

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Agenda**  
**Monday, October 14, 2024 6:30 PM (Closed Session) – 7:30 PM (Regular Session)**  
**Jefferson Township High School Media Center**

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**District Vision Statement**

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

- A. \_\_\_\_\_, called the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

*DAILY RECORD, NJ HERALD* and posted on the  
Jefferson Township Board of Education website ([www.Jefftp.org](http://www.Jefftp.org));

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

- B. Pledge of Allegiance.

C. **ROLL CALL:**

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

D. **CLOSED SESSION**

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

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 14th day of October, 2024 at \_\_\_\_\_ PM, as follows:

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

Motion to close Executive Session by \_\_\_\_\_, seconded by \_\_\_\_\_, that the meeting is called to public session at \_\_\_\_\_ PM.

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

**E. SUPERINTENDENT'S REPORT**

**F. PRESENTATIONS**

- AI in the Classroom
  - 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
- Spring 2024 NJSLA Results
  - Dr. Roger Jinks, Jr., Assistant Superintendent of Schools

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

Public participation shall be governed by the following rules (per Bylaw 0167):

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

*Please note that "Comments from the Audience" is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.*

**H. STUDENT REPRESENTATIVES**

**I. COMMITTEE REPORTS**

**J. MINUTES OF MEETINGS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Executive Session minutes of the September 16, 2024 meeting be approved as submitted:

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Regular Meeting minutes of the September 16, 2024 meeting be approved as submitted:

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

**K. FINANCE AND BUILDING NEEDS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.16, as described below:

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

**K.1** Motion to approve the purchase order list dated September 2024 in the amount of \$1,180,691.76.

**K.2** Motion to approve the vendors' bills list for release, on or after October 15, 2024, in the amount of \$642,831.15.

**K.3** Motion to approve the check register as of September 2024 in the amount of \$8,427,160.21.

Fund	Amount
General Fund (10)	\$5,437,670.09
Special Revenue Funds (20)	\$760,862.74
Debt Service Fund (40)	\$2,228,627.38
Total	\$8,427,160.21

**K.4** Motion to approve the funds transfers in the 2024-2025 Fiscal Year, dated September 30, 2024, in the amount of \$2,679,496.78.

**K.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 September 30, 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).

**K.6** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of August 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.

**K.7** Motion to approve the 2025-2026 budget calendar developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix A*)

- K.8** Motion to approve the Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist for the 2024-2025 school year.
- K.9** Motion to adopt a Resolution to participate in the Educational Data Services, Inc. Cooperative Pricing System (Ed-Data) to purchase goods and services for the 2025-2026 school year from its authorized vendors (hosted via the Educational Services Commission of Morris County).
- K.10** Motion to approve agreement with Prime Healthcare Services – Saint Clare’s, LLC to provide certain healthcare services to the district for 2024-2025 SY.

- K.11** 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.
D'Antoni-Smeilus, Tara	Appoint	Spring Musical: Props	\$592.00	JTMS	9/1/24	6/30/25
Nadratowski, Donna	Appoint	Spring Musical: Art/Set Design	\$592.00	JTMS	9/1/24	6/30/25
Sarmiento, Ashley	Appoint	Showcase	\$592.00	JTMS	9/1/24	6/30/25

- K.12** Motion to designate the source of funding for Sheltered English Instruction (SEI) Training for the following individuals as allocated by the Elementary and Secondary Education Act (ESEA) Title III Fund:

Name	Nature of Action	Salary	Location	Date Effective	Date Termin.	Discussion
Cuddy, Kevin	Appoint	\$42.96/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours
Gundersen, Tammy	Appoint	\$51.43/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours
Toth, Robert	Appoint	\$42.20/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours
Trapani, Kelly	Appoint	\$66.56/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours

- K.13** Motion to approve the addition to the School Student Activity Account lists for Jefferson Township Middle School, as described below:

Activity Account Sub-category
Class of 2028

- K.14** 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
Arthur Stanlick School/Nurse’s Department	Titmus Vision Screener	010353/3955
Arthur Stanlick School/Nurse’s Department	Maico Hearing Instrument	1587

- K.15** 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.

