

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Annual Organization Meeting Minutes**  
**Tuesday, January 2, 2024 7:00 PM**  
**Jefferson Township High School Media Center**

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- A.** Rita Oroho Giacchi, President *pro tem*, called the meeting to order at 7:00 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 6, 2023 Annual Board Election:

<b>Candidates</b>	<b>Office</b>	<b>Term</b>
Diane Perez	Board Member	3 years
Stacey Poulas	Board Member	3 years
Jill Small	Board Member	3 years

- D.** **Oath of Office** to be administered to elected Board of Education members Diane Perez, Stacey Poulas, and Jill Small 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
<u>  Aye  </u> Mr. Natale	<u>  Aye  </u> Mrs. Small	<u>  Aye  </u> Mrs. Wildermuth

- F.** **NOMINATIONS FOR PRESIDENT**  
Motion by Mrs. Small, seconded by Mr. Stewart, 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>  Nay*  </u> Mr. Terpstra
<u>  Aye  </u> Mr. Natale	<u>  Aye  </u> Mrs. Small	<u>  Aye  </u> Mrs. Wildermuth

\*Mr. Terpstra voted for Mrs. Wildermuth for Board President.

Mrs. Poulas is affirmed as President and assumes the President’s chair.

**G. NOMINATIONS FOR VICE PRESIDENT**

Motion by Mrs. Small, seconded by Mr. Stewart, 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

Mrs. Wildermuth is affirmed as Vice President and assumes the Vice President’s chair.

**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 Mrs. Small, seconded by Mr. Natale, to approve items **J.1** through **J.11**

Aye Mrs. Gould  
Aye Mrs. Grater  
Aye Mr. Natale

Aye Mrs. Perez  
Aye Mrs. Poulas  
Aye Mrs. Small

Aye Mr. Stewart  
Aye Mr. Terpstra  
Aye Mrs. Wildermuth

Mrs. Gould requested clarification on the Health Insurance Agent and the Attorney motions.

- J.1** Motion that the Jefferson Township Board of Education will hold their **2024 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, 2024 through December 31, 2024.
- 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, 2024 through December 31, 2024.
- J.4** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record, per agreement to conduct the 2023-2024 audit.
- J.5** Motion to approve the appointment of **Cleary Giacobbe Alfieri Jacobs, LLC**, Attorney of Record, per agreement, from January 1, 2024 through December 31, 2024.
- J.6** Motion to approve the appointment of **Busch Law Group** Special Counsel of Record for Special Education matters, per agreement, from January 1, 2024 through December 31, 2024.
- 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, 2024 through December 31, 2024.
- J.8** Motion to approve the following banks as **Official Depositories** for January 1, 2024 through December 31, 2024 and to approve the Checking Accounts/Required Signatories as listed (*Attachment B*).  

First Hope Bank      Fulton Bank      Lakeland State Bank      TD Bank
- J.9** Motion to approve the *Daily Record*, Morristown, and the *New Jersey Herald*, Newton, New Jersey, as the **Official Newspapers** of the Jefferson Township Board of Education from January 1, 2024 through December 31, 2024.
- 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 this Board amends same.

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

**K. DELEGATE APPOINTMENTS**

Motion by Mr. Terpstra, seconded by Mr. Natale 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. Grater, 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. FINANCE AND BUILDING NEEDS**

Motion by Mrs. Small, seconded by Mrs. Grater, to accept the recommendation of the Superintendent to approve and adopt motion L.1, as described below:

<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

**L.1** Motion to accept the New Jersey Learning Acceleration Program: High-Impact Tutoring Grant in the amount of \$154,000.00.

**M. PERSONNEL**

Motion by Mrs. Grater, seconded by Mr. Natale, to accept the recommendation of the Superintendent to approve and adopt motion M.1, as described below:

<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

**M.1** Motion to take action on personnel matters, as listed below, and appoint and submit to the Executive County Superintendent applications for emergent hiring and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

(All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts.)

<b>A. PERSONNEL</b>								
<b>Name</b>	<b>Nature of Action</b>	<b>Position/Control Number</b>	<b>Deg/ Step</b>	<b>Salary</b>	<b>Loc.</b>	<b>Date Effective</b>	<b>Date Termin.</b>	<b>Discussion</b>
Gesek, Jennifer 11-230-100-101-001	Appoint	Teacher TCH-ST-BSIP-EL-05	MA/6	\$61,665	Stanlick	1/8/24	6/30/24	High Impact Tutoring grant
Reid, Kimberly 11-230-100-101-007	Appoint	Teacher TCH-MS-BSIP-MS-01	BA+15/4	\$59,360	JTMS	1/8/24	6/30/24	High Impact Tutoring grant
Warner, Roxanne 11-230-100-101-006	Appoint	Teacher TCH-WR-BSIP-EL-04	BA+15/5	\$59,960	White Rock	1/8/24	6/30/24	High Impact Tutoring grant

**N. COMMENTS FROM THE AUDIENCE**

- None

**O. NEW BUSINESS**

- The Board elected to retain the current Committee Roster for the month of January 2024. Members were instructed to send their committee choices in preference order by January 19, 2024.
- Policy 0152 Board Officers will be placed on the February 2024 Personnel & Policy Committee Agenda for review and discussion of procedures for voting of board officers.

**P. ADJOURN**

Motion by Mrs. Small, seconded by Mrs. Grater, the meeting adjourn at 7:25 PM.

**ATTACHMENT A**

Jefferson Township Board of Education

Schedule of Meetings

January 2024 – December 2024

**REGULAR MEETINGS**

Tuesday, January 16, 2024
Tuesday, February 20, 2024
Monday, March 18, 2024
Monday, April 22, 2024
Monday, May 20, 2024
Monday, June 17, 2024
Monday, July 15, 2024
Monday, August 19, 2024
Monday, September 16, 2024
Monday, October 14, 2024
Monday, November 18, 2024
Monday, December 16, 2024

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:**

Jefferson Township High School  
1010 Weldon Road  
Oak Ridge, NJ 07438

**ATTACHMENT B**

<b>ACCOUNT NAME</b>	<b>SIGNATURES</b>	<b>ALTERNATE</b>	<b>NO. OF REQUIRED SIGNATURES</b>
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