

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Annual Organization Meeting Agenda**  
**Monday, May 9, 2011 – 8:00 PM**  
**Jefferson Township High School Media Center**

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- A. Dora E. Zeno, President *pro tem*, will call the meeting to order at PM, and read the Open Meeting Statement.
- B. **SUNSHINE ANNOUNCEMENT** – In accordance with the requirements of the Open Public Meetings Act (Chapter 231, P.L. 1975), I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, 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 Board Administrative Offices, sent to the Jefferson Township Municipal Clerk, the Jefferson Township Library and the *Daily Record Newspaper*.

<b>C. ROLL CALL</b>	<u>Present</u>	<u>Absent</u>
Mr. Anzano	_____	_____
Mrs. Castiglione	_____	_____
Mr. Feldmann	_____	_____
Mrs. Mastricola	_____	_____
Mr. Millar	_____	_____
Mrs. Scott	_____	_____
Mrs. Servedio	_____	_____
Mr. Stewart	_____	_____
Mr. VanderPloeg	_____	_____
Dylan Johnson, <i>Student Representative</i>	_____	_____
Brandon Coveney, <i>Student Representative</i>	_____	_____

**D. CERTIFICATION OF ELECTION RESULTS**

<u>Candidate</u>	<u># of Votes</u>
H. Ronald Smith	811
Kristine Blaha	504
Frank J. Cuccio	878
Mark Krisinski	508
Kerri J. Batche	260
James Hine	151
Richard J. Alheidt	311
Stacey Poulas	723
Stacie Corrao	397
Melissa Heyboer-Senatore	638
Paul J. Hartle	148

BUDGET: Yes –1,277      No – 909      Certification of Election Results  
(Attachment A)

**E. Oath of Office** to be administered to the newly elected and re-elected Board of Education members by Board Secretary.

**F. 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 , seconded by , to nominate for **President** of the Jefferson Township Board of Education.

Motion by , seconded by , to close nominations for President of the Jefferson Township Board of Education.

**H. NOMINATIONS FOR VICE PRESIDENT**

Motion by , seconded by , to nominate for Vice President of the Jefferson Township Board of Education.

Motion by , seconded by , to close nominations for VicePresident of the Jefferson Township Board of Education.

**I. COMMENTS FROM THE AUDIENCE***(on Agenda items only)***J. Motion to approve items J.1 through J.25**

**J.1** Motion by , seconded by , that the Jefferson Township Board of Education will hold their 2011-2012**Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings *(Attachment B)*.

**J.2** Motion by , seconded by , to appoint Dora E. Zeno to serve as **Board Secretary** for the 2011-2012 school year, pursuant to 18A:17-5.

**J.3** Motion by , seconded by , 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 2011-2012 school year.

**J.4** Motion by , seconded by , to appoint Joseph Kraemer as **Affirmative Action Officer** for the 2011-2012 School Year.

**J.5** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Dora E. Zeno as **Custodian of Records** for the 2011-2012 school year.

**J.6** Motion by , seconded by , to appoint Denise Meehan as **504 Compliance Officer** for the 2011-2012 School Year.

**J.7** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Vickki Nadler as **Chemical Hygiene Officer** for the 2011-2012 School Year.

**J.8** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez as **Right to Know Officer** for the 2011-2012 School Year.

**J.9** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez as **Asbestos Management and PEOSHA Officer** for the 2011-2012 School Year.

**J.10** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez or designee as **Integrated Pest Management Coordinator** for the 2011-2012 School Year.

**J.11** Motion by , seconded by , to appoint William J. Eagen to serve as **Treasurer of School Moneys** from June 1 through June 30, 2011.

**J.12** Motion by , seconded by , to appoint William J. Eagen to serve as **Treasurer of School Moneys** for the 2011-2012 school year.

**J.13**Motion by , seconded by , 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 2011-2012 school year.

**J.14**Motion by , seconded by , the following banks be designated as **Official Depositories** for the 2011-2012 school year and to approve the Checking Accounts / Required Signatories as listed (*Attachment C*).

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

**J.15**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following companies be designated as official **Tax Shelters** for the 2011-2012 School Year:

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

**J.16**Motion by , seconded by , 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 for the 2011-2012 school year, or until such time that this Board amends same(*Attachment D*).

**J.17**Motion by , seconded by , 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.18**Motion by , seconded by , to approve purchasing for the 2011-2012 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 .

**J.19**Motion by , seconded by , to approve the following resolution authorizing the **procurement of goods and services through State Agency** for the 2011-2012 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

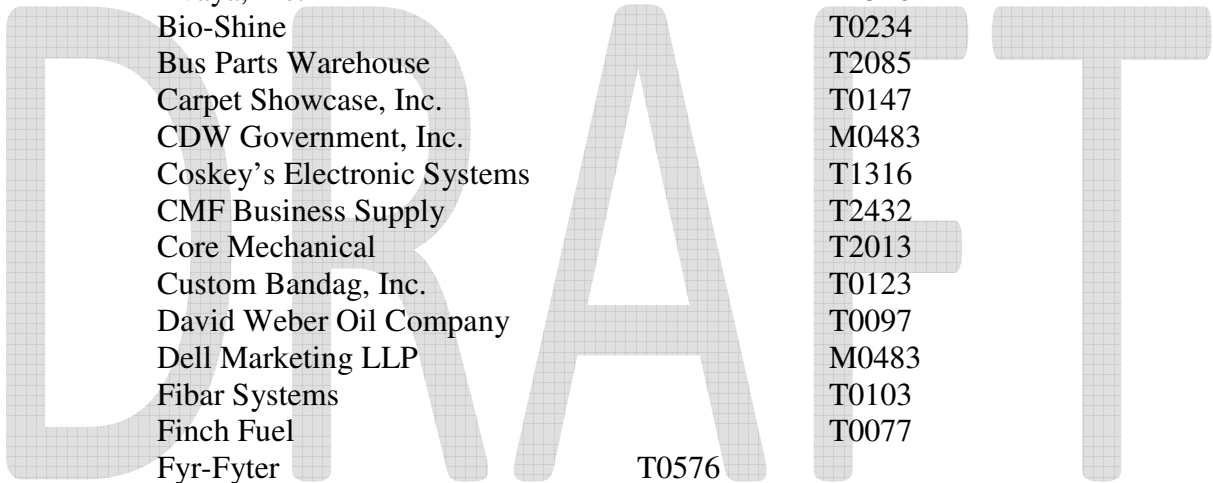
**WHEREAS**, the Jefferson Township Board of Education has the need, on a timely basis, to procure goods and services utilizing State contracts, and

**WHEREAS**,the Jefferson Township Board of Education desires to authorize its purchasing agent for the 2011-2012 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
Alliance Commercial Pest Control Inc	T0354
AmeriGas Propane Inc	T0108
American Mobil Glass of NJ	T0084
Atlantic Communications Electronics, Inc.	T0109
Atlantic Detroit Diesel LLC	T2085
Autozone Northeast Inc.	M0065
Avaya, Inc.	T1316
Bio-Shine	T0234
Bus Parts Warehouse	T2085
Carpet Showcase, Inc.	T0147
CDW Government, Inc.	M0483
Coskey’s Electronic Systems	T1316
CMF Business Supply	T2432
Core Mechanical	T2013
Custom Bandag, Inc.	T0123
David Weber Oil Company	T0097
Dell Marketing LLP	M0483
Fibar Systems	T0103
Finch Fuel	T0077
Fyr-Fyter	T0576
Grainger Inc.	M0002
Graybar Electric Company, Inc.	4190
Herff Jones Inc./Nystrom Education Div.	T0114
Hertz Furniture Systems Corp.	T0177
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
Music Den	GS03F0076V
New York Packaging Corp.	T1244
Opdyke’s Sales & Service	T2085
Perma Bound Books	T0114
Riccardi Bros. of Parsippany, Inc.	T0927
Route 23 Auto Mall	T2085
Rowe & Company	T2085
Royal Communications, Inc.	T0109
S&S Worldwide Inc.	T0114
Sax Arts & Crafts	T0114
School Specialty, Inc.	T0114



**STATE CONTRACT VENDORS (Continued)**

Service Tire Truck Ctr-Bridgestone	T0123
Staples Business Advantage	M0052
Steps to Literacy	T0114
Storr Tractor Company	T2187
Suburban Propane	T0108
Tanner North Jersey, Inc.	T0408
Tilcon New York, Inc.	T0142
Verizon Wireless	T216A
VWR Scientific-Sargent Welch	T0115

**J.20** Motion to approve the following schedule to accept **Tax Payments** from the Township of Jefferson Municipal Office for the 2011-2012 School Year:

MONTH	YEAR	CURRENT EXPENSE	DEBT SERVICE
July	2011	\$ 2,976,356	
August	2011	\$ 2,976,356	
September	2011	\$ 2,976,356	\$ 1,537,025
October	2011	\$ 2,976,356	
November	2011	\$ 2,976,356	
December	2011	\$ 2,976,356	
January	2012	\$ 2,976,356	
February	2012	\$ 2,976,356	
March	2012	\$ 2,976,355	\$ 500,554
April	2012	\$ 2,976,355	
May	2012	\$ 2,976,355	
June	2012	\$ 2,976,355	
<b>TOTALS</b>		<b>\$ 35,716,268</b>	<b>\$ 2,037,579</b>

**J.21** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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 FURTHER RESOLVED**, that the Superintendent to is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

**J.22** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, on an as needed basis, for the 2011-2012 school year.

**J.23** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **Nisivoccia & Company, LLP**, School Auditor of Record, per agreement, to conduct the 2009-2010 Annual School Audit during the 2011-2012 school year.

**J.24** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **William H. Connolly & Associates**, Insurance Agent of Record, for the 2011-2012 school year.

**J.25** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record for the 2011-2012 school year.

**K. COMMENTS FROM THE AUDIENCE**

**L. 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 9<sup>th</sup> day of May, 2011 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 public property, litigation, anticipated litigation or contract negotiation 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.

**M. ADJOURN**

DRAFT

**ATTACHMENT A**

**TOWNSHIP OF JEFFERSON  
2011 School Election  
April 27, 2011**

**REGISTERED VOTERS**

**# OF VOTERS AT POLLS**

**# OF Absentee voters**                      22 approximately

**TOTAL VOTERS:**

*ALL NUMBERS BELOW INCLUDE ABSENTEE VOTES:*

**School Budget:**

**Yes    1,277**

**No                      909**

<b>Board of Education Candidate</b>	<b>TOTALS</b>
H. Ronald Smith	811
Kristine Blaha	504
Frank J. Cuccio	878
Mark Krisinski	508
Kerri J. Batche	260
James Hine	151
Richard J. Alheidt	311
Stacey Poulas	723
Stacie Corrao	397
Melissa Heyboer-Senatore	638
Paul J. Hartle	148

Official Results are generated from the Morris County Clerk's Office



**ATTACHMENT B**

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

Schedule of Meetings

June 2011 - April 2012

**REGULAR MEETING**

**Monday, June 20, 2011
Monday, July 18, 2011
Monday, August 15, 2011
Monday, September 19, 2011
Monday, October 17, 2011
Monday, November 21, 2011
Monday, December 19, 2011
*Tuesday, January 17, 2012
*Tuesday, February 21, 2012
Monday, March 19, 2012
Monday, April 16, 2012

**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. All meetings will be held in the Jefferson Township High School Media Center, Weldon Road, Oak Ridge, NJ 07438.

**\*Meetings will be held on Tuesdays due to the District being closed for Holidays.**

**\*\*Public Meeting to commence at 7:00 pm in the High School Auditorium.**

## ATTACHMENT C

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
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

**ATTACHMENT D**  
**Jefferson Township Public Schools**  
**Programs & Services 2011-2012**

- Cafeteria and Food Services
- Drug and Alcohol Instruction
- Substance Abuse Prevention Program
- Emergency and Crisis Management
- English as a Second Language
- Family Life Instruction as per State requirements
- Guidance Services
- Health Services/School Nursing Plan
- Home Instruction
- In School Suspension/Detention
- Gifted and Talented
- Violence and Vandalism Prevention
- Special Education Services and Programs:
  - Academic Support
  - Assistive Technology
  - Autism Program
  - Behavioral Disabilities
  - Child Study Team Services
  - In-Class Support
  - Learning/Language Disabilities
  - Multiple Disabilities
  - Occupational Support
  - Resource Centers/Special Class Program
  - Supplemental Instruction
  - Pre-K Disabled
- Transportation Services
- All Basic and Supplemental Textbooks
- Clubs/Activities and Athletic Programs
- Written Curriculum

The district Board of Education has annually approved curriculum that clearly and specifically aligns with the most recent State Board adopted version of the NJCCCS.