

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

September 20, 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**

- Jennifer Hauser - Curriculum Presentation
- Communication Survey

#### **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 September 6, 2018.

##### **B. Approval of Submission of 2018-2019 School Year Goals of the Superintendent of Schools**

**BE IT RESOLVED** that the Board approve the submission of merit goals of the Superintendent for the 2018-2019 school year to the Executive County Superintendent of Schools for approval.

<b>C. Approval of Acceptance of Funds</b>					
<b>Grantor</b>	<b>Grant Name</b>	<b>Recipient</b>	<b>Location</b>	<b>Check #</b>	<b>Amount</b>
Branchburg Education Foundation	Motivational Media Assembly	Dawn Eelman	Whiton/Stony Brook	1251	\$1,398.00
Branchburg Education Foundation	TRX Pro Suspension Training System	Tara Kolbe	Whiton	1253	\$1,224.80

**(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.**

<b>A. Policy First Reading</b>		
<b>Policy</b>	<b>Title</b>	<b>Discussion</b>
P3283	Electronic Communications Between Teaching Staff Members and Students	Revised
P4283	Electronic Communications Between Support Staff Members and Students	Revised

**(ROLL CALL - ITEM IX.A.)**

## **X. EDUCATION**

- **Report** – Cathy Palmieri

**(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
Everyday Practices that Engage and Empower Readers and Writers Philadelphia, PA	Marie Cinque 11-000-223-580-04-144-020	12/3/18	\$209.00	N/A	\$10.00	\$66.89	\$285.89
New Jersey School Counselor Association Conference Edison, NJ	Alexandra Gallo 11-000-223-580-05-144-060	10/12/18	\$99.00	N/A	N/A	N/A	\$99.00
English Language Learners Program Supervisors and Coordinators Roundtable Monmouth Junction, NJ	Jennifer Hauser 11-000-221-580-02-189-999	11/14/18 1/16/19 3/20/19 5/15/19	N/A	N/A	N/A	\$52.82	\$52.82
English as a Second Language/English Language Learners Trenton, NJ	Jennifer Hauser 11-000-221-580-02-189-999	10/29/18	N/A	N/A	N/A	\$19.22	\$19.22
New Jersey School Boards Association Sustainable Practices Working Session Trenton, NJ	Theresa Linskey 11-000-251-580-01-585	9/26/18	N/A	N/A	N/A	\$12.65	\$12.65
Alliance for New Jersey Environmental Education: Imagine a World Outdoors Hillsborough, NJ	Jocelyn Muzychko 11-000-223-580-05-144-060	9/28/18	\$60.00	N/A	N/A	\$10.00	\$70.00
Art Educators of New Jersey Conference Long Branch, NJ	Meghan Russo 11-000-223-580-04-144-020	9/30/18 through 10/2/18	\$265.00	\$212.00	\$69.00	\$29.76	\$603.76
Restorative Practices Bethlehem, PA	Danielle Shober 11-000-240-580-02-000-020	11/15/18	\$189.00	N/A	N/A	N/A	\$189.00

B. Approval of 2018 School Field Trip				
School	Location	Teachers	Grade	Purpose
BCMS	New York City Financial District	Margaret Emmons	8	Focuses on the birth and history of the stock market
BCMS	Camp Bernie	Suzanne Updegrave	8	Team building and leadership training
BCMS	Readington Reformed Church	Suzanne Updegrave	7	Will access artifacts to inspire them for creative writing
BCMS	Alexander Library	Suzanne Updegrave	7 & 8	Research opportunity for students interested in higher level history projects
BCMS	The Immaculata Scholastica	Suzanne Updegrave	7 & 8	Fun and competitive meeting of the minds between catholic and public schools
BCMS	New Jersey Association of Student Council Fall Conference	Wendy Michels	6, 7, 8	Annual meeting to build enthusiasm for improving leadership

C. Approval of Socktober Service Project					
School	Group	Event Coordinator	Donation Location	Purpose	Dates
WES	1 <sup>st</sup> Grade	Colleen Repoli Danielle Puzzo	WES	Donations to Safe and Sound Center in Hillsborough, a battered women and children shelter	10/1/18-10/30/18

#### **D. Approval of Revisions in Curriculum**

It is recommended that the board approve the following revised curriculum documents:

- Grade K & 1 Mathematics
- Grade 3, 4 & 5 Science
- Grade K-5 English Language Arts
- Grade 7 & 8 English Language Arts
- Grade 4 & 5 Social Studies
- Grade K-8 Art
- Grade K-8 Music
- Grade 6-8 Physical Education
- Grade K-5 Technology
- Grade K, 1 & 2 ESL
- Preschool

