

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Monday, September 16, 2024 7:15 PM (Closed Session) – 7:30 PM (Regular Session)**  
**Jefferson Township High School Media Center**

\*\*\*\*\*

**District Vision Statement**

*The district will be a leader in academic excellence while developing healthy, well-rounded, resourceful students who are positive, contributing members of local and global communities.*

- A. Mrs. Poulas, called the meeting to order at 7:47 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](http://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> Mr. Brown	<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart
<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Perez	<u>Aye</u> Mrs. Wildermuth, <i>Vice President</i>
<u>Aye</u> Mrs. Grater	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Poulas, <i>President</i>

D. **CLOSED SESSION**

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

<u>Aye</u> Mr. Brown	<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart
<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Perez	<u>Aye</u> Mrs. Wildermuth, <i>Vice President</i>
<u>Aye</u> Mrs. Grater	<u>Aye</u> Mrs. Small (Arrived @ 7:21pm)	<u>Aye</u> Mrs. Poulas, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 16th day of September, 2024 at 7:16 PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

Motion to close Executive Session by Mrs. Small, seconded by Mr. Natale, that the meeting is called to public session at 7:43 PM.

Aye Mr. Brown  
Aye Mrs. Gould  
Aye Mrs. Grater

Aye Mr. Natale  
Aye Mrs. Perez  
Aye Mrs. Small

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

**E. SUPERINTENDENT'S REPORT**

- Mrs. Howe reported on the Good News and Progress in our schools.

**F. PRESENTATIONS**

- Mrs. Jeanne Howe, Superintendent of Schools presented the 2023-2024 HIB Self Assessment Grades
- Mrs. Jeanne Howe, Superintendent of Schools presented the 2024 Graduation Report.

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

- None

**STUDENT REPRESENTATIVES**

- Student Representative Ashely Hecht reported on the parking spot decorating, the new cell phone policy, fall sports are in full swing, student council has met, and open campus lunch is going well. Miss Hecht also reported there was a great student turnout for the first home football game, and the tailgate night and T-Mobile sponsored game. She noted that some upcoming events are Fall Fest, marching band competition, homecoming game and dance and auditions for the fall drama.

**H. COMMITTEE REPORTS**

- **Education Committee** - Mrs. Small reported the Committee met on September 9, 2024 and discussed AP Psychology concurrent credit with Seton Hall University, new and revised curriculum, reviewed feedback on the implementation of Policy 5516 - Use of Electronic Communication and Recording Devices, and approval of field trips.
- **Policy and Personnel Committee** - Mr. Stewart highlighted the minutes of the September 9, 2024 meeting noting the Committee discussed open positions, job descriptions, and policy and regulations for review. The Committee also reviewed the staffing of transportation aides.
- **Building Needs and Finance Committee** - Mrs. Gould reported the Committee met on September 9, 2024 and discussed the 2023-2024 audit results, a proposal to complete a delineation survey, discussion of aide pay, transportation aides, and district reconfiguration scenarios.
  - ❖ Morris County School Boards Association - Mr. Natale reported the first meeting will be October 2, 2024 and the topic is mental health resources.
  - ❖ Educational Services Commission - Mrs. Perez advised the audit has begun and offered a description of services the Commission provides.

**I. MINUTES OF MEETINGS**

Motion by Mr. Natale, seconded by Mrs. Small, that the Special Meeting minutes of the August 5, 2024 meeting be approved as submitted:

Abstain Mr. Brown  
Abstain Mrs. Gould  
Abstain Mrs. Grater

Aye Mr. Natale  
Aye Mrs. Perez  
Aye Mrs. Small

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

Motion by Mrs. Grater, seconded by Mr. Brown, that the Executive Session Meeting minutes of the August 26, 2024 meeting be approved as submitted:

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

Motion by Mrs. Grater, seconded by Mrs. Small, that the Regular Meeting minutes of the August 26, 2024 meeting be approved as submitted:

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

## **J. FINANCE AND BUILDING NEEDS**

Motion by Mr. Brown, seconded by Mrs. Gould, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.15, as described below:

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

**J.1** Motion to approve the purchase order list dated August 2024 in the amount of \$2,731,611.15.

**J.2** Motion to approve the vendors' bills list for release, on or after September 17, 2024, in the amount of \$1,004,935.56.

**J.3** Motion to approve the check register as of August 2024 in the amount of \$3,994,887.11.

Fund	Amount
General Fund (10)	\$3,448,031.84
Special Revenue Funds (20)	\$420,145.77
Referendum Fund (30)	\$126,709.50
Total	\$3,994,887.11

**J.4** Motion to approve the funds transfers in the 2024-2025 Fiscal Year, dated August 31, 2024, in the amount of \$234,354.73.

**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 August 31, 2024, 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 July 31, 2024, 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 Resolution to participate in the Joint Transportation Agreement for the 2024-2025 school year with Morris School District. *(copy available for review)*

**J.8** Motion to designate the source of funding for the following individuals as the FY2025 Elementary and Secondary Education Act (ESEA) Title IV A grant:

Account Code: 20-280-100-100-007						
Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Escolano, Jennifer	Appoint	Drama	\$ 2,058.00	JTMS	9/1/24	6/30/25
Escolano, Jennifer	Appoint	Spring Musical Publication/Tickets	\$ 592.00	JTMS	9/1/24	6/30/25
Haucke, Danielle	Appoint	Select Chorus	\$ 2,514.00	JTMS	9/1/24	6/30/25
Haucke, Danielle	Appoint	Spring Musical: Vocal/Instrumental Director	\$ 2,514.00	JTMS	9/1/24	6/30/25
Kirchner, Jessica	Appoint	Spring Musical: Drama Director	\$ 2,514.00	JTMS	9/1/24	6/30/25
Koenig, Rachel	Appoint	Spring Musical: Lighting	\$ 592.00	JTMS	9/1/24	6/30/25
Kulick, Lauren	Appoint	Select Band	\$ 2,514.00	JTMS	9/1/24	6/30/25
Kulick, Lauren	Appoint	Jazz Band	\$ 592.00	JTMS	9/1/24	6/30/25
Patalive, Joanne	Appoint	Spring Musical: Costumes	\$ 592.00	JTMS	9/1/24	6/30/25

**J.9** Motion to designate the source of funding for the following individuals as the FY2025 IDEA Preschool grant:

Account Code: 20-251-100-106-005						
Name	Nature of Action	Position	Grant Portion of Salary	Location	Date Effective	Date Termin.
Ferucci, Frances	Appoint	Aide	\$8,174.00	Cozy Lake	9/1/2024	6/30/2025
Glenn, Jennifer	Appoint	Aide	\$8,174.00	Cozy Lake	9/1/2024	6/30/2025
Leibowitz, Marcia	Appoint	Aide	\$8,174.00	Cozy Lake	9/1/2024	6/30/2025
Zinck, Jaclyn	Appoint	Aide	\$8,175.00	Cozy Lake	9/1/2024	6/30/2025

**J.10** Motion to approve the request for disposal of eligible school records, per State of New Jersey School District Records Retention Schedule, as described below:

Location/ Department	Record Series #	Record Title & Description	Agency & Schedule No.	Retention Period	Dispose After
JTHS Administrative Office	0030-0000	Student Organizations, Activities, Before and After School Funds, School Store Includes student and school organizations and activities such as but not limited to: athletic associations, clubs, interest groups, student activity groups, before and after school activities, and student council. Contains: canceled checks, cash receipts, vouchers, banking and interest statements, and financial reports.	M700105 001	7 years	6/30/16
Special Services Department	0007-0000	Preschool File (Copy) (Electronic and Hardcopy) File contains but is not limited to: District 5 Year Preschool Program Plan, Enrollment Projections, support services, health, nutrition, fiscal, personnel, facilities, strategies for recruitment, private providers' data, and supporting documentation. Original maintained by Department of Education and a copy by the Office of the Executive County Superintendent of Schools.	M700103 001	5 years	2017

**J.11** Motion to approve volunteer band equipment truck driver to acquire, drive, and return rental truck for all marching band competitions and away football games for the 2024-2025 school year.

- Jared Koval

**J.12** Motion to accept the following donations in accordance with Policy 7230, Gifts, Grants, and Donations:

Item/Purpose	Grantor	Amount
Commission Check Donation to be used for supplies for various clubs and activities	Lifetouch/Shutterfly	\$1,645.25
Funding and reimbursement for Unified athletic events, field trips, coaches, and liaisons	Special Olympics 2024-2025 Unified Champion School Grant	\$4,700.00
A. Anthony Muller Memorial Scholarship	Marguerite Muller	\$13,244.65

**J.13** Motion to approve the disposal of obsolete equipment, in accordance with Policy 7300, Disposition of Property, as shown below:

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

**J.14** Motion to approve the payment for services during home athletic events for the 2024-2025 school year:

Position	Rate
Fall Site	\$75.00
Fall Announcer	\$55.00
Fall Timer	\$50.00
Fall Crowd Control - Football	\$60.00
Fall Crowd Control - Other than Football	\$50.00
Fall Event Coordinator	\$65.00
Fall Tickets	\$52.00
Football Spotter	\$30.00
Winter Site	\$70.00
Winter Announcer (rate per game)	\$24.00
Winter Timer (rate per game)	\$30.00
Winter Event Coordinator	\$75.00
Winter Tickets (if necessary)	\$50.00
Winter Crowd Control	\$50.00
Wrestling Quad Head Ticket	\$185.00
Wrestling Quad Assistant Ticket	\$117.00
Wrestling Quad Announcer	\$75.00
Wrestling Quad Timer	\$90.00
Wrestling Quad Site	\$150.00
Wrestling Quad Crowd Control	\$125.00

**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;

*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;

*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*)

**K. PERSONNEL**

Motion by Mrs. Grater, seconded by Mr. Natale, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.3, as described below:

<u>Aye</u> Mr. Brown	<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart
<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Perez	<u>Aye/Recuse</u> *Mrs. Wildermuth, <i>Vice President</i>
<u>Aye/Recuse</u> *Mrs. Grater	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Poulas, <i>President</i>

\*Mrs. Grater Recused from voting on Agenda Item K.1, Section A.

\*Mrs. Wildermuth Recused from voting on Agenda Item K.1, Section D.

- 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.)

<b>A. PERSONNEL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/ Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Adamitis, Randi	Schedule Adjustment	Job Coach				9/16/24	6/30/25	3 hrs./day, Tuesday off
Alessi, Jenna	Resignation	Special Education Aide			White Rock	8/28/24		
Bardis, Poxeline	Schedule Adjustment	Special Education Aide			White Rock	9/1/24	6/30/25	7 hrs./day, Wednesday off
Barkley-Biddleman, Shannan	Schedule Adjustment	Special Education Aide			JTMS	9/1/24	6/30/25	5.75 hrs./day
Barone, Amie	Adjusted Start Date	Special Education Aide				9/10/24	6/30/25	
Bley, Bryann 11-204-100-106-001	Transfer	Special Education Aide AID-ST-SPED-ES-02			Stanlick	9/16/24	6/30/25	7 hrs./day, Thursday off
Brinck, Noel	Schedule Adjustment	Special Education Aide			Stanlick	9/9/24	6/30/25	7 hrs./day, Monday off
Evans, Jaime 11-204-100-101-290	Appoint	Special Education Teacher (LTS)	BA/1	\$290.45/diem	Briggs/ Cozy Lake	9/5/24	10/31/24	Not to exceed 40 days, covering #1908
Ferucci, Frances 11-216-100-106-005 (.72) 20-251-100-106-005 (.28)	Account Code Change	Preschool Aide			Cozy Lake	9/1/24	6/30/25	IDEA Preschool Grant
Glenn, Jennifer 11-214-100-106-005 (.71) 20-251-100-106-005 (.29)	Account Code Change	Preschool Aide			Cozy Lake	9/1/24	6/30/25	IDEA Preschool Grant
Gaudioso, Dominica	Schedule Adjustment	Bus Driver			Transportation	9/1/24	6/30/25	5.33 hrs./day
Gould, Anna	Schedule Adjustment	Special Education Aide			JTMS	9/1/24	6/30/25	5.53 hrs./day
Grey Jr., Glenn 11-000-262-100-260	Adjusted Start Date	Custodian Tu-Sa CUS-DW-FACI-NA-01			District	9/4/24	6/30/25	
Hill, Kimberly 20-218-100-106-005	Appoint	Preschool Aide AID-CL-PRSC-PK-17	1	\$25.93/hr.	Cozy Lake	9/17/24	6/30/25	7 hrs./day, Friday off New position, PEA
Horn, Jennifer	Schedule Adjustment	Special Education Aide			White Rock	9/16/24	6/30/25	5.75 hrs./day
Kaczmarczyk, Ashley 11-000-270-160-000	Appoint	Bus Driver BUS-BD-TSPT-AL-10	1	\$27.50/hr.	Transportation	10/1/24	6/30/25	Replacing G. Gauthier, not to exceed 5 hrs./day, pending certification
Leibowitz, Marcia 11-216-100-106-005 (.76) 20-251-100-106-005 (.24)	Account Code Change	Preschool Aide			Cozy Lake	9/1/24	6/30/25	IDEA Preschool Grant
Maffei, Dana	Adjusted End Date	Benefits Specialist/Payroll Assistant (LTS)			Central Office		9/30/24	Covering #434, as needed
McMahon, Heidi	Schedule Change	Special Education Aide			White Rock	9/1/24	6/30/25	7 hrs./day, Tuesday off
Morgan, Lucas	Adjusted End Date	Custodian (LTS)					6/30/25	Covering #2470
Messuri, Jessica 11-204-100-101-001 (.6) 11-213-100-101-001 (.4)	Appoint	Teacher - Special Education TCH-ST-SPED-ES-06	BA/8	\$62,740	Stanlick	11/18/24	6/30/25	Replacing N. DiLizia
Niedenthal, Agnieszka	Schedule Adjustment	Special Education Aide			JTMS	9/1/24	6/30/25	5.75 hrs./day
Palmer, Deborah 20-218-100-106-003	Appoint	Special Education Aide AID-BR-PRSC-PK-01	1	\$25.39/hr.	Briggs	9/17/24	6/30/25	7 hrs./day, Friday off Replacing B. Bley
Picarra, Vera 11-000-217-100-001	Appoint	Special Education Aide AID-ST-SPED-ES-14	1	\$25.39/hr.	Stanlick	9/18/24	6/30/25	7 hrs./day, Tuesday off
Rodgers, Suzanne 11-000-219-104-290	Appoint	LDT-C (LTS) CST-ST-LDTC-AL-02		\$400/diem	District	9/3/24	12/20/24	CST coverage, as needed

<b>A. PERSONNEL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/ Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Ryan, Laura	Schedule Adjustment	Special Education Aide			JTHS	9/1/24	6/30/25	Not to exceed 5 hrs./day
Ryder, Susan	Schedule Adjustment	Special Education Aide			Stanlick	9/9/24	6/30/25	7 hrs./day, Friday off
Sandberg, Kristine 20-218-100-106-005	Appoint	Preschool Aide AID-CL-PRSC-PK-01	1	\$25.39/hr.	Cozy Lake	9/17/24	6/30/25	7 hrs./day, Thursday off, PEA
Szekula, Anne	Schedule Adjustment	Special Education Aide			JTHS	9/1/24	6/30/25	4.25 hrs./day
Tanis, Janet	Schedule Adjustment	Bus Driver			Transportation	9/1/24	6/30/25	Not to exceed 7.33 hrs./day
Verbist, Joelle 11-000-218-104-007	Appoint	School Counselor GUI-MS-CNSL-MS-02	MA/1	\$60,290	JTMS	9/1/24	6/30/25	Replacing S. De George
Voswinkle, Amanda 11-000-219-104-001 (.50) 11-000-219-104-006 (.50)	Appoint	LDT-C CST-ES-LDTC-AL-02	MA+30/16	\$88,031	Stanlick/ White Rock	11/18/24	6/30/25	New position, unbudgeted
Zinck, Jaclyn 11-216-100-106-005 (.70) 20-251-100-106-005 (.30)	Account Code Change	Preschool Aide			Cozy Lake	9/1/24	6/30/25	IDEA Preschool Grant
#1636	Unpaid Leave	Teacher			JTHS	9/30/24	3/28/25	Unpaid
#2632	Family Leave	Teacher			JTHS	3/24/25	6/20/25	Unpaid
#2819	Medical Leave	Teacher			White Rock	10/28/24	12/20/24	Utilizing 36 Personal Illness days
#2819	Family Leave	Teacher			White Rock	1/2/25	3/25/25	Unpaid
#3334‡	Medical Leave	Aide			Cozy Lake	9/23/24	9/25/24	Unpaid

‡ Denotes non-tenured staff

<b>B. SUBSTITUTES</b>					
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Location</b>	<b>Date Effective</b>	<b>Date Termin.</b>
Adamitis, Randi	Appoint	Teacher	District	9/1/24	6/30/25
Argondizzo, Anthony	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Cabrera, Joshua	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Cantwell, Michael	Appoint	Custodian	District	9/23/24	6/30/25
Chaplin, Madison	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Clemens, Kaitlyn	Appoint	Teacher, Aide, Secretary, Job Coach, Hall Monitor	District	9/1/24	6/30/25
Feti, Dilan	Appoint	Aide	District	9/1/24	6/30/25
Mackowiak, Curtis	Appoint	Aide	District	9/1/24	6/30/25
Morgan, Jason	Appoint	Teacher	District	9/1/24	6/30/25
Neumann, Michele	Appoint	Nurse	District	9/1/24	6/30/25
Orleans, David	Appoint	Aide	District	9/1/24	6/30/25
Ricciardi, Carolyn	Appoint	Aide	District	9/1/24	6/30/25
Rivera, Amanda	Appoint	Aide	District	9/1/24	6/30/25
Rodgers, Suzanne	Appoint	Teacher	District	9/1/24	6/30/25
Scully, Henry	Appoint	Teacher	District	9/1/24	6/30/25
Shellowsky, Kira	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Shuster-Florentino, Mariana	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Skalecky, Jessica	Appoint	Aide	District	9/1/24	6/30/25
Smalley, Jessica	Appoint	Teacher	District	9/1/24	6/30/25
Solicito, Nicholas	Appoint	Teacher	District	9/1/24	6/30/25
Sporer, Angela	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Wendolowski, Brianna	Appoint	Teacher, Aide	District	9/1/24	6/30/25
Yager, Danielle	Appoint	Teacher, Aide	District	9/1/24	6/30/25

<b>C. EXTRA DUTY PAY</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Level</b>	<b>Salary</b>	<b>Location</b>	<b>Date Effective</b>	<b>Date Termin.</b>
<b>HIGH SCHOOL - 11-401-100-101-008</b>							
Iliff, Kaitlyn	Rescind	FBLA (0.5 stipend)	3	\$1,331	JTHS	9/1/24	6/30/25
Iliff, Kaitlyn	Appoint	FBLA	3	\$2,662	JTHS	9/1/24	6/30/25
Gonzalez, Christine	Appoint	Class Co-Advisor: Juniors (0.5 stipend)	3	\$2,662	JTHS	9/1/24	6/30/25

<b>C. EXTRA DUTY PAY</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Level</b>	<b>Salary</b>	<b>Location</b>	<b>Date Effective</b>	<b>Date Termin.</b>
Montgomery, Sarah	Appoint	Class Co-Advisor: Seniors (0.5 stipend)	4	\$4,289	JTHS	9/1/24	6/30/25
Daken-Stefanski, Alice	Appoint	Falcon Ambassadors for Diversity and Inclusivity	1	\$739	JTHS	9/1/24	6/30/25
<b>MIDDLE SCHOOL - 11-401-100-101-007*</b>							
Escolano, Jennifer 20-280-100-100-007	Account Code Change	Drama	3	\$2,058	JTMS	9/1/24	6/30/25
Escolano, Jennifer 20-280-100-100-007	Account Code Change	Spring Musical: Publication/Tickets	1	\$592	JTMS	9/1/24	6/30/25
Haucke, Danielle 20-280-100-100-007	Account Code Change	Select Chorus	3	\$2,514	JTMS	9/1/24	6/30/25
Haucke, Danielle 20-280-100-100-007	Account Code Change	Spring Musical: Vocal/Instrumental Director	3	\$2,514	JTMS	9/1/24	6/30/25
Kirchner, Jessica 20-280-100-100-007	Account Code Change	Spring Musical: Drama Director	3	\$2,514	JTMS	9/1/24	6/30/25
Koenig, Rachel 20-280-100-100-007	Account Code Change	Spring Musical: Lighting	1	\$592	JTMS	9/1/24	6/30/25
Kulick, Lauren 20-280-100-100-007	Account Code Change	Select Band	3	\$2,514	JTMS	9/1/24	6/30/25
Kulick, Lauren 20-280-100-100-007	Account Code Change	Jazz Band	1	\$592	JTMS	9/1/24	6/30/25
Patalive, Joanne 20-280-100-100-007	Account Code Change	Spring Musical: Costumes	1	\$592	JTMS	9/1/24	6/30/25

\* unless otherwise indicated

<b>D. SUMMER EVALUATION PERSONNEL</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Jahn, Nicole	Appoint	Evaluations & CST Meetings	\$50.33/hr.	District	6/24/24	9/2/24	Not to exceed 10 hours
Olsen, Sarah	Appoint	Evaluations & CST Meetings	\$61.59/hr.	District	6/24/24	9/2/24	Not to exceed 15 hours
Pearce, Amy	Appoint	Summer Meetings 18-21 Program	\$62.38/hr.	District	6/24/24	9/2/24	Not to exceed 5 hours

<b>E. DISTRICT AIDE APPOINTMENTS/ASSIGNMENTS</b>						
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Gill, Debra 11-190-100-106-003	Appoint	Kindergarten Aide AID-BR-KDGN-KG-01	Briggs	9/1/24	6/30/25	Not to exceed 3.5 hrs./day
Mondaruli, Kristen 11-190-100-106-003	Appoint	Kindergarten Aide AID-BR-KDGN-KG-02	Briggs	9/1/24	6/30/25	Not to exceed 3.5 hrs./day
Eltringham, Janet 11-190-100-106-005	Appoint	Kindergarten Aide AID-CL-KDGN-KD-01	Cozy Lake	9/1/24	6/30/25	Not to exceed 3.5 hrs./day
Papa, Carol 11-190-100-106-005	Appoint	Kindergarten Aide AID-CL-KDGN-KD-02	Cozy Lake	9/1/24	6/30/25	Not to exceed 3.5 hrs./day

<b>F. TRANSPORTATION ASSIGNMENTS</b>						
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Brunner, Melissa 11-000-270-107-000	Appoint	Transportation Aide. AID-BD-TSPT-AL-10	Transportation	9/1/24	6/30/25	Not to exceed 3.17 hrs./day
Chrzanowski, Monika 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-11	Transportation	9/1/24	6/30/25	Not to exceed 3.67 hrs./day
Cloutier, Dawn 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-07	Transportation	9/1/24	6/30/25	Not to exceed 4.25 hrs./day
Cowie, Catherine 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-14	Transportation	9/1/24	6/30/25	Not to exceed 3 hrs./day
Finizio, Diane 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-05	Transportation	9/1/24	6/30/25	Not to exceed 4.58 hrs./day
Frederick, Colleen 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-17	Transportation	9/1/24	6/30/25	Not to exceed 3.58 hrs./day
Friedman, Carisa 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-02	Transportation	9/1/24	6/30/25	Not to exceed 4.67 hrs./day
Holgate, Deborah 11-000-213-101-000	Appoint	Transportation Nurse NUR-BD-HLTH-NA-01	Transportation	9/1/24	6/30/25	Not to exceed 5 hrs./day
Krakowski, Janice 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-04	Transportation	9/1/24	6/30/25	Not to exceed 4.17 hrs./day

Lopreato, Jennifer 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-18	Transportation	9/1/24	6/30/25	Not to exceed 3.58 hrs./day
Lozano, Madelyne 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-13	Transportation	9/1/24	6/30/25	Not to exceed 3.67 hrs./day
Marshall, Amber 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-09	Transportation	9/1/24	6/30/25	Not to exceed 3 hrs./day
Montanye, Wendy 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-01	Transportation	9/1/24	6/30/25	Not to exceed 4.5 hrs./day
Prebor, Anne 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-06	Transportation	9/1/24	6/30/25	Not to exceed 4.5 hrs./day
Sherba, Gail 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-03	Transportation	9/1/24	6/30/25	Not to exceed 3 hrs./day
Smiley, Tawanna 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-16	Transportation	9/1/24	6/30/25	Not to exceed 3.58 hrs./day
Zimmer, Kimberly 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-08	Transportation	9/1/24	6/30/25	Not to exceed 3.17 hrs./day
Zuniga, Lorena 11-000-270-107-000	Appoint	Transportation Aide AID-BD-TSPT-AL-12	Transportation	9/1/24	6/30/25	Not to exceed 3.83 hrs./day

## K.2 Motion to approve the following corrections to the August 26, 2024 Minutes, Personnel Section:

A. ENVIRONMENTAL SCIENCE ACADEMY ORIENTATION							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion
Leondi DeSena, Andrea	Appoint	Environmental Science Academy Orientation	\$42.27/hr.	JTHS	8/28/24	8/28/24	Corrected rate
Montgomery, Sarah	Appoint	Environmental Science Academy Orientation	\$53.32/hr.	JTHS	8/28/24	8/28/24	Corrected rate
Varner, Heather	Appoint	Environmental Science Academy Orientation	\$69.46/hr.	JTHS	8/28/24	8/28/24	Corrected rate

## K.3 Motion to approve the following corrections to the April 24, 2024 Minutes, Appendix C – Staff Reappointments:

A. PERSONNEL							
Name Account Code	Position	Degree/ Level	Step	Base Salary/ Hourly Rate	Longevity/ Stipend	Total	Discussion
District Aides							
Blev, Joanne	Special Education Aide		5	\$26.51/hr.			Corrected step
Lakhicharran, Bibi	Special Education Aide		5	\$26.51/hr.			Corrected step
Warnke, Arline	Special Education Aide		5	\$26.51/hr.	\$525		Corrected step

## L. EDUCATION

Motion by Mrs. Small, seconded by Mrs. Grater, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.9, as described below:

Aye Mr. Brown                      Aye Mr. Natale                      Aye Mr. Stewart  
Aye Mrs. Gould                      Aye Mrs. Perez                      Aye Mrs. Wildermuth, *Vice President*  
Aye Mrs. Grater                      Aye Mrs. Small                      Aye Mrs. Poulas, *President*

### L.1 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for July 15, 2024 through August 26, 2024.

### L.2 Motion to rescind itinerant program services for the 2024-2025 school year, as needed:

Student	School	Tuition	Effective
7785757611	Mountain Lakes - Lake Drive School	\$1,800.00	9/1/24-6/30/25

### L.3 Motion to approve itinerant program services for the 2024-2025 school year, as needed:

Student	School	Tuition	Effective
7785757611	Mountain Lakes - Lake Drive School	\$720.00	9/1/24-6/30/25

- L.4** Motion to accept tuition rates for anticipated student placement at the Sussex County Charter School for the 2024-2025 school year (September 1, 2024 – June 30, 2025), as indicated below:

*(Tuition cost is estimated until final state figures are released)*

	# of Students	Tuition
Grade 6	9	\$201,768.03
Grade 7	4	\$89,674.68
Grade 8	7	\$156,930.69
		<b>Estimated Sussex County Charter School Tuition Total \$448,373.40</b>

- L.5** Motion to approve AP Psychology to be included in Seton Hall University's Project Acceleration program for students to receive concurrent credit.

- L.6** Motion to approve the revised and new curriculum for the 2024-2025 school year, as aligned to the New Jersey Student Learning Standards (NJSLS).

- a. AP Physics I
- b. AP Physics II
- c. AP Research

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

School, Group/Activity	Location
JTHS Marching Band Competition	Sparta, NJ
JTHS Marching Band Competition	Chester, NJ
JTHS Marching Band Competition	Madison, NJ
JTHS Marching Band Competition	Butler, NJ
JTHS Marching Band Competition	North Caldwell, NJ
Community Based Instruction (CBI)	Lake Hopatcong, NJ
Community Based Instruction (CBI)	Oak Ridge, NJ
Community Based Instruction (CBI)	Rockaway, NJ
Community Based Instruction (CBI)	Sparta, NJ
Community Based Instruction (CBI)	Wharton, NJ

- L.8** Motion to accept the 2023-2024 HIB Self Assessment Grades.

- L.9** Motion to approve the following Resolution to Authorize Suspicionless Canine Searches, as described below:

*WHEREAS*, The Jefferson Township Board of Education believes that suspicionless canine searches promote a safe school environment and act as a means to educate and deter children from bringing illegal drugs to school; and

*WHEREAS*, The Jefferson Township Police Department, in cooperation with the Morris County Prosecutor's Office, will conduct suspicionless canine searches at the high school and middle school periodically throughout the school year; and

*WHEREAS*, These searches will be scheduled in advance and require the approval of the building principal and district superintendent; and

*NOW THEREFORE BE IT RESOLVED*, The Jefferson Township Board of Education, in an effort to promote a safe, drug-free environment, authorizes the Jefferson Township Police Department in cooperation with the Morris County Prosecutor's Office to conduct suspicionless canine searches.

**M. POLICY**

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

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

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

File Code	Title	Action
2418P	Section 504 of the Rehabilitation Act of 1973 - Students	Revised

FILE CODE KEY: B - Bylaw P - Policy M - Mandate 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 *(available on district website for review)*:

File Code	Title	Action
0141 P	Board Member Number & Term	RV
0164.6 P	Remote Public Board Meetings During a Declared Emergency	A
2200 P	Curriculum Content	RV
3160 P	Physical Examination	RV
3160 R	Physical Examination	RV
4160 P	Physical Examination	RV
4160 R	Physical Examination	RV
5337 P	Service Animals	RV
5350 P	Student Suicide Prevention	RV
6470 P	Payment of Claims	RV
8420 P	Emergency and Crisis Situations	RV
8467 P	Firearms and Weapons	RV
8467 R	Firearms and Weapons	RV
9181 P	Volunteer Athletic Coaches & Co-Curricular Activity Advisors/Assistants	RV

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

**N. RECOGNITION OF REPORTS**

Upon the recommendation of the Superintendent, the Board recognizes the reports listed below:

- Harassment, Intimidation and Bullying Incidents (HIB) for the period of August 26, 2024 through September 16, 2024:

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

**O. COMMUNICATIONS**

- None

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

- An audience member inquired about the timeline for the reconfiguration, specifically for fourth graders. They also inquired about where the board office staff will be housed.

- A representative from SEPAG (Special Education Parent Advisory Group) provided an update and information on the first meeting. They thanked the administration for allowing SEPAG to speak at Back to School Nights.
  - ❖ Mrs. Howe addressed the question regarding reconfiguration, noting moves would happen for the 2025-2026 school year. The split of grade levels at the high school/middle school complex is still to be determined. It also has yet to be determined where the central office functions would go. Mrs. Howe advised the community would be kept up to date.

**Q. OLD BUSINESS**

- None

**R. NEW BUSINESS**

- Mrs. Poulas announced there will be a presentation at the October 14, 2024 Board Meeting on Artificial Intelligence (AI) in the Classroom. Presenters include Maria Dunbar, Supervisor of K-12 Instructional Technology & Fine Arts; K-5 Mathematics; Business & Finance; and Advisor for the Business & Finance Academy, and Christopher Hiben, Supervisor of K-12 Science; 6-12 Math; Advisor for the Academy for Environmental Science; and Advisor for the STEM Academy.

**S. CLOSED SESSION**

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

**T. ADJOURN**

Motion by Mrs. Gould, seconded by Mr. Natale, to adjourn the meeting at 8:28 PM.

Aye Mr. Brown

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mrs. Wildermuth, *Vice President*

Aye Mrs. Grater

Aye Mrs. Small

Aye Mrs. Poulas, *President*

# Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Transportation Fee \$	Lodging cost per night	Meal cost per day	# of Travel Days	Mileage (@ \$0.47/mi)	Misc. Fees (including parking/tolls/misc fees)	Total Expense
Dunbar, Maria	10/25/24	Lincroft, NJ	Mathematics in Action: Bringing the Math Practices to Life	\$295.00	-	-	-	1	\$62.23	-	\$357.23
Hiben, Christopher	11/20/24 & 3/5/25	Lawrenceville, NJ	Rider University SEI ECT NGSS Training	\$300.00	-	-	-	2	\$92.12	-	\$392.12
Kalish, Jason	1/9/25-1/11/25	Unasville, CT	2025 Mohegan Sun World Baseball Coaches Convention	\$175.00	-	\$246.10	\$86.00	2.5	\$159.80	-	\$842.00
Tamayne-Hettema, Jennifer	10/17/24	Princeton, NJ	Kaleidoscope: Perspective is Everything	\$215.00	-	-	-	-	\$55.46	-	\$270.46
Trevenen, Renee	10/17/24	Princeton, NJ	Kaleidoscope: Perspective is Everything	\$215.00	-	-	-	-	\$55.46	-	\$270.46
Vesia, Lyndsay	10/4/24	Monroe Twp., NJ	Creating a Unified Team Approach and Comprehensive Plan for Addressing Student Substance Use	\$150.00	-	-	-	-	\$67.92	\$15.00	\$232.92

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