

Branchburg Township School District
REGULAR ACTION MEETING

December 13, 2018

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

- Girl Scout Silver Award
 - Caitlyn Smith
 - Giovanna Spagnola
- Recognition of Student Artists
 - Trisha Iyer (Teacher: Christopher Boehm)
 - Leah Johnson (Teacher: Randy Kupcha)
 - Adriana Widomski (Teacher: Rokiah Barry)
 - Thomas Cleary (Teacher: Meghan Russo)
- Kathryn Mantell of Nisivoccia LLP presenting results of the 2017-2018 Audit

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 Item VIII.A. 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 November 29, 2018.

(ROLL CALL – ITEM VIII.A.)

IX. POLICY AND REGULATIONS

- **Report** – Ellwood Cutler

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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Kristine DeNicuolo 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	N/A	\$170.00
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Brian Gornick 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	N/A	\$170.00
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Regina Santangelo 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	\$5.39	\$175.39
Strategies and Structures for Teaching Reading and Writing Livingston, NJ	Kristen Allen 11-000-223-580-04-144-020	2/28/19	\$209.00	N/A	N/A	\$14.94	\$223.94
2019 Techspo Atlantic City, NJ	Jennifer Anderson 11-000-221-580-02-190-999	1/31/19 2/1/19	\$450.00	\$94.00	\$129.00	\$65.00	\$738.00
What's New in Young Adult Literature and How to Use it in Your Program Bethlehem, PA	Marie Cinque 11-000-223-580-04-144-020	2/4/19	\$269.00	N/A	N/A	\$25.79	\$294.79
Accounting and Auditing Checkup Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	1/15/19	\$90.00	N/A	N/A	\$13.60	\$103.60
Differentiating Instruction in Math Piscataway, NJ	Michele Jordan 11-000-223-580-04-144-020	4/16/19	\$205.00	N/A	N/A	N/A	\$205.00
Best Practices in Co-Teaching: Effective Strategies and Realistic Solutions for Inclusive Classrooms Grades 1-12 Piscataway, NJ	Katie Kline 11-000-223-580-04-144-020	1/16/19	\$269.00	N/A	N/A	\$6.82	\$275.82

Conference/Workshop (continued)	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Formative Assessment, Productive Struggle and Student Discourse Grades 6-12 Rutgers University, NJ	Katie Kline 11-000-223-580-04-144-020	2/19/19	\$205.00	N/A	N/A	\$11.72	\$216.72
What's New in Young Adult Literature Freehold, NJ	Wendy Michels 11-000-223-580-04-144-020	2/26/19	\$269.00	N/A	N/A	\$9.61	\$278.61
Mindfulness Meditation Workshop Bridgewater, NJ	JanMarie Motz 11-000-219-580-03-001-999	12/14/18	N/A	N/A	N/A	\$8.00	\$8.00

B. Approval of Field Trip			
Trip	Teachers	Grade	Purpose
Panera Bread Somerville, NJ	Beth Urbanski Emily Williams	8 - ICE Be a Buddy	ICE students will pair with LLD buddies for a community experience

C. Approval of Professional Development Vendors				
Vendor	Account Number	Rate	Date	Discussion
World Language Education Consultant - Nathan Lutz	11-000-223-320-02-225-999	\$1,000	2/15/18	February Ed Camp Professional Development Workshops
Project Adventure - Larry Childs	11-000-223-320-02-225-999	\$3,020		

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

XII. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of Substitutes			
Name	Position	Rate	Dates
Nicole Conover	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Luis Freire	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Briana Jordan	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Arnold Majano	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Kylie Murphy	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19

B. Approval of 2018-2019 Stipends				
Name	Account Number	Position	Stipend (not to exceed)	Dates
Ken Forsyth	11-402-100-101-01-093-020	Lacrosse Coach (Boys)	\$3,309	3/1/19-6/7/19
Regina Santangelo	11-401-100-101-01-078-020	Chamber Orchestra	\$2,690	9/1/18-6/30/19

C. Approval of Extension of Leave of Absence						
Name	Account #	Location	Position	Type of Leave	From	To
John Hindmarch	11-000-261-110-01-393	BOE	Supervisor of Building and Grounds	Paid Sick/FMLA	11/2/18-11/27/18	11/2/18-1/4/19

D. Approval of Level and Salary Revision						
Name	Account #	Location	Position	From: Level/Step	To: Level/Step	Dates
Allison LeMieux	11-230-100-101-01-072-090	WES	Instructional Support Teacher	BA/5 \$58,111	150/5 \$60,261	9/1/15-6/30/19

E. Approval of Extension of the Extracurricular School Activity Aide						
SID#	Name	Account Number	Position	From	To	Anticipated Dates
3248981936	Katherine Aldabagh	11-000-217-106-01-000-020	Instructional Aide	\$15.29 hourly (not to exceed a total of 28 hours)	\$15.29 hourly (2 hours per week - not to exceed a total of 78 hours)	1/2/19-6/30/19

F. Approval of Extracurricular School Activity Aides				
Name	Account #	Position	Rate	Dates
Jan Motz	11-000-219-104-01-168-340	Extracurricular Instructional Aide	\$15.09 per hour (not to exceed a total of 40 hours)	9/1/18-6/30/19
Jillian Sawicki	11-000-219-104-01-165-340	Extracurricular Instructional Aide	\$15.09 per hour (not to exceed a total of 40 hours)	9/1/18-6/30/19

G. Approval of Personnel						
Name	Account Number	Location	Position	Step/Level	Salary	Dates
Vincenzina Mlenak	11-213-100-101-01-057-020	BCMS	Special Education Teacher	11/BA	\$62,371 (prorated)	2/19/19-6/30/19

H. Approval of Interim Replacement						
Name	Account Number	Location	Position	Rate	From	To
Alan Coburn	11-000-261-110-01-393	BOE	Interim Buildings and Grounds Supervisor	\$40.00 per hour (Not to exceed 30 hours per week)	11/12/18-12/15/18	11/12/18-2/7/19

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

XIII. BUSINESS

- **Report – Zoltan Ambrus**

(ACTION) It is recommended that Items XIII.A. through XIII.I. 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 November 30, 2018 through December 12, 2018, totaling \$2,014,808.59, and ratify the Payroll for the period November 16, 2018 through November 30, 2018, totaling \$933,583.92, and for the period of December 1, 2018 through December 7, 2018, totaling \$874,252.49.

B. Secretary's Report

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

C. Treasurer's Report

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

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing Contracts with Approved State Contract Vendors

It is recommended that the Board approve the Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

G. Approval of Resolution Authorizing the Disposal of School Furniture/Wood Working Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of furniture/wood working equipment through GovDeals.

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

WHEREAS, the Board of Education is desirous of selling said equipment 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 furniture/woodworking equipment 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 furniture/woodworking equipment to be sold is as follows:

Delta Belt Sander	Delta Bandsaw	14 Bench Vices	Spot Welder
Delta Jig Saw	Disk Sander	Metal Ladder	Saws and L Squares
Delta Jointer	Grissley Belt Sander Grinder	Pipe Threader	Tabletop Drill Press
8 6x4 Woodshop Tabletops		Piano	Torrit Dust Collector

- (5) The school furniture/woodworking equipment 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 furniture/woodworking equipment.

(6) The School District reserves the right to accept or reject any bid submitted.

H. Approval of Acceptance of the Draft 2017-2018 Audit and Auditors' Management Report

It is recommended that the Board accept the draft Comprehensive Annual Financial Report and the draft Auditors' Management Report for the fiscal year ended June 30, 2018.

I. Approval of Resolution For Participation In Coordinated Transportation With Hunterdon County Educational Services Commission

It is recommended that the Board approve a Resolution with Hunterdon County Educational Services Commission for participation in coordinated transportation for the 2018-2019 school year.

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

XIV. PUBLIC COMMENT

XV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- 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.....Theresa Joyce
- Emergency Management Planning Committee.....Theresa Joyce
- Branchburg Education Foundation.....Keerti Purohit

XVI. BOARD FORUM

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT