

Branchburg Township School District

REGULAR MEETING MINUTES

January 19, 2017

Executive Session – 6:30 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 7:02 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, Carmela Noto, Cathy Palmieri and Keerti Purohit.

The following members were absent: Kristen Fabriczi, Theresa Joyce and Olga Phelps.

Also present were: 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 Mr. Dempsey, seconded by Mr. Cutler, and carried unanimously, the Board agreed to convene at 7:02 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn executive session at 7:56 p.m.

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:05 p.m. with 2 members of the public.

III. The Secretary called the roll.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel gave a presentation on the following:

- Future Ready Conference she attended with Administrators; and
- 2015-2020 Strategic Plan

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Dempsey, seconded by Mrs. Palmieri 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.

Mr. Ambrus spoke about the following:

- Financial disclosure forms which need to be completed by the Board; and
- New Jersey course requirements through New Jersey School Boards Association.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of January 5, 2017.

B. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Branchburg Township Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Branchburg Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Education Progress (NAEP) scores and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Branchburg Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2017 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Branchburg Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

C. Approval of Committees		
Committee	Chair	Members
Business	Ellwood Cutler	Zoltan Ambrus, Carmela Noto, Keerti Purohit
Community Relations	Cathy Palmieri	Zoltan Ambrus, Kristen Fabriczi, Terri Joyce
Education	Keerti Purohit	Kristen Fabriczi, Cathy Palmieri, Olga Phelps
Human Resources	Cathy Palmieri	Jack Dempsey, Kristen Fabriczi, Terri Joyce
Policy	Terri Joyce	Zoltan Ambrus, Ellwood Cutler, Cathy Palmieri

D. Approval of Representatives	
Liaison	Member
Somerset County Educational Services Commission	Ellwood Cutler
New Jersey School Boards Association/Somerset County School Boards Association	Zoltan Ambrus
Branchburg Township Committee	Zoltan Ambrus
Parent-Teacher Organization	Cathy Palmieri
Emergency Management Planning Committee	Terri Joyce
Branchburg Education Foundation	Keerti Purohit

IX. POLICY

Motion by Mr. Dempsey, seconded by Mrs. Purohit 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.

Mr. Ambrus said the next Policy Committee meeting is scheduled for January 26, 2017.

A. Policy First Reading		
Policy #	Title	Discussion
1510	Americans with Disabilities Act	Revised
2415.30	Title I – Educational Stability for Children in Foster Care	New
2418	Section 504 of the Rehabilitation Act of 1973 - Students	New
5116	Education of Homeless Children	Revised
8330	Student Records	Revised

X. EDUCATION

Motion by Mr. Dempsey, 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.

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.

Conferences/Workshops	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Fundations Level K Workshop Conshohocken, PA	Kelly Boyle 20-270-200-500-02-649	2/9/17	\$295.00	N/A	N/A	\$31.43	\$326.43
Fundations Level K Workshop Conshohocken, PA	Amanda Roper 20-270-200-500-02-649	2/9/17	\$295.00	N/A	N/A	\$31.43	\$326.43
Engaging and Motivating Activities to Address the New State Standards Monroe, NJ	Michele Jordan 11-000-223-580-04-144	2/8/17	\$149.00	N/A	N/A	N/A	\$149.00
Engaging and Motivating Activities to Address the New State Standards Monroe, NJ	Joanne Linder 11-000-223-580-04-144	2/8/17	\$179.00	N/A	N/A	N/A	\$179.00
Wilson Foundations Princeton, NJ	Rocco Fornaro 11-000-223-580-02-144	2/9/17 through 2/10/17	\$700.00	N/A	\$30.00	N/A	\$730.00
Wilson Foundations Princeton, NJ	Lauren Knoke 11-000-223-580-02-144	2/9/17	\$350.00	N/A	N/A	\$5.46	\$355.46
Wilson – Just Words Princeton, NJ	Rocco Fornaro 11-000-223-580-02-144	2/15/17 through 2/16/17	\$450.00	N/A	\$30.00	N/A	\$480.00
Wilson Foundations Level III Princeton, NJ	Lauren Knoke 11-000-223-580-02-144	2/10/17	\$350.00	N/A	N/A	\$5.46	\$355.46
(NJASPERD) New Jersey Association for Health, Physical Education, Recreation and Dance Long Branch, NJ	Michael Clark 11-000-223-580-05-144	2/28/17	\$85.00	N/A	N/A	\$45.00	\$130.00

Conferences/Workshops	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
2017 New Jersey Council for Exceptional Children Conference: Helping the Struggling Learner Mahwah, NJ	Joann Everson 11-000-223-580-08-144	3/13/17	\$115.00	N/A	N/A	N/A	\$115.00
AntiBullying Bill of Rights/ Bullying 101 for Counselors	Alexandra Gallo 11-000-223-580-05-144	2/17/17	\$50.00	N/A	N/A	N/A	\$50.00
Tech Topics: Social Media Update and Do's and Dont's of Surveys Mercer County Technical School Pennington, NJ	Toni Gooding 11-000-230-580-01-303	3/9/17	\$75.00	N/A	N/A	N/A	\$75.00
(FEA) Foundation for Educational Administration/(NJPSA) New Jersey Principals and Supervisors Association/(NJASCD) New Jersey Association for Supervision and Curriculum Development 2017 Fall Conferences Long Branch, NJ	Danielle Shober 11-000-240-580-02-000	10/19/17 through 10/20/17	\$285.00	N/A	\$103.50	\$31.93	\$420.43
New Jersey Association for Middle Level Education Union, NJ	Suzanne Updegrave 11-000-223-580-04-144	3/10/17	\$119.00	N/A	N/A	\$18.04	\$137.04

B. 2017 BCMS Field Trip		
Trip	Date	Discussion
The Viking Cheer Challenge Readington Middle School , Neshanic Station, NJ	Wednesday - 1/25/17 (Snow date: Friday - 1/27/17)	Cheer Competition Students will arrange their own transportation

C. Out-of-District Placement					
Program/Location	Student ID #	Tuition	Extraordinary Services	Total	Effective Dates
Celebrate the Children 230 Diamond Spring Road, Denville, NJ	4212290701	\$34,086.00	\$13,050.00	\$47,136.60	School Year: 2/1/17 - 6/22/17
Flemington Raritan Regional School 50 Court Street, Flemington, NJ	3827907047	\$3,527.92	N/A	\$3,527.92	9/6/17 – 10/31/17

D. Fundraisers					
School/Group	Activities	Event Coordinator	Location	Purpose	Date
BCMS/Drama Club	Playbill Space	Danielle DuFermont	Branchburg Central Middle School	Raise money for Drama Club for next year	2/6/17 - 3/6/17
BCMS/Drama Club	Flower and Concessions Sale	Danielle DuFermont	Branchburg Central Middle School	Raise money for Drama Club for next year	3/10/17 - 3/11/17

E. Service Projects					
Title	Event Coordinators	Participants	Recipient	Purpose	Date
"Soup"-er Bowl!	Allison O'Neil Lauren Flood	3 rd grade students	Somerset County Food Bank	Program for hunger relief	1/30/17 - 2/3/17

XI. HUMAN RESOURCES

Motion by Mrs. Purohit, 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 report.

A. Approval of Title IA After School Tutors				
Name	Account #	School	Position	Stipend
Danielle Cipparuolo	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Joanne Everson	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Tara Forsyth	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Linda Kaminsky	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Susan Mariani	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Brad Moor	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Allison O'Neil	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Erica Patente	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Catherine Rello	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Amy Roman	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Amanda Roper	20-231-100-101-02-648	Whiton Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Stephanie Formus	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$3,198.00
Lauren Flood	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Lauren Knoke	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Christina Pernini	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Colleen Repoli	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00
Abbie Sutherlin	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$3,198.00
Randi Lee Venturini	20-231-100-101-02-648	Stony Brook Elementary School	Teacher	\$41.00 per hour not to exceed \$1,599.00

B. Approval of Vendors				
Vendor	Account #	Dates of Service	Cost	Discussion
Tina P. Monteleone	11-000-223-320-02-225	2/17/17	Not to exceed \$850.00	Professional Development Workshop District in Service Day
Eugenia Porello	11-000-223-320-02-225	2/17/17	Not to exceed \$538.60	Professional Development Workshop District in Service Day
George Scott	11-000-223-320-02-225	2/17/17	Not to exceed \$1,750.00	Professional Development Workshop District in Service Day

C. Student Teacher						
Name/College	Name of Action	Certification	Location	Effective Date	End Date	Discussion
Lindsey Rehe Seton Hall University	Student Teacher	Special Education	Stony Brook	1/20/17	5/5/17	Cooperating Teacher John Gottshalk

D. Approval of Position				
Position	Salary	Effective Date	End Date	Discussion
Bus Aide	\$12.98 per hour	2/1/17	6/22/17	Not to exceed 4 hours and 30 minutes per day, 5 days a week

E. Personnel					
Name	Location	Salary	Effective Date	End Date	Discussion
Samantha Schmitzer	Transportation	\$12.98 per hour	2/1/17 Application subject to delivery of requested documents	6/22/17	Bus Aide not to exceed 4 hours 30 minutes per day, 5 days a week, with student #4212290701

F. Approval of Step Revision				
Name	Position	From : Level/Step	To: Level/ Step	Discussion
Kristen DeBlasi	Special Education Teacher	BA/2	BA/3	Correction for placement on the salary guide

XII. BUSINESS

Motion by Mr. Dempsey, 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. Ambrus discussed the following:

- Outstanding projects;
- Badge access to the Board Office;
- Plumbing projects;
- Bids for the Stony Brook School parking lot project;
- 2017/2018 preliminary budget items;
- Expansion of The Jointure at Old York School;
- Moving of the transportation office to Old York School; and
- The Readington Shared Services plan.

A. Bill List

It is recommended that the Board approve the List of Bills for the period January 6, 2017 through January 19, 2017 totaling \$1,957,128.53, and ratify the Payroll for the period January 6, 2017 through January 19, 2017 totaling \$856,174.81.

B. Secretary's Report

The Report of the Secretary for December 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 December 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 2016-2017 fiscal year.

C. Treasurer's Report

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

E. Monthly Transfer Report

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

F. Capital Reserve Withdrawal

WHEREAS, the Branchburg Board of Education, County of Somerset desires to advance the following capital project, and

HVAC Replacement at Whiton Elementary School	\$1,893,562
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WHEREAS, capital reserve funds may be appropriated by Board resolution to support eligible or otherwise eligible capital projects, and

WHEREAS, the Branchburg Board of Education acknowledges that State support for capital projects is not currently available, and

WHEREAS, the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

WHEREAS, by declaring a capital project as “otherwise” eligible, the Branchburg Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

NOW THEREFORE BE IT RESOLVED, that the Branchburg Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities approval, and

BE IT FURTHER RESOLVED, that the Branchburg Board of Education hereby appropriates \$1,893,562 from its capital reserve fund to support the full cost of this project.

G. Maintenance Reserve Withdrawal

WHEREAS, the Branchburg Board of Education, County of Somerset desires to advance the following required maintenance project:

Transportation Department Driveway and Fencing	\$23,800
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WHEREAS, maintenance reserve funds may be appropriated by Board resolution to support required maintenance projects, and

NOW THEREFORE BE IT RESOLVED, that the Branchburg Board of Education hereby appropriates \$23,800 from its maintenance reserve fund to support the full cost of this project.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Noto spoke about the following events at Somerville High School:

- Somerville High School's Model United Nations Club participated in the annual conference at Hershey, Pennsylvania during the weekend of January 6th through 8th, 2017;
- January 6th, 2017, students in the Anatomy and Physiology classes visited the Liberty Science Center where they toured the body exhibit;
- January 11th, 2017 the Somerville High School music department hosted its annual winter instrumental concert;
- January 12th, 2017 Somerville High School hosted a junior college planning night;
- MAPS students, who worked together with the Somerset County Office of Volunteers, completed the fall leaf cleanup for two Somerville residents;
- MAPS students participated in the anti-hunger program; and
- MAPS students participated in the junior career success workshop series.

Mrs. Purohit said the Branchburg Education Foundation are planning the Pocketbook Bingo event.

XV. BOARD FORUM

The Board discussed committee structure and meeting times.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Dempsey, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn at 8:45 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board Secretary