

**REGULAR MEETING MINUTES**

March 8, 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 7:13 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, Theresa Joyce, Cathy Palmieri, Olga Phelps and Charles Tuma.

The following members were absent: Noah Horowitz and Keerti Purohit

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. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 7:14 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Palmieri, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn executive session at 7:54 p.m.

On a motion by Mr. Tuma, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to reconvene to public session at 8:02 p.m. with 3 members of the public present.

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

**V. Statement of Adequate Notice**

**VI. SUPERINTENDENT'S REPORT**

Ms. Gensel introduced Kyle Noto, a Somerville High School Sophomore, who did a presentation on his Eagle Scout Service Project at Branchburg Central Middle School.

Mrs. Fabriczi acknowledged Jack Noto, a Somerville High School student, for being a National Merit Finalist.

Ms. Gensel and Ms. Linskey did a presentation on the 2018/2019 preliminary budget.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

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

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

There was no Governance Committee report.

There was no Community Relations Committee report.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of February 15, 2018.

<b>B. Approval of Harassment, Intimidation, and Bullying Reports</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	012618010	1/22/17	<b>BE IT RESOLVED</b> that the Board of Education accepts the recommendation of the Superintendent that this incident met the criteria of H.I.B. as defined in N.J.18A:37-14.
Stony Brook	020718011	1/29/17	<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.

### C. Grant Permission for Eagle Scout Community Service Project

It is recommended that the Board grant permission for Kyle Noto to carry out an Eagle Scout Project at Branchburg Central Middle School. This project is in accordance with his proposal, with time and materials to be donated at no cost to the District.

### D. Approval of Appointment of Architect of Record

It is recommended that the Board approve the appointment of Settembrino Architects, as Architect of Record, to provide architectural services to the Branchburg Township School District, effective March 9, 2018, through June 30, 2018 at the following hourly rates:

CONSULTANT	HOURLY RATE
Principal, LEED AP	\$150.00
Project Manager, LEED AP	\$145.00
Senior Project Architect, LEED AP	\$145.00
Project Architect, LEED AP	\$140.00
Interior Designer	\$135.00
Architectural Designer	\$125.00
Construction Administration	\$125.00
Technical / Consultant	\$110.00
Accounting Department	\$ 95.00
Administrative Department	\$ 90.00

**IX. POLICY**

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

On call of the vote, Item IX.A. was unanimously approved by Roll Call.

There was no Policy Committee report.

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

**X. EDUCATION**

Motion by Mrs. Fabriczi, seconded by Mr. Ambrus 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.

Mrs. Palmieri said the Education Committee met and discussed the following:

- 2018/2019 School Calendar;
- Approval of May 25<sup>th</sup> being a single session day to make up for the snow day;
- Parent survey to get feedback as to how the district is serving the students; and
- The next meeting is scheduled for March 22<sup>nd</sup> at 7:00 p.m. with the full Board.

**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
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Diane Barna 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Martha Jane Brown 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Robert Cline 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Antonio Cornacchia 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Angelica DeNino 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Joyce Engesser 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Christine Fawcett 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	David Harris 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Juanita Hromoho 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Antoinette Lorenc 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Michele McFadden 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Leonard Palumbo 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Susan Reid 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Debra Schnitzer 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
School Bus Driver Safety Seminar Northern Burlington Co. Reg. Middle School, Columbus, NJ	Jayne Venderhoof 11-000-270-580-07-000	3/10/18	\$40	N/A	N/A	N/A	\$40
2018 New Jersey Government Information Sciences Technology Education Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/12/18	\$200.00	N/A	N/A	\$9.18	\$219.18

Conference/Workshop (continued)	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
2018 New Jersey Government Information Sciences Technology Education Conference Somerset, NJ	Eric Schaefer 11-000-252-580-09-145	4/12/18	\$50.00	N/A	N/A	\$9.61	\$59.61
Building Math Minds Professional Development Year Long Webinar	Jocelyn Muzychko 20-270-200-500-02-647	2/28/18	\$468.00	N/A	N/A	N/A	\$468.00
National Association Of Elementary School Principals 2018 Summer Conference Orlando, FL.	Kristin Kries 2018-2019 11-000-240-580-02-000-020	7/9/18 through 7/11/18	\$530.00	\$996.00	\$265.50	\$550.00	\$2,341.50
National Association Of Elementary School Principals 2018 Summer Conference Orlando, FL.	Danielle Shoher 2018-2019 11-000-240-580-02-000-020	7/9/18 through 7/11/18	\$530.00	\$996.00	\$265.50	\$770.00	\$2,561.50
National Writing Project Piscataway, NJ	Danielle Puzzo 11-000-223-580-08-144-090	3/14/18	\$150.00	N/A	N/A	N/A	\$150.00
Matt Glover: Supporting Writers New Brunswick, NJ	Colleen Repoli 11-000-223-580-08-144-090	3/14/18	\$150.00	N/A	N/A	N/A	\$150.00
Google Certified Educator Certification Test	Kelly Frazee 11-000-223-580-02-144-999	2/18/18	\$10.00	N/A	N/A	N/A	\$10.00
Teaching the Whole Child Clark, NJ	Susan Mariani 11-000-223-580-08-144-090	3/22/18	\$25.00	N/A	N/A	N/A	\$25.00

B. Approval of Revised Education Services					
Program/Location	Account Number	Student ID #	Total Amount/Rate	Effective Dates	Discussion
Professional Education Services, Inc. Glassboro, NJ	11-150-100-320-03-069-020	1896655470	\$41.00 per hour Not to exceed \$2,460.00	2/15/18- 3/29/18	Additional 6 weeks

C. Approval of Fundraisers				
School/Group/Activity	Event Coordinator	Location	Purpose	Dates
BCMS/All students /Jar of Hope	Guidance Counselors Physical Ed. Teachers	BCMS	Raise money for Duchenne Muscular Dystrophy	4/18/18- 4/25/18
BCMS/6 <sup>th</sup> Grade/Art	Megan Russo	BCMS	Raise awareness and donations for St. Hubert's Animal Shelter	3/2/18-4/13/18

D. Approval of Home Instruction					
Sid#	Account Number	Instruction	Hourly Rate	Start Date	Discussion
8664661261	11-150-100-320-03-069-020	Warren County Special Services School District	\$60.00 Not to exceed \$12,480.00	1/30/18 -6/30/18	4 days a week 20 weeks

E. Approval of Evaluation				
Sid#	Evaluator	Account Number	Cost	Discussion
2677881233	Alexander Associates	11-000-219-320-03-181	\$595.00 - Maximum Cost	1 Evaluation

## XI. HUMAN RESOURCES

Motion by Mr. Ambrus, seconded by Mrs. Palmieri that Items XI.A. through XI.I., be moved upon the recommendation of the Superintendent.

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

Mrs. Fabriczi said the Human Resources Committee met and discussed confidential items which cannot be disclosed at this time.

Mrs. Fabriczi said they also discussed the following:

- The need to increase a Special Education teacher at Branchburg Central Middle School;
- Staffing for next school year; and
- Substitute teachers.

A. Approval of Substitutes			
Name	Position	Salary	Dates
Megan Grady	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/9/18-6/30/18
Emily Lloyd	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/9/18-6/30/18
Karen Moore-Negast	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/9/18-6/30/18
Kaitlynn Perone	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/9/18-6/30/18
Jessica Zaninelli	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/9/18-6/30/18

B. Approval of Extracurricular Instructional Aides				
Name	Account Number	Stipend	Dates	Discussion
Kim Gislao	11-401-100-101-01-078-060 11-402-100-101-01-093-060	\$14.92 per hour	9/7/17-6/30/18	As needed
Michele Rina	11-401-100-101-01-078-060 11-402-100-101-01-093-060	\$18.05 per hour	9/7/17-6/30/18	As needed
Arnold Majano	11-401-100-101-01-078-020 11-402-100-101-01-093-020	\$14.92 per hour	9/7/17-6/30/18	As needed

C. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Susan Reid	11-000-270-160-01-462 11-000-270-161-01-470	Transportation	Bus Driver	Paid Medical	3/19/18-5/15/18

D. Approval of Summer Technology Rates				
Position	Account #	Location	Hourly Rate	Discussion
Summer Assistants	11-000-262-110-09-390	District	\$9.00-\$14.00	Hourly rate will be based on skills and experience

E. Approval of Substitute Custodians Rates				
Position	Account #	Location	Hourly Rate	Discussion
Custodians	WES 11-000-262-110-01-388 SBS 11-000-262-110-01-384 BCMS 11-000-262-110-01-383	District	\$15.00-\$16.00	Hourly rate based on having a boilers license

F. Approval of Summer Building and Grounds Hourly Rates				
Position	Account #	Location	Hourly Rate	Discussion
Maintenance	11-000-261-110-01-397	District	\$10.00-\$12.50	Hourly rate will be based years of experience

G. Approval of Stipend Position					
Name	Account #	Position	Location	Stipend	Dates
Casey McAdam	11-402-100-101-01-093-020	Boys Lacrosse Coach	BCMS	\$3,309.00	3/9/18-6/30/18

H. Approval of Special Education Teacher						
Name	Account #	Position	Location	Salary	Dates	Discussion
Leigh Keely	11-130-100-101-01-021-020	Special Education Teacher	BCMS	\$58,890.00 (prorated)	3/9/18-6/30/18	From .5 position to full time position

I. Approval of Position						
Name	Account #	Position	Location	Salary	Dates	Discussion
Thessalia (Lia) Carrier	11-402-100-101-01-093-020	Accounts Payable	BOE	\$52,000.00	3/9/18-6/30/18	Replacement for Susan Raimundo

3/8/2018

## XII. BUSINESS

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

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

Mr. Ambrus said the Business Committee met on February 27, 2018 and discussed the following:

- Transportation garage;
- Johnson Controls proposal for computerizing HVAC;
- Substitute bus driver certification;
- I.D.E.A. funds;
- Accounts Payable Clerk;
- School calendar;
- Capital improvements; and
- Budget

### A. Bill List

It is recommended that the Board approve the List of Bills for the period February 16, 2018 through March 8, 2018, totaling \$616,717.25, and ratify the Payroll for the period February 2, 2018 through March 8, 2018, totaling \$1,789,293.92.

### B. Secretary's Report

The Report of the Secretary for January 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 January 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 January 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 January 2018.

**E. Monthly Transfer Report**

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

**F. Acceptance of Amendment to Management Services Agreement**

It is recommended that the Board accept Amendment to the Management Services Agreement with Temco Service Industries, Inc. for the period July 1, 2018 through June 30, 2019 at a contract price of \$682,505.18.

**G. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding**

It is recommended that the following bid awards be made as party to the Middlesex Regional Educational Services Commission Cooperative Bidding Services:

1. Shredding and Disposal of Records
2. Automotive Fluids and Lubricants
3. Custodial Supplies Bid
4. Lawn Care Products & Services
5. Maintenance Repair and Operations
6. Classroom Supplies Bid
7. HVAC Services Bid
8. Athletic Equipment & Supplies
9. Carpet & Flooring
10. Technology Supplies and Services
11. Furniture

**H. Approval of 2018-2019 Somerville High School Tuition Rate**

It is recommended that the Board approve an estimated Somerville High School tuition rate of \$14,006.00 per pupil for the 2018-2019 school year.

**I. Approval of New Entry Way Mats at Stony Brook, Whiton and BCMS**

It is recommended that the Board approve Hannon Floors, which is part of the New Jersey State Co-op Bid #MRESC 14/15-64 to install Interface Step Repeat Walk off Carpet tiles at the entry way of schools, not to exceed the cost of \$12,553.00, to be paid through purchase order and sufficient funds are available in the 2017-2018 budget.

School	Account Number	Cost
Central Middle School	12-000400-450-04-612	\$3,935.00
Stony Brook School	11-000-261-420-05-411	\$1,344.00
Whiton Elementary School	12-000-400-450-04-612	\$7,274.00



**J. Approval of Agreement Covering Continuing Disclosure Agent Services**

It is recommended that the Board approve an Agreement between Phoenix Advisors, LLC and the Branchburg Township Board of Education to continue to act as Continuing Disclosure Agent and Independent Registered Municipal Advisor for fiscal year 2018-2019 at a fee of \$850.00 to be paid from account #11-000-230-339-01-001, and sufficient funds are available in the 2018-2019 budget.

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi said the Somerville Board of Education met on February 20, 2018 and discussed the following:

- Middle School Highlights:
  - The President and Vice Present of the Middle School Student Council presented a video;
  - Teacher of the Year presentation; and
  - The Somerville Middle School play, Alladin, Jr.
- District Highlights:
  - The District's preparedness plan;
  - Student Achievement Data Summit;
  - Somerville High School sold carnations for Valentine's Day;
  - Peer Leadership Applications;
  - Class selection has begun;
  - The Finance Committee said Somerville is looking at a half-million dollar deficit towards their budget next year; and
  - Teacher contract is still in negotiations.

Mrs. Fabriczi also attended the March 6, 2018 Somerville Board of Education meeting where the following topics were discussed:

- The staff are involved with a polar plunge team that raises money for the Special Olympics;
- Jack Noto, a Somerville High School student, was recognized for being a 2018 National Merit Finalist;
- Somerville was the winner of the 2017/2018 Somerset County Consumer Bowl;
- A graduating M.A.P.S. senior was awarded \$17,000 a year for a Presidential Scholarship;
- Raritan Valley Community College was visiting the M.A.P.S. program; and
- The Somerville High School play, Cinderella.

Mr. Tuma spoke about the New Jersey School Boards "New Board Member Orientation Weekend" he attended along with Mr. Horowitz.

Mr. Tuma mentioned that the March 8<sup>th</sup> joint meeting between Somerset County, Hunterdon County and the State Legislators has been cancelled due to the bad weather.

Mrs. Joyce said the Emergency Management Committee met on February 26, 2018 to update the Emergency Management Plan. She said the next meeting is scheduled for March 27, 2018.

#### **XV. BOARD FORUM**

Mrs. Fabriczi welcomed Mrs. Phelps back to the Board meetings.

Ms. Gensel thanked the maintenance and custodial staff for the wonderful job they did clearing the school property from the snow storm.

Ms. Gensel said that May 25, 2018 will be a single session day.

#### **XVI. EXECUTIVE SESSION**

There was no second Executive Session.

#### **XVII. ADJOURNMENT**

On a motion by Mr. Ambrus, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn at 9:00 p.m.

Respectfully Submitted,

  
Theresa Linskey  
School Business Administrator/Board