

Branchburg Township School District
REGULAR ACTION MEETING

May 2, 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

- 2019-2020 School District Budget Presentation
- Presentation of : Governor's Educator of the Year
Governor's Educational Services Professional of the Year

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.F. be moved upon the recommendation of the Superintendent.

APPROVAL OF 2019-2020 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2019-2020 School District Budget for submission as follows:

	General Fund	Special Revenues	Debt Service	Total
2019-2020 Total Expenditures	\$45,792,777	\$540,677	\$2,113,994	\$48,447,448
Less: Anticipated Revenues	\$ 4,284,561	\$540,677	\$ 95,285	\$ 4,920,523
Taxes to be Raised	\$41,508,216	\$ --0--	\$2,018,709	\$43,526,925

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 \$48,820 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. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session of April 15, 2019 and the Minutes of the Executive Session and Regular Meeting of April 18, 2019.

C. Approval of Submission of the 2019-2022 Comprehensive Equity Plan

It is recommended that the Board approve the submission of the 2019-2022 Comprehensive Equity Plan to the Somerset County Office of Education.

D. Approval of Group Medical Insurance Provider

It is recommended that the Board approve an Agreement with Horizon Blue Cross Blue Shield to provide medical insurance coverage, pursuant to its terms, for the period July 1, 2019 to June 30, 2020.

E. Approval of Group Prescription Insurance Provider

It is recommended that the Board approve an Agreement with Benecard Services, LLC to provide prescription insurance coverage, pursuant to its terms, for the period July 1, 2019 to June 30, 2020.

F. Approval of Harassment, Intimidation, and Bullying Reports			
Building	Incident #	Date	Discussion
BCMS	SSDS# 054566	3/19/19	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.
SBS	SSDS# 058634	4/4/19	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.

(ROLL CALL – ITEMS VIII.A. through VIII.F.)

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/ Transportation	Total
Somerville Kindergarten Summit Somerville, NJ	Gail Chapman N/A	5/29/19	N/A	N/A	N/A	N/A	N/A
Somerville Kindergarten Summit Somerville, NJ	Caitlyn Riga N/A	5/29/19	N/A	N/A	N/A	N/A	N/A
Stronge Teacher Evaluation Training Piscataway, NJ	Frank Altmire 11-000-240-580-02-000-020	7/25/19	\$175.00	N/A	N/A	N/A	\$175.00
Stronge Teacher Evaluation Training Piscataway, NJ	Jennifer Anderson 11-000-221-580-02-189-999	7/25/19	\$175.00	N/A	N/A	\$5.77	\$180.77
Stronge Teacher Evaluation Training Piscataway, NJ	Matthew Barbosa 11-000-240-580-02-000-020	7/25/19	\$175.00	N/A	N/A	\$12.00	\$187.00
Stronge Teacher Evaluation Training Piscataway, NJ	Rebecca Gensel 11-000-230-580-01-303	7/25/19	\$175.00	N/A	N/A	\$4.28	\$179.28
Stronge Teacher Evaluation Training Piscataway, NJ	Kristen Kries 11-000-240-580-02-000-020	7/25/19	\$175.00	N/A	N/A	N/A	\$175.00
Stronge Teacher Evaluation Training Piscataway, NJ	Tina Neely 11-000-219-580-03-144-999	7/25/19	\$175.00	N/A	N/A	N/A	\$175.00
Stronge Teacher Evaluation Training Piscataway, NJ	Matthew Ross 11-000-240-580-02-000-020	7/25/19	\$175.00	N/A	N/A	N/A	\$175.00
Stronge Teacher Evaluation Training Piscataway, NJ	Danielle Shober 11-000-240-580-02-000-020	7/25/19	\$175.00	N/A	N/A	N/A	\$175.00
Odyssey of the Mind World Championship Lansing, MI	Zachariah Miracle 11-000-223-580-02-144-999	5/22/19- 5/26/19	\$495.00	N/A	\$80.00	\$450.00	\$1,025.00

B. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Odyssey of the Mind World Finals Lansing, MI	Zach Miracle	6-8	Odyssey of the Mind team competed at the state level competition and came in first place. As first place state finalists, they are invited to compete at the World Finals at Michigan State, Lansing, MI.
Stony Brook School Branchburg, NJ	Alice Willard	1-3	Annual GATE Date, Creative Thinking Day.

