

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

March 28, 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**

- Social-Emotional Interest Group and Behavioral Updates – Presentation by District Behavior Therapist, Allison Eby

## **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 March 14, 2019.

### **B. Approval of 2019-2020 Affirmative Action Officer**

It is recommended that the Board approve Danielle Shober as the District Affirmative Action Officer for the 2019-2020 school year.

### **C. Approval of Resolution Authorizing Affirmative Action Team to Conduct a Needs Assessment and Develop a Comprehensive Equity Plan**

It is recommended that the Board approve the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan for the 2019-2020, 2020-2021 and 2021-2022 school years.

#### **D. Approval of Revision of Job Descriptions**

It is recommended that the Board approve the revision of the following job descriptions.

- Curriculum Specialist (Non-Athletic Stipend)
- Substitute Teacher

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

#### **IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

**(ACTION)** It is recommended that Item IX.A. be moved upon the recommendation of the Superintendent.

<b>A. Policy and Regulations First Reading</b>		
<b>Policy</b>	<b>Title</b>	<b>Discussion</b>
P0141.1	Board Member and Term – Sending District	Revised
P2415.06	Unsafe School Choice Option	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
P5600	Student Discipline/Code of Conduct	Revised
P5611	Removal of Students for Firearms Offenses	Revised
P5612	Assaults on District Board of Education Members or Employees	Revised
P5613	Removal of Students for Assaults with Weapons Offenses	Revised
P5756	Transgender Students	Revised
P7440	School District Security	Revised
P8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised
P8561	Procurement Procedures for School Nutrition Programs	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.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
Specialized Therapeutic Interventions Sage Day Mahwah Lower & Middle School Mahwah, NJ	Amy McLaughlin N/A	3/29/19	N/A	N/A	N/A	N/A	N/A
Specialized Therapeutic Interventions Sage Day Mahwah Lower & Middle School Mahwah, NJ	Tina Neely N/A	3/29/19	N/A	N/A	N/A	N/A	N/A
NJ Government Management Information Sciences Technology Education Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/4/19	\$50.00	N/A	N/A	\$9.18	\$59.18
NJ Government Management Information Sciences Technology Education Conference Somerset, NJ	Eric Schaefer 11-000-252-580-09-145	4/4/19	\$50.00	N/A	N/A	\$9.49	\$59.49
Teaching Reading to Struggling Students Online Module	Jennifer Anderson 11-000-221-580-02-189-999	7/8/19 7/15/19 7/22/19	\$595.00	N/A	N/A	N/A	\$595.00
Barnegat Bay Environmental Educators Roundtable Waretown, NJ	Margaret Emmons 11-000-223-580-02-144-999	4/17/19	\$25.00	N/A	N/A	N/A	\$25.00
New Jersey School Boards Association School Mental Health Conference West Windsor, NJ	Noah Horowitz 11-000-230-585-01-300	4/9/19	\$99.00	N/A	N/A	\$17.98	\$116.98
Mindfulness Middlesex County ED Services Piscataway, NJ	JanMarie Motz 11-000-219-580-03-001-999	5/1/19	N/A	N/A	N/A	\$9.61	\$9.61

B. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	20 <sup>th</sup> Anniversary Celebration – Riddle Poem Workshops and Contest	Ms. Burke	Stony Brook	1264	\$1,960
Branchburg Education Foundation	2019 Memorial Day Commemoration	Ms. Manger	Stony Brook	1265	\$3,050
Branchburg Education Foundation	Author's Day	Ms. Pernini Ms. Dooley	Whiton	1266	\$8,750

C. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Community Based Instruction trip to Target and Applebee's Bridgewater, NJ	Ms. Johnston Ms. Rina Ms. McLaughlin Ms. Castellano	4-6	Allow students to continue to their community based instruction.
Fulper Farms Lambertville, NJ	Ms. DePrima Ms. Allen	6-8	Enrichment Day Activity
Neshanic Valley Golf Course Neshanic Station, NJ	Ms. McGirl	6-8	Enrichment Day Activity

D. Approval of Student Teachers					
Name	College/University	Certification	Location	Dates	Discussion
Tracy Bench	Raritan Valley Community College	Occupational Therapist	SBS	9/25/19-12/6/19 45 total clinical hours	Cooperating Teacher Diane Scholp
Kaitlyn Wagner	Western Governors University	Students with Disabilities (CEAS)	BCMS	9/3/19-10/25/19 8 weeks	Cooperating Teacher Zach Miracle

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

## XII. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

<b>A. Approval of Athletic Stipend</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Stipend (not to exceed)</b>	<b>Dates</b>
Justin Rogoff	11-402-100-101-01-093-060	Softball Coach	\$3,309	3/18/19-5/25/19

<b>B. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Jose Botelho	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Margaret Gabanyi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Lorien Holderbaum	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Jessica McFarland	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Concetta Repoli	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
James Sheeley	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Natalie Tews	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Victoria Triozzi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Jared Zimmerman	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19

<b>C. Approval of Spring Teacher Academy Presenters</b>					
<b>Name</b>	<b>Account #</b>	<b>Action</b>	<b>Position</b>	<b>Rate</b>	<b>Discussion</b>
Kristen Allen	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Phonics/Unlocking Literacy
Kristen Allen	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 4 hours	Phonics in Middle School
Lauren Bockus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Google Classroom
Lauren Bockus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Math Workshop Toolkit Make & Take
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 9 hours	Planning and Delivering Small Group Instruction in Literacy
Vicky Brody	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Beginner Discovery Ed
Marie Cinque	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Differentiating Instruction and Assessment for English Language Learners
Allison Eby	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Behavioral Techniques for non-compliance
Allison Eby	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Student Engagement and decreasing disruptive behaviors
Stephanie Formus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Math Toolkit Make & Take
Stephanie Formus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Say What? I Need to Incorporate Math & Science!
Rachael Johnston	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Strategies for Supporting Students with Weaknesses in Self-Regulation
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Infusing Poetry and Testing Language into Workshop
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Making the Most of Your Word Study Block
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Deepen Student Comprehension
Zach Miracle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Project Read Literacy Strategies

Approval of Spring Teacher Academy Presenters (continued)					
Jan Motz	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Happy Teachers Change the World
Jan Motz	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Overview of Anxiety and Depression Among Students
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	How to Pull LinkIt! Data with NWEA MAP Data to Make Goals for Your Struggling Students
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Say What? I Need to Incorporate Math & Science!
Amanda Roper	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Foundations: Centers
Jillian Sawicki	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Happy Teachers Change the World
Emily Williams	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Phonics/Unlocking Literacy
Emily Williams	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Project Read Literacy Strategies

D. Approval of Personnel						
Name	Account #	Location	Position	Salary	Dates	Discussion
Phillip Lamarre	11-000-222-110-01-259-999	BOE	Technology Help Desk Support Technician	\$43,000	3/29/19-6/30/19 (subject to delivery of documents)	Replacing Scott Ahlers

**(ROLL CALL – ITEMS XII.A. through XII.D.)**

**XIII. BUSINESS**

- **Report** – Charlie Tuma

**(ACTION) It is recommended that Items XIII.A. through XIII.F. 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 March 15, 2019 through March 29, 2019, totaling \$2,442,784.41, and ratify the Payroll for the period March 1, 2019 through March 15, 2019, totaling \$929,063.93.

**B. Secretary’s Report**

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

**E. Monthly Transfer Report**

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

**F. Approval of Agreement Covering Continuing Disclosure Agent Services**

It is recommended that the Board approve an Agreement between Phoenix Advisors, LLC and the Branchburg Township Board of Education to continue to act as Continuing Disclosure Agent and Independent Registered Municipal Advisor for fiscal year 2019-2020 at a fee of \$1,000 to be paid from account #11-000-230-339-01-001, and sufficient funds are available in the 2019-2020 budget.

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

**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**