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

ORGANIZATION AND BUSINESS MEETING MINUTES
Tuesday, January 6, 2026
7:00 p.m. Public Session
7:15 p.m. Executive Session

CALL TO ORDER – By Board Secretary Andrew Italiano at 7:04 p.m.

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 9, 2025 and December 23, 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.

SCHOOL ELECTION RESULTS

Mr. Italiano, Board Secretary, announced the results of the annual school election of November 4, 2025.

Three Candidates (Three-Year Term)	Number of Votes
Kathryn Worland	5,619
Julius A. Nunez	5,324
Francine Pfeffer	5,270
Jiying "Peter" Li	3,526
Anna Wolecka-Jernigan	3,443
Joanna Filak	3,437

Mr. Italiano, Board Secretary, swore in the newly-elected Board members, Ms. Worland, Mr. Nunez and Ms. Pfeffer.

ROLL CALL

Victoria Franco-Herman - Present
Christina Harris - Present
Vanita Nargund - Present
Julius Nunez - Present
Francine Pfeffer - Present
Maria Spina - Present
Patrick Todd - Present
Ting Wang - Present
Kathryn Worland - Present

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

SALUTE TO THE FLAG - Mr. Italiano led everyone in the Salute to the Flag.

PRESENTATION - Ms. Gwen Thornton, Senior Director of Content at NJSBA, gave a presentation and training on Ethics for School Officials.

EXECUTIVE SESSION

A motion was made by Ms. Spina and seconded by Ms. Franco-Herman to convene into Executive session at 7:56 p.m. Upon call of the roll, the motion carried with a unanimous vote recorded.

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 3 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 8:57 p.m.

ELECTION OF OFFICERS

Mr. Italiano opened nominations for President of the Board of Education.

Ms. Nargund nominated Dr. Wang. Dr. Wang accepted the nomination.

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 seven members voting in favor and Dr. Wang, and Ms. Nargund. voting against.

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.

Dr. Wang nominated Ms. Nargund. Ms. Nargund accepted the nomination.

Ms. Franco-Herman nominated Ms. Spina. Ms. Spina accepted the nomination.

Upon call of the roll, Ms. Spina was voted as Vice President with seven members voting in favor and Dr. Wang, and Ms. Nargund. voting against.

A motion was made by Ms. Spina and seconded by Ms. Franco-Herman to approve agenda items VIII through XXIV and action agenda items 1.1 through 4.1. Upon call of the roll, the motion carried unanimously with the following abstentions and recusals:

Dr. Wang - abstain XX and XXI
Ms. Pfeffer - abstain 1.1
Ms. Franco-Herman - recuse 4.1
Ms. Worland - abstain 1.1
Ms. Harris - recuse 4.1
Mr. Nunez – abstain 1.1

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. Appointments - Be it resolved that the Montgomery Township School District Board of Education approve the following personnel as per State and Federal requirements:

Andrew Italiano	Custodian of Records, Public Agency Compliance Officer
Kelly Mattis	Title IX Coordinator, District Affirmative Action Officer
Cory Delgado	District 504 Officer

Michael O'Neill	IPM Coordinator, Asbestos Management and PEOSHA Officer/Coordinator, Right to Know Officer, Indoor Air Quality Designee, and ADHERA Compliance Officer
Robert Skibinski	Treasurer of School Monies
Michele Deremer	Department of Children and Families Liaison and Homeless Liaison
Thomas Wain	School Safety Specialist

X. Professional Services - Be it resolved that the Montgomery Township School District Board of Education approve the following professional contracted services of record for 2026:

1. District Auditor of Record: Suplee, Clooney & Company, Westfield, New Jersey
2. District Insurance Agent of Record: Brown and Brown Benefit Advisors, Lambertville, New Jersey
3. District Architect of Record: Parette Somjen Architects, Rockaway, New Jersey.
4. School Physician: Bert Mandelbaum, MD
5. Board Attorney of Record: Fogarty, Hara, LaPira & Cherry, LLC
6. District Broker of Record for Property, Casualty, and Workers' Compensation Insurance: CBIZ

XI. Purchasing Agent - Be it resolved that the Montgomery Township School District Board of Education appoint Andrew Italiano, School Business Administrator, the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and the Purchasing Agent is authorized to award contracts up to his bid threshold of $39,000.00 and establish the quote threshold at $5,850.00 or the amount designated by the State of New Jersey pursuant to NJSA 18A:18A-3.

XII. Motion to Designate Official Newspaper for Publication of Legal Notices and Advertisements

RESOLVED, that the Courier News, the Star Ledger and the Montgomery News are hereby designated as the official newspapers of the Board of Education of the Montgomery Township School District for the publication of legal notices and advertisements.

BE IT FURTHER RESOLVED, the Courier News, the Star Ledger and the Montgomery News shall also be designated to receive meeting notices pursuant to N.J.S.A. 10:4-8.

XIII. 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 and Memorial Scholarship 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

XIV. 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:

President
Superintendent
Secretary

In the event the President is unable to sign, 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: Superintendent, School Business Administrator/Board Secretary and Board President

Two check signatures for School Activity Accounts and Memorial Accounts: Administrator and Secretary

Two check signatures for Athletic Account: Athletic Director and School Business Administrator/Board Secretary

XV. 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 2026:

Board Office	$ 225
Montgomery High School	$ 250
Montgomery Middle School (Upper Campus)	$ 250
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
Mark Accardi	Montgomery Middle School (Upper Campus)
Susan Lacy	Village Elementary School

XVI. Payment of Claims - Be it resolved by the Montgomery Township School District Board of Education to authorize the School Business Administrator and Superintendent of Schools to make payments between Board of Education Meetings in accordance with Board Policy #6470 – Payment of Claims.

XVII. Budget Transfers - Be it resolved by the Montgomery Township School District Board of Education to authorize the Superintendent to approve budgetary transfers between Board Meetings in accordance with Board Policy #6422 – Budget Transfers.

XVIII. Regular Board Public Meetings - It is recommended that the Board adopt the attached calendar of Board of Education Meetings (See Schedule A). Meetings will be held on scheduled Tuesdays. The meetings will start at 6:00 p.m.

XIX. Readoption of Policies, Regulations and Bylaws - Be it resolved by the Montgomery Township School District Board of Education to readopt all present Board Policies, Regulations and Bylaws and basic Parliamentary Procedures / Roberts Rules of Order for the forthcoming year.

XX. 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.

XXI. Readoption of Textbooks – It is recommended that the Board readopt the existing textbooks for the 2026-2027 school year.

XXII. 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.

XXIII. 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.

XXIV. Appointments – The Board President will make the following committee assignments for 2026:

- 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)
- 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

XXV. BOARD/PUBLIC COMMENTS –

Joanna Filak
Skillman, NJ

- Ms. Filak congratulated the new board members. She also raised questions regarding the audit and its timeliness.

XXVI. **BUSINESS AGENDA**

ACTION AGENDA

1.0 ADMINISTRATIVE

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

4.0 PERSONNEL

4.1 Resolution Approving Employee's Request to Use Physician of Choice -

WHEREAS, the Superintendent of Schools has required a staff member whose name is on file to undergo a medical examination in accordance with Policy 3161, N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3; and

WHEREAS, the employee has requested to use a physician of the employee's choosing consistent with the above-referenced policy, statute, and regulations, and has submitted documentation in support of that request; and

WHEREAS, the Board has considered and evaluated the employee's request;

NOW, THEREFORE, BE IT RESOLVED, that the Board grant's the employee's request, subject to all of the conditions set forth in Policy 3161, and directs the Assistant Superintendent for Human Resources to notify the employee of the same.

ADJOURNMENT

Ms. Franco-Herman motioned to adjourn at 9:30 p.m. seconded by Ms. Spina. Upon call of the question, the motion carried unanimously.

The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Andrew Italiano
School Business Administrator/Board Secretary

SCHEDULE A

PROPOSED SCHEDULE OF BOARD MEETINGS

Following is the PROPOSED meeting schedule for the Montgomery Township Board of Education for the year 2026. The Board of Education meets on designated Tuesdays in the Orchard Hill Elementary School cafeteria.

PROPOSED: At the Montgomery Township Board of Education Organization Meeting of January 6, 2026.

Tuesday	Business	January 27, 2026	6:00 p.m.
Tuesday	Business	February 24, 2026	6:00 p.m.
Tuesday	Business/Tentative Budget Approval	March 17, 2026	6:00 p.m.
Tuesday	Business/Budget Hearing & Adoption	April 28, 2026	6:00 p.m.
Tuesday	Board Retreat	May 19, 2026	4:00 p.m.
Tuesday	Business	May 19, 2026	6:00 p.m.
Tuesday	Business	June 16, 2026	6:00 p.m.
Tuesday	Business	July 14, 2026	6:00 p.m.*
Tuesday	Business	August 25, 2026	6:00 p.m.*
Tuesday	Business	September 15, 2026	6:00 p.m.
Tuesday	Business	October 13, 2026	6:00 p.m.
Tuesday	Business	November 17, 2026	6:00 p.m.
Tuesday	Business	December 15, 2026	6:00 p.m.
Tuesday	Organization and Business	January 5, 2027	6:00 p.m.

*The Board of Education will meet in the Montgomery Township Board of Education Office Large Conference Room located at 1014 Route 601, Skillman, NJ.