

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, December 16, 2019 7:00 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

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 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:

Present Absent

Mrs. Gould	_____	_____
Mr. Martorelli	_____	_____
Mr. Natale	_____	_____
Mrs. Small	_____	_____
Mr. Stewart	_____	_____
Mr. Wasserman	_____	_____
Mrs. Wildermuth	_____	_____
Mrs. Poulas, <i>Vice President</i>	_____	_____
Mr. Millar, <i>President</i>	_____	_____
Ian McAndrew, <i>Student Representative</i>	_____	_____
Mark Schmidt, <i>Student Representative</i>	_____	_____

D. 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 16th day of December, 2019 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.

E. SUPERINTENDENT'S REPORT

- Good News and Progress in Our Schools

F. PRESENTATIONS

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

Public participation shall be governed by the following rules (Per District Policy #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. All statements shall be directed to the presiding officer;
6. 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 observe 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 minutes of the following meetings be approved as submitted:

November 18, 2019 Regular Meeting Minutes November 18, 2019 Executive Session Minutes

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.10, as described below:

K.1 Motion to approve the **purchase order** list dated November 2019 in the amount of **\$440,595.68**, which is inclusive of Referendum related purchase orders totaling **\$169,588.54**.

K.2 Motion to approve the **check journal** as of November 2019 in the amount of **\$5,368,949.66**.

Fund	Amount
General Fund (10)	\$ 5,247,795.73
Special Revenue Funds (20)	\$ 101,302.97
Referendum Fund (30)	\$ 19,850.96
Total	\$ 5,368,949.66

- K.3** Motion to approve the **vendors' bills list** for release on or after December 17, 2019, in the amount of **\$772,244.22**.
- K.4** Motion to approve the funds **transfers** in the 2019-2020 Fiscal Year, dated December 2019 in the amount of **\$711,083.35**.
- 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, that as of November 30, 2019, 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), that as of October 31, 2019, after review of the **Board Secretary's and Treasurer's Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- K.7** Motion to designate the source of funding for the following individuals as funded from the **FY2020 Title IA grant**:

Name	Location	Grant Share	Comment
Venturino, Gerald	Briggs	\$51,525	Offset to Regular Salary
Decker, Rachel	Stanlick	\$30,395	Offset to Regular Salary
Langner, Paula	Stanlick	\$36,954	Offset to Regular Salary

- K.8** Motion to approve the disposal of **obsolete equipment**, in accordance with Policy #7300, Disposition of Property, as shown below:

School/Department	Equipment Description	Tag number
District	Hi Way P-8 V-box salter, stainless steel	69
District	Exmark Mower	56
District	2007 Ford F350 Pick Up Truck	1FDWF37P27EA79094

- K.9** Motion to approve resolution to **Participate in Joint Transportation Agreement with Morris Hill Regional School District (joiner) for the Sussex County School of Technology Route #PJH-04PM**, for the 2019-2020 school year in the amount of \$3,600.00.
- K.10** 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 Attachment A, are attending the named professional development seminar at such identified venues; and

WHEREAS, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent; and

WHEREAS, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

NOW THEREFORE BE IT RESOLVED, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable; and

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

L. PERSONNEL COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, as described below:

- 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).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Cristina Bernotas 11-130-100-101-290	Appoint	Teacher of Health and Physical Education (LTS) 10-70-70/apl		\$200/diem	JTMS	11/25/19	2/29/20	Replacing #2407 Over 20 days
Jessica Bullock* 11-140-100-101-008	Appoint	Teacher of Science 10-80-80/aru	BA Step 1	\$53,615	JTHS	2/18/20	6/30/20	Replacing A. Brown Pending release from current district
Steven Cannon* 11-130-100-101-290	Appoint	Teacher of Spanish (LTS) 10-70-70/aqi		\$268.08/diem	JTMS	1/2/20	5/1/20	Replacing #515 Over 60 days
Brandon Horetsky 11-130-100-101-290	Appoint	Teacher of Social Studies (LTS)		\$200/diem	JTMS	1/2/20	2/14/20	Replacing #1736 Over 20 days
Jessica Kirschner 11-120-100-101-290	Appoint	Teacher of Music (LTS) 10-10-10/aoc		\$200/diem	Stanlick/Briggs	2/14/20	5/1/20	Replacing #475 Over 20 days Pending release from current district
Lyndsay Corter	Appoint	Bedside Instruction		\$44.82/hr.	District	12/13/19	6/30/20	
Meg Gray-Revoredo	Appoint	Bedside Instruction		\$44.82/hr.	District	11/21/19	6/30/20	
Amanda Brown	Resignation	Science Teacher 10-80-80-asf			JTHS	1/31/20	2/1/20	
Denyse Edge	Retirement	School Social Worker 10-70-70/car			JTMS	6/30/20	7/1/20	Retiring after 22 years of service in district
Karen Staples	Retirement	School Counselor 10-80-80/acl			JTHS	6/30/20	7/1/20	Retiring after 38 years of service in district
#475	Medical Leave	10-10-10/aoc			Stanlick/Briggs	1/22/20	5/1/20	Utilizing 51 personal illness days, 2 personal days and 13 unpaid days
#482	Medical Leave	10-80-80/asv			JTHS	11/25/19	2/15/20	Utilizing 20 personal illness days and 29 unpaid days
#523	Medical Leave	10-80-80/asw			JTHS	12/18/19	12/20/19	Utilizing 3 personal illness days
#1736	Medical Leave	10-70-70/apc			JTMS	1/2/20	2/15/20	Utilizing 31 personal illness days
#2972	Adjusted Medical Leave	10-70-70/bjc			JTHS	11/18/19	12/18/19	Utilizing 16 personal illness days and 3 personal days
#2972	Adjusted Family Leave	10-70-70/bjc			JTHS	12/18/19	3/28/20	Utilizing 4 family illness days and 60 unpaid days

*Requires mentoring

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Gerard Gauthier 11-000-270-160-000	Appoint	Bus Driver 10-90-90/bfe	1	\$23.31/hrs.	Transportation	1/21/20	6/30/20	Pending issuance of CDL Replacing J. Bystrak
Shaliesha Murray 11-000-262-100-260	Appoint	Custodian – P/T 10-80-82/alm	1	\$23.33/hr.	Central Office/ Briggs	12/9/19	6/30/20	4 hrs./day; w/o benefits
Manuela Barbosa 11-204-100-106-005	Additional Hours	Special Education Aide 09-50-50/bwa			Cozy Lake	12/6/19	12/10/19	Not to exceed 3.5 hours for training
Melissa Brunner 11-000-270-107-000	Adjusted Hours	Transportation Aide 09-90-90/bmm			Transportation	11/25/19	6/30/20	4.45 hrs./day; w/ benefits

Kimberly Burghoffer 11-209-100-106-007	Assignment Change	Special Education Aide 09-70-70/bca			JTMS	12/2/19	6/30/20	
Kimberly Chamberlain 11-204-100-106-006	Assignment Change	Special Education Aide 09-60-60/ccn			White Rock	12/2/19	6/30/20	
Amy Johnson 11-204-100-106-006	Account Code Change	Special Education Aide 09-60-60/bbd			White Rock	11/11/19	6/30/20	
Jennifer Sannazzaro 11-000-217-106-005	Additional Hours	Special Education Aide 09-50-50/bwq			Cozy Lake	12/18/19	12/19/19	Not to exceed 2.25 hrs. for field trip
Andrea Senatore 11-213-100-106-008	Assignment Change	Special Education Aide 09-80-80/bbr			JTHS	12/2/19	6/30/20	Replacing M. Wanna
Michelle Wanna 11-000-217-106-007	Assignment Change	Special Education Aide 09-70-70/bhu			JTMS	12/9/19	6/30/20	Replacing M. Maher
Michelle Wanna 11-000-217-106-007	Additional Hours	Special Education Aide 09-70-70/bhu			JTMS	12/17/19	12/18/19	Not to exceed 2.5 hrs. for Winter Concert
Kristen Cumming	Resignation	Special Education Aide 09-50-50/cbm			Cozy Lake	12/20/19	12/21/19	
Kaytel Iturralde 11-209-100-106-003	Rescind	Special Education Aide 09-30-30/bsm	Step 1	\$22.10/hr.	Briggs	12/13/19	6/30/20	
Monica Maher	Resignation	Special Education Aide 09-70-70/bhu			JTMS	12/6/19	12/7/19	
#59	Medical Leave	12-80-82/cbq			Facilities	12/3/19	12/7/19	Utilizing 4 personal illness days
#152	Extended Medical Leave	10-90-90/bfg			Transportation	11/11/19	1/3/20	Utilizing 23 personal illness days
#239	Intermittent Family Leave	08-90-92/aej			Board Office	11/14/19	2/8/20	Using undetermined number of personal and family illness days
#1577	Extended Medical Leave	10-90-90/azx			Transportation	10/18/19	1/16/20	Utilizing 51 personal illness days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Brandon Horetsky	Appoint	Substitute Teacher		\$90/diem	District	12/11/19	6/30/20	
Kaytel Iturralde	Appoint	Substitute Teacher		\$90/diem	District	12/9/19	6/30/20	
Agnes Niedenthal	Appoint	Substitute Teacher		\$90/diem	District	12/5/19	6/30/20	
Audrey Pendergast	Appoint	Substitute Teacher		\$90/diem	District	12/10/19	6/30/20	
Ryan Schmidt	Appoint	Substitute Teacher		\$90/diem	District	12/17/19	6/30/20	
Lizet Shabani	Appoint	Substitute Teacher		\$90/diem	District	12/16/19	6/30/20	
Allison Weber	Appoint	Substitute Teacher		\$90/diem	District	12/16/19	6/30/20	
Dana Delia	Appoint	Substitute Aide		\$15/hr.	District	11/22/19	6/30/20	
Jaelyn Eberle	Appoint	Substitute Aide		\$15/hr.	District	12/17/19	6/30/20	
Kaytel Iturralde	Appoint	Substitute Aide		\$15/hr.	District	12/9/19	6/30/20	
Agnes Niedenthal	Appoint	Substitute Aide		\$15/hr.	District	12/5/19	6/30/20	
Agnes Niedenthal	Appoint	Substitute Secretary		\$14/hr.	District	12/5/19	6/30/20	
James Bystrak	Appoint	Substitute Bus Driver		\$20/hr.	District	11/20/19	6/30/20	
Luis Barboza	Appoint	Substitute Custodian		\$18/hr.	District	12/2/19	6/30/20	

E. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Carolyn Casey	Appoint	First Lego League	1	\$384.30	JTMS	12/13/19	6/30/20	Pro-rated
Mark Feinsinger	Appoint	Class Co-Advisor: Seniors (2020)	4	\$973.75	JTHS	2/1/20	6/30/20	Pro-rated
Karen Kosco	Appoint	Environmental Club (SEER)	1	\$341	JTHS	2/1/20	6/30/20	Pro-rated
Sarah Magnuson	Appoint	Educators' Rising	1	\$341	JTHS	2/1/20	6/30/20	Pro-rated
Colleen Meade	Appoint	Natural Helpers	1	\$384.30	JTMS	12/10/19	6/30/20	Pro-rated
Kimberly Serzan	Appoint	NJSLA Portfolio Math	1	\$682	JTHS	9/1/19	6/30/20	
James Smith	Appoint	Debate Club	1	\$384.30	JTMS	12/13/19	6/30/20	Pro-rated
Amanda Brown	Rescind	Class Co-Advisor: Seniors (2020)	4	\$973.75	JTHS	2/1/20	6/30/20	Pro-rated
Amanda Brown	Rescind	Educators' Rising	1	\$341	JTHS	2/1/20	6/30/20	Pro-rated
Amanda Brown	Rescind	Environmental Club (SEER) Co-Advisor	1	\$170.50	JTHS	2/1/20	6/30/20	Pro-rated
Karen Kosco	Rescind	Environmental Club (SEER) Co-Advisor	1	\$170.50	JTHS	9/1/19	1/31/20	Pro-rated
Patricia Vandigriff	Rescind	NJSLA Portfolio ELA	1	\$682	JTHS	9/1/19	6/30/20	

F. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Location	Date Effective	Date Termin.	Discussion
Jake DeAnda	William Paterson University	Clinical	Physical Education and Health	JTHS	1/27/20	5/4/20	1 day per week

L.2 Motion to approve the Spring 2019 Course Reimbursements for **At-Will Employees** as indicated below:

Name	College	Class	Approval	Credits	Amount
Roger Jinks	Centenary University	Space	FA1	3	\$241.67
Roger Jinks	Centenary University	Human Resources/Law Seminar	FA2	3	\$241.67
Roger Jinks	Centenary University	Special Topics: Educational Administration	FA3	3	\$241.66

L.3 Motion to establish the substitute rate for bus drivers effective January 1, 2020 to \$23.31 per hour.

L.4 Motion to approve **revised performance evaluation** forms for Custodial and Maintenance personnel.

M. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

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

M.1 Motion to **rescind student placement** for the **2019-2020** school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
4219524626	Montgomery Academy	\$72,960	11/18/19

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

Student	School	Tuition	Effective
9485762258	Blackhorse Pike Regional School District	\$16,269	9/5/19-6/30/20
4219524626	Chapel Hill Academy	\$39,663	12/16/19-6/30/20

M.3 Motion to affirm Superintendent's report on incidences of Harassment, Intimidation and Bullying findings reported for October 28, 2019 through November 18, 2019.

M.4 Motion to approve the following **Day Field Trips**:

School/Group/Activity	Location
High School Science League – Trip A	Newton, NJ
High School Elevate A` Capella Group	Bellport, NY
High School Science League – Trip B	Newton, NJ

M.5 Motion to approve the following **Overnight Field Trips**:

School/Group/Activity	Location
High School National Honor Society	Arlington, VA
High School Wrestling	Atlantic City, NJ
High School Academy for Environmental Science	Various cities in Massachusetts

N. POLICY COMMITTEE

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

N.1 Motion to approve the **First Reading** of the following (*copy available for review*)

File Code	Title	Action
1110 P	Organization Chart	Revision
4425 P	Work-Related Disability Pay	Revision
4435 P	Anticipated Disability	Revision

O. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidences (HIB) for the period of November 19, 2019 through December 16, 2019.

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0
Stanlick	0	0	0
Milton	1	0	0
Cozy Lake	0	0	0
White Rock	0	0	0
JTMS	1	1	0
JTHS	1	0	0

Enrollment as of 11/27/19:

	November 2018	November 2019
Grades Pre-K-2	600	571
Grades 3-5	606	583
Total Elementary	1,206	1,154
Grades 6-8	728	690
Grades 9-12	980	959
GRAND TOTAL	2,914	2,803
Tuition students received	6	5
Out-of-district placement	33	34

P. COMMUNICATIONS**Q. PUBLIC COMMENTS**

Please refer to Section G “Public participation shall be governed by the following rules (Per District Policy #0167)”

R. OLD BUSINESS**S. NEW BUSINESS****T. BOARD MEMBER COMMENTS****U. 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 16th day of December, 2019 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.

V. ADJOURN

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Transportation	# of Miles	Mileage Rate	Lodging per day (not to exceed)	# Nights	Meal Cost per day (not to exceed)	# Meal Days	Total Expense (not including parking/tolls/miscellaneous fees)
Brennan, Jessica	1/30	West Orange, NJ	Maximize the Power of Guided Math to Increase Student Math Learning	\$279.00	Own	50	\$0.35	-	-	-	-	\$ 296.50
Fisher, Janice	2/20-2/22	Atlantic City, NJ	NJ Music Educators Association Annual Conference	\$170.00	Own	298	\$0.35	-	-	-	-	\$ 274.30
Fleming, Robert	1/29-1/31	Atlantic City, NJ	Techspo 2020	\$475.00	Own	300	\$0.35	\$129.00*	1	\$66.00	2.5	\$ 875.00
Gherardi, Richard	1/29-1/31	Atlantic City, NJ	Techspo 2020	\$475.00	Own	300	\$0.35	\$129.00*	1	\$66.00	2.5	\$ 875.00
Kasa, Laura	1/30	West Orange, NJ	Maximize the Power of Guided Math to Increase Student Math Learning	\$279.00	Own	51	\$0.35	-	-	-	-	\$ 296.85
Quinn, Sean	1/15-1/19	Baltimore, MD	United Soccer Coaches Convention	\$495.00	Own	408	\$0.35	-	4	\$71.00	4.5	\$ 957.30
Thomsen, Emily	2/20-2/22	Atlantic City, NJ	NJ Music Educators Association Annual Conference	\$170.00	Own	294	\$0.35	-	-	-	-	\$ 272.90

All Meals are prorated 75% on travel days

*District paying one night of hotel stay.