

**JEFFERSON TOWNSHIP BOARD OF EDUCATION  
Annual Organization Meeting Minutes  
Monday, January 6, 2014 – 7:00PM  
Jefferson Township Board of Education Central Office**

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- A. Dora E. Zeno, 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*, *AIM* Newspaper, and the *JEFFERSON PATCH*;

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.

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Cuccio	<u>  X  </u>	<u>      </u>
Mr. Millar	<u>  X  </u>	<u>      </u>
Mrs. Poulas	<u>  X  </u>	<u>      </u>
Mr. Quigley	<u>  X  </u>	<u>      </u>
Mrs. Senatore	<u>  X  </u>	<u>      </u>
Mrs. Scott	<u>      </u>	<u>  X  </u>
Mr. Smith	<u>  X  </u>	<u>      </u>
Mr. Stewart	<u>  X  </u>	<u>      </u>
Mrs. Van Ness	<u>  X  </u>	<u>      </u>

**D. CERTIFIED ELECTION RESULTS**

<u>Candidate</u>	<u># of Votes</u>
Danielle M. Rowan	2,299
Matthew F. Millar	2,218
Edward Quigley	2,231
Write In	45

- E. **Oath of Office** was administered to newly appointed Board of Education member Danielle Rowan and re-appointed members Matthew Millar and Edward Quigley by Board Secretary Zeno and they joined the other members at the table.

**F.1 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.

**G. NOMINATIONS FOR PRESIDENT**

Motion by Mr. Cuccio to nominate Mr. Smith for **President** of the Jefferson Township Board of Education.

There being no other nominations, nominations for the office of **President** were closed.

The Vote for Mr. Smith as President:

MOTION: Mr. Cuccio				
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

Mr. Smith assumed the President’s chair.

**H. NOMINATIONS FOR VICE PRESIDENT**

Motion by Mr. Cuccio to nominate Mr. Millar for **Vice President** of the Jefferson Township Board of Education.

There being no other nominations, nominations for the office of **Vice President** were closed.

The Vote for Mr. Millar as Vice President:

MOTION: Mr. Cuccio				
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

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

- **None**

**J.** Motion to approve items **J.1** through **J.11, J. 12 and J.13.**

**J.1** Motion by Mr. Stewart, seconded by Mr. Cuccio, that the Jefferson Township Board of Education will hold their 2014 **Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings *(Attachment A)*.

**J.2** Motion by Mr. Stewart, seconded by Mr. Cuccio, to adopt, based on the recommendation of the Superintendent of Schools, that all previously written **by-laws and policies** of this Board of Education be continued in force until such time that this Board amends same.

**J.3** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **Schwartz, Simon, Edelstein, et al**, Board Attorney of Record, per agreement, from January 1, 2014 through December 31, 2014.

**J.4** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record, per agreement, from January 1, 2014 through December 31, 2014.

**J.5** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, per agreement, from January 1, 2014 through December 31, 2014

**J.6** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **Hatch Mott McDonald**, Consulting Engineer of Record, per agreement, from January 1, 2014 through December 31, 2014.

**J.7** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **The Morville Agency**, Property Insurance Agent of Record, from January 1, 2014 through December 31, 2014.

**J.8** Motion by Mr. Stewart, seconded by Mr. Cuccio, to approve the appointment of **Nisivoccia & Company**, Auditor of Record.

**J.9** Motion by Mr. Stewart, seconded by Mr. Cuccio, that the following banks be designated as **Official Depositories** for the January 1, 2014 through December 31, 2014 and to approve the Checking Accounts / Required Signatories as listed (*Attachment B*).

- Lakeland State Bank
- CITI Bank
- Cash Management of NJ/ARM
- Fulton Bank of New Jersey
- Wells Fargo

**J.10** Motion by Mr. Stewart, seconded by Mr. Cuccio, that the *Aim Jefferson*, Butler, New Jersey and the *Daily Record*, Morristown, New Jersey be designated as the **Official Newspapers** of the Jefferson Township Board of Education from January 1, 2014 through December 31, 2014.

**J.11** Motion by Mr. Stewart, seconded by Mr. Cuccio, 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.

MOTION: Mr. Stewart		SECOND: Mr. Cuccio		
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**J.12** Motion by Mrs. Poulas, seconded by Mr. Millar, to appoint Board Member Mr. Stewart, to serve as delegate to the New Jersey School Boards Association.

MOTION: Mrs. Poulas		SECOND: Mr. Millar		
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**J.13** Motion by Mr. Cuccio, seconded by Mr. Millar, to appoint Board Member Mr. Stewart, to serve as delegate to the Morris County School Boards Association.

MOTION: Mr. Cuccio		SECOND: Mr. Millar		
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Miss Rowan	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**K. COMMENTS FROM THE AUDIENCE**

- None

**L. ADJOURN**

Motion by Mr. Cuccio, seconded by Mr. Stewart that the meeting adjourn at 7:20 PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary

**ATTACHMENT A**

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Schedule of Meetings**

January 2014 – December 2014

**REGULAR MEETING**

Monday, January 20, 2014
*Tuesday, February 18, 2014
Monday, March 17, 2014
Monday, April 21, 2014
Monday, May 12, 2014
Monday, June 16, 2014
Monday, July 21, 2014
Monday, August 18, 2014
Monday, September 15, 2014
Monday, October 20, 2014
Monday, November 17, 2014
Monday, December 15, 2014

NOTE: All meetings will convene into closed session at 7:00 PM followed by the public portion of the meeting commencing at 8:00 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  
High School Media Center  
1010 Weldon Road  
Oak Ridge, NJ 07438

July & August:  
Board of Education Central Offices  
31 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	2 Vice Principals & Director of Guidance	2
JTHS Activity Account	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Scholarship Fund Account	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Retired HS Classes	Principal & Vice Principal(s)	Director of Guidance	2
JTHS Class Escrow	Principal & Vice Principal(s)	Director of Guidance	2
JTMS Activity Account	Principal , Vice Principal & Secretary	N/A	2
E.T. Briggs Activity Fund	Principal & Secretary	N/A	2
<del>R.F. Drummond Activity Fund</del>	<del>Principal &amp; Secretary</del>	<del>N/A</del>	<del>2</del>
White Rock Activity Fund	Principal & Secretary	N/A	2
Milton 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 Moneys	Board Secretary	1
Summer Savings Payroll Agency	Treasurer of School Moneys	Board Secretary	1
Payroll	Treasurer of School Moneys	Board Secretary	1
General	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Unemployment Trust Fund	Treasurer of School Moneys & Board Secretary	N/A	2
Capital Projects Account	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Capital Reserve	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3
Maintenance Reserve	Board Secretary, Treasurer of School Moneys & Board President	Board Vice President	3