C. Approval of 2019-2020 Out of District Program							
Program/Location	Account Number	Student ID #	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total Cost
Morris-Union Jointure Commission New Providence, NJ	11-000-100-562-03-105-000	7737812861 9307544131 9925443611	\$46,257	6/26/19- 8/7/19	\$282,198	9/4/19- 6/11/20	\$328,455

D. Approval of Out of District Program for ESY							
Program/Location	Account Number	Student ID #	ESY Tuition	ESY Aide	ESY Therapy	ESY Dates	Total Cost
Limitless-Developmental Center Denville, NJ	11-000-100-566-03-109-00	4212290701	\$5,535	\$2,295	\$1,350	7/10/19- 8/09/19	\$9,180

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

XII. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of 2019-2020 Reappointment of Non-Tenured Teachers			
Name	Position	Contract Year	Hire Date
Arianna Bellafiore	Teacher	4	9/1/16
Sarah Debraski	Library Media Specialist	4	2/5/16
Carrie Figel	Teacher	4	9/1/16
Alexandra Gallo	Guidance Counselor	4	9/1/16
Katherine Mileto	Library Media Specialist	4	9/1/15
Zachariah Miracle	Teacher	4	9/1/16

A. Approval of 2019-2020 Reappointment of Non-Tenured Teachers (continued)				
Meghan Russo	Teacher	4		9/1/16
Emily Williams	Special Education Teacher	4		12/19/16
Kristen Allen	Special Education Teacher	3		9/1/17
Vicky Brody	Special Education Teacher	3		9/1/17
Lauren DePrima	Speech Teacher	3		9/1/17
Allison Eby	Behaviorist	3		9/17/17
Leigh Keely	Special Education Teacher	3		11/17/17
Meredith Molinaro	Teacher	3		9/1/17
Jennilyn Nelson	Guidance Counselor	3		9/1/17
Danielle Puzzo	Teacher	3		9/1/17
Regina Santangelo	Instrumental Music Teacher	3		9/1/17
Jillian Sawicki	School Psychologist	3		9/1/17
Esthela Solano	Teacher	3		9/1/16
Meghan Castellano	Speech Language Pathologist	2		9/1/18
Gail Chapman	Kindergarten Teacher	2		9/1/18
Kelly Evans	Physical Education Teacher	2		9/27/18
Brian Gornick	Music Teacher	2		9/1/18
Cory Hanna	Physical Education Teacher	2		9/1/18
Joseph Larramendia	Technology Teacher	2		9/1/18
Vicki Marcine	Special Education Teacher	2		11/12/18
Marissa McKenna	1 st Grade Teacher	2		9/1/18
Vincenzina Mlenak	Special Education Teacher	2		2/19/19
Amanda Perez	Special Education Teacher	2		9/1/18
Susan Petrilli	School Nurse	2		9/1/18
Caitlyn Riga	Kindergarten Teacher	2		9/1/18
Alyssa Riva	French Teacher	2		9/1/18
Brienne Rodriguez	ESL Teacher	2		1/2/19
Erin Sheridan	Physical Education Teacher	2		9/1/18

B. Approval of 2019-2020 Reappointment and Granting of Tenure Teachers				
Name	Position	Hire Date	Tenure Date	
Lauren Bockus	Teacher	9/1/15	9/2/19	
Kathleen Gaston	Teacher	1/4/16	1/5/20	
Allison LeMieux	Teacher	9/1/15	9/2/19	
Heather Lilly	Teacher	9/1/15	9/2/19	
Colleen Repoli	Teacher	11/5/15	11/6/19	

C. Approval of 2019-2020 Reappointment and Granting of Tenure Secretary				
Name	Position	Hire Date	Tenure Date	
Jocelyn Romano	Student Services Secretary	10/10/16	10/11/19	

D. Approval of Substitute Maternity Leave Replacement				
Name	Position	Rate	Dates	Discussion
Megan Bauman	Substitute Maternity Leave Replacement Pre-School Disabled and Pre-School Inclusion Teacher	\$95 per day (Subject to delivery of requested documents)	5/15/19-6/21/19	Substitute Maternity Leave Replacement for Sarah Landon (26 instructional days)

E. Approval of District Staff Transfer				
Name	From	To	Dates	Discussion
Danielle Puglisi	6 th Grade Math Teacher	BCMS Instructional Coach	9/1/19-6/30/20	Replacing Margaret Emmons
Leigh Keely	8 th Grade Special Education	6 th Grade Math Teacher	9/1/19-6/30/20	Replacing Danielle Puglisi

F. Approval of Maternity Leave				
Name	Account #	Location	Type of Leave	Dates
Allison Eby	11-000-219-104-01-171-340	District	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	9/3/19-10/7/19 10/8/19-11/15/19

G. Approval of Personnel							
Name	Account Number	Location	Position	Step/Level	Salary	Dates	Discussion
Samantha Hoag	11-120-100-101-01-012-060	SBS	Art Teacher	1/150	Pending BTEA contract	9/1/19-6/30/20	Replacing Rokiah Barry
Matthew Zimmerman	11-120-100-101-01-012-060	SBS	Computer Teacher	1/182	Pending BTEA contract	9/1/19-6/30/20	Replacing Gail Inkrote

H. Approval of Resignation				
Name	Account #	Location	Position	Effective Date
Kari Andersen	11-000-217-106-01-000-090	Whiton	Instructional Aide	5/10/19

I. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Nancy Padula	11-000-219-104-01-162-340	Learning Disabilities Teacher Consultant	BCMS	6/30/19

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

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 April 19, 2019 through May 2, 2019, totaling \$557,620.46, and ratify the Payroll for the period April 16, 2019 through April 30, 2019, totaling \$930,969.34.

B. Approval of 2019-2020 School Year Food Service Company

It is recommended that the Board approve Maschio's Food Services, Inc., as the food service management company for the 2019-2020 school year in accordance with N.J.S.A. 18A:18A-42, with a management fee for the 2019-2020 school year of \$16,831.02 and a minimum profit guarantee of \$45,000.00.

C. Approval of Nonpublic Technology and Security Purchases

WHEREAS, the Branchburg Township School District received nonpublic technology aid in the amount of \$828 and nonpublic security aid in the amount of \$3,450 from the State of New Jersey in FY 2019; and

WHEREAS, the State of New Jersey directed the Branchburg Township School District having nonpublic schools within its boundaries, the responsibility for providing security services, equipment, or technology to help ensure a safe and secure environment for students attending nonpublic schools and for providing nonpublic students technology within the limits of the funds provided by this program in the FY 2019 school year; and

WHEREAS, Non Public School representatives along with the SCESC consultant reviewed the proposed technology and security expenditures with the Business Administrator and Director of Student Services; and

WHEREAS, the State of New Jersey requires that the local Board of Education authorize the specific nonpublic expenditures for each of these grant awards

NOW, THEREFORE, BE IT RESOLVED that the Branchburg Township School District authorize the following nonpublic expenditures:

NONPUBLIC SECURITY:

	<u>TOTAL</u>
Apples and Books Learning Center	
Window Blinds	\$1,039.22
FUNDING ALLOCATION	\$1,050.00

Kangaroo Kids Child Center

Chain link fence, door jammers, security bars, Night	\$2,288.14
Lock, camera system	
FUNDING ALLOCATION	\$2,400.00

NONPUBLIC TECHNOLOGY:

	<u>TOTAL</u>
Apples and Books Learning Center	
1-Chromebook	\$220.67 + \$11.03 (5% admin fee)
FUNDING ALLOCATION	\$252.00
Kangaroo Kids Child Center	
STEM,Gears, and coding sets	\$415.75 + \$20.79 (5% admin fee)
+FUNDING ALLOCATION	\$576.00

D. Approval of Architect Services for a Boiler Replacement and HVAC Roof Top Unit Replacement at Branchburg Central Middle School

It is recommended that the Board approve a proposal submitted by Settembrino Architects, for a boiler replacement and HVAC Roof Top Unit replacement at Branchburg Central Middle School in the amount of \$24,500, to be paid by purchase order through Account #12-000-400-450-05-612, and sufficient funds are available in the 2018-2019 budget.

E. Approval of Purchase and Installation of LED Theatrical Lighting and Control System at Branchburg Central Middle School Auxiliary Gym

It is recommended that the Board approve Generations Services Inc. which is part of EDS Bid # 9176-Pkg 51 to furnish and install LED theatrical lighting and control system

in the aux gym at Branchburg Central Middle School, at a total cost of \$35,000, to be paid by purchase order, through account #12-000-400-450-04-612 and sufficient funds are available in the 2019-2020 budget.

F. Approval of Replacement of Gym Floor at Stony Brook School

It is recommended that the Board approve Classic Sport Floors which is part of the NJ State Approved Cooperative Pricing System #65MCECCPS, Gym Floors Repair & Refinishing-Time and Material Bid #MRESC 15/16-65, to install a new synthetic gym floor at Stony Brook School, at a total cost of \$25,606.10, to be paid by purchase order, through account #12-000-400-450-05-612 and sufficient funds are available in the 2018-2019 budget.

G. Approval of Painting of the Small and Large Cafeteria at Branchburg Central Middle School and the Gym at Stony Brook School

It is recommended that the Board approve Onpoint Service Group to paint Branchburg Central Middle School small and large cafeteria and the gym at Stony Brook School at a total cost of \$24,300, to be paid by purchase order and sufficient funds are available in the 2019-2020 budget.

Branchburg Central Middle School Cafeteria's \$8,300
Acct # 11-000-261-420-04-411

Stony Brook School Gym \$16,000
Acct # 11-000-261-429-05-411

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

XVI. BOARD FORUM

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT