

***Branchburg Township School District***  
**REGULAR ACTION MEETING**

March 14, 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

- Recognition of Student Artists
  - Braedon Simko (Teacher: Christopher Boehm)
  - Erin Stinner (Teacher: Randy Kupcha)
  - Tara Muni (Teacher: Rokiah Barry)
  - Caitlyn Scott (Teacher: Meghan Russo)
- Presentation of the Preliminary 2019 - 2020 Budget

## 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.E. 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 21, 2019.

<b>B. Approval of Harassment, Intimidation, and Bullying Reports</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	SSDS 044551	1/27/19	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.

### C. Approval of 2019 - 2020 School District Calendar

It is recommended that the Board approve the 2019 – 2020 School District Calendar.

**D. Approval of 2019 - 2020 Holiday Calendar for 12 Month Staff**

It is recommended that the Board approve the 2019 - 2020 Holiday Calendar for the 12 Month Staff.

**E. Approval of Summer Calendar for all District Offices**

It is recommended that the Board approve the summer calendar for all District offices, Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 1, 2019 through August 30, 2019.

**(ROLL CALL – ITEMS VIII.A. through VIII.E.)**

**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.F. 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
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Antonia DaSilva 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Allison Eby 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00

Conferences/Workshop (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Amy McLaughlin 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	JanMarie Motz 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	\$6.00	\$46.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Tina Neely 11-000-219-580-03-144-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
New Jersey School Boards Association Getting Ready for your 2019 Audit Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	4/11/19	\$90.00	N/A	N/A	\$13.60	\$103.60
New Jersey School Boards Association Getting Ready for your 2019 Audit Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	4/11/19	\$90.00	N/A	N/A	\$21.67	\$111.67
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Donna Eckel 11-000-251-580-01-585	6/5/19- 6/7/19	\$275.00	\$220.00	\$165.00	\$75.39	\$735.39
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Rebecca Gensel 11-000-230-580-01-303	6/5/19- 6/7/19	\$525.00	\$328.00	\$165.00	\$73.88	\$1,091.88
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Theresa Linskey 11-000-251-580-01-585	6/5/19- 6/7/19	\$275.00	\$220.00	\$165.00	\$82.37	\$742.37
WILSON Foundations for Pre-K and Early Identification Princeton, NJ	Jodi Harwood 11-000-219-580-03-001-999	8/1/19	\$350.00	N/A	N/A	N/A	\$350.00
Asbestos Operations and Maintenance Refresher Somerset, NJ	John Hindmarch 11-000-261-580-10-428	4/5/19	\$195.00	N/A	N/A	\$5.83	\$200.83
International Society for Technology in Education – ED Tech Conference Philadelphia, PA	Joseph Larramendia 11-000-223-580-08-144-090	6/23/19	\$250.00	N/A	N/A	N/A	\$250.00
Tech Dependency Somerville, NJ	Meredith Molinaro 11-000-219-580-03-001-999	4/12/19	\$40.00	N/A	N/A	N/A	\$40.00

B. Approval of Student Teacher					
Name	College/University	Certification	Location	Dates	Discussion
Julie Samuels	Fairleigh Dickinson University	Elementary School Teacher in Grades K-5	WES	9/3/19-12/20/19 (2-3 days per week) 1/20/20-4/30/20 (5 days per week)	Cooperating Teacher Chelsea Smith

C. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Clean Ocean Action – Student Summit Gateway National Park Sandy Hook, NJ	Mrs. Plaza	6-8	31 <sup>st</sup> Annual Spring Student Summit – Clean Ocean. Designed to provide middle school students from NJ an opportunity to experience hands-on, marine environmental education at the Jersey shore.
Painting with a Twist Bridgewater, NJ	Mrs. Jordan	6-8	Enrichment Day Activity
Somerville Middle School Somerville, NJ	Ms. William Ms. Johnston Mr. Miracle	6-8	Allow students to continue to build a relationship between the LLD classrooms at both schools. Allows students to practice appropriate social skills, use executive functioning skills to plan a meal for lunch and to practice math measurement skills.
Mane Stream Stables Oldwick, NJ	Mr. Miracle	6-8	Enrichment Day Activity

D. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	daVinci Pro 3D Printer	Mr. Larramendia	Whiton	1261	\$423.70
Branchburg Education Foundation	LEGO Wall	Mrs. Mileto	Whiton	1262	\$649.99

E. Approval of Homebound Instruction					
SID#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
3361328264	Professional Education Services, Inc.	11-150-100-320-03-069-020	\$41 per hour	2/6/19-2/26/19	Not to exceed 10 hours per week

<b>F. Approval of Fundraiser</b>					
School	Group	Event Coordinators	Locations	Dates	Discussion
Central Middle School	Student Council	Mrs. Michels	BCMS	3/15/19-3/20/19	Student Council would like to sell bracelets during lunch to benefit the Meghan Rose Bradley Foundation.

**(ROLL CALL - ITEMS XI.A. through XI.F.)**

## **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.

<b>A. Approval of Retirements</b>				
Name	Account #	Position	Location	Effective Date
Margaret Emmons	11-130-100-101-01-021-020	Computer Literacy and STEM Coach	BCMS	6/30/19
Amy Finkenaur	11-130-100-101-01-021-020	Chemistry Teacher	BCMS	6/30/19
Laura Petronio	11-213-100-101-01-057-020	Special Education Teacher	BCMS	6/30/19
Rokiah Barry	11-120-100-101-01-012-060	Art Teacher	SBS	6/30/19
Gail Inkrote	11-120-100-101-01-012-060	Computer Teacher	SBS	6/30/19
Elaine Mulrooney	11-120-100-101-01-012-060	4 <sup>th</sup> Grade Teacher	SBS	6/30/19
Nancy Vadmisky	11-230-100-101-01-072-060	Instructional Support Teacher	SBS	6/30/19
Michele McFadden	11-000-270-161-01-470	Bus Driver	Transportation	6/30/19

<b>B. Approval of Leave of Absence</b>					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Michele McFadden	11-000-270-161-01-470	Transportation	Bus Driver	Paid Medical	2/14/19-5/9/19

<b>C. Approval of Resignation</b>				
Name	Account #	Position	Location	Date
Scott Ahlers	11-000-222-110-01-259-999	Technology Support Technician	BOE	3/22/19

<b>D. Approval of Revision of Extra Duty Pay For District ED Camp</b>							
Name	Account #	Action	Position	From	To	Date	Discussion
Bellafore, Arianna	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	\$41 per hour not to exceed 2 hours	2/15/19	Collecting Data Through Google Forms
Dooley, Michelle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	\$41 per hour not to exceed 2 hours	2/15/19	Differentiating Math in the K-3 Classroom

<b>E. Approval of Athletic Stipend</b>				
Name	Account Number	Position	Stipend	Dates
Justin Rogoff	11-402-100-101-01-093-060	Crowd Control	\$1,429	12/1/18-2/15/19

<b>F. Approval of Revision of Personnel</b>							
Name	Account #	Location	Position	From	To	Dates	Discussion
Nancy Vermeulen	11-000-217-106-01-000-020	Transportation	Bus Aide	\$13.24 per hour	\$13.24 per hour (PM Only)	3/1/19-6/30/19	Replacing Carolyn Girvan 3/1/19-6/30/19 (PM run)

<b>G. Approval of Personnel</b>						
Name	Account #	Location	Position	Rate	Dates	Discussion
Catherine Leeds	11-000-217-106-01-000-020	Transportation	Bus Aide (AM only)	\$13.24 per hour (Subject to delivery of requested documents)	2/8/19-6/30/19	Replacing Carolyn Girvan 3/15/19-6/30/19 (AM run)

<b>H. Approval of Extracurricular School Activity Aide</b>					
<b>SID#</b>	<b>Name</b>	<b>Account #</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
3248981936	Allison Eby	11-000-219-104-01-171-340	Extracurricular Aide	\$15.09 per hour (not to exceed 10 hours on an as needed basis)	2/25/19-6/21/19

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

### **XIII. BUSINESS**

- **Report** – Charlie Tuma

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

**A. Resolution to Adopt the Tentative 2019-2020 School District Budget for Submission to the County Office**

**BE IT RESOLVED** that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
2019-2020 Total Expenditures	\$45,908,338	\$540,677	\$2,113,994	\$48,563,009
Less: Anticipated Revenues	\$ 4,400,122	\$540,677	\$ 95,285	\$ 5,036,084
Taxes to be Raised	\$41,508,216	\$ --0--	\$2,018,709	\$43,526,925

And to advertise said tentative budget in the *Courier News* in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held in the Branchburg Central Middle School, Large Board Conference Room on May 2, 2019 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

**WHEREAS**, the Branchburg Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education established in the prebudget year, a maximum travel expenditure amount of \$82,325 and has authorized \$42,540 in spending to date for the budget year; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual maximum amount per employee not to exceed \$1,500 for which board approval is not required; and

**THEREFORE, BE IT RESOLVED**, the Board of Education pursuant to N.J.A.C. 6A:23A-7.1 et seq., establishes a maximum travel expenditure of \$77,325 for travel and related expense reimbursements for all staff and board members in the 2019-2020 budget; and

**BE IT FURTHER RESOLVED**, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$150 for which board approval is not required in 2019-2020; and

**BE IT FURTHER RESOLVED**, the Board of Education pursuant to N.J.A.C. 6A:23A-5.2, establishes for public relations and each type of professional service, a maximum level of spending in the 2019-2020 budget as follows:

Service	Not to Exceed
Legal	\$ 60,000
Auditing	\$ 43,750
Special Education Related Services	\$200,000
Architect/Engineering	\$300,000

**B. Bill List**

It is recommended that the Board approve the List of Bills for the period February 22, 2019 through March 14, 2019, totaling \$1,568,446.66, and ratify the Payroll for the period February 16, 2019 through February 28, 2019, totaling \$945,968.30.

**C. Approval of Shared Services Agreement**

**BE IT RESOLVED**, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Readington Township Board of Education for the provision of pupil transportation services to students of both school districts for the period July 1, 2019 to June 30, 2020 with terms and conditions set forth therein.

**D. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding**

It is recommended that the following bid awards be made as party to the Educational Services Commission of New Jersey Cooperative Bidding Services:

1. Shredding and Disposal of Records	7. HVAC Services Bid
2. Automotive Fluids and Lubricants	8. Athletic Equipment & Supplies
3. Custodial Supplies Bid	9. Carpet & Flooring
4. Lawn Care Products & Services	10. Technology Supplies and Services
5. Maintenance Repair and Operations	11. Furniture
6. Classroom Supplies Bid	

**E. 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:

Drill Press	150 Student Chairs	Wet Mops/Buffering Pads
Miscl. Wood Shop Wood	Table Saw	Band Saw
19 Wood/metal teacher desks	OKI Pace Mark 2410 Dot Matrix Printer	15 Wood classroom doors 36 X 82

- (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.

**F. Approval of NetQ Multimedia Company**

It is recommended that the Board approve NetQ Multimedia Company which is a part of the New Jersey State Contract # 2989 for the complete installation of network data lines at the Branchburg Bus Garage, at a cost not to exceed \$22,951.32, to be paid by purchase order, through account 12-000-400-450-07-612 and sufficient funds are available in 2018-2019 budget.

**G. Approval of Contract for Auditor**

It is recommended that the Board approve a contract with the firm of Nisivoccia LLP for the 2019-2020 school year to perform an audit of the 2018-2019 financial operations of the District at a fee of \$41,250 plus an additional assistance fee for implementation of GASB 75, Financial Accounting and Reporting of Post-Retirement Benefits, not to exceed \$2,500, for a total cost of \$43,750, to be paid from account #11-000-230-332-01-282, and sufficient funds are available in the 2019-2020 budget.



**H. Approval of 2019-2020 Somerville High School Tuition Rate**

It is recommended that the Board approve an estimated Somerville High School tuition rate of \$15,862 per pupil for the 2019-2020 school year.

**(ROLL CALL - ITEMS XIII.A. through XIII.H.)**

**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**