

Branchburg Township School District

REGULAR MEETING MINUTES

September 6, 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. Horowitz, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 6:38 p.m.

The meeting was called to order at 6:38 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, Ellwood Cutler, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit and Charles Tuma.

The following members were absent: Kristen Fabriczi and Cathy Palmieri.

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. Tuma, and carried unanimously, the Board agreed to convene at 6:38 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Cutler, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn executive session at 7:59 p.m.

On a motion by Mr. Cutler, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to reconvene to public session at 8:08 p.m. with 15 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel once again recognized a few more of the district's student artists whose artwork is displayed in the Board of Education Conference Room. Three of artists attended the Board meeting with their families, and spoke about the art they did and how they came up with the design.

Ms. Gensel gave a presentation on the January to June 2018 School Safety Data Report.

Ms. Gensel then gave a short presentation on the enrollment comparison between last school year and the current school year.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Cutler, seconded by Mr. Horowitz 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. Purohit abstaining on Item VIII.A.

Mrs. Joyce went over the topics discussed at the last Board Governance meeting. The topics included:

- Review of the current agenda; and
- The Superintendent's Merit Goals.

Mrs. Joyce said Mrs. Palmieri has been in contact with Gwen Thornton of New Jersey School Boards Association regarding Board Certification.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of August 16, 2018.

B. Approval of Sidebar Agreement

It is recommended that the Board approve the Sidebar Agreement with the Branchburg Township Education Association.

C. <u>Approval of Acceptance of Funds</u>				
Grantor	Grant Name	Recipient	Check #	Amount
Branchburg Education Foundation	Advisory 2018-2019 Kickoff Team Building Experience	BCMS Advisory Committee	1250	\$1,500.00

IX. POLICY

Motion by Mr. Cutler, 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 unanimously approved by Roll Call.

There was no Policy Committee report.

A. Policy Second Reading		
Policy	Title	Discussion
P1550	Equal Employment Practices	Revised
P1613	Disclosure and Review of Applicant's Employment History	New
P2431	Athletic Competition	Revised
P5350	Student Suicide Prevention	Revised
P5533	Student Smoking	Revised
P5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities	New
P8462	Reporting Potentially Missing or Abused Children	Revised
P8561	Procurement Procedures for School Nutrition Programs	New

X. EDUCATION

Motion by Mr. Ambrus, seconded by Mr. Cutler that Item X.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item X.A. was unanimously approved by Roll Call.

Mrs. Joyce said that during the Board Governance meeting, it was discussed as to when Education Committee meetings should be held.

Ms. Gensel informed the Board that Christopher Boehm, Whiton Elementary School Art Teacher, was selected as New Jersey Art Educator of the Year.

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.

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 Subject to delivery of requested documents	BCMS	4/212	\$64,561.00	9/1/18-6/30/19	10/19/18-6/30/19	Change of start date

E. Approval of Resignations			
Name	Position	Location	Date
Arnold Majano	Instructional Aide	BCMS	8/30/18

F. Approval of 2018-2019 Athletic Extracurricular Stipend			
Name	Position	Stipend (not to exceed)	Discussion
Steve Kline	Boys Cross Country (BCMS)	\$2,574	Replacing Arnold Majano

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 following items were discussed at the last Business Committee meeting:

- Cyber Security Program being offered by Homeland Security;
- HVAC Units at Whiton Elementary School;
- Gym Floors at Whiton Elementary School and Stony Brook School;
- Branchburg Central Middle School roof; and
- The new transportation garage.

Mr. Ambrus also gave an update of the facilities projects.

Mr. Tuma spoke about the August 29, 2018 facilities walk-through and the facilities projects.

Mrs. Joyce spoke about the August 29, 2018 facilities walk-through and addressed the humidity issue at some of the classrooms at Whiton Elementary School.

A. Bill List

It is recommended that the Board approve the List of Bills for the period July 13, 2018 through August 27, 2018, totaling \$2,469,876.02, and for the period August 28, 2018 through September 6, 2018, totaling \$768,374.43, and ratify the Payroll for the period August 1, 2018 through August 15, 2018, totaling \$231,776.68, and for the period August 15, 2018 through August 30, 2018, totaling \$244,141.80.

B. Secretary's Report

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

E. Monthly Transfer Report

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

F. Approval of Use of District Owned Motor Vehicles

WHEREAS, the Board of Education is authorized by N.J.A.C. 6A:23A-6.12. to assign District-owned motor vehicles to certain supervisory employees whose job duties require that they be on call 24 hours per day, seven days per week; and

WHEREAS, the Board of Education has determined that John Hindmarch, Supervisor of Buildings and Grounds, and Robert Cline, Supervisor of Transportation, by their job duties qualify for the assignment of a District-owned motor vehicle pursuant to the regulation aforesaid;

NOW, THEREFORE, BE IT RESOLVED, that the following District-owned motor vehicles are hereby assigned as indicated:

- John Hindmarch - 2009 Ford F-250, 2016 Ford F-250, or 2017 Ford F-250
- Robert Cline - 2001 GMC/Yukon

BE IT FURTHER RESOLVED, that this assignment shall remain in effect for as long as deemed necessary and approved by the Superintendent;

BE IT FURTHER RESOLVED, that by accepting this assignment, the staff members identified herein shall assume all obligations set forth in N.J.A.C. 6A:23A-6.12, including but not limited to:

- (a) maintenance of vehicle use logs in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- (b) limitation of use primarily for business purposes; however, incidental and reasonable personal use is permitted.

BE IT FURTHER RESOLVED, that the Board of Education may terminate this assignment at any time, without need of demonstrating good cause.

G. Approval of Resolution Authorizing the Disposal of Library/Media Center Furniture

It is recommended that the Board approve the following resolution authorizing the disposal of Library/Media Center furniture through GovDeals.

WHEREAS, the School District is the owner of certain Library/Media Center furniture which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said Library/Media Center furniture 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 the Library/Media Center furniture 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 Library/Media Center furniture to be sold is as follows:
 - 7 library/media center wood tables (kindergarten/youth students size)
 - 24 library/media center wood chairs (kindergarten/youth students size)
 - 6 library/media center wood tables (5/6 grade size)
 - 24 library/media center wood chairs (5/6 grade size)
- (5) The Library/Media Center furniture 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.

XIII. PUBLIC COMMENT

Randi Lee Venturini, Branchburg Township Education Association President, thanked the Board for recognizing all the hard work the staff did to prepare for the opening day of school.

XIV. BOARD LIAISON REPORTS

Mr. Tuma spoke about the September 12, 2018 "Declining Enrollment" workshop he will be attending. The workshop is being given by the New Jersey School Boards Association.

Mrs. Joyce spoke about the possible changes in the township with regard to affordable housing.

Mrs. Joyce said the next Emergency Management Planning Committee meeting will be held on September 10, 2018.

XV. BOARD FORUM

The Board congratulated the staff on a smooth and successful opening day of school.

The Board congratulated Christopher Boehm on being selected as New Jersey Art Educator of the Year.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Horowitz, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to adjourn at 9:15 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board