

Branchburg Township School District

REGULAR MEETING MINUTES

November 16, 2017

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 7:05 p.m. by Board President, Zoltan Ambrus, 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 and Cathy Palmieri.

The following members were absent: Jack Dempsey, Carmela Noto, Olga Phelps and Keerti Purohit.

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey and no members of the public.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene at 7:05 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn executive session at 7:47 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 7:59 p.m. with 20 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel welcomed students from Stony Brook Elementary School who did a presentation on the Huskies Hustle for Houston Walk-a-Thon fundraiser.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mr. Cutler that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.B. were unanimously approved by Roll Call with Mrs. Palmieri abstaining from Item VIII.A.

Mr. Ambrus said there will be a presentation of the 2016-2017 Annual Audit at the December 14, 2017 Board meeting.

Mrs. Palmieri said the Community Relations Committee met and discussed the activities being put together to celebrate Branchburg Central Middle School's 50th anniversary with the theme "50 and Loving It".

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of November 2, 2017.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	101817003	10/10/17	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	103017004	10/17/17	BE IT RESOLVED 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

There was no Policy Committee report.

X. EDUCATION

Motion by Mrs. Palmieri, seconded by Mr. Cutler 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 with Mrs. Fabriczi abstaining on Item X.D.

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

- Update on the 8th grade Language Arts book choices;
- Update on the math placement changes;
- Update on the partnership with Johnson & Johnson and Smithsonian Institute with the Branchburg School District;
- Standard based report cards;
- February 16, 2018 in-service day;
- Professional development; and
- Self-directed professional development topics.

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
Art Therapy-Creative Art Interventions for Challenging Children Who Act Out, Melt Down or Shut Down Princeton, NJ	Jennilyn Nelson 11-000-223-580-04-144-020 11-000-219-580-03-001-999	12/7/17	\$199.99	N/A	N/A	\$10.60	\$210.60
Art Therapy-Creative Art Interventions for Challenging Children Who Act Out, Melt Down or Shut Down Princeton, NJ	Margaret Ryan 11-000-223-580-04-144-020 11-000-219-580-03-001-999	12/7/17	\$199.99	N/A	N/A	\$2.00	\$201.99
Teaching Students Beyond the Test Score St. Elizabeth College, NJ	Kristen DeBlasi 11-000-223-580-04-144-020	11/30/17 through 12/1/27	\$75.00	N/A	N/A	N/A	\$75.00
Teaching Students Beyond the Test Score St. Elizabeth College, NJ	Elizabeth Urbanski 11-000-223-580-04-144-020	11/30/17 through 12/1/27	\$75.00	N/A	N/A	N/A	\$75.00
Teach Students Beyond the Test Score-Social Emotional Learning Morristown, NJ	Joann Everson 11-000-223-580-08-144-090	11/30/17 through 12/1/17	\$75.00	N/A	N/A	N/A	\$75.00
Rewards: Reading and Writing Intervention Ewing, NJ	Tracy Harmon 11-000-223-580-05-144-060	11/28/17	\$389.12	N/A	N/A	\$6.21	\$395.33

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Transforming Your School Through Leadership Monroe, NJ	Jennifer Hauser 11-000-221-580-02-190-999	12/1/17	N/A	N/A	N/A	\$12.00	\$12.00
The Zones of Regulations Iselin, NJ	Diane Scholp 11-000-219-580-03-144-999	12/7/17	\$265.00	N/A	N/A	N/A	\$265.00
Using Crosscutting Concepts to Investigate Natural Phenomena Branchburg, NJ	Debra Trubin 20-270-200-500-02-647	12/12/17	\$125.00	N/A	N/A	N/A	\$125.00
Webinar-Project Read Branchburg Central Middle School, NJ	Zachariah Miracle 11-000-223-580-04-144-020	11/29/17	\$262.00	N/A	N/A	N/A	\$262.00

B. Approval of 2017-2018 School Field Trips			
School	Location	Grade	Purpose
Whiton	Lord Sterling Environmental Education Center Basking Ridge, NJ	2	Students will learn the difference between Habitats and Eco Systems.
Stony Brook	Mayo Performing Arts Center Morristown, NJ	5	This would be a play based on classwork
Stony Brook	Law Fair Program at the New Jersey Bar Foundation New Brunswick, NJ	GATE 5	Participation in the Law Fair exercise.
BCMS	Solberg Airport Readington, NJ	6-8	Enrichment Day Students will learn about aviation.
BCMS	Bridgeway Care Center Bridgewater, NJ	6-8	Students will have a community connection and will be able to perform outside of the school building.
BCMS	The Farmer and the Chick Pea Somerville, NJ	6-8	Enrichment Day Farm to Table Restaurant.

C. Approval of Home Instruction					
Sid#	Account Number	Teacher	Hourly Rate	Dates	Discussion
1150886972	11-150-100-101-03-066-020	Erica Patente	\$41.00	11/20/17-12/5/17	Not to exceed 20 hours

D. Approval of Out of District Placement						
Location	Student ID #	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total
Midland School North Branch, NJ	1195375220	\$9,683.70	7/5/17-8/15/17	\$58,102.20	9/7/17-6/20/18	\$67,785.90

E. Fundraiser				
Title	Event Coordinators	Location	Purpose	Date
Jeans & Jersey's Fundraiser	Student Council	BCMS	Funds collected will be used to support student council events such as dances and socials	Mondays and Fridays in December 2017

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of 2017-2018 Athletic Extracurricular Stipend				
Name	Account Number	Location	Position	Stipend
James Landry	11-402-100-101-01-093-060	Stony Brook	Fall, Winter, Spring Intramurals	\$630.00 per season
Michael Simko	11-401-100-101-01-093-020	Central Middle School	Crowd Control	\$1,429.00

B. Approval of Maternity Leave			
Name	Location	Position	Anticipated Dates
Teresa DoVale	BCMS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	02/05/2018 through 03/13/2018 03/14/2018 through 04/27/2018

C. Approval of Revised Position					
Name	Account #	From Position	To Position	Effective Date	End Date
Leigh Keely	11-213-100-101-01-057-020	Special Education Teacher Part-Time (.73)	Special Education Teacher Part-Time (.665)	11/17/17	6/30/18

D. Approval of Vendor				
Name	Account #	Cost	Date	Discussion
Nathan Levy	11-000-223-320-02-225-999	\$500.00	2/16/18	Professional Development Workshop: Accelerating Learning in the Classroom.

E. Approval of Personnel						
Name	Account #	Position	Salary	Effective Date	End Date	Discussion
Donna Eckel	11-000-251-100-01-529	School Accountant	\$62,000.00	12/15/17	6/30/18	Replacing Carly Trocchia

F. Approval of 2017-2018 Extracurricular Instructional Aide			
Name	Stipend	Dates	Discussion
Arnie Majano	\$14.92 per hour	11/17/17-2/9/18	1:1 Aide for student Sid #5503391790 for after school wrestling

XII. BUSINESS

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

Mr. Cutler spoke about the following items:

- Stony Brook Elementary School parking lot project is complete, with the exception of a few signs needing to be put in place;
- Heat pumps at Whiton Elementary School;
- Plans for the transportation garage project and alternatives;
- Long range facilities plan;
- A presentation of the 2016-2017 Audit will be given at the December 14, 2017 Board meeting; and
- Possibility of Hunterdon Central providing safety training to the Branchburg School District bus drivers and aides.

A. **Bill List**

It is recommended that the Board approve the List of Bills for the period November 3, 2017 through November 16, 2017, totaling \$1,650,221.17, and ratify the Payroll for the period November 3, 2017 through November 16, 2017, totaling \$858,704.00.

B. **Secretary's Report**

The Report of the Secretary for October 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 Secretary's Report for October 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**

It is recommended that the Treasurer's Report for the month of October 2017 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 October 2017.

E. **Monthly Transfer Report**

It is recommended that the Board approve the October 2017 Monthly Transfer Report.

F. **Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Theresa Linskey, School Business Administrator to issue payment of bills for November 17, 2017 through December 14, 2017 prior to the next regularly scheduled meeting of December 14, 2017 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the December 14, 2017 meeting for ratification.

G. **Approval of Canceled Checks**

BE IT RESOLVED, that the Branchburg Board of Education cancel the following outstanding checks:

General Fund Check Issue Date	Check Number	Amount
6/13	59762	\$2,400.00
8/13	59993	\$ 11.53
1/14	60919	\$ 23.00
5/14	61724	\$ 442.00
5/14	61765	\$ 364.44
5/14	61826	\$ 442.00
6/14	61989	\$ 35.80
6/14	62205	\$2,400.00
10/14	62831	\$ 20.00
12/14	63366	\$ 448.00
1/15	63440	\$ 442.00
3/15	63838	\$ 28.21
5/15	64229	\$ 165.00
5/15	64261	\$ 249.00
6/15	64268	\$ 442.00
6/15	64381	\$ 102.00

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Palmieri thanked everyone who donated their time to "Thanksgiving Thoughtfulness".

Mr. Ambrus said the law firm of DiFrancesco Bateman is offering an Educational Law forum, at the Tradewinds Restaurant, relating to different topics on school law.

XV. BOARD FORUM

The Board thanked the students and staff of Stony Brook Elementary School on the Huskies Hustle for Houston fundraiser.


XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 8:32 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board

11/16/2017