

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Monday, October 18, 2021 6:30 PM (Closed Session) – 7:30 PM (Regular Session)
Jefferson Township High School Auditorium

District Vision Statement

The district will be a leader in academic excellence while developing healthy, well-rounded, resourceful students who are positive, contributing members of local and global communities.

A. Mr. Millar, called the meeting to order at 7:30 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.Jefftp.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	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart	<u>Absent</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra	<u>Aye</u> Mr. Millar, <i>President</i>
	<u>Aye</u> Fiona Davidson, <i>Student Representative</i>	
	<u>Aye</u> Robert McKoy, <i>Student Representative</i>	

D. **CLOSED SESSION**

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

<u>Aye</u> Mrs. Gould	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart (<i>Arrived @ 6:40pm</i>)	<u>Absent</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra	<u>Aye</u> Mr. Millar, <i>President</i>

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18th day of October, 2021 at 6:36 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.

Motion to close Executive Session by Mrs. Wildermuth, seconded by Mr. Natale, that the meeting is called to public session at 7:19 PM.

Aye Mrs. Gould
Aye Mr. Natale
Aye Mrs. Perez

Aye Mrs. Small
Aye Mr. Stewart
Aye Mr. Terpstra

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

E. SUPERINTENDENT'S REPORT

- Mrs. Howe reports on the Good News and Progress in our schools.

F. PRESENTATIONS

- Mr. Roger Jinks, Jr., Assistant Superintendent presented the Spring 2021 Assessments.
- Mr. Conor Devine, STEM Academy Supervisor, Mrs. Maria Dunbar, Business and Finance Academy Supervisor, and Mr. Derek Sica, Multimedia, Broadcasting, Journalism Academy Supervisor offered a presentation on the JTHS Academy Programs and took questions from the Board members.

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

- An audience member inquired about agenda items M.1 & M.2.
- An audience member attended the October 15, 2021 varsity football game and applauded Mr. Koch, Athletic Director, for arranging the Salute to Service Members night.
- An audience member was seeking information on how to increase the district's enrollment and the Annual School Board Workshop.
- An audience member inquired about the Board's policy on public dialogue and what is being done to combat experimental drug use.

H. STUDENT REPRESENTATIVES

- Student Representative Robert McKoy reported that students are happy to be back to full, in-person learning. He also reported the first college fair was a success and that there has been a lot of discussion among students regarding the dress code. Mr. McKoy also noted there have been several videos shown to students regarding bullying.
- Student Representative Fiona Davidson highlighted the upcoming college fair, Tri-M Honor Society, Homecoming, Broadway Cabaret fundraiser, National Honor Society induction, The Madrigal, Unified Track, and Gay Straight Alliance meetings.

I. COMMITTEE REPORTS

- **Education Committee** - Mrs. Gould highlighted the minutes of the October 4, 2021 meeting and reported the Committee discussed the Emergency Virtual or Remote Instruction Program Plan, Core Skills at JTMS, coordination of emergency situations, communication of student information by staff, Anatomy & Physiology Honors classes, revised curriculum, and approval of field trips.
- **Building Needs and Finance Committee** - Mrs. Wildermuth reported the Committee met on October 14, 2021 and discussed the 2022-2023 budget calendar and initial revenue projections, COVID-19 testing program, 21-22 budget impacts, transportation staffing, recent NJ Comptroller Audit Report, use of the Milton School building, grants, high school facility staffing, Route 15

Bridge Project, use of facilities policy revision review and impact on budget, the possibility of universal pre-k and resolutions for use of co-op vendors.

- **Personnel and Policy Committee** - Mrs. Small reviewed the minutes of the October 4, 2021 meeting and highlighted the discussion of Pay to Participate fees for the National Honor Society members, BOE audience and mask wearing, main office coverage at Briggs and Stanlick, staff member applying for the Fulbright Scholarship, quarantine procedures and notification, October 11th Professional Development Day, open positions in district, and Policy & Regulations for approval.

I. MINUTES OF MEETINGS

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

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

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J. FINANCE AND BUILDING NEEDS

Motion by Mrs. Wildermuth, seconded by Mr. Stewart, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.11, as described below:

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

J.1 Motion to approve the **purchase order** list dated September 2021 in the amount of **\$2,885,995.18** (including Referendum related purchase orders totalling \$6,015.95).

J.2 Motion to approve the **check register** as of September 2021 in the amount of **\$8,206,811.58**.

Fund	Amount
General Fund (10)	\$5,300,731.39
Special Revenue Funds (20)	\$528,770.77
Referendum Fund (30)	\$136,305.90
Debt Service Fund (40)	\$2,241,003.52
Total	\$8,206,811.58

J.3 Motion to approve the **vendors' bills** list for release on or after October 19, 2021, in the amount of **\$803,384.80**.

J.4 Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated September 2021 in the amount of **\$3,511,648.35**.

J.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 September 30, 2021, 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).

J.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of August 31, 2021, 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.

J.7 Motion to approve the Application for additional **FY22 Individual with Disabilities Education Act (IDEA)** Funds under the American Rescue Plan in the total amount of **\$124,203**, allocated as follows:

Basic	\$ 114,442
Preschool	\$ 9,761

J.8 Motion to authorize Business Administrator to review and approve the disposal of equipment, which has been deemed obsolete, in accordance with Policy #7300, Disposition of Property.

J.9 Motion to approve the tentative **2022-2023 budget calendar** developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. *(See Appendix B)*

J.10 Motion to approve the Resolution to participate in the **Joint Transportation Agreement** for athletic and field trip transportation for the 2021-2022 school year with the Sparta Township Board of Education. *(copy available for review)*

J.11 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 Appendix 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)*.

K. PERSONNEL

Motion by Mrs. Small, seconded by Mr. Stewart, to accept the recommendation of the Superintendent to approve and adopt motion K.1., as described below:

Aye Mrs. Gould Aye Mrs. Small Aye Mrs. Wildermuth
Aye Mr. Natale Aye Mr. Stewart Absent Mrs. Poulas, *Vice President*
Aye Mrs. Perez Aye Mr. Terpstra Aye Mr. Millar, *President*

K.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.K.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	Salary	Loc.	Date Effective	Date Termin.	Discussion	
B. INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Katie Brammer 11-209-100-101-003	Appoint	Special Education Teacher 10-30-30/aff	MA+30 Step 4	\$61,115	Briggs	12/20/21	6/30/22	New position, not budgeted Start date pending release from current district
Amy Bush 11-120-100-101-290	Appoint	Elementary Teacher (LTS) 10-10-10/afz		\$200/diem	Stanlick	10/13/21	12/23/21	Replacing #2420 Over 20 days
Danielle DiMaggio 11-000-213-101-000	Appoint	School Nurse 10-70-70/aba	BA Step 5	\$57,315	District	10/4/21	6/30/22	New Position Not Budgeted
Emily Kaschak 11-120-100-101-001	Appoint	Elementary Teacher 10-10-10/agg	MA Step 1	\$57,215	Stanlick	9/1/21	6/30/22	Tenure track position
Kristen Novembrino 11-120-100-101-001	Appoint	Elementary Teacher 10-10-10/afv	MA Step 4	\$58,915	Stanlick	11/1/21	6/30/22	Replacing C. Breznak
Cat Rogers 11-130-100-101-290	Appoint	Science Teacher (LTS) 10-70-70/aqb		\$200/diem	JTMS	10/19/21	11/30/21	Replacing #1385 Over 20 days
Kristin Novembrino 11-213-100-101-290	Extended End Date	Special Education Teacher (LTS) 10-10-10/ajm 10-30-30/bvk		\$200/diem	Briggs/ Stanlick	9/22/21	10/31/21 22	Replacing #2399 Over 20 days
Jean Anderson	Retirement	Special Education Teacher 10-10-10/azn			Stanlick	1/31/22	2/1/22	Retiring after 21 years of service in district
#452	Medical Leave	10-60-60/bvs			White Rock	1/4/22	2/15/22	Utilizing 29 personal illness days
#452	Family Leave	10-60-60/bvs			White Rock	2/15/22	6/11/22	Unpaid
#2384	Medical Leave	10-80-80/awr			JTHS	10/28/21	11/6/21	Utilizing 5 personal illness days
#2291	Medical Leave	10-70-70/aqh			JTMS	10/12/21	10/23/22	Utilizing 9 personal illness days
#2399	Extended Family Leave	10-10-10/ajm 10-30-30/bvk			Stanlick/ Briggs	9/1/21	6/30/22	Unpaid
#2419	Intermittent Family Leave	10-60-60/adi			White Rock	9/27/21	6/30/22	Utilizing undetermined number of family illness and personal days
#2420	Medical Leave	10-10-10/afz			Stanlick	10/13/21	12/24/21	Utilizing 48 personal illness days
#3047	Medical Leave	10-80-80/ate			JTHS	1/13/22	2/1/22	Utilizing 12 personal illness days

*Requires mentoring

C. NON-INSTRUCTIONAL								
Name	Nature of Action	Position/Control Number	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Jaelyn Eberle 11-000-240-105-003	Appoint	Secretary/Group III - PT 10-30-30/aeu	Step 1	\$26.41/hr.	Briggs	10/18/21	6/30/22	New position, not budgeted Not to exceed 1 hr./day
Janet Eltringham 11-000-240-105-005	Appoint	Secretary/Group III - PT 10-50-50/aex	Step 1	\$26.41/hr.	Cozy Lake	10/18/21	6/30/22	New position, not budgeted Not to exceed 1 hr./day
Kimberly Luecht 11-000-204-105-003	Appoint	Secretary/Group IV 12-30-32/aev	Step 1	\$50,346	Briggs	1/4/22	6/30/22	Replacing D. Schilling
Mildred Ortiz-Connors 11-000-219-105-000	Adjusted Start Date	Secretary/Group III 12-90-92/adx			Special Services	10/25/21	6/30/22	
Wendy Asplund 11-000-217-106-001	Account Code Change	Special Education Aide 09-10-10/bub			Stanlick	9/30/21	6/30/22	
Antonella DaSilva 11-214-100-106-003	Schedule Change	Special Education Aide 09-30-30/bzo			Briggs	10/26/21	6/30/22	Not to exceed 7.25 hrs./day, 4 days/wk.
Maria Rita Melnyczuk 11-214-100-106-003	Schedule Change	Special Education Aide 09-30-30/bso			Briggs	10/26/21	6/30/22	Not to exceed 7.25 hrs./day, 4 days/wk.
Shannon Morgan 11-215-100-106-003	Schedule Change	Special Education Aide 09-30-30/bzq			Briggs	10/26/21	6/30/22	Not to exceed 7.25 hrs./day, 4 days/wk.
Megan Murray 11-213-100-106-001	Account Code Change	Special Education Aide 09-10-10/bsk			Stanlick	9/30/21	6/30/22	
Kimberly Reed 11-204-100-106-003	Schedule Change	Special Education Aide 09-30-30/bmx			Briggs	10/26/21	6/30/22	Not to exceed 7.25 hrs./day, 4 days/wk.
Danielle Vargas 11-000-217-106-001	Account Code Change/ Schedule Change	Special Education Aide 09-10-10/bom			Stanlick	10/6/21	6/30/22	Not to exceed 5.75 hrs./day
Christopher Warden 11-209-100-106-001	Account Code Change	Special Education Aide 09-10-10/bim			Stanlick	9/30/21	6/30/22	
#372	Extended Medical Leave	12-50-52/alb			Cozy Lake	7/30/21	11/16/21	Utilizing 74 personal illness days
#1461	Medical Leave	10-90-90/bez			Transportation	1/10/22	3/7/22	Utilizing 38 personal illness days
#1962	Extended Medical Leave	12-10-12/akn			Stanlick	7/19/21	11/20/21	Utilizing 87 personal illness days
#1966	Rescind Family Leave	09-70-70/bcl			JTMS	9/17/21	12/10/21	Utilizing 2 personal days and 55 unpaid days
#1966	Medical Leave	09-70-70/bcl			JTMS	9/23/21	10/9/21	Utilizing 9 personal illness days
#2606	Adjusted Start Date Paternity Leave	12-80-82/cbu			Facilities	10/18/21	11/18/21	Unpaid
#3214	Medical Leave	12-70-70/afc			JTMS	11/10/21	11/20/21	Utilizing 8 personal illness days
#3243	Medical Leave	09-10-10/bsi			Stanlick	11/8/21	12/18/21	Utilizing 5 personal illness days and 23 unpaid days

D. SUBSTITUTES/OTHER								
Name	Nature of Action	Position	Salary	Loc.	Date Effective	Date Termin.	Discussion	
Jill Brickman-Freeland	Appoint	Substitute Teacher	\$90/diem	District	10/8/21	6/30/22		
Samantha Costigan	Appoint	Substitute Teacher	\$90/diem	District	10/6/21	6/30/22		
Lauren Foli	Appoint	Substitute Teacher	\$90/diem	District	10/13/21	6/30/22		
Katherine King	Appoint	Substitute Teacher	\$90/diem	District	10/19/21	6/30/22		
Danielle Mollitor	Appoint	Substitute Teacher	\$90/diem	District	10/19/21	6/30/22		
Fay Servedio	Appoint	Substitute Teacher	\$90/diem	District	10/19/21	6/30/22		
Christopher Warden	Appoint	Substitute Teacher	\$90/diem	District	9/21/21	6/30/22		
Linda Albertson	Appoint	Substitute Aide	\$15/hr.	District	9/21/21	6/30/22		
Jill Brickman-Freeland	Appoint	Substitute Aide	\$15/hr.	District	10/8/21	6/30/22		
Janet Eltringham	Appoint	Substitute Aide	\$15/hr.	District	10/15/21	6/30/22		
Lauren Foli	Appoint	Substitute Aide	\$15/hr.	District	10/13/21	6/30/22		
Angela Lamendola	Appoint	Substitute Aide	\$15/hr.	District	10/19/21	6/30/22		
Danielle Mollitor	Appoint	Substitute Aide	\$15/hr.	District	10/19/21	6/30/22		
Heather Racansky	Appoint	Substitute Aide	\$15/hr.	District	9/22/21	6/30/22		
Karin Schaefer	Appoint	Substitute Aide	\$15/hr.	District	9/24/21	6/30/22		
Heather Sinisgalli	Appoint	Substitute Aide	\$15/hr.	District	9/22/21	6/30/22		
Alyssa Walters	Appoint	Substitute Aide	\$15/hr.	District	9/22/21	6/30/22		
Cassandra Wojcik	Appoint	Substitute Aide	\$15/hr.	District	10/7/21	6/30/22		
Katherine King	Appoint	Substitute Secretary	\$14/hr.	District	10/19/21	6/30/22		
Florence Watson	Appoint	Substitute Bus Driver	\$23.31/hr.	District	10/12/21	6/30/22		

E. 2021-2022 SCHOOL YEAR COACHING STAFF									
WINTER									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
Kevin Cuddy	Appoint	Assistant Boys Basketball	N/A	N/A	N/A	N/A	JTHS	10/18/21	6/30/22
Christopher Lantz*	Appoint	Assistant Wrestling	3	\$5,695		\$5,695	JTHS	10/18/21	6/30/22
Nick Miller*	Appoint	Assistant Boys Basketball	2	\$5,287		\$5,287	JTHS	10/18/21	6/30/22
Sarah Montgomery	Appoint	Assistant Swimming	3	\$5,290		\$5,290	JTHS	10/18/21	6/30/22
Sean Quinn	Appoint	Assistant Indoor Track	3	\$5,290		\$5,290	JTHS	10/18/21	6/30/22
Darren Bruseo	Rescind	Assistant Wrestling	3	\$5,695	\$500	\$6,195	JTHS	9/1/21	6/30/22
SPRING									
Brendan Donegan*	Rescind	Assistant Track	3	\$5,290		\$5,290	JTHS	9/1/21	6/30/22

*Out of District

F. EXTRA DUTY PAY								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Sharon Clayton	Appoint	Grade 8 Team Co-Advisor (3 of 3)	3	\$784.33	JTMS	10/18/21	6/30/22	
Christine Courser	Appoint	Homework Club Monitor Co-Advisor, 2 of 2	4	\$1,933	JTMS	10/18/21	6/30/22	
Meghan Delanoy	Appoint	Spring Musical: Costumes	1	\$564	JTMS	10/18/21	6/30/22	
Jennifer Escolano	Appoint	Drama (per production)	3	\$2,353	JTMS	10/18/21	6/30/22	
Jennifer Escolano	Appoint	Spring Musical: Tickets/Publications	1	\$564	JTMS	10/18/21	6/30/22	
Danielle Haucke	Appoint	Spring Musical: Vocal/Instrumental Director	2	\$2,353	JTMS	10/18/21	6/30/22	
Jessica Kirshner	Appoint	Spring Musical: Drama Director	3	\$2,353	JTMS	10/18/21	6/30/22	
Jessica Kirshner	Appoint	Spring Musical: Choreographer	1	\$564	JTMS	10/18/21	6/30/22	
Rachel Koenig	Appoint	Spring Musical: Lighting	1	\$564	JTMS	10/18/21	6/30/22	
James MacDermid	Appoint	Open Gym: Spring (2 of 2)	1	\$564	JTMS	10/18/21	6/30/22	
Donna Nadratowski	Appoint	Spring Musical: Art/Set Design	1	\$564	JTMS	10/18/21	6/30/22	
Donna Nadratowski	Appoint	Art Club	1	\$564	JTMS	10/18/21	6/30/22	
Jenna Kelly	Rescind	Homework Club Monitor Co-Advisor, 2 of 2	4	\$1,933	JTMS	9/1/21	6/30/22	

G. STUDENT INTERN/TEACHER							
Name	School	Program	Subject	Loc.	Date Effective	Date Termin.	Discussion
Carl Contino	William Paterson University	Student Teaching	Social Studies	JTHS	1/24/22	12/9/22	Spring and Fall Semester
Shannon Fleming	William Paterson University	Internship	Speech	JTMS	9/22/21	12/23/21	Fall Semester
Christopher Peterson	William Paterson University	Student Teaching	Social Studies	JTHS	1/24/22	12/9/22	Spring and Fall Semester

L. EDUCATION

Motion by Mrs. Gould, seconded by Mr. Stewart, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.7, as described below:

Aye Mrs. Gould
Aye Mr. Natale
Aye Mrs. Perez

Aye Mrs. Small
Aye Mr. Stewart
Aye Mr. Terpstra

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

- L.1** Motion to approve the following forms, as required by the New Jersey Department of Education, for the 2021-2022 SY:
- Student Safety Data System (SSDS) Report Form
 - Other Incident Leading to Removal Form
 - Harassment Investigation Report Form
 - Harassment, Intimidation, or Bullying - Investigation, Training, and Program (HIB-ITP) report forms.

- L.2** Motion to adopt Revised Curriculum:
- AP Economics

- L.3** Motion to approve the JTPS Emergency Virtual or Remote Instruction Programs Plan for the 2021-2022 SY.

- L.4** Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for August 16, 2021 through September 20, 2021.

- L.5** Motion to approve the following **day field trips**:

School/Group/Activity	Location
Cozy Lake School and Ellen T. Briggs School - Grade PreK	Lafayette, NJ

- L.6** Motion to approve and accept the settlement agreement between the Jefferson Township Board of Education hereby and SID # 8956620612 in the amount of \$1,500.

- L.7** Motion to approve and accept the settlement agreement between the Jefferson Township Board of Education hereby and SID # 9219717618 in the amount of \$3,900.

M. POLICY

Motion by Mrs. Small, seconded by Mr. Natale, to accept the recommendation of the Superintendent to approve motions M.1 through M.3, as described below:

<u>No/Aye</u> Mrs. Gould*	<u>Aye</u> Mrs. Small	<u>Aye</u> Mrs. Wildermuth
<u>Aye</u> Mr. Natale	<u>Aye</u> Mr. Stewart	<u>Absent</u> Mrs. Poulas, <i>Vice President</i>
<u>Aye</u> Mrs. Perez	<u>Aye</u> Mr. Terpstra	<u>Aye</u> Mr. Millar, <i>President</i>

*Mrs. Gould voted No on Agenda Item M.1 only.

- M.1** Motion to approve the **First Reading** of the following Bylaws, Policies and Regulations:
(copy available on district website for review)

File Code	Title	Action
B0167	Public Participation in Board Meetings	RV

- M.2** Motion to waive Policy # 0131 adopt the following **Policy** following a First Reading:
(copy available on district website for review)

File Code	Title	Action
P2425	Emergency Virtual or Remote Instruction Program	N

M.3 Motion to approve the Second Reading of the following Bylaws, Policies and Regulations:

(copy available on district website for review)

File Code	Title	Action
R5530	Substance Abuse	RV
R5600	Student Discipline-Code of Conduct	RV
R7432	Eye Protection	RV
R8420.1	Fire & Fire Drills	RV
P2422	Comprehensive Health & Physical Education	RV
P2467	Surrogate Parents & Resource Family Parents	RV
P5111	Eligibility of Resident/Nonresident Students	RV
P5114	Children Displaced by Domestic Violence	RV
P5116	Education of Homeless Students	RV
P6115.01	Federal Awards/Funds Internal Controls - Allowability Costs	N
P6115.02	Federal Awards/Funds Internal Controls - Mandatory Disclosures	N
P6115.03	Federal Awards/Funds Internal Controls - Conflict of Interest	N
P6311	Contracts for Goods or Services Funded by Federal Grants	RV
P7432	Eye Protection	RV
P8420	Emergency & Crisis Situations	RV
P8540	School Nutrition Programs	RV
P8550	Meal Charges/Outstanding Food Service Bill	RV
P8600	Transportation	RV
P8810	Religious Holidays	A

N. 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 September 20, 2021 through October 18, 2021.

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	2	0	2	0
Jefferson Twp. High School	0	0	0	0

Enrollment as of 9/30/21:

	September 2020*	September 2021
Grades Pre-K-1	355	385
Grades 2-5	711	688
Total Elementary	1,066	1,073
Grades 6-8	630	566
Grades 9-12	959	930
GRAND TOTAL	2,655	2,569
Tuition students received	0	0
Out-of-district placement	26	25

**Reporting of enrollment numbers for SY 2020 has been modified to accommodate the closing of Milton School for SY 2021.*

O. COMMUNICATIONS

- None

P. PUBLIC COMMENTS

- An audience member thanked Mrs. Howe for reaching out and appreciated the interaction. They also inquired about ESSER funds and thanked the administration for giving teachers a chance to assess students.
- An audience member voiced their thoughts that the BOE should be writing to Governor Murphy everyday and that the Board should be advocating for the students. They also inquired about the Reach App and asked if the Board and Administration support vaccine mandates.
- An audience member noted that kids are happy to be back in school and that masks are dirty and expensive, and more parents should be aware of the potential issues and proper use of masks. They also asked about how many of the quarantined students went on to test positive and that if quarantining is not helpful, it should be stopped.
- An audience member thanked the Board and Administration for answering questions, but noted displeasure with the board attorney.
- An audience member acknowledged the Board is under a lot of pressure, but inquired as to who they represent, the state or residents of Jefferson. They also urged everyone to listen to real doctors and to do your own research.
- A member of the audience voiced displeasure about their student's aides.
- An audience member advised that they went to urgent care and spent 3 hours waiting and that there are teachers going in for covid testing twice weekly. They also had questions about future of covid and the flu.
- Several audience members had questions about quarantine guidelines.
- An audience member noted they were certified for respirator masks and that masks are not an effective means of preventing COVID.

Mrs. Howe addressed many of the audience members' questions and concerns.

Q. OLD BUSINESS

- None

R. NEW BUSINESS

- None

S. CLOSED SESSION

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

T. ADJOURN

Motion by Mr. Natale, seconded by Mrs. Small, to adjourn the meeting at 9:05 PM.

Aye Mrs. Gould

Aye Mr. Natale

Aye Mrs. Perez

Aye Mrs. Small

Aye Mr. Stewart

Aye Mr. Terpstra

Aye Mrs. Wildermuth

Absent Mrs. Poulas, *Vice President*

Aye Mr. Millar, *President*

Appendix A

Name	Event Date	Location	Seminar/Function	Registration Fee \$	Mileage @ \$0.35/mi.	Total Expense (not including parking/tolls/miscellaneous fees)
Fandino-Diaz, Nanette	2/10-2/12	New York, NY	Northeast Conference on the Teaching of Foreign Language	\$280.00	330	\$395.50
Stewart, Michael	10/26-10/28	N/A	New Jersey School Boards Association Annual Workshop 2021	\$450.00	N/A	\$450.00

Appendix B

**Jefferson Township Public Schools
2022 – 2023 Budget Calendar**

DATE	TOPIC	RESPONSIBLE PARTY(IES)	NOTES
October 5, 2021	Budget Software Opens	Purchasing Specialist/SBA	Budget software made available to Principals, Directors, Supervisors, Secretaries and written direction given on required input.
October 12, 2021	District A/C Meeting	SBA/Superintendent/Administrative Staff	SBA to discuss the budget preparation process and parameters with the admin team.
October 14, 2021	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Review budget calendar & initial revenue projections.
October 18, 2021	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the Budget Calendar for the upcoming 2022-23 school year.
December 6-10, 2021	Budget Meetings with various departments	Superintendent, SBA, Purchasing Specialist, C & I, Facilities, Special Services, Technology & Transportation	Discussion of priority needs and review of included items to ensure that all necessary expenditures have been considered.
December 7, 2021	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of budget progress to-date
December 10, 2021	Payroll Budget Update	Purchasing Specialist/SBA	Payroll figures will be loaded into the Budget Software.
January 2022	Building Needs & Finance Committee Meeting	SBA/Superintendent/Board	Discussion of budget progress to-date
February 2022	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Discussion of Budget Goals & Challenges, Review enrollment/staffing/ benefits.
February/March 2022	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent/Administrative Staff	Based on timing of release of the state aid figures.
March 2022	Building Needs & Finance Committee Meeting	SBA/Superintendent/Committee	Detailed Budget Review
March 2022	Board of Education Meeting	SBA/Superintendent/Board	Public discussion of preliminary budget prior to adoption of Budget for submission to DOE (County Superintendent).
March 2022	Submission to DOE. Advertise BOE approved budget.	SBA	Last day to submit tentative Budget to County Superintendent of Schools.
April 2022	Notice of Public Hearing	SBA	4 days prior to the adoption of the Budget.
April 2022	Board of Education Meeting	SBA/Superintendent/Board	Budget Presentation and Public Hearing on the Budget. Adopts Final Budget.

Notes:

- Board and Committee meeting dates for January 2022 and forward will be determined at the Reorganization Meeting.
- Submission deadlines TBD based on DOE Budget Schedule.