



**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 Vice President 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 2010-2011 **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 2010-2011 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 2010-2011 school year.

**J.4** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Joseph Kraemer as **Affirmative Action Officer** for the 2010-2011 School Year.

**J.5** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Dora E. Zeno as **Custodian of Records** for the 2010-2011 school year.

**J.6** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Charles Dimiceli as **504 Compliance Officer** for the 2010-2011 School Year.

**J.7** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Vicki Nadler as **Chemical Hygiene Officer** for the 2010-2011 School Year.

**J.8** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez as **Right to Know Officer** for the 2010-2011 School Year.

**J.9** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez as **Asbestos Management and PEOSHA Officer** for the 2010-2011 School Year.

**J.10** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint George Fernandez or designee as **Integrated Pest Management Coordinator** for the 2010-2011 School Year.

**J.11** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Elizabeth Hickey to serve as **Treasurer of School Moneys** for the 2010-2011 school year.

**J.12** 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 2010-2011 school year.

**J.13** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following banks be designated as **Official Depositories** for the 2010-2011 school year and to approve the Checking Accounts / Required Signatories as listed (*Attachment C*).

Lakeland State Bank  
CITI Bank  
Cash Management of NJ/ARM  
Skylands Community Bank  
Wachovia Bank

**J.14** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following companies be designated as Official Tax Shelters for the 2010-2011 School Year:

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

**J.15** 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 2010-2011 school year, or until such time that this Board amends same (*Attachment D*).

**J.16** 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.17** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve purchasing for the 2010-2011 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.18** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following resolution authorizing the procurement of goods and services through State Agency for the 2010-2011 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 2010-2011 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
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.19** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **Schenck, Price, Smith & King, LLP**, as Board Attorney, per agreement, for the 2010-2011 school year.
- J.20** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, on an as needed basis, for the 2010-2011 school year.
- J.21** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **Schwartz, Simon, Edelstein, Celso & Kessler, LLC**, Negotiations Counsel of Record, per agreement, for the 2010-2011 school year.
- J.22** 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 2010-2011 school year.
- J.23** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **Dr. Jean-Paul Bonnet of Skylands Medical Group**, School Medical Inspector of Record, per agreement, for the 2010-2011 school year.
- J.24** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **William H. Connolly & Company**, Insurance Agent of Record, for the 2010-2011 school year.
- J.25** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the appointment of **LDP Consulting Group**, Health Insurance Agent of Record for the 2010-2011 school year.

**K. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motion K.1 as described below:

- K.1** 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 Attachment 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; be it

**RESOLVED**, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it further

**RESOLVED**, That the expense is justified and therefore reimbursable (*copy attached*).

**L. COMMENTS FROM THE AUDIENCE**

**M. ADJOURN**





**ATTACHMENT B**

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

Schedule of Meetings

May 2010 - April 2011

**REGULAR MEETING**

Monday, May 10, 2010
**Monday, June 14, 2010
Monday, July 19, 2010
Monday, August 16, 2010
Monday, September 20, 2010
Monday, October 18, 2010
Monday, November 15, 2010
Monday, December 20, 2010
*Tuesday, January 18, 2011
*Tuesday, February 22, 2011
Monday, March 21, 2011
Monday, April 18, 2011

**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 will commence at 7PM.**

## ATTACHMENT C

<b>ACCOUNT NAME</b>	<b>SIGNATURES</b>	<b>ALTERNATE</b>	<b>NO. OF REQUIRED SIGNATURES</b>
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 2010-2011**

- 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.

### Board Approved Travel

Name	Event Date	Location	Function Description (i.e. Seminar Subject)	Transportation	Registration Fee \$	Travel/Miles	Lodging Cost/day/person (not to exceed)	# Nights	*Meal Cost per day (not to exceed)	# Meal Days	Total Expenses/person daily costs (does not include mileage, parking and tolls)
Francavilla, Barbara	May 11 & 12	Denville, NJ	Teaching Parenting The Positive Discipline Way	own	\$ -	0	\$ -	0	\$ -	0	\$ -
Knutelsky, Robin; Materia, Joseph; Petric, Marius; and Thornton, Mary	May 26	Mountain Lakes, NJ	“Important Student Learning with Standards and Assessments”, and “Effective Policies and Practices for Grading and Reporting Student Learning”	own	\$ 145.00	70	\$ -	0	\$ -	0	\$ 145.00
Larson, Claude	May 2-8	Fairbanks, AK	PolarTrec Orientation and Fair Share	own	\$ -	0	\$ -	0	\$ -	0	\$ -