

*Branchburg Township School District*  
**ANNUAL ORGANIZATION/REGULAR ACTION MEETING**

January 6, 2020

**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.:

Olga Phelps.....	2,179
Keerti Purohit.....	1,734
Jonathan Sarles.....	157

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

I, Olga Phelps, Keerti Purohit, Jonathan Sarles, 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, Olga Phelps, Keerti Purohit, Jonathan Sarles, 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 2021:**

**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 2020 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 2020 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 Pre-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 2020-2021 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 2020-2021 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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## **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**

- Student Safety Data Report – September 2019 – December 2019

### **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** – Terri Joyce

**(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 12, 2019.

#### **B. Approval of 2019-2020 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials**

It is recommended that the Board approve the 2019-2020 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

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

### **XII. POLICY AND REGULATIONS**

- **Report** - Noah Horowitz



**XIII. EDUCATION**

- **Report - Olga Phelps**

**(ACTION) It is recommended that Items XIII.A. through XIII.D. 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
iSTEAM Conference 2020! Mahwah, NJ	Randy Kupcha 11-000-223-580-04-144-020	1/14/20	\$179.00	N/A	N/A	\$15.00	\$194.00
iSTEAM Conference 2020! Mahwah, NJ	Danielle Puglisi 11-000-223-580-04-144-020	1/14/20	\$179.00	N/A	N/A	\$18.24	\$197.24
Directors Roundtable for Somerset County Somerville, NJ	Antonia DaSilva N/A	2/21/20	N/A	N/A	N/A	N/A	N/A
Directors Roundtable for Somerset County Somerville, NJ	Margaret Ryan N/A	2/21/20	N/A	N/A	N/A	N/A	N/A
Annual Law Enforcement and Educator’s Conference Raritan Valley Community College Branchburg, NJ	Matthew Barbosa N/A	1/29/20	N/A	N/A	N/A	N/A	N/A
Annual Law Enforcement and Educator’s Conference Raritan Valley Community College Branchburg, NJ	Rebecca Gensel N/A	1/29/20	N/A	N/A	N/A	N/A	N/A
Annual Law Enforcement and Educator’s Conference Raritan Valley Community College Branchburg, NJ	Kristen Kries N/A	1/29/20	N/A	N/A	N/A	N/A	N/A
Annual Law Enforcement and Educator’s Conference Raritan Valley Community College Branchburg, NJ	Eric Schaefer 11-000-252-580-09-145	1/29/20	N/A	N/A	N/A	\$2.91	\$2.91
Annual Law Enforcement and Educator’s Conference Raritan Valley Community College Branchburg, NJ	Danielle Shoher N/A	1/29/20	N/A	N/A	N/A	N/A	N/A
NJ Association of School Business Officials Pensions Workshop Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	2/20/20	\$100.00	N/A	N/A	\$18.94	\$118.94
NJ Association of School Business Officials Pensions Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	2/20/20	\$100.00	N/A	N/A	\$24.47	\$124.47

Conference/Workshop (continued)	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Sheltered Instruction Training Franklin, NJ	Erica Landesberg N/A	11/20/19 12/11/19 1/28/20	N/A	N/A	N/A	N/A	N/A
Sheltered Instruction Training Franklin, NJ	Jocelyn Muzychko 11-000-223-580-05-144-060	11/14/19 1/9/20 1/14/20	N/A	N/A	N/A	\$20.16	\$20.16
2020 TECHSPO Atlantic City, NJ	Christopher Jacobsen 11-000-252-580-09-145	1/30/20- 1/31/20	\$475.00	\$99.00	\$51.00	\$74.65	\$699.65
2020 TECHSPO Atlantic City, NJ	Eric Schaefer 11-000-252-580-09-145	1/30/20- 1/31/20	\$475.00	\$99.00	\$51.00	\$72.62	\$697.62
Guided Math Conference Clark, NJ	Coleen Barnett 11-000-223-580-02-144-999 11-000-223-580-05-144-060	3/23/20- 3/24/20	\$479.00	N/A	N/A	\$7.56	\$486.56
NJ School Boards Association Guide to Safer Schools Somerset, NJ	Rebecca Gensel 11-000-230-580-01-303	1/16/20	N/A	N/A	N/A	\$3.29	\$3.29
NJ Association of School Business Officials Grants Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	1/22/20	\$100.00	N/A	N/A	\$24.47	\$124.47
What's New in Young Adult Literature Freehold, NJ	Wendy Michels 11-000-223-580-04-144-020	3/10/20	\$279.00	N/A	N/A	\$13.30	\$292.30
Public School Bidding New Brunswick, NJ	Samad Mobley 11-000-261-580-10-428	4/8/20	\$253.00	N/A	N/A	N/A	\$253.00
CFC Universal Certification Training Kenilworth, NJ	Samad Mobley 11-000-261-580-10-428	1/14/20	\$250.00	N/A	N/A	N/A	\$250.00
Professional Workshop for School Social Workers Somerville, NJ	JanMarie Motz N/A	2/21/20	N/A	N/A	N/A	N/A	N/A

#### B. Approval of Field Trip

Trip	Teachers	Grade	Purpose
Young Women's Conference in Science Princeton, NJ	Ms. Bernet Ms. O'Halloren	Invited 8 <sup>th</sup> Graders	Introduces middle and high school aged girls to women scientists and engineers and the wide breadth of careers available in these fields.

#### C. Approval of Student Teachers

Name	College/University	Certification	Location	Dates	Discussion
Erin Eosso	Rutgers University	School Nurse Certification	SBS	1/21/20-5/4/20	Clinical Preceptor Janet Hoffman
Victoria Triozzi	Rutgers University	Teacher of Students with Disabilities	SBS	1/7/2020-2/21/20	Cooperating Teacher Stephanie Formus

#### D. Approval of Additional Title IV Club

Club Name	Sponsor	Account Number	Minutes (per week)	Duration (# of meetings)	Total Cost (not to exceed)	School
Husky Math Homework Club	Nina Manger	20-280-100-101-02-659	60	10	\$410	Stony Brook

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

#### XIV. HUMAN RESOURCES

- Report – Kristen Fabriczi

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

A. Approval of Maternity Leave					
Name	Account #	Location	Type of Leave	Dates	Discussion
Lauren Nicolai	11-000-219-104-01-171-340	District	Paid Maternity/Disability Leave of Absence Personal Days FMLA/NJFLA	5/4/20-5/13/20 5/14/20-5/15/20 5/18/20-10/16/20	Estimated date of return will be 10/19/20

<b>B. Approval of Revision of Medical Leave</b>						
Name	Account #	Location	From	To	Dates	Discussion
Irene Pirog	11-000-217-106-01-000-020	District	Paid Sick Leave	Paid Sick Leave/FMLA	12/17/19-1/10/20	Estimated date of return will be 1/13/20

<b>C. Approval of Personnel</b>						
Name	Account #	Location	Position	Salary	Dates	Discussion
Jullah Haley	61-910-310-110-01-001	BCMS	Lunchroom Aide (Subject to delivery of documents)	\$4,675 (prorated)	1/7/20- 6/30/20	Replacing Tiffany Medwick

<b>D. Approval of Medical Leave</b>					
Name	Account #	Location	Type of Leave	Dates	Discussion
Kristen Allen	11-213-100-101-01-057-020	BCMS	Paid Sick Leave	1/30/20-2/12/20	Estimated date of return will be 2/13/20

<b>E. Approval of Substitute Bus Aides</b>				
Name	Position	Account #	Rate	Dates
Alexa Harwood Leslie Jones Megan Melchione Heather Rogalski	Substitute Bus Aide	11-000-217-106-01-000-020	\$13.24 per hour	10/1/19-6/30/20

<b>F. Approval of Revision of Stipend</b>					
Name	Account #	Position	Location	From	To
Kristen Kries	11-000-240-103-01-330-060	Acting Principal	SBS	\$1,500 per month 10/30/19-1/3/20	\$1,500 per month 10/30/19-2/6/20

<b>G. Approval of Revision of Personnel</b>						
Name	Account #	Position	Location	Rate	From	To
Richard Chromey	11-230-100-101-01-072-090	Acting Assistant Principal	WES	\$550 per day	12/9/19-1/3/20	12/9/19-2/6/20

<b>H. Approval of Administrative Leave</b>				
Name	Account #	Position	Location	Discussion
Frank Altmire	11-000-240-103-01-330-060	Principal	SBS	Administrative leave with pay beginning 1/6/20

**(ROLL CALL – ITEMS XIV.A. through XIV.H.)**

**XV. BUSINESS**

- **Report** – Charlie Tuma

**(ACTION) It is recommended that Items XV.A. through XV.B. 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 13, 2019 through December 20, 2019, totaling \$1,680,246.32, and for the period December 21, 2019 through January 6, 2020, totaling \$152,814.20, and ratify the Payroll for the period December 1, 2019 through December 6, 2019, totaling \$934,064.20, and for the period of December 7, 2019 through December 20, 2019, totaling \$1,095,694.72.

**B. Approval of Resolution Approving Lincoln Financial as 457 Provider**

It is recommended that the Board approve Lincoln Financial to administer the school district’s tax sheltered annuity plan (457) in accordance with IRS regulations at no cost to the district.

**(ROLL CALL - ITEMS XV.A. through XV.B.)**

**XVI. PUBLIC COMMENT**

**XVII. 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.....Terri Joyce
- Emergency Management Planning Committee.....Terri Joyce
- Branchburg Education Foundation.....Keerti Purohit
- Board Delegate.....Charlie Tuma
- Board Alternate Delegate.....Terri Joyce

**XVIII. BOARD FORUM**

**XIX. EXECUTIVE SESSION**

**XX. ADJOURNMENT**