

Branchburg Township School District
REGULAR ACTION MEETING

October 17, 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

- Strategic Planning

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 3, 2019.

B. Approval of Submission of 2019-2020 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2019-2020 School Nursing Services Plan.

C. Approval of Amendment of Fiscal Year 2020 ESEA Grant Funds

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan and budget for the FY 2020 ESEA application as follows and to accept funds when it has been reviewed and approved.

Allocation Source	Carry-Over Amount	Final 2020 Allocation
Title I-A	\$7,826	\$74,630
Title II-A	-0-	\$32,675
Title III Immigrant	\$26	\$2,093
Title IV Part A	\$4,497	\$14,497

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

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

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
Mindful Meditation Workshop Bridgewater, NJ	Meredith Molinaro N/A	11/22/19	N/A	N/A	N/A	N/A	N/A
Mindful Meditation Workshop Bridgewater, NJ	Lauren Nicolai N/A	11/22/19	N/A	N/A	N/A	N/A	N/A
ALEKS User Conference Montclair, NJ	Jocelyn Muzychko 11-000-223-580-05-144-060	10/28/19	N/A	N/A	N/A	\$28.77	\$28.77
ALEKS User Conference Montclair, NJ	Danielle Puglisi 11-000-223-580-04-144-020	10/28/19	N/A	N/A	N/A	\$31.78	\$31.78
Superintendent’s Summit Sarasota, FL	Rebecca Gensel N/A	3/23/20- 3/25/20	N/A	N/A	N/A	N/A	N/A
Updating Your Long Range Facilities Plan Robbinsville, NJ	Samad Mobley 11-000-261-580-10-428	11/12/19	N/A	N/A	N/A	\$3.92	\$3.92
The Power of Legal Information Trenton, NJ	Tina Neely 11-000-219-580-03-144-999	10/30/19 4/22/20	\$300.00	N/A	N/A	\$10.78	\$310.78
Special Education Directors Toolkit Monroe, NJ	Tina Neely 11-000-219-580-03-144-999	11/1/19	N/A	N/A	N/A	\$7.21	\$7.21
Comprehensive Exploration of SEL for School District Leadership Trenton, NJ	Tina Neely 11-000-219-580-03-144-999	1/10/20 4/20/20	\$300.00	N/A	N/A	\$10.78	\$310.78
The Leadership Challenge Implementing Units of Study in Reading Somerset, NJ	Danielle Shoher 11-000-240-580-02-000-020	11/15/19	\$185.00	N/A	N/A	N/A	\$185.00
Stronge Teacher Evaluation Training Piscataway, NJ	Beth Stanton 11-000-240-580-02-000-020	10/18/19 1/22/20	\$775.00	N/A	N/A	N/A	\$775.00

B. Approval of Fundraiser					
School	Group	Event Coordinator	Locations	Dates	Discussion
Branchburg Central Middle School	Student Council Odyssey of the Mind Peer Leadership	Wendy Michels	BCMS	10/18/19- 6/18/20	The three clubs would like to sell snacks after school to students participating in sports and activities. Money raised would be split amongst them to fund various club activities throughout the year.

C. Approval of Field Trip			
Trip	Teachers	Grade	Purpose
White Oak Park	Arianna Bellafiore Erica Viel	K-3	Work on building a sense of awareness and safety skills.

D. 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	2 High School Students	\$1,325 per student	9/5/19-6/22/20	\$2,650	
Somerset County Vocational & Technical School Bridgewater, NJ	4 High School Students	\$1,325 per student	9/5/19-6/22/20	\$5,300	
Somerset County Vocational & Technical School Alternative School (TOPS) Program Bridgewater, NJ	1 High School Student	\$25,500	9/5/19-6/22/20	\$25,500	

E. 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	37 High School Students	\$662.50 per student	9/5/19-6/22/20	\$24,512.50	

F. Approval of Outside Evaluation				
SID#	Evaluator	Account Number	Cost	Discussion
3739685797	Dale M. Jacobs, M.D.	11-000-219-320-03-181-340	\$650- Maximum Cost	1 Evaluation

G. Approval of Revision of 2019-2020 Out of District Program					
Program/ Location	Account Number	Student ID #	SY Extra Services From	SY Extra Services To	Discussion
Morris Union Jointure New Providence, NJ	11-000-100-562-03-105-000	6457474387	\$18,165.00	\$23,929.50	Speech therapist services changing FROM 2 - 30 minute sessions per week TO 3- 30 minute sessions per week

H. Approval of Speech and Language AAC Training				
SID#	Evaluator	Account Number	Cost (not to exceed)	Discussion
3165361129	Lighthouse Speech and Language	11-000-219-320-03-181-340	\$200	Parent/Staff training on use of Augmentative/Alternative Communication

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

XI. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of Job Title Change		
Name	From	To
Emma Priester	Transportation Office Aide	Assistant Dispatcher

B. Approval of Resignation				
Name	Account Number	Location	Position	Date
Juanita Hromoho	11-000-270-160-01-462	Transportation	Bus Driver	11/1/19

C. Approval of Medical Leave					
Name	Account #	Location	Type of Leave	Dates	Discussion
Noel Maroon	11-120-100-101-01-012-060	SBS	Paid Sick Leave	10/25/19-11/15/19	Estimated date of return will be 11/18/19
Susan Petrilli	11-000-213-104-01-123-090	WES	Paid Sick Leave FMLA	11/19/19-12/11/19 12/12/19-2/11/20	Estimated date of return will be 2/12/20
Irene Pirog	11-000-217-106-01-000-020	District	Paid Sick Leave	12/17/19-1/10/20	Estimated date of return will be 1/13/20

D. Approval of Fall-Winter Teacher Academy Presenters					
Name	Account #	Action	Position	Rate	Discussion
Lauren Bockus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Using Google Forms for Data Collection
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 6 hours	Tips and Tricks for Teaching Foundations
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 6 hours	New Strategies to Support Developing Writers K-5
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 6 hours	Strategies to Support NF Reading Goals K-5
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 12 hours	A Teacher's Guide to Writing Conferences Book Study
Devra Hobbs	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Manga High Math Program for SPED
Beth Janiec	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Kagan's Cooperative Learning
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Intro to Researcher's Workshop and Blended Learning in the Social Studies Classroom
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Planning for Researcher's Workshop and Blended Learning in the Social Studies Classroom
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Breathing New Life into Book Clubs
Erica Landesberg	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Enhance Math with Technology Using SeeSaw
Erica Landesberg	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 9 hours	Number Talks: A Fun Way Every Classroom Could Hold Mathematical Conversations to Build Mathematical Reasoning
Joseph Larramendia	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Incorporating Tech in Meaningful Ways
Allison LeMieux	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Navigating Foundations Resources
Zach Miracle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Project Read Literacy Strategies
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Science Instruction
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Using MAP and LinkIt Data to Drive Instruction
Danielle Puzzo	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Responsive Classroom: Classroom Management While Building Classroom Community
Catherine Rello	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Math Fact Fluency: Tools for Assessing and Instructing Students to Become Flexible and Efficient Thinkers
Catherine Rello	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 12 hours	Learning and Teaching Early Math: The Learning Trajectories Approach Book Study
Amanda Roper	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	New Centers to Support Foundations/ Phonics Instruction
Amanda Roper	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 4.5 hours	Supporting Beginning Readers
Emily Williams	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Project Read Literacy Strategies

E. Approval of Non-Athletic Stipends		
Name	Position	Stipend
Samantha Hoag	Art Club - SBS	\$662
Samantha Hoag	Art Show - SBS	\$662

F. Approval of RTI Coordinators				
Name	Account #	Location	Rate	Dates
Kelly Boyle	20-231-200-101-02-649	WES	\$41 per hour (not to exceed 100 hours)	10/18/19-6/30/20
Lauren Knoke & Jocelyn Muzychko	20-231-200-101-02-649	SBS	\$41 per hour (not to exceed 100 hours total, 50 hours each)	10/18/19-6/30/20
Marie Cinque & Danielle Puglisi	20-231-200-101-02-649	BCMS	\$41 per hour (not to exceed 100 hours total, 50 hours each)	10/18/19-6/30/20

G. Approval of Revision of Extracurricular School Activity Aide				
SID#	Account Number	From	To	Discussion
3248981936	11-000-217-106-01-000	Katherine Aldabagh \$15.75 per hour	Laurie Acosta \$15.54 per hour Katherine Aldabagh \$15.75 per hour Robin Dibetta \$18.46 per hour	Not to exceed a total of 38 hours, 2 hours per week

H. Approval of Substitutes				
Name	Position	Rate	Dates	
Kelly Acque	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/18/19-6/30/20	
Julie Samuels	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/18/19-6/30/20	
Michele White	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/18/19-6/30/20	

I. Approval of Maternity Leave					
Name	Account #	Location	Type of Leave	Dates	Discussion
Regina Santangelo	11-130-100-101-01-021-020	BCMS	Paid Maternity/Disability Leave of Absence Personal Days FMLA/NJFLA	2/27/20-4/2/20 4/3/20, 4/14/20, 4/15/20 4/16/20-5/21/20	Estimated date of return will be 5/26/20

J. Approval of Stipend				
Name	Account	Position	Stipend	
Samad Mobley	11-000-261-110-01-393	Maintenance Stipend	\$875	

K. Approval of Revision of Dates for Interim Administrator							
Name	Account #	Position	Location	Rate	From	To	Discussion
Jennifer Dinardi	11-000-221-102-01-207-999	Interim Administrator	District	Not to exceed \$14,500	12/1/19-5/31/20	10/18/19-5/31/20	MLR for Jennifer Anderson BCMS VP Transition

L. Approval of Revision of Retirement						
Name	Account #	Position	Location	From	To	
Jayne Vanderhoof	11-000-270-161-01-470 11-000-270-160-01-462	Bus Driver	Transportation	11/1/19	10/25/19	

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

XII. BUSINESS

- **Report** – Charlie Tuma

(ACTION) It is recommended that Items XII.A. through XII.H. 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 October 4, 2019 through October 17, 2019, totaling \$1,385,344.98.

B. Secretary's Report

The Report of the Secretary for September 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 September 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 2018-2019 fiscal year.

C. Treasurer's Report

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

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing the Disposal of Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of Red Storage Racks and HVAC Rooftop Exhaust Fan through GovDeals.

WHEREAS, the School District is the owner of certain 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 the 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 equipment to be sold is as follows:
 - 6 Red Storage Racks
 - HVAC Rooftop Exhaust Fan
- (5) The 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.

G. 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 October 18, 2019 through November 21, 2019 prior to the next regularly scheduled meeting of November 21, 2019 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the November 21, 2019 meeting for ratification.

H. Approval of Architect Services for the Music Room Renovations Project at Branchburg Central Middle School

It is recommended that the Board approve a proposal submitted by Settembrino Architects, for the Music Room Renovations project at Branchburg Central Middle School in the amount of \$7,500 for steps one through three, plus reimbursable expenses, and in the amount of \$26,500 for steps four through seven, if needed, to be paid by purchase order through Account #12-000-400-450-05-612, and sufficient funds are available in the 2019-2020 budget.

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

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

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT