

*Branchburg Township School District*  
**ANNUAL ORGANIZATIONAL/  
REGULAR ACTION MEETING MINUTES**

January 6, 2016

**Branchburg Central Middle School  
Media Center**

**ORGANIZATIONAL MINUTES  
7:00 P.M.**

**I. CALL TO ORDER**

The meeting was called to order at 7:07 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: Zoltan Ambrus, Theresa Joyce, Ellwood Cutler, Jack Dempsey (arrived at 7:20 p.m.), Kristen Fabriczi, Carmela Noto, Cathy Palmieri, and Olga Phelps.

The following members were absent: Jose-Ramon Suarez.

Also present were: Acting Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey, and 7 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.:**

Ellwood Cutler ..... 626  
Kristen Fabriczi..... 1,025  
Theresa Joyce..... 915

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

I, Theresa Joyce, Kristen Fabriczi, Ellwood Cutler, 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, Theresa Joyce, Kristen Fabriczi, Ellwood Cutler, do solemnly swear that I possess the qualifications prescribed by law for the office of member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4.1, and that I will faithfully, impartially and justly perform all 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. Cutler nominated Mr. Ambrus, seconded by Mrs. Noto.

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

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

#### 2. Vice President

Mr. Ambrus asked for nominations for the position of Vice President. Mrs. Palmieri nominated Mrs. Joyce, seconded by Mrs. Noto.

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

#### 3. Somerville Board of Education

Mr. Ambrus asked for nominations for a representative to the Somerville Board of Education. Mrs. Joyce nominated Mrs. Noto, seconded by Mrs. Palmieri.

On a call of the vote, Mrs. Noto was unanimously elected as the representative.

### B. Annual Appointments/Designations

Motion by Mrs. Noto, seconded by Mrs. Palmieri that Items V.B.1. through V.B.5. be moved upon the recommendation of the Acting 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 2016 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 2016 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 Item V.B.V. be adopted.

**C. Annual Readoptions**

Motion by Mrs. Noto, seconded by Mrs. Palmieri that Items V.C.1. through V.C.2. be moved upon the recommendation of the Acting 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.

## REGULAR MEETING BUSINESS

### VI. PUBLIC COMMENT

Ms. Donna Cardamone, Branchburg Township Education Association President, asked if the new Board meeting dates will be posted on the website. Ms. Gensel replied yes.

Ms. Cardamone also asked about the Community Education Council Account listed as “p” under Designated Signatories on the agenda.

Ms. Robyn Abramo, asked the Board if they can speak louder into the microphones for the public to hear them more clearly.

### VII. ACTING SUPERINTENDENT’S REPORT

Ms. Gensel spoke about her observation of the first enrichment day held at Branchburg Central Middle School on December 23, 2015. She said the next enrichment day will be held on February 12, 2016, and if anyone is interested in being an instructor to please join and be a part of this wonderful experience.

Ms. Gensel announced the following Governor’s Educator of the Year recipients:

- Amanda Roper – Whiton Elementary School
- Nina Manger – Stony Brook School
- Deborah Volpe – Branchburg Central Middle School

Ms. Gensel also announced the following Educational Support Professional of the Year recipients:

- Janet Hoffman – Whiton Elementary School
- Michele Rina – Stony Brook School
- Mary Caputo – Branchburg Central Middle School

Ms. Gensel recognized the School Board of Education for their dedication and service to the Branchburg Township School District.

### VIII. GOVERNANCE

Motion by Mrs. Noto, seconded by Mrs. Joyce that Item VIII.A. be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus spoke about the following items:

- Updating the Board member contact information;
- Committee structure; and
- The last Executive Session regarding the Superintendent Search.

<b>A. Acceptance of Grant Funds</b>					
<b>Grantor</b>	<b>Grant Name</b>	<b>Requester</b>	<b>Location</b>	<b>Check #</b>	<b>Amount</b>
Branchburg Education Foundation	Playaway Fall 2015 Audio Books	Sharon Bradley Irene Korol	Stony Brook Elementary School	1181	\$2,050.00
Branchburg Education Foundation	Broadway Bound	Elisabeth Patten	Stony Brook Elementary School	1182	\$2,200.00

## IX. EDUCATION

Motion by Mrs. Palmieri, seconded by Mr. Dempsey that Item IX.A. be moved upon the recommendation of the Acting Superintendent.

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

There was no Education Committee report.

### A. Conferences/Travel

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

**WHEREAS**, the attendance at the 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.

<b>Employee/Account Number</b>	<b>Conference/Workshop</b>	<b>Date(s)</b>	<b>Registration Fee</b>	<b>Hotel</b>	<b>Meals/Exp.</b>	<b>Tolls/Parking/Mileage</b>	<b>Total</b>
Matt Barbosa 11-000-240-580-02-000	Bullying Law Update Monroe, NJ	3/3/2016	\$150.00	N/A	N/A	\$30.00	\$180.00
Lisa Cashin 20-270-200-500-02-649	Practical Strategies to Your Students Meet or Exceed your State Mathematics Standards Plainfield, NJ	2/10/2016	\$239.00	N/A	N/A	\$0.00	\$239.00
Carrie Figel 11-000-223-580-05-144	Practical Strategies for Intervening with Students Before They Fall Too Far Behind in Reading Piscataway, NJ	2/4/2016	\$239.00	N/A	N/A	\$8.86	\$247.68
Gayle Fredericks 11-000-223-580-04-144	Foreign Language Educators of New Jersey Conference New Brunswick, NJ	2/26/2016	\$165.00	N/A	N/A	\$8.00	\$173.00
Nicole Kepner 11-000-223-580-04-144	The Best New Books for Grades 6 -12 Parsippany, NJ	2/11/2016	\$245.00	N/A	N/A	\$0.00	\$245.00



Employee/Account Number	Conference/Workshop	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/Mileage	Total
Claire Lerner 11-000-219-580-03-001	Responding to Student Needs Manville, NJ	1/21/2016	\$30.00	N/A	N/A	\$25.00	\$55.00
Joanne Linder 11-000-223-580-04-144	Differentiating Math Instruction Piscataway, NJ	2/1/2016	\$195.00	N/A	N/A	\$0.00	\$195.00
Jennifer Richardson 11-000-223-580-05-144	Practical Strategies for Intervening with Students Before They Fall Too Far Behind in Reading Piscataway, NJ	2/4/2016	\$239.00	N/A	N/A	\$4.00	\$243.00
Danielle Shober 11-000-240-580-02-000	Best Practices for Better Schools National Harbor, Maryland	7/5/2016-7/8/2016	\$700.00	\$522.00	\$241.50/ \$104.00	\$106.27	\$1,673.77

Motion by Mrs. Noto, seconded by Mrs. Palmieri that Items IX.B through IX.C. be moved upon the recommendation of the Acting Superintendent.

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

B. Professional Development Webinars				
Employee /Account Number		Date	Cost	Total
8 Health and Physical Education Teachers 20-270-200-320-02-648	Professional Development Webinar from the Society of Health and Physical Educators	January 18, 2016	\$19.96 per person	\$179.64
5 Foreign Language Teachers 20-270-200-320-02-648	Professional Development Webinar from the American Council on the Teaching of Foreign Languages	January 18, 2016	\$75.00 per person	\$375.00

C. Field Trips				
School	Event Coordinators	Locations	Purpose	Date
Branchburg Central Middle School	Nicole Roth	Kissimmee River Pottery Flemington, NJ	Enrichment Day Using Potters Wheel	February 12, 2016
Branchburg Central Middle School	Matthew Barbosa	Wallace House Somerville, NJ	Enrichment Day Exploring Local History	February 12, 2016

## X. HUMAN RESOURCES

Motion by Mr. Dempsey, seconded by Mrs. Noto that Items X.A. through X.I., be moved upon the recommendation of the Acting Superintendent.

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

There was no Human Resources Committee report.

A. Substitute(s)					
Name	Position	Salary	School	Effective date	End Date
Maria DeSimone	Substitute Teacher/Substitute Aide	\$95.00/\$83.33 - Per Diem	District	1/7/2016	6/30/2016
Kevin Gaul	Substitute Teacher/Substitute Aide	\$95.00/\$83.33 - Per Diem	District	1/7/2016	6/30/2016
James Palumbo	Substitute Teacher/Substitute Aide	\$95.00/\$83.33 - Per Diem	District	1/7/2016	6/30/2016

B. Maternity Leave				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Amy Garner	Whiton	1 - 3	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	2/1/2016 through 3/18/2016 3/21/2016 through 6/20/2016
Irene Korol (revised)	Stony Brook	5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act Child Care Leave	2/2/2016 through 3/28/2016 4/4/2016 through 6/21/2016 9/1/2016 through 6/30/2017
Megan VanHorn	Whiton	1	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	2/1/2016 through 3/25/2016 4/4/2016 through 6/3/2016

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<b>C. Resignations</b>				
Name	Name of Action	Position	Location	Effective Date
Alison Watkins	Resignation	Supervisor of Language Arts and Humanities	District	1/29/2016
Katherine Mileto	Resignation	.73 Aide	Whiton	1/26/2016

<b>D. Maternity Replacement</b>					
Name	Location	Purpose	Salary	Step/Level	Anticipated Date(s)
Katherine Mileto	Whiton	Maternity Leave Replacement (Lisa DeLorenzo)	\$56,445.00 Prorated	1/150	1/27/2016 through 6/21/2016
Amanda Maikisch	Whiton	Maternity Leave Replacement (Megan VanHorn)	\$54,295.00 Prorated	1/BA	2/1/2016 through 6/3/2016

<b>E. Student Teacher</b>						
Name	Position	School	Location	Effective Date	End Date	Discussion
Caitlyn Riga	Student Teacher	Seton Hall	Whiton	1/11/2016	4/27/2016	Student Teacher candidate placed with Catie Rello

<b>F. Instructional</b>							
Name	Position	Location	Salary	Step	Effective Date	End Date	Discussion
Ashlie Dente	.73 Aide	Whiton	\$16,941.60 (Prorated)	1	1/27/2016	6/21/2016	Replacing Katherine Mileto

<b>G. Contracted Nursing Services</b>				
Position	Salary	Effective date	End Date	Discussion
Bayada Nurse	\$44.50 Hourly	November 18, 2015	June 30, 2016	Out of District Bus ride for 1 child
Bayada Nurse	\$66.75 Hourly	November 18, 2015	June 30, 2016	Out of District Bus ride for 2 children
Bayada Nurse	\$89.00 Hourly	November 18, 2015	June 30, 2016	Out of District Bus ride for 3 children

<b>H. Transportation</b>							
Name	Action	Position	Salary	Step	Location	Effective Date	End Date
Angelica DeNino	Appointment	Bus Driver	\$26.45 Per Hour	2	Transportation	1/7/2016	6/30/2016
Christine Fawcett	Appointment	Bus Driver	\$26.45 Per Hour	2	Transportation	2/1/2016	6/30/2016
						Application subject to delivery of requested documents.	

<b>I. Salary Guide/Step Adjustment</b>						
Name	Position	From: Step/Level/Salary	To: Step/Level /Salary	Location	Effective Date	End Date
Kelly Frazee	Teacher	1/BA/\$54,295.00 8/27/2015	1/150/\$56,445.00	Stony Brook Elementary School	9/1/2015	6/30/2016

## XI. BUSINESS

Motion by Mr. Dempsey, seconded by Mrs. Palmieri that Items XI.A. through XI.B., be moved upon the recommendation of the Acting Superintendent.

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

There was no Business Committee report.

**A. Approval of Middle School Textbooks**

It is recommended that the Board approve Houghton Mifflin Harcourt, United States History: Beginnings to 1877 textbooks for 8<sup>th</sup> Grade Social Studies, in the amount of \$13,360.69.

**B. Approval of Resolution Authorizing the Disposal of Equipment**

It is recommended that the Board approve the following resolution authorizing the disposal of equipment through GovDeals.

**WHEREAS**, the School District is the owner of certain equipment which are no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said equipment in “as is” condition without express or implied warranties.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of Branchburg Township in the County of Somerset, as follows:

- (1) The sale of the equipment shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The equipment to be sold is as follows:

<b>Model</b>
Blackhawk Jack - Model #67440 (SJ-65) 5 Ton
Meyers Snow Plow - Model # AG-8.0

- (5) The equipment as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

**XII. PUBLIC COMMENT**

Ms. Debra Jacobsen asked the Board if there is any information that can be shared regarding the 8<sup>th</sup> grade Social Studies textbooks listed on the agenda for her budgeting purposes for next school year.

Ms. Amy Ramsden addressed the Board regarding the following items:

- The resignation of Mr. Albyn Gionta and Ms. Sharon Bradley;
- Clarification regarding the status of Specials within the schools; and
- The posting of agendas on the website.

Ms. Robyn Abramo addressed the Board regarding the following items:

- Mrs. Korol's maternity leave; and
- The resignation of Ms. Sharon Bradley.

### **XIII. BOARD LIAISON REPORTS**

Mr. Ambrus, who attended the Somerville Board of Education meeting on January 6, 2016, highlighted some of the meeting items including:

- Mr. Norman Chin, being elected Board President; and
- Somerville High School's successful Holiday Concert.

Mrs. Joyce spoke about the January 16, 2016 fundraiser at Branchburg Central Middle School featuring the Harlem Wizards.

### **XIV. BOARD FORUM**

Mrs. Joyce said there will be a County meeting on January 12, 2016 at Somerville High School regarding "Understanding the Audit".

Mr. Ambrus spoke about his observations during the first enrichment day at Branchburg Central Middle School.

### **XV. EXECUTIVE SESSION**

On a motion by Mrs. Joyce, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn to Executive Session at 7:59 p.m.

### **XVI. ADJOURNMENT**

On a motion by Mrs. Joyce, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:11 p.m.

Respectfully Submitted,



Theresa Linskey  
Board Secretary/Business Administrator

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