

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Tuesday, February 20, 2024 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. \_\_\_\_\_, 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>
	_____ Ashley Hecht, Student Representative	
	_____ Nicholas Roberts, 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 20th day of February, 2024 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

**F. PRESENTATIONS**

- School Board Member Recognition Month - Student Council Co-Presidents Stephanie Ragrag and Rohil Tailor
- Budget Series: Unfunded Mandates - Dr. Roger Jinks, Jr., Assistant Superintendent
- JTHS Academy Acceptance Recognitions - Mrs. Maria Dunbar, Business and Finance Academy Supervisor, and Mr. Derek Sica, Multimedia, Broadcasting & Journalism Academy Supervisor
- SSDS Period One Reporting (September 1, 2023 through December 31, 2023) - Mrs. Jeanne Howe, Superintendent

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

Public participation shall be governed by the following rules (per Bylaw 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 Annual Organization Meeting minutes of the January 2, 2024 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 16, 2024 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 Regular Meeting minutes of the January 16, 2024 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.15, 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 2024 in the amount of \$1,452,091.38.

**K.2** Motion to approve the vendors’ bills list for release, on or after February 21, 2024, in the amount of \$757,837.75.

**K.3** Motion to approve the check register as of January 2024 in the amount of \$5,747,834.99.

Fund	Amount
General Fund (10)	\$5,336,798.57
Special Revenue Funds (20)	\$411,036.42
Total	\$5,747,834.99

**K.4** Motion to approve the funds transfers in the 2023-2024 Fiscal Year, dated January 31, 2024, in the amount of \$782,255.60.

**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, as of January 31, 2024, 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), as of December 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.

**K.7** RESOLVED, that the Jefferson Township Board of Education authorizes the execution and delivery of the following Grant Agreement:

- Project: White Rock Roof Replacement
- DOE Project #: 2380-070-23-R501
- SDA Project #: 2380-070-23-G5JX
- Grant #: G5-6661
- Total Project Cost: \$1,892,200
- Grant Amount: \$756,880

**K.8** RESOLVED, that the Jefferson Township Board of Education authorizes the delegation of authority to the School Business Administrator for supervision of the following School Facilities Project:

- Project: White Rock Roof Replacement
- DOE Project #: 2380-070-23-R501
- SDA Project #: 2380-070-23-G5JX
- Grant #: G5-6661
- Total Project Cost: \$1,892,200
- Grant Amount: \$756,880

**K.9** Motion to participate in Joint Transportation Agreement between Sparta Board of Education and Jefferson Township Public Schools to provide transportation for various athletic and field trips for the 2023-2024 school year.

**K.10** Motion to accept funding of \$63,913 from the New Jersey Department of Education for FY24 Emergent and Capital Maintenance needs.

**K.11** Motion to designate the source of funding for the following individuals as funded from the American Rescue Plan (ARP)/ESSER III grant:

EXTRA DUTY PAY 20-490-100-101-001								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Incedon, Emily	Appoint	TREPS	2	\$739.50	Stanlick	11/20/23	6/30/24	
Keyser, Rebecca	Appoint	Reading/Book Club	2	\$1,479	Stanlick	11/20/23	6/30/24	
Brennan, Jessica	Appoint	STEM Club (1 of 2)	2	\$739.50	Stanlick	11/20/23	6/30/24	

EXTRA DUTY PAY 20-490-100-101-006								
Name	Nature of Action	Position	Level	Salary	Location	Date Effective	Date Termin.	Discussion
Rowe, Kristie	Appoint	Homework Club	2	\$1,479	White Rock	11/20/23	6/30/24	
Platz, Barbara	Appoint	TREPS	2	\$1,479	White Rock	11/20/23	6/30/24	
Eskow, Teresa	Appoint	Student Empowerment (1 of 2)	2	\$739.50	White Rock	11/20/23	6/30/24	
Rourke, Colleen	Appoint	Student Empowerment (2 of 2)	2	\$394	White Rock	11/20/23	6/30/24	Partially funded by Grant

**K.12** Motion to accept the 2023-2024 Stabilization Aid in the amount of \$118,320, to be allocated for classroom salaries.

**K.13** Motion to approve contract with Prevention Specialists Incorporated to perform random drug testing on transportation personnel, per Department of Transportation guidelines, effective through June 30, 2025.

**K.14** Motion to accept the following donations in accordance with Policy 7230, Gifts, Grants, and Donations:

Item/Purpose	Grantor	Amount
JTHS Girls Lacrosse Uniforms	Jefferson Girls Lacrosse Parents Association	\$2,984.10
Cheryl Miskimon Memorial Humanities Scholarship	Ronald Cantoni	\$2,000
To benefit the White Rock Elementary School Library*	6.25 Foundation	\$5,033
To benefit the Arthur Stanlick Elementary School Library*	6.25 Foundation	\$5,033

*\*The donations were originally accepted at the December 18, 2023 meeting, however, the donor has graciously increased the gifted amount prompting the Board to re-accept the donation.*

**K.15** 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*, 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 A*).

**L. PERSONNEL**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 through L.4, 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	
Dr. Padelisky, Andrea, Ed.D 11-000-240-103-008	Stipend	Assistant Principal ADM-HS0ASPR-HS-02	\$4,000	JTHS	2/5/24	6/30/24	Earned doctorate	
B. PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Carroll, Patricia 11-120-100-101-290	Appoint	Teacher (LTS) TCH-ST-SPED-ES-07		\$283.80/ diem	Stanlick	3/4/24	6/30/24	Covering #1908
Duda, Cathy 11-120-100-101-290	Adjusted End Date	Teacher (LTS) TCH-WR-SPED-ES-07		\$283.80/ diem	White Rock	1/4/24	2/9/24	Covering #2202
Dworak, Audrey 11-213-100-101-001	Adjusted Start Date	Teacher - Special Education (.5) TCH-ST-SPED-ES-08			Stanlick	1/29/24	6/30/24	
Dworak, Audrey 11-213-100-101-007	Adjusted Start Date	Teacher- Special Education (.34) TCH-MS-SPED-MS-03			JTMS	1/29/24	6/30/24	
Dworak, Audrey 11-209-100-106-007	Adjusted Start Date	Special Education Aide AID-MS-SPED-MS-18			JTMS	1/29/24	6/30/24	
Frederick, Colleen 11-000-270-107-000	Appoint	Bus Aide AID-BD-TSPT-AL-17	1	\$24.30/hr.	Transportation	2/26/24	6/30/24	
Gauthier, Gerard 11-000-270-160-000	Retirement	School Bus Driver BUS-BD-TSPT-AL-10			Transportation	6/1/24		Retiring after over 4 years of service in district
Geise, Carmen 11-130-100-101-007	Appoint	Teacher (LTS) TCH-MS-WDLG-07-01		\$283.80/ diem	JTMS	1/17/24	3/15/24	Covering #3323, not to exceed 40 days
Gonzales, Sandra 11-214-100-106-006	Appoint	Special Education Aide (LTS) AID-WR-SPED-ES-25		\$24.63/hr.	White Rock	1/11/24	2/29/24	Covering #1955
Headley, Susan 11-120-100-101-290	Adjusted End Date	Teacher (LTS) TCH-WR-ELEM-03-01		\$283.80/ diem	White Rock		2/2/24	Covering #1679
Homer, Christopher 11-000-270-160-000	Appoint	Bus Driver BUS-BD-TSPT-AL-15	1	\$26.27/hr.	Transportation	2/20/24	6/30/24	
Johnson, Lori 11-230-100-101-006	Assignment Change	Teacher - Basic Skills TCH-WR-BSIP-ES-04			White Rock	2/5/24	6/30/24	Replacing R. Warner
Kiely, Shawn 11-000-222-104-290	Schedule Adjustment	Teacher (LTS) TCH-HS-MDIA-HS-01		\$283.80/ diem	JTHS	1/17/24	4/11/24	Not to exceed 40 days
Klaasen, Jill 11-000-219-104-007	Appoint	LDT-C CST-MS-LDTC-AL-04	MA+45/ 14	\$82,466	District	4/22/24	6/30/24	Replacing M. DiBartolo
Kosco, Karen 11-213-100-101-008	Retirement	Teacher TCH-HS-SPED-HS-12			JTHS	7/1/24		Retiring after 20 years of service in district
List, John 20-218-200-110-005 (.67) 11-000-262-100-260 (.33)	Retirement	Custodian CUS-CL-FACI-NA-02			Cozy Lake	7/1/24		Retiring after 26 years of service in district
Paccioretti, Kate 11-000-222-104-290	Appoint	Teacher (LTS) TCH-HS-MDIA-HS-01		\$283.80/ diem	JTHS	4/8/24	6/21/24	Not to exceed 40 days
Prebor, Anne 11-000-270-107-000	Schedule Adjustment	Bus Aide AID-BD-TSPT-AL-06			Transportation	3/1/24	6/30/24	Not to exceed 4.5 hrs./day
Senney, Tanya 11-120-100-101-001	Retirement	Teacher TCH-ST-ELEM-05-04			Stanlick	7/1/24		Retiring after over 20 years of service in district
Severino, Katelin 11-000-217-106-006	Resignation	Special Education Aide AID-WR-SPED-ES-27			White Rock	1/19/24		
Silverstein, Patricia 11-140-100-101-290	Adjusted End Date	Teacher (LTS) TCH-HS-FCST-HS-01		\$283.80/ diem	JTHS		6/30/24	Covering #893, not to exceed 3 days/week
Smith-Rinehart, Wendy 11-000-270-160-000	Schedule Adjustment	Bus Driver BUS-BD-TSPT-AL-22			Transportation	3/1/23	6/30/24	Not to exceed 5.17 hrs./day
Taylor, Kathleen 11-000-219-104-000	Resignation	Behaviorist CST-DW-BEHV-AL-01			District	1/31/24		
Temchin, Madeline 11-140-100-101-008	Appoint	Teacher (LTS) TCH-HS-WDLG-HS-06		\$283.80/ diem	JTHS	2/20/24	3/14/24	Covering #3542
Tice, Cassandra 11-110-100-101-290	Adjusted End Date	Teacher (LTS) TCH-CL-ELEM-KG-03			Cozy Lake	12/13/23	1/31/24	Covering #1413
Tice, Cassandra* 11-120-100-101-290	Appoint	Teacher (LTS) TCH-WR-BSIP-ES-04		\$283.80/ diem	White Rock	2/20/24	6/30/24	Covering #1679

<b>B. PERSONNEL</b>								
Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Van Alstine, Stephanie 11-140-100-101-008	Resignation	Teacher - English and Special Education TCH-HS-ELAG-HS-02			JTHS	4/6/24		
Vella, Cynthia 11-140-100-101-290	Appoint	Teacher (LTS) TCH-HS-FCST-HS-01		\$283.80/ diem	JTHS	3/1/24	5/17/24	Covering #893, not to exceed 20 days, 2 days/week
Von Essen, Christopher* 11-140-100-101-008	Appoint	Teacher - English and Special Education TCH-HS-ELAG-HS-02	BA/1	\$56,760	JTHS	2/21/24	6/30/24	Replacing S. Van Alstine
Warner, Roxanne 11-120-100-101-006	Assignment Change	Teacher TCH-WR-ELEM-03-01			White Rock	2/5/24	6/30/24	Replacing L. Johnson
#1643	Family Leave	Teacher			JTMS/JTHS	2/29/24	3/20/24	Unpaid
#3207	Intermittent Medical Leave				JTHS	9/1/23	6/30/24	Unpaid days as needed
#3079	Family Leave				District	6/11/24	7/12/24	Utilizing 2 Family Illness, 15 Vacation, balance unpaid
#3323	Medical Leave	Teacher			JTMS	1/17/24	3/15/24	Utilizing 22 Personal Illness, 1 Personal, balance unpaid

\*Requires mentoring

<b>C. SUBSTITUTES/OTHER</b>						
Name	Nature of Action	Position	Location	Date Effective	Date Termin.	Discussion
Cofrancesco, Beth	Appoint	Substitute Teacher, Substitute Aide	District	2/1/24	6/30/24	
Gibson, Curtis	Appoint	Substitute Aide	District	2/15/24	6/30/24	
Jauch, Cathy	Appoint	Substitute Aide	District	1/22/24	6/30/24	
Mason Rachael	Appoint	Substitute Aide	District	2/16/24	6/30/24	
Murdter, Julie	Appoint	Substitute Teacher	District	2/14/24	6/30/24	
Niedenthal, Agnes	Appoint	Substitute Teacher	District	2/19/24	6/30/24	
Plotts, Bailey	Appoint	Substitute Teacher, Substitute Aide	District	1/24/24	6/30/24	
Rizo, Kristina	Appoint	Substitute Nurse	District	2/5/24	6/30/24	
Shuster-Fiorentino, Mariana	Appoint	Substitute Teacher	District	2/5/24	6/30/24	
Van Wolput, Katherine	Appoint	Substitute Teacher, Substitute Aide	District	2/28/24	6/30/24	
Vreeland, Erin	Appoint	Substitute Teacher, Substitute Aide	District	2/16/24	6/30/24	

<b>D. EXTRA DUTY PAY</b>								
Name	Nature of Action	Position	Level	Rate	Loc.	Date Effective	Date Termin.	Discussion
<b>STANLICK 11-401-100-101-001*</b>								
Brennan, Jessica 20-490-100-101-001	Account Code Change	STEM Club (1 of 2)	2	\$739.50	Stanlick	11/20/23	6/30/24	
Inclendon, Emily 20-490-100-101-001	Account Code Change	TREPS (1 of 2)	2	\$1,479	Stanlick	11/20/23	6/30/24	
Keyser, Rebecca 20-490-100-101-001	Account Code Change	Book Club	2	\$1,479	Stanlick	11/20/23	6/30/24	
<b>WHITE ROCK 11-401-100-101-006*</b>								
Eskow, Theresa 20-490-100-101-006	Account Code Change	Student Empowerment (1 of 2)	2	\$739.50	White Rock	11/20/23	6/30/24	
Platz, Barbara 20-490-100-101-006	Account Code Change	TREPS (2 of 2)	2	\$1,479	White Rock	11/20/23	6/30/24	
Rourke, Colleen 20-490-100-101-006 (.53)	Account Code Change	Student Empowerment (2 of 2)	2	\$739.50	White Rock	11/20/23	6/30/24	
Rowe, Kristie 20-490-100-101-006	Account Code Change	Homework Club	2	\$1,479	White Rock	11/20/23	6/30/24	

\* Unless otherwise indicated

<b>E. 2023-2024 SCHOOL YEAR COACHING STAFF</b>									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
<b>Spring</b>									
Bartels, Collette*	Appoint	Volunteer - Softball Nurse	-	-	-	-	JTHS	3/21/24	3/26/24
Breeman, Steven	Appoint	Volunteer - Baseball	-	-	-	-	JTHS	3/10/24	6/6/24
Cuddy, Kevin	Appoint	Asst Baseball	3	\$5,611	\$0	\$5,611	JTHS	3/10/24	6/6/24
Eastman, Christopher	Appoint	Asst Track (Boys/Girls)	3	\$5,611	\$1,150	\$6,761	JTHS	3/10/24	6/6/24

E. 2023-2024 SCHOOL YEAR COACHING STAFF									
Name	Nature of Action	Position	Level	Base	Longevity	Salary	Location	Date Effective	Date Termin.
<b>Spring</b>									
Groff, William*	Appoint	Volunteer - Softball	-	-	-	-	JTHS	3/10/24	6/6/24
Jahn, Nicole	Appoint	Asst Track (Boys/Girls)	3	\$5,611	\$0	\$5,611	JTHS	3/10/24	6/6/24
Kerr, Amy*	Appoint	Volunteer - Baseball Nurse	-	-	-	-	JTHS	3/21/24	3/26/24
Kielty, Shawn*	Appoint	Asst Baseball	3	\$2,806	\$0	\$2,806	JTHS	3/10/24	6/6/24
Montgomery, Sarah	Appoint	Asst Lacrosse	3	\$5,611	\$50	\$5,661	JTHS	3/10/24	6/6/24
Montone, Vincent	Appoint	Asst Baseball	3	\$2,806	\$0	\$2,806	JTHS	3/10/24	6/6/24
Quinn, Sean	Appoint	Asst Track (Boys/Girls)	3	\$5,611	\$250	\$5,861	JTHS	3/10/24	6/6/24
Reilly, Griffin*	Appoint	Asst Volleyball	1	\$4,358	\$0	\$4,358	JTHS	3/10/24	6/6/24
Ruban, Gary*	Appoint	Volunteer - Baseball	-	-	-	-	JTHS	3/10/24	6/6/24
Ruffo, Phillip*	Appoint	Volunteer - Softball	-	-	-	-	JTHS	3/10/24	6/6/24
Ruffo, Suzanne*	Appoint	Volunteer - Softball	-	-	-	-	JTHS	3/10/24	6/6/24
Thompson, Marcus	Appoint	Asst Lacrosse	3	\$5,611	\$0	\$5,611	JTHS	3/10/24	6/6/24
Thompson, Trevor*	Appoint	Volunteer - Baseball	-	-	-	-	JTHS	3/10/24	6/6/24
Toth, Robert	Appoint	Asst Lacrosse	1	\$4,358	\$0	\$4,358	JTHS	3/10/24	6/6/24

\* Out of district

F. OVERNIGHT TRIP NURSES							
Name	Nature of Action	Position	Salary	Location	Date Effective	Date Termin.	Discussion
Cahill, Jaycee	Appoint	Trip Nurse - DECA	\$750	JTHS	3/4/24	3/6/24	
Cahill, Jaycee	Appoint	Trip Nurse - FBLA	\$750	JTHS	3/11/24	3/13/24	
Cahill, Jaycee	Appoint	Trip Nurse - Environmental Academy	\$900	JTHS	5/29/24	5/31/24	
Cahill, Jaycee	Appoint	Trip Nurse - 8th Grade Philadelphia	\$625	JTMS	6/6/24	6/7/24	

**L.2** Motion to approve Course Reimbursements as indicated below:

SUMMER 2023 CERTIFICATED STAFF					
Name	School	Class	Approval	Credits	Amount
Rowe, Kristie	University of California/San Diego	A Multi-Tiered System of Supports for Students Who Challenge Us	SU29	3	\$284
FALL 2023 SUPERVISORS					
Dunbar, Maria	Centenary University	Innovation	FA1	3	\$2,416.50
FALL 2023 ADMINISTRATORS					
Padelsky, Andrea	Seton Hall University	Extension Dissertation Advisement	FA1	3	\$3,810

**L.3** Motion to approve the following corrections to the January 16, 2024 Minutes, Personnel Section M.1 - Personnel:

A. PERSONNEL								
Name	Nature of Action	Position/Control Number	Deg/ Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
#3546‡	Medical Leave				Cozy Lake	5/28/24	5/31/24	Utilizing 4 Personal Illness days

‡ Denotes non-tenured staff

**L.4** Motion to approve the following corrections to the April 24, 2023 Minutes, Personnel Section M.13 - Custodial/Maintenance Staff for the 2023-2024 School Year:

Name	Position	Step	23-24 Base Salary	Longevity	Total 23-24 Salary	Discussion
Mason, Mark 11-000-263-110-000	Groundskeeper	8	\$65,540.80		\$65,540.80	Corrected step

**M. EDUCATION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions M.1 through M.8, 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 affirm Superintendent's report on incidents of Harassment, Intimidation and Bullying findings reported for December 18, 2023 through January 16, 2024.

**M.2** Motion to approve student placement for the 2023-2024 school year, as indicated below plus related services as needed:

Local ID	School	Tuition	Effective
9977089348	Lakeland Andover School	\$24,375	2/21/24-6/30/24
9219717618	Lakeland Andover School	\$24,375	2/21/24-6/30/24

**M.3** Motion to rescind student placement for the 2023-2024 school year, as indicated below plus related services as needed:

Local ID	School	Tuition	Effective
9977089348	Bonnie Brae	\$33,110	2/19/24
9219717618	Bonnie Brae	\$33,110	2/19/24

**M.4** Motion to approve the recommendation of the Superintendent to disenroll student SID# 9623725406.

**M.5** Motion to approve the 2025-2026 Student Calendar *(Attached)*.

**M.6** Motion to approve the following contracted services:

Name	Rate Not to Exceed	Location	Date Effective	Date Terminated	Discussion
Prestige Education Consultants	\$10,000.00	District	1/2/24	6/30/24	Educational Evaluation Services

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

School/Group/Activity	Location
JTHS STEM and Robotics	Wharton, NJ
JTHS Band and Choir	Oak Ridge, NJ and Wharton, NJ
JTHS Academy for Environmental Science	Oxford, NJ
Stanlick Elementary, 5th Grade Band and Chorus	Oak Ridge, NJ
White Rock Elementary, 5th Grade Band and Chorus	Oak Ridge, NJ
JTHS AP US History and Rho Kappa National Honor Society	New York, NY
White Rock Elementary, 2nd Grade	Easton, PA

**M.8** Motion to approve the following overnight field trips:

School/Group/Activity	Location
JTHS DECA State Competition	Atlantic City, NJ
JTHS FBLA State Leadership Conference	Atlantic City, NJ
JTHS Boys' Lacrosse	Williamsburg, VA
JTHS Academy for Environmental Science	Wildwood, NJ

**N. POLICY**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve motion N.1, 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 Second 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
8600R	Student Transportation	RV
5112P	Entrance Age	RV

**FILE CODE KEY:**      **B** - Bylaw      **P** - Policy      **M** - Mandate      **R** - Regulation  
**ACTION KEY:**        **N** - New        **RV** - Revised      **A** - Abolish

**O. RECOGNITION OF REPORTS**

Upon the recommendation of the Superintendent, the Board recognizes the reports listed below:

- Harassment, Intimidation and Bullying Incidents (HIB) for the period of January 16, 2024 through February 20, 2024.

School	Incidents Reported	Confirmed Incidents	Unconfirmed Incidents
Ellen T. Briggs	0	0	0
Arthur Stanlick	4	0	4
Cozy Lake	0	0	0
White Rock	1	1	0
Jefferson Twp. Middle School	2	1	1
Jefferson Twp. High School	4	0	4

- Enrollment Report as of 1/31/24:

	January 2023	January 2024
Grades Preschool	101	247
Grades K-5	1,020	1,051
Grades 6-8	576	567
Grades 9-12	873	840
TOTAL	2,570	2,705
Tuition students received	1	1
Out-of-district placement	27	19

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

- Integrated Pest Management Annual Report

**P. COMMUNICATIONS**

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

**R. OLD BUSINESS**

**S. NEW BUSINESS**

**RESOLUTION PROCLAIMING JANUARY 2024 AS  
SCHOOL BOARD MEMBER RECOGNITION MONTH**

*WHEREAS*, The New Jersey School Boards Association has declared January 2024 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

*WHEREAS*, The Jefferson Township Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

*WHEREAS*, The Jefferson Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

*WHEREAS*, New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

*WHEREAS*, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

*WHEREAS*, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

*WHEREAS*, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

*WHEREAS*, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; and

*NOW, THEREFORE, BE IT RESOLVED*, The Jefferson Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2024 as School Board Recognition Month; and

*BE IT FURTHER RESOLVED*, The Jefferson Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children’s education.

**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 20th day of February 2024, 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. Grater  
 \_\_\_\_ Mr. Natale

\_\_\_\_ Mrs. Perez  
 \_\_\_\_ Mrs. Small  
 \_\_\_\_ Mr. Stewart

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

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
Haid, Emily	4/26/24	Somerset, NJ	NJABA Conference	\$300.00	-	-	-	\$50.85	-	\$350.85
Howe, Jeanne	3/18/24	Somerset, NJ	NJASA Women's Leadership Conference	\$259.00	-	-	-	\$56.87	-	\$315.87
Hunter, Jodie	3/18/24	Mahwah, NJ	NJ Council for Exceptional Children Annual Spring Conference	\$165.00	-	-	-	-	-	\$165.00
Kirschner, Jessica	2/22/24-2/24/24	Atlantic City, NJ	NJ Music Educators Association Annual Conference	\$195.00	-	-	-	\$139.12	-	\$334.12
Marquard, Jared	3/17/24-3/20/24	Atlantic City, NJ	2024 NJSBGA Expo and Conference	\$325.00	\$100.00	-	3	\$152.75	-	\$777.75
Ruchalski, Jennifer	2/20/24-2/22/24	South Plainfield, NJ	Crisis Prevention Institute	\$4,349.00	-	-	-	\$158.48	-	\$4,507.48
Sica, Derek	4/4/24	Virtual	Practical Strategies for Addressing Grammar in Today's World Language Classroom	\$279.00	-	-	-	-	-	\$279.00
Thomas, Sharon	4/23/24-5/9/24*	Virtual	NJECC AI Certification Program for K-12 Educators	\$220.00	-	-	-	-	-	\$220.00

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

*\*Total of 6 virtual classes and/or modules on various days*

# Jefferson Township Public Schools 2025-2026

## School Year Calendar



**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						

New Teacher Orientation

**September 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				

**October 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	

**November 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						

**December 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			

**January 26**

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 26**

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 26**

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 26**

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 26**

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 26**

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 26**

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 26**

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 186 days and 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: March 30-April 2nd, beginning with March 30th, and June, beginning with the 22nd. **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**
- 1: Labor Day
- 2&3: All Staff & Professional Development
- 4: First Day of School
- October**
- 13: Schools Closed-Staff P.D.
- November**
- 3-5: Early Dismissal **Elementary Only**  
Parent-Teacher Conferences
- 6&7: Schools Closed-NJEA Convention
- 26: Early Dismissal
- 27&28: Schools Closed-Thanksgiving Recess
- December**
- 2: Delayed Opening-Staff P.D.
- 23: Early Dismissal
- 24-31: Schools Closed-Holiday Recess
- January**
- 1&2: Schools Closed-Holiday Recess
- 19: Schools Closed-MLK Day
- February**
- 3: Delayed Opening-Staff P.D.
- 16: Schools Closed-Presidents' Day
- March**
- 10: Delayed Opening-Staff P.D.
- 30&31: Schools Closed-Spring Recess
- April**
- 1&2: Schools Closed-Spring Recess
- 3: Schools Closed-Good Friday
- May**
- 19: Delayed Opening-Staff P.D.
- 25: Schools Closed-Memorial Day
- June**
- 15-18: Early Release **MS & HS Only**
- 19: Early Release All Students
- 19: Last Day of School

**BOE Approved: 2/20/2024**