

Branchburg Township School District

REGULAR MEETING MINUTES

March 12, 2015

Executive Session – 6:30 p.m.

Public Meeting – 8:00 p.m.

Branchburg Municipal Building

I. CALL TO ORDER

The meeting was called to order at 6:44 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, Theresa Joyce, Carmela Noto, Cathy Palmieri, David Rehe, and Patricia Santos.

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

Also present were: Superintendent of Schools Dr. Carol Kelley, 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. Palmieri, and carried unanimously, the Board agreed to convene at 6:44 p.m. to executive session to discuss student concerns, personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Joyce, and carried unanimously, the Board reconvened to public session at 8:03 p.m. with approximately 58 members of the public.

VI. SUPERINTENDENT'S REPORT

Dr. Kelley went over the adjustments made to the 2014-2015 and 2015-2016 School District Calendars.

Dr. Kelley stated that a committee made up of parents, administrators and staff representatives discussed how the district can better communicate as to how the district would make up snow days for the 2015-2016 school year.

Dr. Kelley did a presentation on the 2015-2016 Tentative Budget. As part of Dr. Kelley's budget presentation, the following Administrators spoke about their area of the budget presentation:

- Ms. Gensel, Principal of Whiton Elementary School, spoke about the full-day kindergarten program at Whiton Elementary School.
- Ms. Dudley, Supervisor of Science, Technology, Engineering, Mathematics, and the Arts, and Ms. Watkins, Supervisor of Language Arts and Humanities spoke about in-house staff development.
- Ms. Webb, Director of Pupil Personnel Services, spoke about Intervention Support.
- Ms. Shober, Vice Principal of Whiton Elementary School, spoke about the H.I.B. Prevention Programs.
- Ms. Kries, Vice Principal of Branchburg Central Middle School, spoke about program changes in the middle school.
- Ms. Linskey, Business Administrator/Board Secretary, spoke about the tax levy increase and banked cap.

Mr. Rehe thanked Dr. Kelley and her administrative team for the tentative budget presentation.

Mr. Cline, Transportation Supervisor, addressed questions presented to him by Mrs. Santos regarding the 2-tier bussing program.

Dr. Kelley and Ms. Linskey addressed questions presented to them by the Board regarding the tentative budget.

VII. PUBLIC COMMENT

Mr. Mike Wooby and students from the Branchburg Township Recreation Wrestling Program addressed the Board about acquiring a wrestling program at the middle school level.

Mr. Scott Graber asked the Board to consider the implementation of a wrestling program in the middle school.

Dr. Kelley thanked the students for coming to the Board meeting, and stated that she was proud of how clearly they stated their points to show the Board as to why the wrestling program is important to them.

VIII. GOVERNANCE

Motion by Mr. Ambrus, seconded by Mrs. Santos that Item VIII.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VIII.A. was unanimously approved by Roll Call.

A. Resolution to Adopt the Tentative 2015-2016 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2015-2016 School Year using the 2015-2016 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2015-16 Total Expenditures	\$42,788,158	\$491,522	\$2,231,200	\$45,510,880
Less: Anticipated Revenues	\$3,954,300	\$491,522	\$100,845	\$4,546,667
Taxes to be Raised	\$38,833,858	\$0	\$2,130,355	\$40,964,213

And to advertise said tentative budget in the *Courier News* in accordance with the form suggested by the State Department of Education and according to law; and Whereas, the 2015-2016 tentative budget includes, as an addition to the base budget, a \$366,196 Health Care adjustment and also, as an addition to the base budget, a Banked Cap adjustment of \$179,948; and

Whereas, the above adjustment will be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Branchburg Township Municipal Building, Branchburg, New Jersey on May 7, 2015 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

Motion by Mrs. Joyce, seconded by Mrs. Noto that Items VIII.B. through VIII.D., be moved upon the recommendation of the Superintendent.

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

B. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of February 12, 2015.

C. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2015-2016 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic School Nursing Services

D. Approval of Revised 2014-2015 and 2015-2016 School District Calendars

It is recommended that the Board approve the revised 2014-2015 and 2015-2016 School District Calendars, which are attached as Reference VIII.D.

IX. EDUCATION

Motion by Mrs. Noto, seconded by Mrs. Joyce that Items IX.A. through IX.G., be moved upon the recommendation of the Superintendent.

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

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 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.

The 31st Annual Winners! Workshop: A Closer Look at The Years 100 Best Books For Children, Grades Pre-K-6, Somerset, New Jersey, April 22, 2015, Total Maximum Cost - \$199.00 (Account#11-000-223-580-08-144)

Pauline Carl

New Jersey Teachers of English to Speakers of Other Languages / New Jersey Bilingual Educators (NJTESOL/NJBE) Spring Conference, Hyatt Regency New Brunswick, New Jersey, May 27, 2015, Total Maximum Cost for all Participants - \$516.28 (Account#11-000-219-580-03-001)

Danielle Cordaro
Michael Coburn

New Jersey Speech-Language Hearing 2015 Convention, Long Branch, New Jersey, April 30, 2015 thru May 1, 2015, Total Maximum Cost - \$317.00 (Account#11-000-219-580-03-001)

Karen Dionisio

6-8 Math Differentiation at Rutgers, New Brunswick, New Jersey, March 26, 2015, Total Maximum Cost - \$195.00 (Account#11-000-223-580-04-144)

Michele Jordan

Annual Conference, New Jersey Association of School Business Officials, Atlantic City, New Jersey, June 3rd through June 5th, 2015, Total Maximum Cost for all Participants – \$1,550.00 (Account#11-000-251-580-01-585)

Theresa Linskey
Eileen Rogalski

July Reading Institute at the Teachers College, New York City, New York, June 29, June 30, July 1, July 2, July 3, 2015, Total Maximum Cost for all Participants - \$5,008.00 (Account#11-000-240-580-01-000)

Rebecca Gensel
Danielle Shoher

TC Institute on the Teaching of Reading, Columbia University, New York, June 29, June 30, July 1, July 2, July 3, 2015, Total Maximum Cost - \$2,236.00 (Account#11-000-221-580-02-189)

Alison Watkins

B. Approval of 2014-2015 Field Trips

In accordance with Board Policy #2340 – Field Trips, it is recommended that the Board approve the following 2015 Field Trips for students as noted, the full cost of the trip to be covered by parent fees (transportation, entry fees, and any nurse or other staff member being paid extra for the trip).

Students/School	Trip	Date	Time
8 th Grade GATE	New Jersey Future Educators Association Middle School Conference	June 9, 2015	8:10am-2:45pm
7 th Grade GATE	Whiton Elementary Science Fair	March 13, 2015	8:55am-12:00pm
6 th	Mountainside Children's Hospital	March 27, 2015	8:15am-11:15am

C. Approval of Fundraisers

It is recommended that the Board approve a service project fundraiser by the Trailblazer students and staff to raise money for the Cat Adoption Organization in Raritan, New Jersey (CAPIC) by participating in the Walk-A-Thon which will take place in May or June.

D. Approval of Somerset County Vocational and Technical Schools Tuition

It is recommended that the Board approve tuition for 9 full-time students at a cost of \$1,000.00 per student and 35 shared- time students at a cost of \$500 per student, at Somerset County Vocational and Technical Schools, effective September 5, 2014 through June 30, 2015, at a total tuition of \$26,500.00 to be paid by purchase order from (*Account# 11-000-100-563-03*) through the General Fund, and sufficient funds are available in the 2014-2015 budget.

E. Approval of Out-of-District Special Education Placement Full Year Program

It is recommended that the Board approve tuition for one high school student in the alternate program to be paid by purchase order from (*Account #11-000-100-563-03*) through the General Fund, and sufficient funds are available in the 2014-2015 budget.

Program/Location	Student ID #	Tuition	Effective Dates
Technical Occupational Preparation for Success (TOPS)	Sid# 6330669419	\$22,800.00	SY: September 5, 2014 through June 30, 2015

F. Approval of Doctoral Research

It is recommended that the Board grant Carol Webb permission to access the assessment data of special education students for her Doctoral research. No students will be identified in the study and the findings will be used to evaluate the effectiveness of the programs designed to close the gap between the performances of special education students from those of their general education peers. Parents will grant permission for students' data to be used in the study.

G. Approval of Fundraisers

It is recommended that the Board approve the following fundraisers by the Branchburg Central Middle School Student Council:

Organization	Event	Date
Meghan Rose Bradley Foundation	Week of Privileges	Week of March 9 - 13, 2015
Meghan Rose Bradley Foundation	Police and Faculty Annual Basketball Game	March 19, 2015

X. HUMAN RESOURCES

Motion by Mrs. Santos, seconded by Mrs. Noto that Items X.A. through X.I., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

A. Approval of Adoption Leave and Maternity Leave

1. It is recommended that the Board approve an adoption leave request as follows for Christopher Boehm, Art Teacher at Whiton Elementary School, as noted in accordance with provisions of the B.O.E./B.T.E.A. Agreement (which is in effect from July 1, 2013 through June 30, 2016).

Type of Leave		Dates
Unpaid Leave in accordance with the New Jersey Family Leave Act	6 weeks	TBD

2. It is recommended that the Board approve a Maternity Leave as follows for Leah Barron, Special Education Teacher at Central Middle School, as noted in accordance with provisions of the B.O.E./B.T.E.A. Agreement (which is in effect from July 1, 2013 through June 30, 2016).

Type of Leave	From	To
Unpaid Maternity Leave in accordance with the New Jersey Family Leave Act/FMLA	September 2, 2015	November 25, 2015
Unpaid Maternity Leave	November 26, 2015	June 30, 2016

B. Approval of Substitute Teacher and Substitute Instructional Aide

It is recommended that the Board approve the following Substitute Teacher and Substitute Instructional Aide as noted effective March 13, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget.

Arcmana Mehta

C. Approval of Substitute Instructional Aide

It is recommended that the Board approve the following Substitute Instructional Aide as noted effective March 13, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget.

Yi Ying Li

D. Approval of Job Description

It is recommended that the Board approve the job description for Part Time Registered Nurse Bus Aide.

E. Approval of Substitute Bus Driver

It is recommended that the Board approve Mr. Benjamin Bretherick as a Substitute School Bus Driver effective March 13, 2015 through June 30, 2015 at the hourly rate of \$16.50 to be paid via Payroll through the General Fund and sufficient funds are available in the 2014-2015 budget.

F. Approval of School Psychologist at the Branchburg Central Middle School

It is recommended that the Board appoint Claire Lerner to the position of School Psychologist at Branchburg Central Middle School, (replacing Glenn Sloman) effective March 27, 2015 to June 30, 2015 on Step 1, Level 182 of the Teacher Salary Guide (\$59,837.00, prorated, which includes \$2,312.00 Child Study Team stipend), in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (which is in effect from July 1, 2013 through June 30, 2016) to be paid through Payroll from the General Fund, and sufficient funds are available in the 2014-2015 budget.

G. Approval of Policies - Second Reading

It is recommended that the Board approve the following policies on Second Reading.

Policy #	Title
3160	<i>Physical Examination - revised</i>
5300	<i>Automated External Defibrillators (AEDS)</i>
5310	<i>Health Services</i>

H. Approval of Teachers to Provide Title I Tutoring at Whiton Elementary School

It is recommended that the Board approve the following teachers to provide Title I Tutoring at Whiton Elementary School on an as-needed basis, effective April 6, 2015 through June 30, 2015, with compensation set at \$41.00 per hour for Teachers in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (which is effective July 1, 2013 through June 30, 2016), to be paid through NCLB Title I Grant Account # (20-231-100-101-02-649), and funds are available (not to exceed \$4,920.00).

Danielle Cordaro
Catherine Ellis
Linda Kaminsky
Cristina Pernini
Amanda Roper

I. Approval of a Part Time Registered Nurse Bus Aide – Bus Route

It is recommended that the Board approve Bernadette McGovern (new position) to be paid via Payroll, and sufficient funds are available in the 2014-2015 budget.

Name	Position	Rate	Effective
Bernadette McGovern	PT-Registered Nurse Aide - Bus Route	\$30.00 an hour	3/13/2015

XI. BUSINESS

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

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

Mr. Ambrus said the Business Committee met and discussed the following items:

- The Tentative Budget and Budget Presentation
- The status of the capital projects
- Security cameras
- 2-tier bussing

Mr. Ambrus said that a demographic study has been completed and it will be discussed at the next Board meeting.

Mr. Ambrus went over the PARCC testing revenue.

A. Bill List

It is recommended that the Board approve the List of Bills for the period February 13, 2015 through February 26, 2015, totaling \$1,682,726.88, and for the period February 27, 2015 through March 12, 2015, totaling \$628,650.58, and ratify the Payroll for the period February 27, 2015 through March 12, 2015, totaling \$885,645.80.

B. Secretary's Report

The Report of the Secretary for January 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 January 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 2014-2015 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of January 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 January 2015.

E. Monthly Transfer Report

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

F. Approval to Enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., (Reference XI.F.) to purchase school supplies for the 2015-2016 school year at a cost of \$4,980.00 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2014-2015 budget.

G. 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.

H. Bid Awards - Middlesex Regional Educational Services Commission Cooperative Bidding

It is recommended that the following bid awards be made as party to the Middlesex Regional Educational Services Commission Cooperative Bidding Services:

1. Shredding and Disposal of Records
2. Automotive Fluids and Lubricants
3. Custodial Supplies Bid
4. Lawn Care Products & Services
5. Maintenance Repair and Operations
6. Classroom Supplies Bid
7. HVAC Services Bid
8. Athletic Equipment & Supplies
9. Carpet & Flooring
10. Technology Supplies and Services
11. Furniture

I. 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 29, 2015 through August 7, 2015, with the labor and fuel costs associated with such use of buses to be paid by the Township Recreation Department.

J. Submission of Safety Grant Application

It is recommended that the Branchburg Township Board of Education hereby approve the submission of a grant application for the 2015 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC North Subfund for the purposes described in the application in the amount of \$4,127.00 for the period July 1, 2015 to June 30, 2016.

K. Approval of 2015-2016 Somerville High School Tuition Rate

It is recommended that the Board approve an estimated Somerville High School tuition rate \$13,321.00 per pupil for the 2015-2016 school year.

XII. PUBLIC COMMENT

Mr. Paul Noone requested a copy of the PARCC revenue document Mr. Ambrus discussed at the Board meeting.

Mr. Noone also asked for clarification of the projected 4th grade class enrollment.

XIII. BOARD FORUM

Mr. Ambrus thanked the Administrators for coming to the Board meeting.

Mr. Rehe also thanked the Administrators for coming to the Board meeting.

Dr. Kelley thanked Mr. Eric Schaefer and Ms. Karen Dudley for coordinating the PARCC testing.

XIV. BOARD LIAISON REPORTS

There were no reports.

XV. EXECUTIVE SESSION

On a motion by Mr. Ambrus, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to convene at 10:05 p.m. to executive session to discuss personnel.

XVI. ADJOURNMENT

On a motion by Mrs. Joyce, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn at 10:40 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator