

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Monday, December 20, 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 7:34 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](http://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:**

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

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

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

Aye Fiona Davidson, *Student Representative*  
Aye Robert McKoy, *Student Representative*

**D.** **CLOSED SESSION**

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

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

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

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

**BE IT RESOLVED**, by the Jefferson Township Board of Education on this 20<sup>th</sup> day of December, 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 Student and personnel 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. Small, seconded by Mr. Stewart, that the meeting is called to public session at 7:29 PM.

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

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

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

**E. RECOGNITION**

- Mr. Matthew Millar, Board President and Mrs. Jeanne Howe, Superintendent welcomed the JTHS Varsity Football Team and Coaches for recognition of their outstanding season and North 2, Group 2 Championship title.

**F. CERTIFIED ELECTION RESULTS**

Three Year Terms – January 1, 2022 – December 31, 2024 (3 seats)

|                           |              |
|---------------------------|--------------|
| <b>Christopher Natale</b> | <b>2,564</b> |
| <b>Amy Gould</b>          | <b>3,696</b> |
| <b>Dylan Terpstra</b>     | <b>3,026</b> |
| Heather Rancasky          | 1,467        |
| Christine Mallimo Orna    | 2,397        |
| Write In                  | 111          |

**G. SUPERINTENDENT'S REPORT**

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

**H. PRESENTATIONS**

- Mrs. Jeanne Howe, Superintendent and Mrs. Rita Oroho Giacchi, Business Administrator presented the ESSER Safe Return Plan Update and Grant Review. Mrs. Howe reported that there would be more in depth review of the funds reported at the January 2022 Board meeting.
- Mrs. Jeanne Howe, Superintendent presented the 2020-2021 HIB Self Assessment.

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

- None

**J. STUDENT REPRESENTATIVES**

- Student Representative Robert McKoy reported the high school football team played in the championship game at MetLife Stadium. He also noted the performances of the Madrigal and winter concerts went well and thanked Mr. Flynn and parents for their support. Mr. McKoy reported there is a rumor about the school switching to virtual learning.
- Student Representative Fiona Davidson highlighted the musical, Tuck Everlasting, the holiday assembly, National Honor Society (NHS) Food Drive, FBLA Coat Drive and Spirit Day.

**K. COMMITTEE REPORTS**

- **Policy and Personnel Committee** - Mrs. Small highlighted the December 2, 2021 meeting and reported the Committee discussed open positions in district, job descriptions, and policy and regulations.

- **Education Committee** - Mrs. Poulas reported the Committee met on December 6, 2021 and discussed the English Language Learner 3-year plan, in-district therapy services, and day and overnight field trips.
- **Community Relations Committee** - Mr. Stewart provided a brief history of the committee and discussed a letter writing campaign. He noted the next meeting is tentatively scheduled for January 11, 2022.

**L. 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>Aye</u> Mrs. Small   | <u>Absent</u> Mrs. Wildermuth                 |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mr. Stewart  | <u>Aye</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>       |

November 15, 2021 Regular Meeting Minutes

November 15, 2021 Executive Meeting Minutes

**M. FINANCE AND BUILDING NEEDS**

Motion by Mrs. Gould, seconded by Mrs. Poulas, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.14, as described below:

*\*Mrs. Gould requested clarification regarding item M.12.*

|                       |                         |   |
|-----------------------|-------------------------|---|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Small   | <u>Absent</u> Mrs. Wildermuth                 |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mr. Stewart  | <u>Aye</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>       |

**M.1** Motion to approve the **purchase order** list dated November 2021 in the amount of **\$136,285.67** (including Referendum related purchase orders totalling \$0.00).

**M.2** Motion to approve the **check register** as of November 2021 in the amount of **\$5,170,022.72**.

| Fund                       | Amount          |
|----------------------------|-----------------|
| General Fund (10)          | \$ 4,884,895.24 |
| Special Revenue Funds (20) | \$ 269,116.09   |
| Referendum Fund (30)       | \$ 16,011.39    |
| Total                      | \$ 5,170,022.72 |

**M.3** Motion to approve the **vendors' bills** list for release on or after December 21, 2021, in the amount of **\$1,065,331.48**.

**M.4** Motion to approve the funds **transfers** in the 2021-2022 Fiscal Year, dated November, 2021 in the amount of **\$346,305.38**.

**M.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 November 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).

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

**M.7** Motion to **designate the source of funding** for the following individuals as funded from the FY2022 Title IV A grant *(Correction from November 15, 2021 agenda):*

| Name               | Nature of Action | Position     | Salary  | Location   | Date Effective | Date Termin. |              |
|--------------------|------------------|--------------|---------|------------|----------------|--------------|--------------|
| Shannon Castimore  | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 4/Math |
| Kim Hollar         | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 3/ELA  |
| Lori Johansson     | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 2/Math |
| Lori Johnson       | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 3/Math |
| Mary Ellen McLeod  | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 4/ELA  |
| Colleen Megna      | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 2/ELA  |
| Kristie Rowe       | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 5/Math |
| Kristen Scholz     | Appoint          | Rtl Tutoring | \$1,389 | White Rock | 11/1/21        | 6/30/22      | Grade 5/ELA  |
| Karen Caruso       | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 4/ELA  |
| Paula Langner      | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 3/Math |
| Paula Langner      | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 5/Math |
| Beverly Mallatratt | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 3/ELA  |
| Sherry Moore       | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 2/ELA  |
| Meredith Panka     | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 4/Math |
| Tanya Senney       | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 5/ELA  |
| Ann Weaver         | Appoint          | Rtl Tutoring | \$1,389 | Stanlick   | 11/1/21        | 6/30/22      | Grade 2/Math |

**M.8** Motion to **designate the source of funding** for the following individuals as funded from the FY2022 IDEA Preschool grant:

| Name             | Nature of Action | Position               | Grant Portion of Salary | Location  | Date Effective | Date Termin. |
|------------------|------------------|------------------------|-------------------------|-----------|----------------|--------------|
| Frances Ferucci  | Appoint          | Special Education Aide | \$7,873.75              | Briggs    | 9/1/21         | 6/30/22      |
| Michelle Mahoney | Appoint          | Special Education Aide | \$7,873.75              | Cozy Lake | 9/1/21         | 6/30/22      |
| Shannon Morgan   | Appoint          | Special Education Aide | \$7,873.75              | Briggs    | 9/1/21         | 6/30/22      |
| Jaclyn Zinck     | Appoint          | Special Education Aide | \$7,873.75              | Cozy Lake | 9/1/21         | 6/30/22      |

**M.9** Motion to **designate the source of funding** for the following individuals as funded from the FY2022 ARP IDEA Preschool grant :

| Name       | Nature of Action | Position               | Grant Portion of Salary | Location | Date Effective | Date Termin. |
|------------|------------------|------------------------|-------------------------|----------|----------------|--------------|
| Gina Maron | Appoint          | Special Education Aide | \$9,067                 | Briggs   | 9/1/21         | 6/30/22      |

**M.10** Motion to accept funding of \$68,997 from the New Jersey Department of Education for Emergent and Capital Maintenance needs.

**M.11** Motion to enter into cooperative pricing system agreement NJSBA ACES CPS #E8801.  
*(Copy available for review)*

**M.12** Motion to award **Bid #2022-003 Life Safety Replacement at Jefferson Township High School** to Alarm & Communication Technologies, Inc. in the amount of \$902,075.00. Life Safety represents a full replacement of the high school fire alarm as well as replacement parts for other district buildings. *(Bid breakdown sheet attached - Appendix B)*

**M.13** Motion to approve Tri-County Behavioral Care to provide in-district counseling for students at an amount not to exceed \$42,000, for the remainder of the 2021-2022 school year. This program will be funded through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA/ESSER II) and American Rescue Plan (ARP/ESSER III) grants.

**M.14** 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*).

**N. PERSONNEL**

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

*\*Mrs. Small wished to recognize the teachers who are retiring. Mrs. Howe congratulated all retirees.*

|                       |                         |   |
|-----------------------|-------------------------|---|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Small   | <u>Absent</u> Mrs. Wildermuth                 |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mr. Stewart  | <u>Aye</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>       |

**N.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                         | Salary          | Loc.     | Date Effective | Date Termin.   | Discussion                 |                             |
| Jodi Reinstein<br>11-120-221-104-200  | Appoint          | Supervisor of Special Education<br>25-90-92/abo | \$109,000       | District | 2/21/22        | 6/30/22        | New position, not budgeted |                             |
| B. INSTRUCTIONAL                      |                  |   |                 |          |                |                |                            |                             |
| Name                                  | Nature of Action | Position/Control Number                         | Deg/Step        | Salary   | Loc.           | Date Effective | Date Termin.               | Discussion                  |
| Melanie Agnic<br>11-000-219-104-008   | Appoint          | School Social Worker<br>10-80-80/adj            | MA<br>Step 2    | \$57,715 | JTHS           | 2/22/22        | 6/30/22                    | Replacing M. Maffeo-Spitzer |
| Cassandra Arias<br>11-000-219-104-003 | Appoint          | School Social Worker<br>10-30-30/abb            | MA+15<br>Step 2 | \$58,815 | Briggs         | 2/22/22        | 6/30/22                    | Replacing S. Rodgers        |

|  |                        |   |               |               |            |          |          |   |
|--|------------------------|---|---------------|---------------|------------|----------|----------|---|
| Connor Brown*<br>11-130-100-101-007    | Appoint                | Physical Education/Health Teacher<br>10-70-70/apb | BA Step 4     | \$56,715      | JTMS       | 2/22/22  | 6/30/22  | Pending release from current district<br>Replacing G. Eck   |
| Nicole DiLizia<br>11-213-100-101-001   | Appoint                | Special Education Teacher<br>10-10-10/azn         | BA Step 9     | \$58,955      | Stanlick   | 2/22/22  | 6/30/22  | Replacing J. Anderson                                       |
| Sarah Joshi<br>11-110-100-101-003      | Appoint                | Kindergarten Teacher<br>10-30-30/afr              | BA+15 Step 5  | \$58,415      | Briggs     | 2/1/22   | 6/30/22  | Replacing K. Olsen  |
| Karen Staples<br>11-000-218-214-290    | Appoint                | School Counselor - LTS<br>10-80-80/acq            |               | \$275.08/diem | JTHS       | 1/20/22  | 4/15/22  | Replacing #2502, over 60 days                               |
| Sharon Clayton                         | Appoint                | Bedside Instruction                               |               | \$46.05/hr.   | District   | 12/8/21  | 6/30/22  |   |
| Kelsey Crowe                           | Appoint                | Bedside Instruction                               |               | \$46.05/hr.   | District   | 12/10/21 | 6/30/22  |   |
| Emily Cortese                          | Appoint                | Bedside Instruction                               |               | \$46.05/hr.   | District   | 12/1/21  | 6/30/22  |   |
| Heather Varner                         | Appoint                | Bedside Instruction                               |               | \$46.05/hr.   | District   | 12/8/21  | 6/30/22  |   |
| Kira Arnold<br>11-000-219-104-008      | Change in FTE          | School Social Worker<br>10-80-80/cau              | MA+45/Step 15 | \$83,693      | JTHS       | 1/4/22   | 6/30/22  | Increasing from (.80) FTE to (1.0) FTE                      |
| Amy Bush<br>11-120-100-101-290         | Adjusted End Date      | Elementary Teacher - LTS<br>10-10-10/afz          |               | \$275.08/diem | Stanlick   | 10/13/21 | 2/1/22   | Replacing #2420, over 60 days                               |
| Patricia Carroll<br>11-120-100-101-290 | Adjusted End Date      | Elementary Teacher/LTS<br>10-10-10/agf            |               | \$275.08/diem | Stanlick   | 11/22/21 | 3/5/22   | Replacing #1724 Over 60 days Salary retroactive to 11/22/21 |
| Erin Harney<br>11-000-218-104-290      | Adjusted End Date      | School Counselor - LTS<br>10-70-70/ack            |               | \$275.08/diem | JTMS       | 9/1/21   | 2/28/22  |   |
| Nancy FitzGerald                       | Retirement             | Science Teacher<br>10-80-80/ccj                   |               |               | JTHS       | 6/30/22  | 7/1/22   | Retiring after 31 years of service in district              |
| Kristen Kandel                         | Resignation            | School Psychologist<br>10-70-70/bxi               |               |               | JTMS       | 2/11/22  | 2/12/22  |   |
| Meredith Maffeo-Spitzer                | Resignation            | LDT-C<br>10-80-80/adj                             |               |               | JTHS       | 1/14/22  | 1/15/22  |   |
| Karen Mason                            | Retirement             | Special Education Teacher<br>10-80-80/bwg         |               |               | JTHS       | 6/30/22  | 7/1/22   | Retiring after 30 years of service in district              |
| Lorraine McLoughlin                    | Retirement             | Elementary Teacher<br>10-60-60/caf                |               |               | White Rock | 6/30/22  | 7/1/22   | Retiring after 34 years of service in district              |
| Renee Simler                           | Retirement             | Art Teacher<br>10-80-80/atb                       |               |               | JTHS       | 6/30/22  | 7/1/22   | Retiring after 25 years of service in district              |
| #1426                                  | Medical Leave          | 10-80-80/acb                                      |               |               | JTHS       | 12/3/21  | 1/29/22  | Utilizing 33 personal illness days                          |
| #1592                                  | Family Leave           | 10-80-80/ccj                                      |               |               | JTHS       | 12/13/21 | 3/8/22   | Utilizing 2 personal days and balance unpaid                |
| #1724                                  | Extended Medical Leave | 10-10-10/agf                                      |               |               | Stanlick   | 10/29/21 | 3/5/22   | Utilizing 74 personal illness days and 1 personal day       |
| #2210                                  | Medical Leave          | 10-10-10/aoa                                      |               |               | Stanlick   | 1/11/22  | 2/11/22  | Utilizing 23 personal illness days                          |
| #2636                                  | Medical Leave          | 10-70-70/boh                                      |               |               | JTMS       | 4/11/22  | 5/14/22  | Utilizing 19 personal illness days                          |
| #2636                                  | Family Leave           | 10-70-70/boh                                      |               |               | JTMS       | 5/16/22  | 11/19/22 | Unpaid  |

\*Requires mentoring

**C. NON-INSTRUCTIONAL**

| Name  | Nature of Action             | Position/Control Number                | Deg/Step | Salary      | Loc.           | Date Effective | Date Termin. | Discussion   |
|---|------------------------------|--|----------|-------------|----------------|----------------|--------------|--|
| Stephanie Cappello<br>11-214-100-106-006                                | Appoint                      | Special Education Aide<br>09-60-60/bct | Step 1   | \$23.29/hr. | White Rock     | 12/6/21        | 6/30/22      | Replacing N. Teklits<br>Not to exceed 28 hrs./week, w/out benefits |
| Robert Kennedy<br>11-000-262-100-260                                    | Appoint                      | Custodian<br>12-90-92/bgb              | Step 1   | \$50,668.80 | District       | 1/4/22         | 6/30/22      | Replacing A. Vicidomini  |
| Wendy Asplund<br>11-000-217-106-001                                     | Schedule Adjustment          | Special Education Aide<br>09-10-10/bub |          |             | Stanlick       | 11/15/21       | 6/30/22      | Not to exceed 5.75 hrs./day, w/out benefits                        |
| Melissa Brunner<br>11-000-270-107-000                                   | Schedule Adjustment          | Bus Aide<br>09-90-90/bmm               |          |             | Transportation | 12/1/21        | 6/30/22      | Not to exceed 5.92 hrs./day, w/out benefits                        |
| Martina Cannon<br>11-000-266-110-000                                    | Extra Hours                  | Security<br>09-70-70/bge               |          |             | JTMS           | 12/8/21        | 12/9/21      | Not to exceed 1.5 hrs. for coverage                                |
| Kathryn Cook<br>11-214-100-106-006                                      | Transfer/Account Code Change | Special Education Aide<br>09-60-60/bbf |          |             | White Rock     | 11/29/21       | 6/30/22      | Not to exceed 3.5 hrs./day, w/out benefits                         |
| Dana Delia<br>11-214-100-106-006  | Schedule Adjustment          | Special Education Aide<br>09-60-60/bbj |          |             | White Rock     | 12/13/21       | 6/30/22      | Not to exceed 7 hrs./day, 4 days/wk. w/out benefits                |
| Frances Ferucci<br>20-251-100-106-003 (.28)<br>11-215-100-106-003 (.68) | Account Code Change          | Special Education Aide<br>09-30-30/bzj |          |             | Briggs         | 9/1/21         | 6/30/22      | Salary partially funded by the IDEA preschool Grant                |
| Vincent Macaluso<br>11-000-262-100-260                                  | Location Change              | Custodian<br>10-80-80/aki              |          |             | JTHS           | 1/4/22         | 6/30/22      |  |

