

Branchburg Township School District

REGULAR MEETING MINUTES

January 17, 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. Fabriczi, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene to public session at 6:58 p.m.

The meeting was called to order at 6:58 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, Laura DePrado, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Keerti Purohit (arrived 7:04 p.m.) and Charles Tuma.

The following members were absent: Cathy Curcio and Olga Phelps.

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey and Board Attorney David Rubin, Esq.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mr. Horowitz, seconded by Mrs. DePrado, and carried unanimously, the Board agreed to convene at 6:58 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Tuma, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 7:53 p.m.

On a motion by Mrs. DePrado, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to reconvene to public session at 8:02 p.m. with 6 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

David Rubin, Esq., Board Attorney, gave an Ethics presentation to the Board.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

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

On call of the vote, Items VIII.A. through VIII.D. were unanimously approved by Roll Call with Mr. Horowitz abstaining on Item VIII.C.

Mrs. Joyce said the Governance Committee met and discussed the following:

- New Committee Members;
- The website has been updated with the new Committee Members; and
- Board Goal updates.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of January 3, 2019.

B. School Board Recognition Month

WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

WHEREAS, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2019 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education and the Department of Education recognize the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members of their local school boards.

C. Approval of Harassment, Intimidation, and Bullying Reports			
Building	Incident #	Date	Discussion
BCMS	SSDS 017983	11/19/18	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.
BCMS	SSDS 017985	11/21/18	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.
BCMS	SSDS 011911	12/5/18 & 12/7/18	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.
BCMS	SSDS 011689	12/12/18	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.

D. Approval of Donations			
Item	School	Donor	Details
180 Gallon Aquarium, Stand and Fish	BCMS	Mrs. Peter Bogie	The Aquarium will be installed in the BCMS Media center. Mrs. Michels and student volunteers will maintain the tank and it will be a nice addition to the media center for all the students and teachers to enjoy.
Tabletop Pottery Wheel	WES	Anonymous	The Pottery Wheel will be used as part of the Whiton Art program and will be a nice addition to our art room.

IX. POLICY

Mr. Horowitz said a Policy Committee meeting will be set up shortly to review the new Alert for revised and new policies.

X. DATA COMMITTEE

There was no Data Committee report.
A Data Committee meeting is scheduled for January 24, 2019.

XI. EDUCATION

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

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

There was no Education Committee report.

An Education Committee meeting is scheduled for February 13, 2019.

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
Current Legal Issues and Updates Piscataway, NJ	JanMarie Motz 11-000-219-580-03-001-999	2/6/19	N/A	N/A	N/A	\$11.00	\$11.00
Current Legal Issues and Updates Piscataway, NJ	Nancy Padula 11-000-219-580-03-001-999	2/6/19	N/A	N/A	N/A	\$9.98	\$9.98
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Jodi Harwood N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Sarah Landon N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Expanding Opportunities – Guide to High Quality Teaching in Early Childhood Webinar – Whiton Elementary School	Vicki Marcine N/A	1/23/19	N/A	N/A	N/A	N/A	N/A
Hopatcong School District Maker's Lab Site Visit Hopatcong, NJ	Sarah Debraski N/A	2/15/19	N/A	N/A	N/A	N/A	N/A
Hopatcong School District Maker's Lab Site Visit Hopatcong, NJ	Kate Mileto N/A	2/15/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Meghan Castellano N/A	2/22/19	N/A	N/A	N/A	N/A	N/A

Conferences/Workshops (continued).....	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Debra Gesualdo N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Sandra Koscielski N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Nancy Ryan N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Diane Scholp N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Speech, Occupational and Physical Therapists Articulation Session Somerville, NJ	Adriana Weighart N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Strategies! Strategies! Strategies! West Orange, NJ	Sonia Pereira 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$6.05	\$275.05
Strategies! Strategies! Strategies! West Orange, NJ	Deborah Volpe 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$26.90	\$295.90
Powerful Early Intervention Strategies Piscataway, NJ	Arianna Bellafiore 11-000-223-580-08-144-090	2/6/19	\$269.00	N/A	N/A	N/A	\$269.00
Strengthen Your Writing Instruction West Orange, NJ	Kristen Cardona 11-000-223-580-04-144-020	2/1/19	\$269.00	N/A	N/A	\$23.00	\$292.00
Pensions Review and Update Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	2/5/19	\$90.00	N/A	N/A	\$13.60	\$103.60
Exploring and Understanding Trends in your District and School Monroe Township, NJ	Rebecca Gensel 11-000-230-580-01-303	11/1/18	\$149.00	N/A	N/A	N/A	\$149.00
School Nurses Creating Safe Spaces Princeton, NJ	Janet Hoffman 11-000-219-580-03-001-999 11-000-223-580-05-144-060	3/29/19 through 3/30/19	\$229.00	N/A	N/A	\$13.95	\$242.95
Brass Castle Senior Citizen Program Brass Castle Elementary School Washington Township, NJ	Meredith Molinaro N/A	2/22/19	N/A	N/A	N/A	N/A	N/A
Preparing for Special Education Mediation and Due Process Hearings Monroe Township, NJ	Tina Neely 11-000-219-580-03-144-999	2/22/19	\$150.00	N/A	N/A	N/A	\$150.00
Complex Feeding Issues Webinar - Whiton Elementary School	Nancy Ryan 11-000-219-580-03-001-999	2/28/19	\$189.99	N/A	N/A	N/A	\$189.99
New Jersey Association for Health, Physical Education, Recreation and Dance Long Branch, NJ	Erin Sheridan 11-000-223-580-05-144-060	2/25/19	\$85.00	N/A	N/A	\$19.22	\$104.22
Hiring the Best Teachers Monroe Township, NJ	Danielle Shoher 11-000-240-580-02-000-020	3/25/19	\$295.00	N/A	N/A	\$14.11	\$309.11

B. Approval of Fundraisers				
School/Group/Activity	Event Coordinator	Location	Purpose	Dates
BCMS Drama Club Fundraiser sale of flowers and concessions during the evenings of the drama performances	Nicole Kepner Lauren DePrima Brian Gornick	Branchburg Central Middle School	Offset costs of production that cannot be covered by ticket sales.	3/8/19 through 3/9/19
BCMS Drama Club Fundraiser sale of space in the playbill to family and friends.	Nicole Kepner Lauren DePrima Brian Gornick	Branchburg Central Middle School	Offset costs of production that cannot be covered by ticket sales.	2/1/19 through 3/6/19

C. Approval of Out of District Placements						
Location	Student ID# Account Number	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total
Bernards Township Public Schools Basking Ridge, NJ	3019127574 11-000-100-562-03-105-000	\$3,783.50	7/9/18-8/9/18	\$34,619.00	9/6/18-6/20/19	\$38,402.50
Bernards Township Public Schools Basking Ridge, NJ	9676224959 11-000-100-562-03-105-000	\$4,651.58	7/9/18-8/9/18	\$42,562.00	9/6/18-6/20/19	\$47,213.58

D. Approval of Field Trip			
Trip	Teachers	Grade	Purpose
RVCC Planetarium Branchburg, NJ	Rachael Johnston Emily Williams Zach Miracle	4,5,6,7,8	Student learning related to the Next Gen Science Standards. Supports unit studying different planets, phases of the moon and gravity.

XII. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mr. Tuma 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.

A. Approval of 2018-2019 Stipends				
Name	Account Number	Position	Stipend (not to exceed)	Dates
Brian Gornick	11-401-100-101-01-078-020	Boys and Girls Ensemble and Vocal Music Concert Prep	\$2,627	9/1/18-6/30/19
Randy Kupcha	11-401-100-101-01-078-020	Teen Arts	\$1,576	1/11/19-6/30/19

B. Approval of Substitute Title I Tutors					
Name	Account Number	School	Position	Stipend	Dates
Colleen Repoli	20-231-100-101-02-648	Whiton	Teacher	\$41.00 per hour as needed	1/18/19-6/30/19
Lori Zelnick	20-231-100-101-02-648	Whiton	Teacher	\$41.00 per hour as needed	1/18/19-6/30/19

C. Approval of Resignation				
Name	Account Number	Position	Location	Date
Jacqueline Moody	11-000-217-106-01-000-020	Bus Aide	Transportation	1/7/19

D. Approval of Substitutes			
Name	Position	Rate	Dates
Joseph Martinelli	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19
Razel Gatti	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19
Stefanie Attia	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	1/18/19-6/30/19

E. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Edna Petritsch	11-000-270-160-01-462	Transportation	Bus Driver	Paid Medical	1/17/19-2/8/19

F. Approval of Interim Replacement						
Name	Account Number	Location	Position	Rate	From	To
Alan Coburn	11-000-261-110-01-393	BOE	Buildings and Grounds Consultant	\$40.00 per hour (Not to exceed 30 hours per week)	11/12/18-2/7/19	11/12/18-6/30/19

G. Approval of Home Instruction Revision					
SID#	Account Number	From	To	Rate	Dates
9420269782	11-150-100-101-03-066-020	Janice Monetti (1 hour per week for 6 weeks) Damian Thomas (3 hours per week for 6 weeks) Kristen Cardona (2 hours per week for 6 weeks)	Janice Monetti (1 hour per week for 6 weeks) Damian Thomas (1 hour per week for 6 weeks) Kristen Cardona (2 hours per week for 6 weeks) Nancy Padula (2 hours per week for 6 weeks)	\$41.00 per hour	1/7/19- 2/15/19

1/17/2019

H. Approval of Personnel					
Name	Account Number	School	Position	Salary	Dates
Tiffany Medwick	61-910-310-110-01-001	BCMS	Lunchroom Aide (\$10.00 per hour)	\$4,525.00 (prorated) (Subject to delivery of requested documents)	1/18/19-6/30/19

XIII. BUSINESS

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

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

Mr. Tuma said the Business Committee met on January 14, 2019 and the following topics were discussed:

- There was a presentation given by the district's architect on the new music room at Branchburg Central Middle School;
- Capital projects were reviewed;
- 2018-2019 Capital planning was reviewed;
- 2019-2020 Budget; and
- The tentative calendar for the 2019-2020 Budget is as follows:
 - March 14, 2019 Preliminary Budget Presentation
 - May 2, 2019 Final Budget Presentation

A. Bill List

It is recommended that the Board approve the List of Bills for the period January 4, 2019 through January 17, 2019, totaling \$1,897,086.70, and ratify the Payroll for the period December 1, 2018 through December 7, 2018, totaling \$62,465.27, and for the period of January 1, 2019 through January 15, 2019, totaling \$938,017.96.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing the Disposal of School Furniture/Woodworking Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of School Furniture/Woodworking Equipment through GovDeals.

WHEREAS, the School District is the owner of the 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 School 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 school furniture/woodworking equipment to be sold is as follows:

5 Metal file cabinets	Gravely 812 lawn mower	5 Wood table tops
10 (60 x 60) red round lunch tables	10 (12ft) cafeteria blue/gray tables	Delta Unisaw 3 phase
Parker outside vacuum	5 Music risers	

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

G. Approval of Purchase and Installation of Acoustical Sound Panels

It is recommended that the Board Approve Acoustical & Tackable Surfaces, Inc., to purchase and install acoustical sound panels in the auxiliary gym at Branchburg Central Middle School, at a total cost of \$9,580.00, to be paid by purchase order, through account #12-000-400-450-04-612 and sufficient funds are available in the 2018-2019 budget.

Motion by Mrs. Fabriczi, seconded by Mr. Ambrus that Items XIII.H. through XIII.I. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XIII.H. through XIII.I. were approved as follows:

Mr. Ambrus – Yay	Mrs. Purohit - Nay
Mrs. DePrado – Nay	Mr. Tuma - Nay
Mrs. Fabriczi – Yay	Mrs. Joyce - Yay
Mr. Horowitz – Yay	

Mrs. Joyce spoke about Item XIII.I. on the agenda.

H. Approval for Capital Reserve Withdrawal

WHEREAS, the Branchburg Board of Education, desires to withdraw from the 2018-2019 Capital Reserve, \$1,859,000 for the HVAC Upgrades at Whiton Elementary School project.

I. Acceptance and Award of Bid for HVAC Upgrades at Whiton Elementary School

Resolved, that the Branchburg Township Board of Education accept the bids for the HVAC Upgrades at Whiton Elementary School and award the base bid to DeSesa Engineering Company, Inc. as the lowest responsive bidder.

Company	Base Bid
DeSesa Engineering Company, Inc.	\$2,349,000
EACM Corp.	\$2,645,000
WHL Enterprises	\$2,750,000
Unitemp Inc.	\$2,814,200
AMCO Enterprises	\$2,893,000
Mechanical Preservation Associates	\$2,995,000

XIV. PUBLIC COMMENT

RandiLee Venturini, Branchburg Township Education Association President, thanked the PTO for all their support.

XV. BOARD LIAISON REPORTS

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

- Branchburg student representatives spoke about the choral and instrumental concerts;
- Rehearsal started for the “Pippin” play which will be held on February 28, 2019;
- Ski Club’s trip to Mountain Creek; and
- School Board Recognition Month.

Mr. Horowitz said the Harlem Wizards will be at Branchburg Central Middle School on February 1, 2019.

Mr. Tuma spoke about the January 14, 2019 New Jersey School Boards Association workshop he attended.

Ms. Gensel spoke about the Emergency Management meeting she had with Somerville Superintendent Timothy Teehan, School Safety Specialist Melissa McEntee and Branchburg Central Middle School Principal Matthew Barbosa.

XVI. BOARD FORUM

Mr. Tuma spoke about his “nay” vote on Item XIII.I. listed on the agenda.

Mr. Tuma spoke about the music room renovations.

Mr. Ambrus spoke about the music room renovations.

Mrs. Fabriczi said she will now be on the Ad Hoc Security Committee and Policy Committee for Somerville.

Mrs. DePrado spoke about the January 14, 2019 workshop she attended and commended the students for the dinner they prepared.

Mrs. DePrado spoke about her “nay” vote on Item XIII.I. listed on the agenda.

Ms. Gensel acknowledged Katherine Grant-Bontomase and Noel Maroon, along with the strings, instrumental music band and choral groups for an excellent performance at the Stony Brook School concert.

Mrs. Joyce spoke about the following topics:

- Stony Brook School concert;
- Somerville High School vocal concert;
- The 7th grade Fun Night event;
- Freshman High School scheduling workshop at Somerville High School;
- February 6, 2019 is kindergarten registration at Whiton Elementary School;
- Branchburg Central Middle School Winter Wonderland semi-formal dance;
- Schools are closed January 21, 2019 for Martin Luther King, Jr. Day; and
- Ms. Gensel's Superintendent Book Club.

XVII. EXECUTIVE SESSION

There was no second Executive Session.

XVIII. ADJOURNMENT

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

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board