716.50	Briggs	9/6/22	6/30/23
Diaz, Nanette	Appoint	Spanish National Honor Society Advisor	1	\$716	JTHS	9/6/22	6/30/23
Hirsch, Jennifer	Appoint	Garden Club (2 of 2)	2	\$716.50	Briggs	9/6/22	6/30/23
Longo, JoAnna	Appoint	Lego Club	2	\$1,433	Briggs	9/6/22	6/30/23
Kirschner, Jessica	Rescind	Spring Musical: Choreographer	2	\$1,433	JTHS	9/1/22	6/30/23

F. 2022-2023 SCHOOL YEAR COACHING STAFF**WINTER**

Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
Butler, Matthew	Appoint	Head Skiing	3	\$5,448	\$0	\$5,448	JTHS	9/6/22	6/30/23

*Out of district coach

G. STUDENT INTERN/TEACHER

Name	School	Subject	Loc.	Date Effective	Date Termin.	Discussion
Florio, Jordan	William Paterson University	PE/Health	JTHS	1/23/23	5/12/23	Spring semester
Kochan, Meghan	William Paterson University	Elementary K-5	Briggs	1/23/23	5/12/23	Spring Semester
Kochan, Meghan	William Paterson University	Elementary K-5	Briggs	9/1/23	12/8/23	Fall Semester
Smith, Brianna	Ithaca College	Speech-Language Pathology	Cozy Lake	1/3/23	4/6/23	Spring semester
Struck, Madison	William Paterson University	Elementary K-3	White Rock	1/23/23	5/12/23	Spring semester

M.2 Motion to approve the following corrections to the October 17, 2022 Minutes, Section E-Non-Instructional:

Name	Nature of Action	Account	Deg/Step	Salary	Location	Date Effective	Date Termin.	Discussion
McConnon, Kristeen	Appoint	Unified Track - Aide		\$25.05/hr.	JTHS	9/6/22	6/30/23	Corrected name spelling and rate

M.3 Motion to approve Advanced Salary Placements retroactive to September 1, 2022 as indicated below:

Name	From	Present Salary	To	New Salary
Bassolino, Kimberly	MA+15/15	\$74,814	MA+30/15	\$80,829
Bavosa, Sherry	MA+30/17	\$90,591	MA+45/17	\$94,529
Bikofsky, Danielle	MA+30/10	\$70,031	MA+45/10	\$72,149
Bordeleau-Barreto, Gaby	MA/13	\$67,827	MA+15/13	\$70,141
Breznak, Christine	BA+15/10	\$61,960	MA/10	\$64,306
Chapman, Shannon	MA+30/13	\$75,428	MA+45/13	\$78,908
Crowe, Kelsey	MA+15/12	\$67,571	MA+30/12	\$72,882
Gage, Victoria	MA+30/10	\$69,316	MA+45/10	\$72,149
Giegerich, Danielle	MA/4	\$59,675	MA+15/4	\$60,775
Goldberg, Amanda	MA/3	\$58,315	MA+15/3	\$59,075
Hoffman, Beth	MA+15/21	\$93,996	MA+30/21	\$100,176
Johnston, Mary	MA+15/21	\$93,996	MA+45/21	\$104,439
Kelly, Jenna	BA+15/11	\$63,306	MA+15/11	\$67,571
Kulick, Lauren	MA/16	\$77,849	MA+15/16	\$79,786
Miceli, Sarah	MA+30/ 18 19	\$89,876 \$94,641	MA+45/ 18 19	\$94,529 \$98,829
Montgomery, Sarah	MA/7	\$62,335	MA+45/7	\$68,967
Olean, Joseph	MA/8	\$62,335	MA+30/8	\$66,984
Oyen, Kristen	MA/11	\$66,139	MA+15/11	\$67,571
Rebecky, Jo-Ann	MA/17	\$74,835	MA/17	\$82,559
Rowe, Kristie	BA/13	\$63,110	MA/13	\$68,542
Sabella, Jaclyn	BA+15/11	\$63,306	MA+15/11	\$67,571
Smith, James	MA/12	\$66,139	MA+15/12	\$67,571
Steinhilb, Jennifer	BA+15/10	\$61,960	MA/10	\$64,306
Thide, Jeremy	MA/5	\$60,275	MA+30/5	\$62,490
Vislosky, Stephanie	MA/5	\$60,275	MA+30/5	\$62,490
Ward, Elizabeth	MA/11	\$66,139	MA+15/11	\$67,571

M.4 Motion to approve the Instrumental Chamber Ensemble Extra Duty Pay Job Description.

M.5 Motion to establish the **per diem rate** for the following positions, effective November 22, 2022:

Position	# of Classroom Days	Per Diem Rate
Substitute Teacher	1-10	\$125.00
Substitute Teacher	11-20	\$155.00
Substitute Teacher	21+	\$175.00

M.6 Motion to establish the **hourly rate** for the following position, effective November 22, 2022:

Position	Hourly Rate
Job Coach	\$27.00

N. EDUCATION

Motion by Mrs. Small, seconded by Mr. Terpstra, to accept the recommendation of the Superintendent to approve and adopt motions N.1 through N.8, as described below:

Aye Mrs. Gould
Absent Mr. Millar
Aye Mr. Natale

Aye Mrs. Perez
Aye Mrs. Small
Aye Mr. Stewart

Aye Mr. Terpstra
Aye Mrs. Wildermuth, *Vice President*
Aye Mrs. Poulas, *President*

N.1 Motion to affirm Superintendent's report of zero incidents of Harassment, Intimidation and Bullying findings reported for September 19, 2022 through October 17, 2022.

N.2 Motion to **rescind** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
5822178989	Broadstep Academy	\$94,329.78	October 25, 2022

N.3 Motion to **approve** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
9623725406	Lamberts Mill Academy	\$50,091.23	10/24/22-6/30/23
4023853360	The Center School	\$66,199.23	10/24/22-6/30/23

N.4 Motion to approve the 2022-2023 **Nursing Services Plan**.

N.5 Motion to adopt **new curriculum** for 2023-2024 SY:

- Academy Introduction to Music Production Honors

N.6 Motion to approve the Safe Return Plan.

N.7 Motion to approve the following **day field trips**:

School/Group/Activity	Location
White Rock and Arthur Stanlick Elementary Schools Gifted and Talented Grade 2 and 3	Morristown, NJ
JTHS Madrigal Singers	West Milford, NJ
Ellen Briggs, Arthur Stanlick, Cozy Lake, White Rock Elementary Schools select students and JTMS Music Students	Lake Hopatcong, NJ
JTHS Technology Education Classes	Bloomfield, NJ
JTHS DECA	East Rutherford, NJ
JTHS CBI (Community Based Instruction)	Sparta, NJ
White Rock and Arthur Stanlick Elementary Schools Gifted and Talented Grade 4	Morristown, NJ
Cozy Lake Elementary School, Kindergartener	West Orange, NJ
White Rock and Arthur Stanlick Elementary Schools Chess Club Tournament	Lake Hopatcong, NJ
TMS, White Rock and Arthur Stanlick Elementary Schools, Debate Clubs	Morristown, NJ
JTMS Band and Chorus	Allentown, PA
JTHS Journalism and Communications	New York, NY

N.8 Motion to approve the following **overnight field trips**:

School/Group/Activity	Location
JTHS Softball Team	Orlando, FL

O. POLICY

Motion by Mrs. Perez, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motion O.1, as described below:

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mr. Terpstra

Absent Mr. Millar

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

O.1 Motion to approve the **First Reading** of the following Policies and Regulations (*copy available for review*):

File Code	Title	Action
5512p	Harassment, Intimidation, or Bullying	RV
5514r	Student Use of Vehicles	RV
7510r	Use of School Facilities	RV

KEY: A - Abolish

N - New

RV - Revised

M - Mandated

P. 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 October 17, 2022 through November 21, 2022.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	1	0	1	0
Cozy Lake	1	0	1	0
White Rock	0	0	0	0
Jefferson Twp. Middle School	2	2	0	0
Jefferson Twp. High School	17	3	12	2

Enrollment as of 10/31/22:

	October 2021	October 2022
Grades Pre-K-1	391	396
Grades 2-5	689	682
Total Elementary	1,080	1,078
Grades 6-8	564	577
Grades 9-12	927	876
GRAND TOTAL	2,571	2,531
Tuition students received	0	1
Out-of-district placement	25	26

Recognition of emergency school bus evacuation drills of November 7 & 8, 2022.

E.T. Briggs/Stamlick Schools November 8, 2022		Cozy Lake/ White Rock Schools November 8, 2022		High School/ Middle School November 7, 2022	
Route #	Observed By	Route #	Observed By	Route #	Observed By
H2	Thomsen	M1	Williams	HM01	Tobia
H3	Nimmo	M2	Reid	HM02	Tobia
H5	Nimmo	M3	Williams	HM04	Tobia
H6	Nimmo	M4	Williams	HM06	Tobia
H7	Nimmo	M9	Reid	HM07	Tobia
H8	Thomsen	M10	Williams	HM11	Tobia
H9	Nimmo	M11	Williams	HM12	Tobia
H11	Thomsen	M12	Williams	HM13	Tobia
H12	Nimmo	M13	Williams	HM14	Tobia
H15	Nimmo	M15	Reid	HM15	Tobia
V1AM	Nimmo	M16	Reid	HM16	Padelsky
V1MD	Nimmo	PEQ-A	Reid	HM18	Padelsky
V4AM	Nimmo	V2AM	Williams	HM19	Padelsky
V4MD	Nimmo	V2MD	Williams	HM20	Padelsky
		V3AM	Reid	HM23	Padelsky
				HM24	Padelsky
				HM27	Tobia
				HM29	Padelsky
				HM30	Tobia
				HM31	Padelsky
				HM32	Padelsky
				HM33	Padelsky
				HM34	Tobia
				HM35	Tobia
				HM36	Padelsky
				HM37	Padelsky
				HM38	Tobia
				HMV1	Tobia

Q. COMMUNICATIONS

- None

R. PUBLIC COMMENTS

- An audience member inquired about residency requirements.
- Mrs. Perez gave an update on the most recent SEPAG meeting and noted that resources for parents and guardians are on the district's website.

S. OLD BUSINESS

- None

T. NEW BUSINESS

- Board members discussed rules regarding meeting attendance. The process for notifying administration and the Board President of an absence was reviewed. It was determined that the Policy & Personnel Committee will review the related bylaw.

U. CLOSED SESSION

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

V. ADJOURN

Motion by Mrs. Small, seconded by Mr. Natale, to adjourn the meeting at 8:41 PM.

Aye Mrs. Gould

Absent Mr. Millar

Aye Mr. Natale

Aye Mrs. Perez

Aye Mrs. Small

Aye Mr. Stewart

Aye Mr. Terpstra

Aye Mrs. Wildermuth, *Vice President*

Aye Mrs. Poulas, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Lodging cost per night	Meal Cost	Transportation Fee \$	Mileage @ \$0.47/mi.	Total Expense (not including parking/tolls/misc. fees)
Kulick, Lauren	2/23/23 - 2/25/23	Atlantic City, NJ	NJMEA State Conference	\$180.00	-	-	-	\$187.06	\$367.06
Maxwell, Colleen	12/1/22	Succasunna, NJ	Using Poetry to Foster Innovation and Imagination in the Classroom	\$350.00	-	-	-	-	\$350.00
Miller, Kelly	3/21/22	Whippany, NJ	NJASBO Purchasing Seminar	\$175.00	-	-	-	\$16.36	\$191.36
Miller, Kelly	5/23/23	Whippany, NJ	NJASBO Accounts Payable Overview	\$125.00	-	-	-	\$16.36	\$141.36
Vandigriff, Patricia	12/1/22	Succasunna, NJ	Using Poetry to Foster Innovation and Imagination in the Classroom	\$350.00	-	-	-	-	\$350.00

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



Hunterdon County Educational Services Commission

37 Hoffmans Crossing Road

Califon, New Jersey 07830

Phone: (908)439-4280 Fax: (908) 975-3753

Corinne Steinmetz, Superintendent

Heidi Gara, SBA/Board Secretary

Interlocal Vehicle Sale Agreement

This Agreement is made this 15th day of November 2022, between the **HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION (HCESC)**, which has administrative offices at 37 Hoffmans Crossing Road, Califon, NJ 07830, and:

The **JEFFERSON TOWNSHIP BOARD OF EDUCATION (BOE)**, which has offices at 31 State Route 181, Lake Hopatcong, NJ 07849. In consideration of the mutual promises and covenants contained herein, in accordance N.J.S.A. 40A:65-1, et. seq. and N.J.S.A. 18A:6-51, et seq., the parties hereto agree as follows:

CONSIGNMENT & PROMOTION BY HCESC:

- Vehicle(s) will be available upon appointment for viewing Monday through Friday, 9am to 5pm at the Jefferson Township Municipal Garage located at 4 Sparta Mountain Road, Oak Ridge, NJ 07438. Telephone number to make an appointment is: 973-697-4300
- HCESC will promote the sale of above listed vehicle(s) to other BOE's, private contractors, brokers, or any other qualified buyer.
- HCESC will include the above listed vehicle(s) in our next HCESC BOE Sale of Transportation Vehicles Bid, advertising the sale of vehicle(s), and collect sealed bids from private bids to be opened at our Administration Office, as advertised.
- HCESC will actively promote the above listed vehicle(s) to other BOE's prior to and during the official public sale period. In the event the above listed vehicle(s) sell to another BOE prior to the sale, we will remove the affected buses from the public sale.
- HCESC will collect a 10% commission of the overall agreed sales price at the time the sale closes, and the sale is funded. Buyers will provide certified funds of 10% to HCESC, and the remaining 90% to the seller. HCESC will actively invoice and collect funds for the seller, and coordinate pickup of the vehicle between buyer and seller.
- BOE will be presented all offers received by HCESC and BOE will authorize acceptance, counter, or decline of each offer.
- In an effort to protect the promotional costs and efforts of HCESC, if all offers presented to BOE-owner of vehicle(s) are rejected, HCESC reserves the right to collect a 10% sales commission on subsequent sale of this/these vehicle(s) if the sale is the result of promotion efforts of HCESC (i.e. an HCESC-generated lead) for up to three months from the ending date of this agreement.
- 2-Way Radios, Camera Systems, Automatic Tire Chain Systems will be removed by the seller prior to sale of buses.
- Selling district's lettering and number shall be removed by the seller in a manner that won't damage the exterior finish of the bus, and WILL NOT spray paint over such lettering.

DESCRIPTION OF VEHICLE(S) ATTACHED. PLEASE SEE EXHIBIT "A"

This is to certify by signature that both parties agree to the terms set forth, as noted above:

JEFFERSON TOWNSHIP BOARD OF EDUCATION

SIGNATURE _____ DATE _____
Rita Oroho Giacchi, School Business Administrator PHONE # 973-663-5782 x5010

HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

SIGNATURE _____ DATE _____
Heidi Gara, School Business Administrator PHONE # 908-439-4280 x4503

EXHIBIT A. DESCRIPTION OF VEHICLE(S)

<u>Unit</u>	<u>VIN #</u>	<u>Brand/Chassis, Style, Model</u>	<u>YEAR</u>	<u># Pass</u>	<u>ENGINE</u>	<u>MILES</u>
17	4DRBUAAPXAB227826	IC CE Conventional Bus	2010	54	DT466	141,380

BIDDERS LIST	
Partial Roof Replacement at Cozy Lake Elementary School	
Prepared by Parette Somjen Architects	
Bids Due: November 16, 2022 @ 1:00PM	
PSA No. :9043	
Single Overall Contract	
BIDDERS	BASE BID
All Pro Management	
Arco Construction Inc	\$899,500. ⁰⁰
Badger Roofing	\$829,000. ⁰⁰
Beacon Building Products	
Construct Connect	
Construction Information Systems	
Dodge Construction Network	
Duga Construction, LLC	\$850,000. ⁰⁰
Laumar Roofing Co. Inc	\$769,000. ⁰⁰
Mak Group, LLC	
Northeast Roof Maintenance, Inc.	\$910,000. ⁰⁰
Patwood Roofing Company	\$869,000. ⁰⁰
Sky General Construction	\$714,000. ⁰⁰
SMAC Corp.	
USA General Contractors Corp.	\$893,000. ⁰⁰
VMG Group -Mike's Roofing	\$810,000. ⁰⁰



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.
Acting Commissioner

November 18, 2022

Mrs. Jeanne Howe, Superintendent
Jefferson Township Public School District
31 Route 181
Lake Hopatcong, New Jersey 07849

SUBJECT: 2022-2023 Preschool Education Aid (PEA) Application

Dear Mrs. Howe:

In accordance with the Notification of Funding Opportunity issued by the New Jersey Department of Education, Division of Early Childhood Services (DECS), the Jefferson Township Public School District submitted an application to receive Preschool Education Aid (PEA), including the required One-Year Operational Plan and Budget Workbook for the 2022-2023 school year. Based on a thorough review, we are pleased to notify you that Jefferson Township Public School District application is approved. Congratulations!

The Jefferson Township Public School District will receive \$1,034,483 in PEA. With this and other funding, the district indicates that it will serve 73 full-day, general education preschool children in 2022-2023. Please note that PEA is intended to fund only general education students. Preschoolers with disabilities, regardless of whether they are served in self-contained or inclusive settings, are included in the resident enrollment count which is used to determine State aid pursuant to the School Funding Reform Act (SFRA). Therefore, districts should use local funds and funds made available under SFRA, excluding PEA for the education of students with disabilities. In addition, IDEA Part B funds may be used to pay for the excess cost of educating preschool students with disabilities. PEA is based upon your approved projected enrollment.

If a LEA is offering a full-day, general education program for its general education preschool students, in accordance with *N.J.A.C. 6A:14-4.1(c)*, preschool children with disabilities must have access to a full-day program as well. This applies to preschoolers with disabilities, either in an educational or special education setting, within the district or within separate public or approved private schools for students with disabilities.

If tuition was collected for any in-district children, all funding for the 2022-2023 school year must be returned to the families. Please note that the district may only take out-of-district tuition students if space is available after eligible district children are served. Beginning in 2022, preschool student tuition must be charged at a rate comparable to the per pupil rate provided in State aid. The costs for

tuition students can either be fully charged to the family or offset with the use of district general funds.

The DECS will provide professional development and technical assistance geared toward the implementation of high-quality preschool programming, including site visits, webinars and conference calls. Your district liaison will be contacting you in the coming weeks to discuss next steps to assist you with your planning.

If you have any questions, please email =or contact the Division of Early Childhood Services at (609) 376-9077.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cary A. Booker', with a stylized flourish at the end.

Cary A. Booker
Assistant Commissioner
Division of Early Childhood Services

CAB/KF

c: Angelica Allen-McMillan, Ed.D., Acting Commissioner
Scott Henry
Tonya Coston
Christopher Irving
Roger Jinks