

REGULAR MEETING MINUTES

October 3, 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 Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 7:20 p.m.

The meeting was called to order at 7:20 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, Noah Horowitz, Theresa Joyce and Charles Tuma.

The following members were absent: Laura DePrado, Keerti Purohi 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. Horowitz, seconded by Mrs. Curcio, and carried unanimously, the Board agreed to convene to Executive Session at 7:20 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn Executive Session at 8:03 p.m.

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:03 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 recognized three of the district's student artists whose artwork is displayed in the Board of Education Conference Room. The three 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 said the first bus evacuation drill of the school year was conducted successfully. She discussed the bus evacuation procedures.

Mrs. Jennifer Anderson, Director of Curriculum, did a presentation on the 2019 District State Testing Results.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

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

On call of the vote, Items VIII.A. through VIII.B. 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 September 19, 2019.

B. Approval of Job Description

It is recommended that the Board approve the following updated job description.

- Athletic Extracurricular Positions

IX. POLICY

Mr. Horowitz said there is a tentative Policy Committee meeting scheduled for October 10, 2019 where they will discuss Strauss Esmay Alert #128.

X. EDUCATION

Motion by Mrs. Curcio, seconded by Mr. Tuma that Items X.A. through X.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.D. were 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.

Conferences/Workshops	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Using Systems and System Models to Make Sense of Phenomena Raritan Valley Community College Branchburg, NJ	Brad Moor 11-000-223-580-08-144-090	12/10/19	\$125.00	N/A	N/A	N/A	\$125.00
Using Systems and System Models to Make Sense of Phenomena Raritan Valley Community College Branchburg, NJ	Eileen Szajdecki 11-000-223-580-08-144-090	12/10/19	\$125.00	N/A	N/A	N/A	\$125.00
The Association of Mathematics Teachers Annual Conference Plainsboro, NJ	Kathleen Gaston 11-000-223-580-04-144-020	10/25/19	\$179.95	N/A	N/A	N/A	\$179.95
NJ Association of School Administrators Legal Series Trenton, NJ	Rebecca Gensel 11-000-230-580-01-303	10/30/19 4/22/20	\$300.00	N/A	N/A	N/A	\$300.00
NJ Association of School Administrators Social Emotional Learning Series Trenton, NJ	Rebecca Gensel 11-000-230-580-01-303	11/4/19 1/10/20 4/20/20	\$450.00	N/A	N/A	N/A	\$450.00
37 th Annual Autism Conference Atlantic City, NJ	Devra Hobbs 11-000-219-580-03-001-999 11-000-223-580-04-144-020	10/17/19- 10/18/19	\$250.00	N/A	N/A	N/A	\$250.00
Asbestos Operations Maintenance Somerset, NJ	Samad Mobley 11-000-261-580-10-428	10/24/19- 10/25/19	\$395.00	N/A	N/A	N/A	\$395.00
Middle/High School Conflict Resolution New Brunswick, NJ	Jennilyn Nelson N/A	10/31/19	N/A	N/A	N/A	N/A	N/A
Fostering Equity and Empowerment Through a Student's Reading Life Brick, NJ	Amanda Roper 11-000-223-580-08-144-090	11/15/19	\$149.00	N/A	N/A	\$55.02	\$204.02

10/3/2019

B. Approval of Fundraisers					
School	Group	Event Coordinator	Locations	Dates	Discussion
Branchburg Central Middle School	Student Council	Wendy Michels	District	10/7/19-10/21/19	To raise awareness and collect canned goods to donate to Emmanuel Cancer Foundation.
Stony Brook School	Schoolwide	Frank Altmire	District	Spring 2020	Students will be soliciting donations for the St. Baldrick's Foundation for cancer research.

C. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Career Expo Raritan Valley Community College Branchburg, NJ	Jennilyn Nelson 8 th Grade Teachers	8	Hands on educational experience giving our 8 th graders information and access to high-growth careers, area employers and post-secondary education opportunities and helps students become excited about their futures.
Whiton Elementary School	Toni Burke	GATE 5	GATE Across the Schools activities.

D. Approval of Revision of Guidance Internship						
Name	College	Certification	Location	Dates	From	To
Jocelyn Romano	Centenary University	New Jersey School Counselor	BCMS	9/1/19-12/30/19	Mentoring will occur outside of school hours. Minimum of 50 hours Cooperating Guidance Counselor – Margaret Ryan.	Mentoring will occur outside of school hours. Minimum of 50 hours. Cooperating Guidance Counselor – Margaret Ryan and Jennilyn Nelson.

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

The next Human Resources Committee meeting is scheduled for November 7, 2019.

A. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Jayne Vanderhoof	11-000-270-161-01-470 11-000-270-160-01-462	Bus Driver	Transportation	11/1/19

B. Approval of Non-Athletic Stipends		
Name	Position	Stipend
Nicole Kepner	Talent Show-BCMS	\$662
Regina Santangelo	String Concert Prep-BCMS	\$827 (prorated)

C. Approval of Personnel							
Name	Account #	Location	Position	Step/Level	Salary	Dates	Discussion
Jennifer DeDominicis	61-910-310-110-01-001	SBS	Lunchroom Aide	NA	\$3,906.00 (prorated)	10/4/19-6/30/20	Replacing Fern Sheimmel
Erin DeSantos	11-241-100-106-03-059	WES	Instructional Aide	3/NA	\$18,529.88 (prorated)	10/4/19-6/30/20	Replacing Patricia Rodgers
Beth Stanton	11-000-240-103-01-333-020	BCMS	Assistant Principal	NA	\$95,137.97 (prorated)	10/15/19-6/30/20	Replacing Matthew Ross

D. Approval of Medical Leave					
Name	Account Number	Location	Position	Type of Leave	Dates
Joyce Flood	11-204-100-106-01-059-090	WES	Instructional Aide	Paid Medical	9/13/19-10/4/19

10/3/2019

E. Approval of Substitutes			
Name	Position	Rate	Dates
Paula Haggerty	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/4/19-6/30/20
Samantha Ragatz	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/4/19-6/30/20

G. Approval of Extracurricular School Activity Aides			
Name	Position	Rate	Dates
Laurie Acosta	Instructional Aide	To be paid regular hourly rate as needed (not to exceed a total of 40 hours)	9/5/19-6/30/20
Katherine Aldabagh			
Elizabeth Altonji			
Lindsay Atwell			
Diana Cirianni			
Anne Cohen			
Robin DiBetta			
Rachelle Emmons			
Joyce Flood			
Kim Gislao			
Monita Haduch			
Patricia Jaeckle			
Leslie Jones			
Stephanie Keck			
Antoinette Lorenc			
Karen Minette			
Amy Piano			
Michelle Rina			
Heather Rogalski			
Eileen Rudowski			
Vedha Saranathan			
Steve Simborski			
Jessica Zaninelli			

F. Approval of Home Instruction Teachers				
Name	Account Number	Hourly Rate	Dates	Discussion
Danielle Cordaro Kristen Cardona Paul Cutaneo Kathleen Gaston Victoria Gerry Jodi Harwood Devra Hobbs Rachael Johnston Michelle Jordan Leigh Keely Erica Landesberg Nina Manger Zachariah Miracle Susan Mariani Sonia Pereira Amanda Perez Danielle Puglisi Danielle Puzzo Emma Ryan Abbie Sutherlin Elizabeth Urbanski Megan VanHorn Randi Lee Venturini Erica Viel Deb Volpe Emily Williams Lori Zelnick	11-150-100-101-03-066	\$41	9/5/19-6/30/20	As needed

H. Approval of Registered Behavior Technician Stipend			
Name	Account Number	Position	Stipend
Kim Gislao	11-000-217-106-01-000-090	Instructional Aide	\$1,000

I. Approval of Revision of Resignation					
Name	Account Number	Location	Position	From	To
Matthew Ross	11-000-240-103-01-333-020	BCMS	Assistant Principal	TBD	10/14/19

XII. BUSINESS

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

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

There was no Business Committee report.

The next Business Committee meeting is scheduled for October 15, 2019.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 1, 2019 through September 18, 2019, totaling \$950.00, and for the period of September 20, 2019 through October 3, 2019, totaling \$976,907.72, and ratify the Payroll for the period September 1, 2019 through September 13, 2019, totaling \$938,549.92, and for the period of September 16, 2019 through September 30, 2019, totaling \$923,724.35.

B. Approval of Resolution Authorizing the Disposal of Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of HVAC filters through GovDeals.

WHEREAS, the School District is the owner of certain 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 the 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 equipment to be sold is as follows:
 - 71 cases of HVAC Farrar filters
- (5) The 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.

C. Approval of Comprehensive Maintenance Plan for 2018-2019 through 2020-2021

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2018-2019 through 2020-2021.

D. Approval of Change Order for HVAC Upgrades Project at Whiton Elementary School

It is recommended that the Board approve a Change Order in the amount of \$14,728 from DeSesa Engineering Company, Inc., for labor and material changes to the Whiton Elementary School HVAC Upgrades project, to be paid by purchase order via Account #12-000-400-450-08-612, and sufficient funds are available in the 2019-2020 budget.

E. Approval of Revised 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 Somerville Board of Education authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school districts for the period July 1, 2019 to June 30, 2020 at a cost of \$14,579.03 with terms and conditions set forth therein.

F. 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 Somerville Board of Education authorizing Somerville to provide the services of an Attendance Officer for their respective school districts for the period July 1, 2019 to June 30, 2020 at a cost of \$60 per hour with terms and conditions set forth therein.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mr. Horowitz said the PTO would like to invite all parents, teachers and Board members to the first PTO meeting of the 2019/2020 school year, which is scheduled for October 15, 2019.

Mr. Tuma said the next New Jersey School Boards Association meeting is scheduled for October 10, 2019 at the Bridgewater Vocational School.

Mrs. Joyce said the Branchburg Township Planning Committee is still working on approvals for the affordable housing units.

Ms. Gensel spoke about the "Branchburg Make Room for Turkey" 5K run which will be held on Sunday, November 17, 2019 at White Oak Park.

XV. BOARD FORUM

The Board spoke about a future demographic study.

The Board discussed the 2019 District State Testing Results presentation given earlier in the meeting.

Ms. Gensel and Mrs. Joyce spoke about the Branchburg Country Fair they attended on September 28, 2019.

Mrs. Joyce went over the following upcoming events:

- October 4, 2019 is the Let's Glow Crazy family fun event at Whiton Elementary School for the pre-k, kindergartners and first graders;
- October 8, 2019 is a single session day; and
- October 9, 2019 school is closed for Yom Kippur.

XVI. EXECUTIVE SESSION

On a motion by Mr. Ambrus, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to a second Executive Session at 9:42 p.m. to discuss Contracts.

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn Executive Session at 9:59 p.m.

XVII. ADJOURNMENT

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 9:59 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board