

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

January 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 6:33 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, 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, Board Attorney David Rubin and no members of the public.

**II. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Palmieri, seconded by Mr. Dempsey, and carried unanimously, the Board agreed to convene at 6:33 p.m. to executive session to discuss personnel, H.I.B., and legal issues.

**III. CALL TO ADJOURN EXECUTIVE SESSION**

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn executive session at 7:58 p.m.

**IV. CALL TO PUBLIC SESSION**

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:08 p.m. with 4 members of the public.

V. The Secretary called the roll.

VI. The assembly saluted the flag.

VII. Statement of Adequate Notice

## VIII. ACTING SUPERINTENDENT'S REPORT

Ms. Gensel introduced Board Attorney David Rubin, who did a presentation on the annual New Jersey Schools Ethics Act.

Ms. Gensel introduced Alison Watkins Supervisor of Language Arts and Humanities, and Jennifer Hauser Supervisor of Science, Technology, Engineering, Mathematics, and the Arts, who did a presentation on the PARCC Score Reports.

## IX. PUBLIC COMMENT

Mr. Gregory Bonin, Administrator for Branchburg Township, spoke to the Board regarding the sidewalk issue at Old York School.

## X. GOVERNANCE

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

On call of the vote, Items X.A. through X.D. were unanimously approved by Roll Call with Mrs. Fabricizi and Mr. Cutler abstaining from Item X.A.

Mr. Ambrus spoke about the Superintendent interview process.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of December 17, 2015 and January 6, 2016.

### B. School Board Recognition Month

**WHEREAS**, The New Jersey School Boards Association has declared January 2016 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 12<sup>th</sup> 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 2016 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.

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

<b>D. Acceptance of Funds</b>				
<b>Grantor</b>	<b>Grant Name</b>	<b>Requester</b>	<b>Location</b>	<b>Amount</b>
Branchburg Township PTO	Branchburg Central Middle School Sound System	N. Kepner, A. Langston, N. Maroon, D. DuFermont	Branchburg Central Middle School Auxiliary Gym	\$1,269.41
Branchburg Education Foundation	Shakespeare Alive	Marie Cinque	Branchburg Central Middle School	\$2,105.00

<b>E. Policy Review</b>			
<b>Policy #</b>	<b>Title</b>	<b>Name of Action</b>	<b>Discussion</b>
1240	Evaluation of Superintendent	Second Reading	Strauss Esmay Revision
3221	Evaluation of Teachers	Second Reading	Strauss Esmay Revision
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Second Reading	Strauss Esmay Revision
3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals	Second Reading	Strauss Esmay Revision
3224	Evaluation of Principals, Vice Principals and Assistant Principals	Second Reading	Strauss Esmay Revision
3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices	Second Reading	Strauss Esmay Revision
4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices	Second Reading	Strauss Esmay New
5330	Administration of Medication	Second Reading	Strauss Esmay Revision
5339	Screening For Dyslexia	Second Reading	Strauss Esmay Revision
5516	Use of Electronic Communication and Recording Devices (ECRD)	Second Reading	Strauss Esmay Revision

Policy #	Title	Name of Action	Discussion
5615	Suspected Gang Activity	Second Reading	Strauss Esmay Revision
8540	School Nutrition Programs Free and Reduced Rate Meals	Second Reading	Strauss Esmay Revision
8550	Outstanding Food Service Charges	Second Reading	Strauss Esmay New
3431.1	Family Leave	Second Reading	Strauss Esmay Revision
4431.1	Family Leave	Second Reading	Strauss Esmay Revision

## XI. EDUCATION

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

On call of the vote, Items XI.A. through XI.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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking /Mileage	Total
I Am Reading Livingston, NJ	Janice Apsley 11-000-223-580-08-144	4/20/2016	\$239.00	N/A	N/A	\$11.00	\$250.00
I Am Reading Livingston, NJ	Dulcinea Merton Elms 11-000-223-580-08-144	4/20/2016	\$239.00	N/A	N/A	\$0.00	\$239.00
New Jersey Techspo Atlantic City, NJ	Margaret Emmons 11-000-223580-04-144	1/28/2016 through 1/29/2016	\$420.00	\$97.0 0	\$48.00	\$86.00	\$651.00
New Jersey Techspo Atlantic City, NJ	Jennifer Hauser 11-000-221-580-02-190	1/28/2016 through 1/29/2016	\$420.00	\$97.0 0	\$48.00	\$77.00	\$642.00
New Jersey Techspo Atlantic City, NJ	Erica Patente 11-000-223-580-08-144	1/28/2016 through 1/29/2016	\$420.00	\$97.0 0	\$48.00	\$69.32	\$634.32
New Jersey Techspo Atlantic City, NJ	Eric Schaefer 11-000-252-580-09-145	1/28/2016 through 1/29/2016	\$420.00	\$97.0 0	\$100.00	\$65.00	\$682.00
School Bus Driver Safety Seminar Columbus, NJ	Diane Barna 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Benjamin Bretherick 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00

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Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking /Mileage	Total
School Bus Driver Safety Seminar Columbus, NJ	Robert Cline 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Antonio Cornacchia 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Angelica DeNino 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Joyce Engesser 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Christine Fawcett 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Cathy Gumpert 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	David Harris 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Antoinette Lorenc 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Mark Menafro 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Michele McFadden 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Lucyna Naurez 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Lenard Palumbo 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Edna Petritsch 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Susan Reid 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	Jayne Vanderhoof 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
School Bus Driver Safety Seminar Columbus, NJ	James Ferraro 11-000-270-580-07-000	3/5/2016	\$40.00	N/A	N/A	\$0.00	\$40.00
New Jersey Pupil Transportation Conference and Equipment Atlantic City, NJ	Robert Cline 11-000-270-580-07-000	3/10/2016 through 3/11/2016	\$395.00	N/A	N/A	\$75.00	\$470.00
New Jersey Buildings and Grounds, Expo Atlantic City, NJ	John T. Hindmarch 11-000-261-580-10-428	3/14/2016 through 3/16/2016	\$125.00	\$180.00	\$100.00	\$130.00	\$535.00
2016 Winter Math Conference Windsor, NJ	Michele Jordan 11-000-223-580-04-144	2/9/2016	\$179.00	N/A	N/A	\$0.00	\$179.00
2016 New Jersey Music Education Association State Conference East Brunswick, NJ	Noel Maroon 11-000-223-580-05-144	2/18/2016 through 2/19/2016	\$287.00	N/A	N/A	\$2.87	\$289.87
Flipped Learning New Brunswick, NJ	Wendy Michaels 11-000-223-580-04-144	2/4/2016	\$239.00	N/A	N/A	\$0.00	\$239.00
Foreign Language Educators of New Jersey New Brunswick, NJ	Patricia Maloney 11-000-223-580-04-144	2/26/2016	\$165.00	N/A	N/A	\$0.00	\$165.00
Best Math Strategies Parsippany, NJ	Jocelyn Muzychko 11-000-223-580-05-144	3/7/2016	\$239.00	N/A	N/A	\$18.72	\$257.72
Best Practices for Better Schools National Harbor, Maryland	Danielle Shober 11-000-240-580-02-000 (revised)	7/5/2016 through 7/8/2016	\$725.00	\$522.00	\$241.50	\$210.27	\$1,698.77

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<b>B. Field Trips Approval</b>				
School/Group/Activity	Event Coordinators	Locations	Purpose	Date
BCMS/Spanish Class/Ordering Food at a Restaurant in Spanish	Patricia Maloney, Frank Richardson, Andrea Schwarz	Sol Mexican Cantina Branchburg, NJ	Learn about Food and Culture of Mexico	2/12/2016
BCMS/Cheerleading/Competition	Katie Fox	Readington Middle School	Cheerleading Competition	1/27/2016
BCMS/Cheerleading/Competition	Katie Fox	Roxbury High School Succasunna, NJ	Cheerleading Competition	1/30/2016

<b>C. Out-of-District Special Education Placement</b>					
Sid#	School	Tuition	Teacher Assistant	Total Cost	Effective Dates
7411890574	Morris Union Township	\$52,192.80	\$40,890.00	\$93,082.80	1/11/2016 – 6/9/2016

<b>D. Service Projects</b>					
Title	Event Coordinator(s)	Participants	Recipient	Purpose	Date(s)
Food Bank Collection	Kim Cole	2 <sup>nd</sup> grade students	Somerset County Food Bank	Program for hunger relief	2/1/2016 through 2/19/2016
“Soup”-er Bowl!	Brad Moor	3 <sup>rd</sup> grade students	Somerset County Food Bank	Program for hunger relief	2/5/2016

<b>E. Fundraiser</b>				
School/Group/Activity	Event Coordinators	Location	Purpose	Date
Stony Brook/Chorus/Fundraiser	Elisabeth Patten	Branchburg Central Middle School Winter Concert	Raise money for a trip to see a New York City Broadway Play	1/27/2016

## XII. HUMAN RESOURCES

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

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

There was no Human Resources report.

<b>A. Approval Substitute Transportation Nurse Rate</b>			
Position	Name of Action	Salary	Effective Date
Substitute Transportation Nurse	Hourly Rate	\$30.00 per hour	1/22/2016

<b>B. Substitutes Approval</b>					
Name	Position	Salary	School	Effective date	End Date
Alan Coburn	Substitute Bus Driver	\$18.50 per hour	Transportation	1/22/2016	6/30/2016
Irene Pirog	Substitute Nurse	\$150.00 per diem	District	1/22/2016	6/30/2016
Tracey O'Rourke	Substitute Nurse	\$150.00 per diem	District	1/22/2016	6/30/2016
Irene Pirog	Substitute Bus Nurse	\$30.00 per hour; not to exceed 6 hours a day	Student Services	1/22/2016	6/30/2016
Tracey O'Rourke	Substitute Bus Nurse	\$30.00 per hour; not to exceed 6 hours a day	Student Services	1/22/2016	6/30/2016
Alan Coburn	Substitute Maintenance	\$14.00 per hour	Buildings and Grounds	1/22/2016	6/30/2016
Alan Coburn	Substitute Custodial	\$14.00 per hour	Buildings and Grounds	1/22/2016	6/30/2016
Kim Gislao	Substitute Teacher/ Substitute Aide	\$95.00/\$83.33 Per Diem	District	1/22/2016	6/30/2016
Michael Razzoli	Substitute Teacher/ Substitute Aide	\$95.00/\$83.33 Per Diem	District	1/25/2016	6/30/2016

<b>C. Instructional Approval</b>							
Name	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Nicole Lewis	5 <sup>th</sup> Grade	Stony Brook	1.BA	\$54,295.00 prorated	2/2/2016	6/30/2016	Replacement for Irene Korol
Jennifer Richardson	Instructional Support Teacher	Stony Brook	1/BA	\$54,295.00 prorated	9/30/2015	3/31/2016	Replacement for Rocco Fornaro
Michael Razzoli	Special Education Teacher	Branchburg Central Middle School	1/150	\$56,445.00 prorated	2/1/2016 Application subject to delivery of requested documents	6/30/2016	Replacement for Linda VanBiervliet

<b>D. School Clerk Approval</b>							
Name	Position	Location	Step	Salary	Effective Date	End Date	Discussion
Jodi Jackson	Clerk	Branchburg Central Middle School	1	\$45,318.00 prorated	2/1/2016	6/30/2016	Replacement for Laurie DeBoey

<b>E. Maternity Leave Revision</b>				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Amy Garner	Whiton	1 - 3	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	From: 2/1/2016 through 3/18/2016 - 3/21/2016 through 6/20/2016 To: 2/1/2016 through 4/19/2016 - 4/20/2016 through 6/21/2016

<b>F. Unpaid Medical Leave</b>				
Name	Position	Location	Effective Date	End Date
Olga Grech	Part Time Spanish Teacher	Stony Brook School	1/4/2016	3/4/2016

### XIII. BUSINESS

Motion by Mr. Cutler, seconded by Mrs. Noto that Items XIII.A. through XIII.G., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus spoke about the following items which were discussed at the January 15, 2016 Business Committee meeting:

- Transportation issues;
- Stony Brook School parking lot paving project;
- Proposed projects;
- Plumbing repairs;
- Replacement of parking lot lights;
- Replacement of the district's old pickup truck with plow;
- New school bus purchases;
- Budget issues;
- Soil remediation at Old York School property;
- Municipality issues;
- Sidewalk repair at Whiton Elementary School;
- Extracurricular program changes at Branchburg Central Middle School; and
- Technology issues.

A. **Bill List**

It is recommended that the Board approve the List of Bills for the period December 18, 2015 through January 21, 2016, totaling \$2,007,802.41, and ratify the Payroll for the period December 18, 2015 through January 21, 2016, totaling \$1,769,896.85.

B. **Secretary's Report**

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

E. **Monthly Transfer Report**

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

F. **Approval of Resolution for Participation in Coordinated Transportation**

WHEREAS, the Branchburg Township Board of Education desires to transport students for the purpose of special education, nonpublic school education, or its own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4% administration fee as presented to the Branchburg Township Board of Education by the billing formula adopted by the WCSSSD's Board of Education.



**G. Approval of Plumbing Contractor**

It is recommended that the Board approve Robert Griggs Plumbing and Heating, to repair damaged plumbing at Branchburg Central Middle School, at a Total Cost of - \$11,550.00, to be paid through Purchase Order, Account # (11-000-261-420-04-411), and sufficient funds are available in the 2015-2016 budget.

**XIV. PUBLIC COMMENT**

There was no public comment.

**XV. BOARD LIAISON REPORTS**

Mrs. Noto said she attended the Somerville Board of Education meeting where the following items were discussed:

- Recipients of the “Allin4theVille” Awards were honored at this meeting;
- Somerville High School Stakeholder Survey;
- Superintendent Timothy Purnell hosted the 2<sup>nd</sup> Annual Executive Council meeting;
- Article in the Courier News featuring Somerville High School’s MAPS program;
- On January 11, 2016 the Workforce Skills and Development program visited the 9/11 Emergency Operations Center in Somerville;
- January 13, 2016 Somerville High School hosted its annual winter concert;
- Susan Haynes, Principal of Van Derveer School, gave a presentation on coding and phonics;

Mrs. Palmieri congratulated the PTO and volunteers on the successful Harlem Wizards fundraiser which raised \$9,500.00 for the PTO.

Mrs. Palmieri said the Spiritwear fundraiser will end on February 1, 2016, and the Gertrude Hawks fundraiser will begin on February 1, 2016.

Mr. Ambrus said he and Mrs. Joyce attended a School Audit Workshop given by New Jersey School Boards Association. He briefly discussed the presentation given at this workshop.

**XVI. BOARD FORUM**

Mrs. Joyce congratulated the PTO and volunteers on the successful Harlem Wizards fundraiser.

Mrs. Joyce said she attended the Somerville High School winter concert and the students put on a wonderful show.

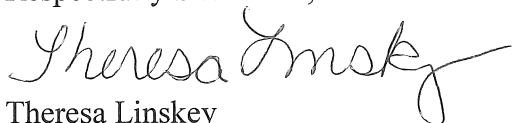
Mrs. Joyce went over Committee meeting dates.

Mr. Ambrus thanked Alison Watkins, Laurie DeBoey and Linda VanBiervliet for their hard work and years of dedicated service to the Branchburg Township School District.

**XVII. EXECUTIVE SESSION****XVIII. ADJOURNMENT**

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn at 9:48 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Linskey". The signature is written in black ink and is positioned above the printed name and title.

Theresa Linskey  
Board Secretary/Business Administrator