|  |                            |  |  |  |                  |          |          |   |
|--|----------------------------|--|--|--|------------------|----------|----------|---|
| Michelle Mahoney<br>20-251-100-106-005<br>(.56)<br>11-214-100-106-005<br>(.44) | Account Code Change        | Special Education Aide<br>09-50-50/cbk |  |  | Cozy Lake        | 9/1/21   | 6/30/22  | Salary partially funded by IDEA Preschool Grant                       |
| Gina Maron<br>20-224-100-106-003*<br>(.65)<br>11-215-100-106-003<br>(.35)      | Account Code Change        | Special Education Aide<br>09-30-30/bmw |  |  | Briggs           | 9/1/21   | 6/30/22  | Salary partially funded by the ARP IDEA Preschool Grant               |
| Robert Miller<br>11-000-262-100-260  | Location Change            | Custodian<br>12-70-72/akd              |  |  | JTMS             | 1/4/22   | 6/30/22  |   |
| Shannon Morgan<br>20-251-100-106-003<br>(.30)<br>11-215-100-106-003<br>(.70)   | Account Code Change        | Special Education Aide<br>09-30-30/bzq |  |  | Briggs           | 9/1/21   | 6/30/22  | Salary Partially funded by the IDEA Preschool Grant                   |
| Patricia Randazzo<br>11-000-270-160-000  | Schedule Adjustment        | Bus Driver<br>10-90-90/bff             |  |  | Transportation   | 12/2/21  | 6/30/22  | Not to exceed 5.92 hrs./day, w/ benefits                              |
| Anthony Schreck<br>11-000-266-110-000  | Extra Hours                | Security<br>09-70-70/cca               |  |  | JTMS             | 12/8/21  | 12/9/21  | Not to exceed 1.67 hrs. for coverage                                  |
| Richard Shay<br>11-000-262-100-260   | Location Change            | Custodian<br>12-80-82/alk              |  |  | JTHS             | 1/4/22   | 6/30/22  |   |
| Wendy Smith-Rinehart<br>11-000-270-160-000                                     | Schedule Adjustment        | Bus Driver<br>10-90-90/bfh             |  |  | Transportation   | 12/1/21  | 6/30/22  | Not to exceed 6.67 hrs./day, w/ benefits                              |
| Jaclyn Zinck<br>20-251-100-106-005<br>(.56)<br>11-214-100-106-005<br>(.44)     | Account Code Change        | Special Education Aide<br>09-60-60/bba |  |  | Cozy Lake        | 9/1/21   | 6/30/22  | Salary partially funded by the IDEA Preschool Grant                   |
| Shannan Hastrup  | Resignation                | Special Education Aide<br>09-60-60/bbn |  |  | White Rock       | 12/23/21 | 12/24/21 |   |
| Jacqueline Orlando   | Resignation                | Special Education Aide<br>09-60-60/byg |  |  | White Rock       | 12/23/21 | 12/24/21 |   |
| Kathleen Sadiwnyk  | Retirement                 | Secretary/Group III<br>12-90-92/adz    |  |  | Special Services | 6/30/22  | 7/1/22   | Retiring after 24 years of service in district                        |
| Susan Tack   | Retirement                 | Special Education Aide<br>09-70-70/bov |  |  | JTMS             | 6/30/22  | 7/1/22   | Retiring after 20 years of service in district                        |
| Mindy Zappile  | Retirement                 | Special Education Aide<br>09-60-60/byh |  |  | White Rock       | 12/17/21 | 12/18/21 | Retiring after 13 years of service in district                        |
| #857   | Medical Leave              | 10-60-60/aeg                           |  |  | White Rock       | 12/5/21  | 12/24/21 | Utilizing 4 personal illness days, 3 personal days, and 7 unpaid days |
| #2467  | Medical Leave              | 11-80-80/aky                           |  |  | JTHS             | 11/12/21 | 12/31/21 | Utilizing 31 personal illness days                                    |
| #3207  | Intermittent Medical Leave | 09-80-80/bvd                           |  |  | JTHS             | 9/1/21   | 6/30/22  | Utilizing undetermined number of personal illness days                |
| #3243  | Adjusted End Date          | 09-10-10/bsi                           |  |  | Stanlick         | 11/8/21  | 12/16/21 | Utilizing 5 personal illness days and 20 unpaid days                  |

\*Original Account Code of 20-223-100-106-003 was updated on 12/21/21..

| D. SUBSTITUTES/OTHER |                  |                      |            |          |                |              |                                    |
|----------------------|------------------|----------------------|------------|----------|----------------|--------------|------------------------------------|
| Name                 | Nature of Action | Position             | Salary     | Loc.     | Date Effective | Date Termin. | Discussion                         |
| Christy Enchelmaier  | Appoint          | Substitute Teacher   | \$110/diem | District | 1/21/22        | 6/30/22      |                                    |
| Erin Hackett         | Appoint          | Substitute Teacher   | \$110/diem | District | 1/4/22         | 6/30/22      |                                    |
| Chelsea Hance        | Appoint          | Substitute Teacher   | \$110/diem | District | 12/21/21       | 6/30/22      |                                    |
| Rebecca Rich         | Appoint          | Substitute Teacher   | \$110/diem | District | 12/21/21       | 6/30/22      |                                    |
| Kimberly Reed        | Appoint          | Substitute Teacher   | \$110/diem | District | 12/8/21        | 6/30/22      |                                    |
| Aamna Siddiqui       | Appoint          | Substitute Teacher   | \$110/diem | District | 12/21/21       | 6/30/22      |                                    |
| Jessica Smalley      | Appoint          | Substitute Teacher   | \$110/diem | District | 12/21/21       | 6/30/22      |                                    |
| Nicholas Solicito    | Appoint          | Substitute Teacher   | \$110/diem | District | 12/6/21        | 6/30/22      |                                    |
| Brianna DeBrito      | Appoint          | Substitute Aide      | \$15/hr.   | District | 12/21/21       | 6/30/22      |                                    |
| Stephanie Krakowski  | Appoint          | Substitute Aide      | \$15/hr.   | District | 12/7/21        | 6/30/22      |                                    |
| Kimberly Reed        | Appoint          | Substitute Aide      | \$15/hr.   | District | 12/8/21        | 6/30/22      |                                    |
| Lucille Catanzaro    | Appoint          | Substitute Secretary | \$15/hr.   | District | 12/21/21       | 6/30/22      |                                    |
| Heather Racansky     | Appoint          | Substitute Secretary | \$14/hr.   | District | 11/18/21       | 6/30/22      | Increase to \$15/hr. as of 12/1/21 |
| Savannah Thoeny      | Appoint          | Substitute Custodian | \$18/hr.   | District | 12/14/21       | 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. |
| Nicholas Solicito*                      | Appoint          | Assistant Basketball/Girls | 3     | \$6,105 | N/A       | \$6,105 | JTHS     | 12/1/21        | 6/30/22      |

|                   |         |                           |   |         |  |         |      |        |         |
|-------------------|---------|---------------------------|---|---------|--|---------|------|--------|---------|
| Brandon Horetsky* | Rescind | Assistant Basketball/Boys | 3 | \$6,105 |  | \$6,105 | JTHS | 9/1/21 | 6/30/22 |
| <b>SPRING</b>     |         |                           |   |         |  |         |      |        |         |
| Brandon Horetsky* | Rescind | Assistant Baseball        | 3 | \$5,290 |  | \$5,290 | JTHS | 9/1/21 | 6/30/22 |

\*Out of District

**F. EXTRA DUTY PAY 11-401-100-101-007**

| Name             | Nature of Action | Position              | Level | Salary      | Location | Date Effective | Date Termin. | Discussion  |
|------------------|------------------|-----------------------|-------|-------------|----------|----------------|--------------|---|
| Elizabeth Conley | Appoint          | Extracurricular Nurse |       | \$47.80/hr. | JTMS     | 12/1/21        | 12/2/22      | Not to exceed 1 hr. for Tri-M after school activity |
| Stacey Ortense   | Appoint          | Garden Club           | 1     | \$564       | JTMS     | 12/21/21       | 6/30/22      |   |

**G. EXTRA DUTY PAY 11-401-100-101-008**

| Name               | Nature of Action | Position                  | Level | Salary     | Location | Date Effective | Date Termin. | Discussion                                       |
|--------------------|------------------|---------------------------|-------|------------|----------|----------------|--------------|--|
| Kristen Afflerbach | Appoint          | NJSLA Portfolio - Math    | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |
| Kaitlyn Brueno     | Appoint          | NJSLA Portfolio - ELA     | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |
| Jaycee Cahill      | Appoint          | Extracurricular Nurse     |       | \$200/diem | JTHS     | 12/14/21       | 1/11/22      | Prorated; not to exceed 2 hrs. for Unified Track |
| Jaycee Cahill      | Appoint          | Extracurricular Nurse     |       | \$200/diem | JTHS     | 12/3/21        | 12/13/21     | Prorated; not to exceed 16 hrs. for Bowling      |
| Kaia Canales       | Appoint          | Art Club                  | 2     | \$1,387    | JTHS     | 12/1/21        | 6/30/22      |  |
| David DeVries      | Appoint          | Video Game Club           | 1     | \$701      | JTHS     | 12/1/21        | 6/30/22      |  |
| Mark DiDonato      | Appoint          | Table Tennis Club         | 1     | \$701      | JTHS     | 12/1/21        | 6/30/22      |  |
| Carrie Hutchinson  | Appoint          | Habitat for Humanity      | 2     | \$1,387    | JTHS     | 12/1/21        | 6/30/22      |  |
| Jane Kirshenbaum   | Appoint          | Astronomy Club Co-Advisor | 1     | \$350.50   | JTHS     | 12/21/21       | 6/30/22      |  |
| Sherry Moore       | Appoint          | Astronomy Club Co-Advisor | 1     | \$350.50   | JTHS     | 12/21/21       | 6/30/22      |  |
| Molly Neral        | Appoint          | NJSLA Portfolio - Math    | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |
| Jason Nicholas     | Appoint          | Drone Racing              | 1     | \$701      | JTHS     | 12/1/21        | 6/30/22      |  |
| Joseph Olean       | Appoint          | NJSLA Portfolio- ELA      | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |
| Kimberly Serzan    | Appoint          | NJSLA Portfolio - Math    | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |
| Cassandra Soto     | Appoint          | NJSLA Portfolio - ELA     | 1     | \$701      | JTHS     | 12/21/21       | 6/30/22      |  |

**H. EXTRA DUTY PAY**

| Name              | Nature of Action | Position     | Level | Salary      | Location | Date Effective | Date Termin. | Discussion                            |
|-------------------|------------------|--------------|-------|-------------|----------|----------------|--------------|---------------------------------------|
| Danielle DiMaggio | Appoint          | School Nurse |       | \$39.53/hr. | District | 9/1/21         | 6/30/22      | Based upon approval for pandemic work |

**I. STUDENT INTERN/TEACHER**

| Name          | School                      | Program         | Subject | Loc. | Date Effective | Date Termin. | Discussion      |
|---------------|-----------------------------|-----------------|---------|------|----------------|--------------|-----------------|
| Robert Caputo | William Paterson University | Student Teacher | English | JTMS | 1/24/22        | 5/13/22      | Spring Semester |

**N.2** Motion to approve the **Fall 2021** Course Reimbursement for At-Will Administrators as indicated below:

| Name             | School               | Class                    | Approval | Credits | Amount   |
|------------------|----------------------|--------------------------|----------|---------|----------|
| Roger Jinks, Jr. | Centenary University | Dissertation Continuance | FA1      | 1       | \$764.25 |

**O. EDUCATION**

Motion by Mrs. Poulas, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motions O.1 through O.5, as described below:

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

**O.1** Motion to **approve** student placement for the 2021-2022 school year, as indicated below plus related services as needed:

| Student    | School        | Tuition     | Effective          |
|------------|---------------|-------------|--------------------|
| 8805299388 | Calais School | \$44,080.96 | 12/14/21 - 6/30/22 |



**O.2** Motion to approve the district 2021-2024 English Language Learner Plan.

**O.3** Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for October 18, 2021 through November 15, 2021.

**O.4** Motion to approve the following **day field trips**:

| School/Group/Activity     | Location                                    |
|---------------------------|---|
| JTHS Madrigal Performance | Bald Eagle Commons, West Milford, NJ        |
| JTHS Madrigal Performance | The Windlass Restaurant, Lake Hopatcong, NJ |
| JTHS Special Education    | ShopRite of Sparta, Sparta, NJ              |
| JTHS Academic Bowl        | Lenape Valley High School, Stanhope, NJ     |

**O.5** Motion to approve the following **overnight field trips**:

| School/Group/Activity | Location                                      |
|-----------------------|---|
| JTHS Wrestling Team   | NJSIAA State Championships, Atlantic City, NJ |
| JTMS 8th Grade        | Philadelphia and Allentown, PA                |

**P. POLICY**

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

|                       |                         |   |
|-----------------------|-------------------------|---|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Small   | <u>Absent</u> Mrs. Wildermuth                 |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mr. Stewart  | <u>Aye</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>       |

**P.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   |
|-----------|---------------------------------------|----------|
| 2436 P    | Activity Participation Fee Program    | Revision |
| 5751 P    | Sexual Harassment                     | Revision |
| 5751 R    | Sexual Harassment of Students         | Revision |
| 5600 R    | Student Discipline/Code of Conduct    | Revision |
| 7300.1 R  | Disposition of Instructional Property | Revision |

**Q. 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 15, 2021 through December 20, 2021.

| School                       | Incidents Reported | Confirmed Incidents | Unconfirmed Incidents | Inconclusive – Case Will Remain Active |
|------------------------------|--------------------|---------------------|-----------------------|--|
| Ellen T. Briggs              | 0                  | 0                   | 0                     | 0                                      |
| Arthur Stanlick              | 2                  | 1                   | 1                     | 0                                      |
| Cozy Lake                    | 0                  | 0                   | 0                     | 0                                      |
| White Rock                   | 0                  | 0                   | 0                     | 0                                      |
| Jefferson Twp. Middle School | 5                  | 2                   | 3                     | 0                                      |
| Jefferson Twp. High School   | 3                  | 1                   | 1                     | 1                                      |

**Enrollment as of 11/30/21:**

|                           | Nov. 2020 | Nov. 2021 |
|---------------------------|-----------|-----------|
| Grades Pre-K-1            | 358       | 393       |
| Grades 2-5                | 704       | 692       |
| Total Elementary          | 1,062     | 1,085     |
| Grades 6-8                | 631       | 563       |
| Grades 9-12               | 951       | 930       |
| GRAND TOTAL               | 2,644     | 2,578     |
| Tuition students received | 5         | 0         |
| Out-of-district placement | 28        | 26        |

\*Reporting of enrollment numbers for SY2020 has been modified to accommodate the closing of Milton School for SY2021.

**R. COMMUNICATIONS**

- None

**S. PUBLIC COMMENTS**

- An audience member gave kudos to Mr. Flynn and the Madrigal performance at the high school.
- Several audience members inquired about quarantining and close contact regulations.
- An audience member questioned why there are different rules for quarantining in vaccinated vs unvaccinated students and implored the Board to follow Middletown, NJ’s example.
- An audience member noted that they have students currently in quarantine and that the instruction the remote students are receiving is unacceptable and the Board needs to fight for our children.
- An audience member commended the district for staying open and reported that other districts are making quarantining optional.
- An audience member noted that natural immunity needs to be taken into account.

**T. OLD BUSINESS**

- None

**U. NEW BUSINESS**

- None

**V. CLOSED SESSION**

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 20<sup>th</sup> day of December 2021, at 8:23 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 9:25 PM.

**V. ADJOURN**

Motion by Mrs. Gould, seconded by Mrs. Poulas, to adjourn the meeting at 9:25 PM.

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


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

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

## Appendix A

| Name                       | Event Date  | Location          | Seminar/Function   | Registration Fee \$ | Lodging cost per night | Mileage @ \$0.35/mi. | Total Expense (not including parking/tolls/miscellaneous fees) |
|----------------------------|-------------|-------------------|--|---------------------|------------------------|----------------------|--|
| Devine, Conor              | 3/23 - 3/25 | Atlantic City, NJ | 2022 NJPSA/FEA/ NJASCD   | \$320.00            | \$145.00*              | 298                  | \$569.30   |
| Hiben, Christopher         | 3/24 - 3/25 | Atlantic City, NJ | 2022 NJPSA/FEA/ NJASCD   | \$320.00            | -                      | 292                  | \$422.20   |
| Kenny, Allison             | 1/11-1/13   | Webinar           | Wilson Reading System Introductory Course                              | \$649.00            | -                      | -                    | \$649.00   |
| Rothstein, Justin          | 2/24 & 2/25 | Atlantic City, NJ | NJMEA State Conference   | \$190.00            | -                      | 308                  | \$297.80   |
| Smalley, Jennifer          | 1/7         | West Orange, NJ   | What's New in Young Adult Literature and How to Use it in Your Program | \$279.00            | -                      | 60                   | \$300.00   |
| Mastriani (Wnuk), Jennifer | 3/23 - 3/25 | Atlantic City, NJ | 2022 NJPSA/FEA/ NJASCD   | \$320.00            | \$145.00*              | 260                  | \$556.00   |

\*Pending waiver authorizing overnight stay.

|  <b>BIDDERS LIST</b><br><b>HVAC Upgrades at</b><br><b>Jefferson Township High School</b><br>Prepared by Parette Somjen Architects<br>Bids Due: December 15, 2021 @ 11:00AM<br>PSA No. : 8687<br>Single Overall Contract |              |             |             |              |
|--|--------------|-------------|-------------|--------------|
| Bidders  | BASE BID     | ALTERNATE 1 | ALTERNATE 2 | TOTAL BID    |
| System One Alarm Services  | -            | -           | -           | -            |
| Haig's Service Corp.   | \$922,000.00 | \$31,000.00 | \$29,000.00 | \$982,000.00 |
| Fire and Security Technologies   | -            | -           | -           | -            |
| Alarm & Communication Technologies, Inc.   | \$848,790.00 | \$28,845.00 | \$24,440.00 | \$902,075.00 |
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