

Branchburg Township School District

REGULAR MEETING MINUTES

May 5, 2016

Executive Session – 6:30 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 6:44 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, Theresa Joyce, Carmela Noto, Cathy Palmieri and Olga Phelps (arrived 8:00 p.m.)

The following members were absent: Jack Dempsey, Kristen Fabriczi and Jose-Ramon Suarez.

Also present were: Acting 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. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to convene at 6:44 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn executive session at 8:05 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to reconvene to public session at 8:05 p.m. with 2 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 and Ms. Linskey did a presentation on the 2016-2017 Budget.

Ms. Rhonda Sherbin, President elect to the Branchburg Township Education Association, asked about the 2% cap presented in the budget presentation.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Joyce, seconded by Mrs. Noto that Items VIII.A. through VIII.C., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus spoke about the following items:

- He congratulated Ms. Sherbin on her appointment to President of the Branchburg Township Education Association;
- Acknowledged the district teachers for Teacher Appreciation Week; and
- Discussed the new Board conference room.

APPROVAL OF 2016-2017 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2016-2017 School District Budget for submission as follows:

	<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	<u>\$3,538,735</u>	<u>\$507,361</u>	<u>\$101,184</u>	<u>\$4,147,280</u>
Taxes to be Raised	<u>\$39,622,347</u>	<u>\$ 0</u>	<u>\$2,109,741</u>	<u>\$41,732,088</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 \$70,000 and has authorized \$40,527 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 2016-17 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 2016-17; 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 2016-2017 budget as follows:

Service	Not to Exceed
Legal	\$ 75,000
Auditing	\$ 40,000
Special Education Related Services	\$200,000
Architect/Engineering	\$100,000

B. Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	2016 Memorial Day Commemoration	Karen Dionisio	Stony Brook School	1190	\$3,123.91

C. Approval of Job Descriptions

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

- Supervisor of Pupil Personnel Services
- District Webmaster

IX. POLICY

Motion by Mrs. Palmieri, seconded by Mrs. Noto that Item IX.A., be moved upon the recommendation of the Acting Superintendent.

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

A. Policy			
Policy #	Title	Name of Action	Discussion
2422	Health and Physical Education	First Reading	Complete Replacement
2425	Physical Education	Abolished	Replaced by Policy 2422
5310	Health Services	First Reading	Revision
5330.01	Administration of Medical Marijuana	First Reading	New
5756	Transgender Students	First Reading	New
8462	Reporting Potentially Missing or Abused Children	First Reading	Revised
8550	Outstanding Food Services Charges	First Reading	Revised

X. EDUCATION

Motion by Mrs. Phelps, seconded by Mrs. Palmieri that Items X.A. through X.D. 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.

Mrs. Phelps discussed the following items:

- Branchburg Central Middle School Flagship Committee;
- Plans for the summer curriculum;
- Branchburg Central Middle School Passion Project;
- Student Growth Percentile (SGP) Data Report released by the State; and
- Field trips and policies for field trips.

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	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
49 th Annual Conference on Reading and Writing New Brunswick, NJ	Marie Cinque 11-000-223-580-04-144	10/28/2016	\$165.00	N/A	N/A	\$18.00	\$183.00
49 th Annual Conference on Reading and Writing New Brunswick, NJ	Lauren Knoke 11-000-223-580-05-144	10/28/2016	\$180.00	N/A	N/A	\$18.00	\$198.00

Conference/ Workshop	Employee/Account Number	Date	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
49 th Annual Conference on Reading and Writing New Brunswick, NJ	Randi Morin 11-000-223-580-05-144	10/28/2016	\$180.00	N/A	N/A	\$18.00	\$198.00
49 th Annual Conference on Reading and Writing New Brunswick, NJ	Erin Rimmler 11-000-223-580-05-144	10/28/2016	\$180.00	N/A	N/A	\$18.00	\$198.00
Penny Kittle: Focus on Writing Craft Piscataway, NJ	Marie Cinque 11-000-223-580-04-144	6/3/2016	\$150.00	N/A	N/A	N/A	\$150.00
Penny Kittle: Focus on Writing Craft Piscataway, NJ	Caroline Flamos 11-000-221-580-02-189	6/3/2016	\$150.00	N/A	N/A	N/A	\$150.00
Legal and Ethical Issues In Child/Adolescent Mental Health Parsippany, NJ	Antonia DaSilva 11-000-291-280-01-573	7/14/2016	\$100.00	N/A	N/A	N/A	\$100.00
Psychopharmacology with Children and Adolescents New Brunswick, NJ	Antonia DaSilva 11-000-291-280-01-573	7/19/2016	\$100.00	N/A	N/A	N/A	\$100.00
Working with Latino Cultures Parsippany, NJ	Antonia DaSilva 11-000-291-280-01-573	7/20/2016	\$100.00	N/A	N/A	N/A	\$100.00
Google Certified Educator Level 2 BCMS	Margaret Emmons 11-000-223-580-04-144	6/27/2016	\$25.00	N/A	N/A	N/A	\$25.00

B. Contracts for In-Service/Workshops				
Vendor/Account Number	Presenter	Dates of In-Service	Cost	Discussion
Behavior Therapy Associates 20-270-200-320-02-648	Debra G. Salzman, Ph.D.	5/11/2016	\$1,500.00	Challenging Behaviors in the Classroom: Developing FBA and Behavior Plans for At Risk Students
Northwest Evaluation Association 20-270-200-320-02-648	Representative from NWEA	6/6/2016 through 6/7/2016	\$6,400.00	Teachers will be introduced to the goal setting process utilizing documents provided by MAP, Grades 3-8.

C. Approval of Summer Curriculum Writing					
Content Area	Grades	Hours	Rate	Discussion	
Language Arts (Writing)	K-5	72	\$41.00	Revision	
Language Arts (Writing)	6-8	108	\$41.00	Revision	
World Language	6	48	\$41.00	New Curriculum	
Social Studies	8	48	\$41.00	New Curriculum	
Media Center	6-8	48	\$41.00	New Curriculum	
Media Center	K-5	72	\$41.00	New Curriculum	
Math	3-5	84	\$41.00	Revision	
Math	6	24	\$41.00	Revision	
Science	K-8	168	\$41.00	New Curriculum	
GATE	K-8	90	\$41.00	Student Identification and Revision	
Literacy Coach	K-8	78	\$41.00	2016-2017 Coaching Sessions	
STEM Coach	K-8	78	\$41.00	2016-2017 Coaching Sessions	
Guidance Peer Leadership	6-8	90	\$41.00	New Program	
Guidance	6-8	26	\$41.00	Curriculum Revision and Additions	

D. Field Trip				
School/Group	Event Coordinator	Location	Date	Purpose
BCMS/ LLD Class and ICE Class	Beth Urbanski	Branchburg Sports Complex	5/19/2016	Introducing LLD Class and ICE Class students to Peer2Peer High School Leadership Club.

XI. HUMAN RESOURCES

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

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

Mrs. Palmieri said the following items were discussed at the April 26, 2016 Human Resources Committee meeting:

- Director of Student Services position;
- The job description for the Director of Student Services position was reviewed and revised; and
- Discussed the Webmaster position.

A. Resignations					
Name	Name of Action	Position	Location	Effective Date	Discussion
Donna Eckel	Resignation	Part Time Office Aide	Transportation	6/23/2016	3 Years of Service
Sue Senate	Resignation	Webmaster & System Technology Coordinator	District	7/1/2016	3 Years of Service
Lameka Augustin	Resignation	Assistant Business Administrator/ Assistant Board Secretary	District	7/8/2016	1 Year of Service

B. Instructional Staff							
Name	Position	Location	Level/Step	Salary	Effective Date	End Date	Discussion
Gail Chapman	Replacement Teacher	Whiton	182/1	\$58,595.00 prorated	5/23/2016	6/30/2016	Maternity Leave for Michele Dooley

C. Retirement					
Name	Name of Action	Position	Location	Effective Date	Discussion
Debbie Hercky	Retirement	Guidance Counselor	Stony Brook Elementary School	7/1/2016	23 Years of Service

D. Approval of Reappointment of Nontenured Teachers

It is recommended that the Board approve the reappointment of the following of Nontenured Teachers effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Teachers):

Name	Position	Contract Year	Hire Date
Elvira Atrio	Teacher	4	9/1/2013
Danielle Cordaro	Teacher	4	9/1/2013
Danielle Dufermont	Teacher	4	9/1/2013
Melissa Fitzgibbon	Teacher	4	12/2/2013
Gayle Fredericks	Teacher	4	11/8/2013
Rachael Johnston	Teacher	4	9/1/2013
Nicole Kepner	Teacher	4	9/1/2013
Sarah Landon	Teacher	4	9/1/2013
Patricia Maloney	Teacher	4	9/1/2013
Jocelyn Muzychko	Teacher	4	2/1/2013
Elisabeth Patten	Teacher	4	9/1/2013
Breanne Pratt	Teacher	4	9/16/2013
Lisa Quinn	Teacher	4	9/1/2013
Erin Rimmmler	Teacher	4	9/1/2013
Amanda Roper	Teacher	4	9/1/2013
Andrew Uporsky	Teacher	4	9/1/2013
Elizabeth Urbanski	Teacher	4	9/1/2013
Wendy DeJulio	Teacher	3	11/21/2014
Teresa DoVale	Teacher	3	9/1/2014
Joy Greenfield	Teacher	3	10/30/2014
Claire Lerner	Teacher	3	3/27/2015
Olivia McNamara	Teacher	3	9/1/2014
Justin Rogoff	Teacher	3	9/1/2014
Brittani Santangelo	Teacher	3	9/1/2014
Chelsea Smith	Teacher	3	9/1/2014
Kathleen Thorson	Teacher	3	9/1/2014
Erica Lee Viel	Teacher	3	9/1/2014
Anne Wonesh	Teacher	3	12/10/2014
Sarah Debraski	Teacher	2	2/5/2016
Lauren Flood	Teacher	2	9/1/2015
Kelly Frazee	Teacher	2	9/1/2015
Kathleen Gaston	Teacher	2	1/4/2016
Kevin Gaul	Teacher	2	9/1/2015
Kelly Graham	Teacher	2	9/1/2015
Heather Lilly	Teacher	2	9/1/2015
Allison O'Neil	Teacher	2	9/1/2015
Michael Razzoli	Teacher	2	2/1/2016
Colleen Repoli	Teacher	2	11/5/2015

E. Approval of Reappointment and Granting of Tenure

It is recommended that the Board reappoint and grant tenure to the following Nontenured Teachers effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Teachers):

Name	Position	Hire Date	Tenure Date
Stephanie Formus	Teacher	9/1/2012	9/2/2016
Katie Fox	Teacher	12/14/2012	12/15/2016

F. Approval of Reappointment of Nontenured Secretaries and Clerks

It is recommended that the Board approve the reappointment of the following of Nontenured Secretaries and Clerks effective July 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Secretaries and Clerks):

Name	Position	Hire Date
Cynthia Buckley	Student Services Secretary	1/8/2015
Trish Duplay	.5 Student Services Secretary	7/1/2015
Nicole Gallo	.5 Instructional Services Secretary	7/1/2015
Linda Geise	Buildings/Grounds and Technology Clerk	7/2/2014
Jodi Jackson	Branchburg Central Middle School Clerk	2/1/2016

G. Approval of Reappointment of Assistant Principal

It is recommended that the Board approve the reappointment of the following Assistant Principal for the period July 1, 2016 through June 30, 2017 in accordance with the Agreement between the Branchburg Township Board of Education and the Branchburg Principals and Assistant Principals Group in effect from July 1, 2015 through June 30, 2017, to be paid via Payroll and sufficient funds are available in the 2016-2017 budget.

Name	Position	Hire Date	Salary
Kristen Kries	Assistant Principal Branchburg Central Middle School	4/14/2014	\$88,304.00

H. Approval of Reappointment of Instructional Aides

It is recommended that the Board approve the reappointment of the following Instructional Aides effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Instructional Aides).

Name	Position	Hire Date
Lindsay Atwell	Instructional Aide	9/1/2004
Robin DiBetta	Instructional Aide	9/5/2001
Rachelle Emmons	Instructional Aide	9/1/2001
Joyce Flood	Instructional Aide	9/1/2012
Monita Haduch	Instructional Aide	6/13/2014
Elizabeth Hillsinger	Instructional Aide	9/1/2012
Patricia Jaeckle	Instructional Aide	9/5/2001
Leslie Jones	Instructional Aide	9/1/2008
Antoninette Lorenc	Instructional Aide	9/1/2009
Lisa Moore	Instructional Aide	2/22/2016
Katherine Mileto	Instructional Aide	9/1/2015
Karen Minette	Instructional Aide	9/1/2011
Amy Piano	Instructional Aide	5/28/2009
Michele Rina	Instructional Aide	9/1/1997
Patricia Rodgers	Instructional Aide	1/27/2012
Heather Rogalski	Instructional Aide	3/23/2012
Eileen Rudowski	Instructional Aide	9/1/2005
Christine Santangelo	Instructional Aide	12/18/2015
Vedha Saranathan	Instructional Aide	9/1/2013
Stephen Simborski	Instructional Aide	9/1/2006
Nancy Stansfield	Instructional Aide	10/31/2011

I. Substitutes					
Name	Position	Salary	School	Effective date	End Date
Jennifer Mendonca	Substitute Teacher/ Substitute Aide	\$95.00 per diem/ \$83.00 per diem	District	5/6/2016	6/30/2016
Gail Chapman	Substitute Teacher	\$95.00 per diem	District	5/6/2016	6/30/2016

J. Grant Permission for Midland Adult Services Workers

It is recommended that the Board grant permission to utilize workers from the Midland Adult Services Program to assist with the maintenance of buildings, grounds and bus detailing, effective July 1, 2016 through June 30, 2017, at no cost to the District.

K. Revision of Maternity Leave				
Name	School	Grade	Effective dates	Anticipated Date(s)
Lauren Knoke	Stony Brook	4/5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act	From Return Date: 6/22/2016 To Return Date: 6/8/2016

L. Request for Leave of Absence				
Name	Position	School	Effective Date	End Date
Andrea Schwarz	Teacher	BCMS	9/1/2016	6/30/2017

XII. BUSINESS

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

On call of the vote, Items XII.A. through XII.B. 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, 2016 through May 6, 2016, totaling \$745,962.38, and ratify the Payroll for the period April 21, 2016 through May 6, 2016, totaling \$877,806.92.

B. Purchase 2016 Ford Pickup Truck

It is recommended that the Board approve the purchase of a 2016 Ford Pickup Truck through State Contract for a total of \$38,051.00 to be paid by Purchase Order from Account# 12-000-261-730-10-609 and sufficient funds are available in the 2015 – 2016 budget.

XII. PUBLIC COMMENT

There was no public comment.

XIII. BOARD LIAISON REPORTS

Mrs. Noto attended the Somerville Board of Education meeting and spoke about the following items:

- Somerville High School received the Spirit Award from Varsity Spirit;
- Spectrum Alliance Club participated in a day of silence on April 15, 2016;
- A Somerville High School student has been awarded an honorable mention in poetry in the NJCTE 2016 High School Writing contest;
- Congratulations to the Somerville High School students, who participated in the 2016 Boys State Leadership program sponsored by the American Legion; and
- The budget presentation.

Ms. Gensel spoke about the Pocketbook Bingo fundraiser which was held on April 29, 2016.

Ms. Gensel spoke about the active shooter drill at Branchburg Central Middle School conducted by the Branchburg Township Police Department.

XIV. BOARD FORUM

Mrs. Phelps spoke about the concert she attended at Stony Brook School.

Mrs. Palmieri spoke about Debbie Hercky's retirement and thanked her for her years of service.

Mrs. Joyce spoke about the following items:

- PTO rummage sale and clothing drive. She thanked all the volunteers who participated in this event; and
- Policy for Board Committees.

The Board discussed virtual meetings.

Mr. Ambrus spoke about a New York Times article called "Money, Race and Success: How Your School District Compares", where the community can see how the Branchburg Township School District is doing compared to other districts.

XV. EXECUTIVE SESSION

There was no Executive Session meeting.

XVI. ADJOURNMENT

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn at 9:07 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator