

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Wednesday, February 22, 2023 6:30 PM (Closed Session) – 7:30 PM (Regular Session)**

**Jefferson Township High School Media Center**

\*\*\*\*\*

**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. \_\_\_\_\_, called the meeting to order at \_\_\_\_\_ 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, NJ HERALD* 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:**

|                   |  |  |
|-------------------|--|--|
| _____ Mrs. Gould  | _____ Mrs. Perez                               | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small                               | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart                              | _____ Mrs. Poulas, <i>President</i>          |
|                   | _____ Nicholas Roberts, Student Representative |  |
|                   | _____ Robert McKoy, Student Representative     |  |

**D. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

**BE IT RESOLVED**, by the Jefferson Township Board of Education on this 22nd day of February, 2023 at \_\_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

Motion to close Executive Session by \_\_\_\_\_, seconded by \_\_\_\_\_, that the meeting is called to public session at \_\_\_\_\_ PM.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mrs. Gould  
Mrs. Grater  
Mr. Natale

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mrs. Perez  
Mrs. Small  
Mr. Stewart

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mr. Terpstra  
Mrs. Wildermuth, *Vice President*  
Mrs. Poulas, *President*

**E. SUPERINTENDENT'S REPORT**

- Good News and Progress Report

**F. PRESENTATIONS**

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

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for **thirty minutes** or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be **limited to three minutes duration**;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. Participants may not yield their time to another individual;
6. All statements shall be directed to the presiding officer;
7. The presiding officer may:
  - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
  - b) Request any individual to leave the meeting when that person does not observed reasonable decorum;
  - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

*Please note that "Comments from the Audience" is not a time for dialogue – it is an opportunity for you to share a comment with the Board of Education. In addition, by law, administrators and Board of Education members are not permitted to publicly discuss personnel matters, student discipline, or other issues requiring confidentiality. While we may not respond to your comments, all input shared with the Board of Education is taken very seriously, and will be discussed at future deliberations by the Board of Education and its Committees.*

**H. STUDENT REPRESENTATIVES**

**I. COMMITTEE REPORTS**

**J. MINUTES OF MEETINGS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the **January 23, 2023 Regular Meeting** be approved as submitted:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Executive Session minutes of the **January 23, 2023 Regular Meeting** be approved as submitted:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

**K. FINANCE AND BUILDING NEEDS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.14, as described below:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

**K.1** Motion to approve the **purchase order** list dated January 2023 in the amount of **\$4,324,019.77**.

**K.2** Motion to approve the **check register** as of January 2023 in the amount of **\$5,395,954.46**.

| Fund                       | Amount                |
|----------------------------|-----------------------|
| General Fund (10)          | \$5,143,702.44        |
| Special Revenue Funds (20) | \$252,252.02          |
| <b>Total</b>               | <b>\$5,395,954.46</b> |

**K.3** Motion to approve the **vendors' bills** list for release on or after February 23, 2023, in the amount of **\$644,024.42**.

**K.4** Motion to approve the funds **transfers** in the 2022-2023 Fiscal Year, dated January 31, 2023 in the amount of **\$530,239.04**.

**K.5** Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, that as of January 31, 2023, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

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

**K.7 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. |
|-------------------|------------------|------------------------|-------------------------|----------|----------------|--------------|
| Skalecky, Jessica | Rescind          | Special Education Aide | \$5,000                 | Briggs   | 9/1/22         | 6/30/23      |

**K.8 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             |
|--------------|------------------|---------------------------|-------------|----------|----------------|--------------|------------------------|
| Rec, Kristen | Rescind          | Special Education Teacher | \$41.92/hr. | Stanlick | 9/1/22         | 6/30/23      | Not to exceed 15 hours |

**K.9 Motion to designate the source of funding for the following individuals as the FY2023 Preschool Expansion Aid:**

| <b>A. ADMINISTRATIVE</b>   |              |                         |                  |                |              |  |
|--|--------------|-------------------------|------------------|----------------|--------------|--|
| Name   | Position     | Grant Portion of Salary | Location         | Date Effective | Date Termin. |  |
| DeBrito, Randi<br>20-218-200-103-003                                       | Principal    | \$52,405                | Briggs           | 7/1/22         | 6/30/23      |  |
| Plotts, Timothy<br>20-218-200-103-005                                      | Principal    | \$60,044                | Cozy Lake        | 7/1/22         | 6/30/23      |  |
| <b>B. INSTRUCTIONAL</b>  |              |                         |                  |                |              |  |
| Name   | Position     | Grant Portion of Salary | Location         | Date Effective | Date Termin. |  |
| Brennan, Katlyn<br>20-218-100-101-003                                      | Teacher      | \$33,825                | Briggs           | 1/3/23         | 6/30/23      |  |
| Calandrillo, Patricia<br>20-218-100-101-003                                | Teacher      | \$68,967                | Briggs           | 9/1/22         | 6/30/23      |  |
| Cole, Caroline<br>20-218-100-101-003<br>(.5)<br>20-218-100-101-005<br>(.5) | Teacher      | \$34,845                | Briggs/Cozy Lake | 1/3/23         | 6/30/23      |  |
| Hirsch, Jennifer<br>20-218-200-104-003                                     | School Nurse | \$26,181                | Briggs           | 9/1/22         | 6/30/23      |  |
| Luisi, Jennifer<br>20-218-200-104-005                                      | School Nurse | \$25,127                | Cozy Lake        | 9/1/22         | 6/30/23      |  |
| Lent, Elizabeth<br>20-218-200-104-005                                      | Teacher      | \$34,185                | Cozy Lake        | 1/3/23         | 6/30/23      |  |
| McBride, Darlene<br>20-218-100-101-005                                     | Teacher      | \$63,306                | Cozy Lake        | 9/1/22         | 6/30/23      |  |
| Povinelli, Kaitlyn<br>20-218-100-101-005                                   | Teacher      | \$33,763.85             | Cozy Lake        | 1/3/23         | 6/30/23      |  |
| Vera, Cali<br>20-218-100-101-003   | Teacher      | \$33,825                | Briggs           | 1/3/23         | 6/30/23      |  |
| West, Elizabeth<br>20-218-200-104-003                                      | Counselor    | \$26,446                | Briggs           | 9/1/22         | 6/30/23      |  |
| Williams, Dana<br>20-218-200-104-005                                       | Counselor    | \$22,796                | Cozy Lake        | 9/1/22         | 6/30/23      |  |
| <b>C. NON-INSTRUCTIONAL</b>  |              |                         |                  |                |              |  |
| Name   | Position     | Grant Portion of Salary | Location         | Date Effective | Date Termin. |  |
| Albertson, Linda<br>20-218-100-106-005                                     | Aide         | \$16,220                | Cozy Lake        | 9/1/22         | 1/3/23       |  |
| Byrnes, June<br>20-218-200-110-003   | Custodian    | \$11,037                | Briggs           | 7/1/22         | 11/30/22     |  |
| Eberle, Jackie<br>20-218-200-106-003                                       | Aide         | \$15,243                | Briggs           | 1/3/23         | 6/30/23      |  |
| Ferreira, Katherine<br>20-218-100-106-003                                  | Aide         | \$15,243                | Briggs           | 1/3/23         | 6/30/23      |  |
| Feti, Elvira<br>20-218-200-110-005   | Custodian    | \$17,748                | Cozy Lake        | 7/1/22         | 6/30/23      |  |
| Grey, Glenn<br>20-218-200-110-005  | Custodian    | \$22,008                | Cozy Lake        | 7/1/22         | 6/30/23      |  |
| Ingram, Stephanie<br>20-218-100-106-005                                    | Aide         | \$15,913                | Cozy Lake        | 1/3/23         | 6/30/23      |  |
| King, Eric<br>20-218-100-106-005   | Aide         | \$15,600                | Cozy Lake        | 1/3/23         | 6/30/23      |  |
| List, John<br>20-218-200-110-005   | Custodian    | \$22,371                | Cozy Lake        | 7/1/22         | 6/30/23      |  |
| Luecht, Kimberly<br>20-218-200-105-003                                     | Secretary    | \$17,126                | Briggs           | 7/1/22         | 6/30/23      |  |
| Macaluso, Vincent<br>20-218-200-110-003                                    | Custodian    | \$10,128                | Briggs           | 12/1/22        | 6/30/23      |  |

|  |           |          |           |        |         |
|--|-----------|----------|-----------|--------|---------|
| Olsen, Claire<br>20-218-200-105-005      | Secretary | \$23,048 | Cozy Lake | 7/1/22 | 6/30/23 |
| Sheruda, Amanda<br>20-218-100-106-005    | Aide      | \$15,243 | Cozy Lake | 1/3/23 | 6/30/23 |
| Skalecky, Jessica<br>20-218-100-106-003  | Aide      | \$16,921 | Briggs    | 9/1/22 | 1/2/23  |
| Wisniewski, Leslie<br>20-218-100-106-003 | Aide      | \$16,418 | Briggs    | 9/1/22 | 1/2/23  |

**K.10** Motion to participate in Joint Transportation Agreement between Union Educational Services Commission and Jefferson Township Public Schools to provide transportation for special education, non-public, public and vocational school transportation, per agreement, for the 2022-2023 school year.

**K.11** Motion to participate in Joint Transportation Agreement between Warren Educational Services Commission and Jefferson Township Public Schools to provide transportation for special education, non-public, and public school transportation, per agreement, for the 2023-2024 school year.

**K.12** Motion to participate in Joint Transportation Agreement between Sussex County Regional Cooperative and Jefferson Township Public Schools to provide transportation for special education transportation, public/private/charter/choice school transportation & athletic and field trips for the 2023-2024 school year.

**K.13** Motion to approve the request for disposal of eligible administrative records per State of New Jersey School District Records Retention Schedule 004-0030-0001, as described below:

| Retention Period | Inclusive Dates |               | Dispose After |
|------------------|-----------------|---------------|---------------|
|                  | From            | To            |               |
| 5 years          | July 1, 2000    | June 30, 2011 | June 30, 2016 |

**K.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*).

**L. PERSONNEL**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.3, as described below:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

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

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

| PERSONNEL                             |                     |                           |        |           |                |              |            |
|---------------------------------------|---------------------|---------------------------|--------|-----------|----------------|--------------|------------|
| A. ADMINISTRATIVE                     |                     |                           |        |           |                |              |            |
| Name                                  | Nature of Action    | Position/Control Number   | Salary | Loc.      | Date Effective | Date Termin. | Discussion |
| DeBrito, Randi<br>20-218-200-103-003  | Account Code Change | Principal<br>15-30-32/AAD |        | Briggs    | 7/1/22         | 6/30/23      |            |
| Plotts, Timothy<br>20-218-200-103-005 | Account Code Change | Principal<br>15-50-52/AAE |        | Cozy Lake | 7/1/22         | 6/30/23      |            |

| B. INSTRUCTIONAL   |   |   |          |               |            |                |              |   |
|--|---|---|----------|---------------|------------|----------------|--------------|---|
| Name   | Nature of Action                          | Position/Control Number                         | Deg/Step | Salary        | Loc.       | Date Effective | Date Termin. | Discussion                                    |
| Calandrillo, Patricia<br>20-218-100-101-003                              | Account Code Change                       | Special Education Teacher<br>10-30-30/AFB       |          |               | Briggs     | 9/1/22         | 6/30/23      |   |
| Carbone, Cassie<br>11-000-213-101-290                                    | Adjusted End Date                         | School Nurse (LTS)<br>10-10-10/ADA              |          |               | Stanlick   | 1/4/23         | 2/17/23      | Covering #3239                                |
| Carroll, Patricia<br>11-120-100-101-290                                  | Adjusted End Date                         | Elementary Teacher (LTS)<br>10-10-10/AGI        |          |               | Stanlick   | 1/4/23         | 4/6/23       | Covering #2114                                |
| Carroll, Patricia<br>11-204-100-101-290                                  | Appoint                                   | Special Education Teacher (LTS)<br>10-10-10/BYD |          | \$97.78/diem  | Stanlick   | 4/17/23        | 6/30/23      | Interim coverage, not to exceed 2.67 hrs./day |
| Duda, Erica<br>11-204-100-101-290  | Appoint                                   | Special Education Teacher (LTS)<br>10-60-60/CCI |          | \$279.38/diem | White Rock | 1/9/23         | 2/17/23      | Covering #1401                                |
| Gage, Victoria<br>11-000-216-101-006                                     | Transfer                                  | Speech-Language Specialist<br>10-60-60/ADQ      |          |               | White Rock | 1/23/23        | 6/23/23      | Covering #3122                                |
| Hirsch, Jennifer<br>11-000-213-101-003 (.67)<br>20-218-200-104-003 (.33) | Account Code Change                       | School Nurse<br>10-30-30/ABX                    |          |               | Briggs     | 9/1/22         | 6/30/23      |   |
| Luisi, Jennifer<br>11-000-213-101-005 (.67)<br>20-218-200-104-005 (.33)  | Account Code Change                       | School Nurse<br>10-50-50/ABY                    |          |               | Cozy Lake  | 9/1/22         | 6/30/23      |   |
| McBride, Darlene<br>20-218-100-101-005                                   | Account Code Change                       | Special Education Teacher<br>10-50-50/AGE       |          |               | Cozy Lake  | 9/1/22         | 6/30/23      |   |
| Napholz, Brittany*<br>11-209-100-101-290                                 | Adjusted Start Date                       | Resource Teacher (LTS)<br>10-80-80/BTF          |          | \$279.38/diem | JTHS       | 2/23/23        | 4/27/23      | Covering A. Pearce, more than 20 days         |
| Pearce, Amy<br>11-213-100-101-008  | Assignment Change/<br>Adjusted Start Date | Resource Teacher<br>10-80-80/ACZ                |          |               | JTHS       | 2/27/23        | 6/30/23      | Covering #1845                                |
| Rec, Kristen<br>20-488-100-101-000                                       | Rescind                                   | Special Education Teacher<br>10-10-10/AJE       |          | \$41.92/hr.   | Stanlick   | 9/1/22         | 6/30/23      | SEI Training, not to exceed 15 hours          |

|  |                           |   |  |                   |                          |         |          |   |
|--|---------------------------|---|--|-------------------|--------------------------|---------|----------|---|
| Staples, Karen<br>11-000-218-104-290   | Appoint                   | School Counselor (LTS)<br>10-80-80/ACP          |  | \$279.38/<br>diem | JTHS                     | 5/25/23 | 6/30/23  | Covering #3317  |
| Todd, Bertha<br>11-140-100-101-008   | Retirement                | Teacher Mathematics<br>10-80-80/ARP             |  |                   | JTHS                     | 7/1/23  |          | Retiring after 22 years in district   |
| West, Elizabeth<br>11-000-218-104-003 (.67)<br>20-218-200-104-003 (.33)<br>11-000-218-104-001 (.2) | Account Code Change       | School Counselor<br>10-30-30/ACE                |  |                   | Briggs/<br>Stanlick      | 9/1/22  | 6/30/23  |   |
| Williams, Dana<br>11-000-218-104-005 (.67)<br>20-218-200-104-005 (.33)<br>11-000-218-104-006 (.2)  | Account Code Change       | School Counselor<br>10-50-50/ACF                |  |                   | Cozy Lake/<br>White Rock | 9/1/22  | 6/30/23  |   |
| Young, Lisa<br>11-204-100-101-290  | Appoint                   | Special Education Teacher (LTS)<br>10-10-10/BYD |  | \$97.78/<br>diem  | Stanlick                 | 1/30/23 | 4/6/23   | Interim coverage, not to exceed 2.67 hrs./day   |
| #7   | Medical Leave             | 10-30-30/ACE<br>10-10-10/AAB                    |  |                   | Briggs/<br>Stanlick      | 3/8/23  | 3/22/23  | Utilizing 11 personal illness days  |
| #174   | Family Leave              | 10-30-30/AAV                                    |  |                   | Briggs/<br>Stanlick      | 2/21/23 | 2/24/23  | Utilizing 4 family illness days   |
| #511   | Intermittent Family Leave | 10-30-30/AGU                                    |  |                   | Briggs                   | 2/21/23 | 6/30/23  | Utilizing undetermined number of unpaid days  |
| #1632  | Medical Leave             | 10-80-80/ACL                                    |  |                   | JTHS                     | 6/12/23 | 6/23/23  | Utilizing 10 personal illness days  |
| #1632  | Family Leave              | 10-80-80/ACL                                    |  |                   | JTHS                     | 9/1/23  | 11/22/23 | Unpaid days   |
| #2114  | Family Leave              | 10-10-10/AGI                                    |  |                   | Stanlick                 | 3/3/23  | 4/6/23   | Leave extended. Unpaid days.  |
| #2619  | Medical Leave             | 10-80-80/ASA                                    |  |                   | JTHS                     | 5/8/23  | 6/23/23  | Utilizing 34 personal illness days  |
| #2619  | Family Leave              | 10-80-80/ASA                                    |  |                   | JTHS                     | 9/1/23  | 11/22/23 | Unpaid days   |
| #3239  | Medical Leave             | 10-10-10/ABV                                    |  |                   | Stanlick                 | 1/4/23  | 2/17/23  | Leave extended. Reclassified days. Utilizing 18.5 personal illness days, 1 personal day, 10 unpaid days |
| #3307  | Medical Leave             | 10-60-60/ABZ                                    |  |                   | White Rock               | 6/6/23  | 6/23/23  | Utilizing 14 personal illness days  |
| #3307  | Family Leave              | 10-60-60/ABZ                                    |  |                   | White Rock               | 9/1/23  | 11/22/23 | Unpaid days   |
| #3317  | Medical Leave             | 10-80-80/ACP                                    |  |                   | JTHS                     | 5/26/23 | 6/23/23  | Utilizing 15 personal illness days, 4 family illness days, 1 personal day                               |
| #3317  | Family Leave              | 10-80-80/ACP                                    |  |                   | JTHS                     | 9/1/23  | 11/22/23 | Unpaid days   |

\*Requires mentoring

**C. NON-INSTRUCTIONAL**

| Name   | Nature of Action    | Position/Control Number                        | Deg/Step | Salary      | Loc.           | Date Effective | Date Termin. | Discussion                  |
|--|---------------------|--|----------|-------------|----------------|----------------|--------------|-----------------------------|
| Abdinoor, Michael<br>11-000-266-110-000                              | Appoint             | Hall Monitor/Security<br>09-80-80/BGG          | 1        | \$23.95/hr. | JTHS           | 2/15/23        | 6/30/23      | Not to exceed 3.92 hrs./day |
| Albertson, Linda*<br>20-218-100-106-005                              | Account Code Change | Aide<br>09-50-50/BZC                           |          |             | Cozy Lake      | 9/1/22         | 1/3/23       |                             |
| Bufardeci, Dawn<br>11-000-252-100-000                                | Adjusted Start Date | Secretary/Group III Technology<br>12-80-82/ALS |          |             | District       | 2/8/23         | 6/30/23      |                             |
| Byrnes, June<br>11-000-262-100-260 (.67)<br>20-218-200-110-003 (.33) | Account Code Change | Custodian<br>12-30-32/AKS                      |          |             | Briggs         | 7/1/22         | 11/30/22     |                             |
| Feti, Elvira<br>11-000-262-100-260 (.67)<br>20-218-200-110-005 (.33) | Account Code Change | Custodian<br>12-30-32/AKR                      |          |             | Cozy Lake      | 7/1/22         | 6/30/23      |                             |
| Finizio, Diane<br>11-000-270-107-000                                 | Schedule Adjustment | Bus Aide<br>09-90-90/BYB                       |          |             | Transportation | 2/6/23         | 6/30/23      | Not to exceed 5 hrs./day    |

|   |                        |   |   |             |                |          |         |   |
|---|------------------------|---|---|-------------|----------------|----------|---------|---|
| Freidman, Carisa<br>11-000-270-107-000  | Appoint                | Bus Aide<br>09-90-90/BGW                                | 1 | \$23.60/hr. | Transportation | 2/13/23  | 6/30/23 | Replacing M. Dragona.<br>Not to exceed 4.08<br>hrs./day       |
| Gauthier, Gerard<br>11-000-270-160-000  | Schedule<br>Adjustment | Bus Driver<br>10-90-90/BFE                              |   |             | Transportation | 2/7/23   | 6/30/23 | Not to exceed 6.1<br>hrs./day                                 |
| Gould, Anna<br>11-215-100-106-003   | Transfer               | Special Education Aide<br>09-30-30/BMH                  |   |             | Briggs         | 3/2/23   | 6/30/23 | Not to exceed 3.5<br>hrs./day                                 |
| Grey, Glenn<br>11-000-262-100-260<br>(.67)<br>20-218-200-110-005<br>(.33)       | Account Code<br>Change | Custodian<br>12-50-52/ALB                               |   |             | Cozy Lake      | 7/1/22   | 6/30/23 |   |
| Hayes, Cathy<br>11-000-266-110-000  | Appoint                | Hall Monitor/Security<br>09-80-80/BGH                   | 1 | \$23.95/hr. | JTHS           | 2/16/23  | 6/30/23 | Not to exceed 4.25<br>hrs./day                                |
| Kuntz, Betsy<br>11-214-100-106-290  | Extra Hours            | Special Education Aide<br>(LTS)<br>09-30-30/BEX         |   | \$25.05/hr. | Briggs         | 1/24/23  | 3/6/23  | Not to exceed 1.75<br>hrs./day for 22 days,<br>covering #3342 |
| List, John<br>11-000-262-100-260<br>(.67)<br>20-218-200-110-005<br>(.33)        | Account Code<br>Change | Custodian<br>12-50-52/AKV                               |   |             | Cozy Lake      | 7/1/22   | 6/30/23 |   |
| Luecht, Kimberly<br>11-000-240-105-003<br>(.67)<br>20-218-200-105-003<br>(.33)  | Account Code<br>Change | Secretary<br>12-30-32/AEV                               |   |             | Briggs         | 7/1/22   | 6/30/23 |   |
| Macaluso, Vincent<br>11-000-262-100-260<br>(.67)<br>20-218-200-110-003<br>(.33) | Account Code<br>Change | Custodian<br>12-30-32/AKS                               |   |             | Briggs         | 12/1/22  | 6/30/23 |   |
| Montanye, Wendy<br>11-000-270-107-000   | Schedule<br>Adjustment | Bus Aide<br>09-90-90/BMN                                |   |             | Transportation | 2/13/23  | 6/30/23 | Not to exceed 3.83<br>hrs./day                                |
| Nouri, Joseph<br>11-000-270-160-000   | Retirement             | Bus Driver<br>10-90-90/BFD                              |   |             | Transportation | 7/1/23   |         | Retiring after 24 years in<br>district                        |
| Olsen, Claire<br>11-000-240-105-005<br>(.67)<br>20-218-200-105-005<br>(.33)     | Account Code<br>Change | Secretary<br>12-50-52/AEY                               |   |             | Cozy Lake      | 7/1/22   | 6/30/23 |   |
| Orabone, Heather<br>11-000-262-100-270  | Appoint                | Mail Courier<br>12-00-00/BAK                            | 1 | \$18.42/hr. | District       | 1/31/23  | 6/30/23 | Replacing D. St. Clair.<br>Not to exceed 19.9<br>hrs./wk.     |
| Prebor, Anne<br>11-000-270-107-000  | Schedule<br>Adjustment | Bus Aide<br>09-90-90/BJH                                |   |             | Transportation | 2/7/23   | 6/30/23 | Not to exceed 4.25<br>hrs./day                                |
| Skalecky, Jessica*<br>20-218-100-106-003  | Account Code<br>Change | Aide<br>09-30-30/BMF                                    |   |             | Briggs         | 9/1/22   | 1/2/23  |   |
| Tarabocchia, April<br>11-204-100-106-006  | Extra Hours            | Special Education Aide<br>09-60-60/BBP                  |   | \$25.05/hr. | White Rock     | 1/20/23  | 2/13/23 | Not to exceed 3 hrs. for<br>Leadership Club                   |
| Walters, Alyssa<br>11-000-252-100-290   | Adjusted End<br>Date   | Secretary/Group III<br>Technology (LTS)<br>12-80-82/ALS |   |             | District       | 12/16/22 | 2/9/23  | Office coverage, more<br>than 20 days                         |
| Wanna, Michele<br>11-215-100-106-003  | Transfer               | Special Education Aide<br>09-30-30/BMI                  |   |             | Briggs         | 3/2/23   | 6/30/23 | Not to exceed 3.5<br>hrs./day                                 |
| Wisniewski, Leslie*<br>20-218-100-106-003                                       | Account Code<br>Change | Aide<br>09-30-30/BMP                                    |   |             | Briggs         | 9/1/22   | 1/2/23  |   |
| #434  | Medical Leave          | 08-90-92/AEM  |   |             | Central Office | 4/10/23  | 4/21/23 | Utilizing 10 personal<br>illness days                         |
| #1905   | Medical Leave          | 08-90-92/AEQ  |   |             | Central Office | 2/10/23  | 3/24/23 | Utilizing 31 personal<br>illness days                         |
| #3342   | Medical Leave          | 09-30-30/BEX  |   |             | Briggs         | 1/17/23  | 3/3/23  | Utilizing 8 personal<br>illness days, 25 days<br>unpaid       |

\*1/3/23-6/30/23 approved on December 19, 2022 Agenda

| <b>D. SUBSTITUTES/OTHER</b> |                         |                      |                  |             |                       |                     |                   |
|-----------------------------|-------------------------|----------------------|------------------|-------------|-----------------------|---------------------|-------------------|
| <b>Name</b>                 | <b>Nature of Action</b> | <b>Position</b>      | <b>Salary</b>    | <b>Loc.</b> | <b>Date Effective</b> | <b>Date Termin.</b> | <b>Discussion</b> |
| Angelucci, Jessica          | Appoint                 | Substitute Aide      | \$17/hr.         | District    | 2/24/23               | 6/30/23             |                   |
| Angelucci, Jessica          | Appoint                 | Substitute Secretary | \$17/hr.         | District    | 2/24/23               | 6/30/23             |                   |
| Biglin, Joseph              | Appoint                 | Substitute Aide      | \$17/hr.         | District    | 2/8/23                | 6/30/23             |                   |
| Burkpile, Gina              | Appoint                 | Substitute Aide      | \$17/hr.         | District    | 2/24/23               | 6/30/23             |                   |
| Cabrera, Joshua             | Appoint                 | Substitute Teacher   | \$125-\$175/diem | District    | 2/9/23                | 6/30/23             |                   |

| <b>D. SUBSTITUTES/OTHER</b> |         |                                  |                  |          |         |         |  |
|-----------------------------|---------|----------------------------------|------------------|----------|---------|---------|--|
| Cabrera, Joshua             | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/9/23  | 6/30/23 |  |
| Canales, Kaia               | Appoint | Bedside Instruction              | \$48.15/hr.      | District | 2/14/23 | 6/30/23 |  |
| Chismar, Christina          | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/22/23 | 6/30/23 |  |
| Chismar, Christina          | Appoint | Substitute Secretary             | \$17/hr.         | District | 2/22/23 | 6/30/23 |  |
| Favata, Antonio             | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 1/30/23 | 6/30/23 |  |
| Filowitz, Nancy             | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 1/31/23 | 6/30/23 |  |
| Flynn, Patrick              | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/27/23 | 6/30/23 |  |
| Friedman, Carisa            | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/13/23 | 6/30/23 |  |
| Gallardo, Ximena            | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/16/23 | 6/30/23 |  |
| Gay, Sarah                  | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/6/23  | 6/30/23 |  |
| Gesek, Allie                | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 3/13/23 | 6/30/23 |  |
| Gesek, Allie                | Appoint | Substitute Aide                  | \$17/hr.         | District | 3/13/23 | 6/30/23 |  |
| Goldy, Regina               | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/9/23  | 6/30/23 |  |
| Gonzalez, Sandra            | Appoint | Substitute Aide                  | \$17/hr.         | District | 1/30/23 | 6/30/23 |  |
| Gurnawan, Maria             | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/23/23 | 6/30/23 |  |
| Gurnawan, Maria             | Appoint | Substitute Secretary             | \$17/hr.         | District | 2/23/23 | 6/30/23 |  |
| Hayes, Cathy                | Appoint | Substitute Security/Hall Monitor | \$17/hr.         | District | 2/22/23 | 6/30/23 |  |
| Horn, Jennifer              | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/8/23  | 6/30/23 |  |
| Johnson, Kimberly           | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/13/23 | 6/30/23 |  |
| Ker, Kailyn                 | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 3/13/23 | 6/30/23 |  |
| Luongo, Loretta             | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/20/23 | 6/30/23 |  |
| Mitchell, Nicole            | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/23/23 | 6/30/23 |  |
| Mitchell, Nicole            | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/23/23 | 6/30/23 |  |
| Mola, Teresa                | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/23/23 | 6/30/23 |  |
| Montone, Vincent            | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/6/23  | 6/30/23 |  |
| Morgan, Alexandria          | Appoint | Substitute Custodian             | \$18/hr.         | District | 2/23/23 | 6/30/23 |  |
| Owusu-Achampong, Kwaku      | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/7/23  | 6/30/23 |  |
| Owusu-Achampong, Kwaku      | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/7/23  | 6/30/23 |  |
| Sees, Patricia              | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 3/6/23  | 6/30/23 |  |
| Wendolowski, Brianna        | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 5/1/23  | 6/30/23 |  |
| Wendolowski, Brianna        | Appoint | Substitute Aide                  | \$17/hr.         | District | 5/1/23  | 6/30/23 |  |
| Wolfe, Katherine            | Appoint | Substitute Teacher               | \$125-\$175/diem | District | 2/22/23 | 6/30/23 |  |
| Wolfe, Katherine            | Appoint | Substitute Aide                  | \$17/hr.         | District | 2/8/23  | 6/30/23 |  |

**E. 2022-2023 SCHOOL YEAR COACHING STAFF****SPRING**

| <b>Name</b>          | <b>Nature of Action</b> | <b>Position</b>          | <b>Level</b> | <b>Base</b> | <b>Longevity</b> | <b>Salary</b> | <b>Location</b> | <b>Date Effective</b> | <b>Date Termin.</b> |
|----------------------|-------------------------|--------------------------|--------------|-------------|------------------|---------------|-----------------|-----------------------|---------------------|
| Breeman, Steven      | Appoint                 | Volunteer Baseball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Brown, Connor        | Appoint                 | Asst. Lacrosse           | 3            | \$5,448     |                  | \$5,448       | JTHS            | 3/1/2023              | 6/30/2023           |
| Bruseo, Darren       | Appoint                 | Head Track Boys          | 3            | \$7,886     | \$550            | \$8,436       | JTHS            | 3/1/2023              | 6/30/2023           |
| Cacella, Joshua      | Appoint                 | Head Golf                | 3            | \$5,448     | \$200            | \$5,648       | JTHS            | 3/1/2023              | 6/30/2023           |
| Cannarozzi, Katelyn  | Appoint                 | Head Lacrosse Girls      | 3            | \$7,886     | \$100            | \$7,986       | JTHS            | 3/1/2023              | 6/30/2023           |
| Chapman, Shannon     | Appoint                 | Head Track Girls         | 3            | \$7,886     | \$350            | \$8,236       | JTHS            | 3/1/2023              | 6/30/2023           |
| Couser, Christine    | Appoint                 | Asst. Softball           | 3            | \$5,448     | \$300            | \$5,748       | JTHS            | 3/1/2023              | 6/30/2023           |
| Cuddy, Kevin         | Appoint                 | Asst. Baseball           | 2            | \$4,840     |                  | \$4,840       | JTHS            | 3/1/2023              | 6/30/2023           |
| DeBell, Katie        | Appoint                 | Asst. Softball           | 2            | \$4,840     |                  | \$4,840       | JTHS            | 3/1/2023              | 6/30/2023           |
| Decotiis, Jeremy     | Appoint                 | Volunteer Baseball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Eastman, Christopher | Appoint                 | Asst. Track (Boys/Girls) | 3            | \$5,448     | \$1,100          | \$6,548       | JTHS            | 3/1/2023              | 6/30/2023           |
| Groff, William       | Appoint                 | Volunteer Softball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Kalish, Jason        | Appoint                 | Head Baseball            | 3            | \$7,886     | \$500            | \$8,386       | JTHS            | 3/1/2023              | 6/30/2023           |
| Kiely, Shawn         | Appoint                 | Asst. Baseball (1/2)     | 3            | \$2,724     |                  | \$2,724       | JTHS            | 3/1/2023              | 6/30/2023           |
| Machak, Kendall      | Appoint                 | Athletic Trainer         | n/a          | \$2,123     |                  | \$2,123       | JTHS            | 3/1/2023              | 6/30/2023           |
| Montgomery, Sarah    | Appoint                 | Asst. Lacrosse           | 3            | \$5,448     |                  | \$5,448       | JTHS            | 3/1/2023              | 6/30/2023           |
| Montone, Vincent     | Appoint                 | Asst. Baseball (2/2)     | 3            | \$2,724     |                  | \$2,724       | JTHS            | 3/1/2023              | 6/30/2023           |
| Pearce, Amy          | Appoint                 | Head Softball            | 3            | \$7,886     | \$100            | \$7,986       | JTHS            | 3/1/2023              | 6/30/2023           |
| Quinn, Sean          | Appoint                 | Asst. Track (Boys/Girls) | 3            | \$5,448     | \$200            | \$5,648       | JTHS            | 3/1/2023              | 6/30/2023           |
| Reid, James          | Appoint                 | Head Lacrosse Boys       | 3            | \$7,728     | \$550            | \$8,278       | JTHS            | 3/1/2023              | 6/30/2023           |
| Rose, Gino           | Appoint                 | Asst. Volleyball         | 3            | \$5,448     | \$500            | \$5,948       | JTHS            | 3/1/2023              | 6/30/2023           |
| Ruban, Gary          | Appoint                 | Volunteer Baseball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Ruffo, Philip        | Appoint                 | Volunteer Softball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Ruffo, Suzanne       | Appoint                 | Volunteer Softball       | n/a          | \$0         |                  | \$0           | JTHS            | 3/1/2023              | 6/30/2023           |
| Thide, Jeremy        | Appoint                 | Head Volleyball Boys     | 3            | \$7,886     |                  | \$7,886       | JTHS            | 3/1/2023              | 6/30/2023           |
| Thompson, Marcus     | Appoint                 | Asst. Lacrosse           | 3            | \$5,448     |                  | \$5,448       | JTHS            | 3/1/2023              | 6/30/2023           |
| Venturino, Gerald    | Appoint                 | Weight Room (Spring)     | n/a          | \$2,793     |                  | \$2,793       | JTHS            | 3/1/2023              | 6/30/2023           |

| F. EXTRA DUTY PAY |                  |              |       |            |          |                |              |            |
|-------------------|------------------|--------------|-------|------------|----------|----------------|--------------|------------|
| Name              | Nature of Action | Position     | Level | Salary     | Location | Date Effective | Date Termin. | Discussion |
| Kirshenbaum, Jane | Appoint          | FBLA Advisor | 3     | \$1,289.50 | JTHS     | 2/1/23         | 6/30/23      |            |

L.2 Motion to establish the **hourly rate** for the following positions, effective February 23, 2023:

| Position                         | Hourly Rate |
|----------------------------------|-------------|
| Substitute Aide                  | \$17.00     |
| Substitute Secretary             | \$17.00     |
| Substitute Hall Monitor/Security | \$17.00     |
| Substitute Transportation Nurse  | \$40.00     |

L.3 Motion to approve the following corrections to the January 23, 2023 Minutes, Section L.2 - **Fall 2022 Course Reimbursement for Supervisors** as indicated below:

| Name            | School               | Class                            | Approval | Credits | Amount     |
|-----------------|----------------------|----------------------------------|----------|---------|------------|
| Reinstein, Jodi | Centenary University | Special Populations              | FA4      | 3       | \$2,925.49 |
| Reinstein, Jodi | Centenary University | Communication & Public Relations | FA5      | 3       |            |

**M. EDUCATION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.7, as described below:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

M.1 Motion to **approve** student placement for the 2022-2023 school year, as indicated below plus related services as needed:

| Student    | School              | Tuition  | Effective       |
|------------|---------------------|----------|-----------------|
| 8858174994 | Chapel Hill Academy | \$36,480 | 1/24/23-6/30/23 |

M.2 Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for December 19, 2022 through January 23, 2023.

M.3 Motion to approve the 2023-2024 and 2024-2025 Student School Year Calendars *(attached)*.

M.4 Motion to approve JTHS Social Studies teacher Jonathan Boyle to conduct research for his graduate research project titled "Putting Primary Sources in Perspective."

M.5 Motion to approve Strategic Plan 2023-2028.

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

| School/Group/Activity  | Location           |
|--|--------------------|
| Arthur Stanlick Elementary School and White Rock Elementary School Band and Chorus | Oak Ridge, NJ      |
| JTHS Robotics Tournament   | Flanders, NJ       |
| JTHS Habitat for Humanity  | Randolph, NJ       |
| JTHS Band and Choir  | Oak Ridge, NJ      |
| JTHS Band and Choir  | Lake Hopatcong, NJ |
| JTHS Film Studies and Sports Entertainment & Journalism                            | Sparta, NJ         |
| JTHS Film Studies and Sports Entertainment & Journalism                            | Oak Ridge, NJ      |
| JTHS Robotics Mid-Atlantic District Event  | Skillman, NJ       |
| JTMS Band  | Sparta, NJ         |
| Arthur Stanlick Elementary School, 2nd Grade                                       | West Orange, NJ    |
| White Rock Elementary School, 5th Grade  | Lyndhurst, NJ      |
| E.T. Briggs Elementary School, 1st Grade   | Morristown, NJ     |
| JTHS CBI (Community Based Instruction)   | Morristown, NJ     |
| JTHS Student Council   | Jackson, NJ        |
| White Rock Elementary School, 2nd Grade  | West Orange, NJ    |

**M.7 Motion to approve the following overnight field trips:**

| School/Group/Activity  | Location          |
|--|-------------------|
| JTHS Wrestling, State Tournament   | Atlantic City, NJ |
| JTHS Future Business Leaders of America (FBLA), FBLA State Leadership Conference | Atlantic City, NJ |
| JTHS DECA, DECA International Career Development Conference                      | Orlando, FL       |

**N. POLICY**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve motions N.1 and N.2, as described below:

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

**N.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 |
|-----------|--------------------------|--------|
| 0162 B    | Notice of Board Meetings | RV     |

**KEY:** N – New RV – Revised

**N.2 Motion to approve the Second Reading of the following Bylaws, Policies and Regulations:**

*(copy available on district website for review)*

| File Code | Title   | Action |
|-----------|---|--------|
| 0152 B    | Board Officers                                  | RV     |
| 0161 B    | Call, Adjournment, and Cancellation             | RV     |
| 2324 P&R  | Bilingual and ESL Education                     | RV     |
| 2525 P    | Emergency Virtual or Remote Instruction Program | RV     |
| 2525 R    | Emergency Virtual or Remote Instruction Program | N      |
| 5200 P&R  | Attendance                                      | RV     |
| 8140 P    | Student Enrollment                              | RV     |
| 8140 R    | Enrollment Accounting                           | RV     |
| 8330 P&R  | Student Records                                 | RV     |
| 8420.2 R  | Bomb Threats                                    | RV     |
| 8420.7 R  | Lockdown Procedures                             | RV     |
| 8420.10 R | Active Shooter                                  | RV     |
| 8600 R    | Student Transportation                          | RV     |

**KEY:** N – New RV – Revised

**O. 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 January 23, 2023 through February 22, 2023.

| School                       | Incidents Reported | Confirmed Incidents | Unconfirmed Incidents |
|------------------------------|--------------------|---------------------|-----------------------|
| Ellen T. Briggs              | 0                  | 0                   | 0                     |
| Arthur Stanlick              | 1                  | 0                   | 1                     |
| Cozy Lake                    | 0                  | 0                   | 0                     |
| White Rock                   | 1                  | 0                   | 1                     |
| Jefferson Twp. Middle School | 3                  | 2                   | 1                     |
| Jefferson Twp. High School   | 1                  | 1                   | 0                     |

**Enrollment as of 1/31/23:**

|                           | January 2022 | January 2023 |
|---------------------------|--------------|--------------|
| Grades Pre-K-1            | 401          | 429          |
| Grades 2-5                | 688          | 692          |
| Total Elementary          | 1,089        | 1,121        |
| Grades 6-8                | 563          | 576          |
| Grades 9-12               | 924          | 873          |
| GRAND TOTAL               | 2,576        | 2,570        |
| Tuition students received | 0            | 1            |
| Out-of-district placement | 28           | 27           |

**P. COMMUNICATIONS**

**Q. PUBLIC COMMENTS**

Please refer to Section G “Public participation shall be governed by the following rules (Per District Policy #0167)”

**R. OLD BUSINESS**

**S. NEW BUSINESS**

**T. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 22nd day of February 2023, at \_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at \_\_\_\_\_ PM.

**U. ADJOURN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_ PM.

|                   |                   |  |
|-------------------|-------------------|--|
| _____ Mrs. Gould  | _____ Mrs. Perez  | _____ Mr. Terpstra                           |
| _____ Mrs. Grater | _____ Mrs. Small  | _____ Mrs. Wildermuth, <i>Vice President</i> |
| _____ Mr. Natale  | _____ Mr. Stewart | _____ Mrs. Poulas, <i>President</i>          |

## Appendix A

| Name                | Event Date  | Location          | Seminar/Function                             | Registration Fee \$ | Lodging cost per night | Meal cost per day | # of Travel Days | Mileage @ \$0.47/mi. | Miscellaneous Fees (including parking/tolls/misc fees) | Total Expense |
|---------------------|-------------|-------------------|--|---------------------|------------------------|-------------------|------------------|----------------------|--|---------------|
| Baldwin, Joseph     | 4/26-4/28   | Leonardo, NJ      | Certified Playground Safety Inspector Course | \$640.00            | -                      | -                 | -                | \$155.10             | -  | \$795.10      |
| Basket, Halei       | 3/3         | Somerset, NJ      | 18th Annual NJABA Conference                 | \$300.00            | -                      | -                 | -                | \$51.32              | -  | \$351.32      |
| Inclendon, Emily    | 3/17        | New Brunswick, NJ | Connections Matter Conference                | \$209.00            | -                      | -                 | -                | \$47.94              | -  | \$256.94      |
| Koch, William       | 3/15-3/16   | Atlantic City, J  | Annual DAANJ Conference                      | \$400.00            | \$109.00               | \$59.00           | 1.5              | \$142.41             | \$35.00  | \$774.91      |
| Kotek, David        | 3/30        | Atlantic City, NJ | STA Conference/NJ Pupil Transportation       | \$200.00            | -                      | \$44.25           | 0.75             | \$144.76             | \$20.00  | \$409.01      |
| Langner, Paula      | 3/17        | New Brunswick, NJ | Connections Matter Conference                | \$209.00            | -                      | -                 | -                | \$47.94              | -  | \$256.94      |
| Marquard, Jared     | 3/19 - 3/22 | Atlantic City, NJ | NJSBGA Expo                                  | \$325.00            | \$100.00               | Included          | 3                | District Vehicle     | \$45.00  | \$670.00      |
| Novembrino, Kristen | 3/17        | New Brunswick, NJ | Connections Matter Conference                | \$209.00            | -                      | -                 | -                | \$47.94              | -  | \$256.94      |
| Oroho Giacchi, Rita | 6/5-6/9     | Atlantic City, NJ | 100th Annual NJASBO Conference               | \$275.00            | \$79.55                | \$59.00           | 4.5              | \$143.82             | \$50.00  | \$1,052.52    |
| Perrulli, Tricia    | 3/29-3/31   | Atlantic City, NJ | STA Conference/NJ Pupil Transportation       | \$400.00            | \$96.00                | \$59.00           | 2.5              | \$140.06             | \$20.00  | \$899.56      |
| Pietrowski, Kathryn | 3/3         | Somerset, NJ      | 18th Annual NJABA Conference                 | \$150.00            | -                      | -                 | -                | \$51.04              | -  | \$201.04      |
| Sanchez, Vanessa    | 3/29-3/31   | Atlantic City, NJ | STA Conference/NJ Pupil Transportation       | \$400.00            | \$96.00*               | \$59.00           | 2.5              | \$140.06             | \$20.00  | \$803.56      |
| Steinhilb, Jennifer | 3/3         | Somerset, NJ      | 18th Annual NJABA Conference                 | \$300.00            | -                      | -                 | -                | \$51.04              | -  | \$351.04      |

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

\*Conference host pays for the first night's stay.

# Jefferson Township Public Schools 2023-2024

## School Year Calendar



This school calendar provides for 186 days, which satisfies the State minimum of 180 days and allows for up to six emergency closing days. If additional school days must be scheduled, they will be made up as follows: April 1st-5th, beginning with the 5th, and June, beginning with the 24th. Employees making vacation arrangements during the above dates do so at their own risk. Any remaining emergency closing days unused by April 1st may result in a revised calendar.

| July 23 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| August 23 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

**29&30 New Teacher Orientation**

| September 23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| October 23 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| November 23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 |    |    |

| December 23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| January 24 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| February 24 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 |    |    |

| March 24 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| April 24 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| May 24 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | M  | Tu | W  | Th | F  | Sa |
|        |    |    | 1  | 2  | 3  | 4  |
| 5      | 6  | 7  | 8  | 9  | 10 | 11 |
| 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26     | 27 | 28 | 29 | 30 | 31 |    |

| June 24 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      |    |    |    |    |    |    |

| July 24 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

| August 24 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

- September**
- 1: All Staff Day
- 5: Professional Development
- 6: First Day of School
- 25: Schools Closed-Yom Kippur
- October**
- 9: Schools Closed-Staff P.D.
- November**
- 6-8: Early Dismissal Elementary Only Parent-Teacher Conferences
- 9&10: Schools Closed-NJEA Convention
- 22: Early Dismissal
- 23&24: Schools Closed-Thanksgiving Recess
- December**
- 5: Delayed Opening-Staff P.D.
- 21: Early Dismissal
- 22-29: Schools Closed-Holiday Recess
- January**
- 1: Schools Closed-New Years Day
- 15: Schools Closed-MLK Day
- February**
- 6: Delayed Opening-Staff P.D.
- 19: Schools Closed-Presidents' Day
- March**
- 12: Delayed Opening-Staff P.D.
- 29: Schools Closed-Good Friday
- April**
- 1-5: Schools Closed-Spring Recess
- May**
- 21: Delayed Opening-Staff P.D.
- 27: Schools Closed-Memorial Day
- June**
- 17-20: Early Release MS & HS Only
- 21: Early Dismissal All Students
- 21: Last Day of School

**BOE Approved: 2/22/2023**

# Jefferson Township Public Schools 2024-2025

## School Year Calendar



| July 24 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| August 24 |                               |    |    |    |    |    |
|-----------|-------------------------------|----|----|----|----|----|
| Su        | M                             | Tu | W  | Th | F  | Sa |
|           |                               |    |    |    | 1  | 2  |
| 3         | 4                             | 5  | 6  | 7  | 8  | 9  |
| 10        | 11                            | 12 | 13 | 14 | 15 | 16 |
| 17        | 18                            | 19 | 20 | 21 | 22 | 23 |
| 24        | 25                            | 26 | 27 | 28 | 29 | 30 |
| 31        | 27&28 New Teacher Orientation |    |    |    |    |    |

| September 24 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

| October 24 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| November 24 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |

| December 24 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| January 25 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

| February 25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 |    |

| March 25 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| April 25 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| May 25 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | M  | Tu | W  | Th | F  | Sa |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| June 25 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 |    |    |    |    |    |

| July 25 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| August 25 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

This school calendar provides for 188 days, which satisfies the State minimum of 180 days and allows for up to six emergency closing days. If additional school days must be scheduled, they will be made up as follows: April 14th-17th, beginning with the 14th, and June, beginning with the 23rd. Employees making vacation arrangements during the above dates do so at their own risk. Any remaining emergency closing days unused by April 1st may result in a revised calendar.

- September**
- 3: All Staff
- 4: Professional Development
- 5: First Day of School
- October**
- 14: Schools Closed-Staff P.D.
- November**
- 4-6: Early Dismissal Elementary Only
- Parent-Teacher Conferences
- 7&8: Schools Closed-NJEA Convention
- 27: Early Dismissal
- 28&29: Schools Closed-Thanksgiving Recess
- December**
- 3: Delayed Opening-Staff P.D.
- 20: Early Dismissal
- 23-31: Schools Closed-Holiday Recess
- January**
- 1: Schools Closed-New Years Day
- 20: Schools Closed-MLK Day
- February**
- 5: Delayed Opening-Staff P.D.
- 17: Schools Closed-Presidents' Day
- March**
- 12: Delayed Opening-Staff P.D.
- April**
- 14-17: Schools Closed-Spring Recess
- 18: Schools Closed-Good Friday
- May**
- 20: Delayed Opening-Staff P.D.
- 26: Schools Closed-Memorial Day
- June**
- 16-19: Early Release MS & HS Only
- 20: Early Dismissal All Students
- 20: Last Day of School

**BOE Approved: 2/22/2023**