

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

**January 6, 2020
Board of Education
Conference Room**

7:00 P.M.

ANNUAL ORGANIZATIONAL MEETING MINUTES

I. CALL TO ORDER

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 7:05 p.m.

The meeting was called to order at 7:05 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: Vincent Carpentier, Cathy Curcio, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit, Jonathan Sarles 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

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

Ms. Linskey conducted the swearing in of the 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

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. Horowitz 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. Mrs. Joyce 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 Mr. Tuma, seconded by Mr. Horowitz 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 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

C. **Annual Readoptions**

Motion by Mrs. Fabriczi, seconded by Mrs. Purohit 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 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.

VII. CALL TO EXECUTIVE SESSION

There was no Executive Session.

REGULAR BUSINESS MEETING

IX. SUPERINTENDENT'S REPORT

Ms. Gensel read a letter she received from Roger Jinks, Executive County Superintendent, regarding the district's mid-year review and QSAC monitoring.

Ms. Gensel gave a presentation on the Student Safety Data System for the period of July 1, 2019 through December 31, 2019.

X. PUBLIC COMMENT

There was no public comment.

Mrs. Joyce read the district's Public Comment Policy to the Board and members of the public.

XI. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mrs. Purohit 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. Phelps and Mrs. Purohit abstaining on Item XI.A.

Mrs. Joyce spoke about the following:

- She thanked everyone for their support over the past few years as she held the position of Board President;
- She welcomed new Board Member, Jonathan Sarles;
- She went over the commitment of being a School Board Member;
- She asked that the Board Members make sure all microphones are turned on;
- Committee schedules and assignments; and
- Mandatory training requirements.

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.

XII. POLICY

There was no Policy Committee report.

XIII. EDUCATION

Motion by Mrs. Curcio, seconded by Mrs. Purohit that Item XIII.A. through XIII.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XIII.A. through XIII.D. 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
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

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

1/6/2020

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

XIV. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mr. Horowitz that Items XIV.A. through XIV.H., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

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. Approval of Revision of Medical Leave						
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

C. Approval of Personnel							
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	

D. Approval of Medical Leave					
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

E. Approval of Substitute Bus Aides				
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

F. Approval of Revision of Stipend					
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

G. Approval of Revision of Personnel						
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

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

XV. BUSINESS

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

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

There was no Business Committee report.

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.

XVI. PUBLIC COMMENT

Angela DeRocco, 107 Omni Court, spoke on behalf of herself, her husband Dan DeRocco, Heather Grande, 427 Whiton Road, and Beth Meyers, 528 Horizon Way, regarding the new computer based math assessment, as it relates to the 5th grade math placement.

Ms. Gensel gave an update on how parent concerns are being addressed.

XVII. BOARD LIAISON REPORTS

There were no Board Liaison reports.

XVIII. BOARD FORUM

Mrs. Purohit welcomed new Board Member, Jonathan Sarles.

Mr. Horowitz welcomed new Board Member, Jonathan Sarles.

Mr. Horowitz spoke about the following:

- The Harlem Wizards event will be held at Branchburg Central Middle School at 7:00 p.m. on January 31, 2020; and
- There will be meetings to discuss the 2020-2025 Strategic Plan. These meetings will be held on January 23 and January 30, 2020, and they are open to the whole community.

Mrs. Fabriczi welcomed new Board Member, Jonathan Sarles.

Mrs. Phelps welcomed new Board Member, Jonathan Sarles, and also thanked the residents of Branchburg for electing her again to the Board of Education.

Mr. Tuma congratulated Mrs. Phelps and Mrs. Purohit for being re-elected to the Board, and welcomed new Board Member, Jonathan Sarles.

Mr. Tuma said there will be an Open House for incoming 9th graders at Somerville High School on January 29, 2020 at 6:30 p.m.

Mr. Sarles thanked the Board for welcoming him as a member of the Board of Education.

Mrs. Curcio welcomed new Board Member, Jonathan Sarles.

Mrs. Curcio spoke about the importance of communication within the Board.

Mrs. Joyce spoke about the following:

- She is available for Board members to reach her at any time;
- Strategic planning sessions; and
- The Branchburg Township reorganization meeting she attended with Ms. Gensel.

XIX. EXECUTIVE SESSION

On a motion by Mrs. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn public session at 7:44 p.m.

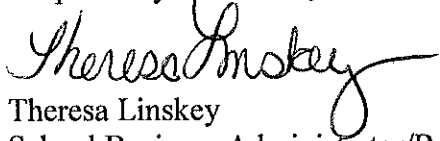
On a motion by Mr. Tuma, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene to executive session at 7:49 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Mrs. Curcio, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn executive session at 8:15 p.m.

XX. ADJOURNMENT

On a motion by Mr. Horowitz, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 8:15 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board