

Branchburg Township School District

REGULAR MEETING MINUTES

March 14, 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 Mr. Tuma, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene to public session at 6:40 p.m.

The meeting was called to order at 6:40 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 (arrived 7:18 p.m), Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit and Charles Tuma.

The following members were absent: None.

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. Fabriczi, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to convene at 6:40 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Tuma, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn executive session at 7:44 p.m.

On a motion by Mr. Horowitz, seconded by Mrs. DePrado, and carried unanimously, the Board agreed to reconvene to public session at 8:00 p.m. with 10 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel recognized two of the district's student artists whose artwork is displayed in the Board of Education Conference Room.

Ms. Gensel and Ms. Linskey did a presentation on the 2019/2020 preliminary budget.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

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

On call of the vote, Items VIII.A. through VIII.E. were approved by Roll Call with Mrs. Phelps abstaining on Item VIII.A. and Mr. Tuma "naye" on Item VIII.E.

Mrs. Joyce spoke about the Board goal of setting up a new information archiving system for the Board to access the agenda.

Mrs. Joyce said the next Board training will be in April.

Mrs. Joyce spoke about the District Leadership Council which was formed by Ms. Gensel and Ms. Venturini, Branchburg Township Education Association President. The District Leadership Council, which consists of administration and staff members, worked together to prepare the 2019/2020 School District Calendar.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of February 21, 2019.

B. Approval of Harassment, Intimidation, and Bullying Reports			
Building	Incident #	Date	Discussion
BCMS	SSDS 044551	1/27/19	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.

C. Approval of 2019 - 2020 School District Calendar

It is recommended that the Board approve the 2019 – 2020 School District Calendar.

D. Approval of 2019 - 2020 Holiday Calendar for 12 Month Staff

It is recommended that the Board approve the 2019 - 2020 Holiday Calendar for the 12 Month Staff.

E. Approval of Summer Calendar for all District Offices

It is recommended that the Board approve the summer calendar for all District offices, Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 1, 2019 through August 30, 2019.

IX. POLICY

Mr. Horowitz said there will be policies on the next agenda for second reading approval.

X. DATA COMMITTEE

Mr. Ambrus said the Data Committee met on February 28, 2019 and discussed the following:

- QSAC accountabilities standards that need to be met;
- Comparative data points with regard to pupil spending;
- Data on student population in Special Education; and
- Historical data cost of Somerville tuition.

Mr. Tuma spoke briefly about the Somerville tuition and the enrollment population.

XI. EDUCATION

Motion by Mr. Tuma, seconded by Mr. Ambrus that Items XI.A. through XI.F. be moved upon the recommendation of the Superintendent.

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

Mrs. Curcio said the Education Committee met on March 6, 2019 and discussed the following:

- 2019/2020 Foundations update;
- 6th grade encore update – music options;
- Smaller 8th grade class sizes;
- NJSLA infrastructure dates are March 19 – 21, 2019; and
- 2019/2020 school goals.

Mrs. Joyce said the next Education Committee meeting is scheduled for April 10, 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
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Antonia DaSilva 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Allison Eby 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Amy McLaughlin 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	JanMarie Motz 11-000-219-580-03-001-999	3/15/19	\$40.00	N/A	N/A	\$6.00	\$46.00
Legal Hot Topics in Special Education Somerset County Vo-Tech Bridgewater, NJ	Tina Neely 11-000-219-580-03-144-999	3/15/19	\$40.00	N/A	N/A	N/A	\$40.00
New Jersey School Boards Association Getting Ready for your 2019 Audit Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	4/11/19	\$90.00	N/A	N/A	\$13.60	\$103.60
New Jersey School Boards Association Getting Ready for your 2019 Audit Rockaway, NJ	Theresa Linskey 11-000-251-580-01-585	4/11/19	\$90.00	N/A	N/A	\$21.67	\$111.67
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Donna Eckel 11-000-251-580-01-585	6/5/19- 6/7/19	\$275.00	\$220.00	\$165.00	\$75.39	\$735.39
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Rebecca Gensel 11-000-230-580-01-303	6/5/19- 6/7/19	\$525.00	\$328.00	\$165.00	\$73.88	\$1,091.88
New Jersey Association of School Business Officials 2019 Annual Conference Atlantic City, NJ	Theresa Linskey 11-000-251-580-01-585	6/5/19- 6/7/19	\$275.00	\$220.00	\$165.00	\$82.37	\$742.37
WILSON Foundations for Pre-K and Early Identification Princeton, NJ	Jodi Harwood 11-000-219-580-03-001-999	8/1/19	\$350.00	N/A	N/A	N/A	\$350.00
Asbestos Operations and Maintenance Refresher Somerset, NJ	John Hindmarch 11-000-261-580-10-428	4/5/19	\$195.00	N/A	N/A	\$5.83	\$200.83
International Society for Technology in Education – ED Tech Conference Philadelphia, PA	Joseph Larramendia 11-000-223-580-08-144-090	6/23/19	\$250.00	N/A	N/A	N/A	\$250.00
Tech Dependency Somerville, NJ	Meredith Molinaro 11-000-219-580-03-001-999	4/12/19	\$40.00	N/A	N/A	N/A	\$40.00

3/14/2019

B. Approval of Student Teacher					
Name	College/University	Certification	Location	Dates	Discussion
Julie Samuels	Fairleigh Dickinson University	Elementary School Teacher in Grades K-5	WES	9/3/19-12/20/19 (2-3 days per week) 1/20/20-4/30/20 (5 days per week)	Cooperating Teacher Chelsea Smith

C. Approval of Field Trips				
Trip	Teachers	Grade	Purpose	
Clean Ocean Action – Student Summit Gateway National Park Sandy Hook, NJ	Mrs. Plaza	6-8	31 st Annual Spring Student Summit – Clean Ocean. Designed to provide middle school students from NJ an opportunity to experience hands-on, marine environmental education at the Jersey shore.	
Painting with a Twist Bridgewater, NJ	Mrs. Jordan	6-8	Enrichment Day Activity	
Somerville Middle School Somerville, NJ	Ms. William Ms. Johnston Mr. Miracle	6-8	Allow students to continue to build a relationship between the LLD classrooms at both schools. Allows students to practice appropriate social skills, use executive functioning skills to plan a meal for lunch and to practice math measurement skills.	
Mane Stream Stables Oldwick, NJ	Mr. Miracle	6-8	Enrichment Day Activity	

D. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	daVinci Pro 3D Printer	Mr. Larramendia	Whiton	1261	\$423.70
Branchburg Education Foundation	LEGO Wall	Mrs. Mileto	Whiton	1262	\$649.99

E. Approval of Homebound Instruction					
SID#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
3361328264	Professional Education Services, Inc.	11-150-100-320-03-069-020	\$41 per hour	2/6/19-2/26/19	Not to exceed 10 hours per week

F. Approval of Fundraiser					
School	Group	Event Coordinators	Locations	Dates	Discussion
Central Middle School	Student Council	Mrs. Michels	BCMS	3/15/19-3/20/19	Student Council would like to sell bracelets during lunch to benefit the Meghan Rose Bradley Foundation.

XII. HUMAN RESOURCES

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

Mrs. Joyce said the next Human Resources Committee meeting is scheduled for April 18, 2019.

The Board congratulated the retirees listed in Item XII.A. on the agenda.

A. Approval of Retirements				
Name	Account #	Position	Location	Effective Date
Margaret Emmons	11-130-100-101-01-021-020	Computer Literacy and STEM Coach	BCMS	6/30/19
Amy Finkenaure	11-130-100-101-01-021-020	Chemistry Teacher	BCMS	6/30/19
Laura Petronio	11-213-100-101-01-057-020	Special Education Teacher	BCMS	6/30/19
Rokiah Barry	11-120-100-101-01-012-060	Art Teacher	SBS	6/30/19
Gail Inkrote	11-120-100-101-01-012-060	Computer Teacher	SBS	6/30/19
Elaine Mulrooney	11-120-100-101-01-012-060	4 th Grade Teacher	SBS	6/30/19
Nancy Vadmisky	11-230-100-101-01-072-060	Instructional Support Teacher	SBS	6/30/19
Michele McFadden	11-000-270-161-01-470	Bus Driver	Transportation	6/30/19

B. Approval of Leave of Absence					
Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Michele McFadden	11-000-270-161-01-470	Transportation	Bus Driver	Paid Medical	2/14/19-5/9/19

C. Approval of Resignation				
Name	Account #	Position	Location	Date
Scott Ahlers	11-000-222-110-01-259-999	Technology Support Technician	BOE	3/22/19

D. Approval of Revision of Extra Duty Pay For District ED Camp							
Name	Account #	Action	Position	From	To	Date	Discussion
Bellafiore, Arianna	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	\$41 per hour not to exceed 2 hours	2/15/19	Collecting Data Through Google Forms
Dooley, Michelle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	\$41 per hour not to exceed 2 hours	2/15/19	Differentiating Math in the K-3 Classroom

E. Approval of Athletic Stipend				
Name	Account Number	Position	Stipend	Dates
Justin Rogoff	11-402-100-101-01-093-060	Crowd Control	\$1,429	12/1/18-2/15/19

F. Approval of Revision of Personnel							
Name	Account #	Location	Position	From	To	Dates	Discussion
Nancy Vermeulen	11-000-217-106-01-000-020	Transportation	Bus Aide	\$13.24 per hour	\$13.24 per hour (PM Only)	3/1/19-6/30/19	Replacing Carolyn Girvan 3/1/19-6/30/19 (PM run)

G. Approval of Personnel						
Name	Account #	Location	Position	Rate	Dates	Discussion
Catherine Leeds	11-000-217-106-01-000-020	Transportation	Bus Aide (AM only)	\$13.24 per hour (Subject to delivery of requested documents)	2/8/19-6/30/19	Replacing Carolyn Girvan 3/15/19-6/30/19 (AM run)

H. Approval of Extracurricular School Activity Aide					
SID#	Name	Account #	Position	Rate	Dates
3248981936	Allison Eby	11-000-219-104-01-171-340	Extracurricular Aide	\$15.09 per hour (not to exceed 10 hours on an as needed basis)	2/25/19-6/21/19

XIII. BUSINESS

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

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

There was no Business Committee report.

The next Business Committee meeting is scheduled for March 26, 2019.

A. Resolution to Adopt the Tentative 2019-2020 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2019-2020 Total Expenditures	\$45,908,338	\$540,677	\$2,113,994	\$48,563,009
Less: Anticipated Revenues	\$ 4,400,122	\$540,677	\$ 95,285	\$ 5,036,084
Taxes to be Raised	\$41,508,216	\$ --0--	\$2,018,709	\$43,526,925

And to advertise said tentative budget in the *Courier News* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Branchburg Central Middle School, Large Board Conference Room on May 2, 2019 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

WHEREAS, the Branchburg Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education established in the prebudget year, a maximum travel expenditure amount of \$82,325 and has authorized \$42,540 in spending to date for the budget year; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual maximum amount per employee not to exceed \$1,500 for which board approval is not required; and

THEREFORE, BE IT RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-7.1 et seq., establishes a maximum travel expenditure of \$77,325 for travel and related expense reimbursements for all staff and board members in the 2019-2020 budget; and

BE IT FURTHER RESOLVED, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$150 for which board approval is not required in 2019-2020; and

BE IT FURTHER RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-5.2, establishes for public relations and each type of professional service, a maximum level of spending in the 2019-2020 budget as follows:

Service	Not to Exceed
Legal	\$ 60,000
Auditing	\$ 43,750
Special Education Related Services	\$200,000
Architect/Engineering	\$300,000

B. Bill List

It is recommended that the Board approve the List of Bills for the period February 22, 2019 through March 14, 2019, totaling \$1,568,446.66, and ratify the Payroll for the period February 16, 2019 through February 28, 2019, totaling \$945,968.30.

C. 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 Readington Township Board of Education for the provision of pupil transportation services to students of both school districts for the period July 1, 2019 to June 30, 2020 with terms and conditions set forth therein.

D. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding

It is recommended that the following bid awards be made as party to the Educational Services Commission of New Jersey Cooperative Bidding Services:

1. Shredding and Disposal of Records	7. HVAC Services Bid
2. Automotive Fluids and Lubricants	8. Athletic Equipment & Supplies
3. Custodial Supplies Bid	9. Carpet & Flooring
4. Lawn Care Products & Services	10. Technology Supplies and Services
5. Maintenance Repair and Operations	11. Furniture
6. Classroom Supplies Bid	

E. 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:

Drill Press	150 Student Chairs	Wet Mops/Buffering Pads
Misc. Wood Shop Wood	Table Saw	Band Saw
19 Wood/metal teacher desks	OKI Pace Mark 2410 Dot Matrix Printer	15 Wood classroom doors 36 X 82

- (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.

F. Approval of NetQ Multimedia Company

It is recommended that the Board approve NetQ Multimedia Company which is a part of the New Jersey State Contract # 2989 for the complete installation of network data lines at the Branchburg Bus Garage, at a cost not to exceed \$22,951.32, to be paid by purchase order, through account 12-000-400-450-07-612 and sufficient funds are available in 2018-2019 budget.

G. Approval of Contract for Auditor

It is recommended that the Board approve a contract with the firm of Nisivoccia LLP for the 2019-2020 school year to perform an audit of the 2018-2019 financial operations of the District at a fee of \$41,250 plus an additional assistance fee for implementation of GASB 75, Financial Accounting and Reporting of Post-Retirement Benefits, not to exceed \$2,500, for a total cost of \$43,750, to be paid from account #11-000-230-332-01-282, and sufficient funds are available in the 2019-2020 budget.

H. Approval of 2019-2020 Somerville High School Tuition Rate

It is recommended that the Board approve an estimated Somerville High School tuition rate of \$15,862 per pupil for the 2019-2020 school year.

XIV. PUBLIC COMMENT

There was not public comment.

XV. BOARD LIAISON REPORTS

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

- The 6th grade did a presentation on their Food Waste project;
- Guys and Dolls play will be held on March 29 and 30, 2019;
- Substitute rate changes;
- On February 21 and 28, 2019, the Engineering teacher and students visited the two middle schools to promote the engineering elective courses offered at the high school;
- On February 23, 2019, Somerville teachers raised over \$21,000 for the Special Olympics by participating in the annual polar bear plunge in Seaside Heights; and
- The cast and crew of PIPPIN were congratulated on a job well done for their February 28, 2019 play production.

Mr. Horowitz said the PTO is currently running the Gertrude Hawks fundraiser.

Mrs. Joyce spoke about the Emergency Management Planning Committee meeting held on February 27, 2019 where the topic discussed was the District Reunification Plan.

Mrs. Purohit said the Branchburg Education Foundation is preparing for the Pocketbook Bingo fundraiser which will be held on May 3, 2019.

XVI. BOARD FORUM

Mr. Tuma congratulated the middle school students on their production of Guys and Dolls, Jr.

Mrs. DePrado spoke about the Read Across America event she attended at Whiton Elementary School.

Mrs. Purohit spoke about two articles she read in the New Jersey School Boards Association "Leader" magazine.

Mrs. Fabriczi spoke about the positive relationship between the administration and staff, and for putting together the 2019/2020 School District Calendar.

Mrs. Joyce spoke about the Read Across America event she attended at Whiton Elementary School.

Mrs. Joyce also spoke about the middle school production of Guys and Dolls, Jr. she attended.

Mrs. Joyce spoke about the following upcoming events:

- The Stony Brook School Science Fair which will be held on March 15, 2019;
- The Meghan Rose Bradley Foundation Police vs. Faculty Volleyball fundraiser which will be held on March 20, 2019; and
- The Somerville High School Showcase of the Arts which will be held on March 21, 2019 at 6:00 p.m.


XVII. EXECUTIVE SESSION

There was no second Executive Session.

XVIII. ADJOURNMENT

On a motion by Mrs. DePrado, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to adjourn at 9:07 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board