

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Annual Organization Meeting Minutes

Tuesday, January 4, 2022 7:00 PM

Jefferson Township High School Media Center

- A. Rita Oroho Giacchi, President *pro tem*, will call the meeting to order at 7:00 PM, and read the Open Meeting Statement.

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

DAILY RECORD and posted on the
Jefferson Township Board of Education website (www.Jefftp.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. Results of the November 2, 2021 Annual Board Election:

| Candidates | Office | Term |
|--------------------|--------------|---------|
| Amy Gould | Board Member | 3 years |
| Christopher Natale | Board Member | 3 years |
| Dylan Terpstra | Board Member | 3 years |

- D. **Oath of Office** to be administered to elected Board of Education members Amy Gould, Christopher Natale, and Dylan Terpstra by Board Secretary.

- E. **ROLL CALL:**

| | | |
|-----------------------|---|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mr. Millar | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small (<i>arrived @ 7:02pm</i>) | <u>Aye</u> Mrs. Wildermuth |

- F. **NOMINATIONS FOR PRESIDENT**

Motion by Mr. Stewart, seconded by Mr. Millar, to nominate Mrs. Poulas for **President** of the Jefferson Township Board of Education.

| | | |
|-----------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mr. Millar | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

There being no other nominations, nominations for the office of **President** were closed.
Mrs. Poulas assumed the President's chair.

G. NOMINATIONS FOR VICE PRESIDENT

Motion by Mr. Stewart, seconded by Mr. Natale, to nominate Mrs. Wildermuth for **Vice President** of the Jefferson Township Board of Education.

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mr. Stewart

Aye Mr. Millar

Aye Mrs. Poulas

Aye Mr. Terpstra

Aye Mr. Natale

Aye Mrs. Small

Aye Mrs. Wildermuth

There being no other nominations, nominations for the office of **Vice President** were closed. Mrs. Wildermuth assumed the Vice President's chair.

H. Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

I. COMMENTS FROM THE AUDIENCE *(on Agenda items only)*

- None

J. ANNUAL APPOINTMENTS

Motion by Mr. Millar, seconded by Mrs. Small to approve items **J.1** through **J.11**

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mr. Stewart

Aye Mr. Millar

Aye Mrs. Poulas

Aye Mr. Terpstra

Aye Mr. Natale

Aye Mrs. Small

Aye Mrs. Wildermuth

**Mrs. Gould inquired about the term of agreement for Line Item J.2*

- J.1** Motion that the Jefferson Township Board of Education will hold their **2022 Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (*Attachment A*).
- J.2** Motion to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record from January 1, 2022 through June 30, 2022.
- J.3** Motion to approve the appointment of **The Morville Agency/Arthur J. Gallagher Risk Management Services, Inc.**, Property/Liability Insurance Agent of Record, from January 1, 2022 through December 31, 2022.
- J.4** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record, per agreement to conduct the 2020-2022 audit.
- J.5** Motion to approve the appointment of **Cleary Giacobbe Alfieri Jacobs, LLC**, Attorney of Record, per agreement, from January 1, 2022 through December 31, 2022.
- J.6** Motion to approve the appointment of **Methfessel & Werbel**, Special Counsel of Record for Special Education matters, per agreement, from January 1, 2022 through December 31, 2022.
- J.7** Motion to approve the appointment of **Scarinci Hollenback**, Special Counsel of Record for construction, facilities, public procurement and other contract matters, from January 1, 2022 through December 31, 2022.
- J.8** Motion to approve the following banks as **Official Depositories** for January 1, 2022 through December 31, 2022 and to approve the Checking Accounts/Required Signatories as listed (*Attachment B*).

Bank of America

Lakeland State Bank

First Hope Bank

USBancorp

Fulton Bank of New Jersey

- J.9** Motion to approve the *Daily Record*, Morristown, New Jersey as the **Official Newspaper** of the Jefferson Township Board of Education from January 1, 2022 through December 31, 2022.

J.10 Motion to adopt, based on the recommendation of the Superintendent of Schools, the existing **Pre-K - 12 curriculum, assigned text books, co-curricular clubs, and programs** for the Jefferson Township School District until such time that this Board amends same.

J.11 Motion to adopt, based on the recommendation of the Superintendent of Schools, that all previously written **bylaws and policies** of this Board of Education be continued in force until such time that this Board amends same.

K. DELEGATE APPOINTMENTS

Motion by Mrs. Wildermuth, seconded by Mrs. Small, to approve item **K.1**.

| | | |
|-----------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mr. Millar | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

K.1 Motion to appoint Board Member Mr. Stewart, to serve as delegate, and Mr. Terpstra to serve as alternate to the New Jersey School Boards Association.

Motion by Mrs. Gould, seconded by Mr. Terpstra, to approve item **K.2**.

| | | |
|-----------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mr. Millar | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

K.2 Motion to appoint Board Member Mr. Natale, to serve as delegate, and Mr. Stewart to serve as alternate to the Morris County School Boards Association.

Motion by Mrs. Small, seconded by Mr. Natale, to approve item **K.3**.

| | | |
|-----------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mr. Millar | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

K.3 Motion to appoint Board Member Mrs. Gould, to serve as delegate, and Mrs. Perez to serve as alternate to the Morris County Educational Services Commission.

I. COMMENTS FROM THE AUDIENCE

- None

J. ADJOURN

Motion by Mrs. Gould, seconded by Mr. Natale that the meeting adjourn at 7:20 PM.

ATTACHMENT A

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

January 2022 – December 2022

REGULAR MEETINGS

| |
|----------------------------|
| Monday, January 24, 2022 |
| Tuesday, February 22, 2022 |
| Monday, March 14, 2022 |
| Monday, April 25, 2022 |
| Monday, May 16, 2022 |
| Monday, June 20, 2022 |
| Monday, July 18, 2022 |
| Monday, August 15, 2022 |
| Monday, September 19, 2022 |
| Monday, October 17, 2022 |
| Monday, November 21, 2022 |
| Monday, December 19, 2022 |

NOTE: All meetings will convene into closed session at 6:30 PM followed by the public portion of the meeting commencing at 7:30 PM unless otherwise noted. A closed session may also be held following the public session, as needed.

MEETING LOCATIONS:

September through June:

Jefferson Township High School
1010 Weldon Road
Oak Ridge, NJ 07438

July & August:

Board of Education Central Offices
31 State Highway Route 181, Lake Hopatcong, NJ 07849

ATTACHMENT B

| ACCOUNT NAME | SIGNATURES | ALTERNATE | NO. OF REQUIRED SIGNATURES |
|---|---|----------------------|---|
| Business Office Petty Cash Annual District Petty Cash Amount: \$1,500 | Board Secretary & Superintendent | Board President | 2 |
| JTHS Athletic Events Account | Principal & Athletic Director | Vice Principal(s) | 2 |
| JTHS Activity Account | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Scholarship Fund Account | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Retired HS Classes | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Class Escrow | Principal & Vice Principal(s) | N/A | 2 |
| JTMS Activity Account | Principal & Vice Principal(s) | N/A | 2 |
| E.T. Briggs Activity Fund | Principal & Secretary | N/A | 2 |
| White Rock Activity Fund | Principal & Secretary | N/A | 2 |
| Cozy Lake Activity Fund | Principal & Secretary | N/A | 2 |
| Stanlick Activity Fund | Principal & Secretary | N/A | 2 |
| School Nutrition Account | Board Secretary & Superintendent | Board President | 2 |
| Payroll Agency | Treasurer of School Monies | Board Secretary | 1 |
| Summer Savings Payroll Agency | Treasurer of School Monies | Board Secretary | 1 |
| Payroll | Treasurer of School Monies | Board Secretary | 1 |
| General | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Unemployment Trust Fund | Treasurer of School Monies & Board Secretary | N/A | 2 |
| Capital Projects Account | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Capital Reserve | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Maintenance Reserve | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |