

Branchburg Township School District
REGULAR ACTION MEETING

December 12, 2019

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

- Recognition of Student Artists
 - Logan Talty – Teacher, Chris Boehm
 - Victoria Herron, Sophia Liu, Ryan McQuillan, Nathaniel Pennington – Teacher, Samantha Hoag
 - Kayla Kappmeier – Teacher, Meghan Russo
 - George Dalrymple – Teacher, Randy Kupcha
- BCMS Chamber Orchestra Student Performance – Regina Santangelo
- Recognition of Suzanne Updegrave – Somerset County Teacher of the Year

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.D. be moved upon the recommendation of the Superintendent.

A. Appointment of New Board Member

The Board appointed Mr. Vincent Carpentier as the new Board member of the Branchburg Township Board of Education.

B. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of November 21, 2019.

| C. Approval of Acceptance of Grant Funds | | | | | |
|---|-----------------------------|-----------------------------------|-------------|---------|---------|
| Grantor | Grant Name | Requester | Location | Check # | Amount |
| Branchburg Education Foundation | Shakespeare Alive | 8 th Grade LA Teachers | BCMS | 1289 | \$2,285 |
| Branchburg Education Foundation | Author's Visit: Daniel Kirk | Mrs. Debraski | Stony Brook | 1290 | \$1,500 |

| D. Approval of Harassment, Intimidation, and Bullying Report | | | |
|---|--------------|----------|---|
| Building | Incident # | Date | Discussion |
| BCMS | SSDS# 002441 | 10/10/19 | 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. |
| BCMS | SSDS# 002987 | 10/24/19 | 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. |

(ROLL CALL – ITEMS VIII.A. through VIII.D.)

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

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

| A. Policy and Regulations Second Reading | | |
|---|--|------------|
| Policy | Title | Discussion |
| Policy 3134 | Assignment of Additional Duties | Revised |
| Policy 3159 | Teaching Staff Member/School District Reporting Responsibilities | Revised |
| Policy 3218 | Use, Possession, or Distribution of Substances | Revised |
| Policy 4218 | Use, Possession, or Distribution of Substances | Revised |
| Policy 4219 | Commercial Driver's License Controlled Substance and Alcohol Use Testing | Revised |
| Policy 6112 | Reimbursement of Federal and Other Grant Expenditures | Revised |
| Policy 8600 | Student Transportation | Revised |
| Policy 8630 | Bus Driver/Bus Aide Responsibility | Revised |
| Policy 8670 | Transportation of Special Needs Students | Revised |

(ROLL CALL – ITEM IX.A.)

X. EDUCATION

- **Report** – Olga Phelps

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

| Conferences/Workshops | Employee/ Account Number | Date(s) | Registration Fee | Hotel | Meals /Exp. | Tolls/Parking /Mileage | Total |
|--|--|---------------------|---------------------|-------|----------------|---------------------------|----------|
| LinkIt Fall User Group Marlboro, NJ | Lauren Knoke 11-000-223-580-08-144-090 | 12/13/19 | N/A | N/A | N/A | \$21.00 | \$21.00 |
| LinkIt Fall User Group Marlboro, NJ | Jocelyn Muzychko 11-000-223-580-05-144-060 | 12/13/19 | N/A | N/A | N/A | \$25.20 | \$25.20 |
| Fundations Level 3 Workshop Princeton, NJ | Tracy Harmon 11-000-223-580-05-144-060 | 12/17/19 | \$350.00 | N/A | N/A | \$8.61 | \$358.61 |
| Guided Math Conference New Brunswick, NJ | Erica Landesberg 11-000-223-580-08-144-090 | 3/23/20- 3/24/20 | \$479.00 | N/A | N/A | N/A | \$479.00 |
| STEM Ideas and Inspiration Ewing Township, NJ | Erica Landesberg 11-000-223-580-08-144-090 | 1/14/20 | N/A | N/A | N/A | \$13.65 | \$13.65 |
| Elementary Peer Mediation New Brunswick, NJ | Meredith Molinaro N/A | 1/29/20 | N/A | N/A | N/A | N/A | N/A |
| Using Data to Improve Teaching and Learning | Danielle Shober 11-000-240-580-02-000-020 | 2/5/20 | \$190.00 | N/A | N/A | N/A | \$190.00 |
| FLENJ Annual Conference Iselin, NJ | Esthela Solano 11-000-223-580-05-144-060 | 3/27/20 | \$185.00 | N/A | N/A | N/A | \$185.00 |
| County Teacher of the Year Equity in Action Workshop Trenton, NJ | Suzanne Updegrove 11-000-223-580-04-144-020 | 1/23/20 | N/A | N/A | N/A | \$21.00 | \$21.00 |
| Tynker Blue Ribbon Educator Certification Online | Matthew Zimmerman N/A | 1/10/20 | N/A | N/A | N/A | N/A | N/A |

| B. Approval of Volunteer Coach | | | |
|--------------------------------|---------------|---|--------------------|
| School | Name | Position | Dates |
| BCMS | Chris Furmato | Volunteer Wrestling Coach (Subject to delivery of documents) | 12/13/19 – 2/28/20 |

| C. Approval of Student Teacher | | | | | |
|--------------------------------|--------------------|---------------------------------|----------|------------------------------------|---------------------------------------|
| Name | College/University | Certification | Location | Dates | Discussion |
| LuAnn Wright | Rutgers University | School Library Media Specialist | SBS | 1/21/20-5/13/20 150 hours total | Cooperating Teacher Sarah Debraski |

| D. Approval of Fundraiser | | | | | |
|---------------------------|--------------------|-------------------|--------------------|-----------------------|---|
| School | Group | Event Coordinator | Location | Dates | Discussion |
| Stony Brook School | Students and Staff | Stephanie Formus | Stony Brook School | 12/13/19- 12/19/19 | Students and staff would like to participate in the Great Bedtime Story Pajama Drive sponsored by Scholastic Books. They will be collecting donations of pajamas which will be given to children throughout New Jersey. |

| E. Approval of Outside Presenters for District ED Camp | | | | | |
|--|---------------------------|-------------------------|---------|---|--|
| Name | Account # | Cost (not to exceed) | Date | Discussion | |
| Amy Pearsall | 11-000-223-320-02-225-999 | \$250 | 2/14/20 | Professional Development Workshop: Fostering Engagement through Musical Creativity and Student Choice | |
| Nick Kline – US Games | 11-000-223-320-02-225-999 | \$2,450 | 2/14/20 | Professional Development Workshop: Open Gym | |
| Cole Callahan – Garden State Equality | 11-000-223-320-02-225-999 | \$500 | 2/14/20 | Professional Development Workshop: “LGBTQ101” Workshop: Understanding Sexuality | |
| Frank J. Morano, Esq. | N/A | N/A | 2/14/20 | Professional Development Workshop: Supporting Your LGBTQIA+ Students | |
| Kathy Skaggs | N/A | N/A | 2/14/20 | Professional Development Workshop: Art | |

| F. Approval of Guidance Internship | | | | | |
|------------------------------------|----------------------|-----------------------------|----------|----------------|---|
| Name | College | Certification | Location | Dates | Discussion |
| Jocelyn Romano | Centenary University | New Jersey School Counselor | BCMS | 1/13/20-5/2/20 | <i>Mentoring will occur outside of school hours.</i> Minimum of 300 hours Cooperating Guidance Counselors – Margaret Ryan and Jennilyn Nelson |

| G. Approval of Field Trips | | | |
|--------------------------------|--|-------|--|
| Trip | Teachers | Grade | Purpose |
| Yestercades Somerville, NJ | Mr. Gornick | 6-8 | Enrichment Day Activity |
| RVCC Theatre Branchburg, NJ | Debra Adam 5 th Grade Teachers | 5 | Doktor Kabom and the Wheel of Science was selected to support the science standards; generate interest in experimentation. |

| H. Approval of Home Instruction | | | | | |
|---------------------------------|--------------------------------------|---------------------------|--|-----------------|-------------------------------|
| SID# | Vendor | Account Number | Hourly Rate | Effective Dates | Discussion |
| 3739685797 | Somerset County Educational Services | 11-150-100-320-03-069-090 | \$74 per hour (not to exceed \$4,736) | 12/9/19-1/31/20 | Not to exceed 2 hours per day |

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

XI. HUMAN RESOURCES

- Report – Kristen Fabriczi

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

| A. Approval of Resignation | | | | |
|----------------------------|-----------------------|----------------|----------|----------------|
| Name | Account # | Position | Location | Effective Date |
| Tiffany Medwick | 61-910-310-110-01-001 | Lunchroom Aide | BCMS | 12/6/19 |

| B. Approval of Revision of Medical Leave | | | | | | |
|--|---------------------------|----------|----------------------|-----------------------|---------------------|------------------------------------|
| Name | Account # | Location | Type of Leave | From | To | Discussion |
| Frank Altmire | 11-000-240-103-01-330-060 | SBS | Paid Sick Leave/FMLA | 10/29/19- 11/27/19 | 10/29/19- 1/3/20 | Estimated date of return is 1/6/20 |

| C. Approval of Revision of Stipend | | | | | |
|------------------------------------|---------------------------|------------------|----------|------------------------------|--------------------------------------|
| Name | Account # | Position | Location | From | To |
| Kristen Kries | 11-000-240-103-01-330-060 | Acting Principal | SBS | \$1,500 10/30/19-11/27/19 | \$1,500 per month 10/30/19-1/3/20 |

| D. Approval of Personnel | | | | | | | |
|--------------------------|---------------------------|----------|--|------|---------------------------------|----------------|-------------------------|
| Name | Account # | Location | Position | Step | Salary | Dates | Discussion |
| Richard Chromey | 11-230-100-101-01-072-090 | WES | Acting Assistant Principal | NA | \$550.00 per day | 12/9/19-1/3/20 | Replacing Kristen Kries |
| Kerwin Telemaque | 11-000-217-106-01-000-090 | WES | Instructional Aide (4.75 hours per day) (subject to delivery of documents) | 1 | \$13,174.68 (73%) (prorated) | 1/2/20-6/30/20 | Replacing Michele Rina |

| E. Approval of Title One Tutors | | | | | |
|---------------------------------|-----------------------|----------|----------|---|------------------|
| Name | Account | Location | Position | Rate | Dates |
| Allen, Kristen | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour (not to exceed \$1,291.50) | 12/13/19-4/30/20 |
| Barnett, Coleen | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour (not to exceed \$1,681.00) | 12/13/19-4/30/20 |
| Bockus, Lauren | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |
| Cutaneo, Paul | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour (not to exceed \$1,291.50) | 12/13/19-4/30/20 |
| Everson, Joann | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |

| E. Approval of Title One Tutors (continued) | | | | | |
|--|-----------------------|-----------------|--------------------|---|------------------|
| Name | Account | Location | Position | Rate | Dates |
| Fitzgibbon, Melissa | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |
| Formus, Stephanie | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour (not to exceed \$1,681.00) | 12/13/19-4/30/20 |
| Forsyth, Tara | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$3,526.00) | 12/13/19-4/30/20 |
| Johnston, Rachael | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour (not to exceed \$1,681.00) | 12/13/19-4/30/20 |
| Jordan, Michele | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour (not to exceed \$1,291.50) | 12/13/19-4/30/20 |
| Kaminsky, Linda | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |
| Keely, Leigh | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour (not to exceed \$1,291.50) | 12/13/19-4/30/20 |
| Manger, Nina | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour (not to exceed \$1,681.00) | 12/13/19-4/30/20 |
| Mariani, Susan | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |
| McKenna, Marissa | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour (not to exceed \$1,763.00) | 12/13/19-4/30/20 |
| Miracle, Zachariah | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour (not to exceed \$1,291.50) | 12/13/19-4/30/20 |
| Moor, Brad | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Pereira, Sonia | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour not to exceed \$1,291.50 | 12/13/19-4/30/20 |
| Pernini, Cristina | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Puzzo, Danielle | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Reid, Caitlyn | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Repoli, Colleen | 20-231-100-101-02-648 | WES | Substitute Teacher | \$41 per hour as needed | 12/13/19-4/30/20 |
| Rodriguez, Brienne | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Roman, Amy | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Roper, Amanda | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Rusciano, Michael | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour not to exceed \$1,291.50 | 12/13/19-4/30/20 |
| Russo, Isabella | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour not to exceed \$1,681.00 | 12/13/19-4/30/20 |
| Stulack-Polak, Tiffany | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour not to exceed \$1,291.50 | 12/13/19-4/30/20 |
| Sutherlin, Abbie | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour not to exceed \$1,681.00 | 12/13/19-4/30/20 |
| Trubin, Debra | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Venturini, Randi | 20-231-100-101-02-648 | SBS | Teacher | \$41 per hour not to exceed \$1,681.00 | 12/13/19-4/30/20 |
| Viel, Erica | 20-231-100-101-02-648 | WES | Teacher | \$41 per hour not to exceed \$1,763.00 | 12/13/19-4/30/20 |
| Volpe, Deborah | 20-231-100-101-02-648 | BCMS | Teacher | \$41 per hour not to exceed \$1,291.50 | 12/13/19-4/30/20 |
| Zelnick, Lori | 20-231-100-101-02-648 | WES | Substitute Teacher | \$41 per hour as needed | 12/13/19-4/30/20 |

| F. Approval of Position Change | | | | | | | | |
|---------------------------------------|---------------------------|-----------------|-----------------------------------|--|-------------|---------------------------------|--------------------|----------------------------------|
| Name | Account # | Location | From | To | Step | Salary | Dates | Discussion |
| Diana Gurumendy | 11-000-217-106-01-000-090 | WES | Instructional Aide (Part-Time) | Instructional Aide (Full-Time) | 6 | \$19,235.78 (prorated) | 1/2/20- 6/30/20 | Replacing Patricia Jaeckle |
| Nicole Kotrba | 11-000-217-106-01-000-090 | WES | Lunchroom Aide | Instructional Aide (4.75 hours per day) | 1 | \$13,174.68 (73%) (prorated) | 1/2/20- 6/30/20 | Replacing Diana Gurumendy |

| G. Approval of Revision of Maternity Leave | | | | | |
|---|---------------------------|-----------------|---|---|---|
| Name | Account # | Location | Type of Leave | From | To |
| Jennifer Anderson | 11-000-221-102-01-207-999 | BOE | Paid Maternity/Disability Leave of Absence Paid Vacation/Personal Days NJ Family Leave Act (Intermittent) | 10/24/19-12/19/19 12/20/19-2/6/20 2/7/20-2/7/21 | 11/7/19-1/7/20 1/8/20-2/20/20 2/21/20-2/21/21 |

| H. Approval of Transfer | | | | | |
|--------------------------------|---------------------------|-------------|-----------|----------------|--------------------------------|
| Name | Account # | From | To | Dates | Discussion |
| Michele Rina | 11-213-100-106-01-057-060 | WES | SBS | 1/2/20-6/30/20 | Replacing Jessica Zaninelli |

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

XII. BUSINESS

- **Report** – Charlie Tuma

(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 November 22, 2019 through December 12, 2019, totaling \$1,479,337.49, and ratify the Payroll for the period November 16, 2019 through November 27, 2019, totaling \$935,408.32.

B. Secretary's Report

The Report of the Secretary for November 2019 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 November 2019 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 2019-2020 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of November 2019 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 November 2019.

E. Monthly Transfer Report

It is recommended that the Board approve the November 2019 Monthly Transfer Report.

F. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Theresa Linskey, School Business Administrator to issue payment of bills for December 13, 2019 through January 6, 2020 prior to the next regularly scheduled meeting of January 6, 2020 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the January 6, 2020 meeting for ratification.

G. Approval of Resolution Authorizing Contracts with Approved State Contract Vendors

It is recommended that the Board approve the Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Cathy Curcio
- N.J.S.B.A./S.C.S.B.A Representative.....Charlie Tuma
- Branchburg Township Liaison.....Terri Joyce
- Emergency Management Planning Committee.....Terri Joyce
- Branchburg Education Foundation.....Keerti Purohit
- Board Delegate.....Charles Tuma
- Board Alternate Delegate.....Terri Joyce

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT