

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

Monday, December 21, 2020 6:00 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Auditorium

A. Mr. Millar, called the meeting to order at 7:41 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:

<u>Aye</u> Mrs. Gould (<i>arrived @ 6:39pm</i>)	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman*	<u>Aye</u> Mr. Millar, <i>President</i>

**Mr. Wasserman took a short recess from 7:30-7:45pm*

D. CLOSED SESSION

Motion by Mr. Natale, seconded by Mr. Stewart, that the Board of Education adopt the following resolution:

<u>Aye</u> Mrs. Gould (<i>arrived @ 6:39pm</i>)	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 21st day of December, 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 7:41 PM.

E. CERTIFIED ELECTION RESULTS

Three Year Terms – January 1, 2021 – December 31, 2023 (3 seats)

Candidate

- Poulas, Stacey
- Small, Jill
- Perez, Diane (Write In)

F. SUPERINTENDENT'S REPORT

- Mrs. Howe reported on the Good News and Progress in Our Schools.

G. PRESENTATIONS

- Mr. Ray Sarinelli, Jr., of Auditing Firm Nisivoccia, LLP, presented the 2019-2020 Annual District Audit

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

- An audience member remarked that she was representing a group of parents in making a request to the Board to consider allowing virtual participation at the monthly board meetings.
- An audience member and SEPAG representative provided an update on the group’s initiatives, including a forum for positive feedback and a meeting for transitioning out of high school. The representative also noted that their child participated in the Madrigal performance at the high school and commended Mr. Flynn on running an outstanding program.

I. STUDENT REPRESENTATIVES

J. COMMITTEE REPORTS

- **Education Committee** - Mrs. Gould reported that the Committee met on December 7, 2020 and reviewed Grades PreK-2 live streaming, algebra course offerings at JTHS, curriculum revision timeline, instructional time, and Board Goals action steps. The committee also reviewed the schedule of self-contained ELL students and the benefits to having a substitute administrator available should a prolonged absence occur. Mrs. Poulas inquired about a survey that was sent to grade 3-5 parents regarding synchronous learning.
- **Building Needs and Finance Committee** - Mrs. Wildermuth reported the Committee met on December 1, 2020 and reviewed the 2019-2020 audit/transfer to unemployment, board goals action steps, update on new Educators Health Plan, and a use of facilities update.
- **Policy & Personnel Committee** - Mr. Natale reported the Committee met on 2 separate occasions, December 7 and December 14, 2020. On December 7, 2020, the Committee discussed open positions in district, substitute administrators, head coaches, and a middle school counselor. When the Committee regrouped on December 14, 2020, the Committee discussed Board Goals, policy and regulations, and was updated on a grievance.
- **Community Relations Committee** - Mr. Stewart reported the Committee met on December 14, 2020 and discussed communication strategies.
- **Negotiations Committee** - Mrs. Gould reported the Committee met on December 9, 2020 to discuss the unions’ proposals.

K. MINUTES OF MEETINGS

Motion by Mrs. Poulas, seconded by Mr. Natale, that the minutes of the following meetings be approved as submitted:

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Abstain</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Abstain</u> Mr. Millar, <i>President</i>

November 16, 2020 Regular Meeting Minutes

November 16, 2020 Executive Meeting Minutes

L. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mrs. Wildermuth, seconded by Mr. Martorelli, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.17 as described below:

**Mr. Martorelli requested clarification on Item L.12 prior to voting.*

Aye Mrs. Gould
Aye Mr. Martorelli
Aye Mr. Natale

Absent Mrs. Small
Aye Mr. Stewart
Aye Mr. Wasserman

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

L.1 Motion to accept and approve the July 1, 2019 through June 30, 2020 **Comprehensive Annual Financial Report**, which contains no audit recommendations. *(copy available for review)*

L.2 Motion to approve the June 30, 2020 **Audit Corrective Action Plan**. *(Copy attached)*

L.3 Motion to approve the **purchase order** list dated November 2020 in the amount of **\$777,166.21** (including Referendum related purchase orders totalling **\$10,051.79**).

L.4 Motion to approve the **check register** as of November 2020 in the amount of **\$5,130,996.33**.

Fund	Amount
General Fund (10)	\$ 4,806,465.72
Special Revenue Funds (20)	\$ 195,160.82
Referendum Fund (30)	\$ 129,369.79
Total	\$ 5,130,996.33

L.5 Motion to approve the **vendors' bills** list for release on or after December 21, 2020, in the amount of **\$803,499.26**.

L.6 Motion to approve the funds **transfers** in the 2020-2021 Fiscal Year, dated November 2020 in the amount of **\$1,641,306.85**.

L.7 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, 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).

L.8 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of October 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.

L.9 Motion to approve the following resolution for Submission of **Comprehensive Maintenance Plan and M1 Form**:

WHEREAS, the Department of Education required New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the documents for the various school facilities of the Jefferson Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Jefferson School District in compliance with Department of Education requirements.

L.10 Motion to approve the Resolution to participate in the Joint Transportation Agreement for the 2020-2021 school year with the Burlington County Special Services School District Educational Services Unit.

L.11 WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31, and N.J.S.A. 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Jefferson Board of Education wishes to transfer unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Jefferson Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED, by the Jefferson Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

L.12 Motion to approve Change Order #01 in the amount of \$19,600 to C&M Door Controls, Inc. for modifications to the original scope of work in the Interior Door Renovations at Various Locations project, as described below:

Original Contract Amount	\$	106,795.00
Furnish and install exit devices, alarms and removable mullion at various doors at JTHS, JTMS and ET Briggs	\$	19,600.00
Project Allowance	\$	- 15,000.00
Final Contract Amount	\$	111,395.00

L.13 Motion to **designate the source of funding** for the following individuals as funded from the FY2020 Title IA grant:

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Jessica Brennan	Appoint	Homework Club	2	\$1,389	Briggs	1/1/21	6/30/21
Jessica Brennan	Appoint	RtI Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21
Jessica Brennan	Appoint	RtI Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21
Patricia Calandrillo	Appoint	RtI Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21
Patricia Calandrillo	Appoint	RtI Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21
Sherry Cella	Appoint	RtI Tutoring	2	\$1,389	District	1/1/21	6/30/21
Sherry Cella	Appoint	RtI Tutoring	2	\$1,389	District	1/1/21	6/30/21
Rachel Decker	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21
Rachel Decker	Appoint	RtI Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Rachel Decker	Appoint	RtI Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Beth Hoffman	Appoint	RtI Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21
Paula Langner	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21
Paula Langner	Appoint	RtI Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Paula Langner	Appoint	RtI Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21
Beverly Mallatratt	Appoint	Homework Club	2	\$1,389	Briggs	1/1/21	6/30/21
Katherine Uvino	Appoint	RtI Tutoring	2	\$1,389	District	1/1/21	6/30/21

L.14 Motion to **designate the source of funding** for the following individuals as funded from the CARES Emergency Relief Fund Grant:

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.
Siobhan Carroll	Appoint	ELL Tutoring		\$40.76/hr.	District	1/1/21	6/30/21
Christine Sell	Appoint	ELL Tutoring		\$40.76/hr.	District	1/1/21	6/30/21

L.15 Motion to **approve the submission of the amendment** to the CARES Emergency Relief Fund Grant to include an additional allotment of \$10,362.00 allocated to Sanitation and Supplies.

Original Grant Amount	\$	189,678.00
Additional Allotment allocated to Sanitation Equipment & Supplies	\$	10,362.00
Total Grant	\$	200,040.00

L.16 Motion to approve the submission of the school security grant in the amount of \$161,151.00.

L.17 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*).

M. PERSONNEL COMMITTEE

Motion by Mr. Natale, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions M.1 and M.2, as described below:

**Mrs. Gould recognized the employee retirements.*

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

M.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
Vickki Nadler 11-000-240-103-008	Approve	Assistant Principal 15-80-82/abh		\$4,000	JTHS	11/18/20	6/30/21	Doctorate Stipend

Jennifer Mastriani 11-000-221-104-200	Approve	Supervisor of ELA 25-90-92/abq		\$4,000	District	12/14/20	6/30/21	Doctorate Stipend
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B. INSTRUCTIONAL

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Karen Caruso 11-120-100-101-001	Appoint	Elementary Teacher 10-10-10/agl	MA Step 5	\$58,770	Stanlick	3/1/21	6/30/21	Replacing L. Young
Lorianne Lewandowski 11-000-218-104-290	Appoint	School Counselor (LTS) 10-70-70/ach		\$270.85/ diem	JTMS	12/18/20	6/30/21	Over 60 days Replacing S. Carroll
Lindsey Nievera 11-213-101-101-290	Appoint	Special Education Teacher (LTS) 10-70-70/bvv		\$270.85/ diem	JTMS	11/25/20	1/13/21	Replacing #673 Over 60 days continuous assignment
Taylor Reed 11-000-219-104-008	Appoint	School Social Worker 10-80-80/acc	MA Step 3	\$57,570	JTHS	1/4/21	6/30/21	Replacing P. Guarraia
Jessica Studnick 11-130-100-101-290	Appoint	ELA Teacher (LTS) 10-70-70/apx		\$200/diem	JTMS	11/30/20	1/28/21	Replacing #1627 Over 20 days
Jennifer Harmsen 11-130-100-101-290	Adjusted End Date	Social Studies Teacher (LTS) 10-70-70/ape		\$270.85/ diem	JTMS	10/29/20	6/30/21	Over 60 days Replacing #1184
Meg Gray-Revorado 11-140-100-101-008	Assignment Change	Spanish Teacher (.40) 10-80-80/ass Psychology Teacher (.20) 10-80-80/asl ESL Teacher (.40) 10-80-80/aop			JTHS	11/30/20	6/30/21	
Yolanda Sanchez 11-000-219-104-001 11-000-219-104-003 11-000-217-104-007	Assignment Change	School Social Worker 10-10-10/acv (.30) 10-30-30/abc (.30) 10-70-70/car (.40)			Stanlick/ Briggs/ JTMS	1/4/21	6/30/21	
Rhonda Powell	Appoint	Bedside Instruction		\$46.05/hr.	District	12/9/20	6/30/21	
Kristen Afflerbach	Resignation	Special Education Teacher 09-60-60/a iw			White Rock	1/15/21	1/16/21	
Joanne Martino	Retirement	Student Assistance Counselor 10-70-70/bhi			JTMS	6/30/21	7/1/21	Retiring after 25 years of service in district
Lisa Young	Retirement	Elementary Teacher 10-10-10/agl			Stanlick	2/28/21	3/1/21	Retiring after 29 years of service in district
#36	Medical Leave	10-80-80/arc			JTHS	2/16/21	5/25/21	Utilizing 64 personal illness days
#520	Family Leave	10-60-60/ahn			White Rock	12/7/20	12/23/20	Utilizing 11 FFCRA days
#673	Medical Leave	10-70-70/bvv			JTMS	12/8/20	1/13/21	Utilizing 19 personal illness days
#816	Medical Leave	10-10-10/adf			Stanlick	3/15/21	5/1/21	Utilizing 29 personal illness days
#816	Family Leave	10-10-10/adf			Stanlick	5/3/21	6/30/21	Unpaid
#849	Medical Leave	10-80-80/are			JTHS	2/22/21	4/22/21	Utilizing 37 personal illness days
#849	Family Leave	10-80-80/are			JTHS	4/22/21	6/30/22	Unpaid
#1627	Medical Leave	10-70-70/apx			JTMS	11/30/20	1/28/21	Utilizing 36 personal illness days
#1724	Extended Family Leave	10-10-10/agf			Stanlick	10/26/20	6/30/21	Unpaid
#2187	Medical Leave	10-80-80/asc			JTHS	11/17/20	2/27/21	Utilizing 64 personal illness days
#2981	Family Leave	10-80-80/aqx			JTHS	2/18/21	3/4/21	Utilizing 4 family illness days, 3 personal days and 3 unpaid days
#3084	Extended Leave	10-30-30/ajt			Briggs	11/25/20	6/30/21	Intermittent

*Requires mentoring

C. NON-INSTRUCTIONAL

Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Tricia Perrulli 11-000-270-160-000	Appoint	Assistant Transportation Supervisor 08-90-92/bzy		\$55,000	Transportation	1/18/21	6/30/21	Replacing P. Agnes

Roxanne Warner 11-204-100-106-006	Appoint	Special Education Aide 09-60-60/bvm	Step 1	\$22.70/hr.	White Rock	12/23/20 12/22/20	6/30/21	Replacing S. Ferry 3.5 hrs./day; w/out benefits
Noel Brinck 11-209-100-106-001	Assignment Change/Account Code Change	Special Education Aide 09-10-10/bpd			Stanlick	12/14/20	6/30/21	
Krystyna Capizzi 11-212-100-106-008	Account Code Change	Special Education Aide 09-80-80/brx			JTHS	9/1/20	6/30/21	
Toni DeLade 11-204-100-106-008	Transfer	Special Education Aide 09-80-80/bhw			JTHS	11/19/20	6/30/21	
Teresa Esposito 11-000-270-160-000	Adjusted Hours	Bus Driver 10-90-90/bfr			Transportation	11/16/20	6/30/21	Not to exceed 5.92 4.92 hrs./day
Lauren Foli 11-215-100-106-004	Account Code Change	Special Education Aide 09-40-40/bno			Milton	9/1/20	6/30/21	
Joanne Madalena 11-209-100-106-007	Account Code Change	Special Education Aide 09-70-70/bjt			JTMS	9/1/20	6/30/21	
Gina Maron 11-213-100-106-004	Account Code Change	Special Education Aide 09-40-40/bnn			Milton	9/1/20	6/30/21	
Maria Rita Melnyczuk 11-000-217-106-004	Adjusted Hours	Special Education Aide 09-40-40/bcc			Milton	11/23/20	6/30/21	Not to exceed 5.75 hrs./day
Patricia Milford 11-204-100-106-007	Account Code Change	Special Education Aide 09-70-70/bbq			JTMS	9/1/20	6/30/21	
Agnieszka Niedenthal 11-204-100-106-007	Account Code Change	Special Education Aide 09-70-70/bhv			JTMS	9/1/20	6/30/21	
Virginia Paccioretti 11-212-100-106-008	Account Code Change	Special Education Aide 09-80-80/bzu			JTHS	9/1/20	6/30/21	
Thersa Rossiter 11-000-217-106-003	Account Code Change	Special Education Aide 09-30-30/bmd			Briggs	9/1/20	6/30/21	
Susan Ryder 11-000-217-106-001	Assignment Change/ Account Code Change	Special Education Aide 09-10-10/bcy			Stanlick	12/14/20	6/30/21	
Stacy Segond 11-000-217-106-003	Account Code Change	Special Education Aide 09-30-30/bmg			Briggs	9/1/20	6/30/21	
Donna Marie Spaan 11-000-217-106-007	Account Code Change	Special Education Aide 09-70-70/bzt			JTMS	9/1/20	6/30/21	
Diane St. Clair 11-000-270-160-000	Adjusted Hours	Bus Driver 10-90-90/bfp			Transportation	11/16/20	6/30/21	Not to exceed 5.92 hrs./day
Donna Struck 11-209-100-106-008	Account Code Change	Special Education Aide 09-80-80/bvd			JTHS	9/1/20	6/30/21	
Susan Tack 11-209-100-106-007	Adjusted Hours	Special Education Aide 09-70-70/bov			JTMS	12/21/20	6/30/21	Not to exceed 4.56 hrs./day
Pamela Agnes	Resignation	Assistant Transportation Supervisor 08-90-92/bzy			Transportation	1/15/21	1/16/21	
Laura Castles	Resignation	Special Education Aide 09-60-60/bbm			White Rock	11/24/20	11/25/20	
Susan Ferry	Resignation	Special Education Aide 09-60-60/bbg			White Rock	11/30/20	12/1/20	
Cheryl Goldsmith	Resignation	Bus Driver 10-90-90/bfk			Transportation	12/11/20	12/12/20	
Diana O'Donnell	Resignation	Bus Driver 10-90-90/azy			Transportation	12/17/20	12/28/20	
Danielle Pini	Resignation	Special Education Aide 09-10-10/bom			Stanlick	11/19/20	11/20/20	
Elizabeth Weinberg	Resignation	Special Education Aide 09-60-60/bho			White Rock	12/23/20	12/24/20	
#277	Medical Leave	09-10-10/bcy			Stanlick	12/8/20	1/16/21	Utilizing 22 personal illness days

#1905	Medical Leave	08-90-92/aec			Board Office	1/4/21	1/16/21	Utilizing 1 vacation day and 9 personal illness days
#1255	Medical Leave	09-10-10/bss			Stanlick	12/7/20	1/16/21	Utilizing 8 FFCRA days and 15 personal illness days
#2129	Medical Leave	10-90-90/bff			Transportation	12/7/20	12/15/20	Utilizing 6 personal illness days
#2300	Extended Medical Leave	09-70-70/bdg			JTMS	10/20/20	12/24/20	Utilizing 31 personal illness days and 4 unpaid
#2774	Medical Leave	12-90-92/bgb			Facilities	11/23/20	1/29/21	Utilizing 22 personal illness days, 3 floating holidays, 16 vacation days and 3 unpaid days
#2803	Medical Leave	12-90-92/alp			Transportation	12/18/20	1/30/21	Utilizing 18 personal illness day, 6 vacation days

D. EXTRA DUTY PAY

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Katelyn Brueno	Appoint	NJSLA Portfolio/ELA	1	\$701	JTHS	1/1/21	6/30/21	
Kaia Canales	Appoint	Art Club	2	\$693.50	JTHS	1/1/21	6/30/21	Prorated stipend
Molly Neral	Appoint	NJSLA Portfolio/Math	1	\$701	JTHS	1/1/21	6/30/21	
Joseph Olsen Olean	Appoint	NJSLA Portfolio/ELA	1	\$701	JTHS	1/1/21	6/30/21	
Kimberly Serzan	Appoint	NJSLA Portfolio/Math	1	\$701	JTHS	1/1/21	6/30/21	
Nicole Wildermuth	Appoint	Senior Class Co-Advisor	4	\$1000.50	JTHS	1/28/20	6/30/21	Prorated stipend
Carrie Hutchinson	Rescind	Senior Class Co-Advisor	4	\$1000.50	JTHS	1/27/20	6/30/21	Prorated stipend

E. EXTRA DUTY PAY Title I #20-231-100-100-003

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Jessica Brennan	Appoint	Homework Club	2	\$1,389	Briggs	1/1/21	6/30/21	
Jessica Brennan	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	ELA , Grade 1
Jessica Brennan	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	Math, Grade 1
Patricia Calandrillo	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	ELA, Grade K
Patricia Calandrillo	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	Math, Grade K
Beth Hoffman	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	ELA, Grade 2
Beverly Mallatratt	Appoint	Homework Club	2	\$1,389	Briggs	1/1/21	6/30/21	
Katherine Uvino	Appoint	Rtl Tutoring	2	\$1,389	Briggs	1/1/21	6/30/21	ELA, Grade 2

F. EXTRA DUTY PAY Title I #20-231-100-100-001

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Sherry Cella	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	ELA, Grade 4
Sherry Cella	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 4
Rachel Decker	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21	
Rachel Decker	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	ELA, Grade 3
Rachel Decker	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	ELA, Grade 5
Paula Langner	Appoint	Homework Club	2	\$1,389	Stanlick	1/1/21	6/30/21	
Paula Langner	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 3
Paula Langner	Appoint	Rtl Tutoring	2	\$1,389	Stanlick	1/1/21	6/30/21	Math, Grade 5

G. EXTRA DUTY PAY CARES Grant #20-477-100-110-921

Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Siobhan Carroll	Appoint	ELL Tutoring		\$40.76/hr.	District	1/1/21	6/30/21	Not to exceed 25 hours
Christine Sell	Appoint	ELL Tutoring		\$40.76/hr.	District	1/1/21	6/30/21	Not to exceed 25 hours

H. SUBSTITUTES/OTHER

Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion
John DiColo	Appoint	Substitute Administrator	\$62.50/hr.	District	12/3/20	6/30/21	

Joseph Kraemer	Appoint	Substitute Administrator	\$62.50/hr.	District	12/3/20	6/30/21	
Jennifer Bell	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Madison Brown	Appoint	Substitute Teacher	\$90/diem	District	12/7/20	6/30/21	
Allie Cheff	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Kristina Danella	Appoint	Substitute Teacher	\$90/diem	District	12/14/20	6/30/21	
Mahender Gaith	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Saundra Josipowich	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
AnaMaria Kucinski	Appoint	Substitute Teacher	\$90/diem	District	12/7/20	6/30/21	
Lisa Mylod	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Susan Noble	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Tyler Wheelwright	Appoint	Substitute Teacher	\$90/diem	District	12/16/20	6/30/21	
Brittany Wiggins	Appoint	Substitute Teacher	\$90/diem	District	11/30/20	6/30/21	
Caitlyn Dougherty	Appoint	Substitute Nurse	\$200/diem	District	11/18/20	6/30/21	
Susan Noble	Appoint	Substitute Nurse	\$200/diem	District	11/30/20	6/30/21	
Allie Cheff	Appoint	Substitute Aide	\$15/hr.	District	11/30/20	6/30/21	
Kristina Danella	Appoint	Substitute Aide	\$15/hr.	District	11/23/20	6/30/21	
AnaMaria Kucinski	Appoint	Substitute Aide	\$15/hr.	District	12/7/20	6/30/21	
Lisa Mylod	Appoint	Substitute Aide	\$15/hr.	District	11/30/20	6/30/21	
Kimberly Neill	Appoint	Substitute Bus Driver	\$23.31/hr.	District	12/21/20	6/30/21	
Daniel St. Clair	Appoint	Substitute Bus Driver	\$23.31/hr.	District	12/8/20	6/30/21	

I. STUDENT INTERN/TEACHER

Name	School	Program	Subject	Loc.	Date Effective	Date Termin.	Discussion
Luis Cedeno	New Jersey City University	Internship	School Psychologist	Briggs/Stanlick	1/13/21	6/18/21	Spring Semester
Luis Cedeno	New Jersey City University	Internship	School Psychologist	Briggs/Stanlick	9/1/21	12/22/21	Fall Semester
Erin Hackett	William Paterson University	Student Teacher	Science	JTHS	1/21/21	5/6/21	Spring Semester
Erin Hackett	William Paterson University	Student Teacher	Science	JTHS	9/1/21	12/9/21	Fall Semester
Meghan Hurler	Kean University	Internship	School Psychologist	JTMS	1/4/21	6/18/21	Spring Semester
Elizabeth Smith	William Paterson University	Student Teacher	Elementary	White Rock	1/21/21	5/6/21	Spring Semester
Elizabeth Smith	William Paterson University	Student Teacher	Elementary	White Rock	9/1/21	12/9/21	Fall Semester

M.2 Motion to approve the **Fall 2020** Course Reimbursement for At-Will Administrators as indicated below:

Name	School	Class	Approval	Credits	Amount
Roger Jinks, Jr.	Centenary University	Special Populations	FA1	3	\$2256.75

M.3 Motion by Mrs. Gould, seconded by Mr. Natale, to approve the recommendation of the Superintendent to withhold the employment and adjustment increments Employee #1969 for the 2021-2022 SY.

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

N. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE

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

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

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

Student	School	Tuition	Effective
9977089348	Lakeland Andover	\$13,500	12/2/2020

N.2 Motion to approve **Nursing Services** for the **2020-2021** school year, as indicated below:

Student	Provider	Cost/Fee	Effective
7409690315	EDU Healthcare	\$20,000	1/18/21-6/30/21

N.3 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for October 19, 2020 through November 16, 2020.

N.4 Motion by Mr. Natale, seconded by Mrs. Gould, to approve the recommendation of the superintendent to disenroll student #2453324645 due to residency ineligibility.

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

O. POLICY COMMITTEE

Motion by Mr. Natale, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve motion O.1, as described below:

<u>Aye</u> Mrs. Gould	<u>Absent</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Martorelli	<u>Aye</u> Mr. Stewart	<u>Aye</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

O.1 Motion to approve the first **Second Reading** of the following **Policies**:

File Code	Title	Action
1620P	Administrative Employment Contracts	RV
2431P	Athletic Competition	RV
5330.05P	Seizure Action Plan	N&M
6440P	Cooperative Purchasing	RV
6470.01P	Electronic Funds Transfer & Claimant Certification	N
7440P	School District Security	RV
7450P	Property Inventory	RV
7510P	Use of School Facilities	RV
8420P	Emergency & Crisis Situations	RV
8561P	Procurement Procedures for School Nutrition Programs	RV

P. 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 November 16, 2020 through December 21, 2020.

School	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	0	0	0	0
Jefferson Twp. High School	1	0	0	1

Q. Enrollment as of 11/30/20:

	November 2019	November 2020
Grades Pre-K-2	571	522
Grades 3-5	583	540
Total Elementary	1,154	1,062
Grades 6-8	690	631
Grades 9-12	959	951
GRAND TOTAL	2,803	2,644
Tuition students received	5	0
Out-of-district placement	34	28

R. COMMUNICATIONS

- Mrs. Giacchi read a statement from the Debate Team.

S. PUBLIC COMMENTS

- An audience member clarified an earlier statement regarding public participation at live streamed board meetings.

T. OLD BUSINESS

- Board Goals
 - ★ To continue to support the ongoing healthy, safe, and responsible operation of our schools.
 - ★ Development and communication of a cost-effective budget that provides for student achievement needs and is responsive to the fiscal needs of the community.
 - ★ To enhance intra-Board communication from both inside and outside of committees.

U. NEW BUSINESS

- The Board and Administration would like to recognize Mr. Martorelli for his service to the Board of Education. This is Mr. Martorelli’s last meeting. Mr. Martorelli then thanked the public for the votes, thanked the teachers and administration for adjusting to the significant challenges and thanked his fellow Board members for their selflessness in this process. He noted he was grateful for the opportunity.

V. CLOSED SESSION

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

W. ADJOURN

Mrs. Poulas, seconded by Mrs. Gould, to adjourn the meeting at 8:35 PM.

Aye Mrs. Gould

Aye Mr. Martorelli

Aye Mr. Natale

Absent Mrs. Small

Aye Mr. Stewart

Aye Mr. Wasserman

Aye Mrs. Wildermuth

Aye Mrs. Poulas, *Vice President*

Aye Mr. Millar, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Total Expense (not including parking/tolls/miscellaneous fees)
Marquard, Jared	January 5,7,11,12,14,19, 21,26 & 28	Webinar	Management Supervision & Human Resources	\$853	\$853
Marquard, Jared	February 2,4,9,11,16,18,23 & 25	Webinar	Environmental Stewardship, Code Compliance & Sustainability	\$760	\$760
Marquard, Jared	March 4,9,11,16,18 & 21	Webinar	Preventative Maintenance	\$483	\$483
Marquard, Jared	March 25 & 30 April 1, 6 & 8	Webinar	Financial Management & Purchasing	\$483	\$483
Ramirez, Josephine	Ja. 20, 26, & 27	Webinar	Affirmative Action Officer Certificate Program, Blended Online Learning	\$400	\$400

Corrective Action Plan (CAP)

Prepare only when there is a finding(s) in the CAFR or AMR.

Upload to the CAFR Repository with file name: CAP.PDF (within 30 days of board approval) and

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project: Jefferson Township Board of Education

County: Morris

Contact Person: Rita Giacchi

Type of Audit: School District

Telephone Number: 973-663-5782

Email Address: rgiacchi@jefftwp.org

Date of Board Meeting: 12/21/2020

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
1	The accounting software system be reviewed to ensure all postings are being recorded properly and that all subsidiary ledgers agree with the Board Secretary's report.	Monthly review of accounting system Reports	Rita Giacchi, School Business Administrator	January 31, 2021

Chief School Administrator: _____ **Date:** _____

Board Secretary/School Business Administrator: _____ **Date:** _____