

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

April 19, 2018

**Executive Session – 7:00 p.m.**

**Public Meeting – 8:00 p.m.**

Board of Education Office

Board Conference Room

**I. CALL TO ORDER**

On a motion by Mrs. Fabriczi, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene to public session at 7:34 p.m.

The meeting was called to order at 7:35 p.m. by Board Vice President, Cathy Palmieri, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Ellwood Cutler, Kristen Fabriczi, Noah Horowitz, Cathy Palmieri, Olga Phelps, Keerti Purohit and Charles Tuma.

The following members were absent: Theresa Joyce and Zoltan Ambrus.

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey and New Jersey School Boards Association Representative Gwen Thornton.

**II. The Secretary called the roll.**

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene at 7:35 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to adjourn executive session at 7:50 p.m.

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 8:03 p.m. with 7 members of the public present.

**IV. The assembly saluted the flag.**

**V. Statement of Adequate Notice**

## VI. SUPERINTENDENT'S REPORT

New Jersey School Boards Association Representative Gwen Thornton gave a presentation on the Ethics Guidelines and the required training for the new Superintendent Evaluation.

Motion by Mrs. Fabriczi, seconded by Mr. Tuma and carried unanimously, the Board agreed to a short recess at 8:55 p.m.

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to the Regular meeting at 9:00 p.m.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mr. Cutler, seconded by Mr. Tuma that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.C. were unanimously approved by Roll Call with Mrs. Fabriczi and Mrs. Phelps abstaining on Item VIII.A.

Mrs. Palmieri said the May 3, 2018 Regular Board meeting will begin at 7:00 p.m., and the Executive Session will follow immediately after the meeting

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of April 5, 2018.

B. Approval of Acceptance of Funds					
Grantor	Grant Name	Recipient	Location	Check #	Amount
Mr. & Mrs. Witman	Donation for Classroom	Ms. Bellafiore/Ms. Harwood	Whiton	5344	\$100.00
Branchburg Education Foundation	Environmental Club Courtyard Project	Tara Forsyth	Whiton	1235	\$451.33

<b>C. Approval of Harassment, Intimidation, and Bullying Reports</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	030118014	3/1/18	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	030618015	3/6/18	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	030618016	3/6/18	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

**IX. POLICY**

Mr. Cutler said the Sustainability policy previously discussed will be on the May 3, 2018 agenda for approval.

**X. EDUCATION**

Motion by Mr. Cutler, seconded by Mrs. Fabriczi that Items X.A. through X.E. be moved upon the recommendation of the Superintendent.  
On call of the vote, Items X.A. through X.E. were unanimously approved by Roll Call.

There was no Education Committee report.

**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 Association of School Business Officials Annual Conference Atlantic City, NJ	Theresa Linskey 11-000-251-580-01-585	6/6/18 through 6/8/18	\$275.00	\$210.00	\$160.00	\$80.37	\$725.37
New Jersey Association of School Business Officials Annual Conference Atlantic City, NJ	Donna Eckel 11-000-251-580-01-585	6/6/18 through 6/8/18	\$275.00	\$210.00	\$160.00	\$84.52	\$729.52
Paint on Clay Like a Rock Star Lodi, NJ	Christopher Boehm 11-000-223-580-08-144-090	6/8/18	\$50.00	N/A	N/A	N/A	\$50.00
Crafting Classrooms with a Culture of Empathy, Joy and Impact WEBINAR	Kelly Boyle 11-000-223-580-08-144-090	5/1/18 5/8/18 5/15/18	\$169.00	N/A	N/A	N/A	\$169.00
Visible Learning for Literacy Piscataway, NJ	Marie Cinque 11-000-223-580-04-144-020	6/5/18	\$150.00	N/A	N/A	\$8.99	\$158.99
Working with Asian Indian-Hindu Families New Brunswick, NJ	Antonia DaSilva 11-000-219-518-03-001-999	5/30/18	\$100.00	N/A	N/A	N/A	\$100.00
Challenging Cognitive Distortions in School Age Children Parsippany, NJ	Antonia DaSilva 11-000-219-518-03-001-999	6/19/18	\$100.00	N/A	N/A	N/A	\$100.00
Dealing With Angry Students and Tantrums Effectively New Brunswick, NJ	Antonia DaSilva 2018-2019 11-000-219-518-03-001-999	7/27/19	\$100.00	N/A	N/A	N/A	\$100.00
Harassment, Intimidation and Bullying Toms River, NJ	Rebecca Gensel 11-000-230-580-01-303	5/23/18	\$199.00	N/A	N/A	\$30.00	\$229.00
AASA National Principal Supervisor Academy Alexandria, VA	Rebecca Gensel 2018-2019 11-000-230-580-01-303	7/27/18 11/8/18 4/4/19	\$5,000.00	\$600.00	\$207.00	\$492.00	\$6,299.00
English Language Learners Summit Monroe, NJ	Kristen Kries 11-000-223-580-08-144-090	5/2/18	\$100.00	N/A	N/A	N/A	\$100.00
Educational Leaders as Scholars Princeton, NJ	Matthew Ross 11-000223-580-04-144-020	7/16/18 through 7/18/18	\$75.00	N/A	N/A	\$12.00	\$87.00

#### B. Approval of Bedside Instruction

Sid#	Instructor	Account Number	Hourly Rate	Effective Dates
3570121259	Barbara Wojtowicz Enterprises	11-150-100-320-03-069-020	\$85.00 per hour	3/28/18-6/22/18

#### C. Approval of Out-of-District Placement

Program/Location	Student ID #	Account #	ESY Tuition	SY Tuition	Total	Effective Dates
Morris Union Jointure Commission 340 Central Ave. New Providence, NJ	9925443611	11-000-100-562-03-105	N/A	SY \$14,384.05	\$14,384.05	SY 5/14/18-6/20/18
Morris Union Jointure Commission 340 Central Ave. New Providence, NJ	7737812861 9184052627 9925443611	11-000-100-562-03-105	ESY \$15,117.00 each	SY \$92,222.00 each	\$107,339.00 each	ESY 6/27/18-8/8/18

#### D. Approval of Out of District Instructional Aide

Program/Location	Sid#	Account Number	Salary	Effective Dates
Morris Union Jointure Commission 340 Central Ave., New Providence, NJ	1003395144	11-000-100-562-03-105	\$38,578.05	1/17/18-6/30/18

<b>E. Approval of 2018 School Field Trips</b>				
School	Location	Teachers	Grade	Purpose
Stony Brook	Keswick Theatre, Glenside, PA	Abbie Sutherlin	5	Theater presentation of "The Lightning Thief"
BCMS	Sandy Hook Park, NJ	Lucyna Plaza	6-8	Students will explore how to keep ocean waters safe and clean
BCMS	Bridgewater Nissan	Diane Scholp	6-8	Students will analyze cost vs options on different vehicles

## XI. HUMAN RESOURCES

Motion by Mr. Tuma, seconded by Mr. Cutler that Items XI.A. through XI.D., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.D., were unanimously approved by Roll Call.

There was no Human Resources Committee report.

<b>A. Approval of Revision of Retirement</b>					
Name	Account #	Position	Location	From Date	To Date
Lydia Colie	11-000-270-160-01-462	Bus Driver	Transportation	6/30/18	12/31/2018

<b>B. Approval of Revision of Medical Leave</b>					
Name	Account #	Position	Location	From Date	To Date
Donna Baron	61-910-310-110-01-001	Whiton	Lunchroom Aide	3/26/18 - 4/25/18	4/26/18 - 5/25/18

<b>C. Approval of Maternity Leave Replacement</b>							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Gail Chapman	11-230-100-101-01-072-090	Instructional Support No Tenure Accrual	WES	1/182	\$61,040.00 (pro-rated)	5/14/18- 6/22/18	Catie Rello Maternity Replacement

<b>D. Approval of Extra Duty Pay</b>						
Name	Account Number	Rate of Pay	Location	Dates	Discussion	
Linda Abey	11-000-223-104-02-210	\$41.00 per hour Not to exceed 1.5 hours	Whiton	4/25/18	New Parent Orientation	
Janice Apsley	11-000-223-104-02-210	\$41.00 per hour Not to exceed 1.5 hours	Whiton	4/25/18	New Parent Orientation	
Melissa Fitzgibbon	11-000-223-104-02-210	\$41.00 per hour Not to exceed 1.5 hours	Whiton	4/25/18	New Parent Orientation	
Lisa Quinn	11-000-223-104-02-210	\$41.00 per hour Not to exceed 1.5 hours	Whiton	4/25/18	New Parent Orientation	
Cindee Straube	11-000-223-104-02-210	\$41.00 per hour Not to exceed 1.5 hours	Whiton	4/25/18	New Parent Orientation	

## XII. BUSINESS

Motion by Mr. Tuma, seconded by Mr. Cutler that Items XII.A. through XII.I. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.I. were unanimously approved by Roll Call.

There was no Business Committee report.

A. **Bill List**

It is recommended that the Board approve the List of Bills for the period April 6, 2018 through April 19, 2018, totaling \$1,018,838.95, and ratify the Payroll for the period April 6, 2018 through April 19, 2018, totaling \$913,005.36.

B. **Secretary's Report**

The Report of the Secretary for March 2018 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 Secretary's Report for March 2018 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**

It is recommended that the Treasurer's Report for the month of March 2018 be accepted and filed.

D. **Line Item Transfers**

It is recommended that the Board accept the list of Line Item Transfers for the month of March 2018.

E. **Monthly Transfer Report**

It is recommended that the Board approve the March 2018 Monthly Transfer Report.

F. **Approval of Re-Key System**

It is recommended that the Board approve Oak Security Group, LLC which is a part of the RSCNJ CO-OP, Bid ESCNJ 14/15-28, to install the Re-Key System at Branchburg Central Middle School at a total cost of \$20, 843.10, to be paid by purchase order, through account #12-000-400-450-04-612, and sufficient funds are available in the 2017-2018 budget.

G. **Approval of HVAC Investigation and Options Study**

It is recommended that the Board approve Settembrino Architects, to perform the service of HVAC Investigation and Options Study at Whiton Elementary School, at a total cost of \$6,500.00 plus reimbursable expenses, to be paid by purchase order, through account #12-000-400-450-08-612, and sufficient funds are available in the 2017-2018 budget.

**H. Approval of Services for Additional Storm and Sanitary Design**

It is recommended that the Board approve Settembrino Architects, to perform services for additional storm and sanitary design relating to the new transportation garage at Old York School, at a total cost of \$32,640.00, to be paid by purchase order, through account #12-000-400-450-07-612, and sufficient funds are available in the 2017-2018 budget.

**I. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services**

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2018-2019 school year.

**XIII. PUBLIC COMMENT**

Ms. Rhonda Sherbin, President of the Branchburg Township Education Association discussed the 2018-2019 School Calendar with regard to professional development days in November.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi said the Somerville Board of Education met on April 10, 2018 where students from Somerville High School gave a presentation on "Social Responsibility".

Mr. Tuma spoke about the Somerset County Spring Meeting he will be attending on April 26, 2018 in Skillman.

Mrs. Purohit reminded everyone that the Branchburg Education Foundation Pocketbook Bingo will be held on May 18, 2018.

**XV. BOARD FORUM**

Mr. Tuma congratulated the Branchburg students who were inducted into the National Honor Society at Somerville High School.

Ms. Gensel said seven students from Branchburg Central Middle School won first place in at the Odyssey of the Minds State Tournament at Ewing High School and are headed to the global competition in Ames, Iowa on May 23, 2018.

Mr. Horowitz spoke about the New Jersey School Board Association Opioid conference he attended on April 13, 2018.

Mrs. Palmieri spoke about the following:

- New Jersey School Boards Association 2018 Annual Workshop; and
- The parent presentation given by Dr. Blau on anxiety and depression.

**XVI. EXECUTIVE SESSION**

There was no second Executive Session.

**XVII. ADJOURNMENT**

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:19 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board