

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

January 3, 2019
**Board of Education
Conference Room**

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

I. CALL TO ORDER

On a motion by Mr. Ambrus, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to convene to public session at 7:06 p.m.

The meeting was called to order at 7:06 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, Cathy Curcio, Laura DePrado, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit and Charles Tuma.

The following members were absent: None

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey

II. The Secretary called the roll.

III. Executive Session

There was no Executive Session.

IV. The assembly saluted the flag.

V. ELECTION RESULTS

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

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

I, Theresa Joyce, Kristen Fabriczi, Laura DePrado, 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, Theresa Joyce, Kristen Fabriczi, Laura DePrado, 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

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

1. President

Ms. Linskey asked for nominations for the position of President. Mrs. Fabriczi nominated Mrs. Joyce, seconded by Mrs. Curcio.

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

Ms. Linskey turned the gavel and the meeting over to Mrs. Joyce.

2. Vice President

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

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

3. Somerville Board of Education

Mrs. Joyce asked for nominations for a representative to the Somerville Board of Education. Mr. Horowitz nominated Mrs. Fabriczi, seconded by Mrs. Curcio.

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

B. Annual Appointments/Designations

Motion by Mrs. Fabriczi, seconded by Mr. Ambrus that Items VI.B.1. through VI.B.6. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.B.1. through VI.B.6. 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 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

C. Annual Readoptions

Motion by Mr. Ambrus, seconded by Mrs. Fabriczi that Items VI.C.1. through VI.C.4. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.C.1. through VI.C.4. 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.

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.

VII. CALL TO EXECUTIVE SESSION

There was no Executive Session.

REGULAR BUSINESS MEETING

IX. SUPERINTENDENT'S REPORT

Ms. Gensel shared a letter she received from Mr. Roger Jinks, Executive County Superintendent of Schools, regarding the mid-year review meeting she and Ms. Linskey attended.

X. PUBLIC COMMENT

There was no public comment.

XI. GOVERNANCE

Motion by Mr. Ambrus, seconded by Mr. Tuma that Items XI.A. through XI.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.B. were unanimously approved by Roll Call with Mrs. Purohit abstaining on Item XI.A.

Mrs. Joyce welcomed new Board member Laura DePrado.

Mrs. Joyce and Mrs. Curcio will be working with Administration on Committee assignments.

Mrs. Joyce reminded the Board members about their mandated training requirements.

Mrs. Joyce spoke about the agenda timeline process.

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

XII. POLICY

There was no Policy Committee report.

XIII. DATA COMMITTEE

There was no Data Committee report.

XIV. EDUCATION

Motion by Mr. Ambrus, seconded by Mrs. Purohit that Item XIV.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XIV.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.

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

Conference/Workshop Continued.....	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
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

XV. HUMAN RESOURCES

Motion by Mrs. Purohit, seconded by Mr. Tuma that Items XV.A. through XV.D., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources report.

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.

XVI. BUSINESS

Motion by Mr. Ambrus, seconded by Mr. Tuma that Items XVI.A. through XVI.C. be moved upon the recommendation of the Superintendent.

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

Ms. Linskey spoke about the status of the transportation garage project.

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.

XVII. PUBLIC COMMENT

Mr. DePrado asked the Board to explain the process of approving items listed on the agenda.

The Board had an open discussion on the process.

XVIII. BOARD LIAISON REPORTS

There were no Board Liaison reports.

XIX. BOARD FORUM

Mr. Tuma spoke about the January 14, 2019 New Jersey School Boards Association workshop.

Mr. Ambrus said if anyone has any new ideas to bring them to the Board Forum.

Mrs. Fabriczi wished everyone a Happy New Year.

Mr. Horowitz spoke about the live streaming of the swearing in of the Senate and Congress.

Ms. Gensel acknowledged the engagement of Randi Lee Venturini, President of the Branchburg Township Education Association.

XX. EXECUTIVE SESSION

On a motion by Mrs. Fabriczi, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene at 7:53 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Mr. Tuma, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 9:27 p.m.

XXI. ADJOURNMENT

On a motion by Mrs. DePrado, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn at 9:27 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board