

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, January 20, 2020 6:15 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 led by the JTHS Students of Rho Kappa.

C. ROLL CALL:

- | | | |
|----------------------|---|--|
| _____ Mrs. Gould | _____ Mrs. Small | _____ Mrs. Wildermuth |
| _____ Mr. Martorelli | _____ Mr. Stewart | _____ Mrs. Poulas, <i>Vice President</i> |
| _____ Mr. Natale | _____ Mr. Wasserman | _____ 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:

- | | | |
|----------------------|---------------------|--|
| _____ Mrs. Gould | _____ Mrs. Small | _____ Mrs. Wildermuth |
| _____ Mr. Martorelli | _____ Mr. Stewart | _____ Mrs. Poulas, <i>Vice President</i> |
| _____ Mr. Natale | _____ Mr. Wasserman | _____ Mr. Millar, <i>President</i> |

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20th day of January, 2020 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

- Sandy Hook Promise Grant--Ms. Margaret Widgren, Director of Student Personnel Services
- HIB Presentation--Mrs. Jeanne Howe, 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 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:

_____Mrs. Gould	_____Mrs. Small	_____Mrs. Wildermuth
_____Mr. Martorelli	_____Mr. Stewart	_____Mrs. Poulas, <i>Vice President</i>
_____Mr. Natale	_____Mr. Wasserman	_____Mr. Millar, <i>President</i>

- September 16, 2019 Regular Meeting Minutes (*Corrected Minutes*)
- December 16, 2019 Regular Meeting Minutes
- December 16, 2019 Executive Session Minutes
- January 6, 2020 Annual Organization Meeting Minutes
- January 6, Special Meeting Minutes
- January 6, 2020 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.8, as described below:

- | | | |
|----------------------|---------------------|--|
| _____ Mrs. Gould | _____ Mrs. Small | _____ Mrs. Wildermuth |
| _____ Mr. Martorelli | _____ Mr. Stewart | _____ Mrs. Poulas, <i>Vice President</i> |
| _____ Mr. Natale | _____ Mr. Wasserman | _____ Mr. Millar, <i>President</i> |

K.1 Motion to approve the **purchase order** list dated December 2019 in the amount of **\$189,590.54**, which is inclusive of Referendum related purchase orders totaling **\$75,114.40**.

K.2 Motion to approve the **check journal** as of December 2019 in the amount of **\$5,956,411.96**.

Fund	Amount
General Fund (10)	\$ 5,756,903.87
Special Revenue Funds (20)	\$ 85,710.91
Referendum Fund (30)	\$ 113,797.18
Total	\$ 5,956,411.96

K.3 Motion to approve the **vendors' bills list** for release on or after January 21, 2020, in the amount of **\$851,789.49**.

K.4 Motion to approve the funds **transfers** in the 2019-2020 Fiscal Year, dated December 2019 in the amount of **\$69,822.51**.

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 December 31, 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 November 30, 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 approve resolution appointing School Alliance Insurance Fund Commissioner, below:

BE IT RESOLVED, by the School Board of Jefferson Township, County of Morris, State of New Jersey, that it hereby appoints Rita Oroho Giacchi as the School Alliance Insurance Fund Commissioner, and

BE IT FURTHER RESOLVED, that copies of this Resolution be forwarded to the following:

Rita Oroho Giacchi (*Fund Commissioner*) School Alliance Insurance Fund

K.8 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 and L.2, as described below:

_____ Mrs. Gould	_____ Mrs. Small	_____ Mrs. Wildermuth
_____ Mr. Martorelli	_____ Mr. Stewart	_____ Mrs. Poulas, <i>Vice President</i>
_____ Mr. Natale	_____ Mr. Wasserman	_____ Mr. Millar, <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).

PERSONNEL								
A. ADMINISTRATIVE								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
#2637	Medical Leave	25-90-92/abq			Board Office	5/30/20	7/31/20	Utilizing 45 personal illness days
#2637	Family Leave	25-90-92/abq			Board Office	8/3/20	12/11/20	Utilizing 28 vacation days, 5 family illness days, balance unpaid

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Robert Toth* 11-130-100-101-290	Appoint	Robotics Teacher (LTS) 10-70-70/bjc		\$268.08/diem	JTMS	1/13/20	3/27/20	Replacing #2972 Over 60 days
Jodie Ciaraffo	Retirement	Special Education Teacher 10-80-80/ajc			JTHS	6/30/20	7/1/20	Retiring after 25 years of service in district
#1534	Medical Leave	10-70-70/bwh			JTMS	2/3/20	2/25/20	Utilizing 15 personal illness days

*Requires mentoring

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Teresa Esposito 11-000-270-160-000	Appoint	Bus Driver 10-90-90/bfr	Step 1	\$23.31/hr.	Transportation	2/3/20	6/30/20	Replacing J. Bystrak
Joanne Madalena 11-000-217-106-007	Extra Hours	Special Education Aide 09-70-70/bjt			JTMS	1/14/20	1/15/20	Not to exceed 1 hour for Open Gym
Diane McClellan 11-000-217-106-007	Extra Hours	Special Education Aide 09-70-70/blx			JTMS	1/13/20	2/21/20	Not to exceed 4 hours for after school clubs for 4 days
Laura Ryan 11-000-217-106-008	Extra Hours	Special Education Aide 09-80-80/bud			JTMS	1/27/20	2/21/20	Not to exceed 3 hours for 3 days for Open Gym

Jennifer Sannazzaro 11-000-217-106-005	Increased Hours	Special Education Aide 09-50-50/bwg			Cozy Lake	1/23/20	6/30/20	Not to exceed 5.75 hrs./day
Brent Cannon	Resignation	Special Education Aide 09-50-50/bbm			Cozy Lake	1/22/20	1/23/20	
Jillian Pilny	Resignation	Special Education Aide 09-80-80/bhw			JTHS	1/20/19	1/21/19	
Dana Procida	Resignation	Special Education Aide 09-30-30/bmd			Briggs	1/30/20	1/31/20	
Donna Sorber	Retirement	Bus Driver 10-90-90/bfk			Transportation	6/30/20	7/1/20	Retiring after 18 years of service in district
#152	Extended Medical Leave	10-90-90/bfg			Transportation	11/11/19	1/23/20	Utilizing 34.5 personal illness days
#412	Extended Medical Leave	12-80-82/cbr			Facilities	11/18/19	2/12/20	Utilizing 50 personal illness days and 5 vacation days
#827	Medical Leave	09-80-80/bud			JTHS	1/13/20	1/18/20	Utilizing 5 personal illness days
#938	Intermittent Family Leave	08-90-92/aeb			Board Office	1/13/20	6/30/20	Utilizing undetermined number of family illness and personal days
#1577	Extended Medical Leave	10-90-90/azx			Transportation	10/18/19	2/26/20	Utilizing 75 personal illness days

D. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Michele Wanna	Appoint	Substitute Aide		\$15/hr.	District	12/20/19	6/30/20	

E. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Loc.	Date Effective	Date Termin.	Discussion
Christine Cocca	Appoint	Extra-Curricular Nurse		\$200/diem	JTHS	1/8/20	1/9/20	Pro-rated Not to exceed 3 hours
Joseph Dyl	Appoint	Robotics Club		N/A	JTHS	1/21/20	6/30/20	Volunteer
Jesse Fisher	Appoint	Robotics Club		N/A	JTHS	1/21/20	6/30/20	Volunteer
Amanda Osbun	Appoint	Robotics Club		N/A	JTHS	1/21/20	6/30/20	Volunteer
James Wildermuth, Jr.	Appoint	Robotics Club		N/A	JTHS	1/21/20	6/30/20	Volunteer

F. 2019-2020 SCHOOL YEAR COACHING STAFF

Winter									
Name	Nature of Action	Position	Step	Base	Longevity	Salary	Loc.	Date Effective	Date Termin.
Nicholas Solicito*	Appoint	Assistant Basketball – Girls	2	\$5145.16	N/A	\$5145.16	JTHS	11/25/19	6/30/20
Spring									
Name	Nature of Action	Position	Step	Base	Longevity	Salary	Loc.	Date Effective	Date Termin.
Brendan Gill*	Appoint	Assistant Lacrosse – Boys	1	\$3964.42	N/A	\$3964.42	JTHS	1/21/20	6/30/20
Jon Kristoffersen*	Appoint	Assistant Baseball	N/A	N/A	N/A	Volunteer	JTHS	1/21/20	6/30/20
Danielle Pickard*	Appoint	Assistant Lacrosse – Girls	1	\$3964.42	N/A	\$3964.42	JTHS	1/21/20	6/30/20
Megan Smith*	Appoint	Assistant Lacrosse – Girls	N/A	N/A	N/A	Volunteer	JTHS	1/21/20	6/30/20
Jeremy Thide	Appoint	Assistant Baseball	N/A	N/A	N/A	Volunteer	JTHS	1/21/20	6/30/20

* - Out of District Coach

L.2 Motion to approve the Fall 2019 Course Reimbursements for Administrators as indicated below:

Name	College	Class	Approval	Credits	Amount
Vicki Nadler	Saint Peter’s University	Dissertation Advisement	FA3	1	\$679.00
Michelle Papa	Rowan University	Action Research in Educational Leadership	FA1	3	\$2658.00
Michelle Papa	Rowan University	Leadership Theory	FA2	3	\$2658.00

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.3, as described below:

_____ Mrs. Gould _____ Mrs. Small _____ Mrs. Wildermuth
 _____ Mr. Martorelli _____ Mr. Stewart _____ Mrs. Poulas, *Vice President*
 _____ Mr. Natale _____ Mr. Wasserman _____ Mr. Millar, *President*

M.1 Motion to affirm Superintendent's report on incidences of Harassment, Intimidation and Bullying findings reported for November 18, 2019 through December 16, 2019.

M.2 Motion to approve the following **Day Field Trips**:

School/Group/Activity	Location
HS Seniors	Randolph, NJ
HS Project Stay Gold	Edison, NJ
HS Robotics	Flanders, NJ
HS Band	Morris Plains, NJ
HS Art Classes	New Brunswick, NJ
HS Robotics	Bridgewater, NJ
Cozy Lake Grade 2	Stanhope, NJ

M.3 Motion to approve the following **Overnight Field Trips**:

School/Group/Activity	Location
HS Boys Lacrosse	Williamsburg, VA
HS Elevate A Cappella	Boston, MA

N. POLICY COMMITTEE

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

_____ Mrs. Gould _____ Mrs. Small _____ Mrs. Wildermuth
 _____ Mr. Martorelli _____ Mr. Stewart _____ Mrs. Poulas, *Vice President*
 _____ Mr. Natale _____ Mr. Wasserman _____ Mr. Millar, *President*

N.1 Motion to approve the **Second 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 December 16, 2019 through January 20, 2020.

School	Incidents Reported	Confirmed Incidents of HIB	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0
Stanlick	0	0	0
Milton	0	0	0
Cozy Lake	0	0	0
White Rock	0	0	0
JTMS	3	0	1
JTHS	0	0	0

Enrollment as of 12/20/19:

	December 2018	December 2019
Grades Pre-K-2	602	572
Grades 3-5	604	583
Total Elementary	1,206	1,155
Grades 6-8	728	689
Grades 9-12	980	961
GRAND TOTAL	2,914	2,805
Tuition students received	6	5
Out-of-district placement	31	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 20th day of January, 2020 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)
Dunbar, Maria	2/24 & 2/25	Atlantic City, NJ	NJ Conference for Kindergarten Teachers	\$327.50	Own	-	-	-	-	-	-	\$ 327.50
Gloede, Jenna	2/24 & 2/25	Atlantic City, NJ	NJ Conference for Kindergarten Teachers	\$327.50	Own	-	-	-	-	-	-	\$ 327.50
Gorman, Danielle	4/23 & 4/24	Long Branch, NJ	2020 NJSHA Annual Convention	\$250.00	Own	129	\$0.35	-	-	-	-	\$ 295.15
Koch, William	3/16-3/18	Atlantic City, NJ	DAANJ Annual Conference	\$500.00	Own	307	\$0.35	\$83.15	2	\$66.00	2.5	\$ 938.74
Migliacci, Louis	3/20	West Windsor, NJ	NJAGC Annual Conference	\$204.00	Own	174	\$0.35	-	-	-	-	\$ 264.90
Sanchez, Vanessa	3/26 & 3/27	Atlantic City, NJ	NJ School Transportation Supervisors Annual Conference	\$350.00	Own	300	\$0.35	\$82.00	1	-	-	\$ 537.00
Serignese, Nicholas	3/22-3/25	Atlantic City, NJ	NJ School Buildings and Grounds Association Expo	\$200.00	Own	302	\$0.35	\$97.00	3	\$49.50	2	\$ 695.70
Vichengrad, Blake	3/22-3/25	Atlantic City, NJ	NJ School Buildings and Grounds Association Expo	\$200.00	Own	302	\$0.35	\$97.00	3	\$49.50	2	\$ 695.70

All Meals are prorated 75% on travel days