

Branchburg Township School District
**ANNUAL ORGANIZATIONAL/
REGULAR ACTION MEETING MINUTES**
January 5, 2017
**Board of Education
Conference Room**

**ORGANIZATIONAL MINUTES
8:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:40 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, Jack Dempsey, Kristen Fabriczi, Theresa Joyce, Carmela Noto, Cathy Palmieri, Olga Phelps and Keerti Purohit.

The following members were absent: None.

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey, and 2 members of the public.

II. The assembly saluted the flag.

III. The secretary called the roll.

IV. ELECTION RESULTS

A. At the Annual School Election, the following three (3) members were elected for 3-year terms as outlined in Attachment IV.A.:

Zoltan Ambrus	3,636
Olga Phelps	3,436
Keerti Purohit.....	2,986

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

I, Zoltan Ambrus, Olga Phelps, Keerti Purohit, 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, Zoltan Ambrus, Olga Phelps, Keerti Purohit, 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.

V. ORGANIZATION BUSINESS

A. Elections

1. President

Ms. Linskey asked for nominations for the position of President. Mr. Dempsey nominated Mr. Ambrus, seconded by Mrs. Noto.

On a call of the vote, Mr. Ambrus was unanimously elected Board President.

Ms. Linskey turned the gavel and the meeting over to Mr. Ambrus.

2. Vice President

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

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

3. Somerville Board of Education

Mr. Ambrus asked for nominations for a representative to the Somerville Board of Education. Mrs. Fabriczi nominated Mrs. Noto, seconded by Mrs. Palmieri.

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

B. Annual Appointments/Designations

Motion by Mr. Cutler, seconded by Mrs. Palmieri that Items V.B.1. through V.B.5. be moved upon the recommendation of the Superintendent.

On call of the vote, Items V.B.1. through V.B.5. 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 2017 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 2017 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. 786862812: Superintendent and Business Administrator.

5. Annual Meeting Dates

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

C. Annual Readoptions

Motion by Mr. Dempsey, seconded by Mrs. Purohit that Items V.C.1. through V.C.2. be moved upon the recommendation of the Superintendent.

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

REGULAR MEETING BUSINESS

VI. PUBLIC COMMENT

There was no public comment.

VII. SUPERINTENDENT'S REPORT

Ms. Gensel introduced Heather Mastroserio, District Safety Coordinator, who gave a presentation on the Board goal of creating a positive climate in the schools. Ms. Mastroserio also gave a presentation on the annual violence and vandalism report, which is required by the State of New Jersey.

Ms. Gensel announced the following 2016/2017 Governor's Educator of the Year recipients:

- Christopher Boehm – Whiton Elementary School
- Coleen Barnett – Stony Brook School
- Wendy Michels– Branchburg Central Middle School

Ms. Gensel announced the following Educational Support Personnel of the Year recipients:

- Karen Minette – Whiton Elementary School
- Tracy Harmon – Stony Brook School
- Stephen Simborski – Branchburg Central Middle School

Ms. Gensel also spoke about the following:

- The February 17, 2017 Branchburg Ed Camp Day;
- Forming a committee of staff members and community members to update the five year strategic plan;
- The Sustainable New Jersey Schools Initiative training session she attended with Theresa Linskey; and
- The Future Ready Summit she attended in Newark.

VIII. GOVERNANCE

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

On call of the vote, Items VIII.A. through VIII.C. were unanimously approved by Roll Call with Mrs. Phelps abstaining on Item VIII.A.

Mr. Ambrus spoke about committee structure.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 15, 2016.

B. Approval of Resolution for Summer Enrichment Program

It is recommended that the Board approve a Memorandum of Understanding with The Jointure to operate a Summer Enrichment Program and Before and After Care for children in grades K-8 at the Creative Campus, located at Old York School.

C. Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Shakespeare Alive	8 th Grade Language Arts Department	BCMS	1199	\$2,105.00

IX. POLICY

Mrs. Joyce said the Policy Committee will be meeting with Eric Schaefer, Information Technology Manager, regarding options for remote attendance.

X. EDUCATION

Motion by Mr. Dempsey, seconded by Mrs. Noto that Items IX.A. through IX.D. be moved upon the recommendation of the Superintendent.
On call of the vote, Items IX.A. through IX.D. 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.

Conferences/Workshops	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Kelly Gallagher: Teaching Practices and Instructional Strategies that Position Students Closer to Reading and Writing Excellence New Brunswick, NJ	Wendy Michaels 20-270-200-500-02-649	4/24/17	\$150.00	N/A	N/A	N/A	\$150.00
Kelly Gallagher: Teaching Practices and Instructional Strategies that Position Students Closer to Reading and Writing Excellence New Brunswick, NJ	Tiffany Stulack 20-270-200-500-02-649	4/24/17	\$150.00	N/A	N/A	N/A	\$150.00
Legal One Bullying Law Update Providence, NJ	Donna Cardamone 11-000-223-580-04-144	1/17/17	\$150.00	N/A	N/A	\$9.30	\$159.30
Legal One Bullying Law Update Providence, NJ	Alexandra Gallo 11-000-219-589-03-001	1/17/17	\$150.00	N/A	N/A	N/A	\$150.00
Legal One Bullying Law Update Providence, NJ	Katherine Gorski 11-000-223-580-04-144	1/17/17	\$150.00	N/A	\$10.00	\$30.00	\$190.00
Legal One Bullying Law Update Providence, NJ	Heather Mastroserio 11-000-223-580-05-144	1/17/17	\$150.00	N/A	N/A	N/A	\$150.00
Legal One Bullying Law Update Providence, NJ	Matthew Ross 11-000-240-580-02-000	1/17/17	\$150.00	N/A	N/A	N/A	\$150.00
Legal One Bullying Law Update Providence, NJ	Maggie Ryan 11-000-223-580-08-144	1/17/17	\$150.00	N/A	N/A	\$16.00	\$166.00
Google Boot Camp Trenton, NJ	Stephanie Formas 11-000-223-580-05-144	1/21/17	\$79.00	N/A	N/A	N/A	\$79.00
New Jersey Association for Health, Physical Education, Recreation and Dance Long Branch, NJ	Kevin Gaul 11-000-223-580-05-144	2/27/17	\$60.00	N/A	N/A	N/A	\$60.00
Helping the Struggling Learner Ramapo College, NJ	Michelle Nash 11-000-219-580-03-001	3/13/17	\$115.00	N/A	N/A	N/A	\$115.00

B. 2017 BCMS Field Trip		
Trip	Date	Discussion
Winter Extreme Cheer Challenge West Morris High School, Chester, NJ	Sunday 1/22/17	Cheer Competition Students will arrange their own transportation

C. Branchburg Central Middle School Service Project					
Title	Event Coordinator	Participants	Recipient	Purpose	Date(s)
Operation Gratitude Book Drive	Elizabeth Urbanski	BCMS Students	Deployed Soldiers	Write a letter and send a book to a soldier to reflect on our Rights and Freedoms as a tribute Martin Luther King, Jr.	1/11/17 through 1/20/17

D. Approval of Settlement Agreement and Release

BE IT RESOLVED, that the Board of Education approves a settlement in the matter of S.M. and T.M. o/b/o J.M. v. Branchburg Township Board of Education, OAL Docket No. EDS 01173-16, subject to execution of a written agreement in a form acceptable to the parties.

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of Title IA After School Tutors				
Name	Account #	School	Position	Stipend
Kristen Cardona	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Marie Cinque	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Kristen DeBlasi	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Margaret Emmons	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Kathleen Gaston	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Devra Hobbs	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Lisa Liebowitz	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Arlene Little	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Wendy Michels	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Nancy Padula	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Sonia Periera	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Breanne Pratt	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Tiffany Stulack	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00
Deborah Volpe	20-231-100-101-02-648	Branchburg Central Middle School	Teacher	\$41.00 per hour not to exceed \$1,100.00

B. Student Teacher						
Name/College	Name of Action	Certification	Location	Effective Date	End Date	Discussion
Aylin Rich The College of New Jersey	Student Teacher	Special Education K-5	Whiton	1/23/17 Application subject to delivery of requested documents	5/5/17	Cooperating Teachers Lisa Quinn & Erica Viel

C. Approval of Vendor			
Vendor/Account Number	Dates of Service	Cost	Discussion
Yes Yes Good, LLC 11-000-223-320-02-225	2/17/17	Not to exceed \$550.00	Professional Development Workshop District in Service Day

D. Approval of Teacher 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 2016-2017 school year.

E. Approval of Principal 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 2016-2017 school year.

F. Extra Duty Pay							
Name/Account	Name of Action	Position	Salary	Location	Effective Date	End Date	Discussion
Erica Patente 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	Discovery Education Virtual Field Trips and Discovery Now
Kelly Boyle 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 6 hours	District	1/6/17	6/20/17	Reading Assessment: Beyond the DRA/TC
Allison O'Neill 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 6 hours	District	1/6/17	6/20/17	Reading Assessment: Beyond the DRA/TC
Adriana Weighart 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	How Do I know if a Dual-Language Learner needs a Speech-Language Evaluation
Kelly Boyle 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 4.5 hours	District	1/6/17	6/20/17	Writing Strategies Book Mini Exploration
Lauren Knoke 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 9 hours	District	1/6/17	6/20/17	Writing Strategies Book Mini Exploration
Jocelyn Muzychko 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	Fraction Strategies Boot Camp
Catie Rello 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 4.5 hours	District	1/6/17	6/20/17	Reading Toolkits, including Demonstration Notebook
Amanda Roper 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 4.5 hours	District	1/6/17	6/20/17	Reading Toolkits, including Demonstration Notebook
Erica Patente 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	Subitizing
Margaret Emmons 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 6 hours	District	1/6/17	6/20/17	Make Genesis Work for You!
Rachael Johnston 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	EdPuzzle and Let's Recap
Jocelyn Muzychko 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	EdPuzzle and Let's Recap
Kate Mileto 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	Coding 101
Rocco Fornaro 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 9 hours	District	1/6/17	6/20/17	SMART Lesson Planning
Cristina Pernini 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 3 hours	District	1/6/17	6/20/17	Virtual Conferencing

G. Personnel						
Name	Position	Step/Level	Salary	Effective Date	End Date	
Emily Williams	Special Education Teacher	1/150	\$55,375.00	1/3/17	6/30	

XII. BUSINESS

Motion by Mr. Cutler, seconded by Mrs. Purohit that Items XII.A. through XII.E., be moved upon the recommendation of the Superintendent.

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

Mr. Ambrus spoke about The Jointure's interest in expanding in Old York School.

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 1, 2016 through December 22, 2016, totaling \$673,517.09, and ratify the Payroll for the period December 1, 2016 through December 22, 2016, totaling \$865,522.39.

B. Secretary's Report

The Report of the Secretary for October 2016 and November 2016 have been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Theresa Linskey, Business Administrator/Board Secretary, certify that no line item account has been over expended and that sufficient funds are available to meet the District's financial obligations this fiscal year.

It is recommended that the Secretary's Report for October 2016 and November 2016 be accepted and filed, and the Board of Education hereby certifies that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)(4) and that sufficient funds are available to meet the District's financial obligations for the remainder of the 2016-2017 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the months of October 2016 and November 2016 be accepted and filed.

D. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the months of October 2016 and November 2016.

E. Monthly Transfer Report

It is recommended that the Board approve the October 2016 and November 2016 Monthly Transfer Reports.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Noto said the Somerville Board of Education met on Tuesday, January 3, 2017 where Norman Chin was elected President and Linda Olson was elected Vice President.
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Mrs. Palmieri spoke about the following PTO highlights:

- The Harlem Wizards will be visiting on January 28, 2017;
- Stony Brook PTO is funding a “Power of One Assembly”;
- Stony Brook Elementary School’s Red Ribbon week;
- Whiton Elementary School’s Coding with Dot and Dash;
- Whooo’s Reading by Learn2Earn fundraiser at Stony Brook School, and for the first through third grades at Whiton Elementary School, which starts January 30, 2017 and will run for four weeks;
- Branchburg Central Middle School is in phase two of their sound system enhancement for the auxiliary gym;
- Printing of Branchburg Central Middle School’s Falcon Gazette’s newspaper editions; and
- Enrichment Day activities.

Mr. Ambrus said at the Branchburg Township reorganization meeting, Thomas Young will be the Mayor for 2017.

XV. BOARD FORUM

The Board members spoke about how proud they are to be a part of the Branchburg Board of Education.

Mrs. Noto spoke about the demographers report and asked about the possible development on Readington Road.

Mrs. Joyce thanked the staff and the administration for the positive direction the district is heading.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:00 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator

1/5/2017