

**MONTGOMERY TOWNSHIP BOARD OF EDUCATION**  
**Orchard Hill Elementary School Cafeteria**  
**244 Orchard Road**  
**Skillman, New Jersey 08558**

**ORGANIZATION AND BUSINESS MEETING MINUTES**  
**Tuesday, January 7, 2025**  
**7:00 p.m. Public Meeting**  
**7:15 p.m. Executive Session**

**Call to Order** – By Board Secretary Andrew Italiano at 7:00 p.m.

**School Election Results**

Mr. Italiano, Board Secretary, announced the results of the annual school election of November 5, 2024.

<u>Three Candidates (Three-Year Term)</u>	<u>Number of Votes</u>
Maria Spina	5,395
Patrick Todd	5,269
Ting Wang	5,036
John A. Sangiovanni	4,558
Jaideep Karan Mathur	4,254
 <u>One Candidate (Two-Year Term)</u>	
Vanita Nargund	7,447

Mr. Italiano, Board Secretary, swore in the newly-elected Board members, Ms. Spina, Mr. Todd, Dr. Wang and Ms. Nargund.

**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 8, 2024 and January 3, 2025. 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, 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.

This meeting is being recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

### **ROLL CALL**

Michelle Dowling – Present  
Joanna Filak – Present  
Victoria Franco-Herman – Present  
Christina Harris – Present  
Vanita Nargund – Present

Maria Spina – Present  
Patrick Todd – Present  
Dr. Ting Wang – Present  
Ania Wolecka-Jernigan – Present

Also Present: Mary McLoughlin, Superintendent of Schools  
Andrew Italiano, Acting School Business Administrator/Board Secretary

**SALUTE THE FLAG** – Mr. Italiano led everyone in the Salute to the Flag.

### **EXECUTIVE SESSION**

A motion was made by Ms. Filak and seconded by Ms. Dowling to convene into Executive session at 7:05 p.m. Upon call of the roll, the motion carried with a unanimous vote recorded.

The Board convened in Executive Session at 7:07 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 item 3. 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 7:25 p.m.

**Election of Officers**

Acting as temporary chairperson, Mr. Italiano opened nominations for president of the board of education.

Ms. Franco-Herman nominated Mr. Todd. Mr. Todd accepted the nomination.

Mr. Italiano closed the floor for nominations for president.

Upon call of the roll, Mr. Todd was voted as president with nine members voting in favor.

Newly-appointed Board President, Mr. Todd, ascended to the chair and conducted the remainder of the meeting.

Mr. Todd opened nominations for vice president of the board of education.

Ms. Nargund nominated Ms. Filak for vice president.

Ms. Dowling nominated Ms. Spina for vice president.

Mr. Todd closed the floor for nominations for vice-president.

Upon call of the roll, Ms. Filak did not receive the necessary votes for the position of vice president.

Upon call of the roll, Ms. Spina was voted as vice president with six members voting in favor.

A motion was made by Ms. Filak and seconded by Ms. Spina to approve agenda items VIII through XX as follows: Upon call of the roll, the motion carried unanimously. Agenda Item XXI will be board approved at a future meeting.

- VIII. Appointment of Board Secretary - It is recommended that the Board approve the appointment of Andrew Italiano as Board Secretary and that the Board Secretary be authorized to invest district funds and make all deposits for the district.
- IX. Public Agency Compliance Officer (P.A.C.O.) – In accordance with N.J.A.C. 17:27-3.3 the Board designates Andrew Italiano 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.
- X. Official Newspapers for Publication of Legal Notices - It is recommended that the Board approve the designation of the The Courier News, The Star-Ledger and/or The Montgomery News as the newspapers to publish legal notices for the Board of Education.
- XI. Official Newspapers for Publication of "Open Public Meeting Law" Notices - It is recommended that the Board approve the designation of 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."

- XII. 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

- XIII. 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:

Patrick Todd  
Mary McLoughlin  
Andrew Italiano

President  
Superintendent  
Secretary

In the event the President is unable to sign, Maria Spina, the 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: 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

- XIV. Petty Cash Funds - It is recommended that the Board, in accordance with NJSA 18:A19-3 authorize the Board Secretary to establish the following imprest-type petty cash funds for 2025-2026:

Board Office	\$ 225
Montgomery High School	250
Montgomery Middle School (Upper Campus)	250
Montgomery Middle School (Lower Campus)	150
Orchard Hill School	100
Village School	100

and that the maximum single expenditure which may be made from each fund shall be \$25; and that the following individuals will be responsible for the proper disposition of each fund:

Andrew Italiano	Board Office
Heather Pino-Beattie	Montgomery High School
Raquel Estremera-Rivera	Montgomery Middle School (Upper Campus)
Lisa Romano	Montgomery Middle School (Lower Campus)
Susan Lacy	Village Elementary School
Daniel Van Hise	Orchard Hill Elementary School

- XV. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings (See Schedule A on Page 7). Meetings will generally be held the fourth Tuesday of the month. The meetings will start at 7:00 p.m. and will be held in the Cafeteria of Orchard Hill Elementary School.
- XVI. 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.

XVII. Readoption of Textbooks - It is recommended that the Board readopt the existing textbooks for the 2025-2026 school year.

XVIII. 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.

XIX. 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.

XX. 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.

## **SCHEDULE A**

### **APPROVED SCHEDULE OF BOARD MEETINGS**

Following is the **APPROVED** meeting schedule for the Montgomery Township Board of Education for the year 2025. The Board of Education meets on designated Tuesdays in the Orchard Hill Elementary School cafeteria. The public portion of the meetings will begin at 7:00 p.m.

Tuesday	Business	January 21, 2025
Tuesday	Business	February 25, 2025
Tuesday	Business/Tentative Budget Approval	March 18, 2025
Tuesday	Business/Budget Hearing & Adoption	April 29, 2025
Tuesday	Business	May 20, 2025
Tuesday	Business	June 17, 2025
Tuesday	Business	July 15, 2025
Tuesday	Business	August 26, 2025
Tuesday	Business	September 16, 2025
Tuesday	Business	October 14, 2025
Tuesday	Business	November 18, 2025
Tuesday	Business	December 16, 2025
Tuesday	Organization and Business	January 6, 2026

XXI. **Appointments** – The Board President will make the following committee assignments for 2024:

- Members of the Assessment, Curriculum and Instruction Committee (ACI);
- Members of the Human Resource Committee (HRC);
- Members of the Operations, Facilities and Finance Committee (OFF);
- Members of the Policy and Communications Committee (PCC)
- 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

### **BOARD/PUBLIC COMMENTS**

Belle Mead resident – made a comment regarding HIB and the first amendment.

### **XXIII. BUSINESS AGENDA**

#### **ACTION AGENDA**

Ms. Spina motioned item 1.1, and it was seconded by Ms. Franco-Herman. Upon call of the roll, the motion carried unanimously.

#### **1.0 ADMINISTRATIVE**

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

#### **ADJOURNMENT**

Ms. Spina motioned to adjourn at 7:40 p.m. seconded by Ms. Franco-Herman. Upon call of the question, the motion carried unanimously.

The meeting was adjourned at 7:40 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Andrew Italiano", with a long horizontal stroke extending to the right.

Andrew Italiano  
Acting Business Administrator/  
Board Secretary