

Branchburg Township School District
REGULAR ACTION MEETING

November 1, 2018

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

- Branchburg Central Middle School Kindness Project
- Recognition of Student Artists
 - Pari Jani (Teacher: Christopher Boehm)
 - Katelyn Richardson (Teacher: Randy Kupcha)
 - Gabrielle Wolin (Teacher: Meghan Russo)

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.C. 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 October 18, 2018.

B. Approval of Submission of 2018-2019 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2018-2019 School Nursing Services Plan.

C. Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
BASF Foundation	Science Education	Suzanne Updegrove	BCMS	92001528	\$5,000.00

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

IX. POLICY AND REGULATIONS

- **Report** – Ellwood Cutler

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

A. Policy First Reading		
Policy	Title	Discussion
3283	Electronic Communications Between School Employees and Students	Revised
4283	Electronic Communications Between School Employees and Students	Revised

(ROLL CALL - ITEM IX.A.)

X. EDUCATION

- **Report** – Olga Phelps

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

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Units of Study in Reading Somerset, NJ	Jennifer Anderson 11-000-221-580-02-189-999	11/30/18	\$165.00	N/A	N/A	\$2.36	\$167.36
Units of Study in Reading Somerset, NJ	Kelly Boyle 11-000-223-580-08-144-090	11/30/18	\$165.00	N/A	N/A	N/A	\$165.00
Units of Study in Reading Somerset, NJ	Lauren Knoke 11-000-223-580-02-144-999	11/30/18	\$165.00	N/A	N/A	\$6.20	\$171.20
Linkit! Fall User Group Neptune, NJ	Margaret Emmons 11-000-223-580-02-144-999	10/30/18	N/A	N/A	N/A	\$34.00	\$34.00
Linkit! Fall User Group Neptune, NJ	Erica Patente 11-000-223-580-02-144-999	10/30/18	N/A	N/A	N/A	\$26.66	\$26.66
Attention Deficient Disorder (A.D.D.) & Attention Deficit Hyperactivity Disorder (A.D.H.D.) Live Webinar	Allison Eby 11-000-219-580-03-001-999	11/15/18	\$79.00	N/A	N/A	N/A	\$79.00
Physical Education Jam Session Chester, NJ	Tara Kolbe 11-000-223-580-08-144-090	12/14/18	N/A	N/A	N/A	\$6.00	\$6.00
New Jersey Music Educators Association Conference (NJMEA) East Brunswick, NJ	Noel Maroon 11-000-223-580-05-144-060	2/21/19 2/22/19	\$170.00	N/A	N/A	N/A	\$170.00
School Climate Control Conference Morristown, NJ	Breanne Pratt 11-000-223-580-04-144-020	10/25/18	\$115.00	N/A	N/A	\$5.89	\$120.89
Association of Mathematics Teachers of New Jersey (AMTNJ) /Center for Discrete Mathematics and Theoretical Computer Science (DIMACS) New Brunswick, NJ	Daniel Richter 11-000-223-580-08-144-090	11/30/18	\$205.00	N/A	N/A	N/A	\$205.00
Reducing Chronic Absenteeism Monroe Township, NJ	Matthew Ross 11-000-240-580-02-000-020	11/19/18	\$149.00	N/A	N/A	N/A	\$149.00
School Avoidance Piscataway, NJ	Margaret Ryan 11-000-223-580-04-144-020	3/13/19	N/A	N/A	N/A	\$5.70	\$5.70
Mindfulness Piscataway, NJ	Margaret Ryan 11-000-223-580-04-144-020	5/1/19	N/A	N/A	N/A	\$5.70	\$5.70
Introduction to the National Arts Standards and the Vision for the New Jersey Student Learning Standards Monroe, NJ	Regina Santangelo 11-000-223-580-04-144-020	12/6/18	\$149.00	N/A	N/A	\$12.83	\$161.83
Exploring and Understanding Trends in Your District and Schools Monroe Township, NJ	Eric Schaefer 11-000-252-580-09-145	11/1/18	\$149.00	N/A	N/A	\$18.85	\$167.85
Foreign Language Educators of New Jersey (FLENJ) Iselin, NJ	Esthela Solano 11-000-223-580-05-144-060	4/5/19	\$180.00	N/A	N/A	N/A	\$180.00
Rutgers Gifted & Talented Conference Somerset, NJ	Alice Willard 11-000-223-580-08-144-090	11/30/18	\$189.00	N/A	N/A	N/A	\$189.00

B. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Environmental Education Center Basking Ridge, NJ	Andrew Uporsky	6,7,8	Students will encounter examples of biomimicry and be introduced to biomimicry life principals
Flemington Ice Arena Flemington, NJ	Regina Santangelo Justin Rogoff	6,7,8	Students will learn to ice skate and the science behind it Enrichment Day
Rock'em Extreme Staten Island, NY	Devra Hobbs	6,7,8	Students will experience how to rock climbing and boxing uses cooperation and perseverance in order to accomplish their goals
Ryland Inn Whitehouse Station, NJ	Caroline McGirl	6,7,8	The Art and History of the Ryland Inn Enrichment Day
Union Performing Art Center Union, NJ	Kristen Cardona Sonia Pereira	8	Students are expected to analyze between directors and authors versions
Wegman's Food Store Branchburg, NJ	Emily Williams	6,7,8	Students will develop a budget and follow a recipe
Winter Wonder Lights Laser Concert Branchburg, NJ	Michele Jordan	6,7,8	Light pollution and the effects on our world

C. Approval of Out of District Placement						
Location	Student ID#	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total
The Lewis School, Princeton, NJ	3790598139	\$4,250.00	6/25/18-7/20/18	\$42,201.00	9/5/18-5/24/19	\$46,451.00

D. Approval of Revised Instructional Aide (out of district student)			
Location	Student ID#	Total From:	Total To:
Developmental Learning Center, New Providence, NJ	9925443611	\$54,593.00	\$61,328.50

E. Approval of Homebound Instruction (out of district student)					
SID#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
1394971305	Professional Education Services, Inc.	11-150-100-320-03-069-020	\$41.00 per hour	10/22/18-12/14/18	10 hours per week

F. Approval of Title IV Club and Activities						
Club Name	Sponsor	Account Number	Minutes (per week)	Duration (weeks)	Total Cost	School
Sign Language Club	Lori Zelnick	11-401-100-101-91-078	60	10	\$410.00	Whiton
Sports Club	Cory Hanna		60	15	\$615.00	
The Mindfulness Club	Heather Rogalski		60	10	\$410.00	
Be a Buddy Club	Chelsea Smith		60	10	\$410.00	
Bits Box Coding	Joe Larramendia		60	10	\$410.00	
Snake, Rattle and Roll	Christina Pernini		60	10	\$410.00	
Environmental Club K&1 Environmental Club 2&3	Cindee Straube Tara Forsyth		60	14	\$1150.00	
Environmental Club	Paul Mehnert	11-401-100-101-91-078	60	10	\$410.00	SB
Fun Fit Club	Rachael Johnson		60	10	\$410.00	
Geography Club	John Gottshalk		60	10	\$410.00	
Yarn & Yacks	Noel Maroom		60	10	\$410.00	
Trick Shots & Highlight Reel	Mike Clark		60	10	\$410.00	
Quarterback & Receivers Skills and Drills	Mike Clark		60	10	\$410.00	
Science Video Club	Debbie Glick	11-401-100-101-91-078	100	10	\$683.33	BCMS
Morning Homework Management	Michelle Jordan		45	15	\$461.25	
Electronic Music	Zach Miracle		45	10	\$307.50	
Dungeons & Dragons	Ken Forsyth		100	13	\$888.33	
Mural Project	Breanne Pratt		45	10	\$307.50	
French Club	Alyssa Riva		100	10	\$683.33	
Girls who like Tech and Sustainability	Margaret Emmons		100	13	\$888.33	
Soulful Art	Janice Monetti		100	13	\$888.33	
Social Justice Student Caucus	Maggie Ryan		100	13	\$683.33	
Environmental Club	TBD		100	10	\$683.33	

(ROLL CALL - ITEMS X.A. through X.F.)

XI. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of Substitute Teacher & Substitute Instructional Aide			
Name	Position	Rate	Dates
Salina Vitale	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	11/2/18-6/30/19

B. Approval of Revision of Maternity Leave Replacement								
Name	Account Number	Position	Location	Step/Level	Salary	From	To	Discussion
Daniel Richter	11-230-100-101-01-072-090	Math Instructional Support Maternity Leave Replacement No Tenure Accrual	WES	1/BA	\$56,815.00	9/1/18- 11/14/18	9/1/18- 6/30/19	Maternity Leave Replacement Catie Rello

C. Approval of Teacher for Home Instruction				
Name	Account Number	Hourly Rate	Dates	Discussion
Janice Monetti	11-150-100-101-03-066	\$41.00	9/6/18-6/30/19	As needed

D. Approval of Position Transfer					
Name	Account Number	From	To	Dates	Discussion
Danielle Cordaro	11-213-100-101-01-057-090	ESL Teacher Step/Level: 9/182	Special Education Teacher Step/Level: 9/182	1/2/19-6/30/19	Replacing Marianne Shandor

E. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Kari Andersen	11-215-100-106-01-059-090	Instructional Aide Hours: 8:55 AM-1:40 PM	Whiton	1/NA	\$12,959.97 Prorated (.73)	11/12/18-6/30/19	New Preschool Class
Elizabeth Eckel	11-215-100-106-01-059-090	Instructional Aide Hours: 11:00 AM-3:55 PM	Whiton	1/NA	\$12,959.97 Prorated (.73)	11/12/18-6/30/19	New Preschool Class
Vicki Marcine	11-216-100-101-01-000-090	Special Education Teacher Tenure Accrual	Whiton	1/182	\$61,115.00	11/12/18-6/30/19	New Preschool Class

F. Approval of Leave						
Name	Account #	Position	Location	Type of Leave	From	To
Melissa Cocivero-Omelio	11-213-100-101-01-057-060	Special Education Teacher	Stony Brook	Medical	11/14/18	12/26/18

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

XII. BUSINESS

- **Report – Zoltan Ambrus**

(ACTION) It is recommended that Items XII.A. through XII.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 October 19, 2018 through November 1, 2018, totaling \$1,158,354.33, and ratify the Payroll for the period October 16, 2018 through October 31, 2018, totaling \$919,809.72.

B. Approval of Resolution Authorizing the Disposal of Two School Buses

It is recommended that the Board approve the following Resolution authorizing the disposal of two school buses through GovDeals.

WHEREAS, the School District is the owner of certain school buses which are no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said school buses 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 the school buses 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 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 buses to be sold are as follows:
 - 2004 Freightliner/Thomas Bus
54 Passenger
VIN# 4UZAAXCS54CM43008
Bus # 7
 - 2004 Freightliner/Thomas Bus
54 Passenger
VIN# 4UZAAXCS74CM43009
Bus # 25

C. Approval of Purchase of Two 54 Passenger School Buses

It is recommended that the Board approve the purchase of two new 2020 International 54 passenger school buses through the Educational Services Commission of New Jersey school bus Bid Award Contract #17/18-36, from Truck King International, at a cost of \$102,975.32 per bus, for a total cost of \$205,890.64, to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2018-2019 budget.

D. Approval of Purchase of One 24 Passenger School Bus Van

It is recommended that the Board approve the purchase of one new 2020 Chevrolet Mid Bus 24 passenger school bus van through the Educational Services Commission of New Jersey school bus Bid Award Contract #17/18-36 from Wolfington Body Company, Inc., at a cost of \$71,370.90, to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2018-2019 budget.

E. Approval of Transportation Jointure with Readington Township Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Readington Township Board of Education for the following 2018-2019 routes.

Host	Service	Cost to Readington
Branchburg Township Board of Education	To-and-From Development Learning Center, New Providence September 1, 2018 – June 30, 2019	\$21,816.00
	To-and-From Development Learning Center, New Providence Supply School Bus Aide September 1, 2018 – June 30, 2019	\$13,041.00

F. Approval of Other Capital Project 2018

Be it resolved, that the Branchburg Board of Education authorizes Settembrino Architects to submit capital improvement project at the following school to the State of New Jersey Department of Education for review and approval:

School Project	NJ DOE Project Number
HVAC Replacement an new chiller at Whiton Road Elementary School	0510-090-19-1000

The project shall include the replacement of HVAC units and installation of a new chiller at the existing school.

This project is another capital project. The Branchburg Board of Education is not seeking any state funding for this project.

Be it further resolved, that the Branchburg Board of Education authorizes amendment to the District's approved LRFP to include the following as capital improvement project:

School Project	NJ DOE Project Number
HVAC Replacement an new chiller at Whiton Road Elementary School	0510-090-19-1000

Be it further resolved, that the Branchburg Board of Education authorizes the Business Administrator to advertise the project for bidding.

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Ellwood Cutler
- 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

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT