

Branchburg Township School District

REGULAR MEETING MINUTES

March 16, 2017

Public Meeting – 8:00 p.m.
Executive Session – 9:30 p.m.
Board of Education Office
Board Conference Room

I. CALL TO ORDER

The meeting was called to order at 9:32 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, Cathy Palmieri (arrived at 9:37 p.m.), Olga Phelps and Keerti Purohit.

The following member was absent: Carmela Noto.

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey and 1 member of the public.

- II. The Secretary called the roll.
- III. The assembly saluted the flag.
- IV. Statement of Adequate Notice
- V. **PUBLIC COMMENT**

There was no public comment.

VI. EDUCATION

Motion by Mr. Dempsey, seconded by Mr. Cutler that Item VI.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VI.A. was 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
2017 New Jersey Government Management Information Sciences Technology Education Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/6/17	\$200.00	N/A	N/A	N/A	\$200.00
2017 New Jersey Government Management Information Sciences Technology Education Conference Somerset, NJ	Eric Shaefer 11-000-252-580-09-145	4/6/17	\$50.00	N/A	N/A	N/A	\$50.00
Asbestos Operations and Maintenance Refresher Somerset, NJ	John Hindmarch 11-000-261-580-10-428	3/3/17	\$195.00	N/A	N/A	N/A	\$195.00
The New Jersey State School Nurses Association Spring Conference: Lead the Charge, Be the Change Iselin, NJ	Janet Hoffman 11-000-219-580-03-144	3/25/17	\$225.00	N/A	N/A	\$14.88	\$239.88
Building Bridges Instead of Walls Monroe, NJ	Tina Neely 11-000-219-580-03-133	3/24/17	\$150.00	N/A	N/A	N/A	\$150.00

VII. HUMAN RESOURCES

Motion by Mr. Dempsey, seconded by Mr. Cutler that Items VII.A. through VII.C., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

A. Revised Maternity Leave				
Name	Location	Position	Type of Leave	Anticipated Dates
Elisabeth Hillsinger	Stony Brook	Instructional Aide	Unpaid Leave	From : 3/20/17 through 4/17/17 To: 3/20/17 through 6/21/17

B. Revised Maternity Leave Replacement				
Name	Position	Location	Hourly	Discussion
Kim Gislao	Instructional Aide Long Term Sub/No Tenure Accrual	Stony Brook	\$14.40	From : 3/20/17 through 4/17/17 To: 3/20/17 through 6/21/17

C. Approval of Vendor				
Vendor	Account #	Date of Service	Cost	Discussion
Alexander Road Associates Princeton, NJ	11-000-219-320-03-181	3/24/17	From: \$595.00 To: \$1,000.00	Revision of Contract (In-District Assessment)

VIII. BUSINESS

Motion by Mr. Cutler, seconded by Mrs. Fabriczi that Items VIII.A. through VIII.J. be moved upon the recommendation of the Superintendent.

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

Ms. Gensel and Ms. Linskey gave a presentation on the 2017-2018 Preliminary Budget highlights.

A. Resolution to Adopt the Tentative 2017-2018 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 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:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2017-18 Total Expenditures	\$45,013,475	\$552,338	\$2,044,794	\$47,610,607
Less: Anticipated Revenues	\$4,796,793	\$552,338	\$100,739	\$5,449,870
Taxes to be Raised	\$40,216,682	\$-0-	\$1,944,055	\$42,160,737

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

BE IT FURTHER RESOLVED, that a public hearing be held in the Branchburg Central Middle School, Large Board Conference Room on May 4, 2017 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

B. Bill List

It is recommended that the Board approve the List of Bills for the period March 3, 2017 through March 14, 2017, totaling \$1,432,479.70, and ratify the Payroll for the period February 28, 2017 through March 14, 2017, totaling \$891,930.42.

C. Secretary's Report

The Report of the Secretary for February 2017 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 February 2017 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.

D. Treasurer's Report

It is recommended that the Treasurer's Report for the month of February 2017 be accepted and filed.

E. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of February 2017.

F. Monthly Transfer Report

It is recommended that the Board approve the February 2017 Monthly Transfer Report.

G. Approval to Reverse Capital Reserve Withdrawal

WHEREAS, the Branchburg Board of Education, County of Somerset desires to reverse the capital reserve withdrawal for the following capital project:

HVAC Replacement at Whiton Elementary School	\$1,893,562
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THEREFORE, BE IT RESOLVED, that Resolution XII.F. passed at the January 19, 2017 Branchburg Board of Education meeting to withdraw such funds is hereby rescinded.

H. Approval to Reverse Maintenance Reserve Withdrawal

WHEREAS, the Branchburg Board of Education, County of Somerset desires to reverse the maintenance reserve withdrawal for the following required maintenance project:

Transportation Department Driveway and Fencing	\$23,800
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THEREFORE, BE IT RESOLVED, that Resolution XII.G. passed at the January 19, 2017 Branchburg Board of Education meeting to withdraw such funds is hereby rescinded.

I. Capital Reserve Withdrawal

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

Stony Brook School Parking Lot Improvements Project	\$260,000
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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 \$260,000 from its capital reserve fund to support the cost of this project.

J. Acceptance and Award of Bid for Contract – Stony Brook School Parking Lot Improvements Project

It is recommended that the Board acknowledge the following bids for Bid Number: 01-17 for the Stony Brook School Parking Lot Improvement Project which were received on March 8, 2017:

Name	Base Bid	Alt. 6A	Alt. 6B	Alt. 6C	Total
Ralph Checchio, Inc.	\$275,175.00	\$5,600.00	\$16,500.00	\$6,000.00	\$303,275.00
PMC	\$343,350.00	\$7,800.00	\$50,500.00	\$9,000.00	\$410,650.00
Pave-Rite	\$305,705.80	\$6,600.00	\$18,500.00	\$20,500.00	\$351,305.80
Your Way Construction	\$328,826.00	\$25,197.00	\$35,340.00	\$20,250.00	\$409,613.00
Top Line Construction	\$301,324.69	\$6,025.65	\$17,570.61	\$3,017.77	\$327,938.72
Reivax Contracting	\$191,281.50	\$19,703.00	\$90,800.00	\$4,000.00	\$305,784.50
Diamond Construction	\$384,400.00	\$7,500.00			\$391,900.00
KDP Developers	\$374,300.00	\$5,600.00	\$26,000.00	\$27,500.00	\$433,400.00
Halecon	\$344,750.00	\$6,660.00	\$10,000.00	\$40,000.00	\$401,410.00
Black Rock	\$345,399.81	\$9,447.08	\$24,837.20	\$8,399.82	\$388,083.91

It is recommended that the Board award the contract for the Stony Brook School Parking Lot Improvement Project to Ralph Checchio, Inc. for \$297,275.00 (Base Bid #1 - \$275,175.00, plus 2 Alt. 6A @ \$5,600 and Alt. 6B @ \$16,500 each totaling \$22,100.00, for a total project cost of \$297,275.00 to be paid through Account #12-000-400-450-05-612 and there are sufficient funds in the 2016-2017 budget.

IX. PUBLIC COMMENT

There was no public comment.

X. EXECUTIVE SESSION

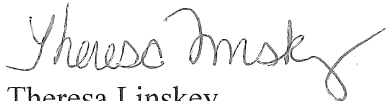
On a motion by Mrs. Purohit, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 9:53 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mr. Dempsey, and carried unanimously, the Board agreed to adjourn executive session at 10:02 p.m.

XI. ADJOURNMENT

On a motion by Mr. Dempsey, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 10:05 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board Secretary