

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

September 15, 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 7:03 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, Carmela Noto, Cathy Palmieri, Olga Phelps (arrived 7:12 p.m.) and Keerti Purohit.

The following member was absent: Jack Dempsey

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

**II. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene at 7:03 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 7:50 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:00 p.m. with 25 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 Heather Mastroserio, District Safety Coordinator, who did a presentation on how the district is doing in terms of the requirements for H.I.B. education and the way the district develops climate within the schools.

## VII. PUBLIC COMMENT

Members of the Branchburg community reached out to the Board regarding the bussing of Branchburg non-public school students.

Residents of Branchburg expressed their concerns to the Board about the potential deer hunting program on the Harlan School Road property.

## VIII. GOVERNANCE

Motion by Mrs. Palmieri, seconded by Mr. Cutler 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 Mrs. Phelps abstaining on Item VIII.A.

Mr. Ambrus spoke about the following items:

- Correspondence from Assemblyman Andrew Zwicker, who invited Somerset County Board Members to an open house meeting at his office in Skillman, New Jersey on September 21, 2016;
- Harlan School Road property deer hunting program;
- Board Goals;
- Process of getting Board Certification through the New Jersey School Boards Association; and
- New Jersey Sustainability Program.

Mrs. Joyce spoke about meeting with Strauss Esmay and the New Jersey School Board Association to see what options they offer regarding the possibility of setting up a Policy portal to provide the public access to all district policies.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of August 18, 2016.

### B. Approval of 2016-2017 School Year Merit Goals of the Superintendent of Schools

BE IT RESOLVED that the Board approve the submission of the Superintendent's Merit Goals for the 2016-2017 school year to the Executive County Superintendent of Schools for approval.

**C. Adoption of 2016-2017 Board and District Goals**

It is recommended that the Board adopt the 2016-2017 Board and District Goals.

**IX. POLICY**

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

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

Mrs. Joyce discussed the two policies under First Reading.

<b>A. Policy First Reading</b>		
Policy #	Title	Discussion
3244	In Service Training	Abolished
8601	Student Supervision after School Dismissal	Revised

<b>B. Policy Second Reading</b>		
Policy #	Title	Discussion
0155	Board Committees	Revised
5514	Student Use of Vehicles on School Grounds	Revised
8630	Bus Driver/Bus Aide Responsibility	Revised

**X. EDUCATION**

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

On call of the vote, Items X.A. through X.C. were unanimously approved by Roll Call with Mrs. Fabriczi and Mrs. Purohit abstaining on Item X.C.

Mrs. Phelps said the Education Committee met and discussed the following items:

- The Curriculum Guide; and
- The progress of the field trip surveys.

**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
Foundation for Educational Administration Monroe Township	Jennifer Hauser 11-000-291-280-01-578	1/21/17 through 6/30/17	\$800.00	N/A	N/A	N/A	\$800.00
Foundation for Educational Administration Monroe Township	Tina Neely 11-000-291-280-01-578	1/21/17 through 6/30/17	\$800.00	N/A	N/A	N/A	\$800.00
Foundation for Educational Administration Monroe Township	Matthew Ross 11-000-291-280-01-578	1/21/17 through 6/30/17	\$800.00	N/A	N/A	N/A	\$800.00
Microsoft Excel Beyond the Basics Princeton, NJ	Cynthia Buckley 11-000-230-580-01-303	9/29/16	\$10.00	N/A	N/A	\$13.02	\$23.02
Microsoft Excel Beyond the Basics Princeton, NJ	Karen Muller 11-000-230-580-01-303	9/29/16	\$99.00	N/A	N/A	N/A	\$99.00
Frontline Professional Growth Academy Long Island, NY	Cynthia Buckley 11-000-230-580-01-303	9/19/16 through 9/20/16	\$525.00	\$125.00	N/A	\$50.00	\$700.00
Literacy Consortium Monroe, NJ	Marie Cinque 11-000-223-580-04-144	9/19/16, 10/19/16, 11/22/16, 1/24/17, 3/10/17, 5/31/17	N/A	N/A	N/A	\$18.79	\$18.79
Identifying and Managing At-Risk Youth in Schools and the Community Robbinsville, NJ	Margaret Ryan 11-000-219-580-03-001	10/4/216	\$40.00	N/A	N/A	\$9.50	\$49.50

<b>B. Out-of-District Placements</b>			
Program/Location	Student ID #	Tuition	Effective Dates
The Education Services Commission of New Jersey 1660 Stelton Road, Piscataway, NJ	1182192377	Extended School Year Aide: \$3,190.00	Extended School Year Aide: 6/27/16-8/5/16
Rutgers University Behavioral Health Care 671 Hoes Lane West, Piscataway, NJ	9591266214	SY and ESY: \$73,200.00	SY and ESY: 7/1/16-6/30/17
Somerset County Vocational and Technical Schools 14 Vogt Drive, Bridgewater, NJ	5514552007	SY: \$24,250.00	SY: 9/7/16-6/21/17
Somerset County Vocational and Technical Schools 14 Vogt Drive, Bridgewater, NJ	15 Full Time General Education Students	Total: \$18,750.00	SY: 9/7/16-6/21/17
Somerset County Vocational and Technical Schools 14 Vogt Drive, Bridgewater, NJ	4 Full Time Special Education Students	Total: \$5,000.00	SY: 9/7/16-6/21/17
Somerset County Vocational and Technical Schools 14 Vogt Drive, Bridgewater, NJ	26 Part Time General Education Students	Total: \$16,250.00	SY: 9/7/16-6/21/17
Somerset County Vocational and Technical Schools 14 Vogt Drive, Bridgewater, NJ	13 Part Time Special Education Students	Total: \$8,125.00	SY: 9/7/16-6/21/17

**C. Approval of Revisions in Curriculum**

It is recommended that the Board approve the following revised curriculum documents:

- Grade 3-5 Mathematics
- Grade 6 Mathematics
- Grade 6-8 Science
- Grades K-8 GATE Program
- Grades K-8 Language Arts
- Grades K-5 Media Center
- Grade 6 Spanish
- Grade 6 French

**XI. HUMAN RESOURCES**

Motion by Mrs. Fabriczi, seconded by Mrs. Palmieri 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 Human Resources Committee met on September 14, 2016 and discussed the following items:

- The Committee reviewed the revised mentor plan;
- The Committee reviewed the revised regulations to the Teacher Evaluation System from the Department of Education; and
- The next Human Resources Committee meeting will be held on October 12, 2016.

<b>A. Approval of Hours</b>					
Name/Account	Position	Salary	Location	Dates	Discussion
Rose Pellegrino	Office	\$16.33 Not to exceed 19.5 hours	BCMS	8/29/16-8/31/16	School Opening
11-000-240-105-01-336	Aide	\$17.43 Not to exceed 6.5 hours		9/2/16	

<b>B. Revision of Salary</b>			
Name	From: Salary	To: Salary	Discussion
Janet Hoffman	\$74,320.00	*\$76,470.00	Lateral Movement on the Guide

*\*Salary adjustment to be determined upon successful completion of negotiations*

### C. Approval of Non-Athletic Extracurricular Stipend Positions

It is recommended that the Board approve the following as Non-Athletic Extracurricular Stipend Positions, as noted in accordance with provisions of the B.O.E./B.T.E.A./Teachers Agreement (which is in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll from the General Fund, and sufficient funds are available in the 2016-2017 budget.

Position	Name	Amount
Science Club Advisor (BCMS)	Damian Thomas	*\$1,680.00
Instrumental Music Concert Prep 6 <sup>th</sup> grade (BCMS)	Kristine DeNicolò	*\$788.00

*\*Salary adjustment to be determined upon successful completion of negotiations*

D. Revision of Lunchroom Aide Contract	
Name/School	Hours
Donna Baron/Whiton	From: FTE 1.0 To: FTE .8

E. Personnel						
Name	Position	Location	Salary	Effective Date	End Date	Discussion
Walter Lipinski	Maintenance Technician	District	\$50,000.00 (prorated)	10/1/16	6/30/17	Replacing Keith Dunford
Donna Eckel	Substitute Bus Aide	District	\$12.98 per hour	9/16/16	6/30/17	Substitute Bus Aide as needed

F. Student Nurse						
Name/College	Name of Action	Certification	Location	Effective Date	End Date	Discussion
Susan Petrilli Rutgers School of Nursing	Nurse Practicum	School Nurse Certificate Program	Whiton	9/20/16	12/23/16	Cooperating Nurse Janet Hoffman

G. Approval of Practicum Students						
Names	Cooperating Teacher	College	Location	Effective Date	End Date	Discussion
Cristine Beverin	Sarah Landon	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Katherine Brody	Sarah Landon	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Meghan Cathart	Jodi Harwood	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Vincent Ciccone	Jodi Harwood	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Kellp Schlupp	Erica Veil	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Joyce Seifried	Erica Veil	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Kerry Farnum	Joanne Everson	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum
Phobe Roth	Joanne Everson	The College of New Jersey	Whiton	9/20/16	12/23/16	Student Practicum

### H. Approval of Consultant

It is recommended that the Board approve Dr. Wil vanderVeen, consultant from Raritan Valley Community College, to work with teachers in grades K through 8 to review the status of our Science Curriculum and align instructional practices to the Next Generation Science standards, not to exceed \$750.00 from account #11-000-223-320-02-225, and sufficient funds are available in the 2016 - 2017 budget.

## XII. BUSINESS

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

On call of the vote, Items XII.A. through XII.G. were unanimously approved by Roll Call with Mrs. Purohit abstaining from Items A and B.

There was no Business Committee report.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period September 2, 2016 through September 15, 2016, totaling \$1,695,930.79, and ratify the Payroll for the periods July 14, 2016, totaling \$175,785.72, August 15, 2016, totaling \$532,204.70 and September 2, through September 15, 2016, totaling \$843,829.96.

### B. Revision of Bill List

It is recommended that the Board approve the revised List of Bills for the period June 30, 2016 through July 21, 2016, totaling \$445,796.19.

### C. Secretary's Report

The Report of the Secretary for July 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 July 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.

### D. Treasurer's Report

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

**F. Monthly Transfer Report**

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

**G. Approval of Contract for Special Counsel**

It is recommended that the Board approve a contract with the firm of Clarkin & Vignuolo, P.C. to provide special counsel to the District for the 2016-2017 school year, at an hourly rate of \$375.00, for a representation of approximately 5 hours, to be paid from Account #11-000-230-331-01-276, and sufficient funds are available in the 2016 - 2017 budget.

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. BOARD LIAISON REPORTS**

There were no Board Liaison reports.

**XV. BOARD FORUM**

Mrs. Palmieri said the Community Relations Committee met and discussed the following items:

- Website reorganization for the Board of Education page;
- Deer hunting trial program;
- Private school bussing issues;
- Country Fair being held on September 24, 2016;
- The district's facebook page; and
- The next Human Resources meeting will be held on October 12, 2016.

**XVI. EXECUTIVE SESSION**

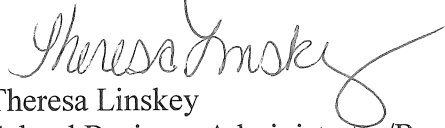
There was no second Executive Session.



**XVII. ADJOURNMENT**

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn at 10:40 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Linskey". The signature is written in black ink and is positioned above the printed name and title.

Theresa Linskey  
School Business Administrator/Board Secretary