

Branchburg Township School District

REGULAR MEETING MINUTES

September 20, 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. Ambrus, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to convene to public session at 6:43 p.m.

The meeting was called to order at 6:43 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, Kristen Fabriczi (arrived 8:09 p.m.), Theresa Joyce, Keerti Purohit (left at 8:55 p.m.) and Charles Tuma.

The following members were absent: Ellwood Cutler, Noah Horowitz and 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 Mr. Tuma, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to convene at 6:43 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Ambrus, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to adjourn executive session at 7:55 p.m.

On a motion by Mr. Ambrus, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 7:59 p.m. with 7 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced another district student artist whose artwork is displayed in the Board of Education Conference Room. The artist attended the Board meeting with his family, and spoke about his piece of artwork.

Jennifer Hauser, Director of Curriculum, did a presentation on the "Summer 2018 Curriculum Work", which focused on the updates and revisions made to certain content areas.

Ms. Gensel did a presentation sharing the results of the parent communication survey.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Ambrus, seconded by Mrs. Purohit 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, with Mrs. Fabriczi abstaining on Item VIII.A.

Mrs. Joyce said the Board Governance Committee met and went over the items listed on the agenda.

Mrs. Joyce said the Education Committee will begin their meetings the first week of October.

Mrs. Curcio spoke about the Board Certification process and the topics that will be discussed.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of September 6, 2018.

B. Approval of Submission of 2018-2019 Merit Goals of the Superintendent of Schools

BE IT RESOLVED that the Board approve the submission of merit goals of the Superintendent for the 2018-2019 school year to the Executive County Superintendent of Schools for approval.

C. Approval of Acceptance of Funds					
Grantor	Grant Name	Recipient	Location	Check #	Amount
Branchburg Education Foundation	Motivational Media Assembly	Dawn Eelman	Whiton/Stony Brook	1251	\$1,398.00
Branchburg Education Foundation	TRX Pro Suspension Training System	Tara Kolbe	Whiton	1253	\$1,224.80

IX. POLICY

Motion by Mrs. Purohit, seconded by Mr. Ambrus 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.

Mrs. Joyce spoke about the policies listed on the agenda.

A. Policy First Reading		
Policy	Title	Discussion
P3283	Electronic Communications Between Teaching Staff Members and Students	Revised
P4283	Electronic Communications Between Support Staff Members and Students	Revised

X. EDUCATION

Motion by Mr. Ambrus, seconded by Mr. Tuma 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.

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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/Mileage	Total
Everyday Practices that Engage and Empower Readers and Writers Philadelphia, PA	Marie Cinque 11-000-223-580-04-144-020	12/3/18	\$209.00	N/A	\$10.00	\$66.89	\$285.89
New Jersey School Counselor Association Conference Edison, NJ	Alexandra Gallo 11-000-223-580-05-144-060	10/12/18	\$99.00	N/A	N/A	N/A	\$99.00
English Language Learners Program Supervisors and Coordinators Roundtable Monmouth Junction, NJ	Jennifer Hauser 11-000-221-580-02-189-999	11/14/18 1/16/19 3/20/19 5/15/19	N/A	N/A	N/A	\$52.82	\$52.82
English as a Second Language/English Language Learners Trenton, NJ	Jennifer Hauser 11-000-221-580-02-189-999	10/29/18	N/A	N/A	N/A	\$19.22	\$19.22
New Jersey School Boards Association Sustainable Practices Working Session Trenton, NJ	Theresa Linskey 11-000-251-580-01-585	9/26/18	N/A	N/A	N/A	\$12.65	\$12.65
Alliance for New Jersey Environmental Education: Imagine a World Outdoors Hillsborough, NJ	Jocelyn Muzychko 11-000-223-580-05-144-060	9/28/18	\$60.00	N/A	N/A	\$10.00	\$70.00
Art Educators of New Jersey Conference Long Branch, NJ	Meghan Russo 11-000-223-580-04-144-020	9/30/18 through 10/2/18	\$265.00	\$212.00	\$69.00	\$29.76	\$603.76
Restorative Practices Bethlehem, PA	Danielle Shober 11-000-240-580-02-000-020	11/15/18	\$189.00	N/A	N/A	N/A	\$189.00

B. Approval of 2018 School Field Trip				
School	Location	Teachers	Grade	Purpose
BCMS	New York City Financial District	Margaret Emmons	8	Focuses on the birth and history of the stock market
BCMS	Camp Bernie	Suzanne Updegrove	8	Team building and leadership training
BCMS	Readington Reformed Church	Suzanne Updegrove	7	Will access artifacts to inspire them for creative writing
BCMS	Alexander Library	Suzanne Updegrove	7 & 8	Research opportunity for students interested in higher level history projects
BCMS	The Immaculata Scholastica	Suzanne Updegrove	7 & 8	Fun and competitive meeting of the minds between catholic and public schools
BCMS	New Jersey Association of Student Council Fall Conference	Wendy Michels	6, 7, 8	Annual meeting to build enthusiasm for improving leadership

C. Approval of Socktober Service Project					
School	Group	Event Coordinator	Donation Location	Purpose	Dates
WES	1 st Grade	Colleen Repoli Danielle Puzzo	WES	Donations to Safe and Sound Center in Hillsborough, a battered women and children shelter	10/1/18-10/30/18

D. Approval of Revisions in Curriculum

It is recommended that the Board approve the following revised curriculum documents:

- Grade K & 1 Mathematics
- Grade 3, 4 & 5 Science
- Grade K-5 English Language Arts
- Grade 7 & 8 English Language Arts
- Grade 4 & 5 Social Studies
- Grade K-8 Art
- Grade K-8 Music
- Grade 6-8 Physical Education
- Grade K-5 Technology
- Grade K, 1 & 2 ESL
- Preschool

E. Approval of New Curriculum

It is recommended that the Board approve the following new curriculum document:

- Kindergarten and Grade 1 Foundations

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of Extension of Maternity Leave

Name	Account #	Location	Position	Dates
Catherine Rello	11-230-100-101-01-072-090	Whiton	NJ Family Leave Act/FMLA Unpaid Leave	9/4/18-12/4/18 12/5/18-6/30/19

B. Approval of Maternity Leave

Name	Account #	Location	Type of Leave	Dates
Alexandra Gallo	11-000-218-104-01-141-060	SBS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	12/17/18-1/24/19 1/25/19-4/12/19
Jennilyn Nelson	11-000-218-104-01-141-020	BCMS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	1/2/19-1/25/19 1/28/19-4/19/19
Michelle Nash	11-000-219-104-01-165-340	WES	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	11/15/18-1/23/19 1/24/19-4/19/19 4/29/19-5/24/19

C. Approval of Leave of Absence

Name	Account #	Location	Position	Type of Leave	Anticipated Dates
Lydia Colie	11-000-270-160-01-462	Transportation	Bus Driver	Medical	9/4/18-10/2/18

D. Approval of Revision for 2018-2019 Personnel

Name	Account Number	Position	Location	Step/Level	Salary	From	To	Discussion
Kelly Evans	11-130-100-101-01-021-020	Physical Education Teacher	BCMS	4/212	\$64,561.00	10/19/18- 6/30/19	9/26/18- 6/30/19	Change of start date

E. Approval of Retirement

Name	Position	Location	Effective Date
Karen Muller	Executive Assistant to the Superintendent	Board of Education	12/31/18

F. Approval of Teachers for Home Instruction				
Name	Account Number	Hourly Rate	Dates	Discussion
Kristen Cardona Maggie Emmons Victoria Gerry Jodi Harwood Devra Hobbs Leigh Keely Arlene Little Nina Manger Zachary Miracle Susan Mariani Nancy Padula Erica Patente Sonia Pereira Danielle Puglisi Danielle Puzzo Amanda Tomasula Rani Venturini Deb Volpe Emily Williams	11-150-100-101-03-066	\$41.00	9/6/18-6/30/19	As needed

G. Approval of District Staff Transfer			
Name	From	To	Discussion
Kim Gislao	Branchburg Central Middle School	Whiton Elementary School	Transfers are based on student needs as outlined in the IEP document

H. Approval of Instructional Aides							
Name	Account #	Location	Position	Dates	Step	Salary	Discussion
Katherine Aldabagh	11-000-217-106-01-000-020	BCMS	Instructional Aide	9/21/18-6/30/19	2	\$17,988.69 (full-time)	Replacing Arnold Majano
Laurie Acosta	11-000-217-106-01-000-020	BCMS	Instructional Aide	9/28/18-6/30/19	1	\$12,959.97 (part-time .73)	Replacing Katherine Aldabagh

Motion by Mr. Ambrus, seconded by Mrs. Fabriczi that Item XI.I. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XI.I. was unanimously approved by Roll Call.

I. Approval of Athletic Extracurricular Stipend				
Name	Position	Location	Stipend	Effective Date
John Gottshalk	3 rd Cross Country Coach	BCMS	\$2,574.00	9/21/2018

XII. BUSINESS

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

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

Mr. Ambrus said the Business Committee met on September 18, 2018 and discussed the following items:

- Transportation / 3 point harness;
- Bussing field trips;
- Bus garage status;
- Emergency Management;

- Leasing/renting Old York School;
- Process of hiring a negotiations attorney; and
- Capital reserve for next year.

Mr. Ambrus went over the status of the facilities projects.

Mr. Ambrus discussed the mercury testing of the gym floors.

Mrs. Joyce said the air quality testing results at Whiton Elementary School came back good and there were no air quality issues in the school.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 7, 2018 through September 20, 2018, totaling \$1,669,877.61, and ratify the Payroll for the period September 1, 2018 through September 14, 2018, totaling \$900,403.77.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval of Resolution Authorizing Business Administrator to Advertise and Accept Bids

It is recommended that the Board approve the Business Administrator/Board Secretary to advertise and accept bids for the HVAC replacement at Whiton Elementary School.

XIII. PUBLIC COMMENT

Deborah Glicklich, teacher at Branchburg Central Middle School, addressed the Board regarding temperature issues in some of the classrooms in the middle school.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi attended the Somerville Board of Education meeting on September 18, 2018 and spoke about the following highlights of the meeting:

- New staff reception;
- First day of school ceremony at Van Derveer Elementary School;
- Van Derveer Grades 3 – 5 staff had “Chalk the Walk” positive messages for the students when they arrived on the first day of school ;
- Somerville Middle School open house is scheduled for September 27, 2018;
- Somerville High School held a college application process night;
- Somerville High School’s back to school night will be held on September 26, 2018; and
- Public comments regarding contract negotiations.

Mrs. Fabriczi went over the Somerville athletics report.

Mr. Tuma spoke about the workshop he attended on September 12, 2018 regarding “Declining Enrollment” and how to handle it.

Mrs. Joyce went over the items discussed at the Branchburg Township Committee meeting held on September 10, 2018.

Mrs. Joyce went over the details discussed at the September 10, 2018 Emergency Management meeting.

Mrs. Joyce thanked the Branchburg Education Foundation for all the grants the district has received.

XV. BOARD FORUM

Mrs. Fabriczi spoke about the following items:

- A phrase she seen on a poster in a teachers classroom that reminded her of the Board;
- The positive growth in the district; and
- Stated she is not in favor of the idea of drop off bins in the vestibule.

Mr. Ambrus spoke about the positive growth in the district.

Mr. Tuma spoke about the County Fair being held on September 29, 2018, and the dunk tank sponsored by the PTO.

Mrs. Curcio stated that she is also not in favor of the idea of drop off bins in the vestibule.

Ms. Gensel said the Branchburg Administration will be participating in the Family Feud event at the County Fair. The Administration will be competing against the Branchburg Police Department.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Ambrus, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to adjourn at 9:34 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board