

REGULAR MEETING MINUTES

December 13, 2018

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 Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 6:50 p.m.

The meeting was called to order at 6:50 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, Cathy Curcio, Ellwood Cutler, Kristen Fabriczi, Theresa Joyce, Olga Phelps and Charles Tuma.

The following member was absent: Noah Horowitz and Keerti Purohit.

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene at 6:50 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Cutler, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to adjourn executive session at 7:52 p.m.

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 8:03 p.m. with 20 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced two students who did a presentation on a project they would like to do at Stony Brook School to earn their Silver Award for Girl Scouts. The girls were seeking the Board's permission to move forward with the project.

Ms. Gensel recognized two of the district's student artists whose artwork is displayed in the Board of Education Conference Room. The two artists attended the Board meeting with their families, and spoke about the art they did and how they came up with the design.

Kathryn Mantell of Nisivoccia LLP did a presentation on the 2017-2018 Audit.

VII. PUBLIC COMMENT

RandiLee Venturini, President of the Branchburg Township Education Association, handed out a letter to the Board referencing that the Branchburg Township Education Association is ready to commence negotiations.

VIII. GOVERNANCE

Motion by Mr. Cutler, seconded by Mrs. Fabriczi that Item VIII.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VIII.A. was unanimously approved by Roll Call with Mrs. Phelps abstaining on Item VIII.A.

Mrs. Joyce thanked Mr. Cutler for all his support over the years, and presented him with a plaque of recognition.

Mr. Ambrus spoke about sharing the Board with Mr. Cutler over the years.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of November 29, 2018.

IX. POLICY

Mr. Cutler said the Policy Committee met on December 6, 2018 and began looking to identify Policies and Regulations that need to be updated.

X. DATA COMMITTEE

There was no Data Committee report.

XI. EDUCATION

Motion by Mr. Cutler, seconded by Mr. Ambrus 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.

Mrs. Phelps said the Education Committee met on December 12, 2018 and went over the following:

- The New Jersey Department of Education School Accountability Profile, which provides information by school regarding the district's participation rate in the PARCC assessment;
- Ms. Gensel shared some of the work the teachers are doing as part of the Digital Leader Core; and
- The Committee had an opportunity to look at the information that will be sent out in advance of the elementary report cards, which was in response to the communication survey that parents completed last year.

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
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Kristine DeNicuolo 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	N/A	\$170.00
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Brian Gornick 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	N/A	\$170.00
New Jersey Music Educators Association 2019 Conference New Brunswick, NJ	Regina Santangelo 11-000-223-580-04-144-020	2/21/19 2/22/19	\$170.00	N/A	N/A	\$5.39	\$175.39
Strategies and Structures for Teaching Reading and Writing Livingston, NJ	Kristen Allen 11-000-223-580-04-144-020	2/28/19	\$209.00	N/A	N/A	\$14.94	\$223.94
2019 Techspo Atlantic City, NJ	Jennifer Anderson 11-000-221-580-02-190-999	1/31/19 2/1/19	\$450.00	\$94.00	\$129.00	\$65.00	\$738.00
What's New in Young Adult Literature and How to Use it in Your Program Bethlehem, PA	Marie Cinque 11-000-223-580-04-144-020	2/4/19	\$269.00	N/A	N/A	\$25.79	\$294.79
Accounting and Auditing Checkup Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	1/15/19	\$90.00	N/A	N/A	\$13.60	\$103.60
Differentiating Instruction in Math Piscataway, NJ	Michele Jordan 11-000-223-580-04-144-020	4/16/19	\$205.00	N/A	N/A	N/A	\$205.00
Best Practices in Co-Teaching: Effective Strategies and Realistic Solutions for Inclusive Classrooms Grades 1-12 Piscataway, NJ	Katie Kline 11-000-223-580-04-144-020	1/16/19	\$269.00	N/A	N/A	\$6.82	\$275.82
Formative Assessment, Productive Struggle and Student Discourse Grades 6-12 Rutgers University, NJ	Katie Kline 11-000-223-580-04-144-020	2/19/19	\$205.00	N/A	N/A	\$11.72	\$216.72
What's New in Young Adult Literature Freehold, NJ	Wendy Michels 11-000-223-580-04-144-020	2/26/19	\$269.00	N/A	N/A	\$9.61	\$278.61
Mindfulness Meditation Workshop Bridgewater, NJ	JanMarie Motz 11-000-219-580-03-001-999	12/14/18	N/A	N/A	N/A	\$8.00	\$8.00

B. Approval of Field Trip

Trip	Teachers	Grade	Purpose
Panera Bread Somerville, NJ	Beth Urbanski Emily Williams	8 - ICE Be a Buddy	ICE students will pair with LLD buddies for a community experience

C. Approval of Professional Development Vendors

Vendor	Account Number	Rate	Date	Discussion
World Language Education Consultant - Nathan Lutz	11-000-223-320-02-225-999	\$1,000	2/15/18	February Ed Camp Professional Development Workshops
Project Adventure - Larry Childs	11-000-223-320-02-225-999	\$3,020		

XII. HUMAN RESOURCES

Motion by Mr. Cutler, seconded by Mr. Ambrus that Items XII.A. through XII.H., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

Ms. Gensel introduced the district's new Special Education Teacher, Nina Mlenak, who attended the Board meeting.

A. Approval of Substitutes			
Name	Position	Rate	Dates
Nicole Conover	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Luis Freire	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Briana Jordan	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Arnold Majano	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19
Kylie Murphy	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	12/14/18-6/30/19

B. Approval of 2018-2019 Stipends				
Name	Account Number	Position	Stipend (not to exceed)	Dates
Ken Forsyth	11-402-100-101-01-093-020	Lacrosse Coach (Boys)	\$3,309	3/1/19-6/7/19
Regina Santangelo	11-401-100-101-01-078-020	Chamber Orchestra	\$2,690	9/1/18-6/30/19

C. Approval of Extension of Leave of Absence						
Name	Account #	Location	Position	Type of Leave	From	To
John Hindmarch	11-000-261-110-01-393	BOE	Supervisor of Building and Grounds	Paid Sick/FMLA	11/2/18-11/27/18	11/2/18-1/4/19

D. Approval of Level and Salary Revision						
Name	Account #	Location	Position	From: Level/Step	To: Level/Step	Dates
Allison LeMieux	11-230-100-101-01-072-090	WES	Instructional Support Teacher	BA/5 \$58,111	150/5 \$60,261	9/1/15-6/30/19

E. Approval of Extension of the Extracurricular School Activity Aide						
SID#	Name	Account Number	Position	From	To	Anticipated Dates
3248981936	Katherine Aldabagh	11-000-217-106-01-000-020	Instructional Aide	\$15.29 hourly (not to exceed a total of 28 hours)	\$15.29 hourly (2 hours per week - not to exceed a total of 78 hours)	1/2/19-6/30/19

F. Approval of Extracurricular School Activity Aides				
Name	Account #	Position	Rate	Dates
Jan Motz	11-000-219-104-01-168-340	Extracurricular Instructional Aide	\$15.09 per hour (not to exceed a total of 40 hours)	9/1/18-6/30/19
Jillian Sawicki	11-000-219-104-01-165-340	Extracurricular Instructional Aide	\$15.09 per hour (not to exceed a total of 40 hours)	9/1/18-6/30/19

G. Approval of Personnel							
Name	Account Number	Location	Position	Step/Level	Salary	Dates	
Vincenzina Mlenak	11-213-100-101-01-057-020	BCMS	Special Education Teacher	11/BA	\$62,371 (prorated)	2/19/19-6/30/19	

H. Approval of Interim Replacement						
Name	Account Number	Location	Position	Rate	From	To
Alan Coburn	11-000-261-110-01-393	BOE	Interim Buildings and Grounds Supervisor	\$40.00 per hour (Not to exceed 30 hours per week)	11/12/18-12/15/18	11/12/18-2/7/19

XIII. BUSINESS

Motion by Mr. Cutler, seconded by Mr. Ambrus that Items XIII.A. through XIII.I. be moved upon the recommendation of the Superintendent.

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

There was no Business Committee report.

A. Bill List

It is recommended that the Board approve the List of Bills for the period November 30, 2018 through December 12, 2018, totaling \$2,014,808.59, and ratify the Payroll for the period November 16, 2018 through November 30, 2018, totaling \$933,583.92, and for the period of December 1, 2018 through December 7, 2018, totaling \$874,252.49.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. 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.

G. Approval of Resolution Authorizing the Disposal of School Furniture/Wood Working Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of furniture/wood working equipment 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 furniture/woodworking 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 furniture/woodworking equipment to be sold is as follows:

Delta Belt Sander	Delta Bandsaw	14 Bench Vices	Spot Welder
Delta Jig Saw	Disk Sander	Metal Ladder	Saws and L Squares
Delta Jointer	Grissley Belt Sander Grinder	Pipe Threader	Tabletop Drill Press
8 6x4 Woodshop Tabletops		Piano	Torrit Dust Collector

- (5) The school furniture/woodworking 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 furniture/woodworking equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

H. Approval of Acceptance of the Draft 2017-2018 Audit and Auditors’ Management Report

It is recommended that the Board accept the draft Comprehensive Annual Financial Report and the draft Auditors’ Management Report for the fiscal year ended June 30, 2018.

I. Approval of Resolution For Participation In Coordinated Transportation With Hunterdon County Educational Services Commission

It is recommended that the Board approve a Resolution with Hunterdon County Educational Services Commission for participation in coordinated transportation for the 2018-2019 school year.

XIV. PUBLIC COMMENT

There was no public comment.

XV. BOARD LIAISON REPORTS

Mrs. Fabriczi attended the Somerville Board of Education meeting where the following topics were discussed:

- There was a Safety and Security presentation;
- Somerville Middle School students partnered with the Somerville PBA to support the annual toy drive;
- Somerville Middle School is doing a canned goods drive for the local food pantry;
- Basketball and Wrestling season has started;
- Somerville High School Chamber Choir performed holiday carols on Main Street;
- The Key Club and Interact Club partnered together to provide ten Thanksgiving Day meals to families in need;
- The Peer to Peer Club gathered donations for care packages which were sent to a camp in Afghanistan for the holidays;
- The Robotics Geerheads had a great showing at their November 28, 2018 open house; and
- A very tentative contract agreement has been reached.

Mr. Cutler said at the last Somerset County Educational Services Commission meeting, the topic discussed was “what education is going to look like in the future”.

Mr. Cutler also said that three representatives leaving the Somerset County Educational Services Commission were recognized for their service.

Mr. Tuma spoke about the Foundations for Success Workshop he attended on December 4, 2018 at Somerville High School.

Ms. Gensel said the Emergency Management team met on December 10, 2018 and are close to completing the Emergency Management Plan for the district.

XVI. BOARD FORUM

Mr. Cutler spoke about his years served as a Board member and thanked the Board for their support throughout his years.

The Board thanked Mr. Cutler and said it was a pleasure serving the Board with him.

Ms. Gensel spoke about the school winter concerts.

Ms. Gensel spoke about her Administrative Assistant, Karen Muller, and acknowledged her retirement.

Mrs. Joyce spoke about the Somerville High School Strings Club performance at Bridgewater Commons.

Mrs. Joyce thanked the Board for their support during this past year.

XVII. EXECUTIVE SESSION

There was no second Executive Session.

XVIII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 9:16 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board