

REGULAR MEETING MINUTES

March 22, 2018

Work Session – 7:00 p.m.
Executive Session – 7:30 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 7:05 p.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, Noah Horowitz, Theresa Joyce, Cathy Palmieri, Olga Phelps, Keerti Purohit and Charles Tuma.

The following members were absent: None

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey.

II. The Secretary called the roll.

III. The assembly saluted the flag.

IV. Statement of Adequate Notice

V. EDUCATION COMMITTEE WORK SESSION

On a motion by Mrs. Fabriczi, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to convene at 7:05 p.m. to the Education Committee work session.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn the Education Committee work session at 8:08 p.m.

On a motion by Mr. Cutler, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to reconvene to public session at 8:08 p.m. with 45 members of the public present.

VI. CALL TO EXECUTIVE SESSION

There was no Executive Session.

VII. SUPERINTENDENT'S REPORT

Ms. Gensel introduced the following staff members and presented each of them with a Certificate of Appreciation for Outstanding Contribution:

Linda Abey – Cooperative Teacher
 Joan Baier – Aspiring Leader
 Katie Bernet – In-Service Presenter
 Kelly Boyle – In-Service Presenter
 Tonilynn Burke – In-Service Presenter
 Kristen Cardona – Aspiring Leader
 Marie Cinque – Aspiring Leader and In-Service Presenter
 Michael Clark – Aspiring Leader
 Danielle Cordaro - Aspiring Leader and In-Service Presenter
 Michelle Dooley – In-Service Presenter
 Allison Eby – In-Service Presenter
 Dawn Eelman – Cooperative Teacher
 Margaret Emmons – In-Service Presenter
 Joann Everson – In-Service Presenter
 Carrie Figel – Aspiring Leader
 Rocco Fornaro - Aspiring Leader
 Kelly Frazee - Aspiring Leader
 Amy Garner - In-Service Presenter
 Deb Gesualdo - In-Service Presenter
 John Gottshalk – Aspiring Leader and Cooperative Teacher
 Kelly Graham - Aspiring Leader
 Tracy Harmon - Aspiring Leader
 Elizabeth Janiec - In-Service Presenter
 Rachael Johnston - Aspiring Leader and In-Service Presenter
 Michele Jordan - In-Service Presenter
 Katie Kline - Aspiring Leader
 Lauