

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Agenda

Monday, July 20, 2020 6:00 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:

_____ 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>

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 15th day of June, 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

- Retirees – Mrs. Jeanne Howe, Superintendent and Mr. Matthew Millar, Board President

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>

June 15, 2020 Regular Meeting Minutes	June 15, 2020 Executive Session Minutes
June 29, 2020 Special Meeting 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.12, 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 June 2020 in the amount of **\$216,204.58** (including Referendum related purchase orders totalling **\$13,440.00**).

K.2 Motion to approve the **check register** as of June 2020 in the amount of **\$5,940,887.79**.

Fund	Amount
General Fund (10)	\$5,889,641.87
Special Revenue Funds (20)	\$ 32,192.46
Referendum Fund (30)	\$ 19,053.46
Total	\$5,940,887.79

- K.3** Motion to approve the vendors' bills list for release on or after July 19, 2020, in the amount of **\$797,458.64**.
- K.4** Motion to approve the funds transfers in the 2019-2020 Fiscal Year, dated June 2020 in the amount of **\$314,053.53**.
- 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 June 30, 2020, 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 May 31, 2020, 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 The Orthopedic Institute of New Jersey to provide on-field physician coverage for all of the Jefferson Township High School home football games for the 2020-2021 school year, free of charge.
- K.8** Motion to approve the Resolution to participate in the Joint Transportation Agreement for the 2020-2021 school year with the Educational Services Commission of Morris County. *(copy available for review)*
- K.9** Motion to approve Tri-County Behavioral Care to provide referral for and completion of School Clearance Assessment and Substance Evaluation and Treatment, for the period of June 1, 2020 through June 30, 2021.
- K.10** Motion to approve entry into a cooperative pricing system agreement for electricity generating services as a participant in Alliance for Competitive Energy Services (ACES), effective August 2020 through August 2022.
- K.11** Motion to appoint Josephine Ramirez as the District Anti-Bullying Coordinator for the 2020-2021 school year.
- K.12** 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 motion L.1, 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
Jason Kalish 11-000-240-103-008	Appoint	Interim Assistant Principal 15-80-82		\$474/diem	JTHS	7/1/20	8/31/20	Replacing #783

B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Sara DeGeorge 11-130-100-101-290	Appoint	Special Education Teacher (LTS) 10-70-70/cbg		\$270.85/diem	JTMS	9/1/20	3/26/21	Replacing #1737
Laura Maroney 11-130-100-101-290	Appoint	Science Teacher (LTS) 10-70-70/aqc		\$270.85/diem	JTMS	9/1/20	12/12/20	Replacing #925
Justin Rothstein* 11-120-100-101-006 11-120-100-101-001 11-120-100-101-005	Appoint	Music Teacher (.49) 10-60-60/btm 10-10-10/aob 10-50-50/cbw	BA Step 1	\$26,543	White Rock Stanlick Cozy Lake	9/1/20	6/30/21	Replacing S. Ponessa
Erica Tavaglione 11-000-218-104-006	Appoint	School Counselor 10-60-60/agc	MA+15 Step 1	\$57,470	White Rock	9/1/20	6/30/21	Replacing L. Provost
Tiffany Tavares 11-120-100-101-001	Appoint	Elementary Teacher 10-10-10/agg	MA Step 1	\$56,370	Stanlick	9/1/20	6/30/21	Replacing K. Trapani
Priscilla Gelinas	Retirement	Special Education Teacher 10-70-70/ajj			JTMS	9/30/20	10/1/20	Retiring after 13 years of service in district
Joyce Hulbert	Retirement	Business Teacher 10-80-80/asw			JTHS	12/31/20	1/1/21	Retiring after 12 years of service in district
#362	Extended Medical Leave	10-70-70/ajj			JTMS	9/1/20	10/1/20	Utilizing 12 personal illness days, 3 personal days and 3 unpaid days
#1736	Extended Medical Leave	10-70-70/apc			JTMS	9/1/20	12/23/20	Utilizing 40 personal illness days, 3 personal days and 34 unpaid days
#2214	Medical Leave	10-50-50/bxw			Cozy Lake	10/26/20	12/10/20	Utilizing 29 personal illness days
#2214	Family Leave	10-50-50/bxw			Cozy Lake	12/10/20	4/2/21	Unpaid

##*Requires mentoring

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Stanley Eskow	Retirement	Maintenance 12-30-32/cbp			Facilities	9/30/20	10/1/20	Retiring after 20 years of service in district
Jennifer Grlica	Resignation	Special Education Aide 09-50-50/cbk			Cozy Lake	8/1/20	8/2/20	
Blake Vichengrad	Resignation	Supervisor of Buildings, Grounds and Maintenance 12-90-92/bga			Facilities	9/10/20	9/11/20	
#285	Extended Medical Leave	12-80-82/aka			Facilities	5/6/20	8/1/20	Utilizing 10 FFCRA days, 37 personal illness days

#538	FFCRA Medical Leave	12-70-72/akd			Facilities	7/1/20	7/14/20	Utilizing 10 FFCRA days
#1508	Intermittent Leave	12-80-82/afg			JTHS	7/1/20	6/30/21	Utilizing undetermined number of days
#2462	FFCRA Medical Leave	12-70-72/cbj			Facilities	7/1/20	7/14/20	Utilizing 10 FFCRA days

D. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Sonja Gutwerk	Appoint	Yearbook Advisor	5	\$5424	JTHS	9/1/20	6/30/21	
Lauren Kulick	Appoint	Marching Band Director	5	\$6712	JTHS	9/1/20	6/30/21	

E 2020-2021 SCHOOL YEAR COACHING STAFF

FALL

Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
Connor Brown	Appoint	Assistant Football	N/A	N/A		Volunteer	JTHS	9/1/20	6/30/21
Katelyn Cannarozzi	Appoint	Head Field Hockey	3	\$7,728.34		\$7,728.34	JTHS	9/1/20	6/30/21
Shannon Chapman	Appoint	Head XC Boys/Girls	3	\$6,511.68	\$250	\$6,761.68	JTHS	9/1/20	6/30/21
Travis Gage	Appoint	Head Soccer Boys	3	\$7,728.34	\$450	\$8,178.34	JTHS	9/1/20	6/30/21
Nicholas Miller	Appoint	Assistant Football	N/A	N/A		Volunteer	JTHS	9/1/20	6/30/21
Sean Quinn	Appoint	Head Soccer Girls	3	\$7,728.34	\$100	\$7,828.34	JTHS	9/1/20	6/30/21
Gino Rose	Appoint	Head Volleyball Girls	3	\$7,728.34	\$400	\$8,128.34	JTHS	9/1/20	6/30/21
Kimberly Serzan	Appoint	Head Fall Cheer	3	\$4,361.49	\$50	\$4,411.49	JTHS	9/1/20	6/30/21
Gerald Venturino	Appoint	Head Football	3	\$10,566.54	\$50	\$10,616.54	JTHS	9/1/20	6/30/21

E. SUMMER STAFF APPOINTMENTS

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Cole Kandel	Appoint	Summer Technology	\$13/hr.	Technology	7/21/20	8/31/20	
Jennifer Kraljevich	Appoint	Summer Physicals Nurse	\$285.60/diem	JTHS	7/1/20	8/31/20	Not to exceed 1 day**
Jennifer Kraljevich	Appoint	Summer Physicals Nurse	\$286.60/diem	JTHS	7/1/20	8/31/20	Not to exceed 4 days** to review physicals to comply with HIPPA laws

F. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Tracy Williams	Appoint	Substitute Secretary	\$14/hr.	District	7/15/20	8/31/20	

*Additional prep time not to exceed 1 hr.

**7.25 hrs. Equals 1 day

G. SUMMER EVALUATION PERSONNEL

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
Kristen Argondizzo	Appoint	Physical Therapist	\$510.32/diem	District	7/15/20	8/31/20	Not to exceed 5 days**
Christine Cinnamon	Appoint	Special Education Teacher	\$63.58/hr.	District	7/15/20	8/31/20	Not to exceed 10 hours
Jennifer Hirsch	Appoint	Nurse	\$44.76/hr.	District	7/20/20	8/31/20	Not to exceed 25 hours
Carrie Hutchinson	Appoint	Special Education Teacher	\$41.68/hr.	District	7/1/20	8/31/20	Not to exceed 10 hours
Kristen Kandel	Appoint	School Psychologist	\$460.95/diem	District	7/15/20	8/31/20	Not to exceed 10 days**
Vanessa Peterson	Appoint	School Psychologist	\$510.32/diem	District	7/15/20	8/31/20	Not to exceed 25 days**
Yolanda Sanchez	Appoint	School Social Worker	\$510.32/diem	District	7/15/20	8/31/20	Not to exceed 10 days**
Niemah Sherlacher	Appoint	LDT-C	\$515.32/diem	District	7/15/20	8/31/20	Not to exceed 10 days**
Katherine Van Ness	Appoint	Occupational Therapist	\$323/diem	District	7/15/20	8/31/20	Not to exceed 5 days**
Victoria Wermert	Appoint	Speech Language Specialist	\$296.28/diem	District	7/15/20	8/31/20	Not to exceed 7 days**

**7.25 hrs. Equals 1 day

H. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Loc.	Date Effective	Date Termin.	Discussion
Chloe Deluca-Knighton	William Paterson University	Student Teacher	General Education	Milton	9/2/20	5/6/21	Fall and Spring semester
Michelle Garcia	William Paterson University	Student Teacher	Physical Education and Health	JTHS	9/2/20	12/10/20	Fall semester
Mlissa Montalvo	Seton Hall University	Internship	Counseling	Stanlick	9/2/20	12/18/20	Fall semester
Matthew Moscatello	NJ Excel Program	Internship	Administrator	JTHS	7/18/20	8/31/20	
Sarah Rubacky	Montclair State University	Internship	Counseling	Briggs	9/2/20	12/14/20	Fall semester

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.6, 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>

M.1 Motion to approve student placement for the 2020-2021 school year, as indicated below plus related services as needed:

Student	School	Tuition	Effective
4900537235	Bonnie Brae School	\$85,680.00	7/1/2020-6/30/2021
4234885217	East Mountain School - Carrier Clinic	\$67,830.00	7/8/2020-6/30/2021

M.2 Motion to approve the following contracted services:

Name	Rate	Location	Date Effective	Date Terminated
Progressive Therapy of NJ, LLC	\$20,000.00	District	7/1/2020	6/30/2021

M.3 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for May 18, 2020 through June 15, 2020.

M.4 Motion to approve Prevention is Key to conduct a student substance abuse survey.

M.5 Motion to accept the District Wellness Report for the 19-20 SY.

M.6 Motion to approve the revised curricula, aligned to 2017 NJSLs:

- American Sign Language, 9-12
- ESL, K-12
- French, 9-12
- Spanish, 9-12
- World Language, K-8

N. POLICY COMMITTEE

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve motions N.1 through N.3, 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>

N.1 Motion to approve the **First Reading** of the following Policies:

- P 1649 Federal Families First Coronavirus COVID-19 Response Act (new)
- P 2270 Religion in Schools (revised)
- P 2431.3 Heath Participation Policy for Student-Athlete Safety (revised)
- P 5111 Eligibility of Resident/Non-Resident Students (revised)

N.2 Motion to adopt the following Regulation following a **First Reading**:

- R 5111 Eligibility of Resident/Non-Resident Students (revised)

N.3 Motion to waive Policy #0131 and adopt the following Policy following a **First Reading**:

- P 1648 Restart and Recovery Plan

O. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of June 15, 2020 through July 20, 2020.

<u>School</u>	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents	Inconclusive – Case Will Remain Active
Ellen T. Briggs	0	0	0	0
Arthur Stanlick	0	0	0	0
Milton	0	0	0	0
Cozy Lake	0	0	0	0
White Rock	0	0	0	0
Jefferson Twp. Middle School	1	1	0	0
Jefferson Twp. High School	1	0	1	0

Enrollment as of 6/19/20:

	June 2019	June 2020
Grades Pre-K-2	619	580
Grades 3-5	607	580
Total Elementary	1,226	1,160
Grades 6-8	729	691
Grades 9-12	973	960
GRAND TOTAL	2,928	2,811
Tuition students received	1	0
Out-of-district placement	37	31

Q. COMMUNICATIONS

R. PUBLIC COMMENTS

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

S. OLD BUSINESS

T. NEW BUSINESS

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 July, 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**

Motion by _____, seconded by _____, to adjourn the meeting at _____ pm.

_____ Mrs. Gould
_____ Mr. Martorelli
_____ Mr. Natale

_____ Mrs. Small
_____ Mr. Stewart
_____ Mr. Wasserman

_____ Mrs. Wildermuth
_____ Mrs. Poulas, *Vice President*
_____ Mr. Millar, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Total Expense (not including parking/ tolls/miscellaneous fees)
Serignese, Nick	7/10/2020	Online	Asbestos Operations & Maintenance Refresher	\$185.00	\$185.00