

Branchburg Township School District

REGULAR MEETING MINUTES

March 17, 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 6:40 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, Kristen Fabriczi, Theresa Joyce (arrived 7:06 p.m.), Cathy Palmieri and Olga Phelps.

The following members were absent: Jack Dempsey, Carmela Noto and Jose-Ramon Suarez.

Also present were: Acting Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey, Board Attorney David Rubin (Executive Session only) and no members of the public.

II. CALL TO EXECUTIVE SESSION

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 6:40 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mr. Cutler, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn executive session at 7:48 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:01 p.m. with 50 members of the public.

III. The Secretary called the roll.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. ACTING SUPERINTENDENT'S REPORT

Ms. Gensel congratulated the following recipients of the "2016 Governor's Educator of the Year" award:

- Nina Manger - Stony Brook School
- Amanda Roper - Whiton Elementary School
- Deborah Volpe - Branchburg Central Middle School

Ms. Gensel congratulated the following recipients of the “2016 Governor’s Educational Services Professional of the Year” award:

- Michele Rina - Stony Brook School
- Janet Hoffman - Whiton Elementary School
- Mary Caputo - Central Middle School

Ms. Dee Shober, Acting Principal of Whiton Elementary School, thanked Amanda Roper for her hard work and dedication to the students and the district.

Mr. Frank Altmire, Principal of Stony Brook School, thanked Nina Manger for her hard work and dedication to the students and the district.

Mr. Matthew Barbosa, Principal of Branchburg Central Middle School, thanked Deborah Volpe for her hard work and dedication to the students and the district.

Mrs. Carol Webb, Director of Pupil Personnel Services, thanked Michele Rina, Janet Hoffman and Mary Caputo for their hard work and dedication to the students of the Branchburg Township School District.

Ms. Gensel also congratulated Rokiah Barry of Stony Brook Elementary School and Suzanne Updegrave of Branchburg Central Middle School who won the Magic 98.3 “Teachers Who Make Magic” award.

Ms. Gensel and Ms. Linskey gave a presentation on the 2016-2017 Preliminary Budget.

Ms. Gensel and Ms. Linskey addressed questions presented to them from the Board.

VII. PUBLIC COMMENT

Ms. Donna Cardamone, Branchburg Township Education Association President, asked the Board about the part-time transportation clerk position listed in the budget presentation.

Ms. Amy Ramsden asked the Board about the positions being eliminated at Whiton Elementary School and Stony Brook School.

Ms. Lauren Bozzuti asked for clarification of the independent study mentioned in the budget presentation.

Mr. Paul Noone addressed the Board regarding alleged non-compliance of a settlement agreement.

VIII. GOVERNANCE

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

There was no Governance Committee report.

The Board had an open discussion regarding “meaningful” field trips.

A. Resolution to Adopt the Tentative 2016-2017 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 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>
2016-17 Total Expenditures	\$43,161,082	\$507,361	\$2,210,925	\$45,879,368
Less: Anticipated Revenues	\$ 3,538,735	\$507,361	\$ 101,184	\$ 4,147,280
Taxes to be Raised	\$39,622,347	\$ -----	\$2,109,741	\$41,732,088

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 5th, 2016 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

B. Approval of Participation in the State Health Benefits Program and/or School Employees' Health Benefits Program for Medical and Prescription Drug Coverage

WHEREAS, the Branchburg Township Board of Education currently offers Medical and Prescription Coverages to its' employees through Horizon Blue Cross Blue Shield of NJ, and;

WHEREAS, Integrity Consulting Group, the Board's health insurance broker, has received quotes on behalf of the Board of Education from the School Employees' Health Benefits Program and the Public Employee Benefits Trust Rx Alliance and;

WHEREAS, the quoted rates received from the School Employees' Health Benefits Program and the Public Employees Benefits Trust Rx Alliance, are less expensive than the current Horizon Blue Cross Blue Shield of NJ for the period July 1, 2016 through June 30, 2017, and;

WHEREAS, The School Employees' Health Benefits Program and the Public Employee Benefits Trust Rx Alliance have guaranteed substantially equivalent benefits to the current Horizon Blue Cross Blue Shield of NJ Plans, and;

WHEREAS, Integrity Consulting Group recommends the change in Medical and Prescription Carriers effective July 1, 2016;

NOW, THEREFORE, BE IT RESOLVED, BY THE BRANCHBURG TOWNSHIP BOARD OF EDUCATION THAT, the change in Medical and Prescription Carriers to The School Employees' Health Benefits Program and the Public Employee Benefits Trust Rx Alliance, be effective July 1, 2016.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to Integrity Consulting Group for execution with insurance carrier.

C. Approval of Contract for Auditor

It is recommended that the Board approve a contract (Reference VIII.D.) with the firm of Nisivoccia LLP for the 2016-2017 school year to perform an audit of the 2015-2016 financial operations of the District at a fee of \$38,900.00 to be paid from Account #11-000-230-332, and sufficient funds are available in the 2016-2017 budget.

D. Approval of Submission of Comprehensive Equity Plan Annual Statement of Assurance to the County Office

BE IT RESOLVED, that the 2016–2019 Comprehensive Equity Plan Annual Statement of Assurance for the Branchburg Township School District, be and hereby is approved for submission to the New Jersey Department of Education.

IX. EDUCATION

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

On call of the vote, Items IX.A. through IX.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
NJASBO Professional Development – Audits & Fraud Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	3/15/2016	\$50.00	N/A	N/A	\$5.92	\$55.92
NJASBO Professional Development – Audits & Fraud Rockaway, NJ	Lameka Augustin 11-000-251-580-01-585	3/15/2016	\$50.00	N/A	N/A	\$5.43	\$55.43
NJASBO Professional Development – Administrative Assistant Workshop Rockaway, NJ	Catherine DiCosimo 11-000-251-580-01-585	5/12/2016	\$50.00	N/A	N/A	\$3.47	\$53.47
NJASBO Professional Development – Administrative Assistant Workshop Rockaway, NJ	Karen Muller 11-000-230-580-01-303	5/12/2016	\$50.00	N/A	N/A	\$20.48	\$70.48
NJASBO Professional Development – Pension Robbinsville, NJ	Lameka Augustin 11-000-251-580-01-585	3/8/2016	\$50.00	N/A	N/A	\$18.75	\$68.75
New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators New Brunswick, NJ	Danielle Cordaro 20-241-200-500-02-030	6/1/2016 through 6/3/2016	\$424.00	N/A	N/A	\$51.36	\$475.36
New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators New Brunswick, NJ	Lori Villanova 20-241-200-500-02-030	6/1/2016 through 6/3/2016	\$424.00	N/A	N/A	\$97.20	\$521.20
Focus on Writing Craft New Brunswick, NJ	Melissa Fitzgibbon 20-270-200-500-02-649	6/3/2016	\$150.00	N/A	N/A	N/A	\$150.00
2016 – 2017 Rutgers Literacy Conference New Brunswick, NJ	Brad Moor 20-270-200-500-02-649	10/28/2016	\$180.00	N/A	N/A	N/A	\$180.00
Dyslexia, Dyscalculia and Dysgraphia – An Integrated Approach Edison, NJ	Diane Scholp 11-000-219-580-03-001	5/19/2016	\$219.99	N/A	N/A	N/A	\$219.99
LGBTQ Discrimination Issues Monroe, NJ	Anne Wonesh 11-000-219-580-03-001	4/15/2016	\$150.00	N/A	N/A	N/A	\$150.00

B. Service Project				
Title	Event Coordinator(s)	Participants	Recipient	Date(s)
Empty Bowls	Dee Shober Christopher Boehm	Whiton Elementary School	Somerset County Food Bank	4/4/2016 through 4/15/2016
Autism Awareness Service Learning Project	Beth Urbanski	Branchburg Central Middle School	Autism of New Jersey	4/5/2016 through 4/30/2016
Pathfinder Team Service Learning Project	Kristyn Perrello	Branchburg Central Middle School - Pathfinder Team	One Simple Wish	4/4/2016 through 4/21/2016

C. Field Trips Approval				
School/Group	Event Coordinators	Location	Date	Purpose
BCMS/Enrichment Day	Kristen Kries	Lord Stirling Stables Basking Ridge, NJ	4/28/2016	Enrichment Day trip to learn about programs related to equine therapy and/or programs offered to the community.
BCMS/Enrichment Day	Joanne Linder	TD Bank Bridgewater, NJ	4/28/2016	Enrichment Day trip to learn about how banks work, what a vault looks like inside, and how to open an account.

3/17/2016

D. Out-of-District Special Education Placement				
Sid#	School	Tuition	Total Cost	Effective Dates
2596035985	Lakeview School	\$34,209.00 (prorated)	\$34,209.00	2/29/2016 – 6/30/2016

E. Approval to Enter into an Agreement with Apex Learning

It is recommended that the Board approve Apex Learning to provide professional development on planning and implementing digital curriculum, in the amount of \$1,000.00 to be paid by Purchase Order through Account #20-270-200-320-02-648, and sufficient funds are available in the 2015 – 2016 budget.

X. HUMAN RESOURCES

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

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

Mrs. Palmieri read a Letter of Intent to retire submitted by Sonia Morris.

A. Retirement				
Name	Name of Action	Position	Location	Effective Date
Sonia M. Morris	Retirement	Teacher	Whiton	7/1/2016

B. Approval of Substitute Athletic Extracurricular Stipend Position			
Name	Title	Position	Stipend
Susan Mariani	Spring, Fall, and Winter Intramurals	Substitute Coach	\$41.00 per hour

C. Maternity Leave				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Irene Korol (revised)	Stony Brook	5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act NJ Family Leave Act Child Care Leave	2/2/2016 through 4/8/2016 4/11/2016 through 6/22/2016 9/1/2016 through 9/9/2016 9/12/2016 through 6/30/2017
Lauren Knoke (revised)	Stony Brook	4/5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	2/1/2016 through 3/25/2016 4/4/2016 through 6/22/2016

D. Approval of Cafeteria Aide						
Name	Position	Location	Salary	Effective Date	End Date	Discussion
Gerry LeVerde	Cafeteria Aide	Stony Brook Elementary School	\$4,010.00 (prorated)	3/18/2016 Application subject to delivery of requested documents	6/30/2016	Replacement for Kim Gislao

E. Approval of Extended School Year Program and Positions

It is recommended that the Board approve an Extended School Year Program, effective July 5, 2016 through August 11, 2016, to be held from 9:00 a.m. to 12:00 p.m. at Whiton Elementary School, Stony Brook School and Central Middle School and approve the following listing of staff positions for this program, to be paid through Payroll from the General Fund, and sufficient funds are available in the 2016 -2017 budget.

Position	Time Requirements	Rate of Pay
6 – Special Education Teachers	4 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
6 – Instructional Aides	3 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
1 – Speech & Language Teacher	4 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
1 – Occupational Therapist	12 hours/week	In accordance with Salary Guide
1 – Physical Therapist	12 hours/week	In accordance with Salary Guide
5 - Special Education Teachers (tutoring only – July 1, 2016 – July 29, 2016)	4 hours/4 weeks	In accordance with Salary Guide
Nurse	3 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide

F. Extra Duty Pay						
Name/Account	Name of Action	Position	Salary	Effective Date	End Date	Discussion
Beth Urbanski 11-150-100-101-03-066	Home Instruction	Teacher	\$41.00 per hour	3/18/2016	6/21/2016	As Needed

G. Instructional Approval							
Name	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Jennifer Richardson	Instructional Support Teacher	Stony Brook	1/BA	\$54,295.00 prorated	4/4/2016	6/22/2016	Replacement for Rocco Fornaro

H. Acceptance of Medical Leave of Absence

Be it resolved that Lauren Hall be granted a paid medical leave of absence from March 21, 2016 through April 6, 2016 (.5 p.m.) and an unpaid leave of absence from April 6, 2016 (.5 a.m.) through April 29, 2016.

Name	Position	Location	Effective Date	End date	Discussion
Lauren Hall	Special Education	Whiton	3/21/2016 4/6/2016 (.5 PM)	4/6/2016 (.5 AM) 4/29/2016	Paid Medical Leave Unpaid Medical Leave

XI. BUSINESS

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

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

Mr. Ambrus spoke about the transportation bus bays.

A. Bill List

It is recommended that the Board approve the List of Bills for the period March 4, 2016 through March 17, 2016, totaling \$1,482,647.83, and ratify the Payroll for the period March 4, 2016 through March 17, 2016, totaling \$879,463.88.

B. Secretary's Report

The Report of the Secretary for February 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 February 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 2015-2016 fiscal year.

C. Treasurer's Report

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

E. Monthly Transfer Report

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

F. Approval to Enter into an Agreement with Genesis

It is recommended that the Board approve the purchase of Genesis as the Student Information System replacing PowerSchool for a total cost not to exceed \$30,000.00 to be paid by Purchase Order through account #11-190-100-500-09-000 and sufficient funds are available in the 2016 - 2017 budget.

XII. PUBLIC COMMENT

Mr. Paul Noone discussed the following:

- Deer carcass on Stony Brook School property;
- Field trips;
- PARCC data; and
- PARCC results.

Ms. Amy Ramsden addressed the Board regarding recess determination (weather related).

XIII. BOARD LIAISON REPORTS

Mrs. Palmieri said the Gertude Hawks fundraiser will continue until March 19, 2016.

XIV. BOARD FORUM

Mr. Cutler spoke about his attendance at the Governance I weekend training session.

Mrs. Fabriczi and Mrs. Joyce spoke about the play at Branchburg Central Middle School.

Ms. Gensel said Branchburg students have their artwork displayed at the Branchburg Municipal building.

Mrs. Joyce said if anyone would like to take pictures of events, they can tweet to #bravoburg.

Mr. Ambrus passed around an invitation to the Whiton Elementary School Science Fair being held on Friday, March 18, 2016. He also passed around the playbill from the Branchburg Central Middle School play.

XV. EXECUTIVE SESSION

There was no Executive Session meeting.

XVI. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:59 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator