

*Branchburg Township School District*

**BOARD RETREAT MINUTES**

June 23, 2018

**Public Meeting – 9:00 a.m.**

Board of Education Office

Board Conference Room

**I. CALL TO ORDER**

On a motion by Mr. Cutler, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene to public session at 9:04 a.m.

The meeting was called to order at 9:04 a.m. by Board President, Theresa Joyce, 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, Cathy Palmieri, Keerti Purohit and Charles Tuma.

The following members were absent: Noah Horowitz and Olga Phelps

Also present were: Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey and Gwen Thornton from New Jersey School Boards Association (Executive Session Only)

**II.** The Secretary called the roll.

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Fabriczi, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 9:30 a.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mr. Ambrus, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn executive session at 10:45 a.m.

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 10:59 a.m. with 1 member of the public present.

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

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Ms. Gensel and the Board discussed future district goals.

**VII. PUBLIC COMMENT**

There was no public comment.

**VIII. GOVERNANCE**

Motion by Mr. Ambrus, seconded by Mr. Cutler that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.  
On call of the vote, Items VIII.A. through VIII.C. were unanimously approved by Roll Call.

Mrs. Joyce stated, that before the Board meeting, the Board met with Gwen Thornton from New Jersey School Boards Association, who led the Board Retreat to discuss the Board Self-Evaluations.  
Mrs. Joyce spoke about Item VIII.C. listed on the agenda.

**A. Approval of Annual Petty Cash Allocations**

It is recommended that the following Petty Cash dollar amounts be allocated to each location as follows:

Board Office.....	\$50.00
Branchburg Central Middle School .....	\$250.00
Instructional Services.....	\$100.00
Stony Brook School.....	\$150.00
Transportation.....	\$300.00
Whiton Elementary School.....	\$150.00

**B. Approval of 2018-2019 Personnel Appointments**

It is recommended that the following appointments be approved:

<u>Position</u>	<u>2018-2019</u>
504 Officer.....	Tina Neely
Affirmative Action Officer.....	Danielle Shober
A.H.E.R.A Representative.....	John Hindmarch
Attendance Officer.....	James Butler
Attorney Labor Relations/Neg.....	Sciarrillo Cornell Merlino McKeever & Osborne, LLC

<u>Position</u>	<u>2018-2019</u>
Architect of Record.....	Kevin Settimbrino
Auditor.....	Nisivoccia & Company
Board Attorney.....	David Rubin
Board Secretary.....	Theresa Linskey
Bond Counsel.....	Wilentz, Goldman & Spitzer
Custodian of Records.....	Theresa Linskey
Financial Advisor.....	Phoenix Advisors LLC
Hazard Communications.....	John Hindmarch
Health Insurance Broker Consultant.....	Integrity Consulting Group
H.I.B. District Coordinator.....	Tina Neely
Homeless Education Liaison.....	Tina Neely
Indoor Air Quality Representative .....	John Hindmarch
Insurance Advisor.....	Hughes-Plumer & Associates
Integrated Pest Management Coordinator.....	John Hindmarch
Public Agency Compliance Officer.....	Theresa Linskey
Purchasing Agent.....	Theresa Linskey
Right-to-Know Representative .....	John Hindmarch
School Physician.....	Hunterdon Family Medicine of Branchburg
School Safety Specialist.....	Matthew Barbosa

C. **Approval to Accept the 2017-2018 Annual Performance Report of the Superintendent of Schools**

**BE IT RESOLVED** that the Board approve and accept the 2017-2018 Annual Performance Report of the Superintendent of Schools.

**IX. POLICY**

Mr. Cutler spoke about the policies and regulations listed under Alert 215.

Mr. Cutler said the next Policy Committee meeting will be held on July 18, 2018.

**X. EDUCATION**

Motion by Mrs. Purohit, seconded by Mr. Cutler 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 with Mrs. Fabriczi abstaining on Item X.B.

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
4 <sup>th</sup> Annual Data Forward Summer Institute Piscataway, NJ	Rebecca Gensel 11-000-230-580-01-303	7/16/18- 7/17/18	\$200.00	N/A	N/A	\$30.00	\$230.00
4 <sup>th</sup> Annual Data Forward Summer Institute Piscataway, NJ	Christopher Jacobsen 11-000-252-580-09-145	7/16/18- 7/17/18	\$200.00	N/A	N/A	\$19.96	\$219.96
4 <sup>th</sup> Annual Data Forward Summer Institute Piscataway, NJ	Eric Schaefer 11-000-252-580-09-145	7/16/18- 7/17/18	\$200.00	N/A	N/A	\$23.44	\$223.44
4 <sup>th</sup> Annual Data Forward Summer Institute Piscataway, NJ	Marie Cinque 11-000-223-580-02-144-999	7/16/18- 7/17/18	\$200.00	N/A	N/A	\$19.22	\$219.22
4 <sup>th</sup> Annual Data Forward Summer Institute Piscataway, NJ	Jennifer Hauser 11-000-221-580-02-190-999	7/16/18- 7/17/18	\$200.00	N/A	N/A	\$6.00	\$206.00
Educational Leaders as Scholars Princeton, NJ	Jennifer Hauser 11-000-221-580-02-190-999	7/16/18- 7/19/18	N/A	N/A	N/A	\$28.00	\$28.00

**B. Approval of 2018-2019 Out of District Program**

Program/Location	Account Number	Student ID #	ESY Tuition	ESY Extra Services	ESY Dates	SY Tuition	SY Extra Services	SY Dates	Total Cost
Midland North Branch, NJ	11-000-100-566-03-109-000 20-250-100-500-03-644	3700266864	\$9,870.60	\$4,320.00	7/5/18- 8/15/18	\$59,223.60	\$25,920.00	9/6/18- 6/21/19	\$99,334.20
Midland North Branch, NJ	11-000-100-566-03-109-000 20-250-100-500-03-644	1466744934	\$9,870.60	N/A	7/5/18- 8/15/18	\$59,223.60	N/A	9/6/18- 6/21/19	\$69,094.20
Midland North Branch, NJ	11-000-100-566-03-109-000 20-250-100-500-03-644	1195375220	\$9,870.60	N/A	7/5/18- 8/15/18	\$59,223.60	N/A	9/6/18- 6/21/19	\$69,094.20
Midland North Branch, NJ	11-000-100-566-03-109-000 20-250-100-500-03-644	8639866509	\$9,870.60	N/A	7/5/18- 8/15/18	\$59,223.60	N/A	9/6/18- 6/21/19	\$69,094.20
Midland North Branch, NJ	11-000-100-566-03-109-000 20-250-100-500-03-644	3024199861	\$9,870.60	N/A	7/5/18- 8/15/18	\$59,223.60	N/A	9/6/18- 6/21/19	\$69,094.20
Camp Okee Sunokee Summer Program North Branch, NJ	11-000-100-562-03-105-000	3874097626	\$990.00	N/A	6/25/18- 8/3/18	N/A	N/A	N/A	\$990.00
Rock Brook School Skillman, NJ	11-000-100-566-03-109-000	7314998953	\$10,133.10	N/A	7/2/18- 8/13/18	\$60,798.60	N/A	9/6/18- 6/19/19	\$70,931.70
The Lewis School Princeton, NJ	11-000-100-566-03-109-000	3790598139	\$4,250.00	N/A	6/25/18- 7/20/18	\$41,121.00	N/A	9/5/18- 5/24/19	\$45,371.00

## XI. HUMAN RESOURCES

Motion by Mr. Ambrus, seconded by Mr. Cutler that Items XI.A. through XI.G., be moved upon the recommendation of the Superintendent.

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

Mrs. Fabriczi said the Human Resources Committee met and discussed the salaries of the non-aligned staff.

A. Approval of Reappointment and Salary for 2018-2019 Non-aligned 12-month Staff		
Name	Position	2018-2019 Contract
John Beisler	Network/PC Support Technician	\$47,601.51
Enea Brotzman	Human Resources Coordinator	\$56,100.00
Thessalia (Lia) Carrier	Accounts Payable	\$52,780.00
Robert Cline	Transportation Supervisor	\$106,155.59
Michael Deitrich	Maintenance Department	\$52,890.56
Cathy DiCosimo	Confidential Secretary to the Business Administrator/Board Secretary	\$61,221.26
Mikus Dudjak	Maintenance Department	\$54,212.83
Donna Eckel	School Accountant	\$65,000.00
Toni Gooding	District Webmaster	\$31,903.59
Jennifer Hauser	Director of Curriculum & Instruction	\$126,124.56
John Hindmarch	Supervisor of Building & Grounds	\$82,000.00
Christopher Jacobsen	IT Systems Administrator	\$58,179.62
Theresa Linskey	Business Administrator/ Board Secretary	*\$148,467.19
Walter Lipinski	Maintenance Department	\$52,890.56
Orlando Macario	Head Mechanic	\$76,714.59
Gary Martin	District Courier	\$15.92 per hour
Karen Muller	Executive Assistant to the Superintendent	\$63,473.50
Tina Neely	Director of Student Services	\$126,124.56
Emma Priester	Transportation Office Aide	\$18,032.63
Eric Schaefer	Information Technology Manager	\$92,164.98
William Wutke	Mechanic	\$72,468.96

\*Includes \$3000 Stipend

B. Approval of Reappointment and Salary for 2018-2019 Non-aligned 10 Month Staff		
Name	Position	2018-2019 Contract
James Butler	Branchburg Township School Attendance Officer	\$10,619.00
Nancy Kunz	Whiton Elementary School Office Aide	\$21,731.58
Rose Marie Pellegrino	Branchburg Township School Attendance Officer	\$21,731.58

C. Approval of Reappointment and Rate for 2018-2019 Non-aligned Contracts for Lunchroom Aides					
Name	Location	2018-2019 Contract	Name	Location	2018-2019 Contract
Suetlana Chait	WES	\$5,462.80	Fern Sheinmel	SBS	\$4,868.81
Annie Cohen	WES	\$5,513.68	Elizabeth Savage	SBS	\$4,739.44
Yan Sheng Lu	SBS	\$4,868.81	Laurie Acosta	BCMS	\$4,649.44

D. Approval of Summer Hours							
Name	Account Number	Position	Hours	Location	Rate	Dates	Discussion
Rose Pellegrino	11-000-240-105-01-336-020	Office Aide	120 hours	BCMS	\$18.47 per hour	7/1/18-8/30/18	Summer Coverage

<b>E. Approval of 2018-2019 Personnel</b>							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Scott Ahlers	11-000-222-110-01-259-999	Technology Support Technician	Board Office	N/A	\$41,000.00 (subject to delivery of documents)	7/1/18-6/30/19	Replacing Nicholas DeMarco
Gail Chapman	11-120-100-101-01-012-090	Kindergarten Teacher Tenure Track	WES	1/182	\$61,115.00	9/1/18-6/30/19	New Position
Joseph Larramendia	11-120-100-101-01-012-090	Technology Teacher Tenure Track	WES	1/BA	\$56,815.00 (subject to delivery of documents)	9/1/18-6/30/19	Replacing Kate Mileto
Marissa McKenna	11-120-100-101-01-012-090	1 <sup>st</sup> Grade Teacher Tenure Track	WES	1/BA	\$56,815.00 (subject to delivery of documents)	9/1/18-6/30/19	New Position
Caitlyn Riga	11-120-100-101-01-012-090	Kindergarten Teacher Tenure Track	WES	1/BA	\$56,815.00 (subject to delivery of documents)	9/1/18-6/30/19	Replacing Joanne Sydlowski
Sharon Tremarco	11-000-217-106-01-000-020	Bus Aide	Transportation	N/A	\$13.24 per hour (subject to delivery of documents)	7/1/18-6/30/19	Replacing Gina Osterburg
Amanda Tomasula	11-213-100-101-01-057-090	Special Education Teacher Tenure Track	WES	1/150	\$58,965.00 (subject to delivery of documents)	9/1/18-6/30/18	New Position

<b>F. Approval of Central Office Stipend</b>				
Name	Account Number	Position	Stipend	Discussion
Catherine DiCosimo	11-000-251-100-01-529	Confidential Secretary to the Business Administrator/Board Secretary	\$2,000.00	Transition of SEHBP Care Plan to Private Health Care

<b>G. Approval of Revision of 2018 Extended School Year Child Study Team Members</b>							
Name	Account Number	Position	Hourly Rate	Dates	Hourly Rate	Dates	Discussion
Antonia DaSilva	11-000-219-104-03-087-340	Social Worker	\$48.12	6/25/18-6/30/18	\$48.79	7/1/18-8/30/18	Additional hours from 14 hours to 24 hours
Jan Motz	11-000-219-104-03-087-340	Social Worker	\$66.17	6/25/18-6/30/18	\$66.04	7/1/18-8/30/18	Reduction of hours from 70 hours to 60 hours

## XII. BUSINESS

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

On call of the vote, Items XII.A. through XII.J. were unanimously approved by Roll Call with Mrs. Purohit abstaining on Item XII.I.

There was no Business Committee report.

Mr. Ambrus spoke about Item XII.I. listed on the agenda.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period June 15, 2018 through June 22, 2018, totaling \$739,894.45.

**B. Secretary's Report**

The Report of the Secretary for May 2018 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 May 2018 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 May 2018 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 May 2018.

**E. Monthly Transfer Report**

It is recommended that the Board approve the May 2018 Monthly Transfer Report.

**F. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Theresa Linskey, School Business Administrator to issue payment of bills for June 24, 2018 through June 30, 2018, and July 1, 2018 through July 19, 2018 prior to the next regularly scheduled meeting of July 19, 2018 and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the July 19, 2018 meeting for ratification.

**G. Capital Reserve**

BE IT RESOLVED to approve a capital reserve deposit in the amount of up to \$3,000,000.00 to fund capital projects included in the District's Long Range Facilities Plan in accordance with N.J.A.C. 6A:23A-14.3.

**H. Tuition Reserve**

BE IT RESOLVED to approve a tuition reserve deposit in the amount of up to \$900,000.00 to fund anticipated tuition adjustments in the 2018-2019 school year in accordance with N.J.A.C. 6A:23A-14.4.

**I. Approval of PL 2015, Chapter 47 Resolution**

It is recommended that the Board, upon recommendation of the Superintendent, approve the following Resolution:

Pursuant to PL 2015, Chapter 47 the Branchburg Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200.

Vendor's Name	Vendor's Name	Vendor's Name
Behavior Therapy Association	Hughes-Plumber Associates	Pioneer Valley Books
Bayada Nursing Services	Hunterdon County Co-op Commission	Pitney Bowes
Barnes & Noble	Hunterdon County Educational Services	Readington Twp. BOE (Uniform Shared Services)
Benecard Services	Hunterdon Family Medicine of Branchburg	Really Good Stuff
Booksource	Industrial Appraisal	Republic Services, Inc.
Breaker Group	Integrity Consultants Group	Responsive Classrooms
CC Productions	Jacquelyn C. Matthews, Educational Consulting	Savin - Atlantic Tomorrow
The Center School	Kistler O'Brien	Scholastic
Clarkin & Vignuolo, P.C.	LAN Associates	School Dude
Comcast	Maschio's Food Services	School Messenger
Courier News	McGraw Hill	School Specialty
David Rubin, P.C.	Midland School	Sciarrillo, Cornell, Merlino & Osborne
Delta Dental	Morris County Coop Bidding Services	Settembrino Architects
Discovery Education	Morris Union Jointure Commission	Somerset County Educational Services
EAI Education	Moss Landscaping	Somerville Board of Education
Eastern States Environmental Assoc.	MRESC Co-op	Staples Business Advantage
The Eden School	MRESC Electric Aggregation	Strauss Esmay
Educational Data Service	NASCO	Systems 3000
Educational Services Commission of NJ	New Jersey School Boards Association	Temco Building Maintenance
E-Rate Partners	New Jersey Schools Insurance Group	Tilcon New York Inc.
Fortinet	New Roads School	Union County Educational Services Commission
Frontline	Nisivoccia LLP	Verina Consulting Group
Genesis	Northwest Evaluation Association	Verizon
Go-Guardian	Patricia Thomson	Warren County Special Services
Granicus	PaySchools	Wilentz, Goldman & Spitzer (Bond Counsel)
Heinemann Books	Penn-Serv	Xtel Communications
Horizon Blue Cross/Blue Shield	Phoenix Advisors	Youth Consultation Services

**J. Approval of Resolution Authorizing the Disposal of Transportation Items**

It is recommended that the Board approve the following resolution authorizing the disposal of transportation items through GovDeals.

**WHEREAS**, the School District is the owner of certain transportation items which are no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said transportation items in "as is" condition without express or implied warranties.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of Branchburg Township in the County of Somerset, as follows:



- (1) The sale of the transportation items shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The transportation items to be sold are as follows:
  - A KLEANLINE MSMC steam cleaner
  - New rear bumper for a 2013 Ford F-250 pickup truck
  - New tailgate for a 2013 Ford F-250 pickup truck
  - Tailgate for a 1995 GMC 2500 pickup truck
  - One engine rebuilding stand
  - One 16 x 6.50 front tire and new wheel for a Toro Groundmaster
  - One 23 x 8.50 rear tire and new wheel for a Toro Groundmaster
  - 125 lb. grease pump (Lincoln Chassis Lubricant)
  - Dual wheel dolly for removing open dual wheels and drums
  - One King Pin Press
- (5) The transportation items identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said school buses.
- (6) The School District reserves the right to accept or reject any bid submitted.

### **XIII. PUBLIC COMMENT**

Ms. Heather Ziolkowski thanked the Board for allowing the public to attend the Board Retreat, and that it was helpful for her district internship.

### **XIV. BOARD LIAISON REPORTS**

Mr. Cutler attended the Somerset County Educational Services Committee meeting where Judith Haas was re-elected as President and Daniel Puntillo was re-elected as Vice President.

**XV. BOARD FORUM**

Mrs. Fabriczi congratulated the 2018 graduates.

Ms. Linskey said there is a resolution for the \$100,000 I.D.E.A. money from Somerville.

Ms. Gensel spoke about her participation in the Somerville High School graduation ceremony.

Mr. Ambrus thanked John Beisler from the Technology Department for his time to attend and record the Board Retreat.

Mr. Culter said he enjoyed the graduation ceremony.

Mrs. Palmieri said it is a pleasure working with the Board.

Mrs. Joyce spoke about the graduation ceremonies she attended.

Mrs. Joyce thanked the Board for their support over the past months.

**XVI. EXECUTIVE SESSION**

There was no second Executive Session.

**XVII. ADJOURNMENT**

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 12:44 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board