

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Annual Organization Meeting Minutes**  
**Monday, January 4, 2016 7:00 PM**  
**Jefferson Township Board of Education Central Office**

\*\*\*\*\*

- A. Dora E. Zeno, President *pro tem*, will call the meeting to order at 7:00 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*, *AIM* Newspaper, and the *JEFFERSON PATCH*;

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.

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Cuccio	<u>  X  </u>	<u>      </u>
Mr. Millar	<u>  X  </u>	<u>      </u>
Mrs. Poulas	<u>  X  </u>	<u>      </u>
Mr. Quigley	<u>  X  </u>	<u>      </u>
Mrs. Senatore	<u>  X  </u>	<u>      </u>
Mr. Smith	<u>  X  </u>	<u>      </u>
Mr. Stewart	<u>  X  </u>	<u>      </u>
Mrs. Van Ness	<u>  X  </u>	<u>      </u>

- D. **Oath of Office** was administered to newly elected Board of Education members Amy Gould, Melissa Senatore, Jill Van Ness and appointed member Michael Stewart by Board Secretary.

**E.1 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.

**F. NOMINATIONS FOR PRESIDENT**

Motion by Mr. Cuccio to nominate H. Ronald Smith for **President** of the Jefferson Township Board of Education. There being no further names, nominations was closed.

Motion by Mr. Cuccio, seconded by Mrs. Van Ness, to close nominations for President of the Jefferson Township Board of Education.

MOTION: Mr. Cuccio	SECOND: Mrs. Van Ness			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mrs. Gould	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**G. NOMINATIONS FOR VICE PRESIDENT**

Motion by Mr. Cuccio to nominate Matthew Millar for **Vice President** of the Jefferson Township Board of Education. There being no further names, nominations was closed.

Motion by Mr. Cuccio, seconded by Mrs. Poulas, to close nominations for Vice President of the Jefferson Township Board of Education.

MOTION: Mr. Cuccio	SECOND: Mrs. Poulas			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mrs. Gould	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

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

**I.** Motion by Mr. Cuccio, seconded by Mrs. Van Ness to approve items **I.1** through **I.10**, as described below:

- I.1** Motion that the Jefferson Township Board of Education will hold their 2016 **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, 2016 through December 31, 2016.
- I.3** Motion to approve the appointment of **McManimon & Scotland**, Bond Attorney of Record, per agreement, from January 1, 2016 through December 31, 2016.
- I.4** Motion to approve the appointment of **Hatch Mott McDonald**, Consulting Engineer of Record, per agreement, from January 1, 2016 through December 31, 2016.
- I.5** Motion to approve the appointment of **The Morville Agency**, Property/Liability Insurance Agent of Record, from January 1, 2016 through December 31, 2016.
- I.6** Motion to approve the appointment of **Nisivoccia & Company**, Auditor of Record, per agreement to conduct the 2015-2016 audit.
- I.7** Motion to approve the following banks be designated as **Official Depositories** for the January 1, 2016 through December 31, 2016 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.8** Motion to approve the *Aim News*, Rockaway, New Jersey and the *Daily Record*, Morristown, New Jersey be designated as the **Official Newspapers** of the Jefferson Township Board of Education from January 1, 2016 through December 31, 2016.
- I.9** Motion to adopt, based on the recommendation of the Acting 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.10** Motion to adopt, based on the recommendation of the Acting 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. Cuccio	SECOND: Mrs. Van Ness			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mrs. Gould			X	
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

Motion by Mrs. Poulas, seconded by Mrs. Van Ness to approve items **I.11 and I.12**, as described below:

**I.11** Motion to appoint Board Member **Michael Stewart**, to serve as delegate to the New Jersey School Boards Association.

**I.12** Motion to appoint Board Member **Michael Stewart**, to serve as delegate to the Morris County School Boards Association.

MOTION: Mrs. Poulas	SECOND: Mrs. Van Ness			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mrs. Gould	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart			X	
Mrs. Van Ness	X			

Motion by Mr. Cuccio, seconded by Mrs. Gould to approve item **I.13**, as described below:

**I.13** Motion to appoint Board Member **Melissa Senatore**, to serve as delegate to the New Jersey School Boards Association.

MOTION: Mr. Cuccio	SECOND: Mrs. Gould			
Name	Ayes	Nays	Abstain	Absent
Mr. Cuccio	X			
Mrs. Gould	X			
Mr. Millar	X			
Mrs. Poulas	X			
Mr. Quigley	X			
Mrs. Senatore	X			
Mr. Smith	X			
Mr. Stewart	X			
Mrs. Van Ness	X			

**J. COMMENTS FROM THE AUDIENCE**

- None

**K. ADJOURN**

Motion by Mrs. Poulas, seconded by Mr. Cuccio that the meeting adjourn at 7:14 PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary

**ATTACHMENT A**

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

Schedule of Meetings

January 2016 – December 2016

**REGULAR MEETING**

Monday, January 18, 2016
*Tuesday, February 16, 2016
Monday, March 21, 2016
Monday, April 18, 2016
Monday, May 16, 2016
Monday, June 20, 2016
Monday, July 18, 2016
Monday, August 15, 2016
Monday, September 19, 2016
Monday, October 17, 2016
Monday, November 21, 2016
Monday, December 19, 2016

NOTE: All meetings will convene into closed session at 7:00 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 Route 181, Lake Hopatcong, NJ 07849

**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	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