

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

March 28, 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 7:38 p.m.

The meeting was called to order at 7:38 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 (not present for Executive Session), Laura DePrado, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit and Charles Tuma.

The following member was absent: Cathy Curcio.

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. Tuma, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene at 7:38 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. DePrado, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn executive session at 8:00 p.m.

On a motion by Mrs. Fabriczi, seconded by Mrs. DePrado, and carried unanimously, the Board agreed to reconvene to public session at 8:05 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 introduced Allison Eby, District Behavior Specialist, who gave a presentation on the work that was done by staff and students of the district, to support their social, emotional and behavioral goals.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mrs. Purohit, seconded by Mrs. Fabriczi 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 approved by Roll Call.

There was no 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 14, 2019.

### B. Approval of 2019-2020 Affirmative Action Officer

It is recommended that the Board approve Danielle Shober as the District Affirmative Action Officer for the 2019-2020 school year.

### C. Approval of Resolution Authorizing Affirmative Action Team to Conduct a Needs Assessment and Develop a Comprehensive Equity Plan

It is recommended that the Board approve the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan for the 2019-2020, 2020-2021 and 2021-2022 school years.

### D. Approval of Revision of Job Descriptions

It is recommended that the Board approve the revision of the following job descriptions.

- Curriculum Specialist (Non-Athletic Stipend)
- Substitute Teacher

## IX. POLICY

Motion by Mr. Horowitz, seconded by Mr. Tuma 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 Policy Committee will meet sometime in April to read through the policies 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
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

Mrs. Joyce said the Data Committee met on March 26, 2019 and discussed the following:

- Ms. Gensel went over the Governance section of QSAC; and
- The school performance report for our district.

## 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 with Mr. Horowitz abstaining on Item XI.A.

There was no Education Committee report.

**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
Specialized Therapeutic Interventions Sage Day Mahwah Lower & Middle School Mahwah, NJ	Amy McLaughlin N/A	3/29/19	N/A	N/A	N/A	N/A	N/A
Specialized Therapeutic Interventions Sage Day Mahwah Lower & Middle School Mahwah, NJ	Tina Neely N/A	3/29/19	N/A	N/A	N/A	N/A	N/A
NJ Government Management Information Sciences Technology Education Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/4/19	\$50.00	N/A	N/A	\$9.18	\$59.18
NJ Government Management Information Sciences Technology Education Conference Somerset, NJ	Eric Schaefer 11-000-252-580-09-145	4/4/19	\$50.00	N/A	N/A	\$9.49	\$59.49
Teaching Reading to Struggling Students Online Module	Jennifer Anderson 11-000-221-580-02-189-999	7/8/19 7/15/19 7/22/19	\$595.00	N/A	N/A	N/A	\$595.00
Barnegat Bay Environmental Educators Roundtable Waretown, NJ	Margaret Emmons 11-000-223-580-02-144-999	4/17/19	\$25.00	N/A	N/A	N/A	\$25.00
New Jersey School Boards Association School Mental Health Conference West Windsor, NJ	Noah Horowitz 11-000-230-585-01-300	4/9/19	\$99.00	N/A	N/A	\$17.98	\$116.98
Mindfulness Middlesex County ED Services Piscataway, NJ	JanMarie Motz 11-000-219-580-03-001-999	5/1/19	N/A	N/A	N/A	\$9.61	\$9.61

<b>B. Approval of Acceptance of Grant Funds</b>					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	20 <sup>th</sup> Anniversary Celebration – Riddle Poem Workshops and Contest	Ms. Burke	Stony Brook	1264	\$1,960
Branchburg Education Foundation	2019 Memorial Day Commemoration	Ms. Manger	Stony Brook	1265	\$3,050
Branchburg Education Foundation	Author's Day	Ms. Pernini Ms. Dooley	Whiton	1266	\$8,750

<b>C. Approval of Field Trips</b>			
Trip	Teachers	Grade	Purpose
Community Based Instruction trip to Target and Applebee's Bridgewater, NJ	Ms. Johnston Ms. Rina Ms. McLaughlin Ms. Castellano	4-6	Allow students to continue to their community based instruction.
Fulper Farms Lambertville, NJ	Ms. DePrima Ms. Allen	6-8	Enrichment Day Activity
Neshanic Valley Golf Course Neshanic Station, NJ	Ms. McGirl	6-8	Enrichment Day Activity

<b>D. Approval of Student Teachers</b>					
Name	College/University	Certification	Location	Dates	Discussion
Tracy Bench	Raritan Valley Community College	Occupational Therapist	SBS	9/25/19-12/6/19 45 total clinical hours	Cooperating Teacher Diane Scholp
Kaitlyn Wagner	Western Governors University	Students with Disabilities (CEAS)	BCMS	9/3/19-10/25/19 8 weeks	Cooperating Teacher Zach Miracle

## XII. HUMAN RESOURCES

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

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

Mrs. Fabriczi said the Human Resources Committee met and discussed confidential items which cannot be disclosed at this time.

<b>A. Approval of Athletic Stipend</b>				
Name	Account Number	Position	Stipend (not to exceed)	Dates
Justin Rogoff	11-402-100-101-01-093-060	Softball Coach	\$3,309	3/18/19-5/25/19

<b>B. Approval of Substitutes</b>			
Name	Position	Rate	Dates
Jose Botelho	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Margaret Gabanyi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Lorien Holderbaum	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Jessica McFarland	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Concetta Repoli	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
James Sheeley	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Natalie Tews	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Victoria Triozzi	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19
Jared Zimmerman	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (Subject to delivery of requested documents)	3/29/19-6/30/19

<b>C. Approval of Spring Teacher Academy Presenters</b>					
<b>Name</b>	<b>Account #</b>	<b>Action</b>	<b>Position</b>	<b>Rate</b>	<b>Discussion</b>
Kristen Allen	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Phonics/Unlocking Literacy
Kristen Allen	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 4 hours	Phonics in Middle School
Lauren Bockus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Google Classroom
Lauren Bockus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Math Workshop Toolkit Make & Take
Kelly Boyle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 9 hours	Planning and Delivering Small Group Instruction in Literacy
Vicky Brody	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Beginner Discovery Ed
Marie Cinque	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Differentiating Instruction and Assessment for English Language Learners
Allison Eby	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Behavioral Techniques for non-compliance
Allison Eby	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Student Engagement and decreasing disruptive behaviors
Stephanie Formus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Math Toolkit Make & Take
Stephanie Formus	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Say What? I Need to Incorporate Math & Science!
Rachael Johnston	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Strategies for Supporting Students with Weaknesses in Self-Regulation
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Infusing Poetry and Testing Language into Workshop
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Making the Most of Your Word Study Block
Lauren Knoke	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Deepen Student Comprehension
Zach Miracle	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Project Read Literacy Strategies
Jan Motz	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Happy Teachers Change the World
Jan Motz	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Overview of Anxiety and Depression Among Students
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	How to Pull LinkIt! Data with NWEA MAP Data to Make Goals for Your Struggling Students
Jocelyn Muzychko	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1.5 hours	Say What? I Need to Incorporate Math & Science!
Amanda Roper	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 3 hours	Foundations: Centers
Jillian Sawicki	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Happy Teachers Change the World
Emily Williams	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 1 hour	Phonics/Unlocking Literacy
Emily Williams	11-000-223-104-02-210-999	In-Service Presenter	Teacher	\$41 per hour not to exceed 2 hours	Project Read Literacy Strategies

D. Approval of Personnel						
Name	Account #	Location	Position	Salary	Dates	Discussion
Phillip Lamarre	11-000-222-110-01-259-999	BOE	Technology Help Desk Support Technician	\$43,000	3/29/19-6/30/19 (subject to delivery of documents)	Replacing Scott Ahlers

### XIII. BUSINESS

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

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

Mr. Tuma said the Business Committee met on March 26, 2019 and discussed the following:

- Current projects;
- Transportation garage progress;
- Stony Brook School gym vinyl tiles;
- Food Service Policy;
- Request for Proposal for Custodial Services bid opening scheduled for April 25, 2019;
- Request for Proposal for a before and after care program; and
- The driveway between the lower parking lot and the parking garage in the transportation area.

#### A. Bill List

It is recommended that the Board approve the List of Bills for the period March 15, 2019 through March 29, 2019, totaling \$2,442,784.41, and ratify the Payroll for the period March 1, 2019 through March 15, 2019, totaling \$929,063.93.

#### B. Secretary's Report

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

**E. Monthly Transfer Report**

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

**F. Approval of Agreement Covering Continuing Disclosure Agent Services**

It is recommended that the Board approve an Agreement between Phoenix Advisors, LLC and the Branchburg Township Board of Education to continue to act as Continuing Disclosure Agent and Independent Registered Municipal Advisor for fiscal year 2019-2020 at a fee of \$1,000 to be paid from account #11-000-230-339-01-001, and sufficient funds are available in the 2019-2020 budget.

**XIV. PUBLIC COMMENT**

There was not public comment.

**XV. BOARD LIAISON REPORTS**

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

- The Somerville High School Consumer Bowl team, led by Mr. Schmeltz, will be advancing to the regional Consumer Bowl competition being held on April 10, 2019 in Freehold;
- On March 7, 2019, the Somerville High School band and choral performed at Van Derveer School to celebrate "Music in Our Schools" month;
- Student representatives spoke about the middle school "Comfort Closet" program they started;
- There was a brief overview of the budget;
- The annual polar bear plunge raised a total of \$123,500 since the beginning of their participation;
- The topic of the junior class assembly was Organ Donor Awareness;
- Red Cross had a blood donation drive; and
- Senora Wahba, Spanish Teacher, organized a presentation for Hispanic families to help them hear, in their native language, on how to help their kids advance in their education.



Mr. Tuma said the next New Jersey Schools Association meeting, it's annual "Unsung Heroes Program", will be held on Wednesday, April 3, 2019 at Warren High School in Warren.

Mrs. Purohit said the Pocketbook Bingo will be held on May 3, 2019.

## **XVI. BOARD FORUM**

Mrs. DePrado said the Rotary Club of Branchburg will hold its 4<sup>th</sup> annual Comedy Night on April 25, 2019.

Mr. Horowitz spoke about the Social, Emotional and Behavioral presentation given earlier in the meeting, and is looking forward to the Board training on April 18, 2019.

Mr. Ambrus spoke about the following:

- The Rotary Club Comedy Night;
- The Social, Emotional and Behavioral presentation; and
- The Data Committee's discussion of QSAC.

Mr. Tuma said the school performance report information for our district is for the last school year.

Mrs. Joyce went over the following upcoming events:

- The Somerville High School Winterguard Annual Competition will be held at Branchburg Central Middle School on March 30, 2019 at 1:00 p.m.;
- The Somerville High School College and Career Night will be held on April 2, 2019 at 6:00 p.m.;
- The 2<sup>nd</sup> grade Empty Bowls project will be held on April 5, 2019 at Whiton Elementary School;
- The 3<sup>rd</sup> grade choral concert will be held on April 11, 2019;
- The 5<sup>th</sup> grade play will be held on April 11, 2019 at Stony Brook School at 7:00 p.m.;
- The 2<sup>nd</sup> grade concert will be held on April 17, 2019 at Whiton Elementary School; and
- Parent orientation will be held on April 17, 2019 at Whiton Elementary School.

Ms. Gensel said the Branchburg Central Middle School Odyssey of the Minds team will be competing for a State title on April 6, 2019 at Ewing High School at 3:00 p.m.

Mrs. Purohit commended Suzanne Updegrove, GATE Teacher at Branchburg Central Middle School, for all the opportunities she brings to her students.

Ms. Gensel acknowledged Mrs. Purohit's son who will be competing to represent the Branchburg School District in the GOB at Rowan University on March 29, 2019 at 8:00 a.m.


**XVII. EXECUTIVE SESSION**

There was no second Executive Session.

**XVIII. ADJOURNMENT**

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 8:50 p.m.

Respectfully Submitted,

  
Theresa Linskey  
School Business Administrator/Board