

Branchburg Township School District
ANNUAL ORGANIZATION/REGULAR ACTION MEETING

January 3, 2019

Board of Education Conference Room

Public Meeting – 7:00 p.m.

Executive Session

MISSION STATEMENT

*The mission of the Branchburg Township School District and Community
is to inspire our children to learn, think, grow, and excel in life.*

VISION STATEMENT

“Excellence in Education”

I. CALL TO ORDER

II. ROLL CALL

III. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

BE IT RESOLVED that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. PLEDGE OF ALLEGIANCE

V. 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 V.A.:

Theresa Joyce.....3,281
 Kristen Fabriczi.....2,613
 Laura DePrado.....2,608

(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 Governments established in the United States and this State, under the authority of the people. *(Optional)* So help me God.

I, _____, 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. *(Optional)* 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.

VI. 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 2019:

Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

B. Annual Appointments/Designations

(ACTION) It is recommended that Items VI.B.1 through VI.B.6 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 2019 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 2019 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. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.
- q. Capital Reserve Account No. 7868262812: Superintendent and Business Administrator.

5. Annual Meeting Dates

It is recommended that the meeting dates shown on Board Item VI.B.5. be adopted.

6. Personnel

It is recommended that the following appointment be approved:

Public Agency
Compliance Officer.....Theresa Linskey

(ROLL CALL - ITEMS VI.B.1. through VI.B.6.)

C. Annual Readoptions

(ACTION) It is recommended that Items VI.C.1. through VI.C.4. 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.

3. Approval of Teacher/Educational Specialist Evaluation Model

It is recommended that the Board approve the Stronge and Associates Teacher/Educational Specialist Performance Evaluation System as per the ACHIEVENJ mandate for the 2019-2020 school year.

4. Approval of Principal/District Leader Evaluation Model

It is recommended that the Board approve the Stronge and Associates Principal/District Leader Performance Evaluation System as per the ACHIEVENJ mandate for the 2019-2020 school year.

(ROLL CALL - ITEMS VI.C.1. through VI.C.4.)

VII. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

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And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board's consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

REGULAR BUSINESS MEETING

VIII. STATEMENT OF ADEQUATE NOTICE AND WELCOME

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

IX. SUPERINTENDENT'S REPORT

X. PUBLIC COMMENT – Agenda Items Only

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

XI. GOVERNANCE

- **Report**

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

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 13, 2018.

B. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Spider's Web Team Challenge	Ms. Kolbe Mr. Hanna	Whiton	1259	\$415
United Way of Northern New Jersey	Helping Hands Project	Mrs. LeMieux	Whiton	2520	\$500

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

XII. POLICY AND REGULATIONS

- **Report**

XIII. DATA COMMITTEE

- **Report**

XIV. EDUCATION

- **Report**

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

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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
TECHSPO 2019 Harrah's Resort Atlantic City, NJ	Christopher Jacobsen 11-000-252-580-09-145	1/31/19 2/1/19	\$450.00	\$99.00	\$51.00	\$84.65	\$684.65
TECHSPO 2019 Harrah's Resort Atlantic City, NJ	Eric Schaefer 11-000-252-580-09-145	1/31/19 2/1/19	\$450.00	\$99.00	\$51.00	\$72.62	\$672.62
Center for Literacy Development Annual Series New Brunswick, NJ	Jennifer Anderson Or Lauren Knoke 11-000-223-580-02-144-999	10/26/18 12/6/18 1/15/19 2/27/19 3/22/19	\$780.00	N/A	N/A	\$24.00	\$804.00
Center for Literacy Development Annual Series New Brunswick, NJ	Kelly Boyle Or Marie Cinque 11-000-223-580-02-144-999	10/26/18 12/6/18 1/15/19 2/27/19 3/22/19	\$780.00	N/A	N/A	N/A	\$780.00
Best Practices in Co-Teaching Piscataway, NJ	Lauren Bockus 11-000-223-580-08-144-090	1/16/19	\$269.00	N/A	N/A	\$5.89	\$274.89
New Jersey Educational Technology Conference Montclair, NJ	Sarah Debraski 11-000-223-580-05-144-060	1/8/19	\$125.00	N/A	N/A	\$25.73	\$150.73
New Jersey School Boards Association Pensions Review & Update Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	2/5/19	\$90.00	N/A	N/A	\$21.67	\$111.67
Best Practices in Co-Teaching: Effective Strategies and Realistic Solutions to Inclusive Classrooms Piscataway, NJ	Danielle Puzzo 11-000-223-580-02-144-999	1/16/19	\$269.00	N/A	N/A	N/A	\$269.00
Controversial Issues in Pediatric Audiology New York, NY	Randi Lee Venturini 11-000-223-580-04-144-020 11-000-223-580-05-144-060 11-000-223-580-08-144-090 11-000-219-580-03-001-999	3/7/19 3/8/19	\$250.00	N/A	N/A	\$75.00	\$325.00

(ROLL CALL - ITEM XIV.A.)

XV. HUMAN RESOURCES

- **Report**

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

A. Approval of Home Instruction					
SID#	Name	Account #	Position	Rate	Anticipated Dates
9420269782	Janice Monetti (1 hour per week for 6 weeks) Damian Thomas (3 hours per week for 6 weeks) Kristen Cardona (2 hours per week for 6 weeks)	11-150-100-101-03-066-020	Home Instruction Teacher	\$41.00 per hour	1/7/19-2/15/19

B. Approval of Contracted Bus Driver							
Name	Account #	Position	Location	Step	Rate	Dates	Discussion
Leonard Palumbo	11-000-270-161-01-470	Bus Driver	Transportation	2	\$28.42 (4.75 hours per day)	1/2/19-6/30/19	Retirement of Lydia Colie

C. Approval of Change of Hours								
Name	Account #	Position	Step	Rate	From	To	Dates	Discussion
Myra Bare	11-000-270-161-01-470	Bus Driver	3	\$28.62	4.75 hours per day	5.75 hours per day	1/2/19-6/30/19	Retirement of Lydia Colie

D. Approval of Curriculum/Instruction Work				
Name	Account #	Rate	Dates	Discussion
Zach Miracle	11-213-100-101-01-057-020	\$41.00 per hour (4 hours per week for 7 weeks, not to exceed \$1,148)	1/2/19-2/19/19	Due to Arlene Little's retirement, instructional planning for students is required.

(ROLL CALL – ITEMS XV.A. through XV.D.)

XVI. BUSINESS

- **Report**

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

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 14, 2018 through January 3, 2019, totaling \$697,478.75, and ratify the Payroll for the period December 8, 2018 through December 21, 2018, totaling \$1,099,795.99.

B. Approval of Board Attorney

It is recommended that David B. Rubin, Esq., of David B. Rubin, P.C. and The Busch Law Group be appointed as General Counsel.

C. Approval of Lease for Old York School – Hand Over Hand, LLC

It is recommended that the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with Hand Over Hand, LLC, to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing January 1, 2019 and ending June 30, 2020.

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

XVII. PUBLIC COMMENT

XVIII. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Cathy Curcio
- N.J.S.B.A./S.C.S.B.A Representative.....Charlie Tuma
- Branchburg Township Liaison.....Theresa Joyce
- Emergency Management Planning Committee.....Theresa Joyce
- Branchburg Education Foundation.....Keerti Purohit

XIX. BOARD FORUM

XX. EXECUTIVE SESSION

XXI. ADJOURNMENT