

Branchburg Township School District
REGULAR ACTION MEETING

April 18, 2019

Board of Education Conference Room

Executive Session - 6:30 p.m.

Public Meeting – 8:00 p.m.

MISSION STATEMENT

*The mission of the Branchburg Township School District and Community
is to inspire our children to learn, think, grow, and excel in life.*

VISION STATEMENT

“Excellence in Education”

I. CALL TO ORDER

II. ROLL CALL

III. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

BE IT RESOLVED that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. PLEDGE OF ALLEGIANCE

V. STATEMENT OF ADEQUATE NOTICE AND WELCOME

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

VI. SUPERINTENDENT'S REPORT

- Strategic Planning Process – Presentation by New Jersey School Boards Association Representative: Kathy Winecoff

VII. PUBLIC COMMENT – Agenda Items Only

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

VIII. GOVERNANCE

- Report – Terri Joyce

(ACTION) It is recommended that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of March 28, 2019.

B. Approval of Harassment, Intimidation, and Bullying Reports			
Building	Incident #	Date	Discussion
BCMS	SSDS# 052122	3/4/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	SSDS# 052141	3/13/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	SSDS# 052160	3/14/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.
SBS	SSDS# 049668	3/6/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

(ROLL CALL – ITEMS VIII.A. through VIII.B.)

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

(ACTION) It is recommended that Item IX.A. be moved upon the recommendation of the Superintendent.

A. Policy and Regulations Second Reading		
Policy	Title	Discussion
P0141.1	Board Member and Term – Sending District	Revised
P2415.06	Unsafe School Choice Option	Revised
P2422	Health and Physical Education	Revised
P2610	Education Program Evaluation	Revised
P4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	Revised
P5111	Eligibility of Resident/Nonresident Students	Revised
P5600	Student Discipline/Code of Conduct	Revised
P5611	Removal of Students for Firearms Offenses	Revised
P5612	Assaults on District Board of Education Members or Employees	Revised
P5613	Removal of Students for Assaults with Weapons Offenses	Revised
P5756	Transgender Students	Revised
P7440	School District Security	Revised
P8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised
P8561	Procurement Procedures for School Nutrition Programs	Revised

(ROLL CALL – ITEM IX.A.)

X. DATA COMMITTEE

- **Report** – Zoltan Ambrus

XI. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items XI.A. through XI.C. be moved upon the recommendation of the Superintendent.

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.

Conferences/Workshops	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
The Connected Action Road Map Monroe, NJ	Kelly Boyle 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	N/A	\$149.00
The Connected Action Roadmap Monroe Township, NJ	Marie Cinque 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$20.15	\$169.15
The Connected Action Roadmap Monroe Township, NJ	Lauren Knoke 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$11.78	\$160.78
The Connected Action Roadmap Monroe Township, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$11.16	\$160.16
The Connected Action Roadmap Monroe Township, NJ	Erica Patente 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	N/A	\$149.00
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Kelly Boyle 11-000-223-580-02-144-999	6/14/19	\$229.00	N/A	N/A	N/A	\$229.00
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Lauren Knoke 11-000-223-580-02-144-999	6/14/19	\$199.99	N/A	N/A	\$11.22	\$211.21
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	6/14/19	\$199.99	N/A	N/A	\$11.41	\$211.40
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Erica Patente 11-000-223-580-02-144-999	6/14/19	\$229.00	N/A	N/A	N/A	\$229.00
New Jersey School Boards Association Administrative Assistant Program Rockaway, NJ	Catherine DiCosimo 11-000-251-580-01-585	5/9/19	\$90.00	N/A	N/A	\$3.47	\$93.47
Learning Disabilities Teacher Consultant Articulation Piscataway, NJ	Nancy Padula 11-000-219-580-03-001-999	5/1/19	N/A	N/A	N/A	\$8.37	\$8.37
Somerville Kindergarten Summit Somerville, NJ	Danielle Shober N/A	5/29/19	N/A	N/A	N/A	N/A	N/A

B. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Edge Sports Center Flemington, NJ	Regina Santangelo	6-8	Enrichment Day Activity
Whiton Elementary School Neshanic Station, NJ	Beth Urbanski	6-8	Enrichment Day Activity
Meadowbrook Day Camp Long Valley, NJ	Matthew Barbosa	8	8 th Grade Graduation Picnic

C. Approval of Homebound Instruction					
SID#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
7930912675	P.G.Chambers School	11-150-100-101-03-066-060	\$89 per hour	4/23/19-6/30/19	Not to exceed 1 hour per week

(ROLL CALL - ITEMS XI.A. through XI.C.)

XII. HUMAN RESOURCES

- Report – Kristen Fabriczi

(ACTION) It is recommended that Items XII.A. through XII.J. be moved upon the recommendation of the Superintendent.

A. Approval of Personnel							
Name	Account Number	Location	Position	Step/Level	Salary	Dates	Discussion
Paul Cutaneo	11-213-100-101-01-057-020	BCMS	Special Education Teacher	1/150	Pending BTEA contract	9/1/19-6/30/20	Replacing Laura Petronio
Sarah O'Halloren	11-130-100-101-01-021-020	BCMS	Physical Science Teacher	1/150	Pending BTEA contract	9/1/19-6/30/20	Replacing Amy Finkenaar

B. Approval of Extra Duty Pay					
Name	Account Number	Rate of Pay	Location	Dates	Discussion
Gail Chapman	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation
Lisa Quinn	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation
Caitlyn Riga	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation
Amanda Roper	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation
Cindee Straube	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation

C. Approval of Spring Teacher Academy Presenter					
Name	Account #	Action	Position	Rate	Discussion
Nancy Padula	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Seeing Learning Through the Eyes of a Special Education Child and Parent
Nancy Padula	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	From Referral to Eligibility

D. Approval of Revision of Spring Teacher Academy Presenters						
Name	Account #	Action	Position	From	To	Discussion
Marie Cinque	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	\$41 per hour not to exceed 5 hours	Differentiating Instruction and Assessment For English Language Learners
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	\$41 per hour not to exceed 3 hours	How to Pull LinkIt! Data with NWEA Map Data to Make Goals for Your Struggling Students

E. Approval of Home Instruction				
SID#	Account Number	Name	Rate	Dates
9420269782	11-150-100-101-03-066-020	Kathleen Gaston (as needed) Kristen Cardona (as needed)	\$41 per hour each	4/1/19-6/30/19
1394971305	11-150-100-101-03-066-020	Deborah Volpe (1 hour per week) Nancy Padula (1 hour per week) Kristen Cardona (1 hour per week)	\$41 per hour (not to exceed 27 hours total)	5/1/19-6/30/19

F. Approval of Medical Leave					
Name	Account #	Location	Position	Type of Leave	Dates
Myra Bare	11-000-270-161-01-470	Transportation	Bus Driver	Paid Sick Leave FMLA	3/15/19-4/29/19 (AM) 4/29/19 (PM)-6/30/19

G. Approval of Resignation				
Name	Account #	Location	Position	Effective Date
John Hindmarch	11-000-261-110-01-393	Board of Education	Supervisor of Buildings and Grounds	6/30/19

H. Approval of Position Transfer					
Name	Account #	Location	Position	Salary	Dates
John Hindmarch	11-000-261-110-01-393	Board of Education	Maintenance Technician	\$59,281.88	7/1/19-6/30/20

I. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Nancy Ryan	11-000-216-104-01-171-800	Occupational Therapist	WES	6/30/19

J. Approval of Substitutes			
Name	Position	Rate	Dates
Briana DiMaggio	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Cara Hamrah	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Christine Kazal	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Colleen Mariani	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19

(ROLL CALL – ITEMS XII.A. through XII.J.)

XIII. BUSINESS

- **Report – Charlie Tuma**

(ACTION) It is recommended that Items XIII.A. through XIII.O. be moved upon the recommendation of the Superintendent.

A. Bill List

It is recommended that the Board approve the List of Bills for the period March 29, 2019 through April 18, 2019, totaling \$1,912,139.73, and ratify the Payroll for the period March 16, 2019 through March 29, 2019, totaling \$940,917.45, and for the period of April 1, 2019 through April 15, 2019, totaling \$936,146.36.

B. Secretary's Report

The Report of the Secretary for March 2019 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 March 2019 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 2018-2019 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of March 2019 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 March 2019.

E. Monthly Transfer Report

It is recommended that the Board approve the March 2019 Monthly Transfer Report.

F. Approval of Use of School Buses

It is recommended that the Board approve the use of District school buses by the Branchburg Township Recreation Department for its summer camp program and summer trips from June 24, 2019 through August 2, 2019, with the labor and fuel costs associated with such use of buses to be paid by the Township Recreation Department.

G. Approval of Installation of Rekey System at Stony Brook School

It is recommended that the Board approve Oak Security Group, LLC which is part of the ESCNJ CO-OP, Bid ESCNJ 17/18-24, CO-OP 65MCESCCPS, to install the Rekey System at Stony Brook School at a total cost of \$9,773.81, to be paid by purchase order, through account #12-000-400-450-05-612 and sufficient funds are available in the 2019-2020 budget.

H. Approval of Installation of Cove Base at Whiton Elementary School

It is recommended that the Board approve Commercial Interiors Direct, Inc. which is part of the ESCNJ CO-OP, Bid ESCNJ 14/15, CO-OP 65MCESCCPS, to supply and install new cove base throughout all areas without existing base, including vestibules in the hallways at Whiton Elementary School, at a total cost of \$4,400.10, to be paid by purchase order, through account #11-000-261-420-08-411 and sufficient funds are available in the 2019-2020 budget.

I. Approval of Resolution for Participation in Coordinated Transportation with Educational Services Commission of New Jersey

It is recommended that the Board approve a Resolution with Educational Services Commission of New Jersey for participation in coordinated transportation for the 2019-2020 school year.

J. Approval to Secure Proposals Using Competitive Contracting

It is recommended that the Board approve the use of the competitive contracting process to secure proposals for management and staffing of the district's Before and After Care Services program.

K. Approval of Solid Waste Collection Company for 2019-2020

It is recommended that the Board approve Republic Services of New Jersey, LLC to provide trash removal at Central Middle School, Stony Brook School, Whiton Elementary School and the Transportation Garage, at a total cost of \$17,667.20, to be paid by purchase order, and sufficient funds are available in the 2019-2020 budget.

Location	Cost	Account #
Central Main Office	\$6,235.20	11-000-262-420-04-420
Stony Brook Library	\$4,156.80	11-000-262-420-05-420
Whiton Elementary	\$6,235.20	11-000-262-420-08-420
Transportation Garage	\$1,040.00	11-000-262-420-07-411

L. Approval of Resolution Authorizing the Disposal of Equipment and Vehicles

It is recommended that the Board approve the following resolution authorizing the disposal of equipment and vehicles through GovDeals.

WHEREAS, the School District is the owner of certain equipment and vehicles which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said equipment and vehicles in “as is” condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Branchburg Township in the County of Somerset, as follows:

- (1) The sale of the equipment and vehicles shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The equipment and vehicles to be sold is as follows:

7 Cafeteria tables	6 Griffin Survivor iPad cases	2 Gumdrops bounce skin cases for iPads
5 Milk coolers	3 Survivor All-Terrain iPad covers	2 UziBull rubber iPad covers
5 Aluratek slim case for iPads	2 Targus Versavu iPad stands	
1 2003 Chevy/Blue Bird School Bus - 24 Passenger - VIN # 1GBJG 31R42 11899 46 (Van # 1)		
1 1995 GMC 2500 pickup truck - With 8' Western Snow Plow - VIN # 1GTGK 24K7S E5053 14		

- (5) The equipment and vehicles identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said equipment and vehicles.
- (6) The School District reserves the right to accept or reject any bid submitted.

M. Approval of Submission of Safety Grant Application

It is recommended that the Branchburg Township Board of Education hereby approve the submission of a grant application for the 2019 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 \$13,291.86 for the period July 1, 2019 to June 30, 2020.

N. Approval to Enter into Agreement with the Somerset County Educational Services Commission to Administer a Nonpublic Program

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Program for the 2019-2020 school year.

- Nonpublic School Nursing Services

O. Approval of Parking Lot Paving at Old York School

It is recommended that the Board approve Murray Paving and Concrete which is part of ESCNJ State Approved Coop #65MCESCCPS JOC Contract No. MRESC 15/16-83 PV1, for the paving project at Old York School, 580 Old York Road, Branchburg, New Jersey at the total cost of \$188,464.51, to be paid by purchase order, through Account # 12-000-400-450-06-612, and sufficient funds are available in the 2018-2019 budget.

(ROLL CALL - ITEMS XIII.A. through XIII.O.)

XIV. PUBLIC COMMENT

XV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Cathy Curcio
- N.J.S.B.A./S.C.S.B.A Representative.....Charlie Tuma
- Branchburg Township Liaison.....Terri Joyce
- Emergency Management Planning Committee.....Terri Joyce
- Branchburg Education Foundation.....Keerti Purohit

XVI. BOARD FORUM

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT