

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Annual Organization Meeting Minutes
Thursday, April 29, 2010 – 7:00 PM
Jefferson Township High School Media Center

A. Dora E. Zeno, President *pro tem*, will call the meeting to order at 7:03 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Anzano	<u>X</u>	<u> </u>
Mrs. Castiglione (<i>departed @ 7:15pm</i>)	<u>X</u>	<u> </u>
Mr. Cerny	<u>X</u>	<u> </u>
Mr. Feldmann	<u>X</u>	<u> </u>
Mrs. Mastricola	<u>X</u>	<u> </u>
Mrs. Scott	<u>X</u>	<u> </u>
Mrs. Servedio	<u>X</u>	<u> </u>
Mr. Stewart	<u>X</u>	<u> </u>
Mr. VanderPloeg	<u>X</u>	<u> </u>
Brandon Coveney, <i>Student Representative</i>	<u> </u>	<u>X</u>
Gabrielle Haak, <i>Student Representative</i>	<u> </u>	<u>X</u>

D.

<u>Candidate</u>	<u># of Votes</u>
Nicholas A. Anzano	- 1,689
Cynthia R. Scott	- 1,733
Matthew Millar (<i>Write In Candidate</i>)	- 406
Sheila Brown (<i>Write In Candidate</i>)	- 266

BUDGET: Yes – 1,568 No – 1,795 Certification of Election Results
(Attachment A)

E. Oath of Office was 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 Mrs. Servedio, seconded by Mrs. Masticola, to nominate Cynthia Scott as **President** of the Jefferson Township Board of Education.

Motion by Mrs. Castiglione, seconded by Mr. Stewart, to nominate Robert Vander Ploeg as **President** of the Jefferson Township Board of Education.

A motion by Mr. Stewart, nominating Mr. Feldmann to the position of **President** did not receive a "second". Thus nominations for the position of President were closed.

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

The Vote for Mrs. Scott as President:

MOTION: Mrs. Servedio	SECOND: Mrs. Mastricola			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione		X		
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar			X	
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart		X		
Mr. Vander Ploeg		X		

The Vote for Mr. Vander Ploeg as President:

MOTION: Mrs. Servedio	SECOND: Mrs. Mastricola			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano		X		
Mrs. Castiglione	X			
Mr. Feldmann		X		
Mrs. Mastricola		X		
Mr. Millar			X	
Mrs. Scott		X		
Mrs. Servedio		X		
Mr. Stewart	X			
Mr. Vander Ploeg	X			

Mrs. Scott took the chair as President.

H. NOMINATIONS FOR VICE PRESIDENT

Motion by Mrs. Servedio, seconded by Mr. Stewart, to nominate Robert Feldmann as **Vice President** of the Jefferson Township Board of Education.

Motion by Mrs. Castiglione, seconded by Mr. Vander Ploeg, to nominate Robert Vander Ploeg as **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. Feldmann as Vice President:

MOTION: Mrs. Servedio	SECOND: Mr. Stewart			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano		X		
Mrs. Castiglione		X		
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar			X	
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg		X		

The Vote for Mr. Vander Ploeg as Vice President:

MOTION: Mrs. Servedio	SECOND: Mrs. Mastricola			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Feldmann		X		
Mrs. Mastricola		X		
Mr. Millar			X	
Mrs. Scott		X		
Mrs. Servedio		X		
Mr. Stewart		X		
Mr. Vander Ploeg	X			

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

None

J. Motion to approve items J.1 through J.25

- J.1** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, to appoint Joseph Kraemer as **Affirmative Action Officer** for the 2010-2011 School Year.
- J.5** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint Dora E. Zeno as **Custodian of Records** for the 2010-2011 school year.
- J.6** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint Charles Dimiceli as **504 Compliance Officer** for the 2010-2011 School Year.
- J.7** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint Vickki Nadler as **Chemical Hygiene Officer** for the 2010-2011 School Year.
- J.8** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint George Fernandez as **Right to Know Officer** for the 2010-2011 School Year.
- J.9** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint George Fernandez as **Asbestos Management and PEOSHA Officer** for the 2010-2011 School Year.

- J.10** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint George Fernandez or designee as **Integrated Pest Management Coordinator** for the 2010-2011 School Year.
- J.11** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to appoint Elizabeth Hickey to serve as **Treasurer of School Moneys** for the 2010-2011 school year.
- J.12** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, 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 Mrs. Mastricola, seconded by Mrs. Servedio, to approve the appointment of **William H. Connolly & Company**, Insurance Agent of Record, for the 2010-2011 school year.
- J.25** Motion by Mrs. Mastricola, seconded by Mrs. Servedio, to approve the appointment of **LDP Consulting Group**, Health Insurance Agent of Record for the 2010-2011 school year.

MOTION: Mrs. Mastricola		SECOND: Mrs. Servedio		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione				X
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

K. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by Mrs. Servedio, seconded by Mrs. Mastricola, 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*).

MOTION: Mrs. Servedio		SECOND: Mrs. Mastricola		
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione				X
Mr. Feldmann	X			
Mrs. Mastricola	X			
Mr. Millar	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Stewart	X			
Mr. Vander Ploeg	X			

L. COMMENTS FROM THE AUDIENCE

- Several students and members of the public spoke in support on behalf of a district teacher and coach, and the respect and value he brings to the student body.

M. ADJOURN

Motion by Mr. Stewart, seconded by Mr. Feldmann that the meeting adjourn at 7:40 PM.

Respectfully submitted,

Dora E. Zeno
Board Secretary

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

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 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	\$ -