

Branchburg Township School District
REGULAR ACTION MEETING

October 3, 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 for October
 - Ava Albanese (Teacher: Rokiah Barry)
 - Tiana Nguyen (Teacher: Randy Kupcha)
 - Emma Hojnoski (Teacher: Meghan Russo)
- Report on Bus Evacuation Drills
- District State Testing Results 2019

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.B. 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 19, 2019.

B. Approval of Job Description

It is recommended that the Board approve the following updated job description.

- Athletic Extracurricular Positions

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

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.D. 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
Using Systems and System Models to Make Sense of Phenomena Raritan Valley Community College Branchburg, NJ	Brad Moor 11-000-223-580-08-144-090	12/10/19	\$125.00	N/A	N/A	N/A	\$125.00
Using Systems and System Models to Make Sense of Phenomena Raritan Valley Community College Branchburg, NJ	Eileen Szajdecki 11-000-223-580-08-144-090	12/10/19	\$125.00	N/A	N/A	N/A	\$125.00
The Association of Mathematics Teachers Annual Conference Plainsboro, NJ	Kathleen Gaston 11-000-223-580-04-144-020	10/25/19	\$179.95	N/A	N/A	N/A	\$179.95
NJ Association of School Administrators Legal Series Trenton, NJ	Rebecca Gensel 11-000-230-580-01-303	10/30/19 4/22/20	\$300.00	N/A	N/A	N/A	\$300.00
NJ Association of School Administrators Social Emotional Learning Series Trenton, NJ	Rebecca Gensel 11-000-230-580-01-303	11/4/19 1/10/20 4/20/20	\$450.00	N/A	N/A	N/A	\$450.00
37 th Annual Autism Conference Atlantic City, NJ	Devra Hobbs 11-000-219-580-03-001-999 11-000-223-580-04-144-020	10/17/19- 10/18-19	\$250.00	N/A	N/A	N/A	\$250.00
Asbestos Operations Maintenance Somerset, NJ	Samad Mobley 11-000-261-580-10-428	10/24/19- 10/25/19	\$395.00	N/A	N/A	N/A	\$395.00
Middle/High School Conflict Resolution New Brunswick, NJ	Jennilyn Nelson N/A	10/31/19	N/A	N/A	N/A	N/A	N/A
Fostering Equity and Empowerment Through a Student's Reading Life Brick, NJ	Amanda Roper 11-000-223-580-08-144-090	11/15/19	\$149.00	N/A/	N/A	\$55.02	\$204.02

B. Approval of Fundraisers					
School	Group	Event Coordinator	Locations	Dates	Discussion
Branchburg Central Middle School	Student Council	Wendy Michels	District	10/7/19-10/21/19	To raise awareness and collect canned goods to donate to Emmanuel Cancer Foundation.
Stony Brook School	Schoolwide	Frank Altmire	District	Spring 2020	Students will be soliciting donations for the St. Baldrick's Foundation for cancer research.

C. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Career Expo Raritan Valley Community College Branchburg, NJ	Jennilyn Nelson 8 th Grade Teachers	8	Hands on educational experience giving our 8 th graders information and access to high-growth careers, area employers and post-secondary education opportunities and helps students become excited about their futures.
Whiton Elementary School	Toni Burke	GATE 5	GATE Across the Schools activities.

D. Approval of Revision of Guidance Internship						
Name	College	Certification	Location	Dates	From	To
Jocelyn Romano	Centenary University	New Jersey School Counselor	BCMS	9/1/19-12/30/19	Mentoring will occur outside of school hours. Minimum of 50 hours Cooperating Guidance Counselor – Margaret Ryan.	Mentoring will occur outside of school hours. Minimum of 50 hours. Cooperating Guidance Counselor – Margaret Ryan and Jennilyn Nelson.

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

XI. HUMAN RESOURCES

- **Report – Kristen Fabriczi**

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

A. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Jayne Vanderhoof	11-000-270-161-01-470 11-000-270-160-01-462	Bus Driver	Transportation	11/1/19

B. Approval of Non-Athletic Stipends		
Name	Position	Stipend
Nicole Kepner	Talent Show-BCMS	\$662
Regina Santangelo	String Concert Prep-BCMS	\$827 (prorated)

C. Approval of Personnel							
Name	Account #	Location	Position	Step/Level	Salary	Dates	Discussion
Jennifer DeDominicis	61-910-310-110-01-001	SBS	Lunchroom Aide	NA	\$3,906.00 (prorated)	10/4/19-6/30/20	Replacing Fern Sheimmel
Erin DeSantos	11-241-100-106-03-059	WES	Instructional Aide	3/NA	\$18,529.88 (prorated)	10/4/19-6/30/20	Replacing Patricia Rodgers
Beth Stanton	11-000-240-103-01-333-020	BCMS	Assistant Principal	NA	\$95,137.97 (prorated)	10/15/19-6/30/20	Replacing Matthew Ross

D. Approval of Medical Leave					
Name	Account Number	Location	Position	Type of Leave	Dates
Joyce Flood	11-204-100-106-01-059-090	WES	Instructional Aide	Paid Medical	9/13/19-10/4/19

E. Approval of Substitutes			
Name	Position	Rate	Dates
Paula Haggerty	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/4/19-6/30/20
Samantha Ragatz	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/4/19-6/30/20

F. Approval of Home Instruction Teachers				
Name	Account Number	Hourly Rate	Dates	Discussion
Danielle Cordaro Kristen Cardona Paul Cutaneo Kathleen Gaston Victoria Gerry Jodi Harwood Devra Hobbs Rachael Johnston Michelle Jordan Leigh Keely Erica Landesberg Nina Manger Zachariah Miracle Susan Mariani Sonia Pereira Amanda Perez Danielle Puglisi Danielle Puzzo Emma Ryan Abbie Sutherlin Elizabeth Urbanski Megan VanHorn Randi Lee Venturini Erica Viel Deb Volpe Emily Williams Lori Zelnick	11-150-100-101-03-066	\$41	9/5/19-6/30/20	As needed

G. Approval of Extracurricular School Activity Aides			
Name	Position	Rate	Dates
Laurie Acosta Katherine Aldabagh Elizabeth Altonji Lindsay Atwell Diana Cirianni Anne Cohen Robin DiBetta Rachelle Emmons Joyce Flood Kim Gislao Monita Haduch Patricia Jaeckle Leslie Jones Stephanie Keck Antoinette Lorenc Karen Minette Amy Piano Michelle Rina Heather Rogalski Eileen Rudowski Vedha Saranathan Steve Simborski Jessica Zaninelli	Instructional Aide	To be paid regular hourly rate as needed (not to exceed a total of 40 hours)	9/5/19-6/30/20

H. Approval of Registered Behavior Technician Stipend			
Name	Account Number	Position	Stipend
Kim Gislao	11-000-217-106-01-000-090	Instructional Aide	\$1,000

I. Approval of Revision of Resignation					
Name	Account Number	Location	Position	From	To
Matthew Ross	11-000-240-103-01-333-020	BCMS	Assistant Principal	TBD	10/14/19

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

XII. BUSINESS

- **Report** – Charlie Tuma

(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 1, 2019 through September 18, 2019, totaling \$950.00, and for the period of September 20, 2019 through October 3, 2019, totaling \$976,907.72, and ratify the Payroll for the period September 1, 2019 through September 13, 2019, totaling \$938,549.92, and for the period of September 16, 2019 through September 30, 2019, totaling \$923,724.35.

B. Approval of Resolution Authorizing the Disposal of Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of HVAC filters 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:
 - 71 cases of HVAC Farrar filters
- (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.

C. Approval of Comprehensive Maintenance Plan for 2018-2019 through 2020-2021

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2018-2019 through 2020-2021.

D. Approval of Change Order for HVAC Upgrades Project at Whiton Elementary School

It is recommended that the Board approve a Change Order in the amount of \$14,728 from DeSesa Engineering Company, Inc., for labor and material changes to the Whiton Elementary School HVAC Upgrades project, to be paid by purchase order via Account #12-000-400-450-08-612, and sufficient funds are available in the 2019-2020 budget.

E. Approval of Revised Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Somerville Board of Education authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school districts for the period July 1, 2019 to June 30, 2020 at a cost of \$14,579.03 with terms and conditions set forth therein.

F. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Somerville Board of Education authorizing Somerville to provide the services of an Attendance Officer for their respective school districts for the period July 1, 2019 to June 30, 2020 at a cost of \$60 per hour with terms and conditions set forth therein.

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

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