

Branchburg Township School District

REGULAR MEETING MINUTES

September 7, 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, Kristen Fabriczi, Theresa Joyce, Carmela Noto, Cathy Palmieri and Keerti Purohit.

The following members were absent: Jack Dempsey and Olga Phelps.

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 Mr. Cutler, seconded by Mrs. Noto, 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. Palmieri, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to adjourn executive session at 8:31 p.m.

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to public session at 8:33 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 gave a presentation on the District's strategic plan, and went over the highlights through the year 2020.

VII. PUBLIC COMMENT

Rhonda Sherbin, President of the Branchburg Township Education Association, asked for clarity on Item VIII.C.

VIII. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mrs. Noto that Items VIII.A. through VIII.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.D. were unanimously approved by Roll Call with Mrs. Noto and Mrs. Purohit abstaining on Item VIII.A.

There was no Governance Committee report.

Mrs. Palmieri thanked Toni Gooding, District Webmaster, for her hard work in posting pictures from opening day on the District's social media sites.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of August 17, 2017.

B. Approval of Revised Job Description

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

- Instructional Aide

C. Approval of Submission of Annual Statement of Assurance Regarding the Use of Paraprofessional Staff

It is recommended that the Board approve the Submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff to the Executive County Superintendent of Schools.

D. Approval of Harassment, Intimidation and Bullying Report

BE IT RESOLVED that the Board of Education accept the recommendation of the Superintendent, that H.I.B. Incident #13 does not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

IX. POLICY

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

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

There was no Policy Committee report, however, Mrs. Joyce stated that there are now certain Regulations that will require Board approval.

A. Policy First Reading		
Policy	Title	Discussion
P2461	Special Education/Receiving Schools	Revised
P3126	District Mentoring Program	Revised
P3160	Physical Examination	Revised
P3221	Evaluation of Teachers	Revised
P3222	Evaluation of Teaching Staff, Excluding Teacher and Administrators	Revised
P3223	Evaluations of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Revised
P3224	Evaluation of Principals, Vice Principals and Assistant Principals	Revised
P3240	Professional Development for Teachers and School Leaders	Revised
P4160	Physical Examination	Revised
P5610	Suspension	Revised
P5620	Expulsion	Revised

B. Policy Second Reading		
Policy	Title	Discussion
P1240	Evaluation of Superintendent	Revised

C. Regulations First Reading		
Regulation	Title	Discussion
R0000.03	Introduction	Revised
R2460	Special Education	Revised
R2460.1	Special Education-Location, Identification, and Referral	Revised
R2460.8	Special Education-Free and Appropriate Public Education	Revised
R2460.9	Special Education-Transition from Early Intervention Programs to Preschool Programs	Revised
R2460.15	Special Education-In Service Training Needs for Professional and Paraprofessional Staff	New
R2460.16	Special Education-Instructional Material to Blind or Print-Disabled Students	Readopt
R2461	Special Education/Receiving Schools	Revised
R2461.01	Special Education/Receiving Schools – IEP Implementation	Revised
R2461.02	Special Education/Receiving Schools - Suspensions	Revised
R2461.03	Special Education/Receiving Schools – Student Records	Revised
R2461.04	Special Education/Receiving Schools – Special Education and Related Services	Revised
R2461.05	Special Education/Receiving Schools – IEP Compliance	Revised
R2461.06	Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff	Revised
R2461.07	Special Education/Receiving Schools – Termination of Placement	Revised
R2461.08	Special Education/Receiving Schools – In-Service Training	Revised
R2461.09	Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs	Revised
R2461.10	Special Education/Receiving Schools – Full Educational Opportunity	Revised
R2461.11	Special Education/Receiving Schools – Staff Consultation	Revised
R2461.12	Special Education/Receiving Schools – Length of School Day and Academic Year	Revised
R2416.13	Special Education/Receiving Schools – Observation of Educational Programs	New
R2461.14	Special Education/Receiving Schools - Amending Policies, Procedures the Services Provided, or the Location of Facilities	New
R2461.15	Special Education/Receiving Schools – Operation of an Extended Academic Year Program	New
R2461.16	Special Education/Receiving Schools – Employment of a Full-Time Non-Teaching Principal	New
R2461.17	Special Education/Receiving Schools – Submission of Fiscal Information and Obtaining Certificates	New
R2461.18	Special Education/Receiving Schools – Notice to Department of Education Prior to Ceasing Operation or Change to Ownership	New
R2461.19	Special Education/Receiving Schools – Behavior Modification Program	New

D. Regulations Second Reading		
Regulation	Title	Discussion
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.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.B. 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
New Jersey School Boards Association Atlantic City, NJ	Gail Inkrote 11-000-223-580-05-144	10/26/17	\$300.00	\$99.00	\$48.00	\$140.00	\$587.00
New Jersey School Boards Association Atlantic City, NJ	Carly Trocchia 11-000-251-580-01-585	10/23/17	N/A	N/A	N/A	\$67.77	\$67.77
New Jersey American Academy of Pediatrics Somerset, NJ	Tina Neely 11-000-219-580-03-144	10/18/17	\$175.00	N/A	N/A	N/A	\$175.00
Using Project Based Learning to Strengthen Learning in Content Areas Plainview, NY	Damian Thomas 11-000-223-580-04-144	11/1/17	\$249.00	N/A	N/A	\$15.62	\$264.62

B. Fundraiser				
Title	Event Coordinators	Location	Purpose	Date
School Based Fundraiser for National Relief Effort	School Staff	All Schools	Donate funds towards relief efforts in Texas and Louisiana	9/7/17 Thru 9/30/17

XI. HUMAN RESOURCES

Motion by Mr. Cutler, seconded by Mrs. Palmieri 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.

A. Approval of Salary Revision					
Name	Account Number	Position	Step/Level	From Salary	To Salary
Regina Cordell	11-130-100-101-01-021	Music Teacher (Strings)	3/150	\$58,389.00	\$59,389.00

B. Approval of Substitutes			
Name	Position	Salary	Dates
Jaimie Peterson	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	9/1/17-6/30/18 Subject to delivery of requested documents
Florence Quackenbush	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	9/1/17-6/30/18 Subject to delivery of requested documents
Abigail Cohen	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	6/1/17-6/30/18
Daniella Hobbs	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	6/1/17-6/30/18
Roseann Podlaski	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	6/1/17-6/30/18

C. Approval of Resignations			
Name	Position	Location	Discussion
Paul Mehnert	2017-2018 Athletic Extracurricular Stipend - Boys Soccer B Team	BCMS	NA
Stacey Hubbard	Instructional Aide	BCMS	Resigned before starting
Marcia Vieira Carolei	Lunchroom Aide	BCMS	NA

D. Approval of 2017-2018 Athletic Extracurricular Stipend				
Name	Account Number	Location	Position	Stipend
Mallory Barber	11-402-100-101-01-093	BCMS	Boys Soccer B Team Subject to delivery of requested documents	\$2,574.00

E. Approval of Videographer for Board of Education Meetings			
Name	Account Number	Salary	Dates
John Beisler	11-000-230-104-01-000	\$22.27 per hour	7/1/17-6/30/18

F. Approval of Staff Transfers					
Name	Account Number	Position	Effective Date	End Date	Discussion
Monita Haduch	11-000-217-106-01-000 11-213-100-106-01-057	Instructional Aide	9/1/17	6/30/18	From: Stony Brook To: BCMS
Leslie Jones	11-000-217-106-01-000	Instructional Aide	9/1/17	6/30/18	From: BCMS To: Stony Brook

G. Approval of Leave Replacement								
Name	Account Number	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Arnold Majano	11-000-217-106-01-000 11-213-100-106-01-057	Instructional Aide	BCMS	1	\$17,553.38	9/1/17	6/30/18	Employee ID: 5122

H. Approval of Special Education Teacher							
Name	Account Number	Position	Location	Step/Level	Salary	Effective Date	End Date
Victoria Nguyen	11-213-100-101-01-057	Special Education Teacher (.5)	BCMS	1/BA	\$56,740.00 (prorated)	9/5/17	11/17/17

I. Approval of Extended School Year Student Orientation and Readiness Staff Revision

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: Rachael Johnston

In Place of: Kristen DeBlasi

XII. BUSINESS

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

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

Mr. Cutler and Mr. Ambrus spoke about the facilities walk-through which was conducted on August 29, 2017.

A. Bill List

It is recommended that the Board approve the List of Bills for the period August 1, 2017 through September 7, 2017, totaling \$2,013,078.82, and ratify the Payroll for the period August 1, 2017 through September 7, 2017, totaling \$436,694.94.

B. 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 - 2005 Ford F-250, or 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.

C. Approval of Transportation Jointure with Somerset Hills Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Somerset Hills Board of Education for the following 2017-2018 route.

Host	Service	Cost to Somerset Hills
Branchburg Township Board of Education	Transportation to and from Celebrate the Children Denville, New Jersey	\$180.00 per day (184 Days) Totaling: \$33,120.00

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

There were no reports.

XV. BOARD FORUM

Mrs. Noto thanked the staff at Branchburg and Somerville schools for a successful opening day of school.

Mrs. Fabriczi thanked the staff at Branchburg for being ready for the first day of school.

Mrs. Purohit said receiving forms electronically was a great idea.

Ms. Gensel thanked the PTO for providing breakfast for the staff on their first day back to school.

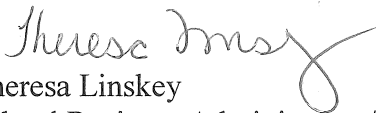
XVI. EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to reconvene to a second Executive Session at 8:56 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 9:37 p.m.

Respectfully Submitted,


Theresa Linskey
School Business Administrator/Board