

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

December 17, 2015

**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 6:38 p.m. by Board President, David Rehe, 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, Jack Dempsey, Theresa Joyce, Carmela Noto, Cathy Palmieri, Olga Phelps, David Rehe and Patricia Santos.

The following members were absent: 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.** The assembly saluted the flag.

**III.** Statement of Adequate Notice

**IV.** The Secretary called the roll.

**V. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Joyce, seconded by Mrs. Noto, and carried unanimously, the Board agreed to convene at 6:38 p.m. to executive session to discuss personnel, H.I.B., and legal issues.

On a motion by Mr. Dempsey, seconded by Mrs. Noto, and carried unanimously, the Board reconvened to public session at 8:12 p.m. with 25 members of the public.

**VI. ACTING SUPERINTENDENT'S REPORT**

Ms. Gensel gave a presentation in recognition of the ten years Mr. Rehe and Mrs. Santos served on the Branchburg Township Board of Education.

## VII. PUBLIC COMMENT

Ms. Lee Matyola spoke about the following:

- In-service conference travels;
- The Next Generation of Science Standards;
- The Philadelphia National Science Convention she attended;
- Her experiences as Science Supervisor; and
- She asked the Board to encourage teachers to attend the New Jersey Educational Computing Conference in Montclair, New Jersey on January 13, 2016.

Ms. Donna Cardamone, Branchburg Township Education Association President, asked if the policies listed on the agenda will be posted on the district website. Ms. Gensel replied yes, they will be posted on the website.

## VIII. GOVERNANCE

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

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

There was no Governance Committee report.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of November 19, 2015.

### B. Approval of Memorandum of Understanding with The Jointure

It is recommended that the Board approve the Memorandum of Understanding with The Jointure to provide before and after care services at Whiton Elementary School and Stony Brook School effective September 1, 2016 through June 30, 2017.

### C. Approval of Memorandum of Understanding with Somerset Valley YMCA

It is recommended that the Board approve the Memorandum of Understanding with Somerset Valley YMCA to provide an after school program for children at Branchburg Central Middle School effective September 1, 2016 through June 30, 2017.

| <b>D. Policy</b> |  |                       |                        |
|------------------|--|-----------------------|------------------------|
| <b>Policy #</b>  | <b>Title</b>   | <b>Name of Action</b> | <b>Discussion</b>      |
| 1240             | Evaluation of Superintendent   | First Reading         | Strauss Esmay Revision |
| 3221             | Evaluation of Teachers   | First Reading         | Strauss Esmay Revision |
| 3222             | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators                  | First Reading         | Strauss Esmay Revision |
| 3223             | Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals | First Reading         | Strauss Esmay Revision |
| 3224             | Evaluation of Principals, Vice Principals and Assistant Principals                           | First Reading         | Strauss Esmay Revision |
| 3322             | Staff Member's Use of Personal Cellular Telephones/Other Communication Devices               | First Reading         | Strauss Esmay Revision |
| 4322             | Staff Member's Use of Personal Cellular Telephones/Other Communication Devices               | First Reading         | Strauss Esmay Revision |
| 5330             | Administration of Medication   | First Reading         | Strauss Esmay Revision |
| 5339             | Screening For Dyslexia   | First Reading         | Strauss Esmay Revision |
| 5516             | Use of Electronic Communication and Recording Devices (ECRD)                                 | First Reading         | Strauss Esmay Revision |
| 5615             | Suspected Gang Activity  | First Reading         | Strauss Esmay Revision |
| 8540             | School Nutrition Programs Free and Reduced Rate Meals  | First Reading         | Strauss Esmay Revision |
| 8550             | Outstanding Food Service Charges   | First Reading         | Strauss Esmay New      |
| 3431.1           | Family Leave   | First Reading         | Strauss Esmay Revision |
| 4431.1           | Family Leave   | First Reading         | Strauss Esmay Revision |

## **IX. EDUCATION**

Motion by Mr. Dempsey, seconded by Mrs. Noto that Items IX.A. through IX.D. be moved upon the recommendation of the Acting Superintendent.

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

Mrs. Santos said the Education Committee met on December 14, 2015 and discussed the following:

- The Media Specialist Job Description; and
- The 8<sup>th</sup> grade Social Studies textbook that was recommended by a committee of middle school teachers.

Mrs. Santos said Mr. Matthew Barbosa, Principal of Branchburg Central Middle School, also attended the meeting to talk about possible future middle school offerings.

### **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.

| Employee/Account Number                  | Conference/<br>Workshop                       | Date(s)   | Registration<br>Fee | Hotel | Meals/<br>Exp. | Tolls/<br>Parking/<br>Mileage | Total    |
|--|---|-----------|---------------------|-------|----------------|-------------------------------|----------|
| Antonia DaSilva<br>11-000-219-580-03-001 | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$0.00                        | \$30.00  |
| Heather Lilly<br>11-000-219-580-03-001   | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$0.00                        | \$30.00  |
| Amy McLaughlin<br>11-000-219-580-03-001  | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$0.00                        | \$30.00  |
| JanMarie Motz<br>11-000-219-580-03-001   | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$15.00                       | \$45.00  |
| Michelle Nash<br>11-000-219-580-03-001   | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$0.00                        | \$30.00  |
| Anne Wonesh<br>11-000-219-580-03-001     | Responding to Student Needs<br>Manville, NJ   | 1/21/2016 | \$30.00             | N/A   | N/A            | \$0.00                        | \$30.00  |
| Lauren Flood<br>11-000-223-580-08-144    | Response to Intervention<br>New Brunswick, NJ | 2/4/2016  | \$239.00            | N/A   | N/A            | \$5.00                        | \$244.00 |
| Allison O'Neill<br>11-000-223-580-08-144 | Response to Intervention<br>New Brunswick, NJ | 2/4/2016  | \$239.00            | N/A   | N/A            | \$8.56                        | \$247.56 |

| <b>B. Branchburg Township Schools Service Projects</b> |                                |                             |                            |   |   |
|--|--------------------------------|-----------------------------|----------------------------|---|---|
| Title  | Event Coordinator(s)           | Participants                | Recipient                  | Purpose   | Date(s)                                   |
| Jump Rope for Heart                                    | Michael Clark                  | Stony Brook School Students | American Heart Association | Help fund potentially lifesaving research into heart and blood vessel diseases and stroke | End of January 2016 through February 2016 |
| 8 <sup>th</sup> Grade Bake Sale                        | Amy Finkenaur<br>Deborah Volpe | BCMS Students               | Make a Wish Foundation     | Raise money for Make a Wish Foundation  | January 2016<br>Friday's Only             |
| Can-Struction  | Kelly Graham                   | BCMS Students               | Somerset County Food Bank  | Innovative program for hunger relief  | 12/18/2015 through 1/29/2016              |

| <b>C. Out-of-District Special Education Placement</b> |                                  |             |                   |                     |             |                      |
|---|----------------------------------|-------------|-------------------|---------------------|-------------|----------------------|
| Sid#  | School                           | Tuition     | ESY Costs - Dates | Extraordinary/Costs | Total Cost  | Effective Dates      |
| 5437328719  | West Morris Regional High School | \$37,366.00 | \$0.00            | \$0.00              | \$37,366.00 | 9/3/2015 - 6/22/2016 |

| <b>D. Field Trips</b>    |                                  |   |                                       |                                      |  |
|--------------------------|----------------------------------|---|---------------------------------------|--------------------------------------|--|
| School/Group/Activity    | Event Coordinators               | Locations   | Purpose                               | Date                                 |  |
| BCMS/ Orchestra /Concert | Noel Maroon<br>Kathryn Bontomase | Stony Brook Elementary School and<br>Whiton Elementary School | Perform Holiday<br>Concert Repertoire | 12/21/2015<br>(snow date 12/22/2015) |  |

## X. HUMAN RESOURCES

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

On call of the vote, Items X.A. through X.K., were unanimously approved by Roll Call, with Mrs. Phelps objecting to Item X.I.

Mr. Ambrus spoke about Item X.E., Substitute Pay Rate, listed on the agenda.

Mrs. Santos wished Laurie DeBoey a happy retirement.

| A. Substitute(s) |  |                             |          |                |           |
|------------------|--|-----------------------------|----------|----------------|-----------|
| Name             | Position                               | Salary                      | School   | Effective date | End Date  |
| Mary Ann Bryden  | Substitute Teacher/<br>Substitute Aide | \$95.00/\$83.33<br>Per Diem | District | 12/18/2015     | 6/30/2016 |
| Robert Gaul      | Substitute Teacher/<br>Substitute Aide | \$95.00/\$83.33<br>Per Diem | District | 12/18/2015     | 6/30/2016 |
| Samantha Jasiak  | Substitute Teacher/<br>Substitute Aide | \$95.00/\$83.33<br>Per Diem | District | 12/18/2015     | 6/30/2016 |
| Robert Webb      | Substitute Teacher/<br>Substitute Aide | \$95.00/\$83.33<br>Per Diem | District | 12/18/2015     | 6/30/2016 |

| B. Extra Duty Pay                      |                              |          |   |          |                |            |                               |
|--|------------------------------|----------|---|----------|----------------|------------|-------------------------------|
| Name/Account                           | Name of Action               | Position | Salary                                      | Location | Effective Date | End Date   | Discussion                    |
| Maggie Emmons<br>11-000-223-104-02-210 | Teacher Academy<br>Presenter | Teacher  | \$41.00 Per Hour<br>not to exceed 4.5 hours | District | 10/26/ 2015    | 12/31/2016 | Aleks Training/PD<br>Workshop |

| C. Retirement/Resignations |                |            |             |                |  |
|----------------------------|----------------|------------|-------------|----------------|--|
| Name                       | Name of Action | Position   | Location    | Effective Date |  |
| Laurie DeBoey              | Retirement     | Clerk      | BCMS        | 1/29/2016      |  |
| Sharon Bradley             | Resignation    | Librarian  | Stony Brook | 1/29/2016      |  |
| Dietmar Kanzler            | Resignation    | Bus Driver | District    | 12/1/2015      |  |

| D. Maternity Leave          |             |       |   |  |
|-----------------------------|-------------|-------|---|--|
| Name                        | Location    | Grade | Type of Leave   | Anticipated Date(s)  |
| Lisa DeLorenzo<br>(revised) | Whiton      | 1     | Paid Maternity/Disability Leave of Absence<br>NJ Family Leave Act                     | 1/27/2016 through 3/22/2016<br>3/23/2016 through 6/21/2016                               |
| Lauren Knoke<br>(revised)   | Stony Brook | 4/5   | Paid Maternity/Disability Leave of Absence<br>NJ Family Leave Act<br>Child Care Leave | 2/1/2016 through 3/18/2016<br>3/21/2016 through 6/17/2016<br>6/20/2016 through 6/21/2016 |

| E. Substitute Pay Rate |                      |         |         |                |  |
|------------------------|----------------------|---------|---------|----------------|--|
| Position               | Name of Action       | From    | To      | Effective Date |  |
| Substitute Bus Drivers | Hourly Rate Increase | \$16.50 | \$18.50 |                |  |

| F. Instructional     |          |          |                           |            |                |           |   |
|----------------------|----------|----------|---------------------------|------------|----------------|-----------|---|
| Name                 | Position | Location | Salary                    | Step/Level | Effective Date | End Date  | Discussion                                |
| Christine Santangelo | Aide     | Whiton   | \$16,942.00<br>(Prorated) | 1          | 12/18/ 2015    | 6/30/2016 | Appointment of Aide for<br>SID#7010304183 |

| G. Student Teacher |                 |                 |             |                |           |   |
|--------------------|-----------------|-----------------|-------------|----------------|-----------|---|
| Name               | Position        | School          | Location    | Effective Date | End Date  | Discussion  |
| Jessica Czarkowski | Student Teacher | Kean University | Stony Brook | 1/20/2106      | 5/17/2016 | Special Education teacher candidate<br>placed with Missy Omelio |

| <b>H. Stipend Positions</b> |                            |          |             |                |           |
|-----------------------------|----------------------------|----------|-------------|----------------|-----------|
| Name                        | Position                   | Salary   | Location    | Effective Date | End Date  |
| Katy Bontomase              | Instrumental Music Concert | \$630.00 | Stony Brook | 9/1/2015       | 6/30/2016 |
| Noel Maroon                 | Strings Concert            | \$630.00 | Stony Brook | 9/1/2015       | 6/30/2016 |
| Elisabeth Patten            | Vocal Concert              | \$630.00 | Stony Brook | 9/1/2015       | 6/30/2016 |

| <b>I. Instructional</b> |          |          |                        |            |                |           |  |
|-------------------------|----------|----------|------------------------|------------|----------------|-----------|--|
| Name                    | Position | Location | Salary                 | Step/Level | Effective Date | End Date  | Discussion   |
| Maggie Emmons           | Teacher  | BCMS     | \$82,645.00            | 26/BA      | 1/4/2016       | 6/30/2016 | Transfer from 8 <sup>th</sup> grade Math Teacher to grades 6 to 8 Technology Teacher |
| Kathleen Gaston         | Teacher  | BCMS     | \$57,295.00 (Prorated) | 8/BA       | 1/4/2016       | 6/30/2016 | Transfer from grades 6 to 8 Technology Teacher to 8 <sup>th</sup> grade Math Teacher |

| <b>J. Substitute Transportation Nurse</b> |                             |                |                |                                 |   |
|---|-----------------------------|----------------|----------------|---------------------------------|---|
| Name                                      | School                      | Classification | Cost           | Effective dates                 | Discussion  |
| Trudy Rossetti-McKenna                    | P.G. Chambers<br>DLC Warren | MD<br>Autistic | \$30.00/Hourly | 12/18/2015 through<br>6/30/2016 | A nurse on the bus ride to and from the out of district school(s) |

### **K. Approval of Job Description**

It is recommended that the Board approve the following job description:

- Library Media Specialist

## **XI. BUSINESS**

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

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

Mr. Ambrus said that at the last Business Committee meeting, the following subjects were discussed:

- Bussing issues;
- Review of past projects; and
- Review of future projects, including the Stony Brook parking lot project.

### **A. Bill List**

It is recommended that the Board approve the List of Bills for the period November 11, 2015 through December 17, 2015, totaling \$2,305,464.07, and ratify the Payroll for the period November 20, 2015 through December 17, 2015, totaling \$875,337.95.

**B. Secretary's Report**

The Report of the Secretary for November 2015 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 November 2015 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 November 2015 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 November 2015.

**E. Monthly Transfer Report**

It is recommended that the Board approve the November 2015 Monthly Transfer Report.

**F. Acceptance of 2014-2015 Audit and Auditors' Management Report**

It is recommended that the Board accept the Comprehensive Annual Financial Report and the Auditors' Management Report for the fiscal year ended June 30, 2015.

**G. 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 December 17, 2015 through December 23, 2015 prior to the next regularly scheduled meeting of January 4, 2016 and with the approval and consent of the Acting Superintendent of Schools, and then present said bills to the Board at the January 4, 2016 meeting for ratification.

**H. Amendment of Fiscal Year 2016 No Child Left Behind (N.C.L.B.) Grant Funds**

It is recommended that the Board amend its June 11, 2015 acceptance of Fiscal Year 2016 N.C.L.B. Grant Funds to include Fiscal Year 2015 N.C.L.B. Title I Carryover Funds of \$5,627.00 for a total of Fiscal Year 2016 Title I Funds of \$45,580.00 and N.C.L.B. Title IIA carry over funds of \$1.00 for a total Fiscal Year 2016 Title IIA funds of \$35,634.00.

**I. Approval of Resolution Authorizing Contracts with Certain Approved State Contract Vendors**

It is recommended that the Board approve the Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

**J. Approval of Resolution For Participation In Coordinated Transportation With Middlesex Regional Educational Services Commission**

It is recommended that the Board approve a Resolution with Middlesex Regional Educational Services Commission for participation in coordinated transportation for the 2015-2016 school year.

**K. 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 2016-2017 at a fee of \$850 to be paid from Account #11-000-230-339-01-001, and sufficient funds are available in the 2015-2016 budget.

**XII. PUBLIC COMMENT**

Nancy Vadminsky, Stony Brook School Teacher, acknowledged the retirement of Sharon Bradley and expressed how much of an asset she was to Stony Brook School.

Debra Jacobson, Central Middle School Secretary, congratulated Laurie DeBoey on her retirement and that she will be greatly missed.

**XIII. BOARD FORUM**

Board members expressed their sincere thanks to Mr. Rehe and Mrs. Santos for the years they dedicated and served on the Branchburg Township Board of Education.

**XIV. BOARD LIAISON REPORTS**

Mr. Rehe spoke about the following highlights from the Somerville Public School District:

- Mr. Timothy Purnell, Superintendent of Somerville Public Schools, visited all school classrooms bringing coffee and treats to the teachers to thank them for all they do and for supporting “AllIn4TheVille”;
- The Somerville Board of Education recognized the efforts and dedication of two Board members for their last Board meeting;
- Mr. Teehan, Academic Achievement Officer and Mrs. Sung, Director of Curriculum and Instruction gave a presentation on the annual district testing reports, including the PARCC test;



- Somerville School District received a District Safety Award from New Jersey Schools Insurance Group;
- Somerville High School was awarded the 2015 Diversity Award for Youth Leaders;
- Somerville High School received a Senate Citation from State Senator Kip Bateman;
- On November 19, 2015, twenty-six students attended the Annual Historically Black Colleges and Universities fair held at Raritan Valley Community College; and
- On December 4, 2015, Somerville's MAPS students visited the 9/11 Memorial to pay their respects, and also visited the New York Historical Museum.

Mrs. Joyce asked the community to visit the PTO website as well as Facebook to view the district's PTO events.

Mr. Ambrus spoke about the Branchburg Township public hearing regarding the moderate low-income housing project.

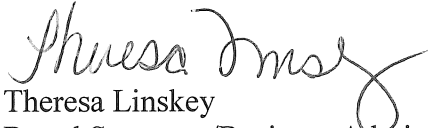
#### **XV. EXECUTIVE SESSION**

On a motion by Mr. Ambrus, seconded by Mr. Rehe, and carried unanimously, the Board agreed to adjourn to Executive Session at 9:17 p.m.

#### **XVI. ADJOURNMENT**

On a motion by Mrs. Joyce, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 10:10 p.m.

Respectfully Submitted,



Theresa Linskey  
Board Secretary/Business Administrator