

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Annual Organization Meeting Agenda**  
**Monday, April 30, 2007 - 8:00 PM**

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1. Mrs. Mylchreest will call the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement.

2. Pledge of Allegiance.

<b>3. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Andre	_____	_____
Mrs. Castiglione	_____	_____
Mr. Cerny	_____	_____
Mr. Chamberlain	_____	_____
Mr. Feldmann	_____	_____
Mr. Hanisch	_____	_____
Mrs. Hardy	_____	_____
Mrs. Masticola	_____	_____
Mrs. Servedio	_____	_____
Marieclaire DosSantos	_____	_____
Craig Fuess	_____	_____

<b>4.</b>	Cynthia R. Scott	-	1,113
	Nicholas A. Anzano	-	1,124
	Louis Cerny	-	1,080
	Alice L. Hardy	-	1,233

BUDGET: Yes – 859                      No – 974 Certification of Election Results  
(Attachment A):

5. Oath of Office to be administered to the newly elected Board of Education members by Board Secretary.

6. 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.

7. 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.

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Jefferson Township Board of Education will hold their 2007-08 **Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (Attachment B).

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Dora E. Mylchreest to serve as **Board Secretary** for the 2007-08 school year, pursuant to 18A:17-5.

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that Dora E. Mylchreest, 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 2007-08 school year.

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Joseph Kraemer as **Affirmative Action Officer** for the 2007-08 School Year.

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Inez Kraus as **504 Compliance Officer** for the 2007-08 School Year.

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint Elizabeth Hickey to serve as **Treasurer of School Moneys** for the 2007-08 school year.

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the New Jersey Herald, Newton, New Jersey and the Daily Record, Morristown, New Jersey be designated as the **Official Newspapers** of the Jefferson Township Board of Education, for the ensuing year; and further, that the Aim News, also be designated as an Official Newspaper of the Jefferson Township Board of Education for the 2007-08 school year.

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following banks be designated as **Official Depositories** for the 2007-08 school year and to approve the Checking Account Numbers / Required Signatories as listed (Attachment C).

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

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, and programs** for the Jefferson Township School District for the 2007-08 school year, or until such time that this Board amends same.
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.
18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve purchasing for the 2007-08 school year through the **State Contract** vendors, **Morris County Co-op** vendors and the **Hunterdon County Educational Services Commission** vendors.

19. **PUBLIC COMMENTS**

20. **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 30<sup>th</sup> day of April, 2007 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), (3), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, personal privacy, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters and employment, evaluation, termination of employees.
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 and action may be taken.

21. **ADJOURN**

Attachment B

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

May 2007 - April 2008

**\*WORKSESSION MEETING**

**\*REGULAR MEETING**

Monday, May 14, 2007	Monday, May 21, 2007
Monday, June 11, 2007	Monday, June 18, 2007
Monday, July 9, 2007	Monday, July 16, 2007
Monday, August 13, 2007	Monday, August 20, 2007
Monday, September 10, 2007	Monday, September 17, 2007
Monday, October 8, 2007	Monday, October 15, 2007
Monday, November 12, 2007	Monday, November 19, 2007
Monday, December 10, 2007	Monday, December 17, 2007
Monday, January 14, 2008	Monday, January 21, 2008
Monday, February 11, 2008	*Tuesday, February 19, 2008
Monday, March 10, 2008	Monday, March 17, 2008
Monday, April 14, 2008	Monday, April 21, 2008

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. A closed session may also be held following the public session, as needed. All meetings will be held in the Jefferson Township Middle School Media Center, Weldon Road, Oak Ridge, NJ 07438.

**Each month there are two meetings scheduled, the work session meeting and the regular meeting, however the Board may vote at either meeting.**

**\*Meeting will be held on Tuesday due to the District being closed on Monday, February 18, 2008, Presidents' Day.**

**Attachment C**  
**Checking Account Numbers/Required Signatories**

<u>Account Number</u>	<u>Account Name/Signatories</u>
554019579	Business Office Petty Cash/Board Secretary & Superintendent (Board President)
554011183	JTHS Athletic Events Account/Principal (2 Vice Principals & Director of Guidance)
554000610	JTHS Activity Account/Principal & Vice Principal
554011361	Scholarship Fund Account/Principal & Vice Principal
554011019	JTHS Retired HS Classes/Principal & Vice Principal
554019986	JTMS Activity Fund/Principal & Secretary
205006361	E.T. Briggs Activity Fund/Principal & Secretary
205006388	R.F. Drummond Activity Fund/Principal & Secretary
554007380	White Rock Activity Fund/Principal & Secretary
554009855	Milton Activity Fund/Principal & Secretary
554009820	Cozy Lake Activity Fund/Principal & Secretary
6105542621	Stanlick Activity Fund/Principal & Secretary
554019587	School Nutrition Account/ Board Secretary, Superintendent & (Board President)
554019595	Payroll Agency/Treasurer of School Moneys (Board Secretary)
554019609	Payroll/Treasurer of School Moneys (Board Secretary)
554019617	General/Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)
554019625	Unemployment Trust Fund/Treasurer of School Moneys & Board Secretary
554019633	Capital Projects Account/ Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)
554019668	Capital Reserve/ Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)
554019641	Maintenance Reserve/ Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)

\*Alternate Signatory appears in parenthesis.