

Branchburg Township School District

REGULAR MEETING MINUTES

December 14, 2017

Executive Session – 6:30 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 6:36 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, Jack Dempsey (arrived 7:52 p.m.), Kristen Fabriczi, Theresa Joyce, Carmela Noto, Cathy Palmieri and Keerti Purohit (arrived 6:50 p.m.).

The following member was absent: 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. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 6:36 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 8:00 p.m.

On a motion by Mrs. Fabriczi, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:07 p.m. with 20 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced the Branchburg Central Middle School String Players who, under the direction of Ms. Cordell, performed for the Board.

Kathryn Mantell of Nisivoccia LLP did a presentation on the 2016-2017 Audit.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Purohit, seconded by Mr. Dempsey that Item VIII.A.1. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VIII.A.1. was unanimously approved by Roll Call.

The Board members thanked Mrs. Noto and Mr. Dempsey for their years of service on the Branchburg Township Board of Education.

A.1. Recognition of Board Member Service

WHEREAS, the Branchburg Township School District is committed to the Mission of Educating its children, and

WHEREAS, the Branchburg Township Board of Education is integral in the success of that mission, and

WHEREAS, we as members of the Branchburg Township Board of Education wish to extend our utmost appreciation for the work that fellow Board members have done to make education in Branchburg Schools a worthwhile and productive experience for all students, and

WHEREAS, the Branchburg Township Board of Education wishes to extend our best wishes for the happiness and for all future well-being of our Board members that will be leaving as of Jan. 3, 2018, and

NOW THEREFORE BE IT RESOLVED, that the Branchburg Township Board of Education recognizes and appreciates the service of the following Board members:

Jack Dempsey	2010-2017
Carmela Noto	2011-2017

Motion by Mr. Dempsey, seconded by Mrs. Palmieri that Items VIII.A. through VIII.H. be moved upon the recommendation of the Superintendent.

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

There was no Governance Committee report.

There was no Community Relations Committee report.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of November 16, 2017.

B. Approval of 2017-2018 Uniform State Memorandum of Agreement and Addendum between Education and Law Enforcement Officials

It is recommended that the Board approve the 2017-2018 Uniform State Memorandum of Agreement and Addendum between Education and Law Enforcement Officials.

C. Approval of the 2017-2018 Equivalency Application N.J.A.C. 6A:5

It is recommended that the Board approve the submission of the 2017-2018 Equivalency Application N.J.A.C.6A:5.

D. Approval of the 2018-2019 Memorandum of Understanding with The Jointure

It is recommended that the Board approve the Memorandum of Understanding with The Jointure to provide before and after care services at Whiton Elementary School and Stony Brook School effective September 1, 2018 through June 30, 2019.

E. Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	The Last, Very Last Butterfly	Anne Manfreda Lisa Leibowitz	Branchburg Central Middle School	1223	\$1,525.00
	Pearl Observatory	Anne Manfreda		1224	\$2,385.00
	Distance Learning: Mummy Makers	Anne Manfreda Richard DeSantis		1225	\$562.50

F. Approval of 2018-2021 Memorandum of Agreement between Branchburg Board of Education and Branchburg Administrators Association

It is recommended that the Board approve the 2018-2021 Memorandum of Agreement between Branchburg Board of Education and Branchburg Administrators Association.

G. Approval to Rescind Merit Goal

BE IT RESOLVED that the Board approve rescinding the Superintendent's 2017-2018 Qualitative Goal #1 approved on September 21, 2017.

H. Approval of Revised Merit Goal

BE IT RESOLVED that the Board approve the submission of the Superintendent's 2017-2018 revised Qualitative Goal #1 to the Executive County Superintendent of Schools for approval.

IX. POLICY

There was no Policy Committee report.

X. EDUCATION

Motion by Mr. Dempsey, seconded by Mrs. Palmieri 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. 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
Systems 3000 Financial Accounting Review Eatontown, NJ	Donna Eckel 11-000-251-580-01-585	12/13/17	N/A	N/A	N/A	\$29.26	\$29.26
2018 New Jersey Speech and Hearing Association Convention Long Branch, NJ	Debra Gesualdo 11-000-219-580-03-001-999	4/26/18 through 4/27/18	\$350.00	N/A	N/A	\$25.00	\$375.00
Simple Hands-on-Activities for 6 th - 9 th Grade Students New Brunswick, NJ	Michele Jordan 11-000-223-580-04-144-020	4/27/18	\$205.00	N/A	N/A	N/A	\$205.00
Nonviolent Crisis Intervention Training Program Philadelphia, PA	Sarah Landon 11-000-223-580-04-144-020 11-000-223-580-05-144-060 11-000-219-580-03-001-999 11-000-223-580-08-144-090	1/2/18 through 1/3/18	\$150.00 \$150.00 \$429.00 \$150.00	N/A	N/A	N/A	\$879.00
What's New in Young Adult Literature and How to Use it in Your Program Long Branch, NJ	Wendy Michels 11-000-223-580-04-144-020	2/7/18	\$259.00	N/A	N/A	\$8.99	\$267.99
2018 New Jersey Association for Gifted Children Conference West Windsor, NJ	Suzanne Updegrove 11-000-223-580-04-144-020	3/23/18	\$159.00	N/A	N/A	\$16.00	\$175.00

B. Approval of Title IV School Clubs					
School	Teacher	Salary	Club Name	Account Number	Number of Weeks
BCMS	Katie Bernet	\$41.00/1 hour per week	Gentle Flow Yoga	20-231-100-101-02-648	10
	Regina Cordell	\$41.00/1 hour per week	Chamber Orchestra		20
	Margaret Emmons	\$41.00/1 hour per week	Coding, Technology and 3D Printing		20
	Nicole Kepner	\$41.00/1 hour per week	Creative Writing Workshop		20
	Lucy Plaza	\$41.00/1 hour per week	Knitting A Community Together		20
	Damian Thomas	\$41.00/1 hour per week	Club-Roll Playing Games i.e. Dungeons & Dragons		10
Stony Brook	Toni Burke	\$41.00/1 hour per week	Environment Club		10
	Rachael Johnston Stephanie Formus	\$41.00/1 hour per week	Fun Fit Club		10
Whiton	Lauren Flood	\$41.00/1 hour per week	Business Builders		10
	Lauren Flood	\$41.00/1 hour per week	Fun Run Club		10
	Tara Forsyth	\$41.00/1 hour per week	Intramural Sports		10
	Tara Forsyth	\$41.00/1 hour per week	STEM Club/Environmental Club		10
	Brad Moor	\$41.00/1 hour per week	Students Who Sail		10
	Erica Patente	\$41.00/1 hour per week	Whole Body Learning through Games		10
	Christina Pernini	\$41.00/1 hour per week	Cookie Creators		10
	Catie Rello	\$41.00/1 hour per week	Zen Kids		10

C. Approval of 2017-2018 School Field Trip				
School	Location	Teacher	Grade	Purpose
Central Middle School	Flemington Ice Arena	Regina Cordell	6,7,8	Enrichment Day

D. Approval of Vendors				
Vendor	SID#	Account Number	Salary	Discussion
Education, Inc. Plymouth, Mass.	2309956429	11-150-100-320-03-069-020	\$46.00 per hour not to exceed \$1,000.00	Educational Services for Students Home-Bound or in a Hospital, as needed
Brookfield Academy Cherry Hill, NJ	1896655470	11-150-100-320-03-069-020	\$41.00 per hour not to exceed \$500.00	Educational Services for Students Home-Bound or in a Hospital, as needed

E. Stony Brook Elementary School Service Project					
Title	Event Coordinator	Participants	Recipient	Purpose	Date(s)
Jump Rope for Heart	Michael Clark	Stony Brook School Students	American Heart Association	Help fund potentially lifesaving research into heart and blood vessel diseases and stroke.	1/18 through 2/18

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

A. Approval of Substitutes			
Name	Position	Salary	Dates
Susan Brenner	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	12/15/17-6/30/18
Alexa Harwood	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	12/15/17-6/30/18
Philip Lees	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	12/15/17-6/30/18
Elizabeth Meyer	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	12/15/17-6/30/18
Vincent Morella	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	12/15/17-6/30/18
Deborah Squier	Substitute Bus Driver	\$18.87 per hour Subject to delivery of requested documents	12/15/17/6/30/18

B. Approval of Personnel								
Name	Account Number	Position	Location	Step	Salary	Effective Date	End Date	Discussion
Diana Cirianni	11-000-217-106-01-000-090 11-213-100-106-01-057-020	Instructional Aide (part-time .73)	Whiton	1	\$17,553.38 prorated	12/15/17	6/30/18	Leave Replacement Nancy Stansfield
Laurie Acosta	61-910-310-110-01-001	Lunchroom Aide (\$10.00 per hour)	BCMS	1	\$4,525.00 prorated	12/15/17	06/30/18	Leave Replacement Marcia Vieira- Carolei
Annette Wells	11-000-251-100-01-529	Treasurer of School Moneys	BOE	N/A	\$6,000 prorated	12/15/17	6/30/18	New Position
Kelly Graham	N/A	Scorekeeper/ Timekeeper	BCMS	N/A	N/A	12/7/17	N/A	Athletic Stipend Resignation
Tiffany Stulack	11-402-100-101-01-093-020	Scorekeeper/ Timekeeper	BCMS	N/A	\$1,429.00	12/7/17	2/18	Athletic Stipend Substitute Position
John Gottshalk	N/A	Crowd Control	BCMS	N/A	NA	12/8/17	N/A	Athletic Stipend Resignation
John Gottshalk	11-402-100-101-01-093-020	Scorekeeper/ Timekeeper	BCMS	N/A	\$1,429.00 prorated	12/14/17	2/15/18	Athletic Stipend Position
Regina Cordell	11-402-100-101-01-093-020	Crowd Control	BCMS	N/A	\$1,429.00 prorated	12/14/17	2/15/18	Athletic Stipend Position

12/14/2017

C. Approval of Leave of Absence				
Name	Location	Position	Type of Leave	Anticipated Dates
William Wutke	Transportation	Mechanic	Paid Medical	11/15/17-2/15/18

D. Approval of Title IA After School Tutors				
Name	Account Number	School	Position	Stipend
Daniell Cordaro	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Joann Everson	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Melissa Fitzgibbon	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Lauren Flood	20-231-100-101-02-648 20-231-100-101-02-649	Whiton and Stony Brook	Teacher	\$41.00 per hour not to exceed \$4,018.00)
Tara Forsyth	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Jodi Harwood	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	*As needed to fill positions (\$41.00 per hour)
Linda Kaminsky	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Sue Mariani	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Brad Moor	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Allison O'Neill	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Colleen Repoli	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Amy Roman	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Amanda Roper	20-231-100-101-02-648 20-231-100-101-02-649	Whiton	Teacher	\$41.00 per hour not to exceed \$2,009.00
Elaine Mulrooney	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Debra Adam	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Abbie Sutherlin	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Randi Lee Venturi	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook (AM and PM sessions)	Teacher	\$41.00 per hour not to exceed \$4,018.00
Robert Katz	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Zach Miracle	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Debra Gesualdo	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Rachael Johnston	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Cristina Pernini	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Lisa Liebowitz	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Stephanie Formus	20-231-100-101-02-648 20-231-100-101-02-649	Stony Brook	Teacher	\$41.00 per hour not to exceed \$2,009.00
Wendy Michels	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00
Michele Jordan	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00
Michael Rusciano	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00
Sonia Pereira	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00
Tiffany Stulack	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00
Deborah Volpe	20-231-100-101-02-648 20-231-100-101-02-649	Central Middle School	Teacher	\$41.00 per hour not to exceed \$2,009.00

XII. BUSINESS

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

On call of the vote, Items XII.A. through XII.L. 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 November 17, 2017 through December 14, 2017, totaling \$1,548,163.23, and ratify the Payroll for the period November 17, 2017 through December 14, 2017, totaling \$1,800,192.71.

B. Secretary's Report

The Report of the Secretary for November 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 November 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 2017-2018 fiscal year.

C. Treasurer's Report

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

E. Monthly Transfer Report

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

F. Acceptance of 2016-2017 Audit and Auditors’ Management Report

It is recommended that the Board accept the Comprehensive Annual Financial Report and the Auditors’ Management Report for the fiscal year ended June 30, 2017.

G. Approval of Resolution Authorizing Contracts with Approved State Contract Vendors

It is recommended that the Board approve the Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

H. 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 construction of the Transportation Garage.

I. Approval of Resolution Approving Submission of Transportation Garage as “Other Capital” Projects

It is recommended that the Board approve the submission of the Transportation Garage project to the State as “Other Capital” Projects.

J. Approval of Resolution Approving an Annual Contract with PenServ

It is recommended that the Board approve an annual contract with PenServ to administer the school district’s tax sheltered annuity plans (403B/457) in accordance with IRS regulations at no cost to the district.

K. Approval of Professional E-rate Consulting Services

It is recommended that the Board approve E-rate Partners, LLC to provide the handling of E-rate reimbursements for the period of July 1, 2018 through June 30, 2019, at a cost of \$1,800.00 for the annual fee of funding year 2018 Category 1, and a Partners’ fee for Category 2 services, at a cost of \$600.00, to be paid by purchase order through account #11-000-230-339-01-001 and sufficient funds are available in the 2017-2018 budget.

L. Approval of Use of School Buses

It is recommended that the Board approve the use of school buses for the emergency evacuation of children from the following, if needed:

Facility	To
Apples and Books Learning Center Branchburg, NJ	1. Roche Diagnostics (Primary Location) 1080 US Highway 202, Branchburg 2. Evangel Chapel (Secondary Location) 505 US Highway 28, Bridgewater

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Noto said at the December 12, 2017 Somerville Board of Education meeting the following items were highlighted:

- Recognition of the Somerville High School Varsity Football Team; and
- There was an audit presentation by Nisivoccia LLP for fiscal year ended June 30, 2017.

Mr. Cutler said at the Somerset County Educational Services Commission meeting, there was a presentation on the presentation given at the National meeting in San Antonio. He said the ESC is getting high visibility not only in New Jersey but across the Country.

Mrs. Joyce spoke about the "Foundations for Success" workshop she attended on November 30, 2017.

XV. BOARD FORUM

Mrs. Palmieri spoke about the "Building Positive Schools Through Positive Education" workshop she attended.

Mr. Cutler said he attended the Somerville bon fire and he hopes this tradition continues.

Ms. Gensel paid a verbal tribute about Mr. Robert Motz.

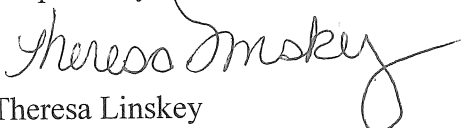
XVI. EXECUTIVE SESSION

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to a second Executive Session at 9:20 p.m. to discuss legal matters.

XVII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:29 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board

12/14/2017