- James Murdter

- K.16** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

*WHEREAS*, the employees listed in Appendix B, 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 B*)

## **L. PERSONNEL**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.5, as described below:

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

- L.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>
Banzil-Lozano, Tanya 20-218-100-106-005	Appoint	Preschool Aide AID-CL-PRSC-PK-16	1	\$25.39/hr.	Cozy Lake	10/15/24	6/30/25	7 hrs./day, Wednesday off, PEA funded
Barnhart, Alexis 11-140-100-101-290	Appoint	Teacher - English (LTS) TCH-HS-ELAG-HS-05		\$290.45 /diem	JTHS	11/11/24	6/20/25	Pending certification and fingerprinting
Chaplin, Madison* 11-204-100-101-290	Appoint	Teacher - Special Education (LTS) TCH-ES-SPED-FL-02		\$290.45 /diem	Briggs/ Cozy Lake	11/1/24	6/20/25	Covering #1908
Chrzanowski, Monika 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Cowie, Catherine 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Cuddy, Kevin	Appoint	Extra Hours		\$42.96/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours for SEI training
DeLade, Toni	Appoint	After School Activity Aide		\$26.51/hr.	JTHS	9/26/24	6/12/25	Not to exceed 1.5 hrs./wk., Art Club
DeLade, Toni	Appoint	After School Activity Aide		\$26.51/hr.	JTHS	9/26/24	6/12/25	Not to exceed 1 hr./wk., Drone Club
DeLade, Toni	Appoint	After School Activity Bus Aide		\$25.34/hr.	Transportation	9/26/24	6/12/25	Not to exceed 1 hr./wk.
DeLade, Toni	Appoint	Unified Track Aide		\$26.51/hr.	JTHS	9/24/24	6/30/25	Not to exceed 23 hrs.
Fazio, Charmaine	Schedule Adjustment	Special Education Aide			White Rock	10/14/24	6/30/25	7 hrs./day, Monday off

<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>
Finizio, Diane	Schedule Adjustment	Bus Aide			Transportation	9/30/24	6/30/25	5 hrs./day, 5 days
Follet, Michele 11-000-207-107-000	Appoint	Bus Aide AID-BD-TSPT-AL-15	1	\$25.05/hr.	Transportation	9/26/24	6/30/25	3 hrs./day, 5 days, replacing C. Abreu
Frederick, Colleen 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Freidman, Carisa	Schedule Adjustment	Bus Aide			Transportation	9/16/24	6/30/25	4.92 hrs./day, 5 days
Gaudioso, Dominica	Schedule Adjustment	Bus Driver			Transportation	9/1/24	6/30/25	5.67 hrs./day, 5 days
Gundersen, Tammy	Appoint	Extra Hours		\$51.43/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours for SEI training
Gurnawan, Maria 20-218-100-106-005	Appoint	Preschool Aide AID-CL-PRSC-PK-15	1	\$25.39/hr.	Cozy Lake	10/10/24	6/30/25	7 hrs./day, Tuesday off
Headley, Susan 11-120-100-101-290	Appoint	Teacher - Special Education (LTS)		\$290.45 /diem	White Rock	10/28/24	3/25/25	Covering #2819
Hollick, Allison 11-000-270-160-290	Appoint	Transportation Office Support		\$220.67 /diem	Transportation	10/1/24	10/31/24	Office assistance as needed
Homer, Christopher	Schedule Adjustment	Bus Driver			Transportation	9/26/24	6/30/25	5.5 hrs./day, 5 days
King, Eric	Extra Hours	Special Education Aide		\$26.51/hr.	Stanlick	10/16/24	10/16/24	Not to exceed 7 hrs. for CPI training
Lopreato, Jennifer 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Lozano, Madelyne 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Madalena, Nadia 11-213-100-106-006	Appoint	Special Education Aide	1	\$25.39/hr.	White Rock	10/11/24	6/30/25	7 hrs./day, Thursday off
Maffei, Dana	Adjusted End Date	Business Office Assistant (LTS)			Central Office		12/30/24	Covering #434, as needed
Marshall, Amber 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Maynard, Hannah 11-213-100-106-006	Appoint	Special Education Aide AID-WR-SPED-ES-32	1	\$25.39/hr.	White Rock	10/7/24	6/30/25	7 hrs./day, Tuesday off
Moore, Heather	Extra Hours	Special Education Aide		\$25.67/hr.	White Rock	10/16/24	10/16/24	Not to exceed 7 hrs. for CPI training
Nakev, Jasminka	Appoint	After School Activity Aide		\$26.23/hr.	JTHS	9/26/24	6/12/25	Not to exceed 1 hr./wk, Video Game Club
Nakev, Jasminka	Appoint	Unified Track Aide		\$26.23/hr.	JTHS	9/24/24	6/30/25	Not to exceed 23 hrs.
Neumann, Michele 11-000-213101-290	Appoint	School Nurse (LTS)		\$290.45 /diem	Cozy Lake	10/30/24	12/10/24	Covering #2978
Orabone, Heather	Schedule Adjustment	Bus Driver			Transportation	9/30/24	6/30/25	5.67 hrs/day, 5 days
Peters, Shanna	Appoint	Unified Track Aide		\$25.95/hr.	JTHS	9/24/24	6/30/25	Not to exceed 23 hrs.
Quinn, Sean	Resignation	Teacher - Spanish			JTMS/JTHS	12/2/24		
Ryder, Susan	Retirement	Special Education Aide			Stanlick	11/1/24		Retiring after 17 years in district
Sherba, Gail 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Smiley, Tawanna 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded
Spaan, Donna Marie	Schedule Adjustment	Special Education Aide			JTMS	9/20/24	6/30/25	7.25 hrs./day, 5 days
Talmadge, Susan	Schedule Adjustment	Bus Driver			Transportation	9/30/24	6/30/25	5.92 hrs./day, 5 days
Toth, Robert	Appoint	Extra Hours		\$42.20/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours for SEI training
Trapani, Kelly	Appoint	Extra Hours		\$66.56/hr.	JTMS	10/15/24	6/30/25	Not to exceed 15 hours SEI training
Vieras, Gleidys	Schedule Adjustment	Special Education Aide			Briggs	9/17/24	6/30/25	7 hrs./day, Monday off
Vindici, Helen	Schedule Adjustment	Bus Driver			Transportation	9/16/24	6/30/25	5.5 hrs./day, 5 days
Wojick, Irene	Appoint	Unified Track Aide		\$26.51/hr.	JTHS	9/24/24	6/30/25	Not to exceed 23 hrs.

<b>A. PERSONNEL</b>								
Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Zuniga, Lorena 20-218-100-200-110	Account Code Change	Bus Aide			Transportation	9/1/24	6/30/25	PEA funded

<b>B. SUBSTITUTES</b>					
Name	Nature of Action	Position	Location	Date Effective	Date Termin.
Banzil-Lozano, Tanya	Appoint	Teacher, Aide	District	10/21/24	6/30/25
Celentano, Loretta	Appoint	Aide	District	10/8/24	6/30/25
Cruz, Yvette	Appoint	Job Coach	District	10/11/24	6/30/25
Edwards, Kathleen	Appoint	Teacher	District	9/25/24	6/30/25
Edwards, Kristen	Appoint	Teacher, Aide	District	9/27/24	6/30/25
Fazliu, Largime	Appoint	Custodian	District	9/23/24	6/30/25
Findura, Robert	Appoint	Armed Security Guard	District	10/8/24	6/30/25
Kraljevich, Jennifer	Appoint	Nurse	District	10/7/24	6/30/25
Kuzma, Lori	Appoint	Aide	District	9/19/24	6/30/25
Levine, Nancy	Appoint	Teacher	District	10/15/24	6/30/25
Mackowiak, Curtis	Appoint	Job Coach	District	10/11/24	6/30/25
Malmstrom, Heather	Appoint	Aide	District	10/15/24	6/30/25
Meyers, Morgan	Appoint	Teacher, Aide	District	1/2/25	6/30/25
Risko, Noreen	Appoint	Administrator	District	10/9/24	6/30/25
Robinson, Scott	Appoint	Armed Security Guard	District	9/26/24	6/30/25
Tejada, Juana	Appoint	Aide	District	10/9/24	6/30/25
Wood, Erin	Appoint	Aide	District	10/11/24	6/30/25
Zaki, Alia	Appoint	Bus Aide	District	10/14/24	6/30/25

<b>C. BEDSIDE INSTRUCTION</b>					
Name	Nature of Action	Position	Location	Date Effective	Date Termin.
Petrou, Jonelle	Appoint	Bedside Instruction	District	10/11/24	6/30/25

<b>D. EXTRA DUTY PAY</b>							
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
<b>HIGH SCHOOL - 11-401-100-101-008*</b>							
Crowe, Kelsey 20-241-100-100-000	Appoint	ESL: After School Help	-	\$44.86/hr.	JTHS	9/1/24	6/30/25
Gray-Reveredo, Meg 20-241-100-100-000	Appoint	ESL: After School Help	-	\$44.86/hr.	JTHS	9/1/24	6/30/25
<b>MIDDLE SCHOOL - 11-401-100-101-007*</b>							
D'Antoni-Smeilus, Tara 20-280-100-100-007	Appoint	Spring Musical: Props	1	\$592	JTMS	9/1/24	6/30/25
Guagenti, Alyssa	Appoint	Student Council (.5 stipend)	4	\$2,070	JTMS	9/1/24	6/30/25
Meade, Colleen	Appoint	Homework Club Monitor (.5 stipend)	4	\$2,070	JTMS	9/1/24	6/30/25
Nadratowski, Donna 20-280-100-100-007	Appoint	Spring Musical: Art/Set Design	1	\$592	JTMS	9/1/24	6/30/25
Sarmiento, Ashley 20-280-100-100-007	Appoint	Showcase	1	\$592	JTMS	9/1/24	6/30/25
Scalone, Andrew	Appoint	Student Council (.5 stipend)	4	\$2,070	JTMS	9/1/24	6/30/25
Ward, Elizabeth	Appoint	Homework Club Monitor (.5 stipend)	4	\$2,070	JTMS	9/1/24	6/30/25
Ward, Elizabeth	Appoint	Showcase: Lighting	1	\$592	JTMS	9/1/24	6/30/25
<b>WHITE ROCK - 11-401-100-101-006</b>							
Platz, Barbara	Appoint	TREP\$	2	\$1,479	White Rock	9/5/24	1/2/25
<b>STANLICK - 11-401-100-101-001</b>							
Inledon, Emily	Appoint	TREP\$	2	\$1,479	Stanlick	9/5/24	1/2/25

\* Unless otherwise noted

**L.2 Motion to approve Course Reimbursements as indicated below:**

<b>SPRING 2024 SUPERVISORS</b>					
Name	College/University	Course	Approval #	Credits	Total
Dunbar, Maria	Centenary University	Data Driven Decision Making	SP01s	3	\$2,416.50

**L.3** Motion to approve the following corrections to the September 16, 2024 Minutes, Personnel Section:

<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>
Hill, Kimberly 20-218-100-106-005	Appoint	Preschool Aide AID-CL-PRSC-PK-17	1	\$25.39/hr.	Cozy Lake	9/17/24	6/30/25	Corrected salary
Tanis, Janet	Schedule Adjustment	Bus Driver			Transportation	9/1/24	6/30/25	7.67 hrs./day. Corrected hours.

**L.4** Motion to approve the following job description:

- Registered Behavior Technician
- Media Specialist Aide
- Special Education One-on-One Aide
- Let's Go Play Club (EDP)
- Preschool Classroom Aide
- Classroom Aide
- Special Education Aide

**L.5** Motion to approve 2024-2025 Substitute Rates, as described below:

<b>Position</b>	<b>Rate</b>
Substitute Administrator	\$62.50/hr.

**M. EDUCATION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.8, as described below:

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

**M.1** Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for August 26, 2024 through September 16, 2024.

**M.2** Motion to approve student received for the 2024-2025 school year, as indicated below plus related services as needed:

<b>Local ID</b>	<b>School</b>	<b>Tuition</b>	<b>Effective</b>
4488468352	Mount Arlington School District	\$21,531	9/5/24-6/30/25
3839765640	Mount Arlington School District	\$22,594	9/5/24-6/30/25

**M.3** Motion to approve student placement for the 2024-2025 school year, as indicated below plus related services as needed:

<b>Local ID</b>	<b>School</b>	<b>Tuition</b>	<b>Effective</b>
2449578646	Hopatcong School District	\$18,818.00	9/5/24-6/30/25
4019651517	Hopatcong School District	\$16,840.00	9/5/24-6/30/25

**M.4** Motion to approve itinerant program services for the 2024-2025 school year, as needed:

<b>Student</b>	<b>School</b>	<b>Tuition</b>	<b>Effective</b>
5337651347	Mountain Lakes - Lake Drive School	\$2,340.00	9/1/24-6/30/25

**M.5** Motion to accept the 2024-2025 Emergency Operations Plan for the Jefferson Township School District.

**M.6** Motion to approve the 2024-2025 Nursing Services Plan.



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

School, Group/Activity	Location
JTHS Debate Tournament	Sparta, NJ
White Rock and Stanlick Elementary Schools, Grade 3 Gifted and Talented	Morristown, NJ
JTHS Debate Tournament	Flanders, NJ
JTHS Debate Tournament	Sussex, NJ
White Rock and Stanlick Elementary Schools, Grade 4 Gifted and Talented	Morristown, NJ
White Rock and Stanlick Elementary Schools, Grade 5 Gifted and Talented	Morristown, NJ
White Rock and Stanlick Elementary Schools and JTMS, Grades 5-8 Gifted and Talented	Convent Station, NJ

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

School, Group/Activity	Location
JTHS Softball Spring Training Trip	South Carolina

**N. POLICY**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve motion N.1, as described below:

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

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

File Code	Title	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

**O. RECOGNITION OF REPORTS**

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

Harassment, Intimidation and Bullying Incidents (HIB) for the period of September 16, 2024 through October 14, 2024:

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	2	0	2
Cozy Lake	0	0	0
White Rock	0	0	0
Jefferson Twp. Middle School	3	1	2
Jefferson Twp. High School	2	1	1

**Enrollment as of 9/30/24:**

	September 2023	September 2024
Grades PreK	236	289
Grades K-5	1,046	1,032
Grades 6-8	562	549
Grades 9-12	839	798
TOTAL	2,683	2,668
Tuition students received	1	2
Out-of-district placement	21	14

**P. COMMUNICATIONS**

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

**R. OLD BUSINESS**

**S. NEW BUSINESS**

**T. CLOSED SESSION**

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 14th day of October, 2024, at \_\_\_\_ PM, as follows:

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

The meeting was called to public session at \_\_\_\_ PM.

**U. ADJOURN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ PM.

\_\_\_\_\_ Mr. Brown

\_\_\_\_\_ Mrs. Gould

\_\_\_\_\_ Mrs. Grater

\_\_\_\_\_ Mr. Natale

\_\_\_\_\_ Mrs. Perez

\_\_\_\_\_ Mrs. Small

\_\_\_\_\_ Mr. Stewart

\_\_\_\_\_ Mrs. Wildermuth, *Vice President*

\_\_\_\_\_ Mrs. Poulas, *President*

## Appendix A - Budget Calendar

**Jefferson Township Public Schools**  
**2025 – 2026 Budget Calendar**

DATE	TOPIC	RESPONSIBLE PARTIES*	NOTES
September 27, 2024	Budget Software Opens	Purchasing Specialist/SBA	Budget software made available to Principals, Directors, Supervisors, Secretaries and written direction is given on required input.
October 1, 2024	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Review budget calendar & initial revenue projections.
October 7, 2024	Payroll Budget Update	Purchasing Specialist/SBA	Payroll figures will be loaded into the Budget Software.
October 14, 2024	New staff training	Purchasing Specialist	Focused on new employees, optional for all staff involved in the budget.
October 14, 2024	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the Budget Calendar for the upcoming 25-26 school year.
October 15, November 11, December 9, 2024	District Administrative Council Meetings	SBA/Superintendent/Administrative Staff	School Business Administrator to discuss the budget preparation process and parameters with the admin team. Review priorities and areas of possible savings. Review enrollment and staffing analysis.
November 2024 - February 2025	Board of Education Meetings	SBA/Superintendent/Board	Public presentation of various budget-related topics, as needed.
November 15, 2024	Preschool Enrollment numbers and Operational Plan Submission	SBA/Superintendent/Assistant Superintendent	Determines estimate for Preschool Funding
December 2-6, 2024	Budget Meetings with various departments	Superintendent/SBA/Purchasing Specialist	Discussion of priority needs and review of included items to ensure that all necessary expenditures have been considered with the following departments: Curriculum & Instruction, Facilities, Special Services, Technology & Transportation
December 3, 2024, January 7, 2025, February 2025	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of budget progress to-date, budget goals & challenges, review enrollment/staffing/ benefits.
February/ March 2025	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent/Administrative Staff	Based on timing of release of the state aid figures.
March 2025	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Detailed Budget Review
March 2025	Board of Education Meeting	SBA/Superintendent/Board	Public discussion of preliminary budget before adoption of Budget for submission.
March 2025	Submission to DOE Advertise BOE approved budget	SBA	Last day to submit a tentative Budget to the County Superintendent of Schools.
April 2025	Notice of Public Hearing	SBA	4 days before the adoption of the Budget.
April 2025	Board of Education Meeting	SBA/Superintendent/Board	Budget Presentation and Public Hearing on the Budget. Adopts Final Budget.

\*SBA = School Business Administrator

**Notes:**

- Additional dates may be added if it is determined that a special school election is required to propose raising additional funds
- Board and Committee meeting dates for January 2025 and forward will be determined at the Reorganization Meeting.
- Submission deadlines TBD based on DOE Budget Schedule.

10/7/24

## Appendix B

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
Clark, Sofie	11/12/24	Virtual	Restorative Discipline	\$295.00	-	-	-	-	-	-	\$295.00
Kazanfer, Aladdin	11/1/24	Piscataway, NJ	NJTEEA Annual Conference	\$175.00	-	-	-	-	\$33.84	-	\$208.84
Nicholas, Jason	11/1/24	Piscataway, NJ	NJTEEA Annual Conference	\$175.00	-	-	-	-	\$48.32	-	\$223.32
Panka, Meredith	10/22/24 & 10/23/24	New Providence, NJ	Orton Gillingham Multisensory Reading (Structured Language Literacy)	\$215.00	-	-	-	-	\$15.23	-	\$230.23
Reinstein, Jodi	11/14/24, 12/12/24, 1/4/25, 2/12/25 & 4/30/25	Virtual	Gifted & Talented Education Institute	\$310.00	-	-	-	-	-	-	\$310.00
Roccisano, Karen	11/12/24	Virtual	Restorative Discipline	\$295.00	-	-	-	-	-	-	\$295.00
Rowens, Heather	10/15/24 - 4/15/25	Virtual	Think SRSD On Demand Learning	\$199.00	-	-	-	-	-	-	\$199.00
Selfried, Joyce	11/1/24	Piscataway, NJ	NJTEEA Annual Conference	\$175.00	-	-	-	-	\$38.16	-	\$213.16

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