

***Branchburg Township School District***  
**ANNUAL ORGANIZATION/REGULAR ACTION MEETING**

January 4, 2021

**Board Meeting to be Live Streamed on YouTube**

**Public Meeting – 7:00 p.m.**

**Executive Session**

**MISSION STATEMENT**

*The mission of the Branchburg Township School District and Community  
is to inspire our children to learn, think, grow, and excel in life.*

**VISION STATEMENT**

*“Excellence in Education”*

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. EXECUTIVE SESSION**

**WHEREAS** the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

**WHEREAS** the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

**BE IT RESOLVED** that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

**RESOLVED** that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

**IV. PLEDGE OF ALLEGIANCE**

V. ELECTION RESULTS – T. Linskey

**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

*(The Board Secretary will conduct the swearing-in of 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** *(The Board Secretary will maintain the Chair for the election of the President.)*

**1. President** *(The Board Secretary will turn the conduct of the meeting over to the President immediately upon his/her election.)*

**(ACTION)**                    **Motion to nominate \_\_\_\_\_ by \_\_\_\_\_.**  
**Any other nominations.**  
**(VOICE VOTE on the Motion to Nominate.)**

**2. Vice President**

**(ACTION)**                    **Motion to nominate \_\_\_\_\_ by \_\_\_\_\_.**  
**Any other nominations.**  
**(VOICE VOTE on the Motion to Nominate.)**

**3. Somerville Board of Education**

**(ACTION)**                    **It is recommended that the following individual be designated to serve as Branchburg’s representative on the Somerville Board of Education effective immediately and continuing until the Annual Organization Meeting in 2022:**  
**Motion to nominate \_\_\_\_\_ by \_\_\_\_\_.**  
**Any other nominations.**  
**(VOICE VOTE on the Motion to Nominate.)**

**B. Annual Appointments/Designations**

**(ACTION)**                    **It is recommended that Items VI.B.1 through VI.B.6 be moved upon the recommendation of the Superintendent.**

**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

**(ROLL CALL - ITEMS VI.B.1. through VI.B.6.)**

**C. Annual Readoptions**

**(ACTION) It is recommended that Items VI.C.1. through VI.C.4. be moved upon the recommendation of the Superintendent.**

**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 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.

**(ROLL CALL - ITEMS VI.C.1. through VI.C.4.)**

**VII. EXECUTIVE SESSION**

**WHEREAS** the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

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## **REGULAR BUSINESS MEETING**

### **VIII. STATEMENT OF ADEQUATE NOTICE AND WELCOME**

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

### **IX. SUPERINTENDENT'S REPORT**

- District Update

### **X. PUBLIC COMMENT – Agenda Items Only**

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

### **XI. GOVERNANCE**

**(ACTION) It is recommended that Item XI.A. be moved upon the recommendation of the Superintendent.**

#### **A. Approval of Minutes**

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

**(ROLL CALL - ITEM XI.A.)**

### **XII. POLICY AND REGULATIONS**

### **XIII. EDUCATION**

**(ACTION) It is recommended that Items XIII.A. through XIII.D. be moved upon the recommendation of the Superintendent.**

#### **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 Shoher 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

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

<b>D. Approval of 2020-2021 Evaluations</b>				
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

**(ROLL CALL - ITEMS XIII.A. through XIII.D.)**

**XIV. HUMAN RESOURCES**

**(ACTION) It is recommended that Items XIV.A. through XIV.D. be moved upon the recommendation of the Superintendent.**

<b>A. Approval of Revision of Level and Salary</b>						
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>B. Approval of Non-Athletic Extracurricular Stipend</b>					
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

<b>C. Approval of Extended Day Counseling</b>					
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

<b>D. Approval of Revision of Extended Day Counseling</b>					
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)

**(ROLL CALL – ITEMS XIV.A. through XIV.D.)**

**XV. BUSINESS**

**(ACTION) It is recommended that Item XV.A. be moved upon the recommendation of the Superintendent.**

**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.

**(ROLL CALL - ITEM XV.A.)**

**XVI. PUBLIC COMMENT**

**XVII. BOARD FORUM**

**XVIII. EXECUTIVE SESSION**

**XIX. ADJOURNMENT**