

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes & Joint Town Council Meeting
Monday, October 17, 2022
6:00 PM (Closed Session) 7:00 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. Mrs. Poulas, called the meeting to order at 7:02 PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, the Jefferson Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof, posted in the Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

DAILY RECORD and posted on the
Jefferson Township Board of Education website (www.Jefftwp.org);

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

B. Pledge of Allegiance.

C. **ROLL CALL**

Aye Mrs. Gould

Absent Mrs. Perez

Aye Mr. Terpstra

Aye Mr. Millar

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

Aye Nicholas Roberts, Student Representative

Aye Robert McKoy, Student Representative

D. **CLOSED SESSION**

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

Aye Mrs. Gould **

Absent Mrs. Perez

Aye Mr. Terpstra (*Arrived @ 6:32pm*)

Aye Mr. Millar

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

**Mrs. Gould arrived at 6:04pm and immediately departed the room. She returned at 6:14pm.

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17th day of October, 2022 at 6:02 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 personnel and 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.

Motion to close Executive Session by Mrs. Small, seconded by Mr. Terpstra, that the meeting is called to public session at 6:54 PM.

Aye Mrs. Gould

Absent Mrs. Perez

Aye Mr. Terpstra

Aye Mr. Millar

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

E. SUPERINTENDENT'S REPORT

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

F. PRESENTATIONS

- Mr. Derek Sica, K-12 Supervisor of World Language, ESL, Music, F&CS, and G&T acknowledged the Pathway to Biliteracy Student Achievements
- Dr. Roger Jinks, Jr., Assistant Superintendent and Ms. Margaret Widgren, JTMS Principal, presented the NJSLA, NJGPA, DLM and ACCESS for ELLs School Year 2022 State Assessment Results.

G. JOINT MEETING WITH TOWNSHIP COUNCIL

- Mrs. Giacchi, School Business Administrator and Mrs. Miliken, Municipal Business Administrator, provided an overview of the shared services and collaborative efforts between the two entities.
- Mrs. Gould requested that bathrooms be added to the Building Needs and Finance agenda for discussion.

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

- An audience member inquired about the district's state test scores.
- An audience member and middle school student advocated for a change in the "no backpack" policy at the middle school.

I. STUDENT REPRESENTATIVES

- **Student Representative** Robert McKoy reported the marching band competitions were going well, Homecoming was a success, and PSAT's took place. He also thanked the Navy and National Guard for coming in during lunch.
- **Student Representative** Nicholas Roberts reported on the upcoming Student Council Fundraiser, planning for holiday seminars and the Glammies, the boys soccer team Senior Night and noted the Marching Band would be attending Regional Championships.

J. COMMITTEE REPORTS

- **Policy and Personnel Committee** - Mr. Natale reported the Committee met on October 3, 2022 and discussed transportation drop off procedures, homeschooled students' participation in school activities, open positions in the district, and Policy & Regulation updates.
- **Education Committee** - Mrs. Small reported the October 3, 2022 Committee meeting included discussion of HS hall pass system, smart watches worn by middle school students, middle school backpack policy, new course proposals for school year 2023-2024, course name change proposal for school year 2023-2024, and approval of day and overnight field trips.
- **Building Needs and Finance Committee** - Mr. Millar highlighted the October 12, 2022 meeting and reported the Committee discussed the School Employee Health Benefits Program, 2023-2024 Budget Calendar, facility utilization, and the preschool grant re-application.

- **Community Relations** - Mr. Natale reported the Committee is working on a presentation.
- New Jersey School Boards Association - Mr. Stewart reported the next meeting will take place in November.
- Morris County School Boards Association - Mr. Natale noted the Association met on September 28, 2022 and discussed updated and pending legislation.
- Morris County Education Services Commission - Mrs. Gould reported the ESC has contacted the Directors of Special Education for feedback.

K. MINUTES OF MEETINGS

Motion by Mrs. Gould, seconded by Mrs. Small, that the minutes of the **September 19, 2022 Regular Meeting and Board Retreat Minutes** be approved as submitted:

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

Motion by Mrs. Gould, seconded by Mrs. Small, that the minutes of the **September 19, 2022 Executive Session Meeting Minutes** be approved as submitted:

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

L. FINANCE AND BUILDING NEEDS

Motion by Mr. Millar, seconded by Mr. Natale, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.19, as described below:

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

L.1 Motion to approve the purchase order list dated September 2022 in the amount of **\$2,323,513.30**.

L.2 Motion to approve the check register as of September 2022 in the amount of **\$8,556,884.50**.

| Fund | Amount |
|----------------------------|----------------|
| General Fund (10) | \$5,663,436.08 |
| Special Revenue Funds (20) | \$241,689.26 |
| Referendum Fund (30) | \$379,599.28 |
| Total | \$8,556,884.50 |

L.3 Motion to approve the vendors' bills list for release on or after October 18, 2022, in the amount of **\$931,766.86**.

L.4 Motion to approve the funds transfers in the 2022-2023 School Year, dated September 2022 in the amount of **\$2,318,723.72**.

L.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, 2022, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

L.6 Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), that as of August 31, 2022, after review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

L.7 Motion to **designate the source of funding** for the following individuals as the **FY 2023 Elementary and Secondary Education Act (ESEA) Title IA** grant:

| Name | Nature of Action | Position | Salary | Grant Portion of Salary | Location | Date Effective | Date Termin. |
|--------------------|------------------|----------|-----------|-------------------------|----------|----------------|--------------|
| Escolano, Jennifer | Appoint | Teacher | \$105,439 | \$42,252 | JTMS | 9/1/2022 | 6/30/2023 |
| Miceli, Sarah | Appoint | Teacher | \$94,641 | \$37,900 | JTMS | 9/1/2022 | 6/30/2023 |
| Trapani, Kelly | Appoint | Teacher | \$84,408 | \$33,700 | JTMS | 9/1/2022 | 6/30/2023 |

L.8 Motion to **designate the source of funding** for the following individuals as the **FY 2023 Elementary and Secondary Education Act (ESEA) Title IIA** grant:

| Name | Nature of Action | Position | Salary | Grant Portion of Salary | Location | Date Effective | Date Termin. |
|----------------|------------------|----------|----------|-------------------------|----------|----------------|--------------|
| Autrey, Tracey | Appoint | Teacher | \$61,960 | \$50,348 | Briggs | 9/1/2022 | 6/30/2023 |

L.9 Motion to **designate the source of funding** for the following individuals as the **FY2023 Elementary and Secondary Education Act (ESEA) Title IV A** grant:

| Name | Nature of Action | Position | Salary | Location | Date Effective | Date Termin. |
|-------------------|------------------|--------------------------------|---------|----------|----------------|--------------|
| Haucke, Danielle | Appoint | Select Chorus | \$2,436 | JTMS | 9/1/2022 | 6/30/2023 |
| Haucke, Danielle | Appoint | Spring Musical: Director | \$2,436 | JTMS | 9/1/2022 | 6/30/2023 |
| Kirchner, Jessica | Appoint | Spring Musical: Choreographer | \$573 | JTMS | 9/1/2022 | 6/30/2023 |
| Kirchner, Jessica | Appoint | Spring Musical: Drama Director | \$2,436 | JTMS | 9/1/2022 | 6/30/2023 |
| Kulick, Lauren | Appoint | Jazz Band | \$573 | JTMS | 9/1/2022 | 6/30/2023 |
| Kulick, Lauren | Appoint | Tri-M Music Honor Society | \$573 | JTMS | 9/1/2022 | 6/30/2023 |
| Kulick, Lauren | Appoint | Select Band | \$2,436 | JTMS | 9/1/2022 | 6/30/2023 |

L.10 Motion to **designate the source of funding** for the following individuals as the **FY2023 IDEA Preschool** grant:

| Name | Nature of Action | Position | Grant Portion of Salary | Location | Date Effective | Date Termin. |
|-------------------|------------------|------------------------|-------------------------|-----------|----------------|--------------|
| Ferucci, Frances | Appoint | Special Education Aide | \$11,365 | Briggs | 9/1/2022 | 6/30/2023 |
| Mahoney, Michelle | Appoint | Special Education Aide | \$8,500 | Cozy Lake | 9/1/2022 | 6/30/2023 |
| Skelecky, Jessica | Appoint | Special Education Aide | \$5,000 | Briggs | 9/1/2022 | 6/30/2023 |
| Zinck, Jaelyn | Appoint | Special Education Aide | \$8,500 | Cozy Lake | 9/1/2022 | 6/30/2023 |

L.11 Motion to **designate the source of funding** for Sheltered English Instruction (SEI) Training for the following individuals as the **American Rescue Plan Accelerated Learning Coaching and Educator Support Sub-Grant**:

| Name | Nature of Action | Position | Salary | Location | Date Effective | Date Termin. | Discussion |
|------------------|------------------|---------------------------|-------------|------------|----------------|--------------|------------------------|
| Basket, Haleigh | Extra Hours | Special Education Teacher | \$42.99/hr. | White Rock | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Boardman, Aimee | Extra Hours | Elementary Teacher | \$58.21/hr. | Cozy Lake | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Brennan, Jessica | Extra Hours | Elementary Teacher | \$54.42/hr. | Briggs | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Dietz, Jessica | Extra Hours | Special Education Teacher | \$41.16/hr. | Briggs | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Longo, JoAnna | Extra Hours | Elementary Teacher | \$40.05/hr. | Briggs | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Murnane, Eileen | Extra Hours | Kindergarten Teacher | \$57.98/hr. | Cozy Lake | 9/1/22 | 6/30/23 | Not to exceed 15 hours |

| | | | | | | | |
|---------------------|-------------|---------------------------|-------------|------------|--------|---------|------------------------|
| Novembrino, Kristin | Extra Hours | Elementary Teacher | \$41.57/hr. | Stanlick | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Panka, Meredith | Extra Hours | Elementary Teacher | \$55.02/hr. | Stanlick | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Rec, Kristen | Extra Hours | Special Education Teacher | \$41.92/hr. | Stanlick | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Scholz, Kristen | Extra Hours | Elementary Teacher | \$56.13/hr. | White Rock | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Scognamiglio, Lynne | Extra Hours | Elementary Teacher | \$57.98/hr. | Stanlick | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Tanis, Jessica | Extra Hours | Elementary Teacher | \$42.74/hr. | White Rock | 9/1/22 | 6/30/23 | Not to exceed 15 hours |
| Uvino, Katherine | Extra Hours | Elementary Teacher | \$68.16/hr. | Stanlick | 9/1/22 | 6/30/23 | Not to exceed 15 hours |

L.12 Motion to approve The Orthopedic Institute of New Jersey to provide on-field physician coverage for all of the Jefferson Township High School home football games for the 2022-2023 school year, free of charge.

L.13 Motion to approve the tentative **2023-2024 budget calendar** developed in accordance with N.J.S.A 18A:22-7 and QSAC Fiscal Indicator 10. (*See Appendix B*)

L.14 Motion to approve the disposal of obsolete equipment, in accordance with Policy #7300, Disposition of Property, as shown below:

| School/Department | Equipment Description Model and/or Serial Number | Tag number |
|-----------------------------|---|------------|
| JTHS Athletic Department | Hoshizaki Ice Machine | 3211 |
| Special Services Department | Dual Charger for Personal FM Trainer (hearing aid component) Model CHG 3502 | N/A |
| Special Services Department | 2 - GO 2 Devices (hearing aid components) | N/A |
| Special Services Department | 3 - Lightspeed LES 370 Series Personal FM Trainers (hearing aid components) | N/A |

L.15 Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Board of Education hereby resolves, effective January 1, 2023, to make the following changes to its group medical and prescription drug insurance carriers:

1. Terminate its group medical and prescription drug insurance participation with the School Employees' Health Benefits Program (SEHBP).
2. Select Aetna as its group medical and prescription drug insurance carrier, at the rates, benefits, terms, and conditions represented in the Aetna proposal dated October 3, 2022. Benefits will be consistent with the requirements of the collective bargaining agreement.
3. Designate Brown & Brown Benefit Advisors, Inc. as the Board's broker-of-record for our new Aetna group medical and prescription drug insurance programs. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs. Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.
4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

L.16 Motion to authorize the School Business Administrator to effectuate the termination of the employee medical & prescription benefit plans held directly with the School Employee Health Benefits Plan ("SEHBP") effective 11:59 pm on December 31, 2022.

L.17 Motion to approve sale of three (3) school buses per the Interlocal Vehicle Sale Agreement between the Hunterdon County Educational Services Commission and the Jefferson Township Board of Education, dated September 19, 2022, for a total of \$28,001.00.

L.18 Motion to approve the addition to the School Student Activity Account lists for Jefferson Township High School, as described below:

| |
|--------------------------------|
| Activity Account Sub-category |
| National English Honor Society |

L.19 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*).

M. PERSONNEL

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

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

The Board recognized the retirement of Carol Beier. Clarification was sought regarding a Spanish teacher.

M.1 Motion to take action on personnel matters, as listed below; and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

| PERSONNEL | | | | | | | |
|-------------------|------------------|-------------------------|--------|----------|----------------|--------------|------------|
| A. ADMINISTRATIVE | | | | | | | |
| Name | Nature of Action | Position/Control Number | Salary | Location | Date Effective | Date Termin. | Discussion |

| B. INSTRUCTIONAL | | | | | | | | |
|--|--------------------------|--|----------|---------------|--------------------------|----------------|--------------|--|
| Name | Nature of Action | Position/Control Number | Deg/Step | Salary | Location | Date Effective | Date Termin. | Discussion |
| Beier, Carol 11-213-100-101-008 | Retirement | Special Education Teacher 10-80-80/AUD | | | JTHS | 12/31/22 | 1/1/23 | Retiring after 19 years of service in district |
| Irizarry, Amanda 11-000-218-104-007 | Resignation | School Counselor 10-70-70/ACI | | | JTMS | 11/23/22 | 11/24/22 | |
| Heckenberger, Lisa 11-120-100-101-006 11-120-100-101-005 | Appoint | Elementary Spanish Teacher 10-60-60/ANY 10-50-50/ANA | | | White Rock/ Cozy Lake | 9/1/22 | 9/30/22 | Replacing F. Kelly |
| Urta, Rosemary 11-120-100-101-006 11-120-100-101-005 | Appoint | Elementary Spanish Teacher 10-60-60/ANY 10-50-50/ANA | MA/7 | \$62,335 | White Rock/ Cozy Lake | 12/19/22 | 6/30/23 | Replacing L. Heckenberger |
| Young, Sarah 11-204-100-101-290 | Appoint | Special Education Teacher (LTS) 10-60-60/CCI | | \$200/diem | White Rock | 11/4/22 | 1/6/23 | Replacing #1401 |
| DeGeorge, Sara 11-000-218-104-007 | Transfer | School Counselor 10-70-70/ACI | | | JTMS | 11/24/22 | 6/30/23 | Replacing A. Irizarry |
| Prentice, Jessica 11-130-100-101-290 | Schedule/Rate Adjustment | Teacher of ELA (LTS) 10-70-70/apw | | \$279.38/diem | JTMS | 9/20/22 | 12/23/22 | Replacing R. Papaiani, over 60 days |
| Basket, Haleigh 20-488-100-101-000 | Extra Hours | Special Education Teacher 10-60-60/AID | | \$42.99/hr. | White Rock | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Boardman, Aimee 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-50-50/ACH | | \$58.21/hr. | Cozy Lake | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Brennan, Jessica 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-30-30/AGO | | \$54.42/hr. | Briggs | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Dietz, Jessica 20-488-100-101-000 | Extra Hours | Special Education Teacher 10-30-30/AFC | | \$41.16/hr. | Briggs | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Longo, JoAnna 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-30-30/AGN | | \$40.05/hr. | Briggs | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Murnane, Eileen 20-488-100-101-000 | Extra Hours | Kindergarten Teacher 10-50-50/AGF | | \$57.98/hr. | Cozy Lake | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Novembrino, Kristin 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-10-10/AFV | | \$41.57/hr. | Stanlick | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Panka, Meredith 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-10-10/AHR | | \$55.02/hr. | Stanlick | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Rec, Kristen 20-488-100-101-000 | Extra Hours | Special Education Teacher 10-10-10/AJE | | \$41.92/hr. | Stanlick | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Scholz, Kristen 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-60-60/AIF | | \$56.13/hr. | White Rock | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Scognamiglio, Lynne 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-10-10/AGJ | | \$57.98/hr. | Stanlick | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Tanis, Jessica 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-60-60/BVS | | \$42.74/hr. | White Rock | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| Temchin, Madeline 11-140-100-101-008 | Extra Hours | Teacher of Spanish 10-80-80/ABE | | \$48.64/hr. | JTHS | 10/14/22 | 10/14/22 | Not to exceed 7.25 hrs., for shadowing |
| Uvino, Katherine 20-488-100-101-000 | Extra Hours | Elementary Teacher 10-10-10/AFB | | \$68.16/hr. | Stanlick | 9/1/22 | 6/30/23 | SEI Training, not to exceed 15 hours |
| #1284 | Family Leave Adjustment | 10-70-70/AUE | | | JTMS | 9/1/22 | 12/6/22 | Utilizing 7 sick days and 54 unpaid days |
| #2382 | Medical Leave Adjustment | 10-70-70/CBD | | | JTMS | 9/22/22 | 10/24/22 | Utilizing 22 personal illness days |

*Requires mentoring

| C. NON-INSTRUCTIONAL | | | | | | | | |
|---|------------------|--|----------|-------------|-----------|----------------|--------------|-------------------|
| Name | Nature of Action | Position/Control Number | Deg/Step | Salary | Location | Date Effective | Date Termin. | Discussion |
| Hollick, Allison 11-000-240-105-290 | Appoint | Secretary (LTS) 12-50-52/AEY | | \$26.57/hr. | Cozy Lake | 10/6/22 | 12/30/22 | Replacing #2318 |
| Lamendola, Angela 11-000-217-106-005 | Appoint | Special Education Aide 09-50-50/BWQ | 1 | \$23.93/hr. | Cozy Lake | 10/18/22 | 6/30/23 | Replacing B. Bley |

| | | | | | | | | |
|--|---|--|---|-------------|----------------|----------|----------|--|
| Pepe, Gary 11-000-262-100-260 | Appoint | Custodian 12-80-82/ALG | 1 | \$24.90/hr. | District | 12/1/22 | 6/30/23 | Replacing R. Leppard |
| Prebor, Anne 11-000-270-107-000 | Appoint | Bus Aide 09-90-90/BJH | 1 | \$23.60/hr. | Transportation | 10/24/22 | 6/30/23 | Not budgeted |
| Rosenberg, Jessica 11-000-251-105-290 | Appoint | Secretary (LTS) 08-90-92/AEO | | \$26.57/hr. | District | 10/4/22 | 11/18/22 | Replacing #143 |
| Celentano, Louis 11-000-266-110-000 | Extra Hours | Hall Monitor/Security 09-70-70/BGE | | | JTMS | 9/12/22 | 10/7/22 | Not to exceed 5.25 hrs./day, 5 days/week |
| Hollick, Allison 11-000-240-105-290 | Extra Hours | Secretary (LTS) 12-50-52/AEY | | \$26.57/hr. | Cozy Lake | 10/4/22 | 10/4/22 | Not to exceed 7.5 hrs., for shadowing |
| Rosenberg, Jessica 11-000-251-105-290 | Extra Hours | Secretary (LTS) 08-90-92/AEO | | \$26.57/hr. | District | 9/30/22 | 10/3/22 | Not to exceed 10.5 hrs., for shadowing |
| Cryan, Patrick 11-000-262-100-260 | Transfer | Custodian 12-80-82/AKI | | | JTHS | 12/1/22 | 6/30/23 | Replacing V. Macaluso |
| Erbs, Jeffrey 11-000-262-100-260 | Transfer | Custodian 12-10-12/CBO | | | Stanlick | 12/1/22 | 6/30/23 | Replacing P. Cryan |
| Leppard, Robert 11-000-262-100-260 | Transfer | Custodian 12-80-82/ALF | | | JTHS | 12/1/22 | 6/30/23 | Replacing J. Erbs |
| Macaluso, Vincent 11-000-262-100-260 | Transfer | Custodian 12-30-32/AKS | | | Briggs | 12/1/22 | 6/30/23 | Replacing J. Byrnes |
| Finizio, Diane 11-000-270-107-000 | Schedule Adjustment | Bus Aide 09-90-90/BYB | | | Transportation | 9/14/22 | 6/30/23 | Not to exceed 5.5 hrs./day, 5 days/week |
| Oelkers, Regina 11-213-100-106-006 | Schedule Adjustment | Special Education Aide 09-60-60/BGS | | | White Rock | 9/1/22 | 6/30/23 | Not to exceed 7 hrs./day, 4 days/week |
| Penicaro, David 11-000-270-160-000 | Schedule Adjustment | Bus Driver 10-90-90/AAB | | | Transportation | 10/3/22 | 6/30/23 | Not to exceed 8 hrs./day, 5 days/week |
| Ryder, Susan 11-000-217-106-003 | Schedule Adjustment/ Account Code Change | Special Education Aide 09-10-10/BNW | | | Briggs | 10/14/22 | 6/30/23 | Location change. Not to exceed 5.75 hrs./day |
| Sekula, Bridget | Schedule Adjustment | Bus Driver | | | Transportation | 10/3/22 | 6/30/23 | Not to exceed 6.83 hrs./day, 5 days/week |
| St. Clair, Diane | Schedule Adjustment | Bus Driver | | | Transportation | 10/3/22 | 6/30/23 | Not to exceed 6.67 hrs./day, 5 days/week |
| #2318 | Family Leave Adjustment | 12-50-50/AEY | | | | 10/6/22 | 1/2/23 | Utilizing 55 unpaid days |
| #77 | Family Leave | 10-90-90/BAE | | | | 9/29/22 | 10/21/22 | Utilizing 16 unpaid days |

