

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Regular Meeting Minutes

Monday, January 20, 2020 6:15 PM (Closed Session) – 7:30 PM (Regular Session)

Jefferson Township High School Media Center

A. Mr. Millar, called the meeting to order at 7:38 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.Jefftpw.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:

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>
	<u>Aye</u> Ian McAndrew, <i>Student Representative</i>	
	<u>Aye</u> Mark Schmidt, <i>Student Representative</i>	

D. CLOSED SESSION

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

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20th day of January, 2020 at 6:35 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 student related matters, confidential by law.
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 7:38 PM.

E. SUPERINTENDENT'S REPORT

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

F. PRESENTATIONS

- Ms. Margaret Widgren, Director of Student Personnel Services, presented the Sandy Hook Promise Grant
- Mrs. Jeanne Howe, Superintendent of Schools, presented an annual review of HIB.

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

- None

H. STUDENT REPRESENTATIVES

- Student Representative Ian McAndrew reported on the National Honor Society Induction Ceremony, the Diversity Committee, the combined choir/band concert, the holiday video and the Return of the Graduates Day.
- Student Representative Mark Schmidt noted that the DECA, Debate and FBLA teams are preparing for competitions. He also noted the successful FBLA Toy Drive and the boys’ and girls’ basketball teams are off to a great season start.

I. COMMITTEE REPORTS

- **Education Committee** – Mrs. Small noted the Committee met this evening and discussed dual enrollment courses, Odyssey Program update, Algebra I information, 2020-2021 proposed calendar, and approval of day and overnight field trips.

J. MINUTES OF MEETINGS

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

September 16, 2019 Regular Meeting Minutes (*Corrected Minutes*)

<u>Absent</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Abstain</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

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

December 16, 2019 Regular Meeting Minutes December 16, 2019 Executive Session Minutes

<u>Absent</u> Mrs. Gould	<u>Abstain</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

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

January 6, 2020 Annual Organization Meeting Minutes January 6, Special Meeting Minutes
 January 6, 2020 Executive Session Minutes

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

K. 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 K.1 through K.8, as described below:

<u>Absent</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Abstain</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>Absent</u> Mr. Wasserman	<u>Aye</u> 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 Mr. Natale, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions L.1 and L.2, as described below:

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> 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/bwq			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
Vickki 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 Mrs. Small, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.3, as described below:

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

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

Absent Mrs. Gould Aye Mrs. Small Aye Mrs. Wildermuth
Aye Mr. Martorelli Aye Mr. Stewart Aye Mrs. Poulas, *Vice President*
Aye Mr. Natale Absent Mr. Wasserman Aye 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

- None

Q. PUBLIC COMMENTS

- None

R. OLD BUSINESS

- None

S. NEW BUSINESS

- Mrs. Howe noted administration was in the process of developing the school budget and that she has been attending faculty meetings. She also advised that a representative from the Central Office will be attending all of the February PTA meetings, and that she will be attending a Support Our Students (SOS) Political Action Committee meeting to discuss an OPRA request for the state funding formula.

T. BOARD MEMBER COMMENTS

- Mr. Stewart commented that he is glad school is back in session after the winter break and remarked that he has attended basketball, wrestling and concerts at the high school and all are doing well.
- Mr. Martorelli commented positively on Mrs. Widgren's presentation and remarked that Mrs. Fisher orchestrated a great winter concert at Stanlick School.
- Mr. Natale enjoyed the combined winter concert at the high school.
- Mrs. Small delivered a "hello" message from White Rock students and thanked Mrs. Howe for advising on the SOS initiative.

U. CLOSED SESSION

Motion by Mr. Natale, seconded by Mr. Martorelli, 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 8:37 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 student matters confidential by law.
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 8:42 PM.

Motion by Mrs. Small, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motion read into agenda, as described below:

<u>Absent</u> Mrs. Gould	<u>Aye</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>Absent</u> Mr. Wasserman	<u>Aye</u> Mr. Millar, <i>President</i>

RESOLVED, that the Board hereby affirms the Superintendent’s determination concerning HIB Investigation 204728_MES_11042019.

V. ADJOURN

Motion by Mrs. Small, seconded by Mr. Stewart, that the meeting adjourn at 8:44 PM.

Respectfully submitted,

Rita Oroho Giacchi
Board Secretary

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