

Branchburg Township School District

ORGANIZATION/REGULAR MEETING

January 5, 2015

ORGANIZATION AGENDA

7:00 p.m.

Media Center, Branchburg Central Middle School

I. CALL TO ORDER – T. Linskey

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interests is discussed and acted upon. In accordance with the provisions of this Act, the Branchburg Township School District has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Municipal Clerk's Office and the Courier-News. This notice was sent to the above on December 16, 2014 and posted in the Branchburg Township Schools outside of the Administrative Offices.

II. PLEDGE OF ALLEGIANCE – T. Linskey

III. ROLL CALL – T. Linskey

IV. ELECTION RESULTS – T. Linskey

A. At the Annual School Election, the following three (3) members were elected for 3-year terms as outlined in Attachment IV.A.:

Jack Dempsey 1,423
Carmela Noto 1,353
Cathy Palmieri 1,416

(The Board Secretary will conduct the swearing-in of new members.)

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the Government established in the United States and this State, under the authority of the people. So help me God.

I, _____, do solemnly swear that I possess the qualifications prescribed by law for the office of member of the Board of Education and that I will faithfully, justly, and impartially perform all of the duties of that office according to the best of my ability. So help me God.

B. Code of Ethics (Board members will recite the Code of Ethics.)

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy making, 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.
4. 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.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. 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.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.

- 10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

V. ORGANIZATION BUSINESS

A. Elections *(The Board Secretary will maintain the Chair for the election of the President.)*

- 1. **President** *(The Board Secretary will turn the conduct of the meeting over to the President immediately upon his/her election.)*

(ACTION) Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

- 2. **Vice President**

(ACTION) Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

- 3. **Somerville Board of Education**

(ACTION) It is recommended that the following individual be designated to serve as Branchburg’s representative on the Somerville Board of Education effective immediately and continuing until the Annual Organization Meeting in 2016:

Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

B. Annual Appointments/Designations

(ACTION) It is recommended that Items V.B.1 through V.B.5 be moved upon the recommendation of the Superintendent.

1. **Official Newspaper**

Courier-News

It is recommended that the *Courier-News* be designated as official newspaper for the 2015 calendar year.

2. **Depository of Funds**

TD Bank

It is recommended that the TD Bank be designated as the official depository of school funds for the 2015 calendar year.

3. **Investments**

It is recommended that the Business Administrator/Board Secretary be designated as the person responsible for investing school funds; that all banks insured by the Governmental Unit Deposit Protection Act and registered in the State of New Jersey; that the Business Administrator/ Board Secretary is authorized to invest school funds in any legal investment permitted for New Jersey local school districts; and that the Business Administrator is hereby authorized to wire transfer funds between approved depositories for investment purposes.

4. **Designated Signatories**

It is recommended that the following persons be authorized to sign checks and warrants on accounts as listed and that the use of facsimile signatures on all accounts be authorized and further, that the Business Administrator be designated as an alternate signatory on all accounts in the event of absence of the primary signatories.

- a. Operating Account No. 7856696922: (Board President or Vice President) and Superintendent and Business Administrator.
- b. Payroll Account No. 7856696955: Superintendent and Business Administrator.
- c. Payroll Agency Account No. 7856696831: Superintendent and Business Administrator.
- d. Branchburg Central Middle School Petty Cash Account No. 7856886614: Principal and Principal's Secretary (or Business Administrator).

- e. Branchburg Central Middle School Student Activity Account No. 7856886622: Principal and Principal's Secretary (or Business Administrator).
- f. Stony Brook School Petty Cash Account No. 7856697128: Principal and Principal's Secretary (or Business Administrator).
- g. Stony Brook School Student Activity Account No. 7856697136: Principal and Principal's Secretary (or Business Administrator).
- h. Whiton Elementary School Petty Cash Account No. 7856696963: Principal and Principal's Secretary (or Business Administrator).
- i. Whiton Elementary School Student Activity Account No. 7856886630: Principal and Principal's Secretary (or Business Administrator).
- j. Food Service Account No. 7856886473: Business Administrator and Superintendent.
- k. Board Office Petty Cash Account No. 7856886481: Business Administrator and Superintendent.
- l. Department of Instructional Services Petty Cash Account No. 7856697110: Supervisors of Instructional Services and Supervisors' Secretary (or Business Administrator).
- m. Department of Transportation Petty Cash Account No. 7857832799: Transportation Supervisor and Business Administrator's Secretary (or Business Administrator).
- n. Summer Pay Account No. 7856886499: Superintendent and Business Administrator.
- o. S.U.I. Account No. 7856886507: Business Administrator and Superintendent.
- p. Community Education Council Account No. 7856886606: Community Education Coordinator and Superintendent (or Business Administrator).
- q. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.
- r. Capital Reserve Account No. 786862812: Superintendent and Business Administrator.

5. Annual Meeting Dates

It is recommended that the meeting dates shown on Board Reference V.B.5. be adopted.

(ROLL CALL - ITEMS V.B.1. through V.B.5.)

C. Annual Readoptions

(ACTION) It is recommended that Items V.C.1. through V.C.2. be moved upon the recommendation of the Superintendent.

1. Policies and Regulations

It is recommended that the standing policies, rules, regulations, and job descriptions of the previous Board of Education be adopted.

2. Programs of Study

It is recommended that the current programs of study and related curricular offerings for Grades K-8, in accordance with the provisions of N.J.A.C. 6A:8, be approved.

(ROLL CALL - ITEMS V.C.1. through V.C.2.)

VI. CALL TO EXECUTIVE SESSION

(ACTION) BE IT RESOLVED that an Executive Session be called this evening to discuss: H.I.B. issues and personnel items.

The nature of the discussion will be disclosed to the public at which time the need for confidentiality no longer exists.

(VOICE VOTE)

REGULAR MEETING BUSINESS

VII. PUBLIC COMMENT

The opportunity for public comment on questions will be provided at every meeting of the Board of Education and will appear on the agenda as Public Comment. Two will appear on each agenda; one near the beginning, and one near the end.

A Public Comment will be a maximum of twenty minutes in length unless there are unusual circumstances. Those appearing during public comment will be allowed three minutes to speak, and no one will be allowed to speak at the same forum until all those wishing to speak have had their turn.

The Board may respond to the speaker(s) question(s) in writing after each question has been carefully considered and researched. The Board President at his/her discretion may respond to the speaker(s) at the time of their appearance.

VIII. SUPERINTENDENT'S REPORT

IX. GOVERNANCE

(ACTION) It is recommended that Item IX.A. be moved upon the recommendation of the Superintendent.

A. Approval of Minutes

It is recommended that the Minutes of the Regular Meeting and Executive Session of December 18, 2014 be approved as distributed.

(ROLL CALL - ITEM IX.A.)

X. EDUCATION

(ACTION) It is recommended that Items X.A. through X.C. be moved upon the recommendation of the Superintendent.

A. Approval of Conference Attendance

WHEREAS, the employees listed below are requesting Board of Education authorization to attend the conferences/workshops listed below; and

WHEREAS, the attendance at stated function was previously approved by the chief school administrator as work related within the scope of the work responsibilities of the attendee and within the funds budgeted for this purpose; and

WHEREAS, the attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent;

THEREFORE, BE IT RESOLVED, that the Board authorizes attendance at the stated conferences/workshops and reimbursement for the related expenses in accordance with Board policy on conference and workshop attendance.

47TH Annual Conference on Reading and Writing, Hyatt New Brunswick, New Brunswick, New Jersey, January 23, 2015, Total Maximum Cost - \$180.00. (Account# 11-000-223-580-05-144)

Melissa Omelio

Creating PARCC-Like Math Teats: Preparing for the New Assessments (K-5), NJPSA/FEA 12 Centre Drive, Monroe Township, New Jersey, January 15, 2015, Total Maximum Cost for both - \$308.25. (Account # 20-270-200-500-02-647)

Joanne Sydlowski
Cristina Pernini

Epidemiology and Prevention of Vaccine-Preventable Diseases, Rutgers, The State University, Piscataway, New Jersey, March 17th, 18th, 2015, Total Maximum Cost both days - \$98.37. (Account # 11-424-100-300-08-013)

Debra Warren

Overview of Discrimination Law, North Hunterdon,/Voorhees High, New Jersey. January 16, 2015, Total Maximum Cost – \$170.00. (11-000-240-580-01-000)

Matthew Barbosa

B. Approval of Fundraisers

It is recommended that the Board approve a fundraiser by the Branchburg Central Middle School Band to sell refreshments during the Central Jersey Music Educators Association Region Band rehearsal on February 7, 2015 at Branchburg Central Middle School with proceeds from the sales to be used to defray the costs to students of the Music and the Parks trip.

It is recommended that the Board approve a “Jump Rope for Heart” fundraiser to be held at Stony Brook School by the students at Stony Brook School to benefit the American Heart Association to be held during the months of January and February, 2015.

C. Approval of Due Process Agreement

BE IT RESOLVED, that the Board of Education approves a settlement in the matter of M.M. o/b/o A.B. v. Branchburg Township Board of Education, Agency Dkt. No. TBD, subject to execution of a written agreement in a form acceptable to the parties.

(ROLL CALL - ITEMS X.A. through X.C.)

XI. HUMAN RESOURCES

(ACTION) It is recommended that Items XI.A. through XI.D. be moved upon the recommendation of the Superintendent.

A. Approval of Substitute Bus Driver

It is recommended that the Board approve Mr. Thomas J. DiStefano as a Substitute School Bus Driver effective January 6, 2015 through June 30, 2015 at the hourly rate of \$16.50 to be paid via Payroll through the General Fund and sufficient funds are available in the 2014-2015 budget.

B. Approval of Substitute Teachers and Substitute Instructional Aides

It is recommended that the Board approve the following Substitute Teachers and Substitute Instructional Aides as noted effective January 6, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget:

Barbara Aspin
 Claudia Cuallo
 Nicole Lewis
 Melanie Marconi
 Meghan O'Neill
 Kathleen Robinson

C. Revision of Contract

It is recommended that the Board approve a revision of the contract for Nicole Roth, Art Teacher at Branchburg Central Middle School, to reflect a correction of salary from \$56,445.00, prorated, to \$55,375.00, prorated, and a correction of the effective date from January 2, 2015 to January 6, 2015.

D. Revision of Resignation Date

It is recommended that the Board approve the revision of Steven Pellegrino's resignation date, at Branchburg Central Middle School, from January 10, 2015 to December 31, 2014.

(ROLL CALL - ITEMS XI.A. through XI.D.)

XII. BUSINESS

(ACTION) It is recommended that Items XII.A. through XII.B. be moved upon the recommendation of the Superintendent.

A. Bill List

It is recommended that the Board ratify the List of Bills for the period December 19, 2014 through December 31, 2014, totaling \$_____, and the Payroll for the period December 19, 2014 through December 31, 2014, totaling \$_____.

B. Approval of Nonpublic Technology Purchases

It is recommended that the Board approve the following nonpublic technology purchases:

Apples & Books Learning Center

Best Buy: ACER Chromebook	\$179.00
SCESC Admin. Fee (5%)	\$ 8.95

Funded: \$224.00; Expending: \$187.95

The Goddard School

Lakeshore Learning: CD ROMS	\$114.22
SCESC Admin. Fee (5%)	\$ 5.71

Funded: \$128.00; Expending: \$119.93

(ROLL CALL - ITEMS XII.A. through XII.B.)

XIII. SOMERVILLE LIAISON COMMITTEE- David Rehe**XIV. PUBLIC COMMENTS****XV. BOARD FORUM**

XVI. CALL TO EXECUTIVE SESSION

(ACTION) BE IT RESOLVED that an Executive Session be called this evening to discuss: H.I.B. issues and personnel items.

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(VOICE VOTE)

XVII. ADJOURNMENT