D. SUBSTITUTES/OTHER

| Name | Nature of Action | Position | Salary | Location | Date Effective | Date Termin. | Discussion |
|----------------------|------------------|----------------------|------------|----------|----------------|--------------|-----------------------|
| Bartels, Collette | Appoint | Substitute Nurse | \$200/diem | District | 10/3/22 | 6/30/23 | |
| Bell, Edward | Appoint | Substitute Teacher | \$110/diem | District | 10/17/22 | 6/30/23 | |
| Blohm, Julia | Appoint | Substitute Teacher | \$110/diem | District | 9/28/22 | 6/30/23 | |
| Capizzi, Krystyna | Appoint | Substitute Teacher | \$110/diem | District | 9/30/22 | 6/30/23 | |
| Cappello, Stephanie | Appoint | Substitute Teacher | \$110/diem | District | 9/20/22 | 6/30/23 | |
| Cappello, Stephanie | Appoint | Substitute Secretary | \$15/hr. | District | 9/20/22 | 6/30/23 | |
| Cappello, Stephanie | Appoint | Substitute Aide | \$15/hr. | District | 9/20/22 | 6/30/23 | |
| Celentano, Louis | Appoint | Substitute Security | \$15/hr. | District | 10/11/22 | 6/30/22 | |
| Hollick, Allison | Appoint | Substitute Secretary | \$15/hr. | District | 9/30/22 | 6/30/23 | |
| Jauch, Cathy | Appoint | Substitute Aide | \$15/hr. | District | 9/20/22 | 6/30/23 | |
| Kiely, Shawn | Appoint | Substitute Teacher | \$110/diem | District | 10/17/22 | 6/30/23 | |
| Mackowiak, Curtis | Appoint | Substitute Teacher | \$110/diem | District | 10/6/22 | 6/30/23 | |
| Madalena, JoAnne | Appoint | Substitute Aide | \$15/hr. | District | 9/20/22 | 6/30/23 | |
| Matrisciano, Matthew | Appoint | Substitute Teacher | \$110/diem | District | 9/22/22 | 6/30/23 | |
| Montone, Vincent | Appoint | Substitute Teacher | \$110/diem | District | 10/17/22 | 6/30/23 | Pending certification |
| Pilla, Dana | Appoint | Substitute Aide | \$15/hr. | District | 9/21/22 | 6/30/23 | |
| Quintero, Ronaldo | Appoint | Substitute Custodian | \$18/hr. | District | 10/17/22 | 6/30/23 | |
| Ridner, Matthew | Appoint | Substitute Teacher | \$110/diem | District | 10/6/22 | 6/30/23 | |
| Scully, Henry | Appoint | Substitute Secretary | \$15/hr. | District | 9/29/22 | 6/30/23 | |
| Scully, Henry | Appoint | Substitute Teacher | \$110/diem | District | 9/29/22 | 6/30/23 | |
| Shellowsky, Kira | Appoint | Substitute Teacher | \$110/diem | District | 9/27/22 | 6/30/23 | |
| Simler, Nolen | Appoint | Substitute Teacher | \$110/diem | District | 9/22/22 | 6/30/23 | |

E. EXTRA DUTY PAY 2022/2023

| Name | Nature of Action | Position | Level | Salary | Location | Date Effective | Date Termin. | |
|--------------------|------------------|-----------------------|-------|-------------|----------|----------------|--------------|-----------------------------------|
| Conley, Elizabeth | Appoint | Extracurricular Nurse | | \$50.26/hr. | JTMS | 10/4/22 | 5/15/22 | Not to exceed 31 hrs. for 31 days |
| McCannon, Kristeen | Appoint | Unified Track - Aide | | \$23.93/hr. | JTHS | 9/6/22 | 6/30/23 | Not to exceed 23 hrs. for 23 days |
| Nakev, Jasminka | Appoint | Unified Track - Aide | | \$23.93/hr. | JTHS | 9/6/22 | 6/30/23 | Not to exceed 23 hrs. for 23 days |

| | | | | | | | | |
|----------------|---------|-------------------------------|---|-------------|------|--------|---------|-----------------------------------|
| Peters, Shanna | Appoint | Unified Track - Aide | | \$23.93/hr. | JTHS | 9/6/22 | 6/30/23 | Not to exceed 23 hrs. for 23 days |
| Ryan, Laura | Appoint | Unified Track - Aide | | \$23.93/hr. | JTHS | 9/6/22 | 6/30/23 | Not to exceed 23 hrs. for 23 days |
| Tiger, Jahn | Appoint | School Store Business Manager | 1 | \$716 | JTHS | 9/6/22 | 6/30/23 | |
| Tiger, Jahn | Appoint | Robotics | 3 | \$2,579 | JTHS | 9/6/22 | 6/30/23 | |

F. 2022-2023 SCHOOL YEAR COACHING STAFF

| FALL | | | | | | | | | |
|----------------------|------------------|---------------------------|-------|------------|-----------|------------|----------|----------------|--------------|
| Name | Nature of Action | Position | Level | Base | Longevity | Salary | Location | Date Effective | Date Termin. |
| Fernandes, Michael | Appoint | Fall Athletic Trainer | 1 | \$884.58 | \$0 | \$884.58 | JTHS | 9/1/22 | 9/16/22 |
| Machack, Kendall | Appoint | Fall Athletic Trainer | 1 | \$1,238.42 | \$0 | \$1,238.42 | JTHS | 9/17/22 | 6/30/23 |
| WINTER | | | | | | | | | |
| Name | Nature of Action | Position | Level | Base | Longevity | Salary | Location | Date Effective | Date Termin. |
| Brueno, Kaitlyn | Appoint | Asst. Cheerleading | 3 | \$2,579 | \$150 | \$2,729 | JTHS | 11/21/22 | 3/5/23 |
| Cacella, Joshua | Appoint | Asst. Wrestling | 3 | \$5,853 | \$150 | \$6,003 | JTHS | 11/28/22 | 3/5/23 |
| Cuddy, Kevin | Appoint | Asst. Basketball Boys | 2 | \$5,444 | \$0 | \$6,263 | JTHS | 11/28/22 | 3/5/23 |
| DiGennaro, Peter | Appoint | Head Basketball Boys | 3 | \$9,098 | \$1,200 | \$10,298 | JTHS | 11/28/22 | 3/5/23 |
| Eastman, Christopher | Appoint | Head Indoor Track | 3 | \$7,886 | \$550 | \$8,436 | JTHS | 11/28/22 | 3/5/23 |
| Gage, Travis | Appoint | Asst. Basketball Girls | 3 | \$6,263 | \$300 | \$6,563 | JTHS | 11/28/22 | 3/5/23 |
| Jahn, Nicole | Appoint | Asst. Indoor Track | 3 | \$5,448 | \$750 | \$6,198 | JTHS | 11/28/22 | 3/5/23 |
| Kalish, Jason | Appoint | Head Bowling | 3 | \$5,448 | \$400 | \$5,848 | JTHS | 11/21/22 | 3/5/23 |
| Kalish, Jason | Appoint | Volunteer - Basketball | n/a | \$0 | \$0 | \$0 | JTHS | 11/28/22 | 3/5/23 |
| Koenig, Rachel | Appoint | Head Swimming | 3 | \$7,886 | \$300 | \$8,186 | JTHS | 11/21/22 | 3/5/23 |
| Lantz, Christopher* | Appoint | Asst. Wrestling | 3 | \$5,853 | \$0 | \$5,853 | JTHS | 11/28/22 | 3/5/23 |
| MacDermid, James | Appoint | Head Basketball Girls | 3 | \$9,098 | \$300 | \$9,398 | JTHS | 11/28/22 | 3/5/23 |
| Machak, Kendall | Appoint | Athletic Trainer - Winter | 1 | \$2,123 | \$0 | \$2,123 | JTHS | 11/21/22 | 3/5/23 |
| Miller, Nicholas* | Appoint | Asst. Basketball Boys | 3 | \$6,263 | \$0 | \$5,444 | JTHS | 11/28/22 | 3/5/23 |
| Monaco, Paul* | Appoint | Volunteer - Basketball | n/a | \$0 | \$0 | \$0 | JTHS | 11/28/22 | 3/5/23 |
| Morris, Tyler | Appoint | Asst. Ice Hockey | 3 | \$9,000 | \$0 | \$9,000 | JTHS | 11/21/22 | 3/5/23 |
| Moscatello, Matthew | Appoint | Head Wrestling | 3 | \$8,701 | \$750 | \$9,451 | JTHS | 11/28/22 | 3/5/23 |
| Quinn, Sean | Appoint | Asst. Indoor Track | 3 | \$5,448 | \$0 | \$5,448 | JTHS | 11/28/22 | 3/5/23 |
| Reilly, Griffin* | Appoint | Volunteer - Basketball | n/a | \$0 | \$0 | \$0 | JTHS | 11/28/22 | 3/5/23 |
| Serzan, Kimberly | Appoint | Head Cheerleading | 3 | \$4,519 | \$100 | \$4,619 | JTHS | 11/21/22 | 3/5/23 |
| Solicito, Nicholas* | Appoint | Asst. Basketball Girls | 3 | \$6,263 | \$0 | \$6,263 | JTHS | 11/28/22 | 3/5/23 |
| Venturino, Gerald | Appoint | Weight Room Winter | 1 | \$2,229 | \$0 | \$2,229 | JTHS | 11/21/22 | 3/5/23 |

*Out of district coach

M.2 Motion to approve the following corrections to the September 19, 2022 Minutes, Section B-Instructional:

| Name | Nature of Action | Account | Deg/Step | Salary | Location | Date Effective | Date Termin. | Discussion |
|---|------------------|---|----------|----------|------------|----------------|--------------|--------------------|
| Headley, Susan 11-204-100-101-290 | Appoint | Special Education Teacher (LTS) 10-60-60/CCI | | | White Rock | | | Corrected location |
| Temchin, Madeline 11-140-100-101-008 | Appoint | Teacher of Spanish 10-80-80/ABB | BA/16 | \$70,535 | | | | Corrected salary |

M.3 Motion to approve the following corrections to the September 19, 2022 Minutes, Section C-Non-Instructional:

| Name | Nature of Action | Account | Deg/Step | Salary | Location | Date Effective | Date Termin. | Discussion |
|---------------------------------------|---------------------|--|----------|-------------|----------|----------------|--------------|------------------|
| Verdes, Barbara 11-213-100-106-006 | Schedule Adjustment | Special Education Aide 09-60-60/BVG | 5 | \$25.05/hr. | | | | Corrected salary |

N. EDUCATION

Motion by Mrs. Small, seconded by Mr. Terpstra, to accept the recommendation of the Superintendent to approve and adopt motions N.1 through N.8, as described below:

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

N.1 Motion to affirm Superintendent's report of zero incidents of Harassment, Intimidation and Bullying findings reported for August 15, 2022 through September 19, 2022.

N.2 Motion to approve the 2021-2022 HIB Self-Assessment Scores for each of the district's school, as reported at the September 19, 2022 Board Meeting, as listed below:

- Arthur Stanlick Elementary School
- Cozy Lake Elementary School
- Ellen T. Briggs Elementary School
- Jefferson Township High School
- Jefferson Township Middle School
- White Rock Elementary School

N.3 Motion to approve agreement with Essex Regional Education Services Commission to collaborate in the McKinney-Vento Education of Homeless Children and Youth Program for the 2022-2023 school year.

N.4 Motion to **approve** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

| Student | School | Tuition | Effective |
|------------|--------------------------------|--------------|--|
| 7595993814 | Allegro School | \$107,900.52 | 10/3/22 |
| 5822178989 | Broadstep Academy | \$117,552.60 | 9/7/22-9/12/22 revised from September agenda to include 3 additional instruction days |
| 4817125826 | Sussex County Technical School | \$11,795.00 | 9/1/22-6/30/23 |

N.5 Motion to approve **tuition students received** for the **2022-2023** school year, as shown below, plus related services as needed:

| Student | School | Tuition | Effective |
|------------|------------------------|-------------|-----------------|
| 6342940063 | Hopatcong Boro Schools | \$18,193.64 | 11/1/22-6/30/23 |

N.6 Motion to approve the following **day field trips**:

| School/Group/Activity | Location |
|---|--------------------|
| Cozy Lake School, PreK | Lafayette, NJ |
| Ellen T. Briggs, PreK | Lafayette, NJ |
| Arthur Stanlick School, 3rd Grade | Bronx, NY |
| White Rock School, 3rd Grade | Bronx, NY |
| JTHS Marching Band Competition | Toms River, NJ |
| JTHS Community Based Instruction | Newfoundland, NJ |
| JTHS Debate Tournament | Flanders, NJ |
| Cozy Lake School, 4th Grade Band and Chorus | Morristown, NJ |
| JTHS Architecture | Lake Hopatcong, NJ |
| JTHS Debate Tournament | Newton, NJ |
| JTHS Debate Tournament | Sussex, NJ |

N.7 Motion to rename CAD and Architecture Design Studio course as Architecture 2 Design Studio for school year 2023-2024.

N.8 Motion to approve new course proposals for school year 2023-2024:

- AP Precalculus
- Aviation
- Entrepreneurship Honors
- International Business Honors
- Jefferson Township High School Academy
Advanced Communications Honors
- Jefferson Township High School Academy
Engineering 2 Honors
- The Art of Fashion

O. POLICY

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

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

O.1 Motion to approve the **Second Reading of the following Policies and Regulations (*copy available for review*):**

| File Code | Title | Action |
|-----------|---|--------|
| 2425 P | Emergency Virtual or Remote Instruction Program | RV |
| 2425 R | Emergency Virtual or Remote Instruction Program | N |
| 8550 P | Meal Charges/Outstanding Food Service Bill | RV |

KEY: A - Abolish N – New RV – Revised M - Mandated

P. RECOGNITION OF MONTHLY REPORTS

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of August 15, 2022 through September 19, 2022.

| School | Incidents Reported | Confirmed Incidents | Unconfirmed Incidents | Inconclusive – Case Will Remain Active |
|------------------------------|--------------------|---------------------|-----------------------|---|
| Ellen T. Briggs | 0 | 0 | 0 | 0 |
| Arthur Stanlick | 4 | 0 | 4 | 0 |
| Cozy Lake | 0 | 0 | 0 | 0 |
| White Rock | 0 | 0 | 0 | 0 |
| Jefferson Twp. Middle School | 2 | 0 | 1 | 1 |
| Jefferson Twp. High School | 6 | 1 | 5 | 0 |

Enrollment as of 9/30/22:

| | September 2021 | September 2022 |
|---------------------------|----------------|----------------|
| Grades Pre-K-1 | 385 | 392 |
| Grades 2-5 | 688 | 679 |
| Total Elementary | 1,073 | 1,071 |
| Grades 6-8 | 566 | 574 |
| Grades 9-12 | 930 | 876 |
| GRAND TOTAL | 2,569 | 2,521 |
| Tuition students received | 0 | 1 |
| Out-of-district placement | 25 | 24 |

Q. COMMUNICATIONS

- None

R. PUBLIC COMMENTS

- An audience member inquired about school threat preparedness and electronic bathroom passes.
- An audience member thanked Mrs. Howe for responding to their inquiry. They also inquired about the use of Milton School and middle school electives. Additionally, they noted their disappointment at the decision to not allow homeschooled students the ability to participate in school extra curricular activities.
- Mr. Kalish, Council member, inquired about Milton School.
- An audience member reported the county and area band are no longer supported.

Mrs. Howe addressed the questions presented.

S. OLD BUSINESS

- None

T. NEW BUSINESS

- None

U. CLOSED SESSION

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

V. ADJOURN

Motion by Mrs. Gould, seconded by Mrs. Small, to adjourn the meeting at 9:11 PM.

Aye Mrs. Gould

Absent Mrs. Perez

Aye Mr. Terpstra

Aye Mr. Millar

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Aye Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

Appendix A

| Name | Event Date | Location | Seminar/Function | Registration Fee \$ | Lodging cost per night | Meal Cost | Transportation Fee \$ | Mileage @ \$0.47/mi. | Total Expense (not including parking/tolls/miscellaneous fees) |
|---------------------|---------------------|-------------------|---|---------------------|------------------------|-----------|-----------------------|----------------------|--|
| Baldwin, Joseph | 10/26/22 - 10/28/22 | Wall Township, NJ | Certified Playground Safety Inspector Course | \$625.00 | - | \$51.00 | - | \$75.20 | \$751.20 |
| Bassolino, Kimberly | 10/18/22 | Princeton, NJ | New Jersey Science Convention | \$180.00 | - | - | - | \$57.53 | \$237.53 |
| Hiben, Christopher | 10/26/22 | Lawrenceville, NJ | Rider SELECT NGSS Training | \$150.00 | - | - | - | \$105.28 | \$255.28 |
| Kalish, Jason | 1/2/23 - 1/4/23 | Uncasville, CT | Mohegan Sun World Baseball Coaches Convention | \$175.00 | \$205.00 | \$172.50 | - | \$154.16 | \$911.66 |
| Millier, Joni | 12/13/22 | Whippany, NJ | NJASBO Pension Update | \$175.00 | - | - | - | \$16.07 | \$191.07 |
| Millier, Joni | 1/19/23 | Whippany, NJ | NJASBO Employment Issues | \$175.00 | - | - | - | \$16.07 | \$191.07 |
| Moya, Marguerite | 12/2/22 - 12/4/22 | Philadelphia, PA | National Council for the Social Studies Annual Conference | \$429.00 | - | - | - | \$80.84 | \$509.84 |
| Ramirez, Josephine | 11/17/22 - 11/18/22 | Virtual | Master Schedule Building Workshop | \$600.00 | - | - | - | - | \$600.00 |
| Vislosky, Stephanie | 12/4/22 & 12/5/22 | Atlantic City, NJ | NJASL Annual Conference: Unleash Your School Librarian Super Powers | \$250.00 | \$113.77 | - | - | \$142.88 | \$506.65 |

All Meals are prorated 75% on travel days per GSA guidance

Appendix B

Jefferson Township Public Schools 2023 – 2024 Budget Calendar

| DATE | TOPIC | RESPONSIBLE PARTY(IES) | NOTES |
|---------------------|--|--|--|
| October 5, 2022 | Budget Software Opens | Purchasing Specialist/SBA | Budget software made available to Principals, Directors, Supervisors, Secretaries and written direction given on required input. |
| October 5, 2022 | Building Needs & Finance Committee Meeting | SBA/Superintendent/Committee | Review budget calendar & initial revenue projections. |
| October 10, 2022 | Systems3000 raining meeting for staff responsible for budget entry | Purchasing Specialist | Focused on new employees, optional for all staff involved in the budget. |
| October 11, 2022 | District A/C Meeting | SBA/Superintendent/Administrative Staff | SBA to discuss the budget preparation process and parameters with the admin team. |
| October 17, 2022 | Board of Education Meeting | SBA/Superintendent/Board | Regular Board meeting to approve the Budget Calendar for the upcoming 2023-24 school year. |
| November 14, 2022 | Notification regarding 22-23 Preschool Expansion funding | DOE Department of Early Childhood | |
| December 5-9, 2022 | 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, 2022 | Building Needs & Finance Committee Meeting | SBA/Superintendent/Committee | Discussion of budget progress to-date |
| December 9, 2022 | Payroll Budget Update | Purchasing Specialist/SBA | Payroll figures will be loaded into the Budget Software. |
| January 4, 2023 | Building Needs & Finance Committee Meeting | SBA/Superintendent/Board | Discussion of budget progress to-date |
| February 8, 2023 | Building Needs & Finance Committee Meeting | SBA/Superintendent/Committee | Discussion of Budget Goals & Challenges, Review enrollment/staffing/ benefits. |
| February/March 2023 | Finalize Preliminary Budget Based on Actual State Aid Revenues | SBA/Superintendent/Administrative Staff | Based on timing of release of the state aid figures. |
| March 2023 | Building Needs & Finance Committee Meeting | SBA/Superintendent/Committee | Detailed Budget Review |
| March 2023 | Board of Education Meeting | SBA/Superintendent/Board | Public discussion of preliminary budget prior to adoption of Budget for submission to DOE (County Superintendent). |
| March 2023 | Submission to DOE. Advertise BOE approved budget. | SBA | Last day to submit tentative Budget to County Superintendent of Schools. |
| April 2023 | Notice of Public Hearing | SBA | 4 days prior to the adoption of the Budget. |
| April 2023 | 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 2023 and forward will be determined at the Reorganization Meeting.
- Submission deadlines TBD based on DOE Budget Schedule.