

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

May 7, 2015

**Executive Session – 6:30 p.m.**

**Public Meeting – 8:00 p.m.**

Branchburg Municipal Building

**I. CALL TO ORDER**

The meeting was called to order at 6:55 p.m. by Board President, David Rehe, 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, Jack Dempsey (arrived 7:05 p.m.), Theresa Joyce, Cathy Palmieri (arrived 7:48 p.m.), Olga Phelps, David Rehe, and Patricia Santos.

The following members were absent: Jose-Ramon Suarez and Carmela Noto.

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

**II.** The assembly saluted the flag.

**III.** Statement of Adequate Notice

**IV.** The Secretary called the roll.

**V. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Joyce, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene at 6:55 p.m. to executive session to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Phelps, and carried unanimously, the Board agreed to adjourn executive session at 8:16 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Phelps, and carried unanimously, the Board reconvened to public session at 8:30 p.m. with approximately 21 members of the public.

**VI. SUPERINTENDENT'S REPORT**

Dr. Kelley thanked the Branchburg School District staff for all the work they do for the students and the district.

Dr. Kelley and Theresa Linskey did a presentation on the 2015-2016 Final Budget.

## VII. PUBLIC COMMENT

Mr. Mike Wooby addressed the Board regarding the implementation of a wrestling program at Branchburg Central Middle School.

Mr. Scott Graber thanked Dr. Kelley and the Board for putting certain teacher positions back in place in the budget.

Mr. Graber also thanked the Board for considering the wrestling program and discussed the benefits of this program.

Mrs. Cherie Pieroni asked the Board for clarification of the process to implement clubs into the district.

Mr. Graber asked Dr. Kelley for clarification of the criteria needed to implement clubs into the district.

Students from the Branchburg Township Recreation Wrestling Program addressed the Board regarding how important it is to them to have a wrestling program at Branchburg Central Middle School.

Mrs. Laura Marchese asked the Board if they knew when the survey/pre-registration information for clubs will occur, and how will this information be communicated to the parents and students.

Mrs. Karline DiFabio asked the Board to consider making policies and new enhancements to add new programs to the schools. She also wanted to know how registration and sign-up information will be communicated to the students and parents.

## VIII. GOVERNANCE

Motion by Mr. Ambrus, seconded by Mrs. Joyce that Item VIII.A. be moved upon the recommendation of the Superintendent.

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

### A. Approval of Final Budget

BE IT RESOLVED to approve the 2015-2016 School District Budget for submission as follows:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2015-16 Total Expenditures</b>	\$42,918,158	\$491,522	\$2,231,200	\$45,640,880
<b>Less: Anticipated Revenues</b>	<u>\$3,954,300</u>	<u>\$491,522</u>	<u>\$100,845</u>	<u>\$4,546,667</u>
<b>Taxes to be Raised</b>	<u>\$38,963,858</u>	<u>\$ 0</u>	<u>\$2,130,355</u>	<u>\$41,094,213</u>

WHEREAS, the 2015-2016 final budget includes, as an addition to the base budget, a \$366,196 Health Care adjustment and also, as an addition to the base budget, a Banked Cap adjustment of \$309,948; and

WHEREAS, the Branchburg Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education established in the prebudget year, a maximum travel expenditure amount of \$70,000 and has authorized \$50,636 in spending to date for the budget year; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual maximum amount per employee not to exceed \$1,500 for which board approval is not required; and

THEREFORE, BE IT RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-7.1 et seq., establishes a maximum travel expenditure of \$70,000 for travel and related expense reimbursements for all staff and board members in the 2015-16 budget; and

BE IT FURTHER RESOLVED, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$750 for which board approval is not required in 2015-16; and

BE IT FURTHER RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-5.2, establishes for public relations and each type of professional service, a maximum level of spending in the 2015-2016 budget as follows:

<b>Service</b>	<b>Not to Exceed</b>
Legal	\$ 75,000
Auditing	\$ 40,000
Special Education Related Services	\$200,000
Architect/Engineering	\$100,000

Motion by Mrs. Joyce, seconded by Mrs. Santos that Items VIII.B. through VIII.C., be moved upon the recommendation of the Superintendent.

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

**B. Approval of Minutes**

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of April 23, 2015.

**C. Approval of Contract for School Physicians**

It is recommended that the Board approve a contract with the Branchburg Family Health Center in the amount of \$5,500 for the 2015-2016 school year (Board Reference VIII.C.) with funding to be paid through Account #11-000-213-330-01-129, and sufficient funds are available in the 2015-2016 budget.

**IX. EDUCATION**

Motion by Mrs. Santos, seconded by Mr. Ambrus 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.

Mrs. Santos said the Education Committee met and discussed the items on the agenda.

Mrs. Santos discussed the details of Item D. on the agenda.

Mrs. Santos said the Education Committee discussed professional development, and the Committee recommends a survey be done after the outside consultants come in for a professional development day.

**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 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.

**Ethic's – Who What Where When, NJ Law Center, New Brunswick, New Jersey, May 15, 2015, Total Maximum Cost - \$109.00** (*Account# 11-000-251-580-01-585*)

Theresa Linskey

**The Summer Institute on the Teaching of Reading, Paramus, New Jersey, July 13<sup>th</sup> through July 16<sup>th</sup>, 2015, Total Maximum Cost for all Participants - \$1,875.00** (*Account# 11-000-221-580-02-189*)

Danielle Lindsay  
Erin Rimmler  
Abbie Sutherlin  
Lori Villanova

**The Summer Institute on the Teaching of Writing, Paramus, New Jersey, July 27<sup>th</sup> through July 30<sup>th</sup>, 2015, Total Maximum Cost for all Participants - \$850.00** (*Account# 11-000-221-580-02-189*)

Olivia Klemm  
Stephanie Formus

**School Safety and Cooperative Purchasing, Bridgewater, New Jersey, August 12, 2015, Total Maximum Cost - \$228.00** (*Account# 11-000-261-450-10-428*)

John Hindmarch

**Searches and Seizures Involving Students, Monroe, New Jersey, May 13, 2015, Total Maximum Cost - \$182.00** (*Account# 11-000-240-580-01-000*)

Matthew Barbosa

**Google Apps Certification One-Day GAFE Boot Camp, North Plainfield, New Jersey, May 8, 2015, Total Maximum Cost for all Participants - \$597.00** (*Account# 11-000-223-580-04-144*)

Danielle DuFermont  
Joanne Lindner  
Laura Petronio

**Revitalizing Your Library Space to Enhance Your Library Program, Voorhees, New Jersey, May 21, 2015, Total Maximum Cost - \$258.00** (*Account# 11-000-223-580-05-144*)

Sharon Bradley

**Autism, ADHS and Anxiety, Somerset, New Jersey, June 17, 2015, Total Maximum Cost - \$203.75** (*Account# 11-000-219-580-03-001*)

Margaret Ryan

**Screening For Dyslexia – What Schools Need to Know, Trenton, New Jersey, June 5, 2015, Total Maximum Cost - \$75.00 (Account# 11-000-219-580-03-001)**

Elvira Atrio

**B. Approval of RtI Screener**

It is recommended that the Board approve NWEA MAP as the RtI Screener for the 2015-2016 School Year in the amount of \$12,775.00 paid by purchase order and sufficient funds are available in the 2015-2016 budget (Account# 11-000-221-500-02-100)

**C. Approval of RtI Related Training**

It is recommended that the Board approve NWEA MAP Staff Training for the 2014-2015 School Year in the amount of \$14,000.00 paid by purchase order and sufficient funds are available in the 2014-2015 budget (Account# 20-270-200-320-02-648, \$8,789.50, 20-270-200-320-02-649, \$3,504.00, 20-231-200-390-03-643, \$1,706.50)

**D. Approval of Middle School Mathematics Textbook**

It is recommended that the Board approve Glencoe Math Course 1-3 as the grade level mathematics resource in grades 6-8, in the amount of \$39,416.00, to be paid by purchase order and sufficient funds are available in the 2014-2015 budget (Account# 11-190-100-640-02-045)

<u>Grade Level</u>	<u>Current Resource</u>	<u>Additional Primary Resource</u>
6-8 Math Grade Level	<u>Connected Math Project 2</u> Pearson	<u>Glencoe Math Course 1-3</u> McGraw-Hill Education ©2015

**X. HUMAN RESOURCES**

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

On call of the vote, Items X.A. through X.I. were unanimously approved by Roll Call, with Mrs. Joyce abstaining from Item X.I.

Mr. Ambrus said the Human Resources Committee met and discussed the following items:

- renewals and legal requirements on the agenda items;
- changes to the calendar regarding staff development and other general calendar changes;
- implementation of a wrestling program at Branchburg Central Middle School;
- a stipend request for the Science Fair;

Mr. Ambrus thanked Eileen Rogalski for her years of service to the Branchburg Township School District.

**A. Approval of Substitute Teacher and Substitute Instructional Aide**

It is recommended that the Board approve the following Substitute Teacher and Substitute Instructional Aide, effective May 8, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget.

Kristen Cantillon  
Paige Matt  
Meredith Milchanoski

**B. Acceptance of Retirement Notice**

It is recommended that the Board accept the retirement notice of Remy Didio, School Bus Driver, effective July 1, 2015, with many thanks for his 13 years of dedicated service to the students, parents and staff of the Branchburg Township School District.

**C. Revision of Resolution**

It is recommended that the Board approve a revision to Naomi Kroeger, Item X.J. on the April 23, 2015 agenda, to reflect a change from Level BA, Salary \$53,225.00 to Level 150, Salary \$55,375.00, effective May 1, 2015 through June 30, 2015.

**D. Approval of Job Description**

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

- STEM Coach

**E. Acceptance of Retirement Notice**

It is recommended that the Board accept the retirement notice of Eileen Rogalski, Associate Business Administrator/Assistant Board Secretary, effective August 1, 2015, with many thanks for her 29 years of dedicated service to the students, parents and staff of the Branchburg Township School District.

**F. Non-tenured Teachers**

It is recommended that the Board approve the issuance of contracts to the following listings of Non-tenured Teachers effective September 1, 2015 through June 30, 2016, in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (which is in effect from July 1, 2013 through June 30, 2016) to be paid through Payroll from the General Fund, and sufficient funds are available in the 2015-2016 budget.

**Fourth Contracts**

<b>Name</b>	<b>Step/Level</b>	<b>2015-2016 Contract</b>
Michael Coburn (hire date – 9/1/12)	4/182	\$59,595.00
Stephanie Formus (hire date – 9/1/12)	4/182	\$59,595.00
Katie Fox (hire date – 12/14/12 )	4/BA	\$55,295.00
Martha Infante .62 (hire date – 9/1/12)	9/150	\$37,475.90

**Third Contracts**

<b>Name</b>	<b>Step/Level</b>	<b>2015-2016 Contract</b>
Elvira Atrio (hire date – 9/1/13)	9/182	\$62,595.00
Danielle Cordaro (hire date – 9/1/13)	6/150	\$58,445.00
Danielle Dufermont (hire date – 9/1/13)	5/BA	\$55,295.00
Melissa Fitzgibbon (hire date – 12/2/13)	8/150	\$59,445.00
Gayle Fredericks (hire date – 11/8/13)	20/BA	\$67,945.00
Rachael Johnston (hire date – 9/1/13)	3/BA	\$54,295.00
Nicole Kepner (hire date – 9/1/13)	5/182	\$59,595.00
Sarah Landon (hire date – 9/1/13)	4/182	\$59,595.00
Patricia Maloney (hire date – 9/1/13)	5/BA	\$55,295.00
Heather Mastroserio (hire date – 8/1/13)	13/BA	\$73,554.00**
Jocelyn Muzychko (hire date – 2/1/13)	4/BA	\$55,295.00
Elisabeth Patten (hire date – 9/1/13)	3/BA	\$54,295.00
Breanne Pratt (hire date – 9/16/13)	3/BA	\$54,295.00
Lisa Quinn (hire date – 9/1/13)	9/BA	\$58,295.00



Erin Rimmmler (hire date 9/1/13)	10/BA	\$58,295.00
Amanda Roper (hire date – 9/1/13)	6/150	\$58,445.00
Andrew Uporsky (hire date – 9/1/13)	5/BA	\$55,295.00
Elizabeth Urbanski (hire date – 9/1/13)	10/150	\$60,445.00

**Approval of Non-tenured Second Contracts**

Name	Step/Level	2015-2016 Contract
Wendy DeJulio (hire date – 1/2/15)	4/150	\$57,445.00
Teresa DoVale (hire date – 9/1/14)	11/150	\$61,945.00
Joy Greenfield (hire date – 10/30/14)	9/212	\$67,057.00*
Lauren Knoke (hire date 9/1/14)	11/150	\$61,945.00
Claire Lerner (hire date – 3/27/15)	3/182	\$60,907.00*
Justin Levinski (hire date - 9/1/14)	4/BA	\$55,295.00
Justin Rogoff (hire date 9/1/14)	2/150	\$56,445.00
Nicole Roth (hire date – 1/6/15)	3/150	\$56,445.00
Brittani Santangelo (hire date – 9/1/14)	2/BA	\$54,295.00
Chelsea Smith (hire date – 9/1/14)	3/150	\$56,445.00
Kathleen Thorson (hire date – 9/1/14)	5/150	\$57,445.00
Erica Lee Viel (hire date - 9/1/14)	3/BA	\$54,295.00
Anne Wonesh (hire date – 1/2/15)	27/182	\$92,982.00*

*\*Includes \$2,312.00.00 additional compensation for Child Study Team.*

*\*\*District Safety Coordinator/Lead Teacher is a 12-month position.*

**G. Secretaries and Clerks**

It is recommended that the Board approve the issuance of contracts for the following listings of Non-tenured Secretaries and Clerks effective July 1, 2015 through June 30, 2016, as noted on the Steps of the Salary Guide for 12-month Secretaries and Salary Guide for 12-month Clerks in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Secretaries and Clerks (in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll through the General Fund, and sufficient funds are included in the 2015-2016 budget.

**Non-tenured 12-month Secretary**

<b>Name</b>	<b>Step</b>	<b>Salary</b>
Cynthia Buckley	2	\$56,121.00

**Non-tenured 12-month Clerk**

<b>Name</b>	<b>Step</b>	<b>Salary</b>
Linda Geise	2	\$45,884.00

**Non-tenured Assistant Principal**

<b>Name/Title</b>	<b>Location</b>	<b>Contract*</b>
Kristen Kries (hire date – 4/14/14)	Branchburg Central Middle School	\$82,000.00

*\*Salary is the same as 2014-2015 pending conclusion of negotiations between the Board of Education and the Branchburg Township Principal’s Association*

**H. Approval of Instructional Aides**

It is recommended that the Board approve the reappointment of the following Instructional Aides effective September 1, 2015 through June 30, 2016 in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Instructional Aides (in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll, and sufficient funds are available in the 2015-2016 budget.

<b>Name</b>	<b>Step</b>	<b>Salary</b>
Lindsay Atwell	12	\$20,695.00
Robin DiBetta	12	\$20,695.00
Rachelle Emmons	3	\$17,412.00
Joyce Flood	4	\$17,648.00
Elizabeth Hillsinger	4	\$17,648.00
Jodi Jackson	4	\$17,648.00
Patricia Jaeckle	12	\$20,695.00
Leslie Jones	8	\$18,824.00
Antoninette Lorenc	7	\$18,212.00
Karen Minette	6	\$18,212.00
Amy Piano	5	\$17,930.00
Michele Rina	12	\$20,695.00
Patricia Rodgers	5	\$17,930.00
Heather Rogalski	5	\$17,930.00
Eileen Rudowski	12	\$20,695.00
Vedha Saranathan	5	\$17,930.00
Stephen Simborski	10	\$20,059.00
Kerri Spotts .73	2	\$12,539.21
Nancy Stansfield	7	\$18,212.00

#### **I. Approval of Tenured Teachers**

It is recommended that the Board approve the issuance of tenure contracts to the following listing of tenured Teachers effective September 1, 2015 through June 30, 2016 on the Steps and Levels of the Teacher Salary Guide as noted in accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll through the General Fund, and sufficient funds are included in the 2015-2016 budget.

<b>Name</b>	<b>Step/Level</b>	<b>Salary</b>
Katherine Bernet (6/14/2012)	5/BA	\$55,295.00
Devra Hobbs (6/28/2012)	8/150	\$59,445.00
Suzanne Updegrave (6/14/2012)	9/BA	\$58,295.00

**\*BOE appointment date**

#### **XI. BUSINESS**

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

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

Mr. Ambrus said the Business Committee met and reviewed the Stony Brook Entrance project. He said this project should be completed by August 2015.

Mr. Ambrus said the Business Committee also discussed non-public bussing, tax implementation of the budget, and the use of consultants.

**A. Bill List**

It is recommended that the Board approve the List of Bills for the period April 24, 2015 through May 7, 2015, totaling \$602,712.90, and ratify the Payroll for the period April 24, 2015 through May 7, 2015, totaling \$891,068.17.

**B. Acceptance and Award of Bid for Contract #5 – Replacement of Select Classroom Packaged HVAC Units at Whiton Elementary School**

It is recommended that the Board acknowledge the following bids for the Contract #5 – Replacement of Select Classroom Packaged HVAC Units at Whiton Elementary School project which were received on May 1, 2015:

NAME	BASE BID #1	ALT. #5A	ALT. #5B	TOTAL
Gabe Sganga, Inc.	\$ 202,900.00	\$ 95,000.00		\$ 297,900.00
Envirocon, LLC	\$ 147,000.00	\$ 77,000.00		\$ 224,000.00
Dumont Mechanical, Inc.	\$ 159,950.00	\$ 78,960.00		\$ 238,910.00
ACT (Air Control Technology, Inc.)	\$ 179,000.00	\$ 78,000.00		\$ 257,000.00
GMT Contracting Corp.	\$ 149,513.00	\$ 72,116.00		\$ 221,629.00
Echelan Services, LLC	\$ 158,700.00	\$ 37,100.00	\$ 37,100.00	\$ 232,900.00
WHL Enterprises, Inc.	\$ 189,900.00	\$ 79,900.00		\$ 269,800.00

It is recommended that the Board award the contract for the Contract #5 – Replacement of Select Classroom Packaged HVAC Units at Whiton Elementary School project to GMT Contracting Corp. for \$293,745 (*Base Bid #1 - \$149,513, plus 2 Alt. #5A @ \$72,116 each totaling \$144,232, for a total project cost of \$293,745*) to be paid through Account #12-000-400-450-08-612 and there are sufficient funds in the 2014-2015 and 2015-2016 budgets.

**C. Approval of Use of School Bus**

It is recommended that the Board approve the use of a school bus to transport the Branchburg Senior Citizens Club from Old York School to the Memorial Day Parade at 8:30 a.m. on May 25, 2015.

## XII. PUBLIC COMMENT

Mr. Wooby thanked the Board for their time and efforts with regard to the wrestling program.

## XIII. BOARD FORUM

Mrs. Joyce said the Community Relations Committee met and discussed how to get the Board back in touch with what is happening in the schools.

Mrs. Joyce spoke about the upcoming school events and fundraisers.

Mr. Dempsey expressed to Mr. Wooby that the Administration is fully committed to implementing the wrestling program at Branchburg Central Middle School. He asked Mr. Wooby reach out to Mr. Barbosa to define a timeline for a commitment date.

Mrs. Palmieri suggested the possibility of adding a flyer to the summer mailing packet with information on the wrestling program.

## XIV. BOARD LIAISON REPORTS

Mr. Rehe said the Somerville Board of Education approved the 2015-2016 Budget. He said the details of the budget can be found on the Somerville District website.

Mr. Rehe spoke about the following events in the Somerville School District:

- The Somerville Music Booster Association had their annual tricky tray fundraiser event and they raised an estimated \$21,000 to support the music program at Somerville High School;
- The choral and band students took their bi-annual trip to Disney World;
- The Somerville High School color guard competed at the Winter Garden International Competition in Dayton, Ohio and were announced World Champions at that competition;
- Somerville High School celebrated “Take Your Children To Work” day on April 23, 2015;
- The Somerville robotics team competed in their first robotics championship competition at the American Center in St. Louis, Missouri; and
- On April 24, 2015, officials from the Department of Education visited the Somerville School District to conduct an unannounced active shooter drill at each of the Somerville schools.

Mrs. Joyce said the PTO met on May 5, 2015 where the community cookbook was revealed. She said samples of some of the recipes were made available that evening.

Mrs. Joyce said the next PTO meeting will be held at Stony Brook School on June 2, 2015 and this meeting will be dedicated to the volunteer social to thank all the volunteers for their hard work through the school year.

Mrs. Phelps said there was a ribbon cutting ceremony in April to announce the opening of the new career center which should open in the fall.

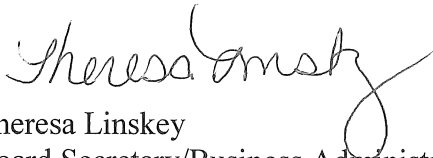
Mr. Rehe said at the last New Jersey School Boards meeting, Somerville Board Member Mr. Norman Chin, was awarded his CBM (Certificated Board Member certificate).

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**

On a motion by Mr. Ambrus, seconded by Mrs. Santos, and carried unanimously, the Board agreed to adjourn at 10:09 p.m.

Respectfully Submitted,



Theresa Linskey  
Board Secretary/Business Administrator