

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Annual Organization Meeting
Monday
April 26, 2004
7:00 PM Closed Session
8:00 PM Open Session

1. Pledge of Allegiance.
2. Mrs. Mylchreest called the meeting to order at 8:00 PM, and read the Open Meeting Statement.

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

BE IT RESOLVED, by the Jefferson Township Board of Education on this 26th day of April, 2004 at 7:05 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), (4) and (7). The general nature of the discussion will involve matters confidential by law, collective bargaining and litigation, anticipated litigation or contract negotiation and attorney-client matters.
Action may be taken.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies, which is anticipated to be later this evening.
3. This resolution shall take effect immediately.

Motion carried.

3. Certification of Election Results (Attachment A):

John Andre	- 819
Kurt T. Hanisch	- 754
Alice L. Hardy	- 979
Richard F. Trignano	- 502

BUDGET: Yes - 474 No - 961

4. Oath of Office was administered to the newly elected Board of Education members by Mrs. Mylchreest.

5. ROLL CALL:	<u>Present</u>	<u>Absent</u>
Mr. Andre	X	
Mr. Cuccio	X	
Mr. Erdmann	X	
Mr. Hanisch	X	
Mrs. Hardy	X	
Miss Klepp		X
Mrs. Muller	X	
Mr. Tasker	X (left at 11:00 PM)	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg	X	

6. Nominations for President

Motion by Mr. Erdmann, seconded by Mr. Cuccio, to nominate Mr. Andre for **President** of the Jefferson Township Board of Education.

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

Roll call vote: Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Abstain
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Abstain	

Six in favor. Two abstentions. Motion carried.

Roll call vote for President:

Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Abstain
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Abstain	

Six in favor. Two abstentions. Motion carried.

7. Nominations for Vice President

Motion by Mr. Hanisch, seconded by Mr. Erdmann, to nominate Mr. Cuccio for **Vice President** of the Jefferson Township Board of Education.

Motion by Mr. Erdmann, seconded by Mr. Hanisch, to **close nominations** for Vice President of the Jefferson Township Board of Education.

Roll call vote: Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Yes
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Abstain	

Seven in favor. One abstention. Motion carried.

Roll call vote for Vice President:

Mr. Andre	- Yes	Mr. Hanisch	- Yes	Mr. Tasker	- Abstain
Mr. Cuccio	- Yes	Mrs. Hardy	- Yes	Mrs. Van Houwe	- Yes
Mr. Erdmann	- Yes	Mrs. Muller	- Abstain		

Six in favor. Two abstentions. Motion carried.

8. Motion by Mr. Tasker, seconded by Mr. Cuccio, that the Jefferson Township Board of Education will hold their 2004-05 **Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (Attachment B).

Roll call vote:	Mr. Andre	- Yes	Mr. Hanisch	- Yes	Mr. Tasker	- Yes
	Mr. Cuccio	- Yes	Mrs. Hardy	- Yes	Mrs. Van Houwe	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes		

All in favor. Motion carried.

Motion by Mr. Tasker, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions 9 through 14, as described below:

9. Motion to appoint Dora E. Mylchreest to serve as **Board Secretary** for the 2004-05 school year.
10. Motion 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 2004-05 school year.
11. Motion to appoint Dr. Lisa Antunes as **Affirmative Action Officer** for the 2004-05 School Year.
12. Motion to appoint Inez Kraus as **504 Compliance Officer** for the 2004-05 School Year.
13. Motion to appoint Elizabeth Hickey to serve as **Treasurer of School Moneys** for the 2004-05 school year at a rate of \$6,838 per year.

- 14. Motion 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 Community News, serving the Township of Jefferson, also be designated as an Official Newspaper of the Jefferson Township Board of Education for the 2004-05 school year.

Roll call vote for items 9 through 14:

Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Yes
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Yes	

All in favor. Motion carried.

- 15. Motion by Mr. Tasker, seconded by Mr. Cuccio, the following banks be designated as **Official Depositories** for the 2004-05 school year and to approve the Checking Account Numbers / Required Signatories as listed (Attachment C).

Bank of New York
PNC Bank
Commerce Bank
Lakeland State Bank
Fleet Bank
First Union Bank
Cash Management of NJ
Valley National Bank
Wachovia Bank

Roll call vote: Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Yes
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Yes	

All in favor. Motion carried.

Motion by Mr. Tasker, seconded by Mr. Cuccio, to accept the recommendation of the Superintendent to approve and adopt motions 16 through 35, as described below:

- 16. Motion to adopt, based on the recommendation of the Superintendent of Schools, the existing **K-12 curriculum, program and services** for the Jefferson Township School District for the 2004-05 school year, or until such time that this Board amends same.
- 17. Motion to adopt, based on the recommendation of the Superintendent of Schools, that all previous written **by-laws and policies** of this Board of Education be continued in force until such time that this Board amends same.
- 18. Motion to adopt, based on the recommendation of the Superintendent of Schools, the existing **K-12 textbooks** for the Jefferson Township School District for the 2004-05 school year, or until such time that this Board amends same.

19. Motion to approve the appointment of **Ferraioli, Wielkotz, Cerullo & Cuva, P.A.**, School Auditor, per agreement, for the 2004-05 school year
20. Motion to approve the appointment of **Robert Tosti of Wilson, Elser, Moskowitz, Edelman & Dicker LLP**, Board Attorney and Negotiator, per agreement, for the 2004-05 school year.
21. Motion to approve the appointment of **Faridy, Veisz and Fraytak**, Architect of Record, per agreement, for the 2004-05 school year.
22. Motion to approve the appointment of **Hatch Mott MacDonald**, Consulting Engineer of Record, per agreement, for the 2004-05 school year.
23. Motion to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, per agreement, for the 2004-05 school year.
24. Motion to approve the appointment of **Jean-Paul Bonnet of Skylands Medical Group**, School Medical Inspector of Record, per agreement, for the 2004-05 school year.
25. Motion to approve the appointment of **Epic Construction Management**, Construction Manager of Record, per agreement, for the 2004-05 school year.
26. Motion to approve the appointment of **Finelli Consulting Engineers**, Consulting Engineer of Record, on an as needed basis, for the 2004-05 school year.
27. Motion to approve the appointment of **De Muro Associates**, Consulting Engineer/Surveyor of Record, on an as needed basis, for the 2004-05 school year.
28. Motion to approve the appointment of **Water Management Services, Inc.**, Waste Water Consultant of Record, per agreement, for the 2004-05 school year.
29. Motion to approve the appointment of **Agra Environmental & Laboratory Services**, Drink Water Consultant of Record, per agreement, for the 2004-05 school year.
30. Motion to approve the appointment of **T.L. Groseclose Associates, Inc.**, Student Insurance Agent of Record for the 2004-05 school year.
31. Motion to approve the appointment of **LDP Consulting Group**, Health Insurance Agent of Record for the 2004-05 school year.
32. Motion to approve the appointment of **NJ/ARM**, Investment Manager of Record for the 2004-05 school year.
33. Motion to approve the appointment of **Environmental Remediation & Management, Inc.**, Asbestos Consultant of Record, on an as needed basis, for the 2004-05 school year.
34. Motion to approve the Resolution to Continue Membership and the Indemnity and Trust Agreement in the **Pooled Insurance Program** of New Jersey (Attachment D).

35. Motion to approve purchasing for the 2004-05 school year through the **State Contract** vendors and **Morris County Co-op** vendors.

Roll call vote for items 16 through 35:

Mr. Andre - Yes	Mr. Hanisch - Yes	Mr. Tasker - Yes
Mr. Cuccio - Yes	Mrs. Hardy - Yes	Mrs. Van Houwe - Yes
Mr. Erdmann - Yes	Mrs. Muller - Yes	

All in favor. Motion carried.

36. **PRESENTATION**

Report on Construction Related Air Quality and Environmental Conditions – Epic Management, Inc., Envirovision and Environmental Remediation

COMMENTS FROM THE AUDIENCE

Comments were made regarding the following:

- In-door air quality

37. **ADJOURN**

Motion by Mr. Hanisch, seconded Mr. Cuccio, that the meeting adjourn at 11:04 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary

Attachment B

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

May 2004 - April 2005

*CONFERENCE MEETING

*REGULAR MEETING

Monday, May 10, 2004	Monday, May 17, 2004
Monday, June 14, 2004	Monday, June 21, 2004
Monday, July 12, 2004	Monday, July 19, 2004
Monday, August 9, 2004	Monday, August 16, 2004
Monday, September 13, 2004	Monday, September 20, 2004
Monday, October 11, 2004	Monday, October 18, 2004
Monday, November 8, 2004	Monday, November 15, 2004
Monday, December 13, 2004	Monday, December 20, 2004
Monday, January 10, 2005	Monday, January 17, 2005
Monday, February 14, 2005	*Tuesday, February 22, 2005
Monday, March 14, 2005	Monday, March 21, 2005
Monday, April 11, 2005	Monday, April 18, 2005

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 Library, Weldon Road (Milton), Oak Ridge, NJ 07438.

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

***Meeting will be held on Tuesday due to school being closed on Monday.**

Attachment C

Checking Account Numbers/Required Signatories

<u>Account Number</u>	<u>Account Name/Signatories</u>
6101061653	Business Office Petty Cash/Board Secretary & Superintendent (Board President) Annual District Petty Cash Amount: \$1,500
554011183	JTHS Athletic Events Account/Principal & Vice Principal
554000610	JTHS Activity Account/Principal & Vice Principal
554011361	Scholarship Fund Account/Principal & Vice Principal
554011019	JTHS Retired HS Classes/Principal & Vice Principal
6101061343	JTMS Activity Fund/Principal & Secretary
6101061246	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
6101063451	Stanlick Activity Fund/Principal & Secretary
6101061645	Hot Lunch Account/Superintendent & Board Secretary
6101060762	Agency/Treasurer of School Moneys (Board Secretary)
6101061416	Payroll/Treasurer of School Moneys (Board Secretary)
610106163	Bond & Coupon/Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)
6101081158	General/Board Secretary, Treasurer of School Moneys & Board President (Board Vice President)
6105540653	Unemployment Trust Fund/Treasurer of School Moneys & Board Secretary

***Alternate Signatory appears in parenthesis.**

**RESOLUTION TO CONTINUE MEMBERSHIP IN THE
POOLED INSURANCE PROGRAM OF NEW JERSEY**

WHEREAS, a number of Boards of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B and;

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of Jefferson Township has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Jefferson Township does hereby agree to renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2004 to June 30, 2006.

BE IT FURTHER RESOLVED that the Board Secretary/School Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/School Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to Executive Director.

School Business Administrator/Board Secretary

Date

POOLED INSURANCE PROGRAM OF NEW JERSEY
FUND MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT

THIS AGREEMENT, made this first day of July 2004 in the County of Morris, State of New Jersey By and Between: POOLED INSURANCE PROGRAM OF NEW JERSEY hereinafter referred to as the Pool; and the Board of Education of Jefferson Township a duly constituted unit of government hereinafter referred to as the Board:

WITNESSETH:

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board Pool as such an entity is authorized and describe din NJSA 18A:18B and the administrative regulations promulgated pursuant thereto and;

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the pool in accordance with and to the extent provided for in the Bylaws of the Pool and in consideration of such obligations and benefits to be shared by the membership of the Pool:

NOW THEREFORE, it is agreed as follows:

1. The Board accepts the Pool's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The Board agrees to participate in the Pool with respect to the types of insurance listed in the Board's resolutions.
3. The Board agrees to renew membership in the Pool for the period of Two (2) years, the commencement of which shall be July 1, 2004.
4. The Board certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of membership in the Pool, the Board agrees that is shall jointly and severally assume and discharge the liability of each and every member of the Pool, all of whom as a condition of membership in the Pool, shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the Board is pledged to the punctual payment of any sums which shall become due to the Pool in accordance with the Bylaws thereof, this Agreement or any applicable Statute.
6. If the Pool in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or court costs, the Board agrees to reimburse the Pool for all such reasonable expenses, fees and costs on demand.

7. The Board and the Pool agree that the Pool shall hold all monies paid by the Board to the Pool as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18A:18B.

8. The Pool shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a. Claims or Loss Retention Fund
- b. Administrative
- c. Workers' Compensation Premium

The Pool shall maintain Trust Accounts aforementioned in accordance with NJSA 18a:18b, the Pool's Bylaws and such other Statutes as may be applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus".

9. Each Board who shall become a member of the Pool shall be obligated to execute this Agreement.

PIP-NJ
POOL

SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY