

Branchburg Township School District
REGULAR ACTION MEETING

August 16, 2018

Board of Education
Conference Room
Executive Session - 7:00 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

- Summer Update
- Smithsonian Report
- Recognition of Student Artists
 - Rebecca Maizel (Teacher: Christopher Boehm)
 - Anna Scholp (Teacher: Rokiah Barry),
 - Sophia Olexson (Teacher: Randy Kupcha)
 - Sophia Schlauch (Teacher: Meghan Russo)

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.D. 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 July 19, 2018.

B. Approval of Submission of the Superintendent’s Completed 2017-2018 Merit Goals

BE IT RESOLVED that the Board approve the submission of the Superintendent’s completed Merit goals with supporting documentation to the Executive County Superintendent of Schools for approval for payment.

C. Approval of Submission of 2018-2019 Comprehensive Equity Plan Annual Statement of Assurance

It is recommended that the Board approve the submission of the 2018-2019 Comprehensive Equity Plan Annual Statement of Assurance to the Executive County Superintendent of Schools.

D. Approval of 2018-2019 Annual Statement of Assurance Mentoring Plan

It is recommended that the Board approve the electronic submission of the 2018-2019 District Mentoring Plan Statement of Assurance.

(ROLL CALL - ITEMS VIII.A. through VIII.D.)

IX. POLICY AND REGULATIONS

- **Report – Ellwood Cutler**

It is recommended that Items IX.A. through IX.C. be moved upon the recommendation of the Superintendent

A. Policy First Reading		
Policy	Title	Discussion
P1550	Equal Employment Practices	Revised
P1613	Disclosure and Review of Applicant’s Employment History	New
P2431	Athletic Competition	Revised
P5350	Student Suicide Prevention	Revised
P5533	Student Smoking	Revised
P5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities	New
P8462	Reporting Potentially Missing or Abused Children	Revised
P8561	Procurement Procedures for School Nutrition Programs	New

B. Approval to Adopt Policy

It is recommended that the Board of Education suspend the rules of Bylaw 0131 requiring two readings to adopt a Policy and adopt Policy 5512, Harassment, Intimidation, and Bullying with one reading to have this Policy effective for September 1, 2018.

C. Regulation Reading		
Regulation	Title	Discussion
R5512	Harassment, Intimidation and Bullying	Abolish

(ROLL CALL - ITEM IX.A. through IX.C.)

X. EDUCATION

- **Report** – Cathy Palmieri

(ACTION) It is recommended that Items X.A. through X.D. 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.

Conference/Workshop	Employee/Account Number	Date	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
New Jersey Association of School Business Officials (NJASBO) Legislative and Legal Update Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	9/27/18	\$90.00	N/A	N/A	\$21.67	\$111.67

B. Approval of Student Teacher					
Name	College/University	Certification	Location	Dates	Discussion
Stefanie Attia	Western Governor's University	Students with Disabilities and Elementary K-6 (CEAS)	WES	10/29/2018-1/11//2019	Cooperating Teacher Elizabeth Janiec

C. Approval of Occupational Therapy Vendor for Extended School Year				
Program/Location	Account Number	Rate	Effective Dates	Discussion
Invo Healthcare Associates Jamison, PA	11-000-216-320-03-078-800	\$85.00 per hour Not to exceed 40 hours	7/9/18-8/16/18	Evaluations and attend meetings on an as needed basis

D. Approval of Acceptance of Revision of Out-of-District Student			
Sending District	Student ID #	Tuition	Effective Dates
South Plainfield School District, South Plainfield, NJ	5990398223	\$13,513.20	9/6/18-3/17/19

(ROLL CALL - ITEMS X.A. through X.D.)

XI. HUMAN RESOURCES

- **Report** – Kristen Fabricizi

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

A. Approval of 2018-2019 Non-Athletic Extracurricular Stipend				
Name	Account Number	Location	Position	Stipend (not to exceed)
Kelly Boyle Marie Cinque Margaret Emmons Lauren Knoke Jocelyn Muzychko Erica Patente	11-401-100-101-01-078	District	Curriculum Specialists	\$2,500.00 each
Regina Cordell	11-401-100-101-01-078-020	BCMS	String Concert Prep	\$630.00

B. Approval of State Certified Sign Language Interpreter				
Name	Account Number	Rate Per Hour	Date	Discussion
Tiffany Mosquera	11-000-219-320-03-181-340	\$65.00 (not to exceed \$1,300.00)	9/1/18-6/30/19	Sign Language Interpreter for Whiton Parent/Family events and presentations

C. Approval of Revision of Salary Guide Level				
Name	Account Number	From Step/Level	To Step/Level	Discussion
Marissa McKenna	11-120-100-101-01-012-090	1/BA	1/150	Additional transcripts provided

D. Approval of Resignations			
Name	Position	Location	Date
Kevin Gaul	Physical Education Teacher	SBS	7/25/18
Lisa Moore	Instructional Intervention Aide	BCMS	8/6/18

E. Approval of Substitutes			
Name	Position	Salary	Dates
Marissa Cumello	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	9/1/18-6/30/19
Hafiza Frazai	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem	9/1/18-6/30/19
Erica Kauffman	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	9/1/18-6/30/19
Sharon Kechula	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	9/1/18-6/30/19
Ruth Plummers	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	9/1/18-6/30/19

F. Approval of 2018-2019 Personnel							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Meghan Castellano	11-000-216-101-01-063-060	Speech Language Pathologist Subject to delivery of requested documents	SBS	1/182	\$61,115.00	7/23/18-6/30/19	Replacing Joy Greenfield
Kelly Evans	11-130-100-101-01-021-020	Physical Education Teacher Subject to delivery of requested documents	BCMS	4/212	\$64,561.00	9/1/18-6/30/19	Replacing Kelly Graham
Susan Petrilli	11-000-213-104-01-123-090	School Nurse Subject to delivery of requested documents	WES	1/212	\$63,265.00	9/1/18-6/30/19	Replacing Mary Caputo
Rebecca Reedy	61-910-310-110-01-001	Lunchroom Aide Subject to delivery of requested documents	WES	NA	\$10.00 per hour	9/1/18-6/30/19	Replacing Donna Baron

G. Approval of Extra Duty Pay						
Name	Position	Account Number	Rate	Location	Dates	Discussion
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 9 hours	District	8/17/18- 8/31/18	A Teacher's Guide to Today's Classroom Mini Book Study
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 7.5 hours	District	8/17/18- 8/31/18	So Now I'm Teaching Foundations Part One
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 7.5 hours	District	8/17/18- 8/31/18	So Now I'm Teaching Foundations Part Two
Kelly Boyle	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 4.5 hours	District	8/17/18- 8/31/18	Getting to Know Your New and Improved ELA Curriculum (co-taught)
Marie Cinque	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Marie Cinque	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Michael Clark	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/23/18	New Teacher Orientation
Michael Clark	Curriculum Writing	11-000-221-104-02-213	\$41.00 per hour not to exceed 18 hours	District	7/1/18- 8/31/18	P.E. Curriculum Writing, Replacing Kelly Graham
Teresa Dovale	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Maggi Emmons	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Maggi Emmons	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 7.5 hours	District	8/17/18- 8/31/18	Chrome and Google Classroom Refresher
Maggi Emmons	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 7.5 hours	District	8/17/18- 8/31/18	Personalized MAPS with Google My Maps
Maggi Emmons	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Melissa Fitzgibbon	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Debra Gesualdo	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Deborah Glicklich	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 1 hour	District	8/21/18	New Teacher Orientation
Janet Hoffman	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Beth Janiec	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 1 hour	District	8/22/18	New Teacher Orientation
Lauren Knoke	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Lauren Knoke	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 4.5 hours	District	8/17/18- 8/31/18	Getting to Know Your New and Improved ELA Curriculum (co-taught)
Lauren Knoke	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Sarah Landon	Crisis Prevention Training	11-213-100-101-03-078	\$41.00 per hour not to exceed 2 hours	District	8/15/18	Crisis Prevention Training
Heather Lilly	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Tara Kolbe	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Kate Mileto	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation
Jocelyn Muzychko	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Jocelyn Muzychko	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 6 hours	District	8/17/18- 8/31/18	Word Problems in Action K-5

Approval of Extra Duty Pay (continued)						
Name	Position	Account Number	Rate	Location	Dates	Discussion
Jocelyn Muzychko	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Erica Patente	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/21/18	New Teacher Orientation
Erica Patente	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 6 hours	District	8/17/18- 8/31/18	Overview of NGSS and Our Science Curriculum
Erica Patente	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 3 hours	District	8/17/18- 8/31/18	Be a Mentor in Branchburg!
Lisa Quinn	Teacher Academy Presenter	11-000-223-104-02-210	\$41.00 per hour not to exceed 2 hours	District	8/23/18	New Teacher Orientation

H. Approval of Substitute Bus Nurse					
Name	Account Number	SID #	Position	Rate	Date
Janet Hoffman	11-213-100-101-03-078	7737812861	Substitute Bus Nurse	\$58.86 per hour Not to exceed 6 hours	8/3/18

I. Approval of 2018-2019 District Staff Transfers			
Name	From	To	Discussion
Elizabeth Urbanski	LLD	Special Ed 8 th Grade	Transfers are based on student needs as outlined in the IEP document
Breanne Pratt	Special Ed 7 th Grade	Special Ed 6 th Grade	
Arlene Bolandi	Special Ed 8 th Grade	Special Ed 6 th Grade	
Leigh Keely	Special Ed 6 th and 8 th Grade	Special Ed 8 th Grade	
Zachariah Miracle	LLD and 8 th Grade	LLD and 7 th Grade	
Robin DiBetta	Whiton	BCMS	
Vedha Saranathan	Whiton	BCMS	
Rachelle Emmons	SBS	BCMS	
Kim Gislao	SBS	BCMS	
Eileen Rudowski	BCMS	Whiton	
Steve Simborski	Whiton	BCMS	
Arnold Majano	BCMS	Whiton	
Jessica Zaninello	BCMS	Whiton	

J. Approval of Revision of 2018 Extended School Year Child Study Team Members									
Name	Account Number	Position	Hourly Rate	Dates	Hourly Rate	Dates	From	To	Discussion
Heather Lilly	11-000-219-104-03-087-340	LDTC	\$49.32	6/25/18- 6/30/18	\$50.04	7/1/18- 8/30/18	Not to exceed 70 hours	Not to exceed 87 hours	Summer Evaluations
JanMarie Motz	11-000-219-104-03-087-340	Social Worker	\$66.17		\$66.04		Not to exceed 70 hours	Not to exceed 66.5 hours	
Michelle Nash	11-000-219-104-03-087-340	Psychologist	\$45.80		\$46.04		Not to exceed 70 hours	Not to exceed 73.5 hours	
Nancy Padula	11-000-219-104-03-087-340	LDTC	\$57.75		\$57.75		Not to exceed 70 hours	Not to exceed 113.5 hours	
Jillian Sawicki	11-000-219-104-03-087-340	Psychologist	\$43.30		\$43.22		Not to exceed 70 hours	Not to exceed 60 hours	
Antonia DaSilva	11-000-219-104-03-087-340	Social Worker	\$48.12		\$48.79		Not to exceed 14 hours	Not to exceed 17.5 hours	
Amy McLaughlin	11-000-219-104-03-087-340	Psychologist	\$49.15		\$50.14		Not to exceed 14 hours	Not to exceed 14 hours	

K. Approval of Revision of 2018 Speech and Language Pathologist for Extended School Year						
Name	Account Number	Position	Total Summer Hours	Rate	Dates	
Debra Gesualdo	11-000-216-101-03-078-800	Evaluations	Not to exceed 117.5 hours	\$64.69 per hour \$64.55 per hour	6/25/18-6/30/18 7/1/18-8/30/18	

L. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Michele McFadden	11-000-270-161-01-470	Transportation	Bus Driver	Medical	9/4/18-11/8/18

M. Approval of 2018-2019 School Improvement Panels

It is recommended that the Board approve the following School Improvement Panels to ensure, oversee and support the implementation of the District’s evaluation, professional development and mentoring policies.

Whiton Elementary School	Stony Brook Elementary School	Central Middle School
Antonia DaSilva	Frank Altmire	Matthew Barbosa
Dawn Eelman	Toni Burke	Marie Cinque
Victoria Gerry	Dianne Litts	Margaret Emmons
Kristen Kries	Heather Ziolkowski	Suzanne Updegrove
Allison LeMieux		Matthew Ross
Dee Shober		

N. Approval of Teacher Evaluation Model

It is recommended that the Board approve the Stronge and Associates Teacher/ Educational Specialist Performance Evaluation System as per the ACHIEVENJ guidelines for the 2018-2019 school year.

O. Approval of Principal Evaluation Model

It is recommended that the Board approve the Stronge and Associates Principal/District Leader Performance Evaluation System as per the ACHIEVENJ guidelines for the 2018-2019 school year.

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

XII. BUSINESS

- **Report – Zoltan Ambrus**

(ACTION) It is recommended that Items XII.A. through XII.G. 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 July 1, 2018 through July 30, 2018, totaling \$351,042.06, and for the period July 31, 2018 through August 13, 2018, totaling \$24,143.73, and ratify the Payroll for the period July 1, 2018 through July 15, 2018, and for the period July 16, 2018 through July 30, 2018 totaling \$323,636.16.

B. Secretary’s Report

The Report of the Secretary for June 2018 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 June 2018 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 2017-2018 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of June 2018 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 June 2018.

E. Monthly Transfer Report

It is recommended that the Board approve the June 2018 Monthly Transfer Report.

F. Approval of Sale of Solar Renewal Energy Credits

WHEREAS, the Branchburg Board of Education examined the proposals received for the sale of Solar Renewal Energy Credits and recommends that the contract be awarded to Flett Exchange, LLC for the sale of 23 Solar Renewal Energy Credits from 10/20/17 to 6/20/18 at a price of \$212.00 per credit, for a total of \$4,876.

G. 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 August 16, 2018 through September 6, 2018 prior to the next regularly scheduled meeting of September 6, 2018 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the September 6, 2018 meeting for ratification.

(ROLL CALL - ITEMS XII.A. through XII.G.)

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

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

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT