

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Special Meeting Minutes
Monday, May 21, 2012 – 7:00 PM (Regular Session)
Jefferson Township High School Media Center

A. Mr. Smith, called the meeting to order at 7:03 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, *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.

C. ROLL CALL	<u>Present</u>	<u>Absent</u>
Mrs. Castiglione	_____	<u>X</u>
Mr. Cuccio <i>(arrived @ 7:05)</i>	<u>X</u>	_____
Mrs. Poulas	<u>X</u>	_____
Mrs. Scott	<u>X</u>	_____
Mrs. Senatore	<u>X</u>	_____
Mr. Stewart	<u>X</u>	_____
Mrs. Van Ness	<u>X</u>	_____
Mr. Millar, Vice President	<u>X</u>	_____
Mr. Smith, President	<u>X</u>	_____

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

None

E. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mr. Millar, seconded by Mrs. Van Ness, to accept the recommendation of the Superintendent to approve and adopt motions E.1 through E.30, as described below:

- E.1** Motion to approve the appointment of **Schwartz, Simon, Edelstein, et al** as Board Attorney, per agreement, from July 1, 2012 through December 31, 2012.
- E.2** Motion to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, on an as needed basis, from July 1, 2012 through December 31, 2012.
- E.3** Motion to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record for the 2012-2013 school year.
- E.4** Motion to approve the appointment of **Hatch Mott McDonald**, Consulting Engineer of Record, per agreement, from July 1, 2012 through December 31, 2012.

- E.5** Motion to approve the appointment of **Urgent Care Medical Associates** as School Medical Inspector of Record, per agreement, for the 2012-2013 school year.
- E.6** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record for the 2012-2013 school year.
- E.7** Motion to approve the appointment of **Bollinger Insurance**, Student Insurance Agent of Record for the 2012-2013 school year.
- E.8** Motion to approve **Karl & Associates, Inc.** as Environmental and Occupational Health Consultants, per agreement, from July 1, 2012 through December 31, 2012.
- E.9** Motion that the Jefferson Township Board of Education will hold their **Regular Business Meetings** through December 31, 2012, in accordance with the scheduled dates shown on the Schedule of Meetings (*Attachment A*).
- E.10** Motion to appoint Dora E. Zeno to serve as **Board Secretary** for the 2012-2013 school year, pursuant to 18A:17-5.
- E.11** Motion that Dora E. Zeno, Board Secretary/Business Administrator be appointed **Purchasing Agent** and **Public Agency Compliance Officer** and is authorized to prepare advertisements, advertise for and receive bids and award contracts pursuant to NJSA 18A:18A-3a, 7a and 37a for the 2012-2013 school year.
- E.12** Motion to appoint Dora E. Zeno as **Custodian of Records** for the 2012-2013 school year.
- E.13** Motion to appoint Vickki Nadler as **Chemical Hygiene Officer** for the 2012-2013 School Year.
- E.14** Motion to appoint George Fernandez as **Right to Know Officer** for the 2012-2013 School Year.
- E.15** Motion to appoint George Fernandez as **Asbestos Management and PEOSHA Officer** for the 2012-2013 School Year.
- E.16** Motion to appoint George Fernandez or designee as **Integrated Pest Management Coordinator** for the 2012-2013 School Year.
- E.17** Motion to appoint William J. Eagen to serve as **Treasurer of School Moneys** for the 2012-2013 school year.
- E.18** Motion to approve the New Jersey Department of Education designated **Chart of Accounts** as the minimum Chart of Accounts for use in the district, and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

BE IT FURHTER RESOLVED, that the Superintendent to is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

E.19 Motion to approve the following schedule to accept **Tax Payments** from the Township of Jefferson Municipal Office for the 2012-2013 School Year:

MONTH	YEAR	CURRENT EXPENSE	DEBT SERVICE
July	2012	\$ 3,048,305	
August	2012	\$ 3,048,305	
September	2012	\$ 3,048,305	\$ 1,554,791
October	2012	\$ 3,048,305	
November	2012	\$ 3,048,305	
December	2012	\$ 3,048,305	
January	2013	\$ 3,048,305	
February	2013	\$ 3,048,305	
March	2013	\$ 3,048,305	\$ 338,724
April	2013	\$ 3,048,305	
May	2013	\$ 3,048,305	
June	2013	\$ 3,048,305	
TOTALS		\$ 36,579,660	\$ 1,893,515

E.20 Motion that the *Aim News*, Rockaway, New Jersey and the *Daily Record*, Morristown, New Jersey be designated as the **Official Newspapers** of the Jefferson Township Board of Education for the 2012-2013 school year.

E.21 Motion the following banks be designated as **Official Depositories** for the 2012-2013 school year and to approve the Checking Accounts / Required Signatories as listed (*Attachment B*).

- Lakeland State Bank
- CITI Bank
- Cash Management of NJ/ARM
- Skylands Community Bank
- Wells Fargo

E.22 Motion to approve the following companies be designated as official **Tax Shelters** for the 2012-2013 School Year:

- The Legend Group
- Lincoln Investment Planning 403b & 457
- Valic AIG
- Equitable
- Vanguard
- Great American

E.23 Motion to approve purchasing for the 2012-2013 school year through the **State Contract** vendors, **Morris County Co-op** vendors, the **Hunterdon County Educational Services Commission** vendors, **Middlesex Regional Educational Services Commission** vendors .

E.24 Motion to approve the following resolution authorizing the **procurement of goods and services through State Agency** for the 2012-2013 school year:

WHEREAS, Title 18A:18A-10 provides that, “a Board of Education”, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Jefferson Township Board of Education has the need, on a timely basis, to procure goods and services utilizing State contracts, and

WHEREAS, the Jefferson Township Board of Education desires to authorize its purchasing agent for the 2012-2013 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Jefferson Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

STATE CONTRACT VENDORS

Ackerson Drapery & Decorator	T0166
Action Office Supplies Inc.	T0114
Apple Computer Corporation	M0438
Atlantic Communications Electronics, Inc.	T0109
Atlantic Detroit Diesel LLC	T2085
Avaya, Inc.	T1316
Blejwas Associates, Inc.	T0135
Bus Parts Warehouse	T2085
CMF Business Supply	T2432
Custom Bandag, Inc.	T0123
David Weber Oil Company	T0097
Dell Marketing LLP	M0483
Dover Brake & Clutch Co. Inc.	T2085
ETA Cuisenaire	T0114
Falcon Auto Parts Inc.	G8022
Fibar Systems	T0103
Finch Fuel	T0077
Fisher Scientific Company LLC	T0115
Fyr-Fyter	T0576
Grainger Inc.	M0002
Graybar Electric Company, Inc.	4190
Hertz Equipment Rental Corporation	T0408
Hertz Furniture Systems Corp.	T0408
Hewlett Packard Company	M0483
Home Depot Credit Services	05091
Industrial Controls Distributors LLC	T0537
Johnstone Supply – Whippany	T0537
Krueger International Inc.	T0408
Lakeshore Learning Materials	T0114
Lawson Products, Inc.	T2085
Magic Touch Construction Co.	MRES10/1143
Music Den	GS03F0076V
New York Packaging Corp.	T1244
Nickerson New Jersey Inc.	T2440
Opdyke's Sales & Service	T2085
Riccardi Bros. of Parsippany, Inc.	T0927
Route 23 Auto Mall	T2085
Rowe & Company	T2085

STATE CONTRACT VENDORS (Continued)

Royal Communications, Inc.	T0109
S&S Worldwide Inc.	T0114
Sargent-Welch Scientific	T0114
School Specialty, Inc.	T0114
Service Tire Truck Ctr-Bridgestone	T0123
Staples Business Advantage	M0052
Steps to Literacy	T0114
Storr Tractor Company	T2187
Tanner North Jersey, Inc.	T0408
Tilcon New York, Inc.	T0142
Tom Caine and Associates LLC	T0114
Verizon Network Integration Corporation	WCSA73979
Verizon Wireless	T216A
Water Dynamics Inc.	T0154

E.25 Motion to approve School Student Activity Account lists (*attached*) for Jefferson Township Schools, as described below:

Jefferson Township High School	Jefferson Township Middle School
White Rock School	Arthur Stanlick School
Cozy Lake School	Ellen T. Briggs School
Milton School	

E.26 Motion to reject low bidder for bid #2013-002, **Sports Equipment and Supplies**, as bid is deemed to be unresponsive. (*No bid bond submitted.*)

E.27 Motion to award **bid #2013-002**, for **Sports Equipment and Supplies** (unit costs remain constant; however, quantities/items may vary depending upon participation and actual items purchased) (*Bid Breakdown Sheet available*)

Vendor	Amount Awarded
Aluminum Athletic Equipment	\$ 1,101.00
Cannon Sports	\$ 633.58
Herb's Sports	\$ 4,113.20
MF Athletics	\$ 0.00
Metuchen Center	\$ 22,144.15
Riddell/All American	\$ 2,001.37
S & S Worldwide	\$ 322.81
Sports Supply Corp./BSN Sports	\$ 5,904.70
TOTAL	\$ 36,220.81

E.28 Motion to award bid for High School Roof project to Imperium Construction, Inc., with a base bid in the amount of \$496,000.

Bidder	Base Bid Amount	Deduct Alternates		Unit Prices				
		1. Eliminate Roof #2	2. Eliminate Roof #3	A. Metal Deck recoat Per S.F.	B. Metal deck replace Per S.F.	C. Drain replace Per unit	D. Wood nailers Per L.F.	E. Plywood sheathing Per S.F.
Imperium Construction Inc.	\$496,000	(\$249,000)	(\$41,000)	\$3.00	\$15.00	\$750	\$5.00	\$5.00
F.R. Barrett, Inc.	\$509,495	(\$161,000)	(\$81,495)	\$4.00	\$8.00	\$1,900	\$4.00	\$4.00
Laumar Roofing Co., Inc.	\$532,000	(\$124,000)	(\$30,000)	\$6.00	\$9.00	\$1,300	\$8.00	\$7.00
Barrett Roofs, Inc.	\$561,000	(\$200,265)	(\$64,000)	\$3.00	\$6.00	\$800	\$4.00	\$4.00
Arch Concept Const. Inc.	\$644,400	(\$230,000)	(\$70,000)	\$2.00	\$7.00	\$2,500	\$6.00	\$4.00

(*Unit Cost A and B refer to the per square foot cost of unforeseen conditions located below the roof, such as the need to remove and replace Tectum deck and remove and replace wet insulation and roofing).

- E.29** Motion to reject low bidder in lease purchase bid as bidder is deemed non-responsive as it does not conduct banking in New Jersey State and does not possess a GUDPA certificate, at an additional cost \$1,000. State rate of 1.64%.

- E.30** Motion to award **Lease Purchase bid** for acquisition of various technology equipment (district) and a replacement maintenance vehicle (district) to US Bancorp Government Leasing and Finance, at an interest rate of 1.65%.

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

F. COMMUNICATIONS

None

G. OLD BUSINESS

None

H. NEW BUSINESS

None

I. PUBLIC COMMENTS

- An audience member had a question on the definition of “Right to Know” in the workplace.

J. BOARD MEMBER COMMENTS

- Mr. Stewart attended the Pavilion dedication ceremony.

K. CLOSED SESSION

Motion by Mrs. Van Ness, seconded by Mr. Cuccio, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 21st day of May, 2012 at 7:09 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 public property, 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 7:59 PM.

L. ADJOURN

Motion by Mrs. Van Ness, seconded by Mr. Cuccio, that the meeting adjourn at 8:00 PM.

Respectfully submitted,

Dora E. Zeno
Board Secretary

ATTACHMENT A

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

June 2012 - January 2013

REGULAR MEETING

Monday, June 18, 2012
**Monday, July 16, 2012
**Monday, August 20, 2012
Monday, September 17, 2012
*Tuesday, October 16, 2012
Monday, November 19, 2012
Monday, December 17, 2012
Monday, January 7, 2013 – Reorganization Meeting

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.

Meetings taking place from September through June will be held in the Jefferson Township High School Media Center, Weldon Road, Oak Ridge, NJ 07438.

The Board will hold its summer (July and August 2012) meetings at the Board of Education Central Offices located at 31 Route 181, Lake Hopatcong, NJ 07849.

***Meeting will be held on Tuesday due to schedule conflict.**

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 & Assistant Principal(s)	Director of Student Personnel Services	2
JTHS Scholarship Fund Account	Principal & Assistant Principal(s)	Director of Student Personnel Services	2
JTHS Retired HS Classes	Principal & Assistant Principal(s)	Director of Student Personnel Services	2
JTHS Class Escrow	Principal & Assistant Principal(s)	Director of Student Personnel Services	2
JTMS Activity Account	Principal , Assistant Principal & Secretary	N/A	2
E.T. Briggs Activity Fund	Principal & Secretary	N/A	2
R.F. Drummond Activity Fund	Principal & Secretary	N/A	2
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

STUDENT ACTIVITY ACCOUNT SUB-GROUPS

Middle School

6 Blue Student Activities
6 Gold Student Activities
6 White Student Activities
7 Blue Student Activities
7 Gold Student Activities
7 White Student Activities
Band Account
Bank Charges
Cap & Gown
Choir
Class of 2011
Class of 2012
Dance
Drama Account
Environmental Club
Fundraiser
Guidance Account
Interest Income
Miscellaneous
Principal
Red Cross Club
Step-Gateway
Student Council
Yearbook
Unspecified Business

Elementary Schools do not have sub-accounts
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High School

Academic Decathlon	Girls Hockey
Book Club	Girls LaCrosse
Bowling	Girls Soccer
Boys Baseball	Girls Softball
Boys Basketball	Girls Track
Boys LaCrosse	Girls Volleyball
Boys Soccer	Golf Team
Choir	Guidance Testing
Class 2010	High Tech Music
Class 2011	Interact Club
Class 2012	Literary Magazine
Class 2013	Live Poets
Class 2014	Madrigal
DE Store	Memory Garden
Debate Team	Music Band Trip
DECA	Music Department
Drama	Music Marching Band
Each One Reach One	National Honor Society
English	P.E. Fines
Environmental Club	Preschool (Teens & Tots)
Future Business Leaders of America	Principals Apple
Future Educators of America	Red Cross
Football	Science Honors
Foreign Language	Spanish Honor Society
French Honor Society	Spring Musical
German Honor Society	Student Council Funds
Girls Basketball	Swim Team
Girls Cross Country	Tri-M
	Yearbook