

Branchburg Township School District

REGULAR MEETING MINUTES

April 21, 2016

Executive Session – 6:30 p.m.

Public Meeting – 8:00 p.m.

Branchburg Central Middle School
Media Center

I. CALL TO ORDER

The meeting was called to order at 6:36 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, Jack Dempsey, Kristen Fabriczi, Theresa Joyce (arrived 6:41 p.m.), Carmela Noto and Cathy Palmieri.

The following members were absent: Olga Phelps and Jose-Ramon Suarez.

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

II. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to convene at 6:36 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn executive session at 7:36 p.m.

On a motion by Mrs. Noto, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:05 p.m. with 40 members of the public.

III. The Secretary called the roll.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. ACTING SUPERINTENDENT'S REPORT

Ms. Gensel introduced students from Branchburg Central Middle School who shared how they use Google classroom in their studies.

Mr. Ambrus read a proclamation in recognition of the Partners in Education for the Branchburg Township School District.

Ms. Gensel introduced the following Partners in Education:

- Senator Skip Bateman
- Branchburg Township Police Department
- Branchburg Township Education Association
- Branchburg Township School District PTO
- Branchburg Education Foundation
- Rutgers Master Gardeners
- The Jointure
- Branchburg Municipal Township
- Rotary Club International

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Dempsey, seconded by Mrs. Palmieri that Items VIII.A. through VIII.E., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus went over the changes to the June 2016 Board of Education meeting dates.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of March 17, 2016 and the Minutes of the Regular Meeting and Executive Session of April 7, 2016.

B. Approval of Contract for School Physicians

It is recommended that the Board approve a contract with the Branchburg Family Health Center in the amount of \$5,500 for the 2016 - 2017 school year (Reference VIII.B.) with funding to be paid through Account #11-000-213-330-01-129, and sufficient funds are available in the 2016 - 2017 budget.

C. Approval of Summer Hours

It is recommended that the Board approve the following summer hours for all District Offices: 8:00 a.m. to 4:15 p.m., Monday through Thursday, effective July 8, 2016 through August 26, 2016.

D. Approval of 2016 - 2017 School District Calendar

It is recommended that the Board approve the 2016 - 2017 School District Calendar, which is attached as Reference VIII.D.

E. Approval of Contract for Insurance Consultant

It is recommended that the Board approve a contract (Board Reference VIII.E.) with Integrity Consulting Group, Inc. to provide client professional services in the area of insurance for the period of July 1, 2016 through June 30, 2017 for a flat rate of \$20,000, as outlined in the contract, to be paid from Account #11-000-230-339-01-300, and sufficient funds are available in the 2016-2017 budget.

IX. POLICY

Mrs. Joyce said the Policy Committee met on April 13, 2016 to review policies from Strauss Esmay Alert 208. The policies are now being reviewed by their respective committees.

X. EDUCATION

Motion by Mr. Dempsey, seconded by Mrs. Palmieri that Items X.A. through X.C. be moved upon the recommendation of the Acting Superintendent.

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

Ms. Gensel discussed the following:

- Changes to the Branchburg Central Middle School programs;
- Implementation of the Peer Leadership program at Branchburg Central Middle School; and
- Field trip concerns.

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
Summer Institute on the Teaching of Writing Paramus, NJ	Olivia McNamara 11-000-223-580-02-144	7/25/2016 through 7/28/2016	\$450.00	N/A	N/A	\$75.00	\$525.00
Summer Institute on the Teaching of Writing Paramus, NJ	Chelsea Smith 11-000-223-580-08-144	7/25/2016 through 7/28/2016	\$450.00	N/A	N/A	N/A	\$450.00
Google Certified Educator Level 2 Branchburg Central Middle School-On line	Katherine Bernet 11-000-223-580-04-144	6/27/2016	\$25.00	N/A	N/A	N/A	\$25.00
Google Certified Educator Level 2 Branchburg Central Middle School-On line	Wendy Michels 11-000-223-580-04-144	6/27/2016	\$25.00	N/A	N/A	N/A	\$25.00
Google Certified Educator Level 2 Branchburg Central Middle School-On line	Suzanne Updegrove 11-000-223-580-04-144	6/27/2016	\$25.00	N/A	N/A	N/A	\$25.00
Scratch Day for Grades K-8 Piscataway, NJ	Gail Inkrote 11-000-223-580-05-144	5/11/2016	\$50.00	N/A	N/A	\$4.00	\$54.00
Scratch Day for Grades K-8 Piscataway, NJ	Erica Patente 11-000-223-580-08-144	5/11/2016	\$50.00	N/A	N/A	N/A	\$50.00
Kelly Gallagher: Teaching Practices and Instructional Strategies that Position Students Piscataway, NJ	Caroline Flamos 11-000-221-580-02-189	4/24/2017	\$150.00	N/A	N/A	N/A	\$150.00
Neil Duke: Solving Common Problems of Practice through Project-Based Pedagogy Piscataway, NJ	Caroline Flamos 11-000-221-580-02-189	6/2/2017	\$150.00	N/A	N/A	N/A	\$150.00
Teacher Effective Performance Evaluation System Training Piscataway, NJ	Caroline Flamos 11-000-221-580-02-189	7/7/2016 through 7/14/2016	\$447.00	N/A	N/A	N/A	\$447.00
49 th Annual Conference on Reading and Writing New Brunswick, NJ	Caroline Flamos 11-000-221-580-02-189	10/28/2016	\$180.00	N/A	N/A	\$18.00	\$198.00
Wilson Foundations Level Kindergarten Mount Laurel, NJ	Linda Kaminsky 11-000-223-580-08-144	7/18/2016	\$259.00	N/A	N/A	\$40.30	\$299.30
The ABC's of LGBTQ Requirements Webinar	Kristen Kries 11-000240-580-02-000	5/10/2016	\$40.00	N/A	N/A	N/A	\$40.00
Wilson Language Training Phoenix, Arizona	Donna Meehan 11-000-223-580-08-144	6/8/2016 through 6/9/2016	\$518.00	N/A	N/A	N/A	\$518.00
"Music Together" Teacher Training Workshop Hopewell, NJ	Elisabeth Patten 11-000-223-580-05-144	6/1/2016 through 6/3/2016	\$525.00	N/A	N/A	N/A	\$525.00

B. Service Project				
Title	Event Coordinator(s)	Participants	Recipient	Date(s)
Penny Challenge	Shannon Heaney, Devra Hobbs	6 th Grade Students	Midland School	4/18/2016 - 5/20/2016

C. Approval of Consultant to Provide Professional Services

It is recommended that the Board approve a contract with Patricia Thomason to provide Physical Therapy Services for the 2016 Extended School Year and the 2016 - 2017 School Year, as noted, and sufficient funds are available in the 2016 - 2017 budget.

Service	
ESY 2016 Evaluations (1) \$225.00	\$ 225.00
ESY 2016 Sessions (18) \$60.00	\$ 1,080.00
School Year Evaluations (8) \$ 225.00	\$ 1,800.00
School Year Sessions (288) \$60.00	\$17,280.00
Total	\$20,385.00

XI. HUMAN RESOURCES

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

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

Mrs. Palmieri shared information from the New Jersey Student Growth Percentile Data Report released by the State.

Ms. Gensel recognized the retirement of Edward Deitrick.

Mr. Ambrus recognized the resignation of Carol Webb.

A. Approval of Hourly Rates for Buildings and Grounds Summer Helpers

It is recommended that the Board approve the hourly rates for Buildings and Grounds Summer Helpers, to be paid through Payroll from the General Fund, and sufficient funds are available in the 2016 - 2017 budget.

Year	Hourly Rate
First Year	\$10.00
Second Year	\$10.50
Third Year	\$11.00
Fourth Year	\$11.75
Fifth Year	\$12.00
Sixth Year (Maximum)	\$12.50
Substitute Custodian: Without Boiler License	\$15.00
With Boiler License	\$16.00

B. Extra Duty Pay						
Name	Position	Name of Action	Location	Salary	Date	Discussion
Linda Abey	Teacher	Kindergarten Parent Orientation	Whiton	Per Diem	4/26/2016	Not to exceed 1.5 hours
Janice Apsley	Teacher	Kindergarten Parent Orientation	Whiton	Per Diem	4/26/2016	Not to exceed 1.5 hours
Lisa Arencibia	Teacher	Kindergarten Parent Orientation	Whiton	Per Diem	4/26/2016	Not to exceed 1.5 hours
Amanda Roper	Teacher	Kindergarten Parent Orientation	Whiton	Per Diem	4/26/2016	Not to exceed 1.5 hours
Lisa Quinn	Teacher	Kindergarten Parent Orientation	Whiton	Per Diem	4/26/2016	Not to exceed 1.5 hours

C. Instructional Aide Transfer						
Name	Name of Action	Position	Location	Effective Date	End Date	Discussion
Elizabeth Hillsinger	Transfer	Instructional Aide	From: BCMS To: Stony Brook	4/22/2016	6/30/2017	Compliance with Student IEP

D. Revised Maternity Leave				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Lisa DeLorenzo	Whiton	1	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	1/27/2016 through 4/13/2016 4/14/2016 through 6/22/2016

E. Retirement					
Name	Name of Action	Position	Location	Effective Date	Discussion
Edward F. Deitrick	Retirement	Maintenance	District	July 1, 2016	25 years of Service

F. Resignation					
Name	Name of Action	Position	Location	Effective Date	Discussion
Carol Webb	Resignation	Director of Special Education	District	July 1, 2016	4 Years of Service

XII. BUSINESS

Motion by Mr. Dempsey, seconded by Mrs. Palmieri that Items XII.A. through XII.G., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus said the Business Committee met on April 8, 2016 and discussed the following:

- Stony Brook Elementary School parking lot project;
- Whiton Elementary School paving project;
- Bathroom sink replacements at Stony Brook Elementary School and Whiton Elementary School;
- The clogged drain at Branchburg Central Middle School;
- Removal of the trailer from the Old York School property;
- The purchase of the new 24 passenger school bus;
- Bond refinancing;
- The pothole at the end of the driveway at Old York School;
- Use of Stony Brook Elementary School as a polling place for the election;
- Water testing; and
- Hourly wage for summer workers.

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 8, 2016 through April 21, 2016, totaling \$1,374,122.27, and ratify the Payroll for the period April 8, 2016 through April 21, 2016, totaling \$888,022.10.

B. Secretary's Report

The Report of the Secretary for March 2016 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 2016 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 2015-2016 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of March 2016 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 2016.

E. Monthly Transfer Report

It is recommended that the Board approve the March 2016 Monthly Transfer Report.

F. Approval of Use of School Buses

It is recommended that the Board approve the use of District school buses by the Branchburg Township Recreation Department for its summer camp program and summer trips from June 27, 2016 through August 5, 2016, with the labor and fuel costs associated with such use of buses to be paid by the Township Recreation Department.

G. Approval of Purchase of One 24 Passenger School Bus

It is recommended that the Board approve the purchase one new 2017 Chevrolet Mid Bus 24 passenger school bus van through the Middlesex Regional Educational Services Commission Co-op Bid 15/16-37 from Wolfington Body Company at a cost of \$59,338.80 to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2015-2016 budget.

XII. PUBLIC COMMENT

Ms. Robyn Abramo addressed the Board on the following items:

- The use of Stony Brook Elementary School as a polling place for the election;
- The Stony Brook Elementary School paving project; and
- How the busses will be parked at Stony Brook Elementary School once the paving project is complete.

XIII. BOARD LIAISON REPORTS

Mrs. Carmela Noto said the following items were discussed at the Somerville Board of Education meeting:

- Mr. Gerard Foley, Principal of Somerville High School, spoke about the Apex digital curriculum platform;
- Peer mentors for life skills students did a presentation on their experiences; and
- The cast of the Sound of Music sung two songs.

Mr. Ellwood Cutler spoke about the following updates at the Somerset County Educational Services Commission:

- Their reorganization meeting will be held in June;
- Acquisition of three new wheelchair accessible vans; and
- A new program with 13 miniature horses.

Mr. Ambrus spoke about the Somerset/Hunterdon Joint meeting he attended with Mrs. Joyce and Mr. Ellwood, which was a forum for State legislators who talked about education issues in New Jersey.

Mrs. Joyce spoke about the highlights of the District Safety Committee meeting.

XIV. BOARD FORUM

Mrs. Fabriczi and Mrs. Palmieri spoke about the information released from the New Jersey Student Growth Percentile Data Report.

XV. EXECUTIVE SESSION

There was no Executive Session meeting.

XVI. ADJOURNMENT

On a motion by Mr. Dempsey, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn at 9:01 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator