

Branchburg Township School District
REGULAR ACTION MEETING

November 29, 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

- Girl Scout Silver Award
Caitlyn Smith
Giovanna Spagnola
- General District Update

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 November 1, 2018 and November 3, 2018.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	102218001	10/18/18	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.

C. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Shakespeare Alive	Mrs. Volpe	BCMS	1257	\$2,280
	Author Janet Thasjian	Mrs. Debraski	Stony Brook	1258	\$2,300

(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 Second 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. DATA COMMITTEE

- **Report** – Zoltan Ambrus

XI. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items XI.A. through XI.E. 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
Introduction into Responsive Classroom for K-8 Educators Pace University, NY	Devra Hobbs 11-000-223-580-04-144-020	2/8/19	\$199.00	N/A	N/A	\$32.24	\$261.24
Introduction into Responsive Classroom for K-8 Educators Pace University, NY	Patricia Maloney 11-000-223-580-04-144-020	2/8/19	\$199.00	N/A	N/A	\$25.00	\$224.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Frank Altmire 11-000-240-580-02-000-020	12/17/18	\$150.00	N/A	N/A	N/A	\$150.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Jennifer Anderson 11-000-221-580-02-189-999	12/17/18	\$175.00	N/A	N/A	\$2.29	\$177.29
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Matthew Barbosa 11-000-240-580-02-000-020	12/17/18	\$175.00	N/A	N/A	\$15.00	\$190.00

Conference/Workshop (continued)	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Kelly Boyle 11-000-223-580-08-144-090	12/17/18	\$175.00	N/A	N/A	N/A	\$175.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Marie Cinque 11-000-223-580-04-144-020	12/17/18	\$175.00	N/A	N/A	\$5.89	\$180.89
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Maggie Emmons 11-000-223-580-02-144-999	12/17/18	\$175.00	N/A	N/A	\$6.00	\$181.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Rebecca Gensel 11-000-230-580-01-303	12/17/18	\$175.00	N/A	N/A	\$3.15	\$178.15
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Lauren Knoke 11-000-223-580-02-144-999	12/17/18	\$150.00	N/A	N/A	\$2.23	\$152.23
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Kristen Kries 11-000-223-580-08-144-090	12/17/18	\$175.00	N/A	N/A	N/A	\$175.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Heather Lilly 11-000-219-580-03-001-999	12/17/18	\$175.00	N/A	N/A	\$3.84	\$178.84
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	12/17/18	\$175.00	N/A	N/A	\$4.90	\$179.90
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Tina Neely 11-000-219-580-03-144-999	12/17/18	\$175.00	N/A	N/A	N/A	\$175.00
Linkit! Principal and Teacher Data Leadership Academies Somerville, NJ	Erica Patente 11-000-223-580-08-144-090	12/17/18	\$150.00	N/A	N/A	N/A	\$150.00
New Jersey Music Educators Conference New Brunswick, NJ	Kathryn Bontomase 11-000-223-580-05-144-060	2/21/19 through 2/23/19	\$170.00	N/A	N/A	N/A	\$170.00
Family Medical Leave Act (FMLA) Princeton, NJ	Enea Brotzman 11-000-230-580-01-303	1/9/19	\$199.00	N/A	N/A	\$6.94	\$205.94
Rutgers Gifted and Talented Conference Challenge the Mind, Capture the Heart	Toni Lynn Burke 11-000-223-580-05-144-060	11/30/18	\$189.00	N/A	N/A	N/A	\$189.00
New Jersey Association of School Business Officials Accounting and Auditing Checkup Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	1/15/19	\$90.00	N/A	N/A	\$21.67	\$111.67
Council for Exceptional Children 2019 Conference Mahwah, NJ	Breanne Pratt 11-000-223-580-04-144-020	3/22/19	\$115.00	N/A	N/A	\$31.62	\$146.62
Introduction to the National Arts Standards and the Vision for the New Jersey Student Learning Standards Monroe Twp., NJ	Meghan Russo 11-000-223-580-04-144-020	12/6/18	\$149.00	N/A	N/A	\$19.53	\$168.53
New Jersey School Boards Association Ready, Set, Bargain Workshop Trenton, NJ	Catherine Curcio 11-000-251-580-01-300	11/30/18	\$149.00	N/A	N/A	\$18.91	\$167.91

B. Approval of Fundraiser					
School	Group	Event Coordinator	Locations	Date	Discussion
BCMS	Band	K. DeNicolulo	Spring and Winter Concerts	12/11/18 & 5/14/18	Selling ad space in concert program to offset the cost for students to attend Music in the Parks

C. Approval of 2018-2019 School Field Trips				
School	Locations	Teachers	Grade	Purpose
Stony Brook	Various Locations	Rachael Johnston	5	Community Trips in Support of Curriculum
Stony Brook	BCMS	Mike Clark	5	Move up
BCMS	Whiton Elementary School	Mrs. Urbanski	6-8	Enrichment day - "Super Buddies go to Whiton"

D. Approval of 2018-2019 Out of District Program					
Location	Account Number	Student ID #	SY Tuition	SY Dates	Total Cost
Morris Union Jointure	11-000-100-562-03-105-000	9307544131	\$70,191.19	11/14/18-6/12/19	\$70,191.19

E. Approval of Education Services					
Vendor	Account Number	Student ID #	Rate	Dates	Discussion
Professional Education Services, Inc., Glassboro, NJ	11-150-100-320-03-069-020	8789505539	\$41.00 per hour (not to exceed 10 hours per week)	11/23/18-1/18/19	Out of School Setting for approximately 8 weeks

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

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 2018-2019 Stipends				
Name	Stipend	Position	Stipend (not to exceed)	Dates
Kelly Evans	Athletic	Lacrosse Coach (Girls)	\$2,574.00	3/1/19-6/21/2019
Brian Gornick	Non-Athletic	Set Design for the Drama Production	\$1,891.00	12/16/18-3/15/19

B. Approval of Interim Replacement					
Name	Account Number	Location	Position	Rate	Dates
Alan Coburn	11-000-261-110-01-393	BOE	Interim Buildings and Grounds Supervisor	\$40.00 per hour (Not to exceed 30 hours per week)	11/12/18-12/15/18

C. Approval of Title I Tutors				
Name	Account Number	Position	Stipend	Dates
Lauren Bockus	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$4,100.00 AM and PM	11/16/17-6/30/18
Danielle Cordaro	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Joann Everson	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Tara Forsyth	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Linda Kaminsky	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Susan Mariani	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Brad Moor	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Danielle Puzzo	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Amy Roman	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Amanda Roper	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Cristina Pernini	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$2,050.00	11/16/17-6/30/18
Kristen Allen	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Kristen Cardona	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Michelle Jordan	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Lisa Liebowitz	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Wendy Michels	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Zachary Miracle	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18

Approval of Title I Tutors (Continued)				
Sonia Pereira	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Michael Rusciano	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Deborah Volpe	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Deborah Gesualdo	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Jodi Harwood	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Nina Manger	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Abbie Sutherlin	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Coleen Barnett	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Elaine Mulrooney	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Robert Katz	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Rachael Johnston	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18
Stephanie Formus	20-231-100-101-02-648 20-231-100-101-02-649	Teacher	\$41.00 per hour not to exceed \$1,968.00	11/16/17-6/30/18

D. Approval of Personnel						
Name	Account Number	Location	Position	Step/Level	Salary	Dates
Toni Gooding	11-000-230-105-01-273	BOE	Administrative Assistant to the Superintendent	NA	\$62,500.00 (prorated)	1/2/19-6/30/19
Brienne Rodriguez	11-240-100-101-01-075-500	WES	English as a Second Language Teacher (Subject to delivery of documents)	16/182	\$71,701.00 (prorated)	1/2/19-6/30/19
Jacquelyn Moody	11-000-217-106-01-000-020	Transportation	Bus Aide (Subject to delivery of documents)	NA	\$13.24 (per hour)	11/30/18-6/30/19
Rebecca Moeri	11-000-218-104-01-141-060	SBS	Maternity Leave Guidance Counselor (Subject to delivery of documents)	1/BA	\$56,815.00 (prorated)	12/17/18-4/12/19
Lakendra McFadden	11-000-218-104-01-141-020	BCMS	Maternity Leave Guidance Counselor (Subject to delivery of documents)	1/BA	\$56,815.00 (prorated)	1/2/19-4/19/19

E. Approval of Revision to Hours							
Name	Account Number	Location	From:	To:	Start Date	Salary	Discussion
Toni Gooding	11-000-222-110-01-259	BOE	28 hours per week	6.5. hours per week	1/2/19	\$7,449.00	District Webmaster

F. Approval of Revision of Leave of Absence						
Name	Account Number	Location	Position	Type of Leave	From	To
Michele McFadden	11-000-270-161-01-470	Transportation	Bus Driver	Medical	9/4/18-11/8/18	9/4/18-11/30/18

G. Approval of Extracurricular Aide School Activity				
Name	Student ID #	Date	Hourly Rate	Discuss
Monita Haduch	1138742458	12/4/18	\$16.09	One day not to exceed 3 hours

H. Approval of Substitutes			
Name	Position	Rate	Dates
Karen Palko	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	11/30/18-6/30/19
Richard Sumliner	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	11/30/18-6/30/19
Lakendra McFadden	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	11/30/18-6/30/19

I. Approval of Evaluation				
Sid#	Evaluator	Account Number	Cost	Discussion
4815990940	Alexander Road Associates	11-000-219-320-03-181	\$595.00 (maximum cost)	1 Evaluation

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

XIII. BUSINESS

- **Report – Zoltan Ambrus**

(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 November 2, 2018 through November 15, 2018, totaling \$2,063,778.21, and for the period November 16, 2018 through November 29, 2018, totaling \$335,075.20, and ratify the Payroll for the period November 1, 2018 through November 15, 2018, totaling \$941,368.33.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing the Disposal of Classroom Furniture

It is recommended that the Board approve the following resolution authorizing the disposal of classroom furniture through GovDeals.

WHEREAS, the School District is the owner of certain classroom furniture which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said classroom furniture 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 classroom furniture 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 classroom furniture to be sold is as follows:
 - 60 red student chairs
 - 27 desks with attached seating/basket
 - 3 Science lab Sinks
 - 14 Large wooden chairs (29.5")
 - 1 Wood Planer
- (5) The classroom furniture 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.

(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.....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

XVI. BOARD FORUM

XVII. EXECUTIVE SESSION

XVIII. ADJOURNMENT