

Branchburg Township School District
REGULAR ACTION MEETING

November 2, 2017

Board of Education
Conference Room

Executive Session – 7:00 p.m.

Public Meeting – 8:00 p.m.

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. 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.

VI. SUPERINTENDENT'S REPORT

VII. 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.

VIII. GOVERNANCE

- **Report** - Zoltan Ambrus
- **Correspondence** - Zoltan Ambrus
- **Community Relations** – Cathy Palmieri

(ACTION) It is recommended that Items VIII.A. through VIII.F. 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 October 19, 2017.

B. Approval of Submission of 2017-2018 NJ QSAC District Statement of Assurance

BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) –Statement of Assurance for the Branchburg Township School District, is hereby approved for submission to the New Jersey Department of Education.

C. Approval of Submission of 2017-2018 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2017-2018 School Nursing Services Plan.

D. Approval of Harassment, Intimidation and Bullying Report

BE IT RESOLVED that the Board of Education accept the recommendation of the Superintendent, that H.I.B. Incident #101817001 did not meet the criteria of H.I.B. and #101817002 did meet the criteria of H.I.B. as defined in N.J.18A:37-14.

E. Approval of Job Descriptions

It is recommended that the Board approve the following job descriptions.

- District Registered Nurse

F. Approval of Discovery Education Professional Development Contract		
Contract Timeline	Cost	Discussion
Pre-Launch Period: 11/15/17 - 6/30/18	\$22,500.00	Customized Professional Development for Administrators, Coaches, and Staff Members to include annual on-site sessions to develop a Digital Leader Corps through Learning Labs, Coaching and Turn-Key Training, to be paid through account #20-270-200-320-02-649, and sufficient funds are available in the 2017-2018 budget.
Period 1: 7/1/18 - 6/30/19	\$55,000.00	
Period 2: 7/1/19 - 6/30/20	\$67,500.00	
Period 3: 7/1/20 - 6/30/21	\$67,500.00	

(ROLL CALL - ITEMS VIII.A. through VIII.F.)

IX. POLICY AND REGULATIONS

- Report – Terri Joyce

(ACTION) It is recommended that Items IX.A. through IX.B. be moved upon the recommendation of the Superintendent.

A. Policy Second Reading		
Policy	Title	Discussion
P2700	Services to Non Public School Students	Abolished
P7100	Long Range Facilities Planning	Revised
P7101	Educational Adequacy of Capital Projects	Revised
P7102	Site Selection and Acquisition	New
P7130	School Closing	Revised
P7300	Disposition of Property	Revised

B. Regulations Second Reading		
Regulation	Title	Discussion
R3126	District Mentoring	Revised
R3221	Evaluation of Teachers	Revised
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Revised
R3223	Evaluations of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Revised
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals	Revised
R3240	Professional Development for Teachers and School Leaders	Revised
R5610	Suspension Procedures	Revised
R7100	Long Range Facilities Planning	Revised
R7101	Educational Adequacy of Capital Projects	Revised

Regulations Second Reading (continued)		
R7102	Site Selection and Acquisition	New
R7300.1	Disposition of Instructional Property	Abolished
R7300.2	Disposition of Land	Revised
R7300.3	Disposition of Personal Property	Revised
R7300.4	Disposition of Federal Property	Revised

(ROLL CALL - ITEM IX.A. through IX.B.)

X. EDUCATION

- **Report** – Kristen Fabricizi

(ACTION) It is recommended that Items X.A. through X.B. 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
New Jersey GMIS Cybersecurity Awareness Event Union, NJ	John Beisler 11-000-252-580-09-145	11/2/17	N/A	N/A	N/A	\$11.16	\$11.16
New Jersey GMIS Cybersecurity Awareness Event Union, NJ	Nick DeMarco 11-000-252-580-09-145	11/2/17	N/A	N/A	N/A	\$14.58	\$14.58
New Jersey GMIS Cybersecurity Awareness Event Union, NJ	Christopher Jacobsen 11-000-252-580-09-145	11/2/17	N/A	N/A	N/A	\$16.00	\$16.00
New Jersey GMIS Cybersecurity Awareness Event Union, NJ	Eric Schaefer 11-000-252-580-09-145	11/2/17	N/A	N/A	N/A	\$23.00	\$23.00
Constructing Explanations and Arguments for Natural Phenomena Branchburg, NJ	Dawn Eelman 20-270-200-500-02-647	1/30/18	\$125.00	N/A	N/A	N/A	\$125.00
Constructing Explanations and Arguments for Natural Phenomena Branchburg, NJ	Debra Trubin 20-270-200-500-02-647	1/30/18	\$125.00	N/A	N/A	N/A	\$125.00
Human Resources Personnel Review Eatontown, NJ	Enea Brotzman 11-000-230-580-01-303	11/15/18	N/A	N/A	N/A	\$27.78	\$27.78

X.A. (continued)							
Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Guided Math Conference New Brunswick, NJ	Kristen DeBlasi 20-270-200-500-02-647	11/28/17 through 11/29/17	\$425.00	N/A	N/A	N/A	\$425.00
2018 TECHSPO Atlantic City, NJ	Rebecca Gensel 11-000-230-580-01-303	1/25/18 through 1/26 18	\$425.00	\$93.00	\$96.00	\$62.19	\$676.19
Speech-Language Pathologists: Strengthening Social Communication Skills Orange, NJ	Joy Greenfield 11-00-219-580-03-001	12/11/17	\$249.00	N/A	N/A	N/A	\$249.00
Asbestos Operations and Maintenance Refresher Somerset, NJ	John Hindmarch 11-000-261-580-10-428	4/23/18	\$195.00	N/A	N/A	\$7.30	\$202.30
Legally Complete IEP's Monroe, NJ	JanMarie Motz 11-000-219-580-03-001	11/15/17	\$150.00	N/A	N/A	\$15.00	\$165.00
Special Education Law in New Jersey Edison, NJ	JanMarie Motz 11-000-219-580-03-001	2/7/18	\$199.00	N/A	N/A	\$25.00	\$224.00
Controversial Pragmatics and Theory of Mind for Children with Hearing Loss Montclair, NJ	Randi Lee Venturini 11-000-219-580-03-001	11/18/17	\$110.00	N/A	N/A	\$4.71	\$114.71

B. Approval of Home Instruction					
Sid#	Account Number	Purpose	Hourly Rate	Effective Date	Discussion
3398554085	11-150-100-101-03-066	Home Instruction	\$41.00	11/2/17-6/30/18	As needed

(ROLL CALL - ITEMS X.A. through X.B.)

XI. HUMAN RESOURCES

- **Report – Cathy Palmieri**

(ACTION) It is recommended that Items XI.A. through XI.H. be moved upon the recommendation of the Superintendent.

A. Approval of Increase in Hourly Rate for Substitute Bus Drivers					
Position	Account #	Rate From	Rate To	Effective Date	End Date
Substitute Bus Driver	11-000-270-160-01-465	\$18.50 per hour	\$18.87 per hour	11/1/17	6/30/18

B. Approval of Substitutes			
Name	Position	Salary	Dates
Elaine Ahedo	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Jennifer Carloni	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Alexis Grabell	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Sharon Hambro	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Leonard Palumbo	Substitute Bus Driver	\$18.87 per hour Subject to delivery of requested documents	11/3/17-6/30/18
Gia Sodbinow	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Nayda Spagnolo	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18
Nandhini Srinivasan	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	11/3/17-6/30/18

C. Approval of Personnel						
Name	Account #	Position	Salary	Effective Date	End Date	Discussion
Enea Brotzman	11-000-230-105-01-273	HR Coordinator	\$55,000.00 Prorated Subject to delivery of requested documents	11/8/17	6/30/18	Replacing Alaina Nichols
Leigh Keely	11-213-100-101-01-057	Part-Time Special Education Teacher (.73)	\$58,890.00 prorated	11/17/17	6/30/18	Replacing Victoria Nguyen

D. Approval of Evaluation			
Vendor	Account Number	Rate	Discussion
Alexander Road Associates	11-000-219-320-03-181	\$595.00 maximum Not to exceed 1 evaluation	Specialist Evaluation SID #5503391790

E. Approval of Extra Duty Pay for Teacher Academy Presenters					
Name	Account Number	Salary	Effective Date	End Date	Discussion
Kelly Boyle	11-000-223-104-02-210	\$41.00 per hour not to exceed 12 hours	11/3/17	6/30/18	Teaching Printwork Across Text Levels
Marie Cinque		\$41.00 per hour not to exceed 18 hours			Book Talks
Marie Cinque		\$41.00 per hour not to exceed 3 hours			Socratic Seminars
Maggi Emmons		\$41.00 per hour not to exceed 3 hours			Set-Up Genesis Web Desk
Tara Forsyth		\$41.00 per hour not to exceed 3 hours			STEM Lab in the Classroom
Beth Janiec		\$41.00 per hour not to exceed 3 hours			Integrating Academics into Morning Meetings
Rachael Johnston		\$41.00 per hour not to exceed 6 hours			Front Row
Michele Jordan		\$41.00 per hour not to exceed 3 hours			Quick Assessments for Understanding
Lauren Knoke		\$41.00 per hour not to exceed 12 hours			Studying Comprehension Goals Across Text Levels
Allison O'Neill		\$41.00 per hour not to exceed 3 hours			What is Foundations
Cristina Pernini		\$41.00 per hour not to exceed 3 hours			Virtual Conferencing
Cristina Pernini		\$41.00 per hour not to exceed 3 hours			Math: Make and Take
Catie Rello		\$41.00 per hour not to exceed 3 hours			Building Strong Number Sense
Catie Rello		\$41.00 per hour not to exceed 3 hours			Three-Act Math Tasks- A New Twist on Problem Solving
Chelsea Smith		\$41.00 per hour not to exceed 1.5 hours			Closing Circle: The Other Responsive Classroom Meeting
Lori Zelnick	\$41.00 per hour not to exceed 1.5 hours	Closing Circle: The Other Responsive Classroom Meeting			

F. Approval of Title 1A After School Coordinators				
Name	Account Number	School	Position	Stipend
Kelly Boyle	20-231-200-101-02-648	Whiton Elementary School	Coordinator Title 1A Tutoring Program	\$41.00 per hour, 4 hours per week, not to exceed 26 weeks
Jocelyn Muzychko		Stony Brook Elementary School	Coordinator	
Marie Cinque		Central Middle School	Coordinator	

G. Approval of Revision of Personnel				
Name	Account #	Position From	Position To	Dates
Jessica Zaninelli	11-000-217-106-01-000 11-213-100-106-01-057	Instructional Aide (.5)	Instructional Aide (.73)	10/16/17-6/30/18

H. Approval of Resignation			
Name	Position	Location	Effective Date
Carly Trocchia	School Accountant	District	12/31/2017

(ROLL CALL – ITEMS XI.A. through XI.H.)

XII. BUSINESS

- **Report – Ellwood Cutler**

(ACTION) It is recommended that Items XII.A. through XII.E. 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 October 20, 2017 through November 2, 2017, totaling \$410,008.69, and ratify the Payroll for the period October 20, 2017 through November 2, 2017, totaling \$837,931.14.

B. Secretary's Report - Revised

The revised Report of the Secretary for September 2017 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Theresa Linskey, Business Administrator/Board Secretary, certify that no line item account has been over expended and that sufficient funds are available to meet the District's financial obligations this fiscal year.

It is recommended that the revised Secretary's Report for September 2017 be accepted and filed, and the Board of Education hereby certifies that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)(4) and that sufficient funds are available to meet the District's financial obligations for the remainder of the 2017-2018 fiscal year.

C. Treasurer's Report - Revised

It is recommended that the revised Treasurer's Report for the month of September 2017 be accepted and filed.

D. Amendment of Fiscal Year 2017-2018 ESEA Consolidated Subgrant

It is recommended that the Board amend its August 17, 2017 submission and acceptance of Fiscal Year 2017-2018 ESEA Consolidated Subgrant to include Fiscal Year 2016-2017 ESEA Consolidated Subgrant funds Title I Carryover of \$12,673.00 for a total of Fiscal Year 2017-2018 Title I funds of \$83,964.00, and ESEA Consolidated Subgrant Title IIA Carryover funds of \$25,966.00 for a total Fiscal Year 2017-2018 Title IIA funds of \$63,665.00.

E. Approval of Sale of Solar Renewal Energy Credits

WHEREAS, the Branchburg Board of Education examined the proposals received for the sale of Solar Renewal Energy Credits (SREC) and recommends that the contract be awarded to Twenty First Century Sales, aka NJSREC for the sale of 49 SREC credits at a price of:

- For your 17, NJ 2015 Energy Year SREC(s) (06/2014 to 05/2015) \$190.00 each
- For your 26, NJ 2016 Energy Year SREC(s) (06/2015 to 05/2016) \$190.00 each
- For your 4, NJ 2017 Energy Year SREC(s) (06/2016 to 05/2017) \$192.00 each
- For your 2, NJ 2018 Energy Year SREC(s) (06/2017 to 05/2018) \$196.00 each.

NOW, THEREFORE BE IT RESOLVED that the Board of Education President is authorized to execute the Contracts with the Secretary on behalf of the Board and that the Board Counsel approve the Contract as to form.

(ROLL CALL - ITEMS XII.A. through XII.E.)

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Carmela Noto
- Parent Teachers Organization.....Cathy Palmieri
- Somerset County Educational Services Commission.....Ellwood Cutler
- N.J.S.B.A./S.C.S.B.A Representative.....Zoltan Ambrus
- Branchburg Township Liaison.....Zoltan Ambrus
- Emergency Management Planning Committee.....Terri Joyce
- Branchburg Education Foundation.....Keerti Purohit

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT