

Branchburg Township School District

ORGANIZATION/REGULAR MEETING MINUTES

January 5, 2015

7:00 p.m. Organization
Media Center, Branchburg Central Middle School

I. CALL TO ORDER

The meeting was called to order at 7:11 p.m. by Business Administrator/Board Secretary, Theresa Linskey, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the Courier News, filed with the Township Clerk and posted in the Branchburg Township Schools.
The following members of the Board of Education were present: David Rehe (left at 8:01 p.m.), Patricia Santos, Theresa Joyce, Zoltan Ambrus, Jose-Ramon Suarez, Carmela Noto, Olga Phelps, and Cathy Palmieri.
The following members were absent: Jack Dempsey.
Also present were: Superintendent of Schools Dr. Carol Kelley, Business Administrator/Board Secretary Theresa Linskey, and 6 members of the public.

II. The assembly saluted the flag.

III. The secretary called the roll.

IV. ELECTION RESULTS

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

Ms. Linskey conducted the swearing in of the new members.

I, Jack Dempsey, Carmela Noto, Cathy Palmieri, 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, Jack Dempsey, Carmela Noto, Cathy Palmieri, 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

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

1. President

Ms. Linskey asked for nominations for the position of President. Mr. Ambrus nominated Mr. Rehe, seconded by Dr. Suarez.

On a call of the vote, Mr. Rehe was unanimously elected Board President.

Ms. Linskey turned the gavel and the meeting over to Mr. Rehe.

2. Vice President

Mr. Rehe asked for nominations for the position of Vice President. Mrs. Noto nominated Mrs. Santos, seconded by Dr. Suarez.

On a call of the vote, Mrs. Santos was unanimously elected Board Vice President.

3. Somerville Board of Education

Mr. Rehe asked for nominations for a representative to the Somerville Board of Education. Mrs. Santos nominated Mr. Rehe, seconded by Mr. Ambrus.

On a call of the vote, Mr. Rehe was unanimously elected as the representative.

B. Annual Appointments/Designations

Motion by Mr. Ambrus, seconded by Dr. Suarez that Items V.B.1. through V.B.5. be moved upon the recommendation of the Superintendent.

On call of the vote, Items V.B.1. through V.B.5. were unanimously approved by Roll Call vote.

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.

C. Annual Readoptions

Motion by Dr. Suarez, seconded by Mr. Ambrus that Items V.C.1. through V.C.2. be moved upon the recommendation of the Superintendent.

On call of the vote, Items V.C.1. through V.C.2. were unanimously approved by Roll Call vote.

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.

VI. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mrs. Santos, and carried unanimously, the Board agreed to convene at 7:24 p.m. to executive session to discuss H.I.B., personnel, and legal.

The Board reconvened to public session at 8:01 p.m. with approximately 6 members of the public.

REGULAR MEETING BUSINESS

VII. PUBLIC COMMENT

Mr. Mike Merchant thanked Dr. Kelley for mentioning Somerville's Superintendent, Dr. Timothy Purnell, being named NJ Superintendent of the Year.

Mr. Merchant suggested the possibility of having a Somerville student attend the Branchburg Board of Education meetings as a Student Liaison.

Mr. Merchant also asked about the periodicals removed from our libraries. Mrs. Santos stated the periodicals were older and staff reviewed for removal.

Mr. Merchant also spoke about having interactive Board meetings in the Branchburg Central Middle School Media Center. Dr. Kelley said this subject was discussed during last year's budget meetings. Dr. Kelley said it would be considered if finances allowed. She will follow up with the district's Technology Department. Mr. Ambrus stated resources are limited.

VIII. SUPERINTENDENT'S REPORT

Dr. Kelley asked the community if they have any feedback regarding the Strategic Planning Process to please submit it by the end of January. The district's goal is to have this process finalized by July 1, 2015.

IX. GOVERNANCE

Motion by Mr. Ambrus, seconded by Dr. Suarez that Item IX.A be moved upon the recommendation of the Superintendent.

On call of the vote, Item IX.A was unanimously approved by Roll Call.

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.

X. EDUCATION

Motion by Mrs. Noto, seconded by Mrs. Palmieri that Items X.A through X.C, be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A through X.C were unanimously approved by Roll Call.

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.

XI. HUMAN RESOURCES

Motion by Dr. Suarez, seconded by Mr. Ambrus that Items XI.A through XI.D, be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A through XI.D, were unanimously approved by Roll Call.

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
 Peter Wright

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.

XII. BUSINESS

Motion by Mr. Ambrus, seconded by Dr. Suarez that Items XII.A through XII.C be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A through XII.C were unanimously approved by Roll Call.

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 \$1,390,737.01, and the Payroll for the period December 19, 2014 through December 31, 2014, totaling \$886,129.86.

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

C. Approval of Change Order for HVAC Control Upgrade

It is recommended that the Board approve a change order to the HVAC Control Upgrade project being completed by ATC Systems Inc. to include the following:

- **DEDUCT for Branchburg Central Middle School:** The existing Carrier Controls to remain for (4) units. The roof-top units are RTU-1, RTU-13, RTU-17 & RTU-18. ATC Systems will leave the existing Carriers controllers in place and any existing modifications to date will remain in regards to the current interface capabilities. Field installation labor, new material and technical labor will be credited back.
- **ADD for Whiton School:** ATC Systems shall provide (27) twenty-seven new Johnson Controls wall sensors and wiring back to their respective Airedale Unit Ventilators. This includes all new raceways, sensors, wiring programming and engineering in order to complete task. Field installation labor, new material and technical labor will be added to change order.

XIII. SOMERVILLE LIAISON COMMITTEE

There was no report.

XIV. PUBLIC COMMENT

There was no public comment.

XV. BOARD FORUM

The Board discussed how to bring more members of the community to the Board of Education meetings to discuss education topics such as science, literacy, etc.

The Board also discussed the possibility of incorporating the PTO meetings into the Board meetings.

Mrs. Santos congratulated Cathy Palmieri and Carmela Noto being sworn into office.

Dr. Kelley congratulated the 2014-2015 Governors Educators of the Year recipients:

Whiton Elementary School

Jodi Harwood
Kelly Boyle

Stony Brook School

Amy McLaughlin
Karin Elvis

Branchburg Central Middle School

Marie Cinque
Kathy Gorski

Mr. Ambrus asked how committees will be formed.

Mrs. Santos stated the Board should email Mr. Rehe and herself with the committees they would like to join.

Mr. Ambrus suggested starting a Community Relations Committee.

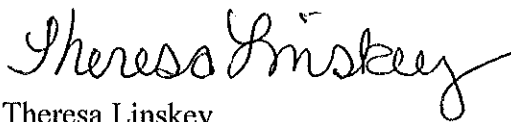
XVI. EXECUTIVE SESSION

There was no executive session.

XVII. ADJOURNMENT

On a motion by Mr. Ambrus, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to adjourn at 8:44 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Linskey". The signature is written in black ink and is positioned above the printed name and title.

Theresa Linskey
Board Secretary/Business Administrator