

Branchburg Township School District
REGULAR ACTION MEETING

October 18, 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

- Report of School-Based Harassment, Intimidation and Bullying (H.I.B.) Grades under the Anti-Bullying Bill of Rights Act.

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 4, 2018.

B. Approval of Amendment of Fiscal Year 2019 E.S.S.A. Grant Funds

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan and budget for the FY 2019 ESEA application as follows and to accept funds when it has been reviewed and approved.

Allocation Source	Carry-Over Amount	Final 2019 Allocation
Title I-A	\$6860	\$77,766
Title II-A	\$14,951	\$49,375
Title III Immigrant	\$151	\$2434
Title IV Part A	\$3,388	\$13,388

C. Approval of Acceptance of Funds					
Grantor	Grant Name	Recipient	Location	Check #	Amount
Branchburg Education Foundation	Mummy Makers	Ms. Manfreda	BCMS	1254	\$675.00
Branchburg Education Foundation	Pearl Observatory	Ms. Manfreda	BCMS	1255	\$2,146.50

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

IX. POLICY AND REGULATIONS

- **Report** – Ellwood Cutler

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.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
Guided Math Conference Piscataway, NJ	Michelle Dooley 11-000-223-580-08-144-090	11/27/18 11/28/18	\$449.00	N/A	N/A	N/A	\$449.00
Guided Math Conference Piscataway, NJ	Tara Forsyth 11-000-223-580-08-144-090	11/27/18 11/28/18	\$449.00	N/A	N/A	12.40	\$461.40
New Jersey School Boards Association Ready, Set, Bargain Workshop Trenton, NJ	Rebecca Gensel 11-000-230-580-01-303	11/30/18	\$149.00	N/A	N/A	N/A	\$149.00
New Jersey School Boards Association Ready, Set, Bargain Workshop Trenton, NJ	Theresa Linskey 11-000-251-580-01-585	11/30/18	\$149.00	N/A	N/A	\$12.65	\$161.65
New Jersey School Boards Association Ready, Set, Bargain Workshop Trenton, NJ	Theresa Joyce 11-000-251-580-01-300	11/30/18	\$149.00	N/A	N/A	\$21.70	\$170.70
LinkIt! User Group Workshop Neptune City, NJ	Jennifer Anderson 11-000-221-580-02-190-999	10/30/18	N/A	N/A	N/A	\$25.73	\$25.73
Exploring and Understanding Trends in Your District and Schools Monroe Township, NJ	Jennifer Anderson 11-000-221-580-02-190-999	11/1/18	\$149.00	N/A	N/A	\$12.28	\$161.28
Center for Literacy Development Annual Series New Brunswick, NJ	Kelly Boyle 11-000-223-580-02-144-999	10/26/18 12/6/18 1/15/19 2/27/19 3/22/19	\$780.00	N/A	N/A	N/A	\$780.00
Capital Projects from Start to Finish and How they are Financed Mt. Laurel, NJ	Rebecca Gensel 11-000-230-580-01-303	12/4/18	\$90.00	N/A	N/A	\$4.89	\$94.89
(X.A.) PersonAccounting and Auditing Checkup Mt. Laurel, NJ	Rebecca Gensel 11-000-230-580-01-303	1/17/19	\$90.00	N/A	N/A	\$4.89	\$94.89
Purchasing Mt. Laurel, NJ	Rebecca Gensel 11-000-230-580-01-303	3/19/19	\$90.00	N/A	N/A	\$4.89	\$94.89
Getting Ready for the 2019 Audit Mt. Laurel, NJ	Rebecca Gensel 11-000-230-580-01-303	4/9/19	\$90.00	N/A	N/A	\$4.89	\$94.89
Foreign Language Educators of New Jersey - Pique Proficiency Monroe Township, NJ	Victoria Gerry 11-000-223-580-08-144-090	12/6/18	\$125.00	N/A	N/A	\$9.30	\$134.30
Sustainable Practices Working Session Hillsborough Township, NJ	John Hindmarch 11-000-261-580-10-428	11/14/18	N/A	N/A	N/A	\$4.96	\$4.96
Association of Mathematics Teachers of New Jersey East Windsor, NJ	Leigh Keely 11-000-223-580-02-144-999	10/25/18 10/26/18	\$265.00	N/A	N/A	N/A	\$265.00
School Climate Control Conference Morristown, NJ	Joanne Linder 11-000-223-580-04-144-020	10/25/18	\$115.00	N/A	N/A	\$5.89	\$120.89
Introduction to the National Arts Standards And the Vision for the New Jersey Student Learning Standards Monroe, NJ	Noel Maroon 11-000-223-580-05-144-060	12/6/18	\$149.00	N/A	N/A	\$1.86	\$150.86
Project Read Sentence/Applied Writing Webinar-BCMS	Zachariah Miracle 11-000-219-580-03-001-999	11/1/18	\$550.00	N/A	N/A	N/A	\$550.00
Bureau of Education & Research Guided K- 6 Math Conference Piscataway, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	11/27/18	\$269.00	N/A	N/A	\$6.63	\$275.63
Special Education Directors Toolkit Monroe Township, NJ	Tina Neely 11-000-219-580-03-144-999	11/2/18	\$149.00	N/A	N/A	N/A	\$149.00
EdCampWL 2018 Edison, NJ	Esthela Solano 11-000-223-580-05-144-060	10/20/18	\$5.00	N/A	N/A	N/A	\$5.00

B. Approval of Fundraisers					
Title	Participants	Event Coordinators	Recipient	Dates	Purpose
Hype Socks	Student Council	Wendy Michels	6 th , 7 th , 8 th Grades	10/22/18-11/26/18	Raise money for the Semi-Formal Winter Dance
"Soup"-er Bowl!	3 rd Grade Students	Lauren Bockus Allison LeMeux	Somerset County Food Bank	1/29/19-2/2/19	Program for Hunger Relief
Humane Society	2 nd & 3 rd Grades	Dawn Eelman	St. Hubert's Animal Shelter	11/15/18 & 11/19/18	Raise awareness and donations
Veterans Fundraiser	7 th , 8 th Grades	Advisory Committee	Including but not limited to: Soldiers Angels, Troopon, Operation Shoebox	11/1/18-1/15/19	Donations to organizations that support veterans

C. Approval of Tuition Payments to the Somerset County Vocational School for Full Time Students					
Location	Number of Students	SY Tuition	SY Dates	Total	
Somerset County Vocational & Technical School Academy of Health and Medical Sciences Bridgewater, NJ	4 High School Students	\$1,300.00 per student	9/6/18-6/21/19	\$5,200.00	
Somerset County Vocational & Technical School Bridgewater, NJ	7 High School Students	\$1,300.00 per student	9/6/18-6/21/19	\$9,100.00	

D. Approval of Tuition Payments to the Somerset County Vocational School for Half Time Students					
Location	Number of Students	SY Tuition	SY Dates	Total	
Somerset County Vocational & Technical School Bridgewater, NJ	40 High School Students	\$650.00 (per student)	9/6/18-6/21/19	\$26,000.00	

E. Approval of Branchburg Central Middle School Field Trips			
Trip	Teachers	Grades	Purpose
Stony Brook Elementary	Ms. Williams	6,7,8	Build relationships among Branchburg students and enhance communications
Emmanuel Cancer Foundation	Mrs. Michels	8 th grade student council	Students will deliver food, learn about the organization and increase awareness of social issues

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

XI. HUMAN RESOURCES

- **Report – Kristen Fabriczi**

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

A. Approval of Substitutes			
Name	Position	Rate	Dates
Margaret Bright	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Christopher French	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Jennifer Grandel	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Ann Kay	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Kimberly Nawrath	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Sara Perrotti	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Maria Sibaja	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19
Stephen Thyne	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	10/19/18-6/30/19

B. Approval of Personnel							
Name	Account	Position	Location	Step/Level	Salary	Dates	Discussion
Douglas Haan	11-000-219-104-01-165-340	Maternity Leave School Psychologist (Subject to delivery of requested documents)	WES	9/150	\$62,991.00 (prorated)	11/15/18- 5/24/19	Maternity Leave replacement for Michelle Nash
Gigi Smith	61-910-310-110-01-001	Lunchroom Aide (Subject to delivery of requested documents)	BCMS	NA	\$10.00 hour (2.5 hours per day)	10/19/18- 6/30/19	Replacing Laurie Acosta

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

XII. BUSINESS

- **Report – Zoltan Ambrus**

(ACTION) It is recommended that Items XII.A. through XII.J. 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 September 15, 2018 through October 18, 2018, totaling \$1,445,792.17, and ratify the Payroll for the period October 1, 2018 through October 15, 2018, totaling \$915,659.75.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval to Dispose of Technology Equipment

It is recommended that the Board approve the disposal of obsolete technology equipment listed below in accordance with N.J.S.A. 18A:20-5, and authorize the Business Administrator/Board Secretary to dispose of same.

Quantity	Item
25	32" Televisions
300	Computers
10	Dell Servers
15	Network Switches

G. Approval to Dispose of Obsolete Equipment

It is recommended that the Board approve the disposal of obsolete equipment listed below in accordance with N.J.S.A. 18A:20-5, and authorize the Business Administrator/Board Secretary to dispose of same.

Quantity	Item
1	Kiln Serial #3734-12 Manufacturer: Skutt Model #: 1227-240

H. Approval of Resolution Authorizing Disposal of Woodworking Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of 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 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 woodworking equipment to be sold is as follows:

Quantity	Item
4	Wood Clamps
15	Vise Clamps
1	Delta Drill Press
1	Spot Welder
9	Backsaws
8	Woodshop Table Tops

- (5) The 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.

I. Approval of Lease for Old York School – The Jointure for Community Adult Education

WHEREAS, the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

WHEREAS, The Jointure for Community Adult Education, Inc., has represented that it is an entity to which the Board may lease said property without public bidding pursuant to N.J.S.A. 18A:20-8.2;

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with The Jointure for Community Adult Education, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing July 1, 2018 and ending June 30, 2020.

J. Approval of Lease for Old York School – Hand Over Hand, LLC

WHEREAS, the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

WHEREAS, Hand Over Hand, LLC, has represented that it is an entity to which the Board may lease said property without public bidding pursuant to N.J.S.A. 18A:20-8.2;

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with Hand Over Hand, LLC, to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing December 1, 2018 and ending June 30, 2020.

(ROLL CALL - ITEMS XII.A. through XII.J.)

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