

Branchburg Township School District

REGULAR MEETING MINUTES

February 21, 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. Ambrus, and carried unanimously, the Board agreed to convene to public session at 7:05 p.m.

The meeting was called to order at 7:05 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, Laura DePrado, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Keerti Purohit and Charles Tuma.

The following member was absent: Olga Phelps.

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 Mrs. DePrado, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene at 7:05 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mrs. DePrado, and carried unanimously, the Board agreed to adjourn executive session at 8:04 p.m.

On a motion by Mrs. DePrado, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to reconvene to public session at 8:08 p.m. with 25 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced a group of students from Stony Brook School who did a presentation on an arts integration project. The theme of the project was called "Thumb Pots".

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Tuma, seconded by Mrs. Fabriczi 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 unanimously approved by Roll Call with Mrs. Purohit abstaining on Item VIII.A.

Mrs. Curcio spoke about the "Social and Emotional Learning" training workshop the Board will be having prior to the April 18, 2019 Board meeting.

Mrs. Joyce spoke about the Board goal "Improving Internal Board Communication and Information Archiving".

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of February 7, 2019.

B. Approval of Revised 2018 - 2019 School District Calendar

It is recommended that the Board approve the revised 2018 - 2019 School District Calendar.

IX. POLICY

Motion by Mr. Horowitz, seconded by Mrs. Curcio that Item IX.A. be moved upon the recommendation of the Superintendent.

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

Mr. Horowitz went over the highlights of the Policies and Regulations listed on the agenda.

The Board, as a group, discussed some of the Policies and Regulations listed on the agenda.

A. Policy and Regulations First Reading		
Policy	Title	Discussion
P0141.1	Board Member and Term – Sending District	Revised
P2415.06	Unsafe School Choice Option	Revised
R2460.8	Special Education – Free and Appropriate Public Education	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
R5111	Eligibility of Resident/Nonresident Students	Revised
R5530	Substance Abuse	Revised
P5600	Student Discipline/Code of Conduct	Revised
R5600	Student Discipline/Code of Conduct	Revised
P5611	Removal of Students for Firearms Offenses	Revised
R5611	Removal of Students for Firearms Offenses	Revised
P5612	Assaults on District Board of Education Members or Employees	Revised
R5612	Assaults on District Board of Education Members or Employees	Revised
P5613	Removal of Students for Assaults with Weapons Offenses	Revised
R5613	Removal of Students for Assaults with Weapons Offenses	Revised
P5756	Transgender Students	Revised
P7440	School District Security	Revised
R7440	School District Security	Revised
P8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised
R8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses	Revised

X. DATA COMMITTEE

There was no Data Committee report.

The next Data Committee meeting is scheduled for February 27, 2019 at 7:00 p.m.

XI. EDUCATION

Motion by Mrs. Fabriczi, seconded by Mr. Tuma 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. Curcio said the Education Committee met on February 13, 2019 and discussed the following:

- 2019/2020 proposed school district calendar;
- The holiday vacation schedule is aligned with Somerville;
- 6th grade music program;
- Financial Literacy is now required in 6th through 8th grades;
- Option of a 7th grade D.A.R.E. pilot program to be launched in the spring of 2019;
- Discovery Education update; and
- Ed Camp catalog

The next Education Committee meeting is scheduled for March 6, 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
Institute for Professional Development Performance, Discipline & Discharge Issues New Brunswick, NJ	Rebecca Gensel 11-000-230-580-01-303	5/17/19	\$125.00	N/A	N/A	\$1.20	\$126.20
Institute for Professional Development Performance, Discipline & Discharge Issues New Brunswick, NJ	Theresa Linskey 11-000-251-580-01-585	5/17/19	\$125.00	N/A	N/A	\$9.92	\$134.92
New Jersey Department of Education Curriculum Units Project Monroe, NJ	Jennifer Anderson 11-000-221-580-02-190-999	3/4/19	N/A	N/A	N/A	\$6.00	\$6.00
New Jersey Department of Education Curriculum Units Project Monroe, NJ	Rebecca Gensel N/A	3/4/19	N/A	N/A	N/A	N/A	N/A
Sustaining Teacher Leadership Within a District-Wide System New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	3/8/19	\$149.00	N/A	N/A	N/A	\$149.00
The Leader You Want and Need to Be New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	4/11/19	\$149.00	N/A	N/A	N/A	\$149.00
Don't Tell Your Kids They Are Smart New Jersey Principals and Supervisors Association Monroe Township, NJ	Frank Altmire 11-000-240-580-02-000-020	5/8/19	\$149.00	N/A	N/A	N/A	\$149.00
Foundations Level 2 Workshop Princeton, NJ	Kelly Boyle 11-000-223-580-02-144-999	2/28/19	\$350.00	N/A	N/A	N/A	\$350.00
Understanding IRS Payroll Regulations Neptune, NJ	Donna Eckel 11-000-251-580-01-585	4/26/19	\$125.00	N/A	N/A	\$34.74	\$159.74
Foreign Language Educators of New Jersey Iselin, NJ	Victoria Gerry 11-000-223-580-08-144-090	4/5/19	\$130.00	N/A	N/A	\$14.88	\$144.88
Foundations Level 3 Workshop Princeton, NJ	Lauren Knoke 11-000-223-580-02-144-999	2/28/19	\$350.00	N/A	N/A	\$5.89	\$355.89
Restorative Discipline Freehold, NJ	Kristen Kries 11-000-240-580-02-000-020	5/1/19	\$259.00	N/A	N/A	N/A	\$259.00
New Jersey School Boards Association Purchasing Workshop Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	3/21/19	\$90.00	N/A	N/A	\$21.67	\$111.67
Institute for Professional Development Implementation of Internal Controls New Brunswick, NJ	Theresa Linskey 11-000-251-580-01-585	3/15/19	\$125.00	N/A	N/A	\$12.18	\$137.18

B. Approval of Fundraiser					
School	Group	Event Coordinators	Locations	Dates	Discussion
Central Middle School	Art Club	Meghan Russo	District	2/22/19-3/22/19	The Art club will be drawing/painting animals available for adoption from St. Hubert's Animal Welfare Center to raise awareness of pets available. They will also be collecting items for the animals to donate to the center.

C. Approval of Outside Evaluation				
SID#	Evaluator	Account Number	Cost	Discussion
8789505539	Dale M. Jacobs, M.D.	11-000-219-320-03-181-340	\$650- Maximum Cost	1 Evaluation

XII. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mrs. Purohit that Items XII.A. through XII.E., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

The next Human Resources Committee meeting will be held on March 14, 2019 at 6:00 p.m.

A. Approval of Substitutes			
Name	Position	Rate	Dates
Jordan Apsley	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Bhakti Modi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Jennifer Perillo	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19
Vincent Giampino	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	2/22/19-6/30/19

B. Approval of Maternity Leave				
Name	Account #	Location	Type of Leave	Dates
Sarah Landon	11-216-100-101-01-000-090	WES	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	5/15/19-6/21/19 9/1/19-11/15/19

C. Approval of Home Instruction					
SID#	Account #	Name	Position	Rate	Anticipated Dates
9637706782	11-150-100-101-03-066-020	Janice Monetti (1 hour per week as needed) Nancy Padula (1 hour per week as needed) Kathleen Gaston (1 hour per week as needed)	Home Instruction Teacher	\$41 per hour	2/22/19- 6/30/19

D. Approval of Substitute Bus Drivers			
Name	Position	Rate	Dates
Carolyn Girvan	Substitute Bus Driver	\$18.87 per hour (Pending CDL Test on 2/25)	2/26/19-6/30/19
David Whitesell	Substitute Bus Driver	\$18.87 per hour (subject to delivery of documents)	2/22/19-6/30/19

E. Approval of Extra Duty Pay							
Name	Account	Name of Action	Position	Rate	Location	Date	Discussion
Breanne Pratt	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - CrossFit
Regina Santangelo	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Beginner Strings
Janice Monetti	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Crocheting
Ken Forsyth	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Basic Car Maintenance
Suzanne Updegrove	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Rubik's Revenge
Kristyn Perello	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Escape Room
Meghan Russo	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner - Painting
Nicole Kepner	11-000-223-104-02-210-999	In-service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	BCMS	3/12/19	The Teacher as Learner Theater and Dance

XIII. BUSINESS

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

On call of the vote, Items XIII.A. through XIII.J. were unanimously approved by Roll Call with Mrs. Fabriczi abstaining on Item XIII.H.

Mr. Tuma said the Business Committee met on February 19, 2019 and discussed the following:

- Updates on current projects and the 2019/2020 budget;
- Reviewed the items listed on the agenda; and
- There was a vendor presentation for gym flooring;

Mr. Tuma went over the following current projects:

- Transportation garage;
- Replacement of Branchburg Central Middle School's rooftop HVAC for the cafeteria and band room;
- Stony Brook School light pole conversion to LED;
- Gym floors at Stony Brook School and Whiton Elementary School;
- Whiton Elementary School HVAC project;
- Old York School parking lot paving;
- Branchburg Central Middle School auxiliary gym; and
- Branchburg Central Middle School music room renovation.

Mr. Tuma went over the following future items:

- Request for Proposal for before and after school program will be going out in late March or early April;
- Refunding of the 1995 bonds;
- Food Service policy;
- 2019-2020 budget items;
- Budget calendar; and
- Budget revenue projection.

A. Bill List

It is recommended that the Board approve the List of Bills for the period February 2, 2019, totaling \$642,528.13, and for the period February 8, 2019 through February 21, 2019, totaling \$1,456,983.00, and ratify the Payroll for the period February 1, 2019 through February 15, 2019, totaling \$945,022.09.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

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

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic Security Aid Program

G. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2019-2020 school year.

H. Approval of Amended Lease for Midland Adult Services, Inc.

WHEREAS, the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and **WHEREAS**, Midland Adult Services, Inc., has represented that it is an entity to which the Board may lease said property without public bidding pursuant to N.J.S.A. 18A:20-8.2;

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, an amendment to the Lease Agreement with Midland Adult Services, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing April 1, 2019 and ending August 1, 2020.

I. Approval to Contract for Consulting Services

It is recommended that the Board approve Edvocate School Support Solutions of Toms River, New Jersey, to provide consulting to develop specifications and oversee the bid process for outsourcing of custodial services at a cost of \$9,337 to be paid from Account #11-000-230-339-01-001, and sufficient funds are available in the 2018-2019 budget.

J. Approval of Service Fee for Study

It is recommended that the Board approve Settembrino Architects, to perform a study to review and replace existing Roof Top Units (RTUs) at the café and band rooms, as well as, a review of HVAC issues with an existing conference room and Vice Principal's Office at Branchburg Central Middle School, at a total cost of \$6,500 plus reimbursable expenses, to be paid by purchase order, through account #12-000-400-450-04-612, and sufficient funds are available in the 2018-2019 budget.

XIV. PUBLIC COMMENT

Deborah Glicklich, 6th grade Science teacher at Branchburg Central Middle School, spoke about the NJEA/BTEA Community STEAM night.

XV. BOARD LIAISON REPORTS

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

- There was an increase in student tuition;
- The Senior Peer Leadership winter retreat field trip to Stony Acres Lodge in Pennsylvania on February 7 and 8, 2019;
- The student Board member's report on the different school clubs;
- A presentation previously given by the Robotics club; and
- A summer algebra enrichment program.

Mr. Horowitz said the 4th grade game night will be held on February 22, 2019.

Mrs. Curcio said Mr. Ellwood Cutler, former Board member, reached out to her and complimented her on her first Somerset County Educational Services Commission report.

XVI. BOARD FORUM

Mr. Tuma spoke about the Ed Camp workshops and the STEAM Night event he attended.

Mrs. Fabriczi said the Somerville High School musical, Pippin, will be held on February 28, March 1 and March 2, 2019.

Mrs. Fabriczi also said the Branchburg Central Middle School Drama Club production of Guys and Dolls, Jr. will be held at Branchburg Central Middle School on March 8 and 9, 2019.

Mr. Horowitz congratulated the students for their presentation given earlier at the Board meeting.

Mrs. DePrado spoke about the Anxiety and Depression, and the Vaping workshops she attended during Ed Camp.

Mrs. DePrado stated that she will be reading to two 2nd grade classes at Whiton Elementary School on March 1, 2019 for the Read Across American event.

Mrs. Curcio said she met with Ed Camp presenters who stated they were impressed with the Branchburg School District.

Mrs. Joyce spoke about the following:

- Ed Camp workshops she attended;
- See Something Say Something event being held at Branchburg Central Middle School on February 28, 2019; and
- The Whiton Elementary School Science Fair will be held on March 8, 2019.

XVII. EXECUTIVE SESSION

On a motion by Mrs. DePrado, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene at 9:15 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn executive session at 9:40 p.m.

XVIII. ADJOURNMENT

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 9:40 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board