

Branchburg Township School District
REGULAR ACTION MEETING

January 17, 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

- David Rubin, Esq., Board Attorney, - Ethics 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 Item 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 January 3, 2019.

B. School Board Recognition Month

WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

WHEREAS, New Jersey’s locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2019 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education and the Department of Education recognize the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members of their local school boards.

C. Approval of Harassment, Intimidation, and Bullying Reports			
Building	Incident #	Date	Discussion
BCMS	SSDS 017983	11/19/18	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.
BCMS	SSDS 017985	11/21/18	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.
BCMS	SSDS 011911	12/5/18 & 12/7/18	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.
BCMS	SSDS 011689	12/12/18	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.

D. Approval of Donations			
Item	School	Donor	Details
180 Gallon Aquarium, Stand and Fish	BCMS	Mrs. Peter Bogie	The Aquarium will be installed in the BCMS Media center. Mrs. Michels and student volunteers will maintain the tank and it will be a nice addition to the media center for all the students and teachers to enjoy.
Tabletop Pottery Wheel	WES	Anonymous	The Pottery Wheel will be used as part of the Whiton Art program and will be a nice addition to our art room.

(ROLL CALL – ITEM VIII.A. through VIII.D.)

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

X. DATA COMMITTEE

- **Report** – Zoltan Ambrus

XI. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items XI.A. through XI.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.

Conferences/Workshops	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Current Legal Issues and Updates Piscataway, NJ	JanMarie Motz 11-000-219-580-03-001-999	2/6/19	N/A	N/A	N/A	\$11.00	\$11.00
Current Legal Issues and Updates Piscataway, NJ	Nancy Padula 11-000-219-580-03-001-999	2/6/19	N/A	N/A	N/A	\$9.98	\$9.98
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Jodi Harwood N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Sarah Landon N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Vicki Marcine N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Hopatcong School District Maker's Lab Site Visit Hopatcong, NJ	Sarah Debraski N/A	2/15/19	N/A	N/A	N/A	N/A	N/A
Hopatcong School District Maker's Lab Site Visit Hopatcong, NJ	Kate Mileto N/A	2/15/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Meghan Castellano N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Debra Gesualdo N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Sandra Koscielski N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Nancy Ryan N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Diane Scholp N/A	2/22/19	N/A	N/A	N/A	N/A	N/A

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Adriana Weighart N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Strategies! Strategies! Strategies! West Orange, NJ	Sonia Pereira 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$6.05	\$275.05
Strategies! Strategies! Strategies! West Orange, NJ	Deborah Volpe 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$26.90	\$295.90
Powerful Early Intervention Strategies Piscataway, NJ	Arianna Bellafiore 11-000-223-580-08-144-090	2/6/19	\$269.00	N/A	N/A	N/A	\$269.00
Strengthen Your Writing Instruction West Orange, NJ	Kristen Cardona 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$23.00	\$292.00
Pensions Review and Update Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	2/5/19	\$90.00	N/A	N/A	\$13.60	\$103.60
Exploring and Understanding Trends in your District and School Monroe Township, NJ	Rebecca Gensel 11-000-230-580-01-303	11/1/18	\$149.00	N/A	N/A	N/A	\$149.00
School Nurses Creating Safe Spaces Princeton, NJ	Janet Hoffman 11-000-219-580-03-001-999 11-000-223-580-05-144-060	3/29/19 through 3/30/19	\$229.00	N/A	N/A	\$13.95	\$242.95
Brass Castle Senior Citizen Program Brass Castle Elementary School Washington Township, NJ	Meredith Molinaro N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Preparing for Special Education Mediation and Due Process Hearings Monroe Township, NJ	Tina Neely 11-000-219-580-03-144-999	2/22/19	\$150.00	N/A	N/A	N/A	\$150.00
Complex Feeding Issues Webinar - Whiton Elementary School	Nancy Ryan 11-000-219-580-03-001-999	2/28/19	\$189.99	N/A	N/A	N/A	\$189.99
New Jersey Association for Health, Physical Education, Recreation and Dance Long Branch, NJ	Erin Sheridan 11-000-223-580-05-144-060	2/25/19	\$85.00	N/A	N/A	\$19.22	\$104.22
Hiring the Best Teachers Monroe Township, NJ	Danielle Shober 11-000-240-580-02-000-020	3/25/19	\$295.00	N/A	N/A	\$14.11	\$309.11

B. Approval of Fundraisers				
School/Group/Activity	Event Coordinator	Location	Purpose	Dates
BCMS Drama Club Fundraiser sale of flowers and concessions during the evenings of the drama performances	Nicole Kepner Lauren DePrima Brian Gornick	Branchburg Central Middle School	Offset costs of production that cannot be covered by ticket sales.	3/8/19 through 3/9/19
BCMS Drama Club Fundraiser sale of space in the playbill to family and friends.	Nicole Kepner Lauren DePrima Brian Gornick	Branchburg Central Middle School	Offset costs of production that cannot be covered by ticket sales.	2/1/19 through 3/6/19

C. Approval of Out of District Placements						
Location	Student ID# Account Number	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total
Bernards Township Public Schools Basking Ridge, NJ	3019127574 11-000-100-562-03-105-000	\$3,783.50	7/9/18-8/9/18	\$34,619.00	9/6/18-6/20/19	\$38,402.50
Bernards Township Public Schools Basking Ridge, NJ	9676224959 11-000-100-562-03-105-000	\$4,651.58	7/9/18-8/9/18	\$42,562.00	9/6/18-6/20/19	\$47,213.58

D. Approval of Field Trip			
Trip	Teachers	Grade	Purpose
RVCC Planetarium Branchburg, NJ	Rachael Johnston Emily Williams Zach Miracle	4,5,6,7,8	Student learning related to the Next Gen Science Standards. Supports unit studying different planets, phases of the moon and gravity.

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

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 2018-2019 Stipends						
Name	Account Number	Position	Stipend (not to exceed)	Dates		
Brian Gornick	11-401-100-101-01-078-020	Boys and Girls Ensemble and Vocal Music Concert Prep	\$2,627 \$1,576	9/1/18-6/30/19		
Randy Kupcha	11-401-100-101-01-078-020	Teen Arts	\$1,576	1/11/19-6/30/19		
B. Approval of Substitute Title I Tutors						
Name	Account Number	School	Position	Stipend	Dates	
Colleen Repoli	20-231-100-101-02-648	Whiton	Teacher	\$41.00 per hour as needed	1/18/19-6/30/19	
Lori Zelnick	20-231-100-101-02-648	Whiton	Teacher	\$41.00 per hour as needed	1/18/19-6/30/19	
C. Approval of Resignation						
Name	Account Number	Position	Location	Date		
Jacqueline Moody	11-000-217-106-01-000-020	Bus Aide	Transportation	1/7/19		
D. Approval of Substitutes						
Name	Position	Rate	Dates			
Joseph Martinelli	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19			
Razel Gatti	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19			
Stefanie Attia	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19			
E. Approval of Leave of Absence						
Name	Account #	Location	Position	Type of Leave	Anticipated Dates	
Edna Petritsch	11-000-270-160-01-462	Transportation	Bus Driver	Paid Medical	1/17/19-2/8/19	
F. Approval of Interim Replacement						
Name	Account Number	Location	Position	Rate	From	To
Alan Coburn	11-000-261-110-01-393	BOE	Buildings and Grounds Consultant	\$40.00 per hour (Not to exceed 30 hours per week)	11/12/18-2/7/19	11/12/18-6/30/19
G. Approval of Home Instruction Revision						
SID#	Account Number	From	To	Rate	Dates	
9420269782	11-150-100-101-03-066-020	Janice Monetti (1 hour per week for 6 weeks) Damian Thomas (3 hours per week for 6 weeks) Kristen Cardona (2 hours per week for 6 weeks)	Janice Monetti (1 hour per week for 6 weeks) Damian Thomas (1 hour per week for 6 weeks) Kristen Cardona (2 hours per week for 6 weeks) Nancy Padula (2 hours per week for 6 weeks)	\$41.00 per hour	1/7/19- 2/15/19	
H. Approval of Personnel						
Name	Account Number	School	Position	Salary	Dates	
Tiffany Medwick	61-910-310-110-01-001	BCMS	Lunchroom Aide (\$10.00 per hour)	\$4,525.00 (prorated) (Subject to delivery of requested documents)	1/18/19-6/30/19	

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

XIII. BUSINESS

- **Report** – Charlie Tuma

(ACTION) It is recommended that Items XIII.A. through XIII.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 January 4, 2019 through January 17, 2019, totaling \$1,897,086.70, and ratify the Payroll for the period December 1, 2018 through December 7, 2018, totaling \$62,465.27, and for the period of January 1, 2019 through January 15, 2019, totaling \$938,017.96.

B. Secretary's Report

The Report of the Secretary for December 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 December 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 December 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 December 2018.

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing the Disposal of School Furniture/Woodworking Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of School Furniture/Woodworking Equipment through GovDeals.

WHEREAS, the School District is the owner of the 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 School 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 school furniture/woodworking equipment to be sold is as follows:

5 Metal file cabinets	Gravely 812 lawn mower	5 Wood table tops
10 (60 x 60) red round lunch tables	10 (12ft) cafeteria blue/gray tables	Delta Unisaw 3 phase
Parker outside vacuum	5 Music risers	

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

G. Approval of Purchase and Installation of Acoustical Sound Panels

It is recommended that the Board Approve Acoustical & Tackable Surfaces, Inc., to purchase and install acoustical sound panels in the auxiliary gym at Branchburg Central Middle School, at a total cost of \$9,580.00, 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.G.)

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.....Theresa Joyce
- Emergency Management Planning Committee.....Theresa Joyce
- Branchburg Education Foundation.....Keerti Purohit

XVI. BOARD FORUM

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT