

Branchburg Township School District

REGULAR MEETING

September 1, 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 7:34 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, Jack Dempsey, Kristen Fabriczi, Theresa Joyce and Cathy Palmieri.

The following members were absent: Carmela Noto, Olga Phelps and Keerti Purohit.

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 Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 7:34 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mr. Dempsey, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn executive session at 7:56 p.m.

On a motion by Mr. Dempsey, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to public session at 8:00 p.m. with 3 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 spoke about the successful opening day events for the 2016/2017 school year.

VII. PUBLIC COMMENT

Mr. Larry Fox, Branchburg Wildlife Management Committee person, spoke to the Board about the implementation of a trial hunting program on the Harlan School Road property.

VIII. GOVERNANCE

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

On call of the vote, Item VIII.A. was unanimously approved by Roll Call with Mr. Cutler and Mr. Dempsey abstaining on Item VIII.A.

The Board discussed the trial hunting program.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of July 21, 2016.

IX. POLICY

Motion by Mr. Dempsey, 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 said the Policy Committee met and discussed a policy regarding remote attendance at the Board of Education meetings.

Mrs. Joyce spoke about By-law #0155 listed on First Reading.

A. Policy First Reading		
Policy #	Title	Discussion
0155	Board Committees	Revised
5514	Student Use of Vehicles on School Grounds	Revised
8630	Bus Driver/Bus Aide Responsibility	Revised

B. Policy Second Reading		
Policy #	Title	Discussion
1310	Employment of School Business Administrator/ Board Secretary	Revised
3111	Creating Positions	Revised
3124	Employment Contract	Revised
3125	Employment of Teaching Staff Members	Revised
3125.2	Employment of Substitute Teachers	Revised
3126	District Mentoring Program	Revised
3141	Resignation	Revised
3240	Professional Development for Teachers and School Leaders	Revised
5339	Screening for Dyslexia	Revised
5350	Student Suicide Prevention	Revised
8441	Care of Injured and Ill Persons	Revised

X. EDUCATION

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

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

Ms. Gensel spoke about the survey sent to parents regarding student field trips. She also mentioned a link to the survey is posted on the district website.

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
Art Educators of New Jersey 2016 Conference Long Branch, NJ	Rokiah Barry 11-000-223-580-05-144	10/9/16 through 10/11/16	\$245.00	\$202.00	N/A	\$32.61	\$479.61
Art Educators of New Jersey 2016 Conference Long Branch, NJ	Christopher Boehm 11-000-223-580-08-144	10/9/16 through 10/11/16	\$245.00	\$202.00	N/A	\$33.17	\$480.00
American Speech-Hearing Association Pennsylvania Convention Center, PA	Adriana Weighart 11-000-219-580-03-001	11/17/16 through 11/19/16	\$385.00	N/A	N/A	N/A	\$385.00
Superintendent's Summit San Antonio, Texas	Rebecca Gensel 11-000-230-580-01-303	9/28/16 through 9/30/16	N/A	N/A	\$150.00	\$175.00	\$325.00

B. Out-of-District Placements			
Program/Location	Student ID #	Tuition	Effective Dates
Bright Beginnings Learning Center Piscataway, NJ	9184052627	SY: \$53,820.00	SY: 9/2/16-6/20/17
Piscataway Regional Day School Piscataway, NJ	1182192377	SY: \$41,400.00 Aide: \$36,180.00 Total: \$77,580.00	SY: 9/2/16-6/20/17 Aide: 9/2/16-6/20/17
The CEA School Flemington, NJ	7240201326	SY: \$70,862.40	SY: 9/9/16-6/17/17

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

Mrs. Palmieri said the next Human Resources Committee meeting will be held on Friday, September 14, 2016.

A. Revised Maternity Leave				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Kelly Boyle	Whiton	K-2 Literacy Coach	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FLMA	5/20/16 through 6/22/16 9/1/16 through 11/1/16

B. Extra Duty Pay							
Name/Account	Name of Action	Position	Salary	Location	Effective Date	End Date	Discussion
Erica Patente 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 9 hours	District	8/15/16	6/21/17	Next Generation Science Units

C. Revision of Hours for Transportation Office Aide					
Name	Salary	Hours	Effective Date	End Date	Discussion
Lucille Polizzi	\$15.00 per hour	29.5 hours per week	6/22/16	6/30/16	Training with Donna Eckel

D. Resignations			
Name	Position	Location	Effective Date
Claire Lerner	School Psychologist	Central Middle School	On or about 10/23/16
Trish Duplay	Part Time Secretary	Student Services	On or about 9/26/16
Kate Mileto	Instructional Aide	Whiton	8/11/16

E. Personnel							
Name	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Cynthia Ciancimino	Special Education Teacher	BCMS	1/182 (prorated)	\$29,297.50	9/1/16	6/30/17	New Position .5
Jill Leitstein	Classroom Aide	Whiton	Step 1 (prorated)	\$16,941.60	9/6/16	6/22/17	Resignation of Kate Mileto .73

F. Revision of Salary			
Name	Position	Level	Salary
Esthela Solano	Spanish Teacher	From: 150 To: 182	From: \$56,445.00 To: \$58,595.00

G. Leave of Absence				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Nancy Stansfield	Whiton	PK-3 Instructional Aide	Paid Medical Leave of Absence FMLA	9/1/16 through 10/27/16 (.5) 10/27/16 (.5) through 4/28/17

XII. BUSINESS

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

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

Mr. Ambrus spoke about the Sustainability Practice workshop he attended with Ms. Linskey and Mrs. Joyce.

A. Bill List

It is recommended that the Board approve the List of Bills for the period August 19, 2016 through September 1, 2016, totaling \$1,610,634.97, and ratify the Payroll for the period August 19, 2016 through September 1, 2016, totaling \$193,124.88.

B. Safety Grant Application Award

It is recommended that the Branchburg Township Board of Education approve a grant application Award for the 2016 Safety Grant Program through the New Jersey School Boards Association Insurance Group’s ERIC North Subfund for the purposes described in the application in the amount of \$5,854.00 for the period July 1, 2016 to June 30, 2017.

C. Approval of Transportation Jointure with Readington Township Board of Education

It is recommended that the Board approve the Joint Transportation Agreements between the Branchburg Township Board of Education and the Readington Township Board of Education for the following 2016-2017 routes.

Host	Service	Cost to Readington
Branchburg Township Board of Education	To-and-From Midland School (ESY) July 5, 2016 – August 16, 2016	\$3,663.00
	To-and-From Midland School September 1, 2016 – June 30, 2017	\$21,978.00
	To-and-From Readington MS/Holland Brook School September 1, 2016 – June 30, 2017	3 Busses @ \$36,879.00 Totaling: \$110,637.00
	On an as needed basis to cover Readington Routes September 1, 2016 – June 30, 2017	\$56.00 per hour per bus
	Athletic and Field Trips	\$56.00 per hour per bus
Host	Service	Cost to Branchburg
Readington Township Board of Education	Branchburg MS/Stony Brook (AM Only) September 1, 2016 – June 30, 2017	\$18,439.50
	On an as needed basis to cover Branchburg Routes September 1, 2016 – June 30, 2017	\$56.00 per hour per bus
	Athletic and Field Trips	\$56.00 per hour per bus

D. Approval of Use of District Owned Motor Vehicles

WHEREAS, the Board of Education is authorized by N.J.A.C. 6A:23A-6.12. to assign District-owned motor vehicles to certain supervisory employees whose job duties require that they be on call 24 hours per day, seven days per week; and

WHEREAS, the Board of Education has determined that John Hindmarch, Supervisor of Buildings and Grounds, and Robert Cline, Supervisor of Transportation, by their job duties qualify for the assignment of a District-owned motor vehicle pursuant to the regulation aforesaid;

NOW, THEREFORE, BE IT RESOLVED, that the following District-owned motor vehicles are hereby assigned as indicated:

- John Hindmarch - 2005 Ford F-250, or 2009 Ford F-250, or 2016 Ford F-250
- Robert Cline - 2001 GMC/Yukon

BE IT FURTHER RESOLVED, that this assignment shall remain in effect for as long as deemed necessary and approved by the Superintendent;

BE IT FURTHER RESOLVED, that by accepting this assignment, the staff members identified herein shall assume all obligations set forth in N.J.A.C. 6A:23A-6.12, including but not limited to:

- (a) maintenance of vehicle use logs in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- (b) limitation of use primarily for business purposes; however, incidental and reasonable personal use is permitted.

BE IT FURTHER RESOLVED, that the Board of Education may terminate this assignment at any time, without need of demonstrating good cause.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Palmieri read a message from PTO President, Luisa Franco, informing parents to go to the PTO website to view forms for PTO memberships, volunteer sign-ups, chairperson sign-ups and homeroom representative forms for Whiton Elementary School and Stony Brook School.

XV. BOARD FORUM

Mrs. Palmieri spoke briefly about the district's facebook page.

Mr. Ambrus wished Ms. Gensel a successful school year as Superintendent.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:26 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board Secretary