

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Annual Organization Meeting Minutes
Wednesday, January 3, 2018 7:00 PM
Jefferson Township Board of Education Central Office

- A.** Dora E. Zeno, President *pro tem*, will call the meeting to order at 7:09 PM, and read the Open Meeting Statement.

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.Jefftp.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:

	<u>Present</u>	<u>Absent</u>
Mr. Cuccio	_____	_____ <u>X</u> _____
Mrs. Gould	_____ <u>X</u> _____	_____
Mr. Martorelli	_____ <u>X</u> _____	_____
Mr. Millar	_____ <u>X</u> _____	_____
Mrs. Poulas	_____ <u>X</u> _____	_____
Mrs. Senatore	_____ <u>X</u> _____	_____
Mr. Stewart	_____ <u>X</u> _____	_____
Mrs. Van Ness	_____ <u>X</u> _____	_____
Mrs. Wildermuth	_____ <u>X</u> _____	_____

- D. Oath of Office** to be administered to elected Board of Education members Stacey Poulas, James Martorelli and Jill Small by Board Secretary.

E. NOMINATIONS FOR PRESIDENT

Motion by Mrs. Senatore to nominate Mrs. Van Ness for **President** of the Jefferson Township Board of Education.

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

The Vote for Mrs. Van Ness as President:

MOTION: Mrs. Senatore	SECOND: Mrs. Gould			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

Mrs. Van Ness assumed the President's chair.

F. NOMINATIONS FOR VICE PRESIDENT

Motion by Mrs. Wildermuth to nominate Mr. Millar for **Vice President** of the Jefferson Township Board of Education.

Motion by Mrs. Gould to nominate Mrs. Poulas for **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. Millar as Vice President:

MOTION: Mrs. Wildermuth	SECOND: Mr. Martorelli			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould		X		
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas		X		
Mrs. Senatore	X			
Mrs. Small		X		
Mr. Stewart		X		
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

The Vote for Mrs. Poulas as Vice President:

MOTION: Mrs. Gould	SECOND: Mr. Stewart			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli		X		
Mr. Millar		X		
Mrs. Poulas	X			
Mrs. Senatore		X		
Mrs. Small	X			
Mr. Stewart			X	
Mrs. Van Ness		X		
Mrs. Wildermuth		X		

Mr. Millar is affirmed as Vice President.

G. 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.

Mrs. Van Ness elaborated on the etiquette and protocol of Board Members as it relates to the Code of Ethics.

H. COMMENTS FROM THE AUDIENCE *(on Agenda items only)*

- None

I. Motion by Mr. Stewart, seconded by Mrs. Senatore to approve items **I.1** through **I.13**

I.1 Motion that the Jefferson Township Board of Education will hold their 2018 **Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (*Attachment A*).

I.2 Motion to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record from January 1, 2018 through December 31, 2018.

- I.3** Motion to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, per agreement, from January 1, 2018 through December 31, 2018.
- I.4** Motion to approve the appointment of **Mott McDonald**, Consulting Engineer of Record, per agreement, from January 1, 2018 through December 31, 2018.
- I.5** Motion to approve the appointment of **The Morville Agency**, Property/Liability Insurance Agent of Record, from January 1, 2018 through December 31, 2018.
- I.6** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record, per agreement to conduct the 2017-2018 audit.
- I.7** Motion to approve the appointment of **Cleary Giacobbe Alfieri Jacobs, LLC** as Attorney of Record, per agreement, from January 1, 2018 through December 31, 2018.
- I.8** Motion to approve the appointment of **Methfessel & Werbel** as Special Counsel, per agreement, from January 1, 2018 through December 31, 2018.
- I.9** Motion to approve the appointment of **Scarinci Hollenback**, Special Counsel of Record for construction, facilities, public procurement and other contract matters, from January 1, 2018 through December 31, 2018.
- I.10** Motion to approve the following banks be designated as **Official Depositories** for January 1, 2018 through December 31, 2018 and to approve the Checking Accounts / Required Signatories as listed (*Attachment B*).
 - Bank of America
 - First Hope Bank
 - Fulton Bank of New Jersey
 - Lakeland State Bank
 - USBancorp
- I.11** Motion to approve the *Daily Record*, Morristown, New Jersey be designated as the **Official Newspaper** of the Jefferson Township Board of Education from January 1, 2018 through December 31, 2018.
- I.12** Motion 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 until such time that this Board amends same.
- I.13** Motion 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.

MOTION: Mr. Stewart	SECOND: Mrs. Senatore			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small			X	
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

I.14 Motion to appoint Board Member Mr. Stewart, to serve as delegate to the New Jersey School Boards Association.

MOTION: Mrs. Gould	SECOND: Mrs. Senatore			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

I.15 Motion to appoint Board Member(s) Mr. Stewart and Mrs. Gould, to serve as delegate(s) to the Morris County School Boards Association.

MOTION: Mrs. Poulas	SECOND: Mrs. Senatore			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

I.16 Motion to appoint Board Member Mrs. Senatore, to serve as delegate to the Morris County Educational Services Commission.

MOTION: Mrs. Gould	SECOND: Mr. Martorelli			
Name	Ayes	Nays	Abstain	Absent
Mrs. Gould	X			
Mr. Martorelli	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mrs. Senatore	X			
Mrs. Small	X			
Mr. Stewart	X			
Mrs. Van Ness	X			
Mrs. Wildermuth	X			

J. COMMENTS FROM THE AUDIENCE

- None

K. BOARD MEMBER COMMENTS

- The Board wished everyone a Happy New Year.
- Mrs. Gould announced she will be attending PTA meetings.
- Mrs. Small thanked everyone for the warm welcome to the Board.
- Mrs. Van Ness requested the Board members submit their Committee preferences.

L. ADJOURN

Motion by Mrs. Senatore, seconded by Mrs. Gould that the meeting adjourn at 7:56 PM.

Respectfully submitted,

Dora E. Zeno
Board Secretary

ATTACHMENT A

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

January 2018 – December 2018

REGULAR MEETING

Monday, January 15, 2018
Monday, February 12, 2018
Monday, March 12, 2018
Monday, April 9, 2018
Monday, May 14, 2018
Monday, June 11, 2018
Monday, July 9, 2018
Monday, August 13, 2018
Monday, September 10, 2018
Monday, October 8, 2018
Monday, November 12, 2018
Monday, December 10, 2018

NOTE: All meetings will convene into closed session at 6:30 PM followed by the public portion of the meeting commencing at 7:30 PM unless otherwise noted. A closed session may also be held following the public session, as needed.

MEETING LOCATIONS:

September through June:
Jefferson Township High School
High School Media Center
1010 Weldon Road
Oak Ridge, NJ 07438

July & August:
Board of Education Central Offices
31 State Highway Route 181, Lake Hopatcong, NJ 07849

ATTACHMENT B

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
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