

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Special Meeting Agenda**  
**Monday, March 26, 2018 6:30 PM**  
**Jefferson Township Board of Education Central Office**

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**A.** \_\_\_\_\_, called the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement, below:

In accordance with the Open Meeting Law, 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 Jefferson Township Municipal Building, with copies of such notice delivered or mailed or electronically mailed to the following:

*DAILY RECORD* and posted on the  
Jefferson Township Board of Education website (www.Jefftwp.org);

and a copy of said notice delivered to the Municipal Clerk of the Township of Jefferson and the Jefferson Township Library.

**B.** Pledge of Allegiance.

**C. ROLL CALL:**

Present                      Absent

Mrs. Gould	_____	_____
Mr. Martorelli	_____	_____
Mrs. Poulas	_____	_____
Mrs. Senatore	_____	_____
Mrs. Small	_____	_____
Mr. Stewart	_____	_____
Mrs. Wildermuth	_____	_____
Mr. Millar, <i>Vice President</i>	_____	_____
Mrs. Van Ness, <i>President</i>	_____	_____

**D. PRESENTATIONS**

- 2018-2019 Preliminary Budget Synopsis – Jeanne Howe, Acting Superintendent, Dora Zeno, Business Administrator

**E. COMMENTS FROM THE AUDIENCE** *(on agenda action items only, if applicable)*

Public participation shall be governed by the following rules (Per District Policy #0167):

1. The Public participation period shall be for thirty minutes or fewer;
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to three minutes' duration;
4. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer;
6. The presiding officer may:
  - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
  - b) Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

- d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e) Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

**F. FINANCE AND BUILDING NEEDS COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Acting Superintendent to approve and adopt motions F.1 through F.4, as described below:

**F.1 WHEREAS**, the Jefferson Board of Education, in the County of Morris, New Jersey approves the *preliminary* 2018-2019 school district budget for submission to the Executive County Superintendent of Schools for review as follows:

General Fund	60,260,667
Special Revenue Fund	868,259
Debt Service Fund	1,872,257
<b>Total</b>	<b>63,001,183</b>

**NOW THEREFORE BE IT RESOLVED**, that there should be raised a total General Fund Tax Levy of \$42,317,179 and Debt Service \$1,872,257 for the ensuing School Year (2018-2019).

**F.2 WHEREAS**, the district has a taxing authority which is comprised of:

Banked Cap Expiring in 2019-2020	0
Banked Cap Expiring in 2020-2021	0
Banked Cap Expiring in 2021-2022	260,512
2% Allowable Tax Levy Adjustment	829,749
Base 2017-2018	41,487,430
Total Available Tax Levy	42,577,691

And

**WHEREAS**, The Board has approved that there should be raised for the General Fund a tax levy of \$42,317,179,

**NOW THEREFORE BE IT RESOLVED** that the Jefferson Board of Education, in the County of Morris, New Jersey approves that the unused, unexpired taxing authority of \$260,512 be banked for potential use in the subsequent allowable fiscal years.

**F.3 RESOLVED**, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Jefferson Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2018-2019 school year; and

**WHEREAS**, maximum expenditure amount allotted for travel and expense reimbursement for the 2017-2018 was **\$124,324** and

**WHEREAS**, travel and expense reimbursement has reached a total amount of \$46,428 as of March 1, 2018,

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2018-2019 at the sum of \$130,235, and

**BE IT FURTHER RESOLVED**, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**F.4 WHEREAS**, N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service, a maximum level of spending for the ensuing school year; and

**WHEREAS**, the tentative budget includes the following appropriations:

<b>Account Code</b>	<b>Description</b>	<b>\$\$</b>
11-000-213-300	Health - School Physician	\$ 31,300
11-000-216-320	Purchased Student Related Support Services	\$ 25,900
11-000-217-320	Purchased Professional Extraordinary Services	\$ 42,500
11-000-218-320-390	Student Guidance Services - Medical Screenings	\$ 25,270
11-000-219-320	Purchased Prof-Ed Services – Educational/Medical Services Provided to Students	\$181,950
11-000-219-390	Other Purchased Prof & Tech Services - Student Evaluations	\$ 31,504
11-000-223-320	Purchased Professional Development Services - Speakers	\$ 32,000
11-000-230-331	Legal Services	\$175,000
11-000-230-332	Auditor Fees	\$ 32,000
11-000-230-334	Architect/Engineer Services	\$ 40,000
11-000-230-339	Other Professional Services	\$ 7,500
11-150-100-320	Hospital Based Homebound Instruction	\$ 35,000
	<b>Total</b>	<b>\$659,924</b>

And

**WHEREAS**, the Administration needs to notify the Board if there arises a need to exceed said maximums, upon which the Board may adopt a dollar increase in the maximum amount through formal Board action; and

**WHEREAS**, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

**NOW THEREFORE BE IT RESOLVED**, that the Jefferson Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2018-2019 school year.

**G. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE**

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

**G.1** Motion to approve the following **Day Field Trips**:

<b>School/Group/Activity</b>	<b>Location</b>
JTHS, Tri-M Broadway Musical Field Trip	A Bronx Tale, The Longacre Theatre, New York, NY

**H. NEW BUSINESS**

**I. 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 26<sup>th</sup> day of March, 2018 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 litigation, anticipated litigation 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.

**J. ADJOURN**