

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

February 16, 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 7:26 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, Kristen Fabriczi, Theresa Joyce, Cathy Palmieri and Olga Phelps.

The following members were absent: Carmela Noto 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. Joyce, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene at 7:26 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn executive session at 7:43 p.m.

On a motion by Mr. Dempsey, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:01 p.m. with 12 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**

Mr. Matthew Barbosa, Principal of Branchburg Central Middle School and members of the Flagship Committee did a presentation on the work they have been doing in the middle school on flagship projects.

**VII. PUBLIC COMMENT**

There was no public comment.

## VIII. GOVERNANCE

Mr. Ambrus read a letter from the Acting Executive County Superintendent, Roger Jinks, who visited the district. In his letter he stated that he reviewed the district's curriculum, had a meeting with Ms. Gensel to discuss the district's programs in psychology, and commended the district's bussing system on achieving excellent transportation efficiency.

Mrs. Palmieri said the Community Relations Committee met with Mr. Frank Altmire, Principal of Stony Brook Elementary School, members of the PTO and several Board members to discuss the possibility of bringing a hydration station to Stony Brook Elementary School.

## IX. POLICY

There was no Policy Committee report.

## X. EDUCATION

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

On call of the vote, Items X.A. through X.C. 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
Foreign Language Educators of New Jersey Spring Conference Iselin, NJ	Gayle Fredericks 11-000-223-580-04-144	3/31/17	\$150.00	N/A	N/A	\$4.65	\$154.65
Foreign Language Educators of New Jersey Spring Conference Iselin, NJ	Victoria Gerry 11-000-223-580-08-144	3/31/17 through 4/1/17	\$185.00	N/A	N/A	\$19.00	\$204.00
Foreign Language Educators of New Jersey Spring Conference Iselin, NJ	Patricia Maloney 11-000-223-580-04-144	3/31/17	\$150.00	N/A	N/A	N/A	\$150.00
New Jersey Dyslexia Association and New Jersey Speech-Language-Hearing Association Conference Garwood, NJ	Allison O'Neill 20-270-200-500-02-649	3/24/17	\$220.00	N/A	N/A	\$13.80	\$233.80
New Jersey Dyslexia Association and New Jersey Speech-Language-Hearing Association Conference Garwood, NJ	Amanda Roper 20-270-200-500-02-649	3/24/17	\$220.00	N/A	N/A	\$13.80	\$233.80
New Jersey Association for Middle Level Education Annual Conference Union, NJ	Matthew Barbosa 11-000-240-580-02-000	3/10/17	\$119.00	N/A	N/A	\$35.00	\$154.00
Teaching Reading to Struggling Students Columbia University, NY	Marie Cinque 20-270-200-500-02-649	7/31/17 and 8/20/17	\$595.00	N/A	N/A	N/A	\$595.00
Teaching Practices and Instructional Strategies that Position Students Closer to Reading and Writing Excellence Rutgers University, NJ	Lisa DeLorenzo 20-270-200-500-02-649	4/24/17	\$150.00	N/A	N/A	N/A	\$150.00
Chronic Anxiety Edison, NJ	Katherine Gorski 11-000-219-580-03-001	4/20/17	\$99.99	N/A	N/A	\$6.20	\$106.19
21 <sup>st</sup> Annual New Jersey Buildings and Grounds Expo/Conference Atlantic City, NJ	John Hindmarch 11-000-261-580-10-428	3/13/17 through 3/15/17	\$200.00	\$198.00	\$112.00	\$100.00	\$610.00
Job Readiness Skills for Certified Educational Facility Manager Parsippany, NJ	John Hindmarch 11-000-261-580-10-428	5/12/17	\$229.00	N/A	N/A	\$20.00	\$249.00
Designing Quality Elementary School Schedules: A Focus on Providing Structured Time for Intervention and Enrichment Monroe, NJ	Kristen Kries 11-000-240-580-02-000	4/13/17	\$149.00	N/A	N/A	N/A	\$149.00
The Role of Social and Emotional Learning in Building a Positive School Climate for Students and Adults Monroe, NJ	Kristen Kries 11-000-240-580-02-000	5/10/17	\$100.00	N/A	N/A	N/A	\$100.00
101 Best Strategies to Increase Student Learning and Motivation in Biology/Life Science (Grades 6-12) South Plainfield, NJ	Damian Thomas 11-000-223-580-04-144	3/22/17	\$245.00	N/A	N/A	N/A	\$245.00
New Jersey Association for Gifted Children 26 <sup>th</sup> Annual Conference: Defining and Refining Success Conference Center at Mercer, NJ	Suzanne Updegrave 11-000-223-580-04-144	3/17/17	\$159.00	N/A	N/A	\$19.47	\$178.47

<b>B. 2017 BCMS Field Trips</b>			
Trip	Teachers	Date	Discussion
Branchburg Township Police Department Branchburg, NJ	Justin Rogoff	3/21/17	Officers will explain the daily routine, activities, and procedures of being a police officer and insight for students wishing to pursue a career in Law Enforcement. (Enrichment Day)
The Gravity Vault Chatham, NJ	Elizabeth Urbanski Kelly Graham	3/21/17	Presenters will demonstrate and allow hands on experience on how to climb vertically and the relationship to Newton's Law of Gravity. (Enrichment Day)
Jacobus Vanderveer House Bedminster, NJ	Matthew Barbosa	3/21/17	Students who are interested in Revolutionary War will learn about the historical significance of this location. (Enrichment Day)
New Jersey Renaissance Faire Bordentown, NJ	Katie Fox Kristyn Perello	6/2/17	History, Literature, and the Arts in an exclusive interactive and educational experience.
Washington Crossing State Park Titusville, NJ	Janice Monetti	3/21/17	Students will be able to view hundreds of artifacts, have a guided tour, and walk in the footsteps of the Patriots. (Enrichment Day)

C. Approval of Additional Occupational Therapy				
Program/Location	Student ID #	Effective Dates	Total Cost	Discussion
Educational Services Commission 1660 Stelton Road, Piscataway, NJ	1182192377	9/9/16-6/20/17	\$1,961.00	Additional 1 time per week for a 30 minute session

## XI. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mrs. Palmieri that Items XI.A. through XI.E., be moved upon the recommendation of the Superintendent.

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

Mrs. Palmieri said the Human Resources Committee met on February 16, 2017 to discuss confidential items which cannot be disclosed at this time.

A. Substitute Teachers and Substitute Aides					
Name	Position	Salary	Location	Effective Date	End Date
Musarant Merchant	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	2/17/17	6/30/17
Stephanie Phibbs	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	2/17/17	6/30/17

B. Retirement			
Name	Position	Effective Date	Discussion
Lisa Funk	Branchburg Central Middle School Media Specialist	6/30/17	Retirement

C. Personnel					
Name	Location	Salary	Effective Date	End Date	Discussion
Marcia Vieira Carolei	BCMS	\$10.00 per hour	2/21/17 Application subject to delivery of requested documents	6/30/17	Cafeteria Aide
Arnold J. Majano	BCMS	\$14.65 per hour	2/17/17	6/30/17	Instructional Aide
Carly Trocchia	Board Office	\$2,000.00 monthly stipend	2/17/17	6/30/17	Interim Personnel Assistant

D. Extra Duty Pay						
Name/Account	Name of Action	Position	Salary	Location	Date	Discussion
Katie Bernet 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Documenting Student Growth and Setting Goals for Success
Nina Manger 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Effective Co-Planning
Zachariah Miracle 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Effective Co-Planning
Rocco Fornaro 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	SMART Board Basics
Erica Patente 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Using Social Media for Education
Erica Patente 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Simple K-12
Margaret Emmons 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Hyperdocs
Margaret Emmons 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Customizing Genesis to Your Usage Needs
Marie Cinque 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Disciplinary Literacy
Kelly Boyle 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	How a Demonstration Notebook Can Help Make Reading Conferences and Strategy Groups More Efficient and Productive

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Kate Mileto 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Formative Assessment Using Technology
Wendy Michels 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Digital Exit Ticket Tools
Wendy Michels 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Authentic Learning Unit
Lauren Knoke 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Making Your Teaching Stick During Whole-Class and Small-Group Literacy Instruction
Amy Garner 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Infusing Phonics Instruction into Daily Practice
Heather Lilly 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Infusing Phonics Instruction into Daily Practice
Michele Nash 11-000-223-104-02-210	In-Service Presenter	Teacher	\$41.00 per hour not to exceed 2 hours	BCMS	2/17/17	Understanding Disabilities and Specific Strategies

<b>E. Approval of Vendor</b>				
<b>Vendor</b>	<b>Account Number</b>	<b>Dates of Services</b>	<b>Cost</b>	<b>Discussion</b>
Somerset Educational Services Commission	11-000-219-320-03-181	2/17/17 through 6/20/17	\$388.00 per evaluation not to exceed \$1,940.00	Evaluations on five students in district

## **XII. BUSINESS**

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

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

Mr. Cutler went over the items listed on the agenda.

Mr. Ambrus discussed Item XII.F. on the agenda.

### **A. Bill List**

It is recommended that the Board approve the List of Bills for the period February 3, 2017 through February 16, 2017, totaling \$1,440,848.99.

### **B. Secretary's Report**

The Report of the Secretary for January 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 January 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 January 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 January 2017.

**E. Monthly Transfer Report**

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

**F. Approval to enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies**

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., to purchase school supplies for the 2017-2018 school year at a cost of \$4,980.00 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2017-2018 budget.

**G. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs**

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2017-2018 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic School Nursing Services
- Nonpublic Security Aid Program

**H. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services**

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2017-2018 school year.

**XIII. PUBLIC COMMENT**

There was no public comment.
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#### XIV. BOARD LIAISON REPORTS

Mr. Ambrus spoke about the following events which took place at Somerville High School:

- January 10, 2017 the freshman class participated in an assembly titled “Minding Your Mind”;
- January 20, 2017 Mr. Schmeltz and his Consumer Bowl team were crowned the Somerset County Consumer Bowl Champions;
- January 24, 2017 Mr. Kydonieus hosted an engineering fair where Somerville High School Alumnus Michael Johnson, Class of 2008, was in attendance. Michael Johnson was recently named to the Forbes “30 Under 30” list;
- Throughout the month of January, the National Honor Society organized a book drive to help build a library in Lesotho, Africa;
- Melissa McEntee, Director of 21<sup>st</sup> Century Education, has developed a revised emergency management plan; and
- Melissa McEntee also redesigned the Somerville district website, featuring a new interactive guide for user access, which will be available soon.

Mr. Ambrus said the New Jersey School Board Association scheduled a meeting for February 24, 2017 with the Somerset County School Board Association to discuss the difference between the 504 Plan and IEP.

Ms. Gensel said at the last Branchburg Education Foundation meeting, she presented to them the district’s sustainability goals. She asked for their support in terms that if any member of the district comes to them regarding grants for sustainability, they will be familiar with the district’s sustainability goals.

#### XV. BOARD FORUM

The Board congratulated Mrs. Lisa Funk on her retirement.

Ms. Gensel spoke about the February 17, 2017 Professional Development Day.

#### XVI. EXECUTIVE SESSION

There was no second Executive Session.

#### XVII. ADJOURNMENT

On a motion by Mr. Dempsey, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:02 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board Secretary

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