

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

April 18, 2019

**Executive Session – 6:30 p.m.**

**Public Meeting – 8:00 p.m.**

Board of Education Office

Board Conference Room

**I. CALL TO ORDER**

On a motion by Mrs. DePrado, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 6:14 p.m.

The meeting was called to order at 6:14 p.m. by Board President, Theresa Joyce, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Zoltan Ambrus (Present for Executive Session, then arrived to Regular meeting at 8:15 p.m.), Cathy Curcio, Laura DePrado, Kristen Fabriczi, Noah Horowitz, Theresa Joyce and Charles Tuma.

The following members were absent: Olga Phelps and Keerti Purohi.

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey and New Jersey School Boards Association Representative, Kathy Winecoff (Regular Board meeting only).

**II. The Secretary called the roll.**

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. DePrado, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene at 6:14 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

A Social and Emotional Learning presentation was given by Sam Nayman, Rutgers STAT Project Director.

On a motion by Mrs. Fabriczi, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 7:55 p.m.

On a motion by Mrs. Fabriczi, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to reconvene to public session at 8:01 p.m. with 8 members of the public present.

**IV. The assembly saluted the flag.**

**V. Statement of Adequate Notice**

## VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced a representative from the New Jersey School Boards Association, Kathy Winecoff, who spoke to the Board about the planning process for getting ready to develop the district's strategic plan. Ms. Winecoff also touched on the district's progress on becoming a Certified Board.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mr. Tuma that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.B. were approved by Roll Call, with Mrs. Curcio abstaining on Item VIII.A.

There was no Board Governance Committee report.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of March 28, 2019.

<b>B. Approval of Harassment, Intimidation, and Bullying Reports</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	SSDS# 052122	3/4/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	SSDS# 052141	3/13/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.
BCMS	SSDS# 052160	3/14/19	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.
SBS	SSDS# 049668	3/6/19	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.

## IX. POLICY

Motion by Mrs. DePrado, seconded by Mrs. Fabriczi that Item IX.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item IX.A. was approved by Roll Call.

Mr. Horowitz said the policies listed on the agenda can be found on the district's website.

<b>A. Policy and Regulations Second Reading</b>		
<b>Policy</b>	<b>Title</b>	<b>Discussion</b>
P0141.1	Board Member and Term – Sending District	Revised
P2415.06	Unsafe School Choice Option	Revised
P2422	Health and Physical Education	Revised
P2610	Education Program Evaluation	Revised
P4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing	Revised
P5111	Eligibility of Resident/Nonresident Students	Revised
P5600	Student Discipline/Code of Conduct	Revised
P5611	Removal of Students for Firearms Offenses	Revised
P5612	Assaults on District Board of Education Members or Employees	Revised
P5613	Removal of Students for Assaults with Weapons Offenses	Revised
P5756	Transgender Students	Revised
P7440	School District Security	Revised
P8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised
P8561	Procurement Procedures for School Nutrition Programs	Revised

## **X. DATA COMMITTEE**

There was no Data Committee report.

## **XI. EDUCATION**

Motion by Mrs. Fabriczi, seconded by Mrs. Curcio that Items XI.A. through XI.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.C. were unanimously approved by Roll Call.

There was no Education Committee report.

Mrs. Joyce said the next Education Committee meeting will be held on May 8, 2019 at 1:00 p.m.

### **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
The Connected Action Road Map Monroe, NJ	Kelly Boyle 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	N/A	\$149.00
The Connected Action Roadmap Monroe Township, NJ	Marie Cinque 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$20.15	\$169.15
The Connected Action Roadmap Monroe Township, NJ	Lauren Knoke 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$11.78	\$160.78
The Connected Action Roadmap Monroe Township, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	\$11.16	\$160.16
The Connected Action Roadmap Monroe Township, NJ	Erica Patente 11-000-223-580-02-144-999	5/6/19	\$149.00	N/A	N/A	N/A	\$149.00
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Kelly Boyle 11-000-223-580-02-144-999	6/14/19	\$229.00	N/A	N/A	N/A	\$229.00
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Lauren Knoke 11-000-223-580-02-144-999	6/14/19	\$199.99	N/A	N/A	\$11.22	\$211.21
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Jocelyn Muzychko 11-000-223-580-02-144-999	6/14/19	\$199.99	N/A	N/A	\$11.41	\$211.40
Dyslexia, Dyscalculia and Dysgraphia Edison, NJ	Erica Patente 11-000-223-580-02-144-999	6/14/19	\$229.00	N/A	N/A	N/A	\$229.00
New Jersey School Boards Association Administrative Assistant Program Rockaway, NJ	Catherine DiCosimo 11-000-251-580-01-585	5/9/19	\$90.00	N/A	N/A	\$3.47	\$93.47
Learning Disabilities Teacher Consultant Articulation Piscataway, NJ	Nancy Padula 11-000-219-580-03-001-999	5/1/19	N/A	N/A	N/A	\$8.37	\$8.37
Somerville Kindergarten Summit Somerville, NJ	Danielle Shober N/A	5/29/19	N/A	N/A	N/A	N/A	N/A

B. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Edge Sports Center Flemington, NJ	Regina Santangelo	6-8	Enrichment Day Activity
Whiton Elementary School Neshanic Station, NJ	Beth Urbanski	6-8	Enrichment Day Activity
Meadowbrook Day Camp Long Valley, NJ	Matthew Barbosa	8	8 <sup>th</sup> Grade Graduation Picnic

C. Approval of Homebound Instruction					
SID#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
7930912675	P.G. Chambers School	11-150-100-101-03-066-060	\$89 per hour	4/23/19-6/30/19	Not to exceed 1 hour per week

## XII. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mr. Tuma that Items XII.A. through XII.J., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.J., were unanimously approved by Roll Call.

There was no Human Resources Committee report.

The next Human Resources Committee meeting will be held on May 2, 2019 at 6:00 p.m.

Mr. Ambrus acknowledged the retirement of Nancy Ryan.

A. Approval of Personnel							
Name	Account Number	Location	Position	Step/Level	Salary	Dates	Discussion
Paul Cutaneo	11-213-100-101-01-057-020	BCMS	Special Education Teacher	1/150	Pending BTEA contract	9/1/19-6/30/20	Replacing Laura Petronio
Sarah O'Halloren	11-130-100-101-01-021-020	BCMS	Physical Science Teacher	1/150	Pending BTEA contract	9/1/19-6/30/20	Replacing Amy Finkenaur

B. Approval of Extra Duty Pay						
Name	Account Number	Rate of Pay	Location	Dates	Discussion	
Gail Chapman	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation	
Lisa Quinn	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation	
Caitlyn Riga	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation	
Amanda Roper	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation	
Cindee Straube	11-000-223-104-02-210	\$41 per hour Not to exceed 1.5 hours	Whiton	4/17/19	New Parent Orientation	

C. Approval of Spring Teacher Academy Presenter					
Name	Account #	Action	Position	Rate	Discussion
Nancy Padula	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Seeing Learning Through the Eyes of a Special Education Child and Parent
Nancy Padula	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	From Referral to Eligibility

D. Approval of Revision of Spring Teacher Academy Presenters						
Name	Account #	Action	Position	From	To	Discussion
Marie Cinque	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	\$41 per hour not to exceed 5 hours	Differentiating Instruction and Assessment For English Language Learners
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	\$41 per hour not to exceed 3 hours	How to Pull LinkIt! Data with NWEA Map Data to Make Goals for Your Struggling Students

E. Approval of Home Instruction				
SID#	Account Number	Name	Rate	Dates
9420269782	11-150-100-101-03-066-020	Kathleen Gaston (as needed) Kristen Cardona (as needed)	\$41 per hour each	4/1/19-6/30/19
1394971305	11-150-100-101-03-066-020	Deborah Volpe (1 hour per week) Nancy Padula (1 hour per week) Kristen Cardona (1 hour per week)	\$41 per hour (not to exceed 27 hours total)	5/1/19-6/30/19

F. Approval of Medical Leave					
Name	Account #	Location	Position	Type of Leave	Dates
Myra Bare	11-000-270-161-01-470	Transportation	Bus Driver	Paid Sick Leave FMLA	3/15/19-4/29/19 (AM) 4/29/19 (PM)-6/30/19

G. Approval of Resignation				
Name	Account #	Location	Position	Effective Date
John Hindmarch	11-000-261-110-01-393	Board of Education	Supervisor of Buildings and Grounds	6/30/19

H. Approval of Position Transfer					
Name	Account #	Location	Position	Salary	Dates
John Hindmarch	11-000-261-110-01-393	Board of Education	Maintenance Technician	\$59,281.88	7/1/19-6/30/20

I. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Nancy Ryan	11-000-216-104-01-171-800	Occupational Therapist	WES	6/30/19

J. Approval of Substitutes			
Name	Position	Rate	Dates
Briana DiMaggio	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Cara Hamrah	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Christine Kazal	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19
Colleen Mariani	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	4/19/19-6/30/19

### XIII. BUSINESS

Motion by Mr. Tuma, seconded by Mr. Horowitz that Items XIII.A. through XIII.O. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XIII.A. through XIII.O. were approved by Roll Call, with Mrs. DePrado "nay" on Item XIII.O.

Mr. Tuma said the Business Committee met on April 16, 2019 and discussed the following:

- Ongoing capital projects;
- The transportation garage is ready for final inspection, which is scheduled for April 26, 2019;
- Reviewed the "punch list" of items that still need to be addressed regarding the transportation garage;
- Whiton Elementary School HVAC project;
- Branchburg Central Middle School Music Room bid opening is scheduled for May 14, 2019;
- Branchburg Central Middle School cafeteria will be painted over the summer;
- Stony Brook School gym floor overlay;
- Stony Brook School gym will be painted over the summer;
- LED lighting upgrade at Branchburg Central Middle School and Stony Brook School;
- Request for Proposal for Custodial Services bid opening is scheduled for April 25, 2019;
- Request for Proposal for Before and After School Care Services is scheduled for May 14, 2019;
- Refunding of the 1995 bonds will be sometime in the October/November 2019 timeframe;
- There were no changes to the 2019-2020 budget calendar; and
- Review of revenue projections and capital reserves.

The next Business Committee meeting is scheduled for May 14, 2019 at 6:00 p.m.

Mr. Tuma spoke about paving Old York School's parking lot, Item XIII.O. on the agenda.

**A. Bill List**

It is recommended that the Board approve the List of Bills for the period March 29, 2019 through April 18, 2019, totaling \$1,912,139.73, and ratify the Payroll for the period March 16, 2019 through March 29, 2019, totaling \$940,917.45, and for the period of April 1, 2019 through April 15, 2019, totaling \$936,146.36.

**B. Secretary's Report**

The Report of the Secretary for March 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 March 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 March 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 March 2019.

**E. Monthly Transfer Report**

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

**F. Approval of Use of School Buses**

It is recommended that the Board approve the use of District school buses by the Branchburg Township Recreation Department for its summer camp program and summer trips from June 24, 2019 through August 2, 2019, with the labor and fuel costs associated with such use of buses to be paid by the Township Recreation Department.

**G. Approval of Installation of Rekey System at Stony Brook School**

It is recommended that the Board approve Oak Security Group, LLC which is part of the ESCNJ CO-OP, Bid ESCNJ 17/18-24, CO-OP 65MCECCPS, to install the Rekey System at Stony Brook School at a total cost of \$9,773.81, to be paid by purchase order, through account #12-000-400-450-05-612 and sufficient funds are available in the 2019-2020 budget.

**H. Approval of Installation of Cove Base at Whiton Elementary School**

It is recommended that the Board approve Commercial Interiors Direct, Inc. which is part of the ESCNJ CO-OP, Bid ESCNJ 14/15, CO-OP 65MCESCCPS, to supply and install new cove base throughout all areas without existing base, including vestibules in the hallways at Whiton Elementary School, at a total cost of \$4,400.10, to be paid by purchase order, through account #11-000-261-420-08-411 and sufficient funds are available in the 2019-2020 budget.

**I. Approval of Resolution for Participation in Coordinated Transportation with Educational Services Commission of New Jersey**

It is recommended that the Board approve a Resolution with Educational Services Commission of New Jersey for participation in coordinated transportation for the 2019-2020 school year.

**J. Approval to Secure Proposals Using Competitive Contracting**

It is recommended that the Board approve the use of the competitive contracting process to secure proposals for management and staffing of the district's Before and After Care Services program.

**K. Approval of Solid Waste Collection Company for 2019-2020**

It is recommended that the Board approve Republic Services of New Jersey, LLC to provide trash removal at Central Middle School, Stony Brook School, Whiton Elementary School and the Transportation Garage, at a total cost of \$17,667.20, to be paid by purchase order, and sufficient funds are available in the 2019-2020 budget.

Location	Cost	Account #
Central Main Office	\$6,235.20	11-000-262-420-04-420
Stony Brook Library	\$4,156.80	11-000-262-420-05-420
Whiton Elementary	\$6,235.20	11-000-262-420-08-420
Transportation Garage	\$1,040.00	11-000-262-420-07-411

**L. Approval of Resolution Authorizing the Disposal of Equipment and Vehicles**

It is recommended that the Board approve the following resolution authorizing the disposal of equipment and vehicles through GovDeals.

**WHEREAS**, the School District is the owner of certain equipment and vehicles which is no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said equipment and vehicles 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 and vehicles 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 and vehicles to be sold is as follows:

7 Cafeteria tables	6 Griffin Survivor iPad cases	2 Gumdrop bounce skin cases for iPads
5 Milk coolers	3 Survivor All-Terrain iPad covers	2 UziBull rubber iPad covers
5 Aluratek slim case for iPads	2 Targus Versavu iPad stands	
1 2003 Chevy/Blue Bird School Bus - 24 Passenger - VIN # 1GBJG 31R42 11899 46 (Van # 1)		
1 1995 GMC 2500 pickup truck - With 8' Western Snow Plow - VIN # 1GTGK 24K7S E5053 14		

- (5) The equipment and vehicles 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 and vehicles.
- (6) The School District reserves the right to accept or reject any bid submitted.

**M. Approval of Submission of Safety Grant Application**

It is recommended that the Branchburg Township Board of Education hereby approve the submission of a grant application for the 2019 Safety Grant Program through the New Jersey School Boards Association Insurance Group’s ERIC North Subfund for the purposes described in the application in the amount of \$13,291.86 for the period July 1, 2019 to June 30, 2020.

**N. Approval to Enter into Agreement with the Somerset County Educational Services Commission to Administer a Nonpublic Program**

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Program for the 2019-2020 school year.

- Nonpublic School Nursing Services

**O. Approval of Parking Lot Paving at Old York School**

It is recommended that the Board approve Murray Paving and Concrete which is part of ESCNJ State Approved Coop #65MCESSCCPS JOC Contract No. MRESC 15/16-83 PV1, for the paving project at Old York School, 580 Old York Road, Branchburg, New Jersey at the total cost of \$188,464.51, to be paid by purchase order, through Account # 12-000-400-450-06-612, and sufficient funds are available in the 2018-2019 budget.

**XIV. PUBLIC COMMENT**

There was no public comment.

## XV. BOARD LIAISON REPORTS

Mrs. Fabriczi spoke about the following highlights of the Somerville Board of Education meeting:

- There was a presentation on Part 3 of the Social Media Series;
- A Branchburg student was the overall State winner for the “Youth Art Month” in New Jersey. The student’s artwork is displayed on a billboard by the Somerville train station;
- Somerville High School’s Robotic team won the prestigious “Engineering Inspiration” award. If the team is honored with this award again, they will be invited to attend the world competition;
- Congratulations to Ms. Karen Gorzynski, Somerville High School Chorus Teacher, who was selected by The Midland School and Midland Adult Services as their 2019 Community Partner of the Year;
- High School scholar athletes were announced; and
- Skyland Conference winners were announced;

Mr. Tuma spoke about the New Jersey School Boards Association program he attended on April 3, 2019. It was the first premiere of the “Unsung Heroes Student Recipient” program held at Warren High School.

Mr. Tuma said the next New Jersey School Boards Association meeting, which will combine Somerset and Hunterdon Counties, will be held on May 21, 2019 at the Bridgewater Vocational School. The Association also invited representatives from the Districts State Assembly to attend.

Ms. Gensel said the Pocketbook Bingo will be held on May 3, 2019.

## XVI. BOARD FORUM

Mr. Horowitz spoke about the New Jersey School Boards Association Mental Health Conference he attended at Mercer County Community College on April 9, 2019.

Mrs. DePrado gave Ms. Gensel a copy of a New Jersey Agricultural Society book called “The Garden State to Your Plate”. This is the first book of its kind, and it focuses on the history of the Agricultural Society.

Mrs. Joyce said, at the May 2, 2019 Board of Education meeting, the final budget will be approved.

Ms. Gensel said, at the May 2, 2019 Board of Education meeting, the Governor’s Educators of the Year and Governor’s Educational Services Professionals of the Year will be recognized.

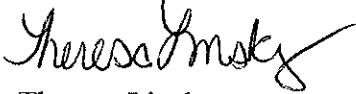
**XVII. EXECUTIVE SESSION**

There was no second Executive Session.

**XVIII. ADJOURNMENT**

On a motion by Mrs. DePrado, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn at 9:12 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board