

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Monday, August 21, 2023 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 7:31 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:**

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra
<u>Aye</u> Mrs. Grater	<u>Absent</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>

- D. **CLOSED SESSION**

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

- E. **PRESENTATIONS**

- Mr. Conor Devine, Supervisor of Social Studies, Fine Arts, Technology Education, and STEM Academy, recognized two new students accepted into the JTHS STEM Academy.
- Mrs. Jeanne Howe, Superintendent, presented the SSDS Period Two Reporting School Year 2022-2023.
 - ❖ Board members requested clarification on what is being done at the middle school to address the high number of removals and if there are any trends. Mrs. Howe noted that a review of trends will take place at the next Education Committee meeting.
- Mrs. Jeanne Howe, Superintendent, presented the High School Graduation Pathways.
 - ❖ Board members inquired about expectations for the Class of 2024. Mrs. Howe reported there will be support in place to ensure students can be successful.

- F. **PUBLIC HEARING ON SUPERINTENDENT CONTRACT**

- None

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

- None

H. COMMITTEE REPORTS

- **Policy and Personnel Committee** - Mr. Stewart reported the Committee met on August 14, 2023 and discussed open positions in the district, open campus lunch policy, special education attorneys/firms, bus driver employment advertisements.
 - ❖ The Board discussed the GPA requirement for open campus lunch.
- **Education Committee** - Mrs. Poulas reported the Committee met on August 7, 2023 and discussed the Virtual/Remote Instruction Plan for 2023-2024, New Jersey Graduation Proficiency Assessment (NJGPA), District Wellness Report, curriculum, and day and overnight field trips.
 - ❖ Board members asked for clarification on how students are assisted if they fail the NJGPA.
 - ❖ Board members asked if students can retake the exam.
- **Building Needs and Finance Committee** - Mrs. Gould reported the Committee met just prior to this evening's meeting, highlighting a building walk through of Briggs and JTHS, project updates, SEPAG budget, Use of Facilities requests, and 23-24 budget updates.
 - ❖ A Board Member commented the robotics room is great and noted it should be publicized more.
- **Morris County Education Services Commission** - Mrs. Poulas reported on behalf of Mrs. Perez that the Committee discussed the Superintendent's evaluation format, Apple products bid, transportation bids, and Regional Day School acquisition.

I. MINUTES OF MEETINGS

Motion by Mrs. Gould, seconded by Mrs. Grater, that the Executive Session minutes of the July 17, 2023 Regular Meeting be approved as submitted:

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

Motion by Mrs. Gould, seconded by Mrs. Grater, that the minutes of the July 17, 2023 Regular Meeting be approved as submitted:

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

J. FINANCE AND BUILDING NEEDS

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

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra
<u>Aye</u> Mrs. Grater	<u>Absent</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>

J.1 Motion to approve the purchase order list dated July 2023 in the amount of **\$52,890,399.27**.

J.2 Motion to approve the check register as of July 2023 in the amount of **\$4,035,159.46**.

Fund	Amount
General Fund (10)	\$3,815,447.34
Special Revenue Funds (20)	\$8,796.63
Referendum Fund (30)	\$137,915.49
Total	\$4,035,159.46

J.3 Motion to approve the vendors' bills list for release, on or after August 22, 2023, in the amount of **\$1,304,167.10**.**J.4** Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated July 31, 2023, in the amount of **\$144,902.26**.**J.5** Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of July 31, 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).**J.6** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of June 30, 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 sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.**J.7** Motion to approve the following resolution for Submission of **Comprehensive Maintenance Plan and M1 Form**:

WHEREAS, the Department of Education required New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the documents for the various school facilities of the Jefferson Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Jefferson School District in compliance with Department of Education requirements.

J.8 Motion to **designate the source of funding** for the following individuals as funded from the 2022-2023 ESSER II Learning Acceleration Grant:

EXTRA DUTY PAY - July 2023 Redistributions			
Name	EDP	Stipend Amount	Grant Amount
Gargone, Carol	Homework Club Monitor	\$2,006.00	\$1,260.94
Escolano, Jennifer	MS Drama	\$2,436.00	\$1,375.31
Guziewicz, Joseph	Tutoring Supervisor - Science	\$716.00	\$716.00
Serzan, Kimberly	Tutoring Supervisor - Math	\$716.00	\$716.00

- J.9** Motion to approve **Bid 2023-003 - Change Order #01** in the amount of \$21,375.00 to Reiner Group, Inc. for modifications to the original scope of work in the HVAC Upgrades at Jefferson Township High School and Middle School (Phase II), as described below:

Original Contract Amount	\$ 824,668.00
Change Order #01 - Replace HS Media Center RTU	\$ 21,375.00
Original Allowance	\$ 50,000.00
Remaining Allowance	\$ 28,625.00
Contract Amount	\$ 824,668.00

- J.10** 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 Engineering Dept.	Diacro Spartan Box and Break Pan	N/A
JTHS Engineering Dept.	PEXTO Foot Sheers	1887
JTHS Engineering Dept.	Arbor Press	N/A
JTHS Engineering Dept.	Stanley Pedestal Grinder	001328
JTHS Engineering Dept.	Hegner Scroll Saw	N/A
	Various fully depreciated equipment	
Technology Department/District	(list of equipment available upon request)	Various

- J.11** Motion to approve the NJDOE Application for Alternate Use of Toilet Facilities for the 2023-2024 school year for rooms 115, 116, 117, 118, 119, 120, and Library at Cozy Lake Elementary School.

- J.12** Motion to approve the NJDOE Application for Alternate Use of Toilet Facilities for the 2023-2024 school year for rooms 103, 105, 106, 107, 108, 112, 113, 114, 115, and 117 at Ellen T. Briggs Elementary School.

- J.13** Motion to approve the Application of the NJDOE **Temporary or Dual Use** for the 2023-2024 school year of the following rooms:

School	Room	Temporary Use	Dual Use
Ellen T. Briggs	104		X
Cozy Lake	113		X

- J.14** Motion to accept a grant from the Action for Healthy Kids' Healthy Meals Incentive Initiative in the amount of \$133,923. The grant will be used to purchase tower gardens, cafeteria equipment, and supplies to implement community gardens at each school.

- J.15** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

WHEREAS, the employees listed in Appendix 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, the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable; and

BE IT FURTHER RESOLVED, the expense is justified and therefore reimbursable (*Appendix A*).

- J.16** Motion to approve the appointment of Busch Law Group, Special Counsel of Record for Special Education matters, per agreement, from September 1, 2023 through December 31, 2023.

K. PERSONNEL

Motion by Mr. Stewart, seconded by Mrs. Grater, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.4, as described below:

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra
<u>Aye/Abstain</u> *Mrs. Grater	<u>Absent</u> Mrs. Small	<u>Aye/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>

*Mrs. Grater and Mrs. Wildermuth Abstained on Agenda Item K.4.

Mrs. Howe recognized the retirement on this evening's agenda.

- K.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.)

A. PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Arias, Cassandra 11-000-219-104-001 (.60) 20-218-200-104-003 (.26) 11-000-219-104-003 (.14)	Account Code Change	Social Worker 10-30-30/ABC			Briggs/ Stanlick	9/1/23	6/30/24	
Bank, Lindsay 11-214-100-101-007	Appoint	Teacher 10-70-70/BXQ	MA/1	\$58,960	JTMS	9/1/23	6/30/24	Special Education Teacher Pending Certifications Replacing R. Papaanni
Barry, Kathleen	Retirement	Special Education Aide 10-50-50/BBB			Cozy Lake	8/19/23		Retiring after 6 years of service in the district
Balchan, Kylie 11-110-100-101-003	Appoint	Teacher 10-30-30/BVS	BA/2	\$57,260	Briggs	9/1/23	6/30/24	Kindergarten New section, not budgeted
Bikofsky, Danielle 11-000-216-101-005	Account Code Change	Speech Language Specialist 10-10-10/ADM			Cozy Lake	9/1/23	6/30/24	
Brennan, Katlyn 20-218-100-101-003	Account Code Change	Teacher 10-30-30/AFI			Briggs	9/1/23	6/30/24	Preschool
Cahill, Kevin 11-000-270-160-000	Appoint	Bus Driver 10-90-90/AZY	1	\$26.27/hr.	Transportation	10/1/23	6/30/24	Pending licensing and fingerprint approval
Carbone, Cassie 11-000-213-101-001	Appoint	School Nurse 10-60-60/ABV	BA/13	\$63,935	Stanlick	9/1/23	6/30/24	Pending Certification Replacing M. Warden
Casey, Carolyn	Resignation	Media Specialist 10-70-70/ACT			JTMS	8/21/23		
Coates, Brianna 11-000-218-104-001 (.4) 11-000-218-104-006 (.6)	Rescind	School Counselor 10-60-60/ACF			Stanlick/ White Rock	8/2/23		

A. PERSONNEL								
Cruz, Meredith 11-000-219-104-006 (.60) 20-218-200-104-005 (.26) 11-000-219-104-005 (.14)	Account Code Change	Social Worker 10-30-30/ADD			Cozy Lake/ White Rock	9/1/23	6/30/24	
DeBrito, Randi 20-218-200-103-003 (.67) 11-000-240-103-003 (.33)	Account Code Change	Principal 15-30-32/AAD			Briggs	9/1/23	6/30/24	
Di Bartolo, Melanie 11-000-219-104-007	Account Code Change	Social Worker 10-70-70/AAB			JTMS	6/26/23	6/30/24	
Feti, Elvira 20-218-200-110-003 (.67) 11-000-262-100-260 (.33)	Account Code Change	Custodian 12-30-32/AKR			Briggs	9/1/23	6/30/24	
Fontana, Mark 11-140-100-101-008 (.5) 11-140-100-101-007 (.5)	Appoint	Teacher 10-80-80/ATP	BA/10	\$62,795	JTHS/ JTMS	9/1/23	6/30/24	Physical Education/Health Replacing M. Moscatello
Geise, Carmen 11-130-100-101-290	Appoint	Teacher (LTS) 10-70-70/AQI		\$283.80/ diem	JTMS	9/1/23	10/13/23	Spanish Replacing #2463
Gesek, Jennifer 11-213-100-106-001	Appoint	Special Education Aide 09-10-10/BBA	1	\$24.63/hr.	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk.
Giegerich, Danielle 11-000-216-101-001 (.6) 11-000-216-101-003 (.4)	Account Code Change	Speech Language Specialist 10-70-70/BOH			Briggs/ Stanlick	9/1/23	6/30/24	
Gilroy, Sevgi 20-218-100-101-005	Appoint	Teacher 10-50-50/AGQ	MA+15/15	\$75,639	Cozy Lake	9/1/23	6/30/24	Preschool
Gonzalez, Paul 11-240-100-101-000 (.4) 11-120-100-101-001 (.4) 11-120-100-101-003 (.2)	Account Code Change	Teacher 10-10-10/ANX 10-30-30/AJP			Briggs/ Stanlick	9/1/23	6/30/24	Spanish, ESL
Grey, Glenn 20-218-200-110-005 (.67) 11-000-262-100-260 (.33)	Account Code Change	Custodian 12-50-52/ALB			Cozy Lake	9/1/23	6/30/24	
Hartranft, Eleanor 11-120-100-101-290	Appoint	Teacher (LTS) 10-30-30/AGN		\$283.80/ diem	Briggs	9/1/23	12/21/23	Elementary Covering #2997
Hirsch, Jennifer 20-218-200-104-003 (.67) 11-000-213-101-003 (.33)	Account Code Change	School Nurse 10-30-30/ABX			Briggs	9/1/23	6/30/24	
Hoertel, Jessica 11-000-222-104-007	Assignment Change	Media Specialist 10-70-70/ACT			JTMS	9/1/23	6/30/24	Replacing C. Casey
Hoffman, Beth 11-230-100-101-006 (.9) 11-230-100-101-005 (.1)	Account Code Change	Teacher 10-50-50/CBZ						BSI Reading
Johnson, Marshall 11-000-270-160-000	Appoint	Bus Driver 10-90-90/BEZ	1	\$26.27/hr.	Transportation	10/1/23	6/30/24	Pending licensing and fingerprint approval
Kajetzke, Brianna* 11-120-100-101-001	Appoint	Teacher 10-1-10/AHR	BA/2	\$57,260	Stanlick	9/1/23	6/30/24	Elementary Replacing A. DeGraaf
Kirschner, Jessica 11-120-100-101-001 (.6) 11-120-100-101-006 (.4)	Account Code Change	Teacher 10-10-10/AOC			Stanlick/ White Rock	9/1/23	6/30/24	Music
Langner, Paula 11-230-100-101-001	Resignation	Teacher 10-10-10/AJP			Stanlick	8/21/23		
List, John 20-218-200-110-005 (.67) 11-000-262-100-260 (.33)	Account Code Change	Custodian 12-50-52/AKV			Cozy Lake	9/1/23	6/30/24	
Luecht, Kimberly 20-218-200-105-003 (.67) 11-000-240-105-003 (.33)	Account Code Change	Secretary - IV 12-30-30/AEV			Briggs	9/1/23	6/30/24	
Luisi, Jennifer 20-218-200-104-005 (.67) 11-000-213-101-005 (.33)	Account Code Change	School Nurse 10-50-50/ABY			Cozy Lake	9/1/23	6/30/24	
Lynch-Smith, Marissa 11-120-100-101-001	Appoint	Teacher 10-10-10/AGE	MA/5	\$61,060	Stanlick	9/23/23	6/30/23	New section, unbudgeted
Macaluso, Vincent 20-218-200-110-003 (.67) 11-000-262-100-260 (.33)	Account Code Change	Custodian 12-30-32/AKS			Briggs	9/1/23	6/30/24	
Machak, Kendall 11-140-100-101-008	Extra Hours	Athletic Trainer 10-80-80/ATS		\$42.11/hr.	JTHS	8/9/23	9/1/23	Not to exceed 20 days**
McMahon, Heidi 11-214-100-106-005	Appoint	Special Education Aide 09-50-50/BBB	1	\$24.63/hr.	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk.

A. PERSONNEL								
Millar, Dana 11-230-100-101-001 (.9) 11-230-100-101-003 (.1)	Account Code Change	Teacher 10-10-10/AJQ			Briggs/ Stanlick	9/1/23	6/30/24	BSI Math
Miceli, Sarah 11-230-100-101-005 (.1) 11-230-100-101-006 (.9)	Account Code Change	Teacher 10-60-60/CBY				9/1/23	6/30/24	BSI Math
Moss, Kimberly 11-240-100-101-000 (.8) 11-230-100-101-006 (.2)	Account Code Change	Teacher 10-10-10/AOD 10-60-60/AIR			JTMS/ Cozy Lake/ White Rock	9/1/23	6/30/24	ESL BSI Math
Nelson, Jerome 11-000-270-160-000	Appoint	Bus Driver 10-90-90/BFD	1	\$26.27/hr.	Transportation	9/1/23	6/30/24	Pending fingerprint transfer approval
Olsen, Claire 20-218-200-105-005 (.67) 11-000-240-105-005 (.33)	Account Code Change	Secretary - IV 12-50-50/AEY			Cozy Lake	9/1/23	6/30/24	
Oyen, Kristen 11-204-100-101-003	Resignation	Teacher 10-30-30/AFC			Briggs/ Stanlick	8/21/23		Special Education
Papaiani, Rosemary 11-130-100-101-007	Assignment Change	Teacher 10-70-70/APX			JTMS	9/1/23	6/30/24	Language Arts Replacing J. Hoertel
Plotts, Timothy, Ed.D. 20-218-200-103-005 (.67) 11-000-240-103-005 (.33)	Account Code Change	Principal 15-50-52/AAE			Cozy Lake	9/1/23	6/30/24	
Reilly, Griffin 11-209-100-101-290	Appoint	Teacher (LTS) 10-80-80/BTF		\$283.80/ diem	JTHS	9/6/23	10/31/23	Special Education Covering A. Pearce
Rosenberg, Jessica 11-000-222-104-001 (.4) 11-000-222-104-003 (.1) 11-000-222-104-005 (.4) 11-000-222-104-006 (.1)	Account Code Change	Teacher 10-60-60/ACS			Briggs/ Cozy Lake/ Stanlick/ White Rock	9/1/23	6/30/24	Media Specialist
Rowe, Kristie 11-230-100-101-006	Account Code Change	Teacher 10-60-60/CAF			White Rock	9/1/23	6/30/24	BSI Math
Ruchalski, Jennifer 11-000-219-104-003 (.6) 11-000-219-104-006 (.4)	Appoint	LDT-C 10-60-60/BIA	MA+30/17	\$91,416	Briggs/ White Rock	10/20/23	6/30/24	Replacing S. St. Clair
Sell, Christine 11-240-100-101-000 (.9) 11-120-100-101-003 (.1)	Account Code Change	Teacher 10-30-30/AJU			Briggs/ Stanlick	9/1/23	6/30/24	Spanish, ESL
Silbernagel, Kyle 11-140-100-101-290	Appoint	Teacher (LTS) 10-80-80/ASA		\$283.80/ diem	JTHS	9/1/23	11/22/23	Biology Covering #2619 Not to exceed 40 days
Silverstein, Patricia 11-140-100-101-290	Appoint	Teacher (LTS) 10-80-80/ATG		\$283.80/ diem	JTHS	9/1/23	11/15/23	Child & Family Development Covering #893
Simm, Amber* 11-204-100-101-003 (.6) 11-204-100-101-001 (.4)	Appoint	Teacher 10-30-30/AFC	MA/1	\$58,960	Briggs/ Stanlick	9/1/23		Special Education Replacing K. Oyen
St. Clair, Shannon	Resignation	LDT-C 10-60-60/BIA			White Rock	9/19/23		
Svendsen, Hannah 11-120-100-101-001 (.19) 11-120-100-101-006 (.3)	Account Code Change	Teacher 10-60-60/BTM			Stanlick/ White Rock	9/1/23	6/30/24	Music
Tamayne-Hettema, Jennifer 11-120-100-101-006 (.8) 11-120-100-101-005 (.2)	Account Code Change	Teacher 10-60-60/AAX			Cozy Lake/ White Rock	9/1/23	6/30/24	Art
Taylor, Kathleen 11-000-219-104-000	Appoint	Behaviorist 12-90-92/ADD	MA/17	\$83,424	District	9/19/23	6/30/24	Relacing K. Pietrowski
Thomsen, Emily 11-120-100-101-001 (.8) 11-120-100-101-003 (.2)	Account Code Change	Teacher 10-10-10/AOF			Briggs/ Stanlick	9/1/23	6/30/24	Music
Tiedeman, Robert 11-120-100-101-005 (.20) 11-120-100-101-005 (.80)	Account Code Change	Teacher 10-60-60/AOE			Cozy Lake/ White Rock	9/1/23	6/30/24	Music
Torres, Patricia 11-130-100-101-290	Rescind	Teacher (LTS) 10-70-70/AQI			JTMS	9/1/23	10/13/23	Spanish
Trevenen, Renee 11-120-100-101-001 (.8) 11-120-100-101-003 (.2)	Account Code Change	Teacher 10-30-30/AAV			Briggs/ Stanlick	9/1/23	6/30/24	Art
Urta, Rosemary 11-120-100-101-005 (.8) 11-120-100-101-006 (.2)	Account Code Change	Teacher 10-60-60/ANY						Spanish

A. PERSONNEL								
Van Alstine, Stephanie 11-140-100-101-008 (.5) 11-213-100-101-008 (.5)	Account Code Change	Teacher 10-80-80/BXC			JTHS	9/1/23	6/30/24	English and Special Education Replacing K. Brueno
Vazquez, Kristy*	Appoint	Teacher 10-10-10/AFC	BA/2	\$57,260	Stanlick	9/1/23	6/30/24	Replacing A. Weaver
Verbist, Joelle 11-000-218-104-007	Appoint	School Counselor (LTS) 10-70-70/ACH			JTMS	10/11/23	12/18/23	Covering #3496
Venturino, Gerald 11-230-100-101-001 (.9) 11-230-100-101-003 (.1)	Account Code Change	Teacher 10-10-10/AKJ			Stanlick/ Briggs	9/1/23	6/30/24	BSI Reading
Warden, Maureen 11-000-213-101-001	Resignation	School Nurse 10-60-60/ABZ			Stanlick	8/21/23		
Weaver, Anne 11-230-100-101-001	Assignment Change	Teacher 10-10-10/AJP			Stanlick	9/1/23	6/30/24	BSI Math Replacing P. Langner
West, Elizabeth 20-218-200-104-003 (.67) 11-000-218-104-003 (.33)	Account Code Change	School Counselor 10-30-30/ACE			Briggs	9/1/23	6/30/24	
Williams, Dana 20-218-200-104-005 (.67) 11-000-218-104-005 (.33)	Account Code Change	School Counselor 10-50-50/ACF			Cozy Lake	9/1/23	6/30/24	
Yermal, Amy 11-000-218-104-001 (.4) 11-000-218-104-005 (.6)	Appoint	School Counselor 10-10-10/ACF	MA/2	\$59,460	Stanlick/ White Rock	9/1/23	6/30/24	Replacing B. Coates
Young, Lisa 11-120-100-101-290	Appoint	Teacher (LTS) 10-10-10/AGE		\$283.80	Stanlick	9/1/23	10/20/23	Interim coverage
#1845	FamilyLeave/ Adjusted End Date	10-80-80/ACZ			JTHS		10/31/23	Extending unpaid days
#3143	Medical Leave	09-80-80/BHW			JTHS	9/1/23	9/25/23	Utilizing 14 personal illness days
#3187	Family Leave	10-70-70/AJF			JTMS	11/6/23	12/15/23	Unpaid
#3496	Medical Leave Adjustment	10-70-70/ACH			JTMS	10/13/23	12/15/23	Utilizing 13 personal illness days, 2 personal days, balance unpaid
#3496	Family Leave	10-70-70/ACH			JTMS	4/15/24	6/21/24	10 weeks unpaid FMLA/NJFLA
#3496	Family Leave	10-70-70/ACH			JTMS	9/23/24	10/7/24	2 weeks unpaid FMLA/NJFLA

*Requires mentoring

**1 day = 7.25 hrs.

B. SUBSTITUTES/OTHER						
Name	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Averanga, Angel	Appoint	Substitute Bus Driver	District	9/1/23	6/30/24	New sub Pending endorsement and fingerprints
Bloom, Michelle	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Buccino, Josephine	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Craig, Barbara	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Dell'Aquila, Rosa	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Doty, Alexandria	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Peres, Sandra	Appoint	Substitute Bus Aide	District	9/1/23	6/30/24	New sub Pending fingerprints
Vasquez, Valerie	Appoint	Substitute Teacher	District	9/1/23	6/30/24	New sub
Angelucci, Jessica	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Arango Arrovo, Ana	Appoint	Substitute Aide, Substitute Bus Aide	District	9/1/23	6/30/24	
Argondizzo, Alyssa	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Asplund, Wendy	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Bardis, Poxenie	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Bartels, Collette	Appoint	Substitute Nurse	District	9/1/23	6/30/24	
Beck, William	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
Bell, Edward	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Benfante, Katherine	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Besemer, Judy	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Biglin, Joseph	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Bley, Bryann	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Bley, JoAnne	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Boetticher, Brittany	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Bonefede, Anthony	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Boyd, Brenda	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Brinck, Noel	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Burkpile, Gina	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Bush, Amy	Appoint	Substitute Teacher	District	9/1/23	6/30/24	

Cabrera, Joshua	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Cahill, Jaycee	Appoint	Substitute Nurse	District	9/1/23	6/30/24	
Cancelliere, Joseph	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Cannon, Martina	Appoint	Substitute Aide, Substitute Secretary, Substitute Bus Aide	District	9/1/23	6/30/24	
Capizzi, Krystyna	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Cappello, Stephanie	Appoint	Substitute Teacher, Substitute Secretary	District	9/1/23	6/30/24	
Carbone, Cassie	Appoint	Substitute Nurse	District	9/1/23	6/30/24	
Carroll, Patricia	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Castles, Laura	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Clear, Christine	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Cook, Kathryn	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Costello, James	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Cowie, Catherine	Appoint	Substitute Nurse	District	9/1/23	6/30/24	
DaSilva, Antonella	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
De Brito, Brianna	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
DeGroat, Laura	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Delade, Toni	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Demko, John	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
DeVries, Sarah	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
DiColo, John	Appoint	Substitute Administrator	District	9/1/23	6/30/24	
Dyl, Joseph	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Elias, Jodi	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Feldmann, Krista	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Feti, Dilan	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Filowitz, Nancy	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Fiorelli, Nicholas	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
Firth, Patricia	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Foli, Lauren	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Friedman, Carisa	Appoint	Substitute Aide, Substitute Secretary, Substitute Bus Aide	District	9/1/23	6/30/24	
Gaith, Mahender	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Gay, Sarah	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Gesek, Allie	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Goldy, Regina	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Gonzalez, Sandra	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Gould, Anna	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Gurnawan, Maria	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Hackett, Christopher	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	Pending fingerprint approval
Hart, Evelyn Elizabeth	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Hayes, Melissa	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Headley, Susan	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Herman, Russell	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Hollick, Allison	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Horn, Jennifer	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Iftikhar, Najib	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Innella, Damien	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Jenkins, Shannon	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Johnson, Kimberly	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Josipowich, Sandra	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Kelly, Robert	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
Kern, Lorrie	Appoint	Substitute Secretary	District	9/1/23	6/30/24	
Kerr, Kailyn Rose	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Kirkham, Tonia	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Kishko, Anthony	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Knape, Grazyna	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Kochan, Meghan	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Kuntz, Betsy	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Lund, Kelly	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Luongo, Loretta	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Luongo, Robert	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Mackowiak, Curtis	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Madalena, Joanne	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Maffei, Dana	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Maikisch, Joseph	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
Martin, Erin	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Maynard, Alyce	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
McCormick, Joseph	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
McGuire, Ingrid	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
McLoughlin, Lorraine	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
McQuade, Kristen	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Millar, Michael	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Mola, Teresa	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Mondaruli, Kristen	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Montone, Vincent	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Morgan, Alexandria	Appoint	Substitute Custodian	District	9/1/23	6/30/24	
Mutsavage, Robin	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Nimmo, Donna	Appoint	Substitute Teacher, Substitute Secretary	District	9/1/23	6/30/24	

Nolan, Samantha	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Novembrino, Mark	Appoint	Substitute Armed Security Officer	District	9/1/23	6/30/24	
Oliveri, Ellen	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Paccioretti, James	Appoint	Substitute Custodian	District	9/1/23	6/30/24	
Palazzolo, Joseph	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Patsis, MD, Michael	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Peters, Shanna	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary, Substitute Bus Aide	District	9/1/23	6/30/24	
Petrask, Rebecca	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Rajendran, Sarathi	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Reilly, Griffin	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Rich, Rebecca	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Ryan, Laura	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Ryder, Susan	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Savi, Daryl	Appoint	Substitute Aide, Substitute Bus Aide	District	9/1/23	6/30/24	
Scully, Henry	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Sedereas, Diana	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Seugling, Christine	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Shatzel, Kaitlyn	Appoint	Substitute Teacher, Substitute Aide, Substitute Bus Aide	District	9/1/23	6/30/24	
Shott, Lorraine	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Siddiqi, Aamna	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Solicito, Nicholas	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Staples, Karen	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Taylor, Blake David	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Tierney-Chismar, Christina	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Torres, Patricia	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Torsiello, Kimberly	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Valdez, Charo Ivy	Appoint	Substitute Nurse	District	9/1/23	6/30/24	
Vella, Cynthia	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Verdes, Alexis	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Verdes, Alvssa	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Verdes, Barbara	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Walters, Alyssa	Appoint	Substitute Teacher, Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Walters, Suzanne	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Warner, Roxanne	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Williams, Kristi	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Wurster, Karen	Appoint	Substitute Aide, Substitute Secretary	District	9/1/23	6/30/24	
Yannuzzi, Shirlane	Appoint	Substitute Teacher, Substitute Secretary	District	9/1/23	6/30/24	
Young, Lisa	Appoint	Substitute Teacher	District	9/1/23	6/30/24	
Young, Patricia	Appoint	Substitute Teacher, Substitute Aide	District	9/1/23	6/30/24	
Zabriskie, Melissa	Appoint	Substitute Aide	District	9/1/23	6/30/24	
Zinck, Jaclyn	Appoint	Substitute Teacher, Substitute Aide, Substitute Bus Aide	District	9/1/23	6/30/24	

C. STUDENT INTERN/TEACHER

Name	College	Subject	Loc.	Date Effective	Date Termin.	Discussion
Souza, Anne	Kean University	K-12 Physical Education	Briggs/ Cozy Lake/ JTHS	9/1/23	5/17/24	Full school year

D. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Clayton, Sharon	Appoint	Class Co-Advisor - Grade 8 (3 of 3)	3	\$838	JTMS	9/1/23	6/30/24
Clayton, Sharon	Appoint	Academic Team Coordinator - Grade 8	4	\$3,402	JTMS	9/1/23	6/30/24
Cook, Tanya*	Appoint	Marching Band: Band Front Choreography	3	\$2,662	JTHS	8/3/23	6/30/24
DiDonato, Mark	Appoint	Table Top Games Club	1	\$739	JTHS	9/1/23	6/30/24
Escolano, Jennifer	Appoint	Drama (per production)	3	\$2,514	JTMS	9/1/23	6/30/24
Escolano, Jennifer	Appoint	Spring Musical Publication/Tickets	1	\$592	JTMS	9/1/23	6/30/24
Gage, Travis	Appoint	Open Gym: Fall (1 of 2)	1	\$592	JTMS	9/1/23	6/30/24
Gage, Travis	Appoint	Open Gym: Spring (1 of 2)	1	\$592	JTMS	9/1/23	6/30/24
Gage, Travis	Appoint	Open Gym: Winter	1	\$592	JTMS	9/1/23	6/30/24
Gargone, Carol	Appoint	Homework Club Monitor - Co-advisor (2 of 2)	4	\$2,070	JTMS	9/1/23	6/30/24
Guagenti, Alyssa	Appoint	Debate Club	1	\$592	JTMS	9/1/23	6/30/24
Guagenti, Alyssa	Appoint	Student Council Co-Advisor (2 of 2)	4	\$2,070	JTMS	9/1/23	6/30/24
Haucke, Danielle	Appoint	Select Chorus	3	\$2,514	JTMS	9/1/23	6/30/24
Haucke, Danielle	Appoint	Spring Musical: Vocal/Instrumental Director	3	\$2,514	JTMS	9/1/23	6/30/24
Heller, Cheryl	Appoint	Academic Team Coordinator - Grade 6 Gold	4	\$3,402	JTMS	9/1/23	6/30/24
PLACEHOLDER	Appoint	Academic Team Coordinator - Grade 6 Blue	4	\$3,402	JTMS	9/1/23	6/30/24
Kirschner, Jessica	Appoint	Spring Musical: Choreographer	1	\$592	JTMS	9/1/23	6/30/24
Kirschner, Jessica	Appoint	Spring Musical: Drama Director	3	\$2,514	JTMS	9/1/23	6/30/24
Koenig, Rachel	Appoint	Class Co-Advisor - Grade 8 (1 of 3)	3	\$838	JTMS	9/1/23	6/30/24
Koenig, Rachel	Appoint	Spring Musical: Lighting	1	\$592	JTMS	9/1/23	6/30/24

D. EXTRA DUTY PAY							
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Kulick, Lauren	Appoint	Jazz Band	1	\$592	JTMS	9/1/23	6/30/24
Kulick, Lauren	Appoint	Select Band	3	\$2,514	JTMS	9/1/23	6/30/24
Kulick, Lauren	Appoint	Tri-M Music Honor Society	1	\$592	JTMS	9/1/23	6/30/24
MacDermid, James	Appoint	Open Gym: Fall (2 of 2)	1	\$592	JTMS	9/1/23	6/30/24
MacDermid, James	Appoint	Open Gym: Spring (2 of 2)	1	\$592	JTMS	9/1/23	6/30/24
Migliacci, Louis	Appoint	Team Coordinator Elective (Related Arts)	4	\$4,140	JTMS	9/1/23	6/30/24
Moss, Jennifer	Appoint	Academic Team Coordinator - Grade 7 Gold	4	\$3,402	JTMS	9/1/23	6/30/24
Nadratowski, Donna	Appoint	Crafter's Club	1	\$592	JTMS	9/1/23	6/30/24
Nadratowski, Donna	Appoint	Spring Musical: Art/Set Design	1	\$592	JTMS	9/1/23	6/30/24
Patalive, Joann	Appoint	Detention Monitor Co-Advisor (1 of 3)	4	\$1,380	JTMS	9/1/23	6/30/24
Patalive, Joann	Appoint	Spring Musical: Costumes	1	\$592	JTMS	9/1/23	6/30/24
PLACEHOLDER	Appoint	Spring Musical: Props	1	\$592	JTMS	9/1/23	6/30/24
PLACEHOLDER	Appoint	Yearbook Co-advisor (1 of 2)	3	\$1,257	JTMS	9/1/23	6/30/24
PLACEHOLDER	Appoint	Yearbook Co-advisor (2 of 2)	3	\$1,257	JTMS	9/1/23	6/30/24
Reiss, Joanna	Appoint	Detention Monitor Co-Advisor (3 of 3)	4	\$1,380	JTMS	9/1/23	6/30/24
Reiss, Joanna	Appoint	Board Games Club	1	\$592	JTMS	9/1/23	6/30/24
Reiss, Joanna	Appoint	Homework Club Monitor - Co-advisor (1 of 2)	4	\$2,070	JTMS	9/1/23	6/30/24
Reiss, Joanna	Appoint	Academic Team Coordinator - Grade 7 Blue	4	\$3,402	JTMS	9/1/23	6/30/24
Scalone, Andrew	Appoint	Student Council Co-Advisor (1 of 2)	4	\$2,070	JTMS	9/1/23	6/30/24
Szuskowski, Patricia	Appoint	Detention Monitor Co-Advisor (2 of 3)	4	\$1,380	JTMS	9/1/23	6/30/24
Szuskowski, Patricia	Appoint	Spring Musical: Scenery/Stage Props	1	\$592	JTMS	9/1/23	6/30/24
Thomas, Sharon	Appoint	Class Co-Advisor - Grade 8 (2 of 3)	3	\$838	JTMS	9/1/23	6/30/24
Thomas, Sharon	Appoint	Academic Team Coordinator - Grade 8	4	\$3,402	JTMS	9/1/23	6/30/24
Zarnick, Jessica	Appoint	Art Club	1	\$592	JTMS	9/1/23	6/30/24
Zarnick, Jessica	Appoint	Garden Club	1	\$592	JTMS	9/1/23	6/30/24

*Out of District

E. 2023-2024 SCHOOL YEAR COACHING STAFF									
FALL									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
Fontana, Mark	Appoint	Asst. Wrestling	3	\$6,028	\$0	\$6,871	JTHS	9/1/23	6/30/24

F. SUMMER EVALUATION PERSONNEL							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Argondizzo, Kristen	Hours Adjustment	PT Evaluations & Summer CST Meetings		District	7/5/23	8/31/23	Not to exceed 5 additional hours
Cruz, Meredith	Hours Adjustment	Social History Evaluations & Summer CST Meetings		District	7/5/23	8/31/23	Not to exceed 30 days
Williams, Kristen	Hours Adjustment	Educational Evaluations & Summer CST Meetings		District	7/5/23	8/31/23	Not to exceed 6 additional hours

G. SUMMER STAFF APPOINTMENTS							
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Danyus, Joshua	Appoint	Summer Custodian	\$18/hr.	District	7/20/23	8/31/23	Not to exceed 8.5 hrs./day
Hartmann, Dianna	Hours Adjustment	Summer Bus Aide		Transportation	7/5/23	8/31/23	Not to exceed 2 hrs./day

H. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS						
Name	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Albertson, Linda 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Anzano, Mary 11-215-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Asplund, Wendy 11-204-100-106-001	Appoint	Special Education 1:1 Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Bahamondes, Javiera 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Barkley-Biddleman, Shannan 11-213-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Baty, Ashley 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Bendish, Tracy 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 5 days/wk., w/benefits

H. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS						
Name Account Number	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Bley, Bryann 11-000-217-106-001	Appoint	Special Education 1:1 Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Bley, Joanne 11-209-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Boyd, Brenda 11-190-100-106-005	Appoint	Kindergarten Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Brinck, Noel 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Cantwell, Mary Ann 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/out benefits
Capizzi, Krystyna 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Caruso, Cathryn 11-000-217-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Chamberlain, Kimberly 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Cook, Katherine 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Cuervo, Maryanne 11-213-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
D'Antoni-Smeilus, Tara 11-000-217-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Da Silva, Antonella 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Friday off, w/out benefits
DeLade, Toni 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Friday off, w/out benefits
DePalma, Grace 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
DiStefano, Lynette 11-000-222-105-001 (.5) 11-000-222-105-003 (.5)	Appoint	Media Aide	Stanlick/ Briggs	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, 5 days/wk., w/out benefits
Dworak, Audrey 11-209-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Dyl, Joseph 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Eberle, Jaclyn 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Eltringham, Janet 11-190-100-106-005	Appoint	Kindergarten Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Ferreira, Katherine 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Ferucci, Frances 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/out benefits
Feti, Oriana 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Filowitz, Nancy 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Foli, Lauren 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Monday off, w/out benefits
Frueh, Charyl 11-213-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Gallardo, Ximena 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Gesek, Jennifer 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Gill, Debra 11-190-100-106-003	Appoint	Kindergarten Aide	Briggs	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Glenn, Jennifer 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Gould, Anna 11-204-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Grant, Anthony 11-204-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Graure, Daryl 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Hartman, Dianna 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Herman, Russell 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 4 days/wk., Monday off, w/out benefits

H. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS						
Name Account Number	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Horn, Jennifer 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Huckle, Dana 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Ingram, Stephanie 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Jadcak, Ellen 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Jauch, Cathy 11-213-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Johnson, Judith 11-214-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 5 days/wk., w/benefits
Kasica, Lisa 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 4 hrs./day, 5 days/wk., w/out benefits
King, Eric 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Knapik, Dirouhi 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/benefits
Kuntz, Betsy 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.75 hrs./day, 5 days/wk., w/out benefits
Lakhicharran, Bibi 11-213-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Lamendola, Angela 11-204-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Leibowitz, Marcia 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/benefits
Lipton, Linda 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Lund, Kelly 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Madalena, Joanne 11-209-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 4.25 hrs./day, 5 days/wk., w/out benefits
Maffei, Dana 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Magnotta, Michele 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Friday off, w/out benefits
Mahoney, Laura 11-213-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Mahoney, Michelle 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Marks, Elizabeth 11-209-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Monday off, w/out benefits
Maron, Gina 11-209-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Maynard, Alyce 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Wednesday off, w/out benefits
McConnon, Kristeen 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 5 days/wk., w/benefits
McMahon, Heidi 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Melnyczuk, Rita 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Miller, Natalie 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Mladinich, Linda 11-209-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Mondaruli, Kristen 11-190-100-106-003	Appoint	Kindergarten Aide	Briggs	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Morgan, Shannon 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Mutsavage, Robin 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Nakev, Jasminka 11-000-217-106-008	Appoint	Special Education 1:1 Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Niedenthal, Agnes 11-213-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Nolan, Samantha 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits

H. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS						
Name Account Number	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Oelkers, Regina 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Friday off, w/out benefits
Onorevole, Lisa 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/benefits
Paccioretti, Virginia 11-204-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Pini, Karen 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Reed, Kimberly 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Reid, Kimberly 11-214-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Rossiter, Theresa 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Monday off, w/out benefits
Ryan, Laura 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Ryder, Susan 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Scarpa, Christopher 11-213-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Seeley, Jennifer 11-000-217-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 21 hrs./week, 5 days/wk., w/out benefits
Shellhamer, Tami 11-000-217-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Sheruda, Amanda 20-218-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Sinisgalli, Heather 11-000-217-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Monday off, w/out benefits
Skalecky, Jessica 11-215-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Skrek, Nicole 11-204-100-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 5.75 hrs./day, 5 days/wk., w/out benefits
Spaan, Donna Marie 11-000-217-106-007	Appoint	Special Education Aide	JTMS	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/benefits
Szekula, Amy 11-204-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Tarabocchia, April 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Torsiello, Kimberly 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Tuorinsky, Linda 11-000-222-105-005 (.5) 11-000-222-105-006 (.5)	Appoint	Media Aide	White Rock/ Cozy Lake	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, 5 days/wk., w/out benefits
Van Wolput, Katherine 11-215-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Vargas, Danielle 11-000-217-106-001	Appoint	Special Education 1:1 Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Verdes, Barbara 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Thursday off, w/out benefits
Wanna, Michele 11-204-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Warden, Christopher 11-000-217-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Warncke, Arline 11-204-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 5 days/wk., w/benefits
Warner, Roxanne 11-213-100-106-006	Appoint	Special Education Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Monday off, w/out benefits
Weber, Lori 11-000-217-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 5 days/wk., w/benefits
Werrell, Amanda 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits
Wisniewski, Leslie 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Friday off, w/out benefits
Woelful, Gabrielle 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Monday off, w/out benefits
Wojcik, Cassandra 11-209-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, 5 days/wk., w/out benefits
Wojcik, Irene 11-213-100-106-008	Appoint	Special Education Aide	JTHS	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 5 days/wk., w/benefits

H. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS						
Name Account Number	Nature of Action	Position	Loc.	Date Effective	Date Termin.	Discussion
Wurster, Karen 11-213-100-106-001	Appoint	Special Education Aide	Stanlick	9/1/23	6/30/24	Not to exceed 4 hrs./day, 5 days/wk., w/out benefits
Young, Sarah 11-000-217-106-006	Appoint	Special Education 1:1 Aide	White Rock	9/1/23	6/30/24	Not to exceed 7.25 hrs./day, 4 days/wk., Tuesday off, w/out benefits
Zabriskie, Melissa 20-218-100-106-003	Appoint	Special Education Aide	Briggs	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Wednesday off, w/out benefits
Zinck, Jaclyn 11-215-100-106-005	Appoint	Special Education Aide	Cozy Lake	9/1/23	6/30/24	Not to exceed 7 hrs./day, 4 days/wk., Thursday off, w/out benefits

H. DISTRICT HALL MONITOR APPOINTMENTS/ASSIGNMENTS								
Name Account Number	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Abdinoor, Michael 11-000-266-110-000	Appoint	Hall Monitor/Security 09-80-80/BGG	1	\$24.61/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, w/o benefits
Celentano, Louis 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/BGE	2	\$24.91/hr.	JTMS	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, w/o benefits
Gorri, Cynthia 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/BER	2	\$24.91/hr.	JTMS	9/1/23	6/30/24	Not to exceed 2.75 hrs./day, w/o benefits
Hayes, Cathy 11-000-266-110-000	Appoint	Hall Monitor/Security 09-80-80/BGH	1	\$24.61/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, w/o benefits
Palazzolo, Frances 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/BGF	5	\$25.81/hr.	JTMS	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, w/o benefits
Robinson, Charles 11-000-266-110-000	Appoint	Hall Monitor/Security 09-80-80/BGP	6	\$25.81/hr.	JTHS	9/1/23	6/30/24	Not to exceed 4.92 hrs./day, w/o benefits
Schreck, Anthony 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/CCA	5	\$25.81/hr.	JTMS	9/1/23	6/30/24	Not to exceed 3.92 hrs./day, w/o benefits
Sehring, Lori 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/BBA	5	\$25.81/hr.	JTMS	9/1/23	6/30/24	Not to exceed 2.75 hrs./day, w/o benefits
Sincavage, Susan 11-000-266-110-000	Appoint	Hall Monitor/Security 09-70-70/BGD	5	\$25.81/hr.	JTMS	9/1/23	6/30/24	Not to exceed 2.75 hrs./day, w/o benefits

I. JOB COACH APPOINTMENTS/ASSIGNMENTS							
Name Account Number	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Adamitis, Randi 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCC	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits
Fusaro, LeeAnne 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCP	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits
Heller, Leslie 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCQ	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits (Pending sub certification)
Jacobs, Shannon 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCB	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits
Peters, Shanna 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCM	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits
Walters, Alyssa 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCO	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits
Young, Patricia 11-204-100-106-888	Appoint	Job Coach 10-80-80/CCN	\$46.38/hr.	JTHS	9/1/23	6/30/24	Not to exceed 3.5 hrs./day, w/o benefits

K.2 Motion to approve the Spring 2023 Course Reimbursement for Administrators as indicated below:

Name	School	Class	Approval	Credits	Amount
Padelsky, Andrea	Seton Hall University	Dissertation Advisement III	SP1	3	\$3,810

K.3 Motion to approve 2023-2024 Substitute Rates, as described below:

Position	Rate
Teacher (Tier 1 – 1-10 days)	\$125.00/diem
Teacher (Tier 2 – 11-20 days)	\$155.00/diem
Teacher (Tier 3 – 21+ days)	\$175.00/diem
Special Education Aide	\$17.00/hour
School Bus Aide	\$17.00/hour
Secretary	\$17.00/hour
Hall Monitor/Security	\$17.00/hour

Armed Security Officer	\$25.00/hour
Custodian	\$18.00/hour
School Bus Driver	\$24.68/hour
Job Coach	\$27.00/hour
Transportation Nurse	\$40.00/hour
School Nurse	\$200.00/diem

K.4 *WHEREAS*, Mrs. Jeanne Howe and the Board have entered into discussions which have resulted in the preparation of a proposed successor contract of employment for Mrs. Howe; and

WHEREAS, in order to satisfy the statutory requirements, the prior contract dated July 19, 2019 must be rescinded to enable the Board and Mrs. Howe to enter into a successor contract; and

WHEREAS, Mrs. Howe consents to such rescission for the purpose of entering a successor agreement.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Township Board of Education as follows:

The July 19, 2019 contract between Mrs. Howe and the Board is hereby rescinded so that the Board and Mrs. Howe can enter into a successor agreement as memorialized below; and

WHEREAS, in order to continue the professional relationship, Mrs. Howe and the Board have entered into discussions which have resulted in the preparation of a successor contract of employment for Mrs. Howe; and

WHEREAS in order to satisfy the requirements of N.J.S.A. 18A:17-15, the Board and Mrs. Howe have agreed to a contract term of five years, effective July 1, 2023 through June 30, 2028 at the salary levels specified in the contract;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Jefferson Township Board of Education as follows:

- (1) The Board formally reappoints Mrs. Jeanne Howe, to the position of Superintendent of Schools, and further
- (2) The Board authorizes the President and Board Secretary to execute the contract of employment which has been agreed to by the parties and has been approved by the Executive County Superintendent.

Mrs. Howe offered thanks for the additional contract. She then invited the Senior Class Student Co-Presidents to speak about Open Campus Lunch.

L. EDUCATION

Motion by Mrs. Poulas, seconded by Mr. Terpstra, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.13, as described below:

<u>Aye/Nay</u> *Mrs. Gould	<u>Absent</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra
<u>Aye</u> Mrs. Grater	<u>Absent</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>

*Mrs. Gould voted Nay on Agenda Item L.13

- L.1** Motion to approve tuition student received for the 2023-2024 school year, as indicated below plus related services and transportation, as needed:

Student ID	School	Tuition	Effective
5467451637	Ewing High School	\$ 25,511.40	9/6/23-6/30/24
6985600911	Northern Hills Academy	\$ 58,557.80	7/1/23-12/31/23

- L.2** Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for June 20, 2023 through July 17, 2023.

- L.3** Motion to **approve** itinerant program services for the 2023-2024 school year, as needed:

Student	School	Tuition	Effective
2466880096	Mountain Lakes - Lake Drive School	\$720.00	9/1/23-6/30/24
4896820329	Mountain Lakes - Lake Drive School	\$720.00	9/1/23-6/30/24
3084904871	Mountain Lakes - Lake Drive School	\$1,800.00	9/1/23-6/30/24
7785757611	Mountain Lakes - Lake Drive School	\$1,800.00	9/1/23-6/30/24
5522192515	Mountain Lakes - Lake Drive School	\$6,840.00	9/1/23-6/30/24
1404247603	Mountain Lakes - Lake Drive School	\$6,840.00	9/1/23-6/30/24
9794750109	Mountain Lakes - Lake Drive School	\$13,680.00	9/1/23-6/30/24

- L.4** Motion to approve The Commission for the Blind and Visually Impaired Request for Services for the 2023-2024 Academic School Year

Student	Level of Service	Cost
3916885064	1	\$ 2,200.00
5014103581	1	\$ 2,200.00
7409690315	1	\$ 2,200.00

- L.5** Motion to accept tuition rates for anticipated student placement at the Sussex County Vocational School for the 2023-2024 school year (September 1, 2023 – June 30, 2024), as indicated below:

Academy/Location	# of Students Share Time @ \$X/ea.	# of Students Full Time @ \$X/ea.	Tuition
Mechatronics & Robotics Academy		1	\$11,795.00
Commercial Art Academy		1	\$11,795.00
Law & Public Safety Academy		2	\$23,590.00
Full Time Sussex Vo Tech Campus Tuition Subtotal			\$ 47,180.00

- L.6** Motion to accept tuition rates for anticipated student placement at the Morris County Vocational School for the 2023-2024 school year (September 1, 2023 – June 30, 2024), as indicated below:

Academy/Location	# of Students Share Time @ \$4,770/ea.	# of Students Full Time @ \$9,647/ea.	Tuition
Criminal Justice I & II / County College of Morris (CCM)	3		
Culinary Arts & Hospitality/ County College of Morris (CCM)	1		
Engineering Design & Advanced Manufacturing / County College of Morris (CCM)	2		
Share Time CCM Campus Tuition Subtotal			\$ 28,620.00
Animal Science / Denville		2	
Auto Body & Collision Repair / Denville	2		
Auto Service Technology / Denville	2		
Biotechnology / Denville		4	
Carpentry / Denville	2		
Computer & Information Sciences / Denville		4	
Cosmetology / Denville	2		
Design / Denville		7	
Education & Learning / Denville		3	
Electrical Trades / Denville	1		
Exercise Science / Denville	2		
Global Supply Chain Management / Denville		8	
Healthcare Science / Denville		4	

HVAC/Denville	1		
Law & Public Safety / Denville		2	
Multimedia / Denville		4	
Plumbing & Pipefitting / Denville	3		
Welding Technologies / Denville	1		
Share Time Denville Campus Tuition Subtotal \$ 76,320.00			
Full Time Denville Campus Tuition Subtotal \$ 366,586.00			
Environmental Science / Jefferson		20	
Jefferson Campus Tuition Subtotal \$ 192,940.00			
Government and Leadership / Madison		1	
Madison Campus Tuition Subtotal \$ 9,647.00			
Math, Science, & Engineering / Morris Hills		3	
Morris Hills Campus Tuition Subtotal \$ 28,941.00			
Performing Arts: Dance / Morris Knolls		5	
Performing Arts: Music / Morris Knolls		1	
Performing Arts: Theater / Morris Knolls		3	
Morris Knolls Campus Tuition Subtotal \$ 86,823.00			
Allied Health / Pequannock	3		
Share Time Pequannock Campus Tuition Subtotal \$ 14,310.00			
Business Administration/ Early College/ Randolph		1	
Randolph Campus Tuition Subtotal \$ 9,647.00			
Athletic Training & Physical Therapy / Roxbury		5	
Roxbury Campus Tuition Subtotal \$ 48,235.00			
2023-2024 Student Totals	25	77	
2023-2024 Tuition Totals	\$119,250.00	\$742,819.00	\$ 862,069.00

- L.7** Motion to accept the District Wellness Report for the 2022-2023 school year.
- L.8** Motion to approve the Emergency Virtual or Remote Instruction Program Plan for the 2023-2024 school year.
- L.9** Motion to approve the revised curriculum for the 2023-2024 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS).
- a. Algebra I CP/Honors

b. Algebra II CP/Honors

c. AP Calculus AB

d. AP Computer Science Principles

e. AP Literature & Composition

f. AP Pre-Calculus

g. AP Statistics

h. Basic Coding & Web Design

i. Calculus Honors

j. Computer Science Discoveries

k. Geometry CP/Honors

l. Math Investigations

m. MS Financial Literacy

n. Pre-Calculus CP

o. Statistics CP
- KEY:**
AP – Advanced Placement
CP - College Placement
H - Honors
- L.10** Motion to adopt new curriculum for the 2023-2024 school year, as aligned to the 2020 New Jersey Student Learning Standards (NJSLS).

- a. AP Seminar

b. Art of Fashion

c. Aviation

d. Information & Media Literacy Grades 6-7
- KEY:**
AP – Advanced Placement

L.11 Motion to approve the following day field trips:

School/Group/Activity	Location
JTHS Marching Band Competition	Chester, NJ
JTHS Marching Band Competition	Bloomfield, NJ
JTHS Marching Band Competition	Sparta, NJ
JTHS Marching Band Competition	Wayne, NJ
JTHS Marching Band Competition	North Caldwell, NJ
JTMS 8th Grade	Budd Lake, NJ

L.12 Motion to approve the following overnight field trips:

School/Group/Activity	Location
JTHS Baseball Team Spring Training	Fort Pierce, FL

L.13 Motion to approve Open Campus Lunch for the 2023-2024 school year.**M. POLICY**

Motion by Mr. Stewart, seconded by Mrs. Grater, to accept the recommendation of the Superintendent to approve motions M.1 and M.2, as described below:

<u>Aye/Nay</u> Mrs. Gould*	<u>Absent</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra
<u>Aye</u> Mrs. Grater	<u>Absent</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>

*Mrs. Gould voted Nay on Agenda Item M.2, Line P 5514.01 Open Campus Lunch.

M.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
P 1642.01	Sick Leave	N
R 1642.01	Sick Leave	N
P 2415.04	Title I - District-Wide Parent Involvement	R
P 2415.50	Arthur Stanlick School Title I - School, Parent, and Family Engagement	N
P 2415.51	Ellen T Briggs School Title I - School, Parent, and Family Engagement	N
P 2415.52	Cozy Lake School Title I - School, Parent, and Family Engagement	N
P 2415.53	White Rock School Title I - School, Parent, and Family Engagement	N
P 2415.54	Jefferson Township Middle School Title I - School, Parent, and Family Engagement	N
P 2415.55	Jefferson Township High School Title I - School, Parent, and Family Engagement	N
R 2419	School Threat Assessment Teams	N

FILE CODE KEY: B - Bylaw P - Policy R - Regulation
ACTION KEY: N - New RV - Revised A - Abolish

M.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
P 2419	School Threat Assessment Teams	N
P 2431	Athletic Competition	RV
P 5460	High School Graduation	RV
P 5514.01	Open Campus Lunch	N

FILE CODE KEY: B - Bylaw P - Policy R - Regulation
ACTION KEY: N - New RV - Revised A - Abolish

N. COMMUNICATIONS

- None

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

- None

P. OLD BUSINESS

- None

Q. NEW BUSINESS

- The Community Relations Committee will make a presentation on the district's administrative structure and the chain of command.

R. CLOSED SESSION

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

S. ADJOURN

Motion by Mrs. Gould, seconded by Mrs. Grater, to adjourn the meeting at 8:32 PM.

Aye Mrs. Gould

Aye Mrs. Grater

Aye Mr. Natale

Absent Mrs. Perez

Absent 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 per day	# of Travel Days	Mileage @ \$0.47/mi.	Miscellaneous Fees (including parking/tolls/misc fees)	Total Expense
Nicholas, Jason	Aug.29-Sept. 1	Coeur d'Alene, ID	Chief Architect Academy	\$1,295.00 <i>Waived</i>	\$317.00	\$64.00	3.5	\$503.40	\$592.62	\$2,271.02
Serignese, Nicholas	Aug. 21-25	Virtual	ASHRAE	\$2,106.00	-	-	-	-	-	\$2,106.00

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



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
MORRIS COUNTY OFFICE
P.O. Box 900
30 SCHUYLER PLACE – 3RD FLOOR
MORRISTOWN, NEW JERSEY 07963-0900
PHONE: 973-285-8332
FAX: 973-285-8341

PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
LT. GOVERNOR

ANGELICA ALLEN-McMILLIAN Ed.D.
ACTING COMMISSIONER

NANCY H. GARTENBERG, Ed.D.
EXECUTIVE COUNTY
SUPERINTENDENT

July 17, 2023

Mrs. Stacy Poulas
Board President
Jefferson Township School District
31 State Route 181
Lake Hopatcong, New Jersey 07838

Dear Mrs. Poulas:

I have reviewed the employment contract for Jeanne A. Howe, Superintendent, in accordance with N.J.A.C. 6A: 23A-3.1. I have determined that the provisions of the contract are in compliance with the regulations. Therefore, I approve the contract for the period from July 1, 2023 through June 30, 2028.

In the event of any conflict between the terms, conditions and provisions of this employment contract and any permissive state or federal law, the law shall take precedence over the contrary provisions.

If during the term of this employment contract, it is found that a specific clause of the contract is illegal under state or federal law, the remainder of this employment contract, not affected by such a ruling, shall remain in force.

If there are any changes to the terms of this contract, you will need to submit it to me for review and approval prior to the required public notice and hearing of such changes.

Please submit a signed copy of the contract to my office within 10 days of its approval.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nancy H. Gartenberg".

Nancy H. Gartenberg, Ed.D.
Executive County Superintendent

c: Rita Giacchi, School Business Administrator

CONTRACT OF EMPLOYMENT

This Contract, made this 21st day of August, 2023, between

THE BOARD OF EDUCATION OF JEFFERSON TOWNSHIP,
in Morris County (hereinafter “the Board”)
with offices located at
31 State Highway 181
Lake Hopatcong, New Jersey 07849-9501

and

Jeanne A. Howe, (hereinafter “the Superintendent”)

PREAMBLE

WITNESSETH

WHEREAS, the Board has determined that it is appropriate to enter into a new formal contractual relationship with Jeanne A. Howe, as the Chief School Administrator of the school district; and,

WHEREAS, the Board desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by *N.J.S.A. 18A:17-17*;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

ARTICLE I

Employment

The Board hereby agrees to employ Jeanne A. Howe as Superintendent of Schools for the period of July 1, 2023 through June 30, 2028. The parties acknowledge that this Contract must be approved by the Morris County Executive County Superintendent in accordance with applicable law and regulation.

ARTICLE II

Certification

The parties acknowledge that the Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement attached as Exhibit A.

ARTICLE III

Duties

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

- A. To perform faithfully the duties of Superintendent of Schools for the Board and to serve as the Chief School Administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent of Schools, is incorporated by reference into this Contract and attached as Exhibit B.
- B. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the district, she shall retain any honoraria paid. The Superintendent shall notify the Board President in the event she is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent's position require her to work long and irregular hours, and occasionally may require that she attend to district business outside of the district.
- C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with *N.J.S.A. 18A:27-4.1*.
- D. To non-renew personnel pursuant to *N.J.S.A. 18A:27-4.1*, and to provide a written statement of reasons for non-renewal upon proper request to the employee.
- E. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to her. The Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out her duties.



- F. To assume responsibility for the administration of the affairs of the school district, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent or by staff at the Superintendent's direction.
- G. To have a seat on the Board and have the right to speak, not vote on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a Rice notice has been served upon the Superintendent notifying her that her employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the school district.
- H. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the school district.
- I. To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

ARTICLE IV

Salary and Benefits

- A. Initial Salary. The Board shall pay the Superintendent an annual salary of \$228,000, effective July 1, 2023 through June 30, 2024, with a 2.6% increase for succeeding years:

2024 – 2025	\$233,928
2025 – 2026	\$240,010
2026 – 2027	\$246,250
2027 – 2028	\$252,653

This annual salary rate shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other certified employees.

- 1. Notwithstanding the foregoing, no salary increase of any kind will take effect on midnight June 30, 2028 (the final day of this Contract) unless the parties have agreed to a contract extension and that extension has been approved by the Executive County Superintendent. The terms of the extension will govern all increases to take effect after July 1, 2028. Any renewal, extension, or modification of this Contract shall

comply with the notice provisions of *P.L.2007, c. 53, The School District Accountability Act and N.J.A.C. 6A:23A-3.1, et seq.*

B. Health Benefits: Effective the first day of employment, the Board shall provide the Superintendent with full family Dental Insurance (Delta Dental) and full family Health Insurance as any certified staff member would receive.. The Superintendent is subject to the provisions of Chapter 78, PL 2011, or Chapter 44, P.L. 2020, whichever is applicable.

C. Waiver of Insurance: If the Superintendent elects to opt out of medical coverage, the Board of Education shall pay her at the following rate annually:

1) Single	\$1,750
2) Employee/spouse	\$3,500
3) Parent/child	\$3,000
4) Family	\$4,500

D. Professional Membership: The Superintendent shall be entitled to membership, at the Board's expense, for dues in the following professional associations: New Jersey Association of School Administrators (NJASA), American Association of School Administrators (AASA), Morris County Association of School Administrators (MCASA), and/or other organizations deemed important by the Superintendent and the Board. The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional conferences and similar expenses which she may incur while discharging the duties of Superintendent in accordance with *P.L. 2007, c. 53, The School District Accountability Act* and affiliated regulations. (*N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, et seq.*). Such reimbursement shall comply with all applicable provisions of state and federal statutory and regulatory provisions and guidance, and with board policy. The Superintendent shall be entitled to attend the annual NJSBA/NJASA/NJASBO Workshop and Convention and the annual conference of the NJASA. The Superintendent shall be entitled to attend the annual national AASA Workshop and Convention. Reimbursement or payment for such expenses shall be made in accordance with *P.L. 2007, c. 53, The School District Accountability Act* and affiliated regulations, and Board policy.

E. Publications: The Superintendent may subscribe to appropriate educational and/or professional publications at an annual limit of \$200.

F. Sick leave: The Superintendent shall receive fifteen (15) sick days annually. Upon retirement of employment, the Superintendent shall receive within sixty (60) days, compensation for unused sick days at 35% of her current per diem rate during the term of this Agreement in accordance with *N.J.A.C. 6A:23A-3.1* at a maximum of \$15,000.

G. Vacation Leave:

1. The Superintendent shall be entitled to an annual vacation of twenty-five (25) working days per year. All of the vacation days shall be available for the Superintendent's use on July 1st of each year of the Contract.
2. The Superintendent shall take her vacation time after giving the Board President reasonable notice. School vacations do not constitute time off for the Superintendent unless she uses her leave time. The Superintendent may take vacation days during the school year, upon notice to the Board President. The Superintendent is expected

to attend to the business of the district as required for the smooth and efficient operation of the school district. The Superintendent shall document the use of accrued vacation days with the Board Secretary.

3. The Board encourages the Superintendent to take her full vacation allotment each year; however, not more than ten (10) vacation days may be carried over by the Superintendent from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited. If the Superintendent dies, payment can be made to her estate for unused vacation days.
4. In the event that the Superintendent's Contract is terminated prior to its expiration, unused vacation time shall be paid on a pro-rated basis of two (2) days accrued per month. In the event this Contract is not renewed, earned but unused vacation time will be paid at the Superintendent's daily rate of pay, based upon a 260-day work year, following her last day of employment. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require the Superintendent to use her full vacation entitlement.

H. Holidays and Snow Days: The Superintendent shall be entitled to all holidays granted to all twelve month administrators in the school district. Holidays and snow days shall include the following:

- Independence Day
- Labor Day
- NJEA Convention
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Three Floating Days that may be assigned/unassigned
- Snow days: do not report to work when schools are closed due to inclement weather.

I. Personal Days: The Superintendent shall be entitled to five (5) personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with the prior permission of the Board President. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on time-off slips filed with the Board Secretary. Unused personal days as defined in this Article shall be added to the Superintendent's accumulated sick leave for the ensuing school year. Unused personal days added to unused sick days in a single year may not exceed 15 days as per 18A:30-7.

J. Family Illness Days: Full pay for not more than five (5) days in each school year shall be paid to the Superintendent for absence due to illness of any member of Superintendent's immediate family living in her household, life partner living in immediate household, or for any member of her immediate family not living in her household for whom a doctor's certificate is provided stating that the employee's presence is required for medical reasons. The immediate family is defined as: spouse, civil union or domestic partner, child, father, mother, father-in-law, mother-in-law, brother and sister.

K. Bereavement: The Superintendent shall be entitled to the following bereavement leave:

1. Up to five (5) school days at any one time in the event the death of employee's spouse, civil union or domestic partner, child, step-child, or parent; and
2. Up to three (3) calendar days at any one time in the event of the death of an employee's son-in-law, daughter-in-law, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law and grandchild.
3. One (1) calendar day in the event of the death of a relative outside the employee's immediate family as defined above.
4. One day from 1 and 2 above, may be reserved by the employee for use within three (3) months of death.

L. Use of Personal Vehicle: The Superintendent shall be reimbursed for actual mileage when using her personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget, not to exceed \$7,000.

M. Professional Growth: The Board shall pay for and/or reimburse the Superintendent for registration fees, tuition, expenses, textbooks and/or graduate school coursework while enrolled in a graduate or doctoral program at a regionally accredited college or university as defined in N.J.A.C. 6A:9-2.1 and which are approved in advance by the Board, in an amount not to exceed eight thousand dollars (\$8,000.00) annually. The Board shall pay for and/or reimburse the Superintendent for reasonable expenses for conferences and seminars in an amount not to exceed three thousand dollars (\$3,000) annually. The Superintendent shall follow the Board Policy in supplying the necessary documentation when seeking reimbursement and shall report to the Board regarding attendance at conferences or seminars and courses taken. These expenses must conform to 18A:11-12 and NJPMB Circular.

N. Legal Representation: Pursuant to the provisions of N.J.S.A. 18A:16-6 and -6.1, the Board shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings of any kind brought against the Superintendent for any act or omission arising out of and in the course of the lawful performances of her duties. If the Superintendent and the Board agree that a conflict exists in regard to the defense of any claim, demand, or action brought against her, and the position of the Board in relation thereto, the Superintendent may engage her own legal counsel, with prior approval by the Board at the hourly rate to be charged by such counsel, in which event the Board shall indemnify the Superintendent for the reasonable costs of her legal defense; provided, however, that this provision shall not apply in the event separate counsel is provided to the Superintendent by the Board's insurance carrier. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment practices liability coverage in the minimum amount of \$1 million. Nothing in this section shall prevent the Superintendent from retaining an attorney of the employee's choice at her own expense, without reimbursement from the Board.

- O. Remote Working Days: The Superintendent shall be entitled to five (5) remote working days, to be used in no less than .25-day increments, in the event that she is required to work on a scheduled day off.

ARTICLE V

Annual Evaluation

The Board shall evaluate the performance of the Superintendent at least once a year in accordance with statutes, regulations and Board policy relating to Superintendent Evaluation. Each annual evaluation shall be in writing and shall represent a consensus of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a Rice notice has been served upon the Superintendent giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJ Quality Single Accountability Continuum (with respect to those District Performance Reviews that are within the Superintendent's control), and such other criteria as the State Board of Education shall by regulation prescribe. The final draft of the annual evaluation shall be adopted by the Board by June 30th. The Superintendent shall propose a schedule for evaluation for the next year to the Board President by May.

ARTICLE VI

Termination of Employment Contract

- A. This Contract shall terminate, the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:
1. Revocation or suspension of the Superintendent's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by *N.J.S.A. 18A:17-15.1*;
 2. Forfeiture under *N.J.S.A. 2C: 51-2*;
 3. Mutual agreement of the parties;
 4. Notification in writing by the Board to the Superintendent, at least one year prior to the expiration of this Contract, of the Board's intent not to renew this Contract; or
 5. Misrepresentation of employment history, educational and professional credentials, and criminal background.
- B. In the event the Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under *N.J.S.A. 2C: 51-2*, the Board reserves the right to suspend her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.
- C. Nothing in this Contract shall affect the Board's rights with regard to suspension under *N.J.S.A. 18A:6-8.3* and applicable case law.



- D. The Superintendent may terminate this Employment Contract upon at least ninety (90) calendar day's written notice to the Board, filed with the Board Secretary, of her intention to resign.
- E. The Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. supra and *N.J.S.A. 18A:17-20.2*, provided, however, that the Board shall have the authority to relieve the Superintendent of the performance of her duties in accordance with *N.J.S.A. 18A:27-9*, so long as it continues to pay her salary and benefits for the duration of the term. The parties understand that any early termination must comply with the provisions of *P.L.2007, c. 53, The School District Accountability Act*.
- F. In the event the parties agree to terminate this Contract prior to its expiration date, and to relieve the Superintendent from the actual performance of her duties, upon the approval of the Commissioner of Education, the Board shall compensate the Superintendent for either three (3) months' salary times the number of years remaining on this Contract or the remaining salary due to completion of this Contract, whichever is less, minus compensation from any and all other employment. It is understood that the Superintendent must make a good faith effort to find employment elsewhere as soon as possible and prior to the expiration date of the within Contract. The salary received by the Superintendent in such employment shall be deducted from the payments made to the Superintendent by the Board. Insurance benefits will be adjusted to reflect coverage, if any, in the new position.

ARTICLE VII

Renewal - Non Renewal

This Employment Contract shall automatically renew for a term of three calendar years, expiring at Midnight, June 30, 2028, unless one of the following occurs:

- A. The Board by contract reappoints the Superintendent for a different term allowable by law;
- B. The Board notifies the Superintendent in writing, one year prior to July 1, 2028, that she will not be reappointed at the end of the current term, in which case her employment shall cease upon the expiration of this Contract; or
- C. In accordance with such laws and regulation that would require nullification of this Contract.

ARTICLE VIII

Complete Agreement

This Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties. Any modifications/changes to the contract must have the approval of the Executive County Superintendent.



ARTICLE IX

Savings Clause

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force.

ARTICLE X

Release of Personnel Information Personnel Records

The Superintendent shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She shall be entitled to have a representative accompany her during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in her file that she believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by her shall be destroyed.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Superintendent shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

Attest:

The Board of Education of Jefferson Township

and _____

By: Stacey Poulas
President

Witness: _____

By: Jeanne A. Howe
Superintendent

By: Rita M. Oroho Giacchi
Board Secretary/School Business Administrator



SUPERINTENDENT**Detailed Statement of Contract Costs**

District: Jefferson Township Board of Education

Name: Jeanne Howe

District Grade Span: PK-12

On Roll Students as of 10-15-22:

	Year 1	Year 2	Year 3	Year 4	Year 5
Contract Term:	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Salary					
Base Salary	\$ 228,000	\$ 233,928	\$ 240,010	\$ 246,250	\$ 252,653
Shared Service	\$ -	\$ -	\$ -	\$ -	\$ -
Longevity	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL SALARY	\$ 228,000	\$ 233,928	\$ 240,010	\$ 246,250	\$ 252,653
Additional Salary					
Quantitative Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Qualitative Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Compensation - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Total Additional Salary	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 228,000	\$ 233,928	\$ 240,010	\$ 246,250	\$ 252,653
Total Premiums for:					
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Prescription Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Dental Insurance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Other Insurance - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Waiver of Benefits	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Total Cost of Premiums	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Employee Contribution to Premiums as Per Law	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HEALTH BENEFITS COMPENSATION	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Other Compensation					
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Tuition Reimbursement	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Mentoring Expenses - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
National/State/County/Local/Other Dues	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
Subscriptions	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ -
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -	\$ -	\$ -	\$ -
Other - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER COMPENSATION	\$ 21,700	\$ 21,700	\$ 21,700	\$ 21,700	\$ 21,700
Sick and Vacation Compensation					
Max Paid for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Max Paid for Unused Vacation Leave - Retirement or Separation	\$ 30,692	\$ 31,490	\$ 32,309	\$ 33,149	\$ 34,011
Total Sick and Vacation Compensation	\$ 45,692	\$ 46,490	\$ 47,309	\$ 48,149	\$ 49,011
TOTAL CONTRACT COSTS	\$ 299,892	\$ 306,618	\$ 313,519	\$ 320,599	\$ 327,864