## E. Approval of New Curriculum

It is recommended that the Board approve the following new curriculum document:

- Kindergarten and Grade 1 Foundations

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

## XI. HUMAN RESOURCES

- **Report** – Kristen Fabricizi

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

A. Approval of Extension of Maternity Leave				
Name	Account #	Location	Position	Dates
Catherine Rello	11-230-100-101-01-072-090	Whiton	NJ Family Leave Act/FMLA Unpaid Leave	9/4/18-12/4/18 12/5/18-6/30/19

B. Approval of Maternity Leave				
Name	Account #	Location	Position	Dates
Alexandra Gallo	11-000-218-104-01-141-060	SBS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	12/17/18-1/24/19 1/25/19-4/12/19
Jennilyn Nelson	11-000-218-104-01-141-020	BCMS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	1/2/19-1/25/19 1/28/19-4/19/19
Michelle Nash	11-000-219-104-01-165-340	WES	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	11/15/18-1/23/19 1/24/19-4/19/19 4/29/19-5/24/19

C. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Lydia Colie	11-000-270-160-01-462	Transportation	Bus Driver	Medical	9/4/18-10/2/18

D. Approval of Revision for 2018-2019 Personnel								
Name	Account Number	Position	Location	Step/Level	Salary	From	To	Discussion
Kelly Evans	11-130-100-101-01-021-020	Physical Education Teacher	BCMS	4/212	\$64,561.00	10/19/18-6/30/19	9/26/18-6/30/19	Change of start date

E. Approval of Retirement			
Name	Position	Location	Effective Date
Karen Muller	Executive Assistant to the Superintendent	Board of Education	12/31/18

F. Approval of Teachers for Home Instruction				
Name	Account Number	Hourly Rate	Dates	Discussion
Kristen Cardona Maggie Emmons Victoria Gerry Jodi Harwood Devra Hobbs Leigh Keely Arlene Little Nina Manger Zachary Miracle Susan Mariani Nancy Padula Erica Patente Sonia Pereira Danielle Puglisi Danielle Puzzo Amanda Tomasula	11-150-100-101-03-066	\$41.00	9/6/18-6/30/19	As needed

<b>Approval of Teachers for Home Instruction (continued)</b>				
<b>Name</b>	<b>Account Number</b>	<b>Hourly Rate</b>	<b>Dates</b>	<b>Discussion</b>
Rani Venturini Deb Volpe Emily Williams	11-150-100-101-03-066	\$41.00	9/6/18-6/30/19	As needed

<b>G. Approval of District Staff Transfer</b>			
<b>Name</b>	<b>From</b>	<b>To</b>	<b>Discussion</b>
Kim Gislao	Branchburg Central Middle School	Whiton Elementary School	Transfers are based on student needs as outlined in the IEP document

<b>H. Approval of Instructional Aides</b>							
<b>Name</b>	<b>Account #</b>	<b>Location</b>	<b>Position</b>	<b>Dates</b>	<b>Step</b>	<b>Salary</b>	<b>Discussion</b>
Katherine Aldabagh	11-000-217-106-01-000-020	BCMS	Instructional Aide	9/21/18-6/30/19	2	\$17,988.69 (full-time)	Replacing Arnold Majano
Laurie Acosta	11-000-217-106-01-000-020	BCMS	Instructional Aide	9/28/18-6/30/19	1	\$12,959.97 (part-time .73)	Replacing Katherine Aldabagh

**(ROLL CALL – ITEMS XI.A. through XI.H.)**

## **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 September 7, 2018 through September 20, 2018, totaling \$1,669,877.61, and ratify the Payroll for the period September 1, 2018 through September 14, 2018, totaling \$900,403.77.

### **B. Secretary's Report**

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

**E. Monthly Transfer Report**

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

**F. Approval of Resolution Authorizing Business Administrator to Advertise and Accept Bids**

It is recommended that the Board approve the Business Administrator/Board Secretary to advertise and accept bids for the HVAC replacement at Whiton Elementary School.

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

**XIII. PUBLIC COMMENT**

**XIV. BOARD LIAISON REPORTS**

- Somerville Liaison/Board Member.....Kristen Fabricizi
- 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.....Zoltan Ambrus
- Emergency Management Planning Committee.....Terri Joyce
- Branchburg Education Foundation.....Keerti Purohit

**XV. BOARD FORUM**

**XVI. EXECUTIVE SESSION**

**XVII. ADJOURNMENT**