

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Annual Organization Meeting Minutes
Tuesday, January 3, 2023 7:00 PM
Jefferson Township Board of Education Central Office

- A. Rita Oroho Giacchi, President *pro tem*, will call the meeting to order at 7:05 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. Results of the November 8, 2022 Annual Board Election:

| Candidates | Office | Term |
|-------------------|---------------|-------------|
| Jaime Grater | Board Member | 3 years |
| Michael Stewart | Board Member | 3 years |
| Adele Wildermuth | Board Member | 3 years |

- D. **Oath of Office** to be administered to elected Board of Education members Jaime Grater, Michael Stewart, and Adele Wildermuth by Board Secretary.
- E. **ROLL CALL:**

| | | |
|----------------------------|----------------------------|---|
| <u> Aye </u> Mrs. Gould | <u> Aye </u> Mrs. Perez | <u> Aye </u> Mr. Stewart |
| <u> Aye </u> Mrs. Grater | <u> Aye </u> Mrs. Poulas | <u> Aye </u> Mr. Terpstra (<i>arrived @ 7:09pm</i>) |
| <u> Aye </u> Mr. Natale | <u> Aye </u> Mrs. Small | <u> Aye </u> Mrs. Wildermuth |

- F. **NOMINATIONS FOR PRESIDENT**
Motion by Mrs. Small to nominate Mrs. Poulas for **President** of the Jefferson Township Board of Education.

| | | |
|----------------------------|----------------------------|--------------------------------|
| <u> Aye </u> Mrs. Gould | <u> Aye </u> Mrs. Perez | <u> Aye </u> Mr. Stewart |
| <u> Aye </u> Mrs. Grater | <u> Aye </u> Mrs. Poulas | <u> Aye </u> Mr. Terpstra |
| <u> Aye </u> Mr. Natale | <u> Aye </u> Mrs. Small | <u> Aye </u> Mrs. Wildermuth |

G. NOMINATIONS FOR VICE PRESIDENT

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

Aye Mrs. Gould

Aye Mrs. Perez

Aye Mr. Stewart

Aye Mrs. Grater

Aye Mrs. Poulas

Aye Mr. Terpstra

Aye Mr. Natale

Aye Mrs. Small

Aye Mrs. Wildermuth

H. 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.

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

- None

J. ANNUAL APPOINTMENTS

Motion by Mr. Stewart, seconded by Mr. Natale, to approve items **J.1** through **J.11**

| | | |
|------------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mrs. Grater | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

- J.1** Motion that the Jefferson Township Board of Education will hold their **2023 Meetings** in accordance with the scheduled dates shown on the Schedule of Meetings (*Attachment A*).
- J.2** Motion to approve the appointment of **Brown & Brown Consulting Group**, Health Insurance Agent of Record from January 1, 2023 through December 31, 2023.
- J.3** Motion to approve the appointment of **The Morville Agency/Arthur J. Gallagher Risk Management Services, Inc.**, Property/Liability Insurance Agent of Record, from January 1, 2023 through December 31, 2023.
- J.4** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record, per agreement to conduct the 2022-2023 audit.
- J.5** Motion to approve the appointment of **Cleary Giacobbe Alfieri Jacobs, LLC**, Attorney of Record, per agreement, from January 1, 2023 through December 31, 2023.
- J.6** Motion to approve the appointment of **Methfessel & Werbel**, Special Counsel of Record for Special Education matters, per agreement, from January 1, 2023 through December 31, 2023.
- J.7** Motion to approve the appointment of **Scarinci Hollenback**, Special Counsel of Record for construction, facilities, public procurement and other contract matters, from January 1, 2023 through December 31, 2023.
- J.8** Motion to approve the following banks as **Official Depositories** for January 1, 2023 through December 31, 2023 and to approve the Checking Accounts/Required Signatories as listed (*Attachment B*).
- | | |
|---------------------------|---------------------|
| Bank of America | Lakeland State Bank |
| First Hope Bank | USBancorp |
| Fulton Bank of New Jersey | |
- J.9** Motion to approve the *Daily Record*, Morristown, New Jersey as the **Official Newspaper** of the Jefferson Township Board of Education from January 1, 2023 through December 31, 2023.
- J.10** 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.

J.11 Motion to adopt, based on the recommendation of the Superintendent of Schools, that all previously written **bylaws and policies** of this Board of Education be continued in force until such time that this Board amends same.

K. DELEGATE APPOINTMENTS

The Board held discussions regarding the different opportunities to serve as a delegate.

Motion by Mr. Natale, seconded by Mrs. Gould, to approve items **K.1** through **K.3**

| | | |
|------------------------|------------------------|----------------------------|
| <u>Aye</u> Mrs. Gould | <u>Aye</u> Mrs. Perez | <u>Aye</u> Mr. Stewart |
| <u>Aye</u> Mrs. Grater | <u>Aye</u> Mrs. Poulas | <u>Aye</u> Mr. Terpstra |
| <u>Aye</u> Mr. Natale | <u>Aye</u> Mrs. Small | <u>Aye</u> Mrs. Wildermuth |

K.1 Motion to appoint Board Member(s) Mr. Terpstra and Mr. Stewart, to serve as co-delegates to the New Jersey School Boards Association.

K.2 Motion to appoint Board Member(s) Mr. Natale and Mrs. Wildermuth, to serve as co-delegates to the Morris County School Boards Association.

K.3 Motion to appoint Board Member(s) Mrs. Perez and Mrs. Small, to serve as co-delegates to the Morris County Educational Services Commission.

L. COMMENTS FROM THE AUDIENCE

- There was discussion regarding the Board Committees. The Committee configuration will remain unchanged for the month of January 2023. The Board members were asked to submit their individual Committee requests by January 13, 2023 to the Board President and Vice President for consideration.

M. ADJOURN

Motion by Mrs. Poulas, seconded by Mr. Terpstra, that the meeting adjourn at 7:56 PM.

ATTACHMENT A

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Schedule of Meetings

January 2023 – December 2023

REGULAR MEETINGS

| |
|----------------------------|
| Monday, January 23, 2023 |
| Tuesday, February 21, 2023 |
| Monday, March 20, 2023 |
| Monday, April 24, 2023 |
| Monday, May 15, 2023 |
| Monday, June 19, 2023 |
| Monday, July 17, 2023 |
| Monday, August 21, 2023 |
| Monday, September 18, 2023 |
| Monday, October 16, 2023 |
| Monday, November 20, 2023 |
| Monday, December 18, 2023 |

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
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 | Vice Principal(s) | 2 |
| JTHS Activity Account | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Scholarship Fund Account | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Retired HS Classes | Principal & Vice Principal(s) | N/A | 2 |
| JTHS Class Escrow | Principal & Vice Principal(s) | N/A | 2 |
| JTMS Activity Account | Principal & Vice Principal(s) | N/A | 2 |
| E.T. Briggs Activity Fund | Principal & Secretary | N/A | 2 |
| White Rock Activity Fund | Principal & Secretary | N/A | 2 |
| Cozy Lake Activity Fund | Principal & Secretary | N/A | 2 |
| Arthur Stanlick Activity Fund | Principal & Secretary | N/A | 2 |
| School Nutrition Account | Board Secretary & Superintendent | Board President | 2 |
| Payroll Agency | Treasurer of School Monies | Board Secretary | 1 |
| Summer Savings Payroll Agency | Treasurer of School Monies | Board Secretary | 1 |
| Payroll | Treasurer of School Monies | Board Secretary | 1 |
| General | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Unemployment Trust Fund | Treasurer of School Monies & Board Secretary | N/A | 2 |
| Capital Projects Account | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Capital Reserve | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |
| Maintenance Reserve | Board Secretary, Treasurer of School Monies & Board President | Board Vice President | 3 |