

*Branchburg Township School District*  
**ANNUAL ORGANIZATIONAL/  
REGULAR ACTION MEETING MINUTES**  
January 9, 2018  
**Board of Education  
Conference Room**

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

**I. CALL TO ORDER**

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: Zoltan Ambrus, Ellwood Cutler, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Cathy Palmieri, Keerti Purohit (arrived 7:09 p.m.) and Charles Tuma.

The following member was absent: Olga Phelps.

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

**II.** The secretary called the roll.

**III.** Executive Session

**IV.** The assembly saluted the flag.

**V. ELECTION RESULTS**

Catherine Curcio Palmieri.....2,736

Charles Tuma..... 96

Noah Horowitz..... 95

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

I, Catherine Palmieri, Charles Tuma, Noah Horowitz, 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. (Optional) So help me God.

I, Catherine Palmieri, Charles Tuma, Noah Horowitz, 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. Mr. Ambrus nominated Mrs. Joyce, seconded by Mrs. Fabriczi.

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. Palmieri, seconded by Mrs. Purohit.

On a call of the vote, Mrs. Palmieri 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. Palmieri nominated Mrs. Fabriczi, seconded by Mr. Ambrus.

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

### B. Annual Appointments/Designations

Motion by Mrs. Palmieri, seconded by Mr. Cutler 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 2018 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 2018 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. Cutler, seconded by Mrs. Fabriczi that Items VI.C.1. through VI.C.2. be moved upon the recommendation of the Superintendent.

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

**ADJOURNMENT**

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 7:19 p.m. to enter Executive Session.

**VII. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Palmieri, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene at 7:26 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Mrs. Palmieri, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 8:14 p.m.

On a motion by Mr. Ambrus, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 8:18 p.m. with 15 members of the public present.

## REGULAR MEETING BUSINESS

### IX. SUPERINTENDENT'S REPORT

Mr. Ambrus gave a presentation on Board Governance.

Ms. Gensel updated the Board and the Community on the status at Whiton Elementary School relating to the two flooding incidents due to the extreme cold weather.

### X. PUBLIC COMMENT

Ms. Rhonda Sherbin, Branchburg Township Education Association President, thanked her colleagues and staff at Whiton Elementary School for all their help during the flooding incidents.

### XI. GOVERNANCE

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

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

Mrs. Joyce spoke about the following:

- She welcomed the new Board members;
- Board member term dates;
- Reminded the Board to utilize the microphones for recording clarity;
- Board contact information;
- Committees;
- Mandatory training; and
- New Superintendent Evaluation Systems

#### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 14, 2017.

<b>B. 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	2018 Author Visit	Sarah Debraski	Stony Brook School	1226	\$1,231.40

<b>C. Approval of Harassment, Intimidation, and Bullying Reports</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	111317005	11/8/17	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	111317006	11/3/17	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	111317007	11/13/17	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

## **XII. POLICY**

There was no Policy Committee report.

## **XIII. EDUCATION**

Motion by Mrs. Fabriczi, seconded by Mr. Tuma that Items XIII.A. through XIII.F. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XIII.A. through XIII.F. were 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
NIDA Presents WIFFT! Winter Institute Food for Thought Clark, NJ	Kristen Allen 11-000-223-580-04-144-020	2/3/18	\$75.00	N/A	N/A	N/A	\$75.00
What's New in Young Adult Literature and How to Use it in Your Program Freehold, NJ	Marie Cinque 11-000-223-580-04-144-020	2/7/18	\$259.00	N/A	N/A	\$35.20	\$294.20
New Jersey Music Educators Association East Brunswick, NJ	Kristine DeNicololo 11-000-223-580-04-144-020	2/22/18 through 2/23/18	\$170.00	N/A	N/A	N/A	\$170.00
2018 Techspo Atlantic City, NJ	Margaret Emmons 20-270-200-500-02-647	1/25/18 through 1/26/18	\$340.00	\$97.00	\$48.00	\$86.00	\$571.00
Constructing Explanations and Arguments for Natural Phenomena Branchburg, NJ	Rocco Fornaro 11-000-223-580-05-144-060	1/30/18	\$125.00	N/A	N/A	N/A	\$125.00
Creating Mathematical Stations Busch Campus – Rutgers University Piscataway, NJ	Katie Fox 11-000-223-580-04-144-020	2/22/18	\$195.00	N/A	N/A	\$5.64	\$200.64
Social Media: Too Much-or Not Enough-of a Good Thing West Trenton, NJ	Toni Gooding 11-000-230-580-01-303	3/2/18	\$75.00	N/A	N/A	\$16.00	\$91.00
Exploding Dots: The Global Phenomenon A Day of MoMath New York, NY	Alex Tylin 11-000-223-580-04-144-020	1/29/18	\$165.00	N/A	N/A	N/A	\$165.00

B. Approval of 2018 School Field Trips				
School	Location	Teachers	Grade	Purpose
Whiton Elementary School	Patriots Theater Production of Charlotte's Webb West Trenton, NJ	Judy Buffa Joan Baier	2	Students will gain an understanding of the characters, settings and plot.
Central Middle School	Thomas Edison National Historical Park West Orange, NJ	Margaret Emmons Suzanne Updegrove Wendy Michels	6,7,8	In the facility where Thomas Edison invented the light bulb, the students will incorporate problem solving and creative thinking strategies.

C. Approval of Out of District				
Program/Location	Account Number	Student ID #	Tuition	Effective Dates
East Mountain School Belle Mead, NJ	11-000-100-566-03-109-000	3570121259	SY: \$47,980.40	SY: 11/22/17-6/21/18

D. Approval of Education Services					
Program/Location	Account Number	Student ID #	Total Amount/Rate	Effective Dates	Discussion
Princeton Healthcare System Plainsboro, NJ	11-150-100-320-03-069-020	6160053953	\$65.00 per hour Not to exceed \$5,200.00	1/4/18-3/1/18	Not to exceed 8 weeks
Professional Education Services, Inc. Glassboro, NJ	11-150-100-320-03-069-020	1896655470	\$41.00 per hour Not to exceed \$2,460.00	1/3/18-2/14/18	Not to exceed 6 weeks

E. Approval of Fundraiser					
BCMS/Drama Club/Fundraiser to sell advertising space in the Playbill and Sell Flowers and Concessions on the evenings of the Performances	Danielle Puglisi	Branchburg Central Middle School	Support the Drama Club for Upcoming Productions	2/1/18 through 3/18/18	

**F. Approval of The State of New Jersey Commission for the Blind and Visually Impaired Service**

It is recommended the Board approve The State of New Jersey Department of Human Services, Commission for the Blind and Visually Impaired Service contract in the amount of \$1,116.17 per student, as noted, which will be in effect from January 4, 2018 through June 30, 2018, to be paid through the general fund and sufficient funds are available in the 2017-2018 budget.

**XIV. HUMAN RESOURCES**

Motion by Mr. Cutler, seconded by Mr. Ambrus that Items XIV.A. through XIV.D., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

<b>A. Approval of Personnel</b>							
Name	Account Number	Position	Location	Salary	Effective Date	End Date	Discussion
Emma Priester	11-000-270-160-01-459	Transportation Aide part time	Transportation	\$17,550.00 prorated	1/10/2018	6/30/18	Replacing Donna Eckel
Anne Cohen	61-910-310-110-01-001	Lunchroom Aide	WES	\$10.84 per hour	1/10/2018	6/30/18	Extra duty pay Not to exceed 6 hours

<b>B. Approval of Leave of Absence</b>				
Name	Location	Position	Type of Leave	Anticipated Dates
Donna Baron	Whiton	Lunchroom Aide	Unpaid Medical	12/22/17-3/23/18

<b>C. Approval of Revision of Salary</b>				
Name	Account #	Salary From	Salary To	Dates
Diana Cirianni	11-000-217-106-01-000-090 11-213-100-106-01-057-020	\$17,553.38 prorated	\$12,799.37 prorated	12/15/17-6/30/18

<b>D. Approval of District School Safety Specialist</b>		
Name	Dates	Position
Matthew Barbosa	1/2/18-6/30/18	District School Safety Specialist

**XV. BUSINESS**

Motion by Mr. Cutler, seconded by Mr. Ambrus 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 Business Committee report.

Ms. Linskey went over the Safety Grant Application Award item listed on the agenda.

**A. Bill List**

It is recommended that the Board approve the List of Bills for the period December 15, 2017 through January 4, 2018, totaling \$778,054.23, and ratify the Payroll for the period December 15, 2017 through January 4, 2018, totaling \$1,041,153.62.

**B. Safety Grant Application Award**

It is recommended that the Branchburg Township Board of Education approve a grant application Award for the 2017 Safety Grant Program through the New Jersey School Boards Association Insurance Group’s ERIC North Subfund for the purposes described in the application in the amount of \$7,862.66 for the period July 1, 2017 to June 30, 2018.

**C. Approval to Submit “Other Capital Project” to the New Jersey Department of Education for Approval**

It is recommended that the Board approve submission of the following capital project to the New Jersey Department of Education for approval as an “other capital project” with no state funding.

Project No.	Project Name
0510-050-18-1000	New Bus Garage at Old York School Site

**D. Approval to Submit Long Range Facilities Plan Amendment to the New Jersey Department of Education**

It is recommended that the Board authorizes Settembrino Architects to submit a Long Range Facilities Plan Amendment request to the New Jersey Department of Education and to amend the District’s approved Long Range Facilities Plan to include the following project:

Project No.	Project Name
0510-050-18-1000	New Bus Garage at Old York School Site

**XVI. PUBLIC COMMENT**

There was no public comment.

**XVII. BOARD LIAISON REPORTS**

There were no Board Liaison reports.

Mr. Cutler said the next Somerset County Educational Services Commission meeting will be held on Wednesday, February 7, 2018.

**XVIII. BOARD FORUM**

Mr. Cutler said the Somerset County Educational Services Commission has a video on their website explaining who they are and what they do.

The Board members thanked the Whiton Elementary School staff, and the Building and Grounds staff for their help and support in handling the incidents at Whiton Elementary School.

Mrs. Joyce said the next Board of Education meeting will be held on Thursday, January 18, 2019.

**XIX. EXECUTIVE SESSION**

There was no second Executive Session.

**XX. ADJOURNMENT**

On a motion by Mr. Ambrus, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn at 9:01 p.m.

Respectfully Submitted,

  
Theresa Linskey  
Board Secretary/Business Administrator