

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

August 17, 2017

**Executive Session – 7:00 p.m.**

**Public Meeting – 8:00 p.m.**

Board of Education Office

Board Conference Room

**I. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by Board President, Zoltan Ambrus, 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, Kristen Fabriczi, Theresa Joyce and Cathy Palmieri.

The following members were absent: Jack Dempsey, Carmela Noto, Olga Phelps and Keerti Purohit.

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey and no members of the public.

**II. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Palmieri, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to convene at 7:03 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn executive session at 8:12 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:17 p.m. with 3 members of the public.

**III.** The Secretary called the roll.

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

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Ms. Gensel introduced Mr. Tim Teehan, Superintendent of the Somerville Public School District, who spoke about his background and shared his thoughts on the partnership between Branchburg and Somerville.

Ms. Gensel did a presentation on the accomplishments the District achieved over the summer months and the direction the District is setting for September.

**VII. PUBLIC COMMENT**

There was no public comment.

**VIII. GOVERNANCE**

Motion by Mrs. Palmieri, seconded by Mrs. Fabriczi that Items VIII.A. through VIII.G. be moved upon the recommendation of the Superintendent.  
  
On call of the vote, Items VIII.A. through VIII.G. were unanimously approved by Roll Call.

Mr. Ambrus reminded the Board that there is a facilities walk-through scheduled for Tuesday, August 29, 2017.

**A. Approval of Minutes**

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of July 20, 2017.

**B. Personnel**

It is recommended that the following appointments be approved:

<u>Position</u>	<u>2017-2018</u>
504 Officer .....	Tina Neely
H.I.B. District Coordinator.....	Tina Neely

**C. Approval of Submission of Annual Statement of Assurance Comprehensive Equity Plan**

It is recommended that the Board approve the submission of the Comprehensive Equity Plan Statement of Assurance to the Executive County Superintendent of Schools.

**D. Approval of Non-Athletic Extra-Curricular Job Description**

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

- Non Athletic Stipend Position - Curriculum Specialist

**E. Approval of 2017 - 2018 Pre-School Calendar**

It is recommended that the Board approve of the 2017 - 2018 Pre-School Calendar.

**F. Approval of Revision of the 2015 - 2020 Strategic Plan**

It is recommended that the Board approve the revisions to the 2015-2020 Strategic Plan.

**G. Approval of Submission of Annual Statement of Assurance Mentoring Plan**

It is recommended that the Board approve the submission of the District Mentoring Plan Statement of Assurance to the Executive County Superintendent of Schools.

**IX. POLICY**

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

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

Mrs. Joyce discussed the Policies and Regulations listed on the agenda for first reading.

<b>A. Policy First Reading</b>		
<b>Policy</b>	<b>Title</b>	<b>Discussion</b>
P1240	Evaluation of Superintendent	Revised

<b>B. Regulations First Reading</b>		
<b>Regulation</b>	<b>Title</b>	<b>Discussion</b>
R1240	Evaluation of Superintendent	Revised
R1510	Americans with Disabilities Act	Revised
R2418	Section 504 of The Rehabilitation Act of 1973- Students	New
R5330	Administration of Medication	Revised
R8441	Care of Injured and Ill Persons	Revised
R8462	Reporting Potentially Missing or Abused Children	Revised

**X. EDUCATION**

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

On call of the vote, Items X.A. through X.F. 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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/Mileage	Total
Beyond Looking 2017 Art Educators of New Jersey Long Branch, NJ	Christopher Boehm 11-000-223-580-08-144	10/1/17 thru 10/3/17	\$245.00	\$182.00	N/A	\$39.68	\$466.68
Beyond Looking 2017 Art Educators of New Jersey Long Branch, NJ	Rokiah Barry 11-000-223-580-05-144	10/1/17 thru 10/3/17	\$245.00	\$182.00	N/A	\$32.61	\$459.61
New Jersey School Boards Association Atlantic City, NJ	Gail Inkrote 11-000-223-580-05-144	10/26/17	\$300.00	N/A	N/A	\$78.00	\$378.00
New Jersey School Boards Association Atlantic City, NJ	Suzanne Updegrave 11-000-223-580-04-144	10/26/17	\$300.00	N/A	N/A	\$78.00	\$378.00
New Jersey School Boards Association Atlantic City, NJ	Elizabeth Urbanski 11-000-223-580-04-144	10/26/17	\$300.00	N/A	N/A	\$78.00	\$378.00
Legal One Bullying Law Update and the Role of the Anti-Bullying Specialist Monroe Township, NJ	Tina Neely 11-000-219-580-03-144	9/25/17 thru 9/29/17	\$450.00	N/A	N/A	N/A	\$450.00

<b>B. Acceptance of Out-of-District Student</b>			
Sending District	Student ID #	Tuition	Effective Dates
Hillsborough Township School District Hillsborough, NJ	8148312032	Total: \$18,505.00	SY: 9/7/17-6/30/18

**C. Approval of New Jersey Association of School Business Officials Professional Development Training**

Approval of 15 individual registrations, as noted, for sessions by the New Jersey Association of School Business Officials for a total cost of \$1,275.00, account #11-000-251-580-01-585 and account #11-000-230-580-01-303.

Cathy DiCosimo  
Donna Eckel  
Theresa Linskey

Alaina Nichols  
Susan Raimundo  
Carly Trocchia

**D. Approval to Submit the 2017-2018 ESEA Consolidated Subgrant**

The Branchburg Township Board of Education hereby resolves to approve the submission of the 2017-2018 ESEA Consolidated Subgrant application, as noted, and to accept the funds when it has been reviewed and approved.

Title IA	\$71,291
Title IIA	\$37,699
Title III-Immigrant	\$ 1,657
Title III-Declined	(\$5,478)
Title IV	\$10,000
<b>Total</b>	<b>\$120,647</b>

**E. Approval of Additional Elective Encore Course**

It is recommended that the Board approve the addition of an elective Encore course for 8<sup>th</sup> grade students called Environmental Issues and Sustainability.

<b>F. Approval of Out of District Placement</b>						
Location	Student ID#	SY Tuition	SY Dates	Extraordinary Services Costs	Extraordinary Services Dates	Total
The CEA School Flemington, NJ	3296745688	\$63,039.60	9/5/17-6/15/18	\$27,000.00	9/5/17-6/15/18	\$90,039.60

**XI. HUMAN RESOURCES**

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

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

There was no Human Resources Committee report.

<b>A. Approval of Personnel</b>								
Name	Account Number	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Kristen Allen	11-213-100-101-01-057	Special Education Teacher	BCMS	3/150	\$59,389.00	9/1/17	6/30/18	Replacing Elvira Atrio
Vicki Brody	11-213-100-101-01-057	Special Education Teacher	BCMS	3/182	\$61,539.00	9/1/17	6/30/18	Replacing Kristen Cardona
Jillian DeSomma	11-000-219-104-01-165	School Psychologist	BCMS	1/182	\$62,790.00*	9/1/17 Application subject to delivery of requested documents	6/30/18	Replacing Claire Lerner
Stacey Hubbard	11-000-217-106-01-000 11-213-100-106-01-057	Instructional Aide (.5)	District	1	\$17,553.38 (Prorated)	9/1/17 Application subject to delivery of requested documents	6/30/18	Leave Replacement
Jessica Zaninelli	11-000-217-106-01-000 11-213-100-106-01-057	Instructional Aide (.5)	District	1	\$17,553.38 (Prorated)	9/1/17 Application subject to delivery of requested documents	6/30/18	Leave Replacement
Katherine Aldabagh	11-000-217-106-01-000	Instructional Aide (.8)	BCMS	1	\$17,553.38 (Prorated)	9/1/17 Application subject to delivery of requested documents	6/30/18	Replacing Arnold Majano

\*Includes \$1,750.00 stipend

<b>B. Approval of Student Teachers</b>						
Name	College/University	Certification	Location	Effective Date	End Date	Discussion
Elisabetta DeVita	Kean University	Early Childhood Education (Pre-K - 2)	Whiton	9/5/17	12/15/17	Cooperating Teacher Linda Abey
Emily Lloyd	The College of New Jersey	Early Childhood Education (Pre-K - 2)	Whiton	9/5/17	12/15/17	Cooperating Teacher Dawn Eelman

<b>C. Approval of Salary Revision</b>						
Name	Account Number	Position	From Step/Level	To Step/Level	From Salary	To Salary
Meredith Reedy	11-000-218-104-01-141	Guidance Counselor	3/150	3/182	\$61,339.00*	\$63,289.00*

\*Includes \$1,750.00 stipend

<b>D. Approval of Maternity Leave Extension</b>				
Name	Position	Location	Type of Leave	Anticipated Dates
Elizabeth Hillsinger	Instructional Aide	Stony Brook	Unpaid Leave	9/1/2017-6/30/2018

<b>E. Approval of Maternity Leave Replacements</b>								
Name	Account Number	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Kim Gislaio	11-213-100-106-01-057 11-000-217-106-01-000	Instructional Aide (Long Term Sub/No Tenure Accrual)	Stony Brook	1	\$17,553.38	9/5/17	6/30/18	Elizabeth Hillsinger Maternity Leave
Leigh Keely	11-130-100-101-01-021	Math Teacher (Long Term Sub/No Tenure Accrual)	BCMS	1/150	\$58,890.00 (Prorated)	9/5/17	11/16/17	Kristyn Perello Maternity Leave

<b>F. Approval of 2017-2018 Athletic Extracurricular Stipend</b>				
Name	Account Number	Location	Position	Stipend
Arnold Majano	11-402-100-101-01-093	BCMS	Boys Cross Country	\$2,574.00
Paul Mehnert	11-402-100-101-01-093	BCMS	Boys Soccer B Team	\$2,574.00
Nancy Padula	11-402-100-101-01-093	BCMS	Cheerleading	\$3,152.00

<b>G. Approval of 2017-2018 Non-athletic Extracurricular Stipend</b>				
Name	Account Number	Location	Position	Stipend
Katie Bernet	11-401-100-101-01-078	BCMS	Science Club	\$1,680.00
Wendy DeJulio	11-000-221-104-01-210	BCMS	Trailblazers Team Leader	\$1,944.00
Katie Fox	11-000-221-104-01-210	BCMS	Olympians Team Leader	\$1,944.00
Jennilyn Nelson	11-421-200-101-01-330	BCMS	Guided Study	\$41.00 per hour

<b>H. Approval of Bus Drivers</b>							
Name	Account Number	Step	Hours	Salary	Effective Date	End Date	Discussion
Juanita Hromoho	11-000-270-160-01-462	2	4.5 hours per day	\$27.78 per hour	9/1/17 Application subject to delivery of requested documents	6/30/18	Replacing James Ferraro

<b>I. Approval of Contract for Physical Therapist</b>						
Vendor	Account Number	Evaluations	Sessions	Dates	Total	Discussion
Pat Thomason	11-000-216-320-03-456	4	216	9/1/17-6/30/18	\$13,960.00	Evaluations at \$250.00 Sessions at \$60.00

<b>J. Approval of Contract for KDH Enterprises</b>						
Vendor	Account Number	Hourly Rate	Hours	Dates	Total	Discussion
KDH Enterprises	11-204-100-320-03-123	\$140.00	3 hours per week for 6 weeks	7/1/17-8/31/17	\$2,520.00	Behavior Assessments
	11-215-100-320-03-123		28.2 hours per month for 10 months	9/1/17-6/30/18	\$39,480.00	
	11-204-100-320-03-123	\$250.00	As needed	As needed	N/A	Legal matters
	11-215-100-320-03-123					
	11-000-219-320-03-181					

**K. Revised Approval of Extended School Year Staff for IEP Meetings**

It is recommended that the Board approve the addition of staff for Extended School Year IEP meetings, on an as needed basis, with compensation set at \$41.00 per hour not to exceed \$1,200.00, to be paid via payroll through the general fund, and sufficient funds are available in the 2017-2018 budget through account #11-213-100-101-03-087.

Kristen DeBlasi

**L. Approval of Encore Curriculum Work**

It is recommended that the Board approve the following teachers for Encore Curriculum Writing, as noted, effective July 1, 2017 through August 30, 2017 at the rate of \$41.00 per hour, not to exceed \$984.00, in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (which is effective July 1, 2016 through June 30, 2019), to be paid through Payroll from Account # 11-000-221-104-02-213, and sufficient funds are available in the 2017-2018 budget.

Shannon Heaney

Damian Thomas

**M. Approval of Extended School Year Student Orientation and Readiness Staff**

It is recommended that the Board approve the changes in staff as noted for ESY School Year Student Orientation and Readiness for a maximum of eight hours at an hourly rate of \$41.00 per hour, to be paid through payroll from account # 11-213-100-101-03-078, and sufficient funds are available in the 2017-2018 budget.

Add:	Zachariah Miracle	In Place of:	Arlene Bolandi
	Kristen DeBlasi		Diane Litts
	Nina Manger		Benjamin Jones

<b>N. Approval of State Certified Sign Language Interpreter</b>				
Name	Account number	Rate Per Hour	Date	Discussion
Tiffany Mosquera	11-000-219-320-03-181	\$65.00 (not to exceed \$1,300.00)	9/6/17 thru 6/29/18	Sign Language Interpreter for Whiton Parent/Family events and presentations.

<b>O. Revised Approval of Vendor for ESY Occupational Therapy</b>					
Name	Account Number	Hourly Rate	Hours	Location	Dates
Karen Pereira	11-000-216-320-03-078	\$95.00	4 hours per day, 1 day per week, for 4 weeks	Whiton	7/10/17- 8/17/17

P. Approval of Extra Duty Pay							
Name/Account	Name of Action	Position	Salary	Location	Effective Date	End Date	Discussion
Kelly Boyle 11-000-223-104-02-210	Teachers Academy	Teacher	\$41.00 per hour not to exceed 2 hours	District	8/18/17-8/31/17		New Teacher Orientation
Lauren Knoke 11-000-223-104-02-210			\$41.00 per hour not to exceed 2 hours	District			
Jocelyn Muzychko 11-000-223-104-02-210			\$41.00 per hour not to exceed 2 hours	District			
Erica Patente 11-000-223-104-02-210			\$41.00 per hour not to exceed 2 hours	District			
Margaret Ryan 11-000-223-104-02-210			\$41.00 per hour not to exceed 4 hours	District	12/1/16-6/30/17	Suicide Prevention Staff Training	

Q. Revision of Student Services Staff for Summer Evaluations and Meetings					
Name	Position	Per Diem Rate 6/24/17-6/30/17	Per Diem Rate 7/1/17-8/17/17	# of Days	Not to Exceed
JanMarie Motz	Social Worker	\$479.09/day	\$479.75/day	1 day	7.25 hours
Jillian DeSomma	Psychologist	N/A	\$313.95/day	2 days	14.50 hours
Debra Gesualdo	Speech Therapist	\$449.59/day	\$468.99/day	1 day	7.25hours

## XII. BUSINESS

Motion by Mr. Cutler, seconded by Mrs. Palmieri that Items XII.A. through XII.I. be moved upon the recommendation of the Superintendent.

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

There was no Business Committee report.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period July 1, 2017 through July 31, 2017, totaling \$908,812.26, and ratify the Payroll for the period July 1, 2017 through July 31, 2017, totaling \$326,873.87.

### B. Secretary's Report

The Report of the Secretary for June 2017 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 June 2017 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 2016-2017 fiscal year.



**C. Treasurer's Report**

It is recommended that the Treasurer's Report for the month of June 2017 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 June 2017.

**E. Monthly Transfer Report**

It is recommended that the Board approve the June 2017 Monthly Transfer Report.

**F. Approval of Transportation Jointure with Delaware Valley Regional High School**

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and Delaware Valley Regional High School for the following 2017-2018 routes.

Service	Cost to Branchburg
Provide a school bus for various trips on an as-needed basis	\$70.75 per hour per bus for the first four hours then \$42.00 per hour per bus for each additional hour billed in quarter hour increments plus tolls and parking where applicable or as quoted.

**G. Approval of Transportation Jointure with Readington Township Board of Education**

It is recommended that the Board approve the Joint Transportation Agreements between the Branchburg Township Board of Education and the Readington Township Board of Education for the following 2017-2018 routes.

Host	Service	Cost to Readington
Branchburg Township Board of Education	To-and-From Midland School (ESY) July 5, 2017 – August 16, 2018	\$1,832.05
	To-and-From Midland School September 1, 2017 – June 30, 2018	\$10,922.30
	To-and-From Readington MS/Holland Brook School September 1, 2017 – June 30, 2018	4 Busses @ \$36,890.07 Totaling: \$147,560.28
	On an as needed basis to cover Readington Routes September 1, 2017 – June 30, 2018	\$33.00 per hour per bus
	Athletic and Field Trips	\$33.00 per hour per bus (Sub Driver & Bus)
	Athletic and Field Trips	\$42.50 per hour per bus (Contracted Driver & Bus)

**H. Approval of Transportation Jointure with Bridgewater/Raritan Board of Education**

It is recommended that the Board approve the Joint Transportation Agreements between the Branchburg Township Board of Education and the Bridgewater/Raritan Board of Education for the following 2017-2018 routes.

Host	Service	Cost to Bridgewater/Raritan
Branchburg Township Board of Education	Athletic and Field Trips	\$56.17 per hour per bus (54 Passenger School Bus)
	Athletic and Field Trips	\$56.17 per hour per bus (24 Passenger School Bus)

**I. Approval of Transportation Jointure with Readington Township Board of Education**

It is recommended that the Board approve the Joint Transportation Agreements between the Readington Township Board of Education and the Branchburg Township Board of Education for the following 2017-2018 routes.

Host	Service	Cost to Branchburg
Readington Township Board of Education	On an as needed basis to cover Readington Routes September 1, 2017 – June 30, 2018	\$33.00 per hour per bus (Sub Driver & Bus)
	On an as needed basis to cover Readington Routes September 1, 2017 – June 30, 2018	\$42.50 per hour per bus (Contracted Driver & Bus)
	Athletic and Field Trips	\$33.00 per hour per bus (Sub Driver & Bus)
	Athletic and Field Trips	\$42.50 per hour per bus (Contracted Driver & Bus)

**XIII. PUBLIC COMMENT**

Rhonda Sherbin, President of Branchburg Township Education Association, addressed the Board regarding having Board meetings on Rosh Hashanah.

**XIV. BOARD LIAISON REPORTS**

Mrs. Palmieri said all PTO forms will now be going out electronically.

Mr. Ambrus said Mr. Sanford's committee seat was replaced by Mr. Brendon Beatrice.

Mr. Ambrus welcomed Greg Bonin back to Branchburg Township.

Ms. Gensel said the Branchburg Education Foundation scheduled Dine Out for Education on Friday, October 20, 2017 at the Stoney Brook Grille.

**XV. BOARD FORUM**

Mrs. Palmieri thanked Tina Neely, Director of Student Services, for giving the Board the opportunity to visit the ESY activities being held in the classrooms.

Mr. Ambrus said he was very happy with the Stony Brook School parking lot paving project.

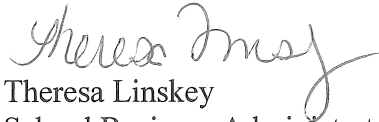
**XVI. EXECUTIVE SESSION**

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to a second Executive Session at 9:05 p.m. to discuss student matters.

**XVII. ADJOURNMENT**

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn at 9:23 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board