

Branchburg Township School District
REGULAR ACTION MEETING

September 6, 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

- Opening of School Report
- Student Safety Data Report
- Recognition of Student Artists
 - Kent Messenger (Teacher: Christopher Boehm)
 - Delaney Ramsden (Teacher: Rokiah Barry)
 - Jenna Kilpatrick (Teacher: Randy Kupcha)
 - Marissa Lazovick (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 August 16, 2018.

B. Approval of Sidebar Agreement

It is recommended that the Board approve the Sidebar Agreement with the Branchburg Township Education Association.

| C. Approval of Acceptance of Funds | | | | |
|---|---|-------------------------|----------------|---------------|
| Grantor | Grant Name | Recipient | Check # | Amount |
| Branchburg Education Foundation | Advisory 2018-2019 Kickoff Team Building Experience | BCMS Advisory Committee | 1250 | \$1,500.00 |

(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 Second Reading | | |
|---------------------------------|---|-------------------|
| Policy | Title | Discussion |
| P1550 | Equal Employment Practices | Revised |
| P1613 | Disclosure and Review of Applicant's Employment History | New |
| P2431 | Athletic Competition | Revised |
| P5350 | Student Suicide Prevention | Revised |
| P5533 | Student Smoking | Revised |
| P5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities | New |
| P8462 | Reporting Potentially Missing or Abused Children | Revised |
| P8561 | Procurement Procedures for School Nutrition Programs | New |

(ROLL CALL - ITEM IX.A.)

X. EDUCATION

- **Report** – Cathy Palmieri

(ACTION) It is recommended that Items X.A. 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 |
|---|--|-------------------------------|------------------|----------|-------------|------------------------|----------|
| Art Educators of New Jersey 2018 Long Branch, NJ | Rokiah Barry 11-000-223-580-05-144-060 | 9/30/18 through 10/2/18 | \$265.00 | \$212.00 | \$69.00 | \$32.61 | \$578.61 |
| Art Educators of New Jersey 2018 Long Branch, NJ | Christopher Boehm 11-000-223-580-08-144-090 | 9/30/18 through 10/2/18 | \$265.00 | \$212.00 | \$69.00 | \$29.76 | \$575.76 |
| Supporting English Learners in the Reading Workshop Livingston, NJ | Kelly Boyle 11-000-223-580-08-144- 090 | 12/6/18 | \$249.00 | N/A | N/A | N/A | \$249.00 |
| Public School Purchasing New Brunswick, NJ | Lia Carrier 11-000-251-580-01-585 | 10/10/18 10/16/18 | \$453.00 | N/A | N/A | \$52.20 | \$505.20 |
| Sustainable Practices Working Session Trenton, NJ | Margaret Emmons 11-000-223-580-04-144-020 | 9/26/18 | N/A | N/A | N/A | \$21.00 | \$21.00 |
| Bureau of Education and Research Guided Math Conference New Brunswick, NJ | Erica Patente 11-000-223-580-08-144-090 | 11/27/18 | \$269.00 | N/A | N/A | N/A | \$269.00 |

(ROLL CALL - ITEMS X.A.)

XI. HUMAN RESOURCES

- **Report** – Kristen Fabricizi

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

| A. Approval of 2018-2019 Personnel | | | | | | | |
|------------------------------------|---------------------------|---|----------------|------------|----------------------|--------------------|--------------------------|
| Name | Account Number | Position | Location | Step/Level | Salary | Dates | Discussion |
| Erin Sheridan | 11-120-100-101-01-012-060 | Physical Education Teacher Subject to delivery of requested documents | SBS | 1/150 | \$38,327.25 (65%) | 9/1/18- 6/30/19 | Replacing Kevin Gaul |
| Elizabeth Eckel | 11-000-217-106-01-000-020 | Bus Aide Subject to delivery of requested documents | Transportation | NA | \$13.24 per hour | 9/1/18- 6/30/19 | New Position |
| Elizabeth Altonji | 11-230-100-106-01-777-020 | Instructional Intervention Aide Subject to delivery of requested documents | BCMS | 1/NA | \$17,753.39 | 9/1/18- 6/30/19 | Replacing Lisa Moore |
| Linda Mustillo | 61-910-310-110-01-001 | Lunchroom Aide Subject to delivery of requested documents | WES | NA | \$10.00 per hour | 9/1/18- 6/30/19 | Replacing Donna Baron |

| B. Approval of Extra Duty Pay | | | | | | |
|-------------------------------|---------------------------|-----------------------|---|----------|---------|----------------------|
| Name | Position | Account Number | Rate | Location | Dates | Discussion |
| Sandra Koscielski | Teacher Academy Presenter | 11-000-223-104-02-210 | \$41.00 per hour (not to exceed 2 hours) | District | 8/23/18 | New Hire Orientation |

| C. Approval of Substitutes | | | |
|----------------------------|---|--|----------------|
| Name | Position | Salary | Dates |
| Laura Cohn | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem Subject to delivery of requested documents | 9/7/18-6/30/19 |
| Amy Frank | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem Subject to delivery of requested documents | 9/7/18-6/30/19 |
| Alexander Updegrove | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem Subject to delivery of requested documents | 9/7/18-6/30/19 |

| 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 Subject to delivery of requested documents | BCMS | 4/212 | \$64,561.00 | 9/1/18-6/30/19 | 10/19/18-6/30/19 | Change of start date |

| E. Approval of Resignations | | | |
|-----------------------------|--------------------|----------|---------|
| Name | Position | Location | Date |
| Arnold Majano | Instructional Aide | BCMS | 8/30/18 |

| F. Approval of 2018-2019 Athletic Extracurricular Stipend | | | |
|---|---------------------------|-------------------------|-------------------------|
| Name | Position | Stipend (not to exceed) | Discussion |
| Steve Kline | Boys Cross Country (BCMS) | \$2,574 | Replacing Arnold Majano |

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

XII. BUSINESS

- **Report – Zoltan Ambrus**

(ACTION) It is recommended that Items XII.A. through XII.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 July 13, 2018 through August 27, 2018, totaling \$2,469,876.02, and for the period August 28, 2018 through September 6, 2018, totaling \$768,374.43, and ratify the Payroll for the period August 1, 2018 through August 15, 2018, totaling \$231,776.68, and for the period August 15, 2018 through August 30, 2018, totaling \$244,141.80.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval of Use of District Owned Motor Vehicles

WHEREAS, the Board of Education is authorized by N.J.A.C. 6A:23A-6.12. to assign District-owned motor vehicles to certain supervisory employees whose job duties require that they be on call 24 hours per day, seven days per week; and

WHEREAS, the Board of Education has determined that John Hindmarch, Supervisor of Buildings and Grounds, and Robert Cline, Supervisor of Transportation, by their job duties qualify for the assignment of a District-owned motor vehicle pursuant to the regulation aforesaid;

NOW, THEREFORE, BE IT RESOLVED, that the following District-owned motor vehicles are hereby assigned as indicated:

- John Hindmarch - 2009 Ford F-250, 2016 Ford F-250, or 2017 Ford F-250
- Robert Cline - 2001 GMC/Yukon

BE IT FURTHER RESOLVED, that this assignment shall remain in effect for as long as deemed necessary and approved by the Superintendent;

BE IT FURTHER RESOLVED, that by accepting this assignment, the staff members identified herein shall assume all obligations set forth in N.J.A.C. 6A:23A-6.12, including but not limited to:

- (a) maintenance of vehicle use logs in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- (b) limitation of use primarily for business purposes; however, incidental and reasonable personal use is permitted.

BE IT FURTHER RESOLVED, that the Board of Education may terminate this assignment at any time, without need of demonstrating good cause.

G. Approval of Resolution Authorizing the Disposal of Library/Media Center Furniture

It is recommended that the Board approve the following resolution authorizing the disposal of Library/Media Center furniture through GovDeals.

WHEREAS, the School District is the owner of certain Library/Media Center furniture which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said Library/Media Center 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 Library/Media Center 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 Library/Media Center furniture to be sold is as follows:
 - 7 library/media center wood tables (kindergarten/youth students size)
 - 24 library/media center wood chairs (kindergarten/youth students size)
 - 6 library/media center wood tables (5/6 grade size)
 - 24 library/media center wood chairs (5/6 grade size)
- (5) The Library/Media Center 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 XII.A. through XII.G.)

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