

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION
Media Center – Upper Middle School
375 Burnt Hill Road
Skillman, New Jersey 08558**

**ORGANIZATION MEETING MINUTES
Tuesday, January 4, 2022
7:30 p.m. Public Meeting**

Call to Order – By Board Secretary Alicia Schauer at 7:37 p.m.

School Election Results

Ms. Schauer, Board Secretary, announced the results of the annual school election of November 2, 2021.

<u>Three Candidates (Three-year Term)</u>	<u>Number of Votes</u>
Patrick Todd	4,992
Maria Spina	4,952
Martin R. Carlson	3,268
<u>One Candidate (One-year Term)</u>	<u>Number of Votes</u>
Richard Specht	5,286

Ms. Schauer, Board Secretary, swore in the newly-elected Board members, Mr. Todd, Ms. Spina, Mr. Carlson and Mr. Specht.

Statement of Open Meeting and Public Participation - In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by mailing notice of meeting on January 6, 2021 and December 30, 2021. Notice was provided to Board of Education Members, Montgomery Township Clerk, Rocky Hill Borough Clerk, Public Library, Township Posting, School Posting, PTSA Officers, Courier News, Montgomery News, Princeton Packet, Trenton Times, and The Star Ledger.

The Board reserves the right to enter into Executive Session during all meetings of the Board of Education.

ROLL CALL

- | | |
|-------------------------------------|------------------------------------|
| Phyllis Bursh – Present (remote) | Dr. Zelda Spence-Wallace – Present |
| Martin Carlson – Present | Maria Spina - Present |
| Victoria Franco-Herman – Present | Shreesh Tiwari – Present |
| Christina Harris – Present (remote) | Patrick Todd - Present |
| Richard Specht - Present | |

Also Present: Mary McLoughlin, Superintendent of Schools
Alicia M. Schauer, School Business Administrator/Board Secretary

SALUTE THE FLAG

Election of Officers

Acting as temporary chairperson, Ms. Schauer requested a motion on the following agenda item:

Suspend Policy 0152 – Board Officers – approve to suspend Policy 0152 – Board Officers.

Mr. Specht motioned that the Board of Education suspend Policy 0152, and it was seconded by Mr. Todd. Upon call of the question, the motion carried unanimously.

Acting as temporary chairperson, Ms. Schauer requested to open nominations for president of the board of education.

A motion was made by Ms. Bursh to elect Dr. Spence-Wallace as president, seconded by Ms. Franco-Harris.

A motion was made by Mr. Specht and seconded by Mr. Todd to close the nominations for president.

Upon call of the roll, Dr. Spence-Wallace was voted as president unanimously.

Newly-appointed Board President, Dr. Spence-Wallace, ascended to the chair and conducted the remainder of the meeting.

Dr. Spence-Wallace requested a motion to open nominations for first vice president of the board of education.

A motion was made by Mr. Specht and seconded by Dr. Spence-Wallace to open nominations for first vice president of the board of education.

A motion was made by Mr. Specht and seconded by Dr. Spence-Wallace to elect Ms. Franco-Herman as first vice president.

Upon call of the roll, Ms. Franco-Herman was voted as first vice president unanimously.

Dr. Spence-Wallace requested a motion to open nominations for second vice president of the board of education.

A motion was made by Ms. Harris and seconded by Ms. Franco-Herman to open nominations for second vice president of the board of education.

A motion was made by Mr. Carlson to elect Mr. Specht as second vice president.

Mr. Specht declined the nomination.

A motion was made by Ms. Harris and seconded by Ms. Franco-Herman to elect Mr. Todd as second vice president.

Upon call of the roll, Mr. Todd was voted as second vice president unanimously.

Mr. Todd stated that he appreciates being in this position. He thanked everyone who voted for him before and now. The board will continue to do good work in this town and will make things better in the future.

Ms. Franco-Herman thanked her colleagues and looks forward to continuing meaningful work. She wants the board to build a rapport with the community and staff. In addition, the board will do its best work for the children of the district.

Mr. Tiwari congratulated Dr. Spence-Wallace and Mr. Todd. He stated this is his eighth year as a board member. The board has made advancements, and over the past few years, they have been aware of social and racial concerns. He may not be here next year, but he will continue to help the board.

Dr. Spence-Wallace stated she appreciated the work Mr. Tiwari does and has done. This board of education experience continues to be a surprise for her. She stumbled upon a board meeting in 2020 where the students expressed their concerns, and she was encouraged by this, and it made her want to become a board member. She champions excellence that is created by the students and staff. The board would like to continue the collaborative efforts of the school community. It is the responsibility of the nine individuals on the board to help the students and staff, and she is excited to work with them. Dr. Spence-Wallace thanked Ms. Bursh for time as board president and all that she has done for the district.

STUDENT REPRESENTATIVE REPORT – Ms. Sharma reported that the students just came back from winter break and have started out virtually this week. The students are getting ready to end semester one and excited for semester two. In addition, winter sports are continuing with various events. Staff and students continue their mental health research. However, there are no updates but she will review the mental health survey later in the year.

BOARD/PUBLIC COMMENTS

Ms. Joanna Fila, Skillman resident, thanked the board for keeping the schools open. However, she would rather it be in-person, but she understands a lot of students don't have the ability to come in. She would like to get more information on the guidelines regarding options for virtual and in-person learning along with the exact quarantine requirements.

Mr. Christopher Wilson, Belle Mead resident, discussed literacy and the curriculum. He asked the board to vote "no" on the curriculum up for approval on tonight's agenda until it meets the needs of 100% of the children. He is concerned the curriculum does not address literacy. He has spoken to other parents whose children are special education or dyslexic. The parents don't want their kids to be labeled because there is nothing wrong with them.

Ms. Dara Zimmer, Skillman resident, is an 8th grade art teacher at UMS. She was excited that the district was able to go back to school and see the students. She stated she is relatively loose with her

class and allows students to chat, which they enjoy. She would like the students to come back to in-person education because they need that interaction with each other.

Dr. Spence-Wallace stated it is the district's goal to maintain in-person education because it is important to maintain relationships within the classroom. In addition, teachers need to engage with the students to fill their needs. The district is also making a collaborative effort to do what's best for the students.

Ms. McLoughlin noted that the supervisors and teachers are doing what they can to bolster the contents of the instructional packets for students who are learning virtually.

EXECUTIVE SESSION

A motion was made by Mr. Todd and seconded by Ms. Harris to convene into Executive session at 8:18 p.m. Upon call of the roll, the motion carried with a unanimous vote recorded.

The Board convened in Executive Session at 8:18 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing items 1, 3, 4, 7 and 8. Action may take place on these items.

The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

RECONVENE IN OPEN SESSION – The Board returned from Executive session at 9:30 p.m.

Dr. Spence-Wallace stated the board needs to vote on the action items tonight including the curriculum. She stated the curriculum committee continues to review and change the curriculum as necessary.

A motion was made by Mr. Specht and seconded by Mr. Carlson to approve agenda items XI through XXIII. as follows. Upon call of the question, the motion carried with Mr. Carlson abstaining

on XVII. and Addendum B, Ms. Spina abstaining on Addendum B, Mr. Tiwari abstaining on XVII. and voting against Addendum B.

- XI. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Alicia M. Schauer as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.
- XII. Public Agency Compliance Officer (P.A.C.O.) – In accordance with N.J.A.C. 17:27-3.3 the Board designates Alicia M. Schauer as the Public Agency Compliance Officer to ensure the District's implementation and administration of all procedures pertaining to Equal Employment Opportunity and Affirmative Action for public procurement for the district.
- XIII. Official Newspapers for Publication of Legal Notices - It is recommended that the Board approve the designation of the Courier News, The Star-Ledger and/or The Montgomery News as the newspapers to publish legal notices for the Board of Education.
- XIV. Official Newspapers for Publication of "Open Public Meeting Law" Notices - It is recommended that the Board approve the designation of The Princeton Packet, The Star-Ledger, The Courier News, The Trenton Times and The Montgomery News as the newspapers to receive notices of Board of Education meetings under the "Open Public Meetings Law."
- XV. TD Bank and Santander Bank Designated as Bank Depository - It is recommended that the Board adopt the following resolution:

RESOLVED: That TD Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of the School Business Administrator. The following accounts are held with TD Bank:

General
Payroll
Agency
Food Service
Capital Reserve
Flexible Spending Account
Unemployment Trust
Vision Account
Summer Enrichment Account
Summer Payroll
Athletic Account

All Activity Accounts for each School

RESOLVED: That Santander Bank be designated as the Depository of some of the funds of the Montgomery Township Board of Education in the various accounts for the ensuing year. For investment purposes, other institutions may be used at the discretion of

the School Business Administrator. The following accounts are held with Santander Bank:

- Investment Account
- 2016 Referendum Account
- Emergency Reserve Account

XVI. Persons Designated to Sign Checks for the Ensuing Year - It is recommended that the Board adopt the following resolution authorizing check signatures:

RESOLVED: That the general account and food service account in the name of Montgomery Township Board of Education be opened or kept with TD Bank for the deposit in said Bank to the credit of these accounts from time to time of any and all moneys, checks, drafts, notes, acceptances or other evidences of indebtedness, whether belonging to these accounts or otherwise, which may be or thereafter come into its possession, and that the said Bank be and is hereby authorized to make payments from the funds on deposit with it upon and according to the checks, drafts, notes or acceptances of these accounts, to be signed with the following three signatures:

- | | |
|----------------------|----------------|
| Zelda Spence-Wallace | President |
| Mary McLoughlin | Superintendent |
| Alicia M. Schauer | Secretary |

In the event the President is unable to sign, Ms. Franco-Herman, First-Vice President, will sign the checks. In the absence of both Dr. Spence-Wallace, President, and Ms. Franco-Herman, First Vice-President, Mr. Todd, Second Vice-President, will sign the checks.

Check signature for the Summer Enrichment; Payroll Account; Agency Account; Vision Plan; and Summer Payroll: School Business Administrator/Board Secretary

Two check signatures for the Flexible Spending Account; and Unemployment Trust Fund: Dr. Spence-Wallace, Board President, Superintendent and School Business Administrator/Board Secretary.

Check signatures for School Activity Accounts: Administrator and Secretary

Check signature for Athletic Account: Athletic Director and School Business Administrator/Board Secretary

XVII. Readoption of Curriculum and Courses of Study - It is recommended that the Board readopt the existing curriculum and courses of study.

RESOLVED, that all current written curriculum and courses of the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

XVIII. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2022-2023 school year.

XIX. Readoption of Job Descriptions - It is recommended that the Board readopt the existing job descriptions:

RESOLVED, that all current written job descriptions in the District, as on file in the Office of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

XX. Existing Board Policies Adopted for Ensuing Year - It is recommended that the Board adopt the existing policies of the Board of Education for the ensuing year with the understanding that revision of Board policy can be made at any time by Board action.

XXI. Code of Ethics - It is recommended that the Board adopt the New Jersey School Boards Association (NJSBA) Code of Ethics as it appears in the district's policy manual (Bylaws 0142):

NJSBA Code of Ethics for School Board Members

- A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will strive for public schools which can meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, 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.
- D. 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.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.
- F. 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.
- G. I will hold confidential all matters pertaining to the schools, which if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board member, interpret to the staff the aspirations of the community for its schools.
- H. I will vote to appoint the most qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. I will support and protect school personnel in proper performance of their duties.

J. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

XXII. Appointments – The Board President will make the following committee assignments for 2022:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- Anti-Racism and Reform Committee (ARRC)
- Members of the Human Resource Committee (HRC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Members of the Policy and Communications Committee (PCC)
- Legislative Liaison for the purpose of receiving materials;
- Board liaisons to the Montgomery Township PTA, PTSA and/or PTO;
- Board Liaison to the SEPTA (Special Education PTA);
- Liaison to the Montgomery Township-Rocky Hill Municipal Alliance Committee;
- Negotiations (CWA, MTEA and APSMT)
- Voting member and alternate to the New Jersey School Boards Association;
- Member and alternate to the Executive Committee of the Somerset County School Boards Association;
- Delegate and alternate to the Somerset County Educational Services Commission.
- Liaison to Montgomery Township Municipal Committee

OPERATIONS, FACILITIES AND FINANCE

XXIII. Travel Reimbursement – 2021-2022 – Approve the Board member and/or staff conference and travel expenses as per the travel reimbursement list dated 1/4/22.

XXIII. ADDENDUM A – approve the following resolution:

BE IT RESOLVED by the Montgomery Township Board of Education hereby approves the resignation of an employee whose name is on file in the Superintendent's office effective at the close of business on February 4, 2022.

XXIII. ADDENDUM B – approve the following resolution:

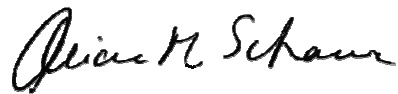
The Superintendent recommends that the Board of Education approve the Harassment, Intimidation and Bullying (HIB) Report.

ADJOURNMENT

Ms. Franco-Herman motioned to adjourn at 9:45 p.m. seconded by Mr. Todd. Upon call of the question, the motion carried unanimously.

The meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alicia M. Schauer". The signature is written in a cursive style with a large initial 'A'.

Alicia M. Schauer
Board Secretary