

Branchburg Township School District
**ANNUAL ORGANIZATIONAL/
REGULAR ACTION MEETING MINUTES**
January 4, 2021
Board Meeting to be Live Streamed on YouTube

7:00 P.M.

ANNUAL ORGANIZATIONAL MEETING MINUTES

I. CALL TO ORDER

On a motion by Mrs. Fabriczi, seconded by Mrs. Phelps, and carried unanimously, the Board agreed to convene to public session at 7:00 p.m.

The meeting was called to order at 7:00 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, Robert Maider, Olga Phelps, Keerti Purohit and Jonathan Sarles.

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

A. At the Annual School Election, the following three (3) members were elected for 3-year terms and (1) member was elected for 1-year term as outlined in Attachment V.A.:

Three-Year Term

Catherine Curcio.....4,817
Vincent Carpentier.....4,021
Robert Maider.....3,737

One-Year Term

Noah Horowitz.....6,205

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

I, Catherine Curcio, Vincent Carpentier, Robert Maider, 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 Governments established in the United States and this State, under the authority of the people. *(Optional)* So help me God.

I, Catherine Curcio, Vincent Carpentier, Robert Maider, 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 (*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. Mrs. Fabriczi nominated Mrs. Curcio, seconded by Mr. Horowitz.

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 Mr. Sarles.

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

B. Annual Appointments/Designations

Motion by Mrs. Curcio, seconded by Mrs. Purohit 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 2021 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 2021 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. Curriculum Department Petty Cash Account No. 7856697110: Director of Curriculum and Directors' 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. Horowitz, seconded by Mr. Sarles 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

On a motion by Mrs. Curcio, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to convene to executive session at 7:18 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Mrs. Curcio, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 8:29 p.m.

On a motion by Mrs. Curcio, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to reconvene to public session at 8:30 p.m.

REGULAR BUSINESS MEETING

IX. SUPERINTENDENT'S REPORT

Ms. Gensel was happy to report, that for families who choose to have their child attend school in person, students at Whiton Elementary School were able to return to the building for single session, in-class classes for five days a week effective January 4, 2021.

X. PUBLIC COMMENT

There was no public comment.

XI. GOVERNANCE

Motion by Mrs. Curcio, seconded by Mr. Horowitz that Item XI.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XI.A. was unanimously approved by Roll Call with Mrs. Phelps abstaining on Item XI.A.

Mrs. Joyce said, there will be no committee reports at this meeting until new committees have been formed. The new committees should be formed before the next Board meeting.

Mrs. Joyce reminded the Board that some Board members will be required to take mandated training, and that information will be forthcoming.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 17, 2020.

XII. POLICY

There was no Policy Committee report.

XIII. EDUCATION

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

On call of the vote, Items XIII.A. through XIII.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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Leading Schoolwide SEL: Preparing for the Journey Ahead Virtual	Rebecca Gensel 11-000-230-580-01-303	1/12/21 1/19/21 1/26/21 2/2/21	\$200	N/A	N/A	N/A	\$200
Leading Schoolwide SEL: Preparing for the Journey Ahead Virtual	Kristen Kries 11-000-240-580-02-000-020	1/12/21 1/19/21 1/26/21 2/2/21	\$200	N/A	N/A	N/A	\$200
Leading Schoolwide SEL: Preparing for the Journey Ahead Virtual	Tina Neely 11-000-219-580-03-144-999	1/12/21 1/19/21 1/26/21 2/2/21	\$200	N/A	N/A	N/A	\$200
Leading Schoolwide SEL: Preparing for the Journey Ahead Virtual	Dee Shober 11-000-240-580-02-000-020	1/12/21 1/19/21 1/26/21 2/2/21	\$200	N/A	N/A	N/A	\$200
Leading Schoolwide SEL: Preparing for the Journey Ahead Virtual	Beth Stanton 11-000-240-580-02-000-020	1/12/21 1/19/21 1/26/21 2/2/21	\$200	N/A	N/A	N/A	\$200
Comprehensive Virtual IMSE Orton-Gillingham Training Virtual	Linda Kaminsky 20-270-200-500-02-649	2/6/21 2/7/21 2/13/21 2/14/21	\$1,275	N/A	N/A	N/A	\$1,275
NGSS Fall Professional Development Virtual	Danielle Puglisi 11-000-223-580-02-144-999	1/19/21 1/26/21 1/27/21 1/28/21 2/2/21 2/10/21	\$225	N/A	N/A	N/A	\$225

B. Approval of Revision of Student Teacher						
Name	College/University	Certification	Location	Dates	From	To
Katie O'Shea	Centenary University	Elementary School Teacher in Grades K-5	WES	1/4/21- 5/26/21	Cooperating Teacher Susan Mariani	Cooperating Teacher Erica Viel

1/4/2021

C. Approval of Evaluations					
Evaluator	Account Number	Student ID #	Total (not to exceed)	Dates	Discussion
Dr. Kelly May, Ph.D., BCBA-D Autism Center Morristown, NJ	11-000-219-320-03-181-340	7087080485	\$600	1/5/21- 2/18/21	Functional Behavior Assessment
Bridgeway Rehabilitation Services Somerville, NJ	11-000-219-320-03-181-340	8783419841	\$200	10/30/20	Full PESS Evaluation

D. Approval of 2020-2021 Evaluations					
Evaluator	Account Number	Cost (not to exceed)	Dates	Discussion	
Bridgeway Rehabilitation Services Somerville, NJ	11-000-219-320-03-181-340	\$1,200	7/1/20- 6/30/21	PESS Evaluations as needed for the 2020-2021 School Year. 6 evaluations - \$200 each	

XIV. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of Revision of Level and Salary						
Name	Position	Account #	Location	From	To	Effective Date
Emily Lloyd	Teacher	11-120-100-101-01-012-090	WES	1/BA \$58,685	1/182 \$62,985 (prorated)	1/4/21-6/30/21

B. Approval of Non-Athletic Extracurricular Stipend					
Name	Account	Location	Position	Stipend	Dates
Danielle Puzzo	Curriculum Specialist	11-000-221-104-01-210-999	District	\$3,018.02 (prorated)	1/4/21-6/30/21

C. Approval of Extended Day Counseling					
SID #	Teacher	Position	Account Number	Hourly Rate	Dates
1123889976 3279631719	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$63.68 per hour (1 hour per week, not to exceed 25 weeks)	1/4/21-6/30/21

D. Approval of Revision of Extended Day Counseling					
SID #	Teacher	Position	Account Number	From	To
1137705037	Margaret Ryan	LCSW	11-000-218-104-01-141-020	11/1/20-12/31/20 \$63.68 per hour (45 minutes per week, not to exceed 12.15 hours total)	11/1/20-6/30/21 \$63.68 per hour (45 minutes per week, not to exceed 25 weeks)

XV. BUSINESS

Motion by Mrs. Curcio, seconded by Mr. Horowitz that Item XV.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XV.A. was 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 18, 2020 through January 4, 2021, totaling \$555,243.67, and ratify the Payroll for the period December 12, 2020 through December 23, 2020, totaling \$955,560.38.

XVI. PUBLIC COMMENT

There was no public comment.

XVII. BOARD LIAISON REPORTS

There were no Board Liaison reports.

XVIII. BOARD FORUM

Mr. Sarles welcomed Mr. Maider to the Board, and looks forward to working with him.

Mrs. Curcio thanked the community for allowing her to be on the Board again, and she promises to continue to represent the community the best way she can.

Mr. Maider thanked everyone on the Board for welcoming him, and thanked the community for trusting him in this position.

Ms. Gensel welcomed Mr. Maider to the Board.

Ms. Gensel spoke about the December 21, 2020 Summary Conference for QSAC (Quality Single Accountability Continuum), which is the District's monitoring system required by the State.

Mrs. Joyce welcomed Mr. Maider to the Board.

Mrs. Joyce thanked the Board for re-electing her as President, and for stepping up to their responsibility as Board members.

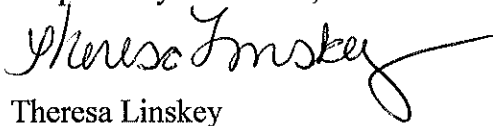
XIX. EXECUTIVE SESSION

There was no Executive Session.

XX. ADJOURNMENT

On a motion by Mrs. Curcio, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn at 8:45 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board