

Branchburg Township School District

REGULAR MEETING MINUTES

May 4, 2017

Executive Session – 7:00 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 7:38 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, Cathy Palmieri, Olga Phelps and Keerti Purohit (arrived 7:52 p.m.).

The following members were absent: Jack Dempsey and Carmela Noto.

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 Mrs. Fabriczi, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 7:38 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn executive session at 8:07 p.m.

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to public session at 8:15 p.m. with 15 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 introduced Mrs. Cardamone, Ms. DuFermont and students from Branchburg Central Middle School who did a presentation on Global Youth Service Day.

Ms. Gensel and Ms. Linskey gave a presentation on the highlights of the 2017-2018 budget.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mrs. Palmieri that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.C. were unanimously approved by Roll Call with Mr. Cutler, Mrs. Joyce and Mrs. Phelps abstaining on Item VIII.B.

There was no Governance Committee report.

Mrs. Palmieri said the Community Relations Committee met on May 5, 2017 and discussed the following items:

- The Board of Education website will be updated soon; and
- Plans for social media going on over the summer.

APPROVAL OF 2017-2018 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2017-2018 School District Budget for submission as follows:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-18 Total Expenditures	\$45,013,475	\$552,338	\$2,044,794	\$47,610,607
Less: Anticipated Revenues	<u>\$4,796,793</u>	<u>\$552,338</u>	<u>\$100,739</u>	<u>\$5,449,870</u>
Taxes to be Raised	<u>\$40,216,682</u>	<u>\$_____0</u>	<u>\$1,944,055</u>	<u>\$42,160,737</u>

WHEREAS, the Branchburg Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education established in the prebudget year, a maximum travel expenditure amount of \$73,000 and has authorized \$37,212 in spending to date for the budget year; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual maximum amount per employee not to exceed \$1,500 for which board approval is not required; and

THEREFORE, BE IT RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-7.1 et seq., establishes a maximum travel expenditure of \$73,500 for travel and related expense reimbursements for all staff and board members in the 2017-18 budget; and

BE IT FURTHER RESOLVED, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$750 for which board approval is not required in 2017-18; and

BE IT FURTHER RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-5.2, establishes for public relations and each type of professional service, a maximum level of spending in the 2017-2018 budget as follows:

Service	Not to Exceed
Legal	\$ 75,000
Auditing	\$ 40,000
Special Education Related Services	\$200,000
Architect/Engineering	\$300,000

B. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of April 20, 2017.

C. Approval of Job Descriptions

It is recommended that the Board approve the following job descriptions.

- Board Certified Behavior Analyst (BCBA)
- Director of Curriculum (STEM & A)
- Human Resources Coordinator

IX. POLICY

There was no Policy Committee report.

X. EDUCATION

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

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

Mrs. Palmieri said the Education Committee met on April 26, 2017 and discussed the following items:

- Policy Review;
- Branchburg Central Middle School Justice Project scheduled for May 5, 2017;
- Sustainable Schools Initiative; and
- Discussed the update on Special Education programs.

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
How to Build an Outstanding and Sustainable Applied Behavior Analysis Program within your Budget Monroe, NJ	Tina Neely 11-000-219-580-03-144	5/16/17	\$75.00	N/A	N/A	N/A	\$75.00
Tri-State Project Based Learning Summit – Google for Education Somerset, NJ	Lisa Leibowitz 11-000-223-580-04-144	5/24/17	\$140.00	N/A	N/A	\$3.04	\$143.04

B. Service Project

Title	Event Coordinator	Recipient	Purpose	Date(s)
Book Collection for Girl Scout Gold Award	Kelly Waters	Whiton Students	Create and install a cabinet outside of Whiton's playground to increase reading during outside activities. A donation from Neshanic Station Library will stock the bookshelves.	4/1/17 through 11/30/17

C. Out-of-District Placements

Program/Location	Student ID #	Tuition	Effective Dates
Hi-Step Summer Program Somerset, NJ	9172033606	ESY: \$3,600.00	ESY: 7/5/17 through 8/4/17
Morris Union Jointure Commission New Providence, NJ	7737812861 1003395144	ESY: \$14,820.00 ESY: \$14,820.00	ESY: 6/28/17 through 8/9/17 ESY: 6/28/17 through 8/9/17
Morris Union Jointure Commission New Providence, NJ	7737812861 1003395144	SY: \$90,414.00 SY: \$90,414.00	SY: 9/6/17 through 6/12/18 SY: 9/6/17 through 6/12/18

D. 2017 BCMS Field Trip

Trip	Teachers	Date	Discussion
New Jersey Institute of Technology Newark, NJ	Lucyna Plaza	4/13/17	This trip relates to the Next Generation Science Standards in Engineering Design, for grades 6 and 7.

XI. HUMAN RESOURCES

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

Mrs. Palmieri said the Human Resources Committee met to discuss confidential items which cannot be disclosed at this time.

A. Approval of Reappointment of Nontenured Teachers

It is recommended that the Board approve the reappointment of the following of Nontenured Teachers effective September 1, 2017 through June 30, 2018.

Name	Position	Contract Year	Hire Date
Kristen DeBlasi	Teacher	4	10/1/13
Wendy DeJulio	Teacher	4	11/21/14
Teresa DoVale	Teacher	4	9/1/14
Joy Greenfield	Speech/Language Specialist	4	10/30/14
Olivia McNamara	Teacher	4	9/1/14
Justin Rogoff	Teacher	4	9/1/14
Brittani Santangelo	Teacher	4	9/1/14
Chelsea Smith	Teacher	4	9/1/14
Erica Lee Viel	Teacher	4	9/1/14
Sarah Debraski	Media Specialist	3	2/5/16
Lauren Flood	Teacher	3	9/1/15
Kelly Frazee	Teacher	3	9/1/15
Kathleen Gaston	Teacher	3	1/4/16
Kevin Gaul	Teacher	3	9/1/15
Kelly Graham	Teacher	3	9/1/15
Heather Lilly	Learning Disabilities Teacher Consultant	3	9/1/15
Allison O'Neil	Teacher	3	9/1/15
Colleen Repoli	Teacher	3	11/5/15
Arianna Bellafiore	Teacher	2	9/1/16
Alexandra Gallo	Guidance Counselor	2	9/1/16
Katherine Mileto	Teacher	2	9/1/15
Zachariah Miracle	Teacher	2	9/1/16
Nancy Padula	Learning Disabilities Teacher Consultant	2	9/1/16
Meghan Russo	Teacher	2	9/1/16
Damian Thomas	Teacher	2	9/1/16
Emily Williams	Teacher	2	12/19/16

B. Approval of Reappointment and Granting of Tenure

It is recommended that the Board approve the reappointment and granting of Tenure to the following Teachers effective September 1, 2017 through June 30, 2018.

Name	Position	Hire Date	Tenure Date
Danielle Cipparuolo	Teacher	9/1/13	9/2/17
Danielle Dufermont	Teacher	9/1/13	9/2/17
Melissa Fitzgibbon	Teacher	12/2/13	12/3/17
Gayle Fredericks	Teacher	11/8/13	11/9/17
Rachael Johnston	Teacher	9/1/13	9/2/17
Nicole Kepner	Teacher	9/1/13	9/2/17
Sarah Landon	Teacher	9/1/13	9/2/17
Patricia Maloney	Teacher	9/1/13	9/2/17

Name	Position	Hire Date	Tenure Date
Breanne Pratt	Teacher	9/16/13	9/17/17
Lisa Quinn	Teacher	9/1/13	9/2/17
Erin Rimmler	Teacher	9/1/13	9/2/17
Amanda Roper	Teacher	9/1/13	9/2/17
Andrew Uporsky	Teacher	9/1/13	9/2/17
Elizabeth Urbanski	Teacher	9/1/13	9/2/17

C. Approval of Reappointment and Granting of Tenure

It is recommended that the Board approve the reappointment and granting of Tenure to the following Secretary effective July 1, 2017 through June 30, 2018.

Name	Position	Hire Date	Tenure Date
Linda Geise	Student Services Secretary	7/2/14	7/3/17

D. Approval of Reappointment of Nontenured Secretaries and Clerk

It is recommended that the Board approve the reappointment of the following Nontenured Secretaries and Clerks effective July 1, 2017 through June 30, 2018.

Name	Position	Hire Date
Nicole Gallo	Instructional Services Secretary	7/1/15
Jocelyn Romano	Student Services Secretary	10/10/16
Jodi Jackson	Branchburg Central Middle School Clerk	2/1/16

E. Approval of Reappointment of Nontenured Administrator

It is recommended that the Board approve the reappointment of the following Nontenured Vice Principal effective July 1, 2017 through June 30, 2018.

Name	Position	Hire Date	Salary
Matthew Ross	Assistant Principal Branchburg Central Middle School	7/25/16	\$87,384.00

F. 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	9/1/17	6/30/18	Cooperating Teacher John Gottshalk

G. Staff Transfers			
Name	Effective Date	End Date	Discussion
Margaret Ryan	9/1/17	6/30/18	From: Whiton Elementary School Guidance Counselor To : Branchburg Central Middle School Guidance Counselor
Joy Greenfield	9/1/17	6/30/18	From: Branchburg Central Middle School Speech/Language Specialist To: Stony Brook Elementary School Speech/Language Specialist

H. Approval of Branchburg Central Middle School Summer Hours						
Name	Position	Hours	Rate Per Hour	Total	Account Number	Discussion
Mary Caputo	Nurse	19 hours	\$53.04	\$1,007.76	11-000-213-104-01-123	Complete physical forms for fall sports
Rose Pellegrino	Office Aide	35 hours	\$14.65	\$512.75	11-000-240-105-01-336	Office preparation for opening day

I. Approval of Home Programming and Home Instruction				
Name	Account Number	Hourly Rate	Dates	Discussion
Devra Hobbs	11-150-100-101-03-066	\$41.00	5/5/17 through 6/30/17	As Needed
Debra Volpe	11-150-100-101-03-066	\$41.00	5/5/17 through 6/30/17	As Needed

J. Resignation			
Name	Position	Location	Effective Date
Johnathan Birckhead	Instructional Music Teacher	Branchburg Central Middle School	6/30/17

K. Personnel			
Name	Position	Date	Discussion
Amy Langston	Vocal Music Teacher	7 half days 10/26/17 through 12/21/17	Half Day Segments. Thursday afternoons only, to complete required graduate class.

XII. BUSINESS

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

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

There was no Business Committee report.

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 21, 2017 through May 4, 2017, totaling \$222,681.05, and ratify the Payroll for the period April 21, 2017 through May 4, 2017, totaling \$867,174.77.

B. Approval of 2017 Ford Regular Pickup Truck

It is recommended that the Board approve a 2017 Ford F250 regular cab gas 4X4 pickup truck, purchased through Ditschman/Flemington Ford, which is part of the MCCPC Contract #15-C Item #15 at a total cost of \$38,873.00, to be paid by purchase order, through account #12-000-261-730-10-609 and sufficient funds are available in the 2016-2017 budget.

C. Approval of New Science Lab Chairs

It is recommended that the Board approve the purchase of 28 new lab chairs for the Branchburg Central Middle School room 205, at a total cost of \$1,466.08, to be paid by purchase order, through account #11-190-100-610-04-030 and sufficient funds are available in the 2016-2017 budget.

D. Approval of New Science Lab Tables

It is recommended that the Board approve the purchase of 6 new science tables for the Branchburg Central Middle School room 205, at a total cost of \$10,009.10, to be paid by purchase order, through account #11-190-100-610-04-030 and sufficient funds are available in the 2016-2017 budget.

E. Approval of Amendment to the Agreement with Delta Dental of New Jersey

It is recommended that the Board approve an Amendment to the Agreement with Delta Dental of New Jersey, pursuant to its terms, for the period July 1, 2017 to June 30, 2018.

F. Approval of New Key System at Whiton Elementary School

It is recommended that the Board approve Oak Security Group, LLC, which is part of the ESCNJ CO-OP bid ESCNJ 14/15-28, to install the new key system at Whiton Elementary School, at a total cost of \$10,636.67, to be paid by purchase order, through account #12-000-400-450-08-612 and sufficient funds are available in the 2017-2018 budget.

G. Approval of Carpet Installation

It is recommended that the Board approve Commercial Interior Direct, Inc., to install new carpet in the back area of the main office, and computer room #154 at Branchburg Central Middle School, at a total cost of \$18,227.67, to be paid by purchase order, through account #12-000-400-450-04-612 and sufficient funds are available in the 2017-2018 budget.

H. Approval of Parking Lot Paving

It is recommended that the Board approve Stavola Contracting Company, Inc., to mill and pave the Whiton Elementary School parking lot, at a total cost of \$121,299.57, to be paid by purchase order, through account #12-000-400-450-08-612 and sufficient funds are available in the 2017-2018 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Palmieri spoke about the following items:

- Whoo's Reading fundraiser; and
- Gertrude Hawks fundraiser

Mrs. Purohit thanked the community for a successful Pocketbook Bingo fundraiser.

XV. BOARD FORUM

The Board spoke about the wonderful presentation given by the Branchburg Central Middle School students on Global Youth Service Day.

Mrs. Joyce reminded the Board to complete the Board self-evaluation.

Mr. Ambrus congratulated the teachers receiving tenure.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:00 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board