

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

October 18, 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 Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 7:30 p.m.

The meeting was called to order at 7:30 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: Cathy Curcio, Ellwood Cutler, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps and Charles Tuma.

The following members were absent: Zoltan Ambrus 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. Horowitz, and carried unanimously, the Board agreed to convene at 7:30 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 7:53 p.m.

On a motion by Mr. Cutler, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to reconvene to public session at 8:02 p.m. with 9 members of the public present.

**IV.** The assembly saluted the flag.

**V.** Statement of Adequate Notice

## VI. SUPERINTENDENT'S REPORT

Ms. Gensel did a presentation on School-Based Harassment, Intimidation and Bullying (H.I.B.) Grades under the Anti-Bullying Bill of Rights Act.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mr. Cutler, seconded by Mr. Tuma that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.

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

Mrs. Curcio spoke briefly about the November 3, 2018 Board Certification training with New Jersey School Boards Association Representative, Gwen Thornton.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of October 4, 2018.

### B. Approval of Amendment of Fiscal Year 2019 E.S.S.A. Grant Funds

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan and budget for the FY 2019 ESEA application as follows and to accept funds when it has been reviewed and approved.

| Allocation Source   | Carry-Over Amount | Final 2019 Allocation |
|---------------------|-------------------|-----------------------|
| Title I-A           | \$6860            | \$77,766              |
| Title II-A          | \$14,951          | \$49,375              |
| Title III Immigrant | \$151             | \$2434                |
| Title IV Part A     | \$3,388           | \$13,388              |

| C. <u>Approval of Acceptance of Funds</u> |                   |              |          |         |            |
|---|-------------------|--------------|----------|---------|------------|
| Grantor                                   | Grant Name        | Recipient    | Location | Check # | Amount     |
| Branchburg Education Foundation           | Mummy Makers      | Ms. Manfreda | BCMS     | 1254    | \$675.00   |
| Branchburg Education Foundation           | Pearl Observatory | Ms. Manfreda | BCMS     | 1255    | \$2,146.50 |

## IX. POLICY

There was no Policy Committee report.

## X. EDUCATION

Motion by Mrs. Fabriczi, seconded by Mr. Cutler that Items X.A. through X.E. be moved upon the recommendation of the Superintendent.

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

Mrs. Phelps discussed the following items:

- Shorter testing days for PARCC;
- Stony Brook School was picked to participate in the National Educational Assessment program on March 5, 2019;
- Progress report cards;
- Achievement of Special Education students; and
- Propaganda classes at Branchburg Central Middle School.

### 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    |
|---|--|----------------------|------------------|-------|-------------|------------------------|----------|
| Guided Math Conference<br>Piscataway, NJ  | Michelle Dooley<br>11-000-223-580-08-144-090 | 11/27/18<br>11/28/18 | \$449.00         | N/A   | N/A         | N/A                    | \$449.00 |
| Guided Math Conference<br>Piscataway, NJ  | Tara Forsyth<br>11-000-223-580-08-144-090    | 11/27/18<br>11/28/18 | \$449.00         | N/A   | N/A         | 12.40                  | \$461.40 |
| New Jersey School Boards Association<br>Ready, Set, Bargain Workshop<br>Trenton, NJ | Rebecca Gensel<br>11-000-230-580-01-303      | 11/30/18             | \$149.00         | N/A   | N/A         | N/A                    | \$149.00 |
| New Jersey School Boards Association<br>Ready, Set, Bargain Workshop<br>Trenton, NJ | Theresa Linskey<br>11-000-251-580-01-585     | 11/30/18             | \$149.00         | N/A   | N/A         | \$12.65                | \$161.65 |

| Conference/Workshops.....continued  |  |  |                  |       |             |                        |          |
|---|--|--|------------------|-------|-------------|------------------------|----------|
| Conference/Workshop   | Employee/Account Number                        | Date(s)  | Registration Fee | Hotel | Meals /Exp. | Tolls/Parking/ Mileage | Total    |
| New Jersey School Boards Association<br>Ready, Set, Bargain Workshop<br>Trenton, NJ   | Theresa Joyce<br>11-000-251-580-01-300         | 11/30/18   | \$149.00         | N/A   | N/A         | \$21.70                | \$170.70 |
| LinkIt! User Group Workshop<br>Neptune City, NJ   | Jennifer Anderson<br>11-000-221-580-02-190-999 | 10/30/18   | N/A              | N/A   | N/A         | \$25.73                | \$25.73  |
| Exploring and Understanding Trends in<br>Your District and Schools<br>Monroe Township, NJ                                       | Jennifer Anderson<br>11-000-221-580-02-190-999 | 11/1/18  | \$149.00         | N/A   | N/A         | \$12.28                | \$161.28 |
| Center for Literacy Development<br>Annual Series<br>New Brunswick, NJ   | Kelly Boyle<br>11-000-223-580-02-144-999       | 10/26/18<br>12/6/18<br>1/15/19<br>2/27/19<br>3/22/19 | \$780.00         | N/A   | N/A         | N/A                    | \$780.00 |
| Capital Projects from Start to Finish and<br>How they are Financed<br>Mt. Laurel, NJ  | Rebecca Gensel<br>11-000-230-580-01-303        | 12/4/18  | \$90.00          | N/A   | N/A         | \$4.89                 | \$94.89  |
| (X.A.) PersonAccounting and Auditing<br>Checkup<br>Mt. Laurel, NJ   | Rebecca Gensel<br>11-000-230-580-01-303        | 1/17/19  | \$90.00          | N/A   | N/A         | \$4.89                 | \$94.89  |
| Purchasing<br>Mt. Laurel, NJ  | Rebecca Gensel<br>11-000-230-580-01-303        | 3/19/19  | \$90.00          | N/A   | N/A         | \$4.89                 | \$94.89  |
| Getting Ready for the 2019 Audit<br>Mt. Laurel, NJ  | Rebecca Gensel<br>11-000-230-580-01-303        | 4/9/19   | \$90.00          | N/A   | N/A         | \$4.89                 | \$94.89  |
| Foreign Language Educators<br>of New Jersey - Pique Proficiency<br>Monroe Township, NJ  | Victoria Gerry<br>11-000-223-580-08-144-090    | 12/6/18  | \$125.00         | N/A   | N/A         | \$9.30                 | \$134.30 |
| Sustainable Practices Working Session<br>Hillsborough Township, NJ  | John Hindmarch<br>11-000-261-580-10-428        | 11/14/18   | N/A              | N/A   | N/A         | \$4.96                 | \$4.96   |
| Association of Mathematics Teachers<br>of New Jersey<br>East Windsor, NJ  | Leigh Keely<br>11-000-223-580-02-144-999       | 10/25/18<br>10/26/18                                 | \$265.00         | N/A   | N/A         | N/A                    | \$265.00 |
| School Climate Control Conference<br>Morristown, NJ   | Joanne Linder<br>11-000-223-580-04-144-020     | 10/25/18   | \$115.00         | N/A   | N/A         | \$5.89                 | \$120.89 |
| Introduction to the National Arts<br>Standards<br>And the Vision for the New Jersey<br>Student Learning Standards<br>Monroe, NJ | Noel Maroon<br>11-000-223-580-05-144-060       | 12/6/18  | \$149.00         | N/A   | N/A         | \$1.86                 | \$150.86 |
| Project Read Sentence/Applied Writing<br>Webinar-BCMS   | Zachariah Miracle<br>11-000-219-580-03-001-999 | 11/1/18  | \$550.00         | N/A   | N/A         | N/A                    | \$550.00 |
| Bureau of Education & Research Guided<br>K-6 Math Conference<br>Piscataway, NJ  | Jocelyn Muzychko<br>11-000-223-580-02-144-999  | 11/27/18   | \$269.00         | N/A   | N/A         | \$6.63                 | \$275.63 |
| Special Education Directors Toolkit<br>Monroe Township, NJ  | Tina Neely<br>11-000-219-580-03-144-999        | 11/2/18  | \$149.00         | N/A   | N/A         | N/A                    | \$149.00 |
| EdCampWL 2018<br>Edison, NJ   | Esthela Solano<br>11-000-223-580-05-144-060    | 10/20/18   | \$5.00           | N/A   | N/A         | N/A                    | \$5.00   |

| B. Approval of Fundraisers |  |                                  |   |                     |  |
|----------------------------|--|----------------------------------|---|---------------------|--|
| Title                      | Participants                             | Event Coordinators               | Recipient   | Dates               | Purpose  |
| Hype Socks                 | Student Council                          | Wendy Michels                    | 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grades                | 10/22/18-11/26/18   | Raise money for the Semi-Formal Winter Dance     |
| "Soup"-er Bowl!            | 3 <sup>rd</sup> Grade Students           | Lauren Bockus<br>Allison LeMeuix | Somerset County Food Bank   | 1/29/19-2/2/19      | Program for Hunger Relief                        |
| Humane Society             | 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades | Dawn Eelman                      | St. Hubert's Animal Shelter   | 11/15/18 & 11/19/18 | Raise awareness and donations                    |
| Veterans Fundraiser        | 7 <sup>th</sup> , 8 <sup>th</sup> Grades | Advisory Committee               | Including but not limited to: Soldiers Angels, Troopon, Operation Shoebox | 11/1/18-1/15/19     | Donations to organizations that support veterans |

| <b>C. Approval of Tuition Payments to the Somerset County Vocational School for Full Time Students</b>     |                        |                           |                    |            |
|--|------------------------|---------------------------|--------------------|------------|
| Location   | Number of Students     | SY Tuition                | SY Dates           | Total      |
| Somerset County Vocational & Technical School<br>Academy of Health and Medical Sciences<br>Bridgewater, NJ | 4 High School Students | \$1,300.00<br>per student | 9/6/18-<br>6/21/19 | \$5,200.00 |
| Somerset County Vocational & Technical School<br>Bridgewater, NJ   | 7 High School Students | \$1,300.00<br>per student | 9/6/18-<br>6/21/19 | \$9,100.00 |

| <b>D. Approval of Tuition Payments to the Somerset County Vocational School for Half Time Students</b> |                         |                           |                    |             |
|--|-------------------------|---------------------------|--------------------|-------------|
| Location   | Number of Students      | SY Tuition                | SY Dates           | Total       |
| Somerset County Vocational & Technical School<br>Bridgewater, NJ                                       | 40 High School Students | \$650.00<br>(per student) | 9/6/18-<br>6/21/19 | \$26,000.00 |

| <b>E. Approval of Branchburg Central Middle School Field Trips</b> |              |                                       |  |
|--|--------------|---------------------------------------|--|
| Trip   | Teachers     | Grades                                | Purpose  |
| Stony Brook Elementary   | Ms. Williams | 6,7,8                                 | Build relationships among Branchburg students and enhance communications                         |
| Emmanuel Cancer Foundation   | Mrs. Michels | 8 <sup>th</sup> grade student council | Students will deliver food, learn about the organization and increase awareness of social issues |

## XI. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mr. Cutler that Items XI.A. through XI.B., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

| <b>A. Approval of Substitutes</b> |   |  |                  |
|-----------------------------------|---|--|------------------|
| Name                              | Position                                | Rate   | Dates            |
| Margaret Bright                   | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Christopher French                | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Jennifer Grandel                  | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Ann Kay                           | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Kimberly Nawrath                  | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Sara Perrotti                     | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Maria Sibaja                      | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |
| Stephen Thyne                     | Substitute Teacher & Instructional Aide | \$95.00/\$83.33 per diem<br>(Subject to delivery of requested documents) | 10/19/18-6/30/19 |

| <b>B. Approval of Personnel</b> |                           |  |          |            |                                     |                      |   |
|---------------------------------|---------------------------|--|----------|------------|-------------------------------------|----------------------|---|
| Name                            | Account                   | Position   | Location | Step/Level | Salary                              | Dates                | Discussion                                    |
| Douglas Haan                    | 11-000-219-104-01-165-340 | Maternity Leave<br>School Psychologist<br>(Subject to delivery of requested documents) | WES      | 9/150      | \$62,991.00<br>(prorated)           | 11/15/18-<br>5/24/19 | Maternity Leave replacement for Michelle Nash |
| Gigi Smith                      | 61-910-310-110-01-001     | Lunchroom Aide<br>(Subject to delivery of requested documents)                         | BCMS     | NA         | \$10.00 hour<br>(2.5 hours per day) | 10/19/18-<br>6/30/19 | Replacing Laurie Acosta                       |

10/18/2018

## XII. BUSINESS

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

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

Mr. Tuma said the Business Committee met on October 16, 2018 and discussed the following:

- In-progress capital items (all projects are on schedule);
- Preliminary look at future capital spending;
- Bid for HVAC project at Whiton Elementary School;
- Refurbishing the music room at Branchburg Central Middle School;
- Possible roof work;
- Stony Brook School window replacement;
- Old York School Lease Agreements; and
- Preliminary budget planning for 2019-2020.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period September 15, 2018 through October 18, 2018, totaling \$1,445,792.17, and ratify the Payroll for the period October 1, 2018 through October 15, 2018, totaling \$915,659.75.

### B. Secretary's Report

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

**E. Monthly Transfer Report**

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

**F. Approval to Dispose of Technology Equipment**

It is recommended that the Board approve the disposal of obsolete technology equipment listed below in accordance with N.J.S.A. 18A:20-5, and authorize the Business Administrator/Board Secretary to dispose of same.

| Quantity | Item             |
|----------|------------------|
| 25       | 32" Televisions  |
| 300      | Computers        |
| 10       | Dell Servers     |
| 15       | Network Switches |

**G. Approval to Dispose of Obsolete Equipment**

It is recommended that the Board approve the disposal of obsolete equipment listed below in accordance with N.J.S.A. 18A:20-5, and authorize the Business Administrator/Board Secretary to dispose of same.

| Quantity | Item  |
|----------|---|
| 1        | Kiln<br>Serial #3734-12<br>Manufacturer: Skutt<br>Model #: 1227-240 |

**H. Approval of Resolution Authorizing Disposal of Woodworking Equipment**

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

| Quantity | Item                |
|----------|---------------------|
| 4        | Wood Clamps         |
| 15       | Vise Clamps         |
| 1        | Delta Drill Press   |
| 1        | Spot Welder         |
| 9        | Backsaws            |
| 8        | Woodshop Table Tops |

- (5) The 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.

**I. Approval of Lease for Old York School – The Jointure for Community Adult Education**

**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**, The Jointure for Community Adult Education, 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, a written lease agreement with The Jointure for Community Adult Education, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing July 1, 2018 and ending June 30, 2020.



**J. Approval of Lease for Old York School – Hand Over Hand, LLC**

**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**, Hand Over Hand, LLC, 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, a written lease agreement with Hand Over Hand, LLC, to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing December 1, 2018 and ending June 30, 2020.

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi said two student representatives attended the Somerville Board of Education meeting and spoke about the following:

- The Somerville High School Marching Band raised \$20,000 at their last event; and
- Option II students, who opted out of gym while playing a sport that season, partnered with the YMCA who certified students as lifeguards.

Mrs. Fabriczi said the following items were discussed by the Somerville Superintendent:

- On September 28, 2018, the Somerville High School staff and students had Don Denim Day in support of the victims of Hurricane Florence and provided the funds raised to the Red Cross; and
- Congratulations were sent to the Somerville High School Merit Scholars.

Mr. Tuma spoke about the Student Achievement workshop he attended on October 11, 2018.

**XV. BOARD FORUM**

Mrs. Joyce spoke about the following:

- The Student Achievement workshop she attended October 11, 2018; and
- The Screenagers event held on October 17, 2018.

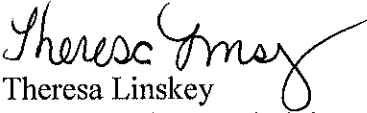
**XVI. EXECUTIVE SESSION**

There was no second Executive Session.

**XVII. ADJOURNMENT**

On a motion by Mr. Cutler, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to adjourn at 8:22 p.m.

Respectfully Submitted,

  
Theresa Linskey  
School Business Administrator/Board