

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Monday, December 18, 2023 6:30 PM (Closed Session) – 7:30 PM (Regular Session)**  
**Jefferson Township High School Media Center**

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**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 7:30 PM, and read the Open Meeting Statement, below:

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

*DAILY RECORD, 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:**

|                          |   |   |
|--------------------------|---|---|
| <u>Aye</u> Mrs. Gould    | <u>Aye</u> Mrs. Perez                               | <u>Aye</u> Mr. Terpstra                           |
| <u>Aye</u> Mrs. Grater   | <u>Aye</u> Mrs. Small                               | <u>Aye</u> Mrs. Wildermuth, <i>Vice President</i> |
| <u>Absent</u> Mr. Natale | <u>Aye</u> Mr. Stewart                              | <u>Aye</u> Mrs. Poulas, <i>President</i>          |
|                          | <u>Aye</u> Ashley Hecht, Student Representative     |   |
|                          | <u>Aye</u> Nicholas Roberts, Student Representative |   |

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

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

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 18th day of December, 2023 at 6:36 PM, as follows:

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

Motion to close Executive Session by Mrs. Small, seconded by Mrs. Grater, that the meeting is called to public session at 6:49 PM.

Aye Mrs. Gould  
Aye Mrs. Grater  
Absent Mr. Natale

Aye Mrs. Perez  
Aye Mrs. Small  
Aye Mr. Stewart

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

**E. CERTIFIED ELECTION RESULTS Three-Year Terms: January 1, 2024 – December 31, 2026 (3 seats)**

| <u>Name</u>   | <u>Votes</u> |
|---------------|--------------|
| Diane Perez   | 2,457        |
| Stacey Poulas | 2,519        |
| Jill Small    | 2,477        |
| Write In      | 343          |

**F. SUPERINTENDENT'S REPORT**

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

**G. PRESENTATIONS**

- Mrs. Jeanne Howe, Superintendent presented the American Rescue Plan-Safe Return Plan and public hearing.
- Mrs. Sharon Thomas, JTMS Middle School Teacher, and Mrs. Maria Dunbar, Supervisor of Instructional Technology, Media, Business, and Business and Finance Academy presented the Jefferson Township Public School Strategic Plan Update.
- Mrs. Jeanne Howe, Superintendent of Schools and Mrs. Rita Oroho Giacchi, School Business Administrator presented the third installment of the Budget Series: Continued Impacts of S2.
- Mrs. Jeanne Howe, Superintendent of Schools, Mrs. Stacey Poulas, President, Jefferson Township Board of Education, and the Building Principals presented the Educator and Educational Services Professionals of the Year awards.
- Mrs. Jeanne Howe, Superintendent of Schools, Mrs. Stacey Poulas, President, Jefferson Township Board of Education welcomed the incoming class of the JTHS Academies.

*The Board recessed at 9:06pm and reconvened to public session at 9:11pm.*

Mrs. Poulas read a statement on public and board member comments.

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

- An audience member presented the Board with several budgeting tactics.
- An audience member also offered ideas for relocating the board office and renting it out, inquired why all parents were not getting a survey and questioned a policy revision on the agenda.
- An audience member commented they haven't heard many options for redistricting and advocated for other ideas.
- Several audience members advocated for the 5th grade to stay at the elementary level and not move to the middle school.

Mrs. Howe addressed the questions that could be answered immediately.

**I. STUDENT REPRESENTATIVES**

- Student Representative Ashely Hecht reported winter sports have begun, as well as the National Honor Society Induction Ceremony, Holiday Drop to Shop, Olde English Feast, Christmas in the Village and the Winter Stroll, and noted Habitat for Humanity is looking for members.
- Student Representative Nicholas Roberts reported we are midway through the second marking period and highlighted some upcoming events such as the blood drive in January, the winter pep rally and winter break.

**J. COMMITTEE REPORTS**

- **Education Committee** - Mrs. Small reported the Committee met on December 5, 2023 and discussed the NJGPA update, NJSLA, ARP Safe Return Plan, and approval of day and overnight field trips.
  - ❖ Mrs. Gould requested clarification on a discussion regarding incentives for good testing. Mrs. Small reported it will go on the January agenda.
- **Personnel and Policy Committee** - Mr. Stewart reported the Committee met on December 4, 2023 and discussed open employment positions, school store EDP, mandated policies, the benefits of having public meetings recording available on the website, students attending choice and charter schools, and policy and regulation review. Further, the Committee met on December 18, 2023 prior to the Board meeting to discuss an increase in the substitute aide rate of pay.
  - ❖ Mrs. Poulas explained the purpose of a Minority Report.
  - ❖ Mr. Terpstra provided a Minority Report in which he explained his disagreement on the Committee’s stance regarding Policy 0167.
  - ❖ Mrs. Gould inquired about the history of the public participation policy.
  - ❖ Mrs. Wildermuth reported the explanation in the Minority Report has made her wonder how other districts are handling this.
  - ❖ Mr. Terpstra highlighted the recordings of board meetings will be available online, per the retention period. He thanked the Committee for agreeing to make this available.

At this time, the following motion was read:

Motion by Mrs. Grater, seconded by Mrs. Small to Table Agenda Item O.1, First Reading of Bylaws, Policies, and Regulations.

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

- ❖ Mrs. Perez inquired how the substitute rate was determined.
- **Building Needs and Finance Committee** - Mrs. Gould reported the Committee met on December 5, 2023 and discussed the audit fees, an update on the Milton School Building, White Rock/Stanlick Library donations, history of S2, cost of moving 5th grade to middle school and available space at Cozy Lake and Briggs schools, a rate increase for police and the district’s ability to use armed security guards as needed, 2024-2025 budget updates, and the district’s health benefits transition.
- Education Services Commission - Mrs. Perez reported the Commission underwent the required annual audit, received a pest management citation, noted an increase in districts asking for CST coverage, however, they can no longer fill that role, and transportation contracts. January’s meeting will include a review of rates.

- Morris County School Boards Association - Mr. Stewart reported he attended the County SBA meeting where they made a presentation on boardsmanship.
- New Jersey School Board Association - Mr. Terpstra noted he attended the delegate assembly and reported each member district can send one member to vote on resolutions and reviewed the 5 items voted on at the assembly.

**K. MINUTES OF MEETINGS**

Motion by Mrs. Small, seconded by Mr. Stewart, that the Executive Session minutes of the November 20, 2023 meeting be approved as submitted:

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

Motion by Mrs. Small, seconded by Mrs. Grater, that the Regular Meeting minutes of the November 20, 2023 meeting be approved as submitted:

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

Motion by Mr. Stewart, seconded by Mrs. Small, that the Executive Session (2) Meeting minutes of the November 20, 2023 meeting be approved as submitted:

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

**L. FINANCE AND BUILDING NEEDS**

Motion by Mrs. Gould, seconded by Mr/ Terpstra, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.12, as described below:

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

Mr. Stewart had a question on item L.7. Both Mrs. Howe and Mrs. Giacchi responded.

- L.1** Motion to approve the purchase order list dated November 2023 in the amount of \$515,994.15.
- L.2** Motion to approve the vendors’ bills list for release, on or after December 19, 2023, in the amount of \$472,670.76.
- L.3** Motion to approve the check register as of November 2023 in the amount of \$6,884,176.95.

| Fund                       | Amount         |
|----------------------------|----------------|
| General Fund (10)          | \$6,430,997.39 |
| Special Revenue Funds (20) | \$444,253.02   |
| Referendum Fund (30)       | \$8,926.54     |
| Total                      | \$6,884,176.95 |

- L.4** Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated November 30, 2023, in the amount of \$245,171.40.
- 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, as of November 30, 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).
- L.6** Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of October 31, 2023, 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 sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- L.7** Motion to approve the Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist for the 2023-2024 school year.
- L.8** Motion to approve the proposal from Parette Somjen Architects, LLC, in the amount of \$150,300, excluding reimbursable expenses not to exceed \$11,300, to provide professional services for the roof replacement project at the White Rock Elementary School, partially funded by a ROD grant.
- L.9** Motion to approve Change Order #01 in the amount of (\$13,472.24) to Sky General Construction for modifications to the original scope of work for the Roof Replacement at Cozy Lake School, resulting in an overall reduction of \$13,472.24, as described below:

|                              |                      |
|------------------------------|----------------------|
| Original Contract Amount     | \$ 714,000.00        |
| Change Order #01             | \$ (13,472.24)       |
| Original Allowance           | \$ 80,000.00         |
| <b>Final Contract Amount</b> | <b>\$ 700,527.76</b> |

- L.10** Motion to accept the following donations in accordance with Policy 7230, Gifts, Grants and Donations.

| Item/Purpose   | Grantor                                 | Amount     |
|--|---|------------|
| 2023 Fall Teacher Grants                                 | Jefferson Township Education Foundation | \$2,186.02 |
| To benefit the White Rock Elementary School Library      | 6.25 Foundation                         | \$3,033.00 |
| To benefit the Arthur Stanlick Elementary School Library | 6.25 Foundation                         | \$3,033.00 |

- L.11** Motion to approve **Interlocal Vehicle Sale Agreement** between the Hunterdon County Educational Services Commission and the Jefferson Township Board of Education to auction two (2) school buses. (*Appendix A*)

- L.12** 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 B, 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*, 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*, the expense is justified and therefore reimbursable (*Appendix B*).

**M. PERSONNEL**

Motion by Mrs. Grater, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.4, as described below:

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

\*Mrs. Gould abstained from item M.4.

**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.)

| A. PERSONNEL  |                   |   |           |                   |                       |                |              |  |
|---|-------------------|---|-----------|-------------------|-----------------------|----------------|--------------|--|
| Name  | Nature of Action  | Position/Control Number                           | Deg/ Step | Salary            | Loc.                  | Date Effective | Date Termin. | Discussion                               |
| Arias, Cassandra<br>11-000-219-104-003 (.2)<br>11-000-219-104-006 (.4)<br>20-218-200-104-003 (.4)   | Resignation       | School Social Worker<br>CST-EL-SCSW-AL-01         |           |                   | Briggs/<br>White Rock | 1/22/24        |              |  |
| Cahill, Kevin<br>11-000-270-160-000   | Rescind           | School Bus Driver                                 |           |                   | Transportation        | 12/4/23        |              |  |
| Costigan, Samantha<br>11-000-219-104-003 (.2)<br>11-000-219-104-006 (.4)<br>20-218-200-104-003 (.4) | Appoint           | School Psychologist<br>CST-DW-PSYC-AL-02          | MA+15/1   | \$60,060          | Briggs/<br>White Rock | 1/22/24        | 6/30/24      | Replacing C. Arias                       |
| D’Antoni-Smeilus, Tara<br>11-000-217-106-007  | Extra Hours       | Special Education Aide<br>AID-MS-SPED-MS-04       |           | \$25.75/hr.       | JTMS                  | 12/13/23       | 3/27/24      | Not to exceed 16 hours for Crafters Club |
| D’Antoni-Smeilus, Tara<br>11-000-270-107-000  | Appoint           | Transportation Aide                               |           | \$25.42/hr.       | Transportation        | 12/13/23       | 3/27/24      | Not to exceed 16 hours for CraftersClub  |
| Duda, Cathay<br>11-120-100-101-290  | Appoint           | Teacher (LTS)<br>TCH-WR-SPED-ES-07                |           | \$283.80/<br>diem | White Rock            | 1/4/24         | 2/5/24       | Covering #2202                           |
| Flannery, Amanda<br>11-216-100-106-003  | Appoint           | Special Education Aide<br>AID-BAR-PRSC-PK-14      | 1         | \$24.63/hr.       | Briggs                | 12/18/23       | 6/30/24      | New position, PSE                        |
| Gage, Victoria<br>11-000-216-101-007 (.6)<br>11-000-216-101-005 (.4)                                | Schedule Change   | Speech Language<br>Therapist<br>CST-DW-SPCH-AL-02 |           |                   | JTMS/Cozy<br>Lake     | 12/18/23       | 6/30/24      |  |
| Giegerich, Danielle<br>11-000-216-101-003   | Schedule Change   | Speech Language<br>Therapist<br>CST-DW-SPCH-AL-04 |           |                   | Briggs                | 12/18/23       | 6/30/24      |  |
| Headley, Susan<br>11-120-100-101-290  | Adjusted End Date | Teacher (LTS)<br>TCH-WR-ELEM-03-01                |           | \$283.80/<br>diem | White Rock            |                | 1/31/24      | Covering #1679                           |
| Hollander, Susan<br>11-000-217-106-008  | Appoint           | Special Education Aide<br>AID-HS-SPED-HS-19       | 1         | \$24.63/hr.       | JTHS                  | 1/2/24         | 6/30/24      |  |

