

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

November 16, 2016

**Executive Session – 7:30 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 7:35 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 Keerti Purohit.

The following members were absent: Jack Dempsey, Kristen Fabriczi and Olga Phelps.

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. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to convene at 7:35 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn executive session at 7:50 p.m.

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to public session at 7:59 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. SUPERINTENDENT'S REPORT**

Ms. Gensel introduced Donna Cardamone, Kathy Gorski and Elizabeth Urbanski who, along with students from Somerville High School and students from Branchburg Central Middle School, did a presentation on the following programs:

- Be A Buddy Program;
- Culture Club (previously called the Willow Tree); and
- Student Council.

William Schroeder of Nisivoccia LLP, gave a presentation of the 2015-2016 Annual Audit for the Branchburg Township School District.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

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

On call of the vote, Items VIII.A. through VIII.D. were unanimously approved by Roll Call with Mrs. Noto abstaining on Item VIII.A. (October 20, 2016 Regular Meeting Minutes).

There was no Governance Committee report.

Mrs. Palmieri said the Community Relations Committee met on November 16, 2016 and discussed the following items:

- Spam on the District's twitter feed;
- The Strategic Planning Committee will resume meeting on January 10, 2017 at 1:00 p.m.; and
- The next Community Relations Committee meeting is scheduled for December 14, 2016 at 12:00 p.m.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Sessions and Regular Meetings of September 15, 2016, October 6, 2016, and October 20, 2016.

### B. Approval of Submission of 2016-2017 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2016-2017 School Nursing Services Plan.

### C. Approval of 2016-2017 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

It is recommended that the Board approve the 2016-2017 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

<b>D. Acceptance of Grant Funds</b>					
Grantor	Grant Name	Requester	Location	Check #	Amount
BASF Foundation	Science Education	Suzanne Updegrove	BCMS	92000993	\$5,000.00

## IX. POLICY

Motion by Mrs. Purohit, seconded by Mr. Cutler that Item IX.A., be moved upon the recommendation of the Superintendent.

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

Mrs. Joyce said the Policy Committee will be meeting with vendors on November 28, 2016 regarding the policy management system.

A. Policy Second Reading		
Policy #	Title	Discussion
P0164.5	Remote Participation in Board Meetings	New

## X. EDUCATION

Motion by Mrs. Palmieri, seconded by Mr. Cutler 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 November 16, 2016 and discussed the following items:

- Curriculum Writing;
- Report Cards;
- Girls Who Code Club;
- Branchburg Central Middle School Enrollment Trends;
- Stony Brook School Field Trips;
- Student Chromebook Agreement; and
- The next Education Committee meeting is scheduled for December 14, 2016 at 1:00 p.m.

### 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
Addressing Student Mental Health Issues Cherry Hill, NJ	Alexandra Gallo 11-000-219-580-03-001	12/2/16	\$75.00	N/A	N/A	N/A	\$75.00
Addressing Student Mental Health Issues Cherry Hill, NJ	Amy McLaughlin 11-000-219-580-03-001	12/2/16	\$75.00	N/A	N/A	N/A	\$75.00
Techspo Atlantic City, NJ	Jennifer Hauser 11-000-221-580-02-190	1/26/17 through 1/27/17	\$425.00	\$99.00	\$61.00	\$62.62	\$647.62
Techspo Atlantic City, NJ	Erica Patente 11-000-221-580-02-190	1/26/17 through 1/27/17	\$425.00	\$97.00	0.00	\$76.88	\$598.88
Making Middle School Matter Austin, Texas	Matthew Barbosa 11-000-240-580-02-000	1/26/17 through 1/28/17	\$225.00	\$477.00	\$256.50	\$350.00	\$1,308.50
Special Needs Symposium Branchburg, NJ	Joanne Everson 11-000-219-580-03-001	12/9/16	\$100.00	N/A	N/A	N/A	\$100.00
Special Needs Symposium Branchburg, NJ	Michelle Nash 11-000-219-580-03-001	12/9/16	\$100.00	N/A	N/A	N/A	\$100.00
Harvard Institute for Superintendents and District Leaders Cambridge, MA	Rebecca Gensel 20-270-200-500-02-649	5/14/17 through 5/17/17	\$3,025.00	\$825.00	\$250.00	\$500.00	\$4,600.00
School Based Speech-Language Pathologists Conference West Orange, NJ	Joy Greenfield 11-000-219-580-03-001	12/2/16	\$249.00	N/A	N/A	\$24.80	\$273.80
New Jersey Association of School Psychologists Monroe, NJ	Amy McLaughlin 11-000-219-580-03-001	12/9/16	\$175.00	N/A	N/A	N/A	\$175.00
Building Self-Regulation in Children with Autism, ADHD, or Sensory Disorders Edison, NJ	Diane Scholp 11-000-219-580-03-001	12/2/16	\$209.99	N/A	N/A	N/A	\$209.99

<b>B. Branchburg Township School Service Projects</b>					
Title	Event Coordinator	Participants	Recipient	Purpose	Date(s)
Jump Rope for Heart	Michael Clark	Stony Brook School Students	American Heart Association	Help fund potentially lifesaving research into heart and blood vessel diseases and stroke.	1/2017 through 2/2017
8 <sup>th</sup> Grade Service Project	Kristen Cardona	BCMS Students and Staff	Emmanuel Cancer Foundation	Collect funds to help teens and families that are struggling with cancer.	11/14/16 through 11/18/16

<b>C. Out of District Placements</b>							
Program/Location	Student ID #	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total	
Bernards Township Public School Basking Ridge, NJ	3019127574	\$3,774.07	7/5/16-8/4/16	\$35,953.00	9/6/16-6/16/17	\$39,727.07	
Bernards Township Public School Basking Ridge, NJ	9676224959	\$6,551.96	7/5/16-8/4/16	\$62,416.00	9/6/16-6/16/17	\$68,967.96	
Somerset Hills Learning Institute Bedminster, NJ	3092350853	N/A	N/A	\$79,608.91	10/14/16-6/16/17	\$79,608.91	

### D. Approval of 2016-2017 Field Trips

Pursuant to statute N.J.S.A. 6A:23A-5.8(c1) and in accordance with Board Policy #2340 – *Field Trips*, it is recommended that the Board approve the following listing of 2016-2017 Field Trips for students, as noted, the full cost of the trips will be covered by parent fees (transportation, entry fees, and any nurse or other staff member being paid for the trip).

#### Branchburg Central Middle School

Trip	Grade
Skyzone Trampoline Park, South Plainfield, NJ	6-8
Sophie's Bistro, Somerset, NJ	6-8
Stefano's Pizzeria, Branchburg, NJ	6-8

## XI. HUMAN RESOURCES

Motion by Mrs. Palmieri, seconded by Mrs. Noto that Items XI.A. through XI.H., be moved upon the recommendation of the Superintendent.

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

Mrs. Palmieri said the next Human Resources Committee meeting is scheduled for December 14, 2016 at 11:00 a.m.

A. Substitute Teachers and Substitute Instructional Aides					
Name	Position	Salary	Location	Effective Date	End Date
Karen Ciaramella	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 per diem	District	11/17/16 Application subject to delivery of requested documents	6/30/17
Maria D'Angelo	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 per diem	District	11/17/16	6/30/17
Gregory Mulroy	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 per diem	District	11/17/16 Application subject to delivery of requested documents	6/30/17
Catherine Reckenbeil	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 per diem	District	11/17/16	6/30/17
Desiree Sommerville	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 per diem	District	11/17/16 Application subject to delivery of requested documents	6/30/17

B. Student Teachers						
Name/College	Name of Action	Certification	Location	Effective Date	End Date	Discussion
Ellen Bacon Seton Hall	Student Teacher	Social Studies 8 <sup>th</sup> Grade	BCMS	1/9/17 Application subject to delivery of requested documents	4/28/17	Cooperating Teacher Janice Monetti
Marisa Cumello Seton Hall	Student Teacher	1 <sup>st</sup> Grade	Whiton	1/9/17 Application subject to delivery of requested documents	4/28/17	Cooperating Teacher Dawn Eelman
Christina Nitti Seton Hall	Student Teacher	Kindergarten	Whiton	1/9/17 Application subject to delivery of requested documents	4/28/17	Cooperating Teacher Catherine Rello

C. Stipend Positions					
Name	Position	Salary	Location	Effective Date	End Date
Kathy Bontomase	Instrumental Music Concert	\$630.00	Stony Brook	9/1/16	6/30/17
Noel Maroon	Strings Concert Prep	\$630.00	Stony Brook	9/1/16	6/30/17

<b>D. Personnel</b>					
Name	Position	Location	Effective Date	End Date	Discussion
Jennifer Lelah-Koehler	Special Education Teacher	Stony Brook	N/A	1/1/17	Retirement
Heloisa Richards	Lunchroom Aide	BCMS	N/A	11/18/16	Resignation
Donna Baron	Lunchroom Aide	Whiton	10/25/16	11/25/16	Unpaid Medical-Leave/FMLA
Karen Cicmansky	Lunchroom Aide	BCMS	11/21/16 Application subject to delivery of requested documents	6/30/17	Replacing Heloisa Richards

<b>E. Maternity Leave Replacement</b>						
Name	Position	Location	Hourly	Effective Date	End Date	Discussion
Kim Gislao	Instructional Aide Long Term Sub/ No Tenure Accrual	Stony Brook	\$14.40	11/17/16	4/17/17	Maternity Leave for Liz Hillsinger

### **F. Approval of Science Consultant**

It is recommended that the Board approve the Director of Science Education Institute Science Consultant from RVCC, to work with teacher's grades, K through 8 with the Next Generation Science Standards (NGSS), 3 full days in 2017-2018 not to exceed \$8,400.00 and 2 full days 2018-2019 not to exceed \$5,600.00 (Account # 11-000-223-320-02-225).

<b>G. Approval of Curriculum Writing</b>				
Content Area	Grade	Hours	Rate	Discussion
Mathematics	7	36	\$41.00	Revision

<b>H. Extra Duty Pay</b>							
Name/Account	Name of Action	Position	Salary	Location	Effective Date	End Date	Discussion
Jocelyn Muzychko 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 24 hours	District	11/17/16	6/21/17	Growth Mindset Book Club
Erica Patente 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 24 hours	District	11/17/16	6/21/17	Growth Mindset Book Club
Jocelyn Muzychko 11-000-223-104-02-210	Parent Night Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	District	12/8/16	N/A	Parent Technology Presentation
Erica Patente 11-000-223-104-02-210	Parent Night Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	District	12/8/16	N/A	Parent Technology Presentation
Margaret Emmons 11-000-223-104-02-210	Parent Night Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	District	12/8/16	N/A	Parent Technology Presentation
Marie Cinque 11-000-223-104-02-210	Parent Night Presenter	Teacher	\$41.00 per hour not to exceed 1 hour	District	12/8/16	N/A	Parent Technology Presentation
Margaret Emmons 11-000-221-104-02-213	Curriculum Writing	Teacher	\$41.00 per hour not to exceed 12 hours	District	11/17/16	6/30/17	Grade 7 Math Curriculum
Kristyn Perello 11-000-221-104-02-213	Curriculum Writing	Teacher	\$41.00 per hour not to exceed 12 hours	District	11/17/16	6/30/17	Grade 7 Math Curriculum
Katie Fox 11-000-221-104-02-213	Curriculum Writing	Teacher	\$41.00 per hour not to exceed 12 hours	District	11/17/16	6/30/17	Grade 7 Math Curriculum

## XII. BUSINESS

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

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

Mr. Ambrus said the Business Committee met on November 7, 2016 and discussed the following items:

- Window tinting at Branchburg Central Middle School;
- Awarding the cafeteria doors at Branchburg Central Middle School;
- Badge access upgrades to the Board Office and Stony Brook School;
- The revised drawings for the parking lot project at Stony Brook School;
- Hallway lighting replacement at Whiton Elementary School;
- Sink replacement at Whiton Elementary School;
- Moving the Transportation offices to Old York School;
- Future facilities consideration regarding a five year plan for replacement of compressor units;
- Playground equipment at Old York School;
- John Hindmarch, Supervisor of Building and Grounds, attended a seminar given by the State regarding the testing of lead in water;
- Transportation;
- Audit; and
- Policy vendor meeting scheduled for November 28, 2016.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period September 1, 2016 through September 30, 2016, totaling \$850.00, and October 1, 2016 through October 31, 2016, totaling \$295,953.47 and November 1, 2016 through November 16, 2016, totaling \$1,750,288.36, and ratify the Payroll for the period October 1, 2016 through October 31, 2016, totaling \$858,067.84 and November 1, 2016 through November 16, 2016, totaling \$873,522.10.

### B. Secretary's Report

The Report of the Secretary for September 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 September 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 2016-2017 fiscal year.

**C. Treasurer's Report**

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

**E. Monthly Transfer Report**

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

**F. Replacement Doors at Branchburg Central Middle School**

It is recommended that the Board approve Garden State Hardware Inc., to install three sets of new fire rated doors in the band room, cafeteria and hallway, at a total cost of \$17,232.30, to be paid through Purchase Order, Account #12-000-400-450-04-612, and sufficient funds are available in the 2016-2017 budget.

**G. Approval of Purchase of One Savin Copier**

It is recommended that the Board approve the purchase of one Savin MP4054SP Copier from Atlantic Tomorrow's Office, at a total cost of \$6,380.00 as per New Jersey State Contract #A40467, from Account #12-000-240-730-08-609 for Whiton Elementary School, and sufficient funds are available in the 2016-2017 budget.

**H. Approval of Change Order for Stony Brook Parking Lot Improvements**

It is recommended that the Board approve a Change Order in the amount of \$6,580.00 to LAN Associates for additional tasks performed with regard to the Stony Brook Parking Lot Improvements project. Task 1 which was performed, was for additional design process, in the amount of \$1,405.00, and Task 2 was for attending the Township of Branchburg Planning Board meeting, in the amount of \$5,175.00, to be paid by purchase order via Account #12-000-400-450-05-612, and sufficient funds are available in the 2016-2017 budget.



**I. Approval of Removal of Old York Playground Areas**

It is recommended that the Board approve Moss Landscaping, Inc., to remove playground areas at Old York School, at a total cost of \$8,320.00, to be paid through Purchase Order, Account #11-000-261-420-06-411, and sufficient funds are available in the 2016-2017 budget.

**J. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Theresa Linskey, School Business Administrator to issue payment of bills for November 17, 2016 through December 15, 2016 prior to the next regularly scheduled meeting of December 15, 2016 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the December 15, 2016 meeting for ratification.

**XIII. PUBLIC COMMENT**

Mr. Mike Merchant addressed the Board regarding the deer hunting program on the Harlan School Road property.

**XIV. BOARD LIAISON REPORTS**

Mrs. Noto said the next Somerville Board of Education meeting will be held on November 22, 2016.

**XV. BOARD FORUM**

Mr. Cutler congratulated the Somerville High School football team for their 10-0 status.

Mrs. Joyce spoke about a workshop she and Ms. Gensel attended at the New Jersey School Boards Association conference, where three teachers from the Branchburg Township School District gave a presentation on how they use technology in their classrooms.

Mrs. Noto asked about the Yankee Candle fundraiser.

Mrs. Palmieri congratulated a former Branchburg student, who is now a senior at Somerville High School, who won the Arc of Somerset County Angels Among Us award.

Mr. Ambrus thanked everyone for their votes during the election.

Ms. Gensel thanked Jennifer Lelah-Koehler for her years of dedicated service to the students and district of the Branchburg Township School District.

**XVI. EXECUTIVE SESSION**

There was no second Executive Session.

**XVII. ADJOURNMENT**

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:48 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board Secretary