

Branchburg Township School District
REGULAR ACTION MEETING

February 21, 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

- Stony Brook School Arts Integration Presentation

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 February 7, 2019.

B. Approval of Revised 2018 - 2019 School District Calendar

It is recommended that the Board approve the revised 2018 - 2019 School District Calendar.

(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 First Reading		
Policy	Title	Discussion
P0141.1	Board Member and Term – Sending District	Revised
P2415.06	Unsafe School Choice Option	Revised
R2460.8	Special Education – Free and Appropriate Public Education	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
R5111	Eligibility of Resident/Nonresident Students	Revised
R5530	Substance Abuse	Revised
P5600	Student Discipline/Code of Conduct	Revised
R5600	Student Discipline/Code of Conduct	Revised
P5611	Removal of Students for Firearms Offenses	Revised
R5611	Removal of Students for Firearms Offenses	Revised
P5612	Assaults on District Board of Education Members or Employees	Revised
R5612	Assaults on District Board of Education Members or Employees	Revised
P5613	Removal of Students for Assaults with Weapons Offenses	Revised
R5613	Removal of Students for Assaults with Weapons Offenses	Revised
P5756	Transgender Students	Revised
P7440	School District Security	Revised
R7440	School District Security	Revised
P8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised
R8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	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
Institute for Professional Development Performance, Discipline & Discharge Issues New Brunswick, NJ	Rebecca Gensel 11-000-230-580-01-303	5/17/19	\$125.00	N/A	N/A	\$1.20	\$126.20
Institute for Professional Development Performance, Discipline & Discharge Issues New Brunswick, NJ	Theresa Linskey 11-000-251-580-01-585	5/17/19	\$125.00	N/A	N/A	\$9.92	\$134.92
New Jersey Department of Education Curriculum Units Project Monroe, NJ	Jennifer Anderson 11-000-221-580-02-190-999	3/4/19	N/A	N/A	N/A	\$6.00	\$6.00
New Jersey Department of Education Curriculum Units Project Monroe, NJ	Rebecca Gensel N/A	3/4/19	N/A	N/A	N/A	N/A	N/A
Sustaining Teacher Leadership Within a District-Wide System New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	3/8/19	\$149.00	N/A	N/A	N/A	\$149.00
The Leader You Want and Need to Be New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	4/11/19	\$149.00	N/A	N/A	N/A	\$149.00
Don't Tell Your Kids They Are Smart New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	5/8/19	\$149.00	N/A	N/A	N/A	\$149.00
Foundations Level 2 Workshop Princeton, NJ	Kelly Boyle 11-000-223-580-02-144-999	2/28/19	\$350.00	N/A	N/A	N/A	\$350.00
Understanding IRS Payroll Regulations Neptune, NJ	Donna Eckel 11-000-251-580-01-585	4/26/19	\$125.00	N/A	N/A	\$34.74	\$159.74
Foreign Language Educators of New Jersey Iselin, NJ	Victoria Gerry 11-000-223-580-08-144-090	4/5/19	\$130.00	N/A	N/A	\$14.88	\$144.88
Foundations Level 3 Workshop Princeton, NJ	Lauren Knoke 11-000-223-580-02-144-999	2/28/19	\$350.00	N/A	N/A	\$5.89	\$355.89
Restorative Discipline Freehold, NJ	Kristen Kries 11-000-240-580-02-000-020	5/1/19	\$259.00	N/A	N/A	N/A	\$259.00
New Jersey School Boards Association Purchasing Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	3/21/19	\$90.00	N/A	N/A	\$21.67	\$111.67
Institute for Professional Development Implementation of Internal Controls New Brunswick, NJ	Theresa Linskey 11-000-251-580-01-585	3/15/19	\$125.00	N/A	N/A	\$12.18	\$137.18

B. Approval of Fundraiser					
School	Group	Event Coordinators	Locations	Dates	Discussion
Central Middle School	Art Club	Meghan Russo	District	2/22/19- 3/22/19	The Art club will be drawing/painting animals available for adoption from St. Hubert's Animal Welfare Center to raise awareness of pets available. They will also be collecting items for the animals to donate to the center.

C. Approval of Outside Evaluation				
SID#	Evaluator	Account Number	Cost	Discussion
8789505539	Dale M. Jacobs, M.D.	11-000-219-320-03-181-340	\$650- Maximum Cost	1 Evaluation

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

XII. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of Substitutes			
Name	Position	Rate	Dates
Jordan Apsley	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Bhakti Modi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Jennifer Perillo	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Vincent Giampino	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19

B. Approval of Maternity Leave				
Name	Account #	Location	Type of Leave	Dates
Sarah Landon	11-216-100-101-01-000-090	WES	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	5/15/19-6/21/19 9/1/19-11/15/19

C. Approval of Home Instruction					
SID#	Account #	Name	Position	Rate	Anticipated Dates
9637706782	11-150-100-101-03-066-020	Janice Monetti (1 hour per week as needed) Nancy Padula (1 hour per week as needed) Kathleen Gaston (1 hour per week as needed)	Home Instruction Teacher	\$41 per hour	2/22/19-6/30/19

D. Approval of Substitute Bus Drivers			
Name	Position	Rate	Dates
Carolyn Girvan	Substitute Bus Driver	\$18.87 per hour (Pending CDL Test on 2/25)	2/26/19-6/30/19
David Whitesell	Substitute Bus Driver	\$18.87 per hour (subject to delivery of documents)	2/22/19-6/30/19

E. Approval of Extra Duty Pay							
Name	Account	Name of Action	Position	Rate	Location	Date	Discussion
Breanne Pratt	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - CrossFit
Regina Santangelo	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Beginner Strings
Janice Monetti	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Crocheting
Ken Forsyth	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Basic Car Maintenance
Suzanne Updegrove	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Rubik's Revenge
Kristyn Perello	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Escape Room
Meghan Russo	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Painting
Nicole Kepner	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner Theater and Dance

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

XIII. BUSINESS

- **Report – Charlie Tuma**

(ACTION) It is recommended that Items XIII.A. through XIII.J. 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 February 2, 2019, totaling \$642,528.13, and for the period February 8, 2019 through February 21, 2019, totaling \$1,456,983.00, and ratify the Payroll for the period February 1, 2019 through February 15, 2019, totaling \$945,022.09.

B. Secretary's Report

The Report of the Secretary for January 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 January 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 January 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 January 2019.

E. Monthly Transfer Report

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

F. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

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

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic Security Aid Program

G. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2019-2020 school year.

H. Approval of Amended Lease for Midland Adult Services, Inc.

WHEREAS, the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and **WHEREAS**, Midland Adult Services, Inc., has represented that it is an entity to which the Board may lease said property without public bidding pursuant to N.J.S.A. 18A:20-8.2;

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, an amendment to the Lease Agreement with Midland Adult Services, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing April 1, 2019 and ending August 1, 2020.

I. Approval to Contract for Consulting Services

It is recommended that the Board approve Edvocate School Support Solutions of Toms River, New Jersey, to provide consulting to develop specifications and oversee the bid process for outsourcing of custodial services at a cost of \$9,337 to be paid from Account #11-000-230-339-01-001, and sufficient funds are available in the 2018-2019 budget.

J. Approval of Service Fee for Study

It is recommended that the Board approve Settembrino Architects, to perform a study to review and replace existing Roof Top Units (RTUs) at the café and band rooms, as well as, a review of HVAC issues with an existing conference room and Vice Principal's Office at Branchburg Central Middle School, at a total cost of \$6,500 plus reimbursable expenses, to be paid by purchase order, through account #12-000-400-450-04-612, and sufficient funds are available in the 2018-2019 budget.

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

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