| <b>A. PERSONNEL</b>   |                                     |  |                  |                   |                   |                       |                     |   |
|---|-------------------------------------|--|------------------|-------------------|-------------------|-----------------------|---------------------|---|
| <b>Name</b>   | <b>Nature of Action</b>             | <b>Position/Control Number</b>                 | <b>Deg/ Step</b> | <b>Salary</b>     | <b>Loc.</b>       | <b>Date Effective</b> | <b>Date Termin.</b> | <b>Discussion</b>   |
| Josipowich, Saundra<br>11-140-100-101-290                             | Appoint                             | Teacher (LTS)<br>TCH-HS-FCST-HS-01             |                  | \$283.80/<br>diem | JTHS              | 9/1/23                | 1/31/24             | Covering #893, not to exceed 2 days/week                        |
| Kelly, Rachel<br>11-000-222-104-290                                   | Appoint                             | Media Specialist (LTS)<br>TCH-HS-MDIA-HS-01    |                  | \$283.80/<br>diem | JTHS              | 1/19/24               | 6/30/24             | Covering #3324, not to exceed 1 day/week                        |
| Kielty, Shawn<br>11-000-222-104-290                                   | Appoint                             | Media Specialist (LTS)<br>TCH-HS-MDIA-HS-01    |                  | \$283.80/<br>diem | JTHS              | 1/16/24               | 3/28/24             | Covering #3324, not to exceed 4 days/week                       |
| Maynard, Alyce<br>11-213-100-106-006                                  | Schedule Change                     | Special Education Aide<br>AID-WR-SPEC-ES-19    |                  |                   | White Rock        | 12/18/23              | 6/30/24             | Not to exceed 7.25 hrs./day, Tuesday off                        |
| Moore, Heather<br>11-000-217-106-006                                  | Schedule Change                     | Special Education Aide<br>AID-WR-SPED-ES-07    |                  |                   | White Rock        | 12/18/23              | 6/30/24             | Not to exceed 7.25 hrs./day, Wednesday off                      |
| Price, Mathew<br>11-000-217-106-005                                   | Rescind                             | Special Education Aide<br>AID-CL-PRSC-PK-13    |                  |                   | Cozy Lake         | 12/1/23               |                     |   |
| Silverstein, Patricia<br>11-140-100-101-290                           | Adjusted End Date                   | Teacher (LTS)<br>TCH-HS-FCST-HS-01             |                  | \$283.80/<br>diem | JTHS              |                       | 1/31/24             | Covering #893, not to exceed 3 days/week                        |
| Skrek, Nicole<br>11-140-100-101-290                                   | Adjusted End Date                   | Teacher (LTS)<br>TCH-HS-FCST-HS-02             |                  | \$283.80/<br>diem | JTHS              |                       | 3/24/24             | Covering #1636  |
| Spencer, Cheryl<br>11-000-216-101-001 (.8)<br>11-000-216-101-008 (.2) | Schedule Change/Account Code Change | Speech Language Therapist<br>CST-DW-SPCH-AL-03 |                  |                   | JTHS/<br>Stanlick | 12/18/23              | 6/30/24             |   |
| Tice, Cassandra*<br>11-110-100-101-290                                | Appoint                             | Teacher (LTS)<br>TCH-CL-ELEM-KG-03             |                  | \$283.80/<br>diem | Cozy Lake         | 12/13/23              | 3/15/24             | Covering #1413  |
| Tierney, Christina<br>11-214-100-106-005                              | Appoint                             | Special Education Aide<br>AID-CL-PRSC-PK-13    | 1                | \$24.63/hr.       | Cozy Lake         | 1/3/24                | 6/30/24             | Replacing M. Price  |
| Vander Linden, Tiffany<br>11-000-217-106-001                          | Appoint                             | Special Education Aide<br>AID-ST-SPED-ES-05    | 1                | \$24.63/hr.       | White Rock        | 12/4/23               | 6/30/24             | Replacing G. DePalma  |
| #1636   | Medical Leave/<br>Adjusted Dates    | TCH-HS-FCST-HS-02                              |                  |                   | JTHS              | 12/29/23              | 12/21/23            | Utilizing 52 Personal Illness, 2.5 Personal, 2 Family Illness   |
| #1636   | Family Leave/<br>Adjusted Dates     | TCH-HS-FCST-HS-02                              |                  |                   | JTHS              | 1/1/24                | 3/24/24             | Unpaid  |
| #3324   | Medical Leave/<br>Adjusted Dates    | TCH-HS-MDIA-HS-01                              |                  |                   | JTHS              | 1/16/24               | 3/21/24             | Utilizing 20 Personal Illness, 4 Family Illness, balance unpaid |
| #3324   | Family Leave/<br>Adjusted Dates     | TCH-HS-MDIA-HS-01                              |                  |                   | JTHS              | 3/22/24               | 6/30/24             | Unpaid  |

\*Requires mentoring

| <b>B. SUBSTITUTES/OTHER</b> |                         |                                       |                 |                       |                     |                   |
|-----------------------------|-------------------------|---------------------------------------|-----------------|-----------------------|---------------------|-------------------|
| <b>Name</b>                 | <b>Nature of Action</b> | <b>Position</b>                       | <b>Location</b> | <b>Date Effective</b> | <b>Date Termin.</b> | <b>Discussion</b> |
| Averango, Angel             | Appoint                 | Substitute Bus Driver                 | District        | 12/4/23               | 6/30/24             |                   |
| Cappello, Stephanie         | Appoint                 | Substitute Aide                       | District        | 12/14/23              | 6/30/24             |                   |
| Connors, Jennifer           | Appoint                 | Substitute Teacher                    | District        | 12/12/23              | 6/30/24             |                   |
| Cuervo, Nicole              | Appoint                 | Substitute Teacher, Substitute Aide   | District        | 12/1/23               | 6/30/24             |                   |
| DeBrito, Kayla              | Appoint                 | Substitute Aide                       | District        | 12/19/23              | 6/30/24             |                   |
| Demario, Victoria           | Appoint                 | Substitute Aide                       | District        | 12/12/23              | 6/30/24             |                   |
| Edge, Thomas                | Appoint                 | Substitute Teacher, Substitute Aide   | District        | 12/12/23              | 6/30/24             |                   |
| Federico, Nicholas          | Appoint                 | Substitute Teacher                    | District        | 12/6/23               | 6/30/24             |                   |
| Fitzgerald, Cole            | Appoint                 | Substitute Aide                       | District        | 11/22/23              | 6/30/24             |                   |
| Fleming, Michael            | Appoint                 | Substitute Teacher, Substitute Aide   | District        | 11/29/23              | 6/30/24             |                   |
| Forrester, Sharon           | Appoint                 | Substitute Aide                       | District        | 12/5/23               | 6/30/24             |                   |
| Knox, John                  | Appoint                 | Substitute Aide                       | District        | 12/13/23              | 6/30/24             |                   |
| Kula, Caroline              | Appoint                 | Substitute Teacher                    | District        | 12/12/23              | 6/30/24             |                   |
| Moore, Heather              | Appoint                 | Substitute Aide                       | District        | 12/11/23              | 6/30/24             |                   |
| Myslinski, Ryan             | Appoint                 | Bedside Instruction                   | District        | 12/5/23               | 6/30/24             |                   |
| Paccioretti, Kate           | Appoint                 | Substitute Aide, Substitute Teacher   | District        | 12/7/23               | 6/30/24             |                   |
| Paz, Sarah                  | Appoint                 | Substitute Teacher, Substitute Aide   | District        | 12/7/23               | 6/30/24             |                   |
| Reed, Kimberly              | Appoint                 | Substitute Aide, Substitute Secretary | District        | 12/6/23               | 6/30/24             |                   |
| Risko, Noreen               | Appoint                 | Substitute Administrator              | District        | 12/8/23               | 6/30/24             |                   |
| Snow, Kaya                  | Appoint                 | Substitute Teacher, Substitute Aide   | District        | 12/12/23              | 6/30/24             |                   |
| Weimann, Jason              | Appoint                 | Substitute Aide                       | District        | 12/13/23              | 6/30/24             |                   |
| Wisniewski, Leslie          | Appoint                 | Substitute Teacher                    | District        | 12/11/23              | 6/30/24             |                   |

| C. EXTRA DUTY PAY                     |                  |                               |       |          |            |                |              |              |
|---------------------------------------|------------------|-------------------------------|-------|----------|------------|----------------|--------------|--------------|
| Name                                  | Nature of Action | Position                      | Level | Rate     | Loc.       | Date Effective | Date Termin. | Discussion   |
| <b>HIGH SCHOOL 11-401-100-101-008</b> |                  |                               |       |          |            |                |              |              |
| Snow, Kaya*                           | Appoint          | Spring Musical: Choreographer | 2     | \$1,479  | JTHS       | 1/1/24         | 4/30/24      |              |
| <b>STANLICK 11-401-100-101-001</b>    |                  |                               |       |          |            |                |              |              |
| Inclendon, Emily                      | Rate Adjustment  | TREPS                         | 2     | \$1,479  | Stanlick   | 11/20/23       | 6/30/24      | Full stipend |
| <b>BRIGGS 11-401-100-101-003</b>      |                  |                               |       |          |            |                |              |              |
| Brennan, Katlyn                       | Appoint          | Lego Club (1 of 2)            | 2     | \$739.50 | Briggs     | 12/19/23       | 6/30/24      |              |
| Vera, Cali                            | Appoint          | Lego Club (2 of 2)            | 2     | \$739.50 | Briggs     | 12/19/23       | 6/30/24      |              |
| <b>WHITE ROCK 11-401-100-101-006</b>  |                  |                               |       |          |            |                |              |              |
| Platz, Barbara                        | Rate Adjustment  | TREPS                         | 2     | \$1,479  | White Rock | 11/20/23       | 6/30/24      | Full stipend |

| D. 2023-2024 SCHOOL YEAR COACHING STAFF |                       |                        |       |         |           |         |          |                |              |
|---|-----------------------|------------------------|-------|---------|-----------|---------|----------|----------------|--------------|
| Name                                    | Nature of Action      | Position               | Level | Base    | Longevity | Salary  | Location | Date Effective | Date Termin. |
| <b>WINTER</b>                           |                       |                        |       |         |           |         |          |                |              |
| Coveny, Brandon*                        | Appoint               | Volunteer - Wrestling  | -     | \$0     | \$0       | \$0     | JTHS     | 11/2/23        | 3/24/24      |
| <b>SPRING</b>                           |                       |                        |       |         |           |         |          |                |              |
| Bruseo, Darren                          | Appoint               | Head Track (Boys)      | 3     | \$8,123 | \$600     | \$8,723 | JTHS     |                |              |
| Cannarozzi, Katelyn                     | Appoint               | Head Lacrosse (Girls)  | 3     | \$8,123 | \$150     | \$8,273 | JTHS     |                |              |
| Chapman, Shannon                        | Appoint               | Head Track (Girls)     | 3     | \$8,123 | \$400     | \$8,523 | JTHS     |                |              |
| Kalish, Jason                           | Appoint               | Head Baseball          | 3     | \$8,123 | \$550     | \$8,673 | JTHS     |                |              |
| Machak, Kendall                         | Appoint               | Athletic Trainer       | -     | \$2,187 | -         | \$2,187 | JTHS     |                |              |
| Morris, Tyler                           | Level/Rate Adjustment | Head Golf              | 3     | \$5,611 | \$250     | \$5,861 | JTHS     | 3/10/24        | 6/8/24       |
| Pearce, Amy                             | Appoint               | Head Softball          | 3     | \$8,123 | \$150     | \$8,273 | JTHS     |                |              |
| Reid, James                             | Appoint               | Head Lacrosse (Boys)   | 3     | \$8,123 | \$600     | \$8,723 | JTHS     |                |              |
| Rose, Gino                              | Appoint               | Head Volleyball (Boys) | 3     | \$8,123 | \$550     | \$8,673 | JTHS     |                |              |
| Thide, Jeremy                           | Level/Rate Adjustment | Head Golf              | 3     | \$5,611 | \$250     | \$5,861 | JTHS     | 3/10/24        | 6/8/24       |
| Venturino, Gerald                       | Appoint               | Weight Room (Spring)   | -     | \$2,877 | -         | \$2,877 | JTHS     |                |              |

\* Out of district

**M.2** Motion to approve the following corrections to the November 20, 2023 Minutes, Personnel Section  
M.1 - B. Substitutes/Other:

| Name               | Nature of Action | Position        | Location | Date Effective | Date Termin. | Discussion                       |
|--------------------|------------------|-----------------|----------|----------------|--------------|----------------------------------|
| Buccino, Josephine | Appoint          | Substitute Aide | District | 12/15/23       | 6/30/24      | Corrected spelling of first name |

**M.3** Motion to approve the following job description:

- School Store EDP

**M.4** Motion to establish the rate of pay for the following positions, effective January 1, 2024:

| Position        | Rate        |
|-----------------|-------------|
| Substitute Aide | \$21.00/hr. |

**N. EDUCATION**

Motion by Mrs. Small, seconded by Mrs. Grater, to accept the recommendation of the Superintendent to approve and adopt motions N.1 through N.7, as described below:

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

**N.1** Motion to affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for October 16, 2023 through November 20, 2023.



**N.2** Motion to approve and accept the American Rescue Plan Safe Return Plan. *(Comment taken during Public Comment - Section H.)*

**N.3** Motion to approve the **Uniform State Memorandum of Agreement** between Educational and Law Enforcement Officials for school year 2023-2024.

**N.4** Motion to approve student placement for the 2023-2024 school year, as indicated below plus related services as needed:

| Local ID   | School                                      | Tuition     | Effective        |
|------------|---|-------------|------------------|
| 6985600911 | Northern Hills Academy                      | \$40,619.20 | 1/2/24-6/30/24   |
| 2594100598 | Morristown High School                      | \$16,801.00 | 9/18/23-6/30/24  |
| 7949021065 | Morris School District/Sussex Avenue School | \$13,556.90 | 10/30/23-6/30/24 |

**N.5** Motion to accept tuition rates for student placement at the Sussex County Charter School for Technology for the 2023-2024 school year (September 1, 2023 – June 30, 2024), as indicated below:

| Student ID   | # of Students Days | Tuition            |
|--|--------------------|--------------------|
| 9518483450   | 180                | \$19,044.60        |
| 9518718906   | 180                | \$19,044.60        |
| 6208698765   | 180                | \$19,044.60        |
| 4737100464   | 180                | \$19,044.60        |
| 8404540083   | 180                | \$19,044.60        |
| <b>Sussex County Charter School Campus Tuition Total</b> |                    | <b>\$95,223.00</b> |

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

| School/Group/Activity                                      | Location              |
|--|-----------------------|
| JTMS Select Chorus   | Lake Hopatcong, NJ    |
| Stanlick Elementary School, Grades 1-4 (select students)   | Lake Hopatcong, NJ    |
| White Rock Elementary School, Grades 1-5 (select students) | Lake Hopatcong, NJ    |
| JTHS Robotics Club   | Milburn, NJ           |
| JTHS Robotics Club   | Sparta, NJ            |
| JTHS CBI (Community Based Instruction)                     | Oak Ridge, NJ         |
| JTHS Student Council                                       | Madison, NJ           |
| JTHS Robotics Club   | Monmouth Junction, NJ |
| JTHS CBI (Community Based Instruction)                     | Randolph, NJ          |
| JTHS Transition Education Program Students                 | Denville, NJ          |
| JTHS Transition Education Program Students                 | Randolph, NJ          |
| Stanlick Elementary School, Grade 2                        | Easton, PA            |
| Cozy Lake Elementary School, Grade K                       | West Orange, NJ       |
| White Rock Elementary School, Grade 4                      | Fort Hancock, NJ      |
| Briggs Elementary School, Pre K 4                          | Green Township, NJ    |
| White Rock Elementary School, Grade 5                      | Jersey City, NJ       |
| Stanlick Elementary School, Grade 4                        | Fort Hancock, NJ      |

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

| School/Group/Activity         | Location          |
|-------------------------------|-------------------|
| JTHS Wrestling Tournament     | Atlantic City, NJ |
| JTMS 8th Grade Promotion Trip | Philadelphia, PA  |

**O. POLICY**

Motion by Mrs. Grater, seconded by Mrs. Small, to accept the recommendation of the Superintendent to approve motion O.2, as described below:

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mr. Terpstra

Aye Mrs. Grater

Aye Mrs. Small

Aye Mrs. Wildermuth, *Vice President*

Absent Mr. Natale

Aye Mr. Stewart

Aye Mrs. Poulas, *President*

Mr. Stewart clarified the reason for the proposed policy change on the agenda.

**Tabled to January 2024**

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

| File Code | Title                                  | Action |
|-----------|--|--------|
| 0167P     | Public Participation in Board Meetings | RV     |

**FILE CODE KEY:** B - Bylaw P - Policy M - Mandate R - Regulation

**ACTION KEY:** N - New RV - Revised A - Abolish

**O.2** Motion to approve the Second Reading of the following Bylaws, Policies and Regulations *(available on district website for review)*:

| File Code | Title                  | Action |
|-----------|------------------------|--------|
| 5130R     | Withdrawal From School | RV     |

**FILE CODE KEY:** B - Bylaw P - Policy M - Mandate R - Regulation

**ACTION KEY:** N - New RV - Revised A - Abolish

**P. RECOGNITION OF REPORTS**

Upon the recommendation of the Superintendent, the Board recognizes the reported Harassment, Intimidation and Bullying Incidents (HIB) for the period of November 21, 2023 through December 18, 2023.

| School                       | Incidents Reported | Confirmed Incidents | Unconfirmed Incidents |
|------------------------------|--------------------|---------------------|-----------------------|
| Ellen T. Briggs              | 0                  | 0                   | 0                     |
| Arthur Stanlick              | 0                  | 0                   | 0                     |
| Cozy Lake                    | 0                  | 0                   | 0                     |
| White Rock                   | 0                  | 0                   | 0                     |
| Jefferson Twp. Middle School | 1                  | 0                   | 1                     |
| Jefferson Twp. High School   | 5                  | 0                   | 5                     |

**Enrollment as of 11/30/23:**

|                           | Nov. 2022 | Nov. 2023 |
|---------------------------|-----------|-----------|
| Grades PreK               | 76        | 242       |
| Grades K-5                | 1,006     | 1,046     |
| Grades 6-8                | 579       | 565       |
| Grades 9-12               | 875       | 838       |
| TOTAL                     | 2,536     | 2,691     |
| Tuition students received | 0         | 1         |
| Out-of-district placement | 26        | 20        |

*Reporting of enrollment has been modified and includes an additional 10 pre-k classrooms for school year 2023-2024.*

**Q. COMMUNICATIONS**

- None

**R. PUBLIC COMMENTS *(Public participation shall be governed by Bylaw 0167, as outlined in Agenda Section H).***

- An audience member thanked the Board for their service and had a few questions regarding the availability of rooms at Stanlick and White Rock Schools. She also noted that just because other districts have grades 5-8 or k-8 grouped together, it does not mean they are good, and finally, she expressed that the cell phone policy should be addressed.

Mrs. Howe addressed the questions.

**S. OLD BUSINESS**

- None

**T. NEW BUSINESS**

- Mrs. Grater asked when the Stakeholder survey would be disbursed. Mrs. Howe noted it would be sent prior to the holiday break and a reminder would be sent out about the survey deadline in early January 2024.
- Mrs. Gould asked why the survey is being sent to the K-5 population only. She also inquired if there would be any cost impact if the grades were leveled or students grouped, noting this topic should be brought to the Education Committee. Lastly, Mrs. Gould requested the phone policy be revisited for Middle and High School students.
- Mrs. Wildermuth requested the Education Committee review the middle school honors programs.

**U. CLOSED SESSION**

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

**V. ADJOURN**

Motion by Mrs. Gould, seconded by Mrs. Grater, to adjourn the meeting at 10:39 PM.

Aye Mrs. Gould

Aye Mrs. Grater

Absent Mr. Natale

Aye Mrs. Perez

Aye Mrs. Small

Aye Mr. Stewart

Aye Mr. Terpstra

Aye Mrs. Wildermuth, *Vice President*

Aye Mrs. Poulas, *President*



### Hunterdon County Educational Services Commission

37 Hoffmans Crossing Road

Califon, New Jersey 07830

Phone: (908)439-4280 Fax: (908) 975-3753

Corinne Steinmetz, Superintendent  
Heidi Gara, SBA/Board Secretary

#### Interlocal Vehicle Sale Agreement

This Agreement is made this 18th day of December 2023, between the **HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION (HCESC)**, which has administrative offices at 37 Hoffmans Crossing Road, Califon, NJ 07830, and:

The **JEFFERSON TOWNSHIP PUBLIC SCHOOLS (BOE)**, which has offices at 31 Route 181, Lake Hopatcong, NJ 07849. In consideration of the mutual promises and covenants contained herein, in accordance N.J.S.A. 40A:65-1, et seq. and N.J.S.A. 18A:6-51, et seq., the parties hereto agree as follows:

**CONSIGNMENT & PROMOTION BY HCESC:**

- Vehicle(s) will be available upon appointment for viewing by the selling district.
- HCESC will promote the sale of above listed vehicle(s) to other BOE's, private contractors, brokers, or any other qualified buyer.
- HCESC will include the above listed vehicle(s) in our next HCESC BOE Sale of Transportation Vehicles Bid, advertising the sale of vehicle(s), and collect sealed bids from private bids to be opened at our Administration Office, as advertised.
- HCESC will actively promote the above listed vehicle(s) to other BOE's prior to and during the official public sale period. In the event the above listed vehicle(s) sell to another BOE prior to the sale, we will remove the affected buses from the public sale.
- HCESC will collect a 10% commission from the buyer of the overall agreed sales price at the time the offer is accepted, and the Buyer will provide certified funds to the seller 100% of the overall accepted top bid. HCESC will promptly issue invoicing on the behalf of the seller and help coordinate pickup of the vehicle(s) between buyer and seller.
- BOE will be presented all offers received by HCESC and BOE will authorize acceptance, counter, or decline of each offer.
- In an effort to protect the promotional costs and efforts of HCESC, if all offers presented to BOE-owner of vehicle(s) are rejected, HCESC reserves the right to collect a 10% sales commission on subsequent sale of this/these vehicle(s) if the sale is the result of promotion efforts of HCESC (i.e. an HCESC-generated lead) for up to three months from the ending date of this agreement.
- It is recommended that the BOE-owner remove vinyl lettering specific to the selling district & district's location before the vehicle is released to the successful bidder. Sellers MUST NOT paint over the lettering, or deface the vehicle in any way which will hurt the resale value of the vehicle.
- 2-Way Radios, Camera Systems, Automatic Tire Chain Systems may be removed by the seller prior to sale of buses if written notice is provided to HCESC prior to publication of the bid packet.
- Selling district's lettering and number shall be removed by the seller in a manner that won't damage the exterior finish of the bus, and WILL NOT spray paint over such lettering.

**DESCRIPTION OF VEHICLE(S) ATTACHED. PLEASE SEE EXHIBIT "A"**

This is to certify by signature that both parties agree to the terms set forth, as noted above:

**JEFFERSON TOWNSHIP PUBLIC SCHOOLS BOE**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Rita Oroho Giacchi, Business Administrator/Board Secretary PHONE # 973-663-5782 x5010

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Heidi Gara, School Business Administrator PHONE # 908-439-4280 x4503

**EXHIBIT A. DESCRIPTION OF VEHICLE(S)**

| <u>Unit</u> | <u>VIN #</u>      | <u>Brand/Chassis, Style, Model</u> | <u>YEAR</u> | <u># Pass</u> | <u>ENGINE</u>                        | <u>MILES</u> |
|-------------|-------------------|------------------------------------|-------------|---------------|--------------------------------------|--------------|
| 15          | 4DRBUAAP6AB227824 | IC CE Conventional Bus             | 2010        | 54            | IC DT466<br>Inline 6<br>Turbo Diesel | 140,426      |
| 16          | 4DRBUAAP8AB227825 | IC CE Conventional Bus             | 2010        | 54            | IC DT466<br>Inline 6<br>Turbo Diesel | 148,873      |

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 |
|-------------------|--------------------------|-------------------|--|---------------------|------------------------|-------------------|------------------|----------------------|--|---------------|
| Guagenti, Alyssa  | Mar. 21, 2024            | Monroe, NJ        | Harnessing the Power of AI: Enhancing Policies, Procedures, and Pedagogy | \$150.00            | -                      | -                 | -                | \$67.68              | -  | \$217.68      |
| Perrulli, Tricia  | Jan. 22 - Mar. 11, 2024* | Virtual           | Transporting Students with Disabilities                                  | \$668.00            | -                      | -                 | -                | -                    | -  | \$668.00      |
| Perrulli, Tricia  | Mar. 18 - May 23, 2024*  | Virtual           | Management and Supervisory Skills  | \$853.00            | -                      | -                 | -                | -                    | -  | \$853.00      |
| Platz, Barbara    | Apr. 12, 2024            | West Windsor, NJ  | NJAGC Conference 2024: Gifted Education Advocating for Joyful Growth     | \$234.00            | -                      | -                 | -                | \$38.87              | -  | \$272.87      |
| Tiedemann, Robert | Feb. 22, 2024            | Atlantic City, NJ | NJMEA State Conference   | \$195.00            | -                      | -                 | -                | \$133.48             | -  | \$328.48      |
| Williams, Kristin | Jan. 25-26, 2024         | Virtual           | Comprehensive Assessment for Intervention                                | \$295.00            | -                      | -                 | -                | -                    | -  | \$295.00      |

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

*\*Classes are one evening per week.*