

Branchburg Township School District

REGULAR MEETING MINUTES

February 15, 2018

Executive Session – 7:00 p.m.

Public Meeting – 8:00 p.m.

Board of Education Office

Board Conference Room

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Board President, Theresa Joyce, 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: Zoltan Ambrus, Ellwood Cutler, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Keerti Purohit and Charles Tuma.

The following members were absent: Cathy Palmieri and Olga Phelps

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mr. Ambrus, seconded by Mr. Cutler, and carried unanimously, the Board agreed to convene at 7:30 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Ambrus, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn executive session at 8:05 p.m.

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 8:10 p.m. with 10 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel gave a presentation on an update to the 2017-2018 District Goals.

Ms. Gensel also gave a presentation on the 2018-2019 District Goals.

Jennifer Hauser, Director of Curriculum, spoke about the district's partnership with Raritan Valley Community College.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Cutler, seconded by Mr. Horowitz that Item VIII.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VIII.A. was unanimously approved by Roll Call with Mrs. Fabriczi abstaining on Item VIII.A.

There was no Governance Committee Report.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of February 1, 2018.

IX. POLICY

Motion by Mr. Cutler, seconded by Mr. Ambrus that Items IX.A. through IX.B. be moved upon the recommendation of the Superintendent.

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

Mr. Cutler said he and Mrs. Joyce are working together to make the policy update process more smooth.

A. Approval of Policy First Reading		
Policy	Title	Discussion
P7425	Lead Testing of Water in Schools	New

B. Approval of Policy Second Reading		
Policy	Title	Discussion
P0169.2	Board Members Use of Social Networks	New
P3347	Military Leave (Teaching Staff)	Revised
P4437	Military Leave (Support Staff)	Revised
P5516.01	Student Tracking Devices	New
P5770	Student Right of Privacy	Revision
P7440	School District Security	Revision
P7441	Electronic Surveillance in School Buildings and on School Grounds	Revision
P8630	School Bus Driver/Bus Aide Responsibility	Revision
P9242	Use of Electronic Signatures	New

X. EDUCATION

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

On call of the vote, Items X.A. through X.D. 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
Introduction to Responsive Classroom Philadelphia, PA	Carrie Figel 11-000-223-580-02-144-999	3/6/18	\$199.00	N/A	N/A	N/A	\$199.00
Introduction to Responsive Classroom Philadelphia, PA	Kristen Kries 11-000-240-580-02-000-020	3/6/18	\$199.00	N/A	N/A	N/A	\$199.00
Introduction to Responsive Classroom Philadelphia, PA	Frank Altmire 11-000-240-580-02-000-020	3/6/18	\$199.00	N/A	N/A	N/A	\$199.00
Communication Strategies that Work Philadelphia, PA	Laura Petronio 11-000-223-580-04-144-020	3/6/18	\$229.00	N/A	N/A	N/A	\$229.00
Communication Strategies that Work Philadelphia, PA	Deborah Volpe 11-000-223-580-04-144-020	3/6/18	\$229.00	N/A	N/A	N/A	\$229.00
English Language Learners Summit: Emerging Legal Issues and Best Practices Monroe, NJ	Danielle Cordaro 11-000-223-580-08-144-090	3/22/18	\$100.00	N/A	N/A	N/A	\$100.00
English Language Learners Summit: Emerging Legal Issues and Best Practices Monroe, NJ	Jennifer Hauser 11-000-221-580-02-190-999	3/22/18	\$100.00	N/A	N/A	\$13.20	\$113.20
Facets of Dyslexia 5 th Annual Conference Stratford, NJ	Kristen Allen 11-000-223-580-04-144-020	4/21/18	\$95.00	N/A	N/A	\$23.20	\$118.20
The National Association for Music Education Webinar	Kristine DeNicololo 11-000-223-580-04-144-020	2/27/18	\$20.00	N/A	N/A	N/A	\$20.00
Digital Assessment Summit for New Jersey Schools Union, NJ	Katie Fox 11-000-223-580-04-144-020	2/20/18	N/A	N/A	N/A	\$17.36	\$17.36
Humor, Inspiration, and Motivation: Keeping "H.I.M." in Focus Monroe, NJ	Danielle Shober 11-000-223-580-08-144-090	5/22/18	\$149.00	N/A	N/A	N/A	\$149.00

B. Approval of 2018 School Field Trips				
School	Location	Teachers	Grade	Purpose
BCMS	Exxon Mobile Research Annandale, NJ	J. Sawicki J. Nelson N. Padula	6-8	Students will explore the sciences such as chemistry and engineering with demonstrations and activities. Enrichment Day
BCMS	Natirar Restaurant Bedminster, NJ	C. McGirl	6-8	Chef David will give the students an inside look at a career as a Chef. Enrichment Day
BCMS	Stefano's Pizzeria Branchburg, NJ	J. Rogoff	6-8	Stefano's owner will explain successful business practices Enrichment Day
BCMS	Neurosurgery Research Ridgewood, NJ	M. Emmons	6-8	Students will meet the Leading Researcher of Pediatric Brain Cancer and Neurosurgeon, Dr. Richard Anderson.
BCMS	New Jersey Transit Meadows Maintenance Complex Kearny, NJ	M. Emmons	6-8	First-hand look at how a major public transportation agency functions Enrichment Day
BCMS	Rock'em Extreme Staten Island, NJ	D. Hobbs	8	Discuss the benefits of climbing both for mental and physical fitness Enrichment Day

C. Approval of Student Teacher					
Name	College/University	Certification	Location	Dates	Discussion
Kathleen Schneider	Western Kentucky University	Speech Pathology	Whiton	8/21/18-11/30/18	Adriana Weighart Cooperating Teacher

D. 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/not to exceed 60 hours	2/13/18-3/27/18

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of Extra Duty Pay							
Name	Account Number	Name of Action	Position	Salary	Location	Date	Discussion
Alice Willard	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	BCMS	2/16/18	Accelerating Learning in the Classroom (co- teaching)
Tonilynn Burke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	BCMS	2/16/18	Accelerating Learning in the Classroom (co- teaching)

B. Approval of Maternity Leave				
Name	Account #	Location	Position	Anticipated Dates
Lauren Knoke	11-424-100-178-01-013-060	Stony Brook	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	4/5/18-6/3/18 9/3/18-11/26/18
Catherine Rello	11-230-100-101-01-072-090	Whiton	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	5/7/18-6/21/18 9/4/18-11/14/18

C. Approval of Substitutes			
Name	Position	Salary	Dates
Elisabeth DeVita	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	2/16/18-6/30/18
Teresa Gallo-Tomcho	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	2/16/18-6/30/18
Valerie Wadge	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	2/16/18-6/30/18

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D. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Nancy Ryan	11-000-216-104-01-171-800	Whiton	Occupational Therapist	Paid Medical	4/4/18-6/27/18

E. Approval of Bus Aide					
Name	Account #	Location	Position	Salary	Anticipated Dates
Carolyn Girvan	11-000-217-106-01-000-020	Transportation	Bus Aide	\$13.24 per hour Subject to delivery of requested documents	2/16/18-6/30/18

F. Approval of Substitute Transportation Nurse					
Name	Account #	Location	Position	Salary	Anticipated Dates
Madeline Anacker	11-000-213-104-01-123-090 11-000-213-104-01-123-020	Transportation	Substitute Transportation Nurse	\$30.00 per hour Not to exceed 6 hours per day	2/16/18-6/30/18

G. Approval of Resignation				
Name	Account #	Location	Position	Effective Date
Susan Raimundo	11-000-251-100-01-529	District	Confidential Secretary/Payroll Assistant/Accounts Payable/ Receptionist	3/15/17

XII. BUSINESS

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

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

There was no Business Committee report.

Mr. Ambrus went over the items listed on the agenda.

A. Bill List

It is recommended that the Board approve the List of Bills for the period February 2, 2018 through February 15, 2018, totaling \$2,083,291.18.

B. Approval to Enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., to purchase school supplies for the 2018-2019 school year at a cost of \$5,050.00 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2018-2019 budget.

C. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2018-2019 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic School Nursing Services
- Nonpublic Security Aid Program

D. Authorization for Request for Proposal for Food Service Management Company

It is recommended that the Board authorize the issuance of a Request for Proposal for Food Service Management Company.

E. Approval of Stony Brook Elementary School Sewer Repair

It is recommended that the Board approve A. Confortini Plumbing & Heating, LLC., to repair the sewer line at Stony Brook Elementary School, not to exceed the cost of \$3,865.00, to be paid through purchase order, account #12-000-400-450-05-612, and sufficient funds are available in the 2017-2018 budget.

F. Approval of Central Middle School New Gas Water Heater

It is recommended that the Board approve Mechanical Preservation Associates to install a new A.O. Smith model BTH-199 Gas Fired Water Heater at BCMS, not to exceed the cost of \$15,949.00 to be paid through account #12-000-400-450-04-612, and sufficient funds are available in the 2017-2018 budget.

G. Approval of Contract for Special Counsel

It is recommended that the Board approve a contract with the firm of Clarkin & Vignuolo, P.C. to provide special counsel to the District for the 2017-2018 school year, at an hourly rate of \$375.00, for a representation of approximately 5 hours, to be paid from account #11-000-230-331-01-276, and sufficient funds are available in the 2017-2018 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi attended the Somerville Board of Education meeting on February 6, 2018 and spoke about the following highlights:

- Van Derveer School showed a film on “Seven Habits of Happy Kids”;
- Superintendent, Dr. Timothy Teehan, spoke about having the staff’s blood pressure being checked by the school nurse for “heart healthy” month;
- Zadecki puppet show at Van Derveer School;
- Middle School girls basketball;
- Junior college planning night was held on January 31, 2018;

- Students from the Anatomy and Physics class visited Liberty Science Center to observe a heart transplant procedure; and
- The 2018 pre-college enrichment program.

Mr. Horowitz said the Whoo's Reading Reading-Raiser (K-5) fundraiser will begin on February 26, 2018.

Mr. Cutler attended the Somerset County Educational Services Commission Board of Education meeting and spoke about the following highlights:

- The Vice President position has been filled by Daniel Puntillo from the Somerville Board of Education;
- King Chew, a former Somerset Academy student, was honored for his academic achievement;
- Budget presentation; and
- The Commissioner of Education came for a visit to see the facilities.

Mr. Tuma said the next New Jersey School Boards Association Board of Education meeting will take place in Trenton on Thursday, March 8, 2018. This meeting will be combined with the Somerset County Board of Education and the Hunterdon County Board of Education where there will be a question and answer session with locally elected representatives.

Mr. Ambrus said the New Jersey School Boards Association posted a letter regarding the Florida shooting incident which gives links on school security.

Mrs. Purohit said the Branchburg Education Foundation is working on the pocketbook bingo fundraiser.

Mrs. Purohit said teachers should continue to submit grant applications to Branchburg Education Foundation.

XV. BOARD FORUM

Mr. Ambrus spoke about the following items:

- School field trips; and
- Social media

Mr. Cutler complimented Toni Gooding, the district's Webmaster, on her district website posts.

Mr. Horowitz asked about the district's in-school emergency policy.

Mrs. Fabriczi spoke about the following items:

- D.A.R.E. Graduation will be held on February 27, 2018; and
- The Somerville High School musical, Cinderella, will be held on March 2nd, 3rd and 4th.

Mrs. Joyce spoke about emergency management.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mrs. Purohit, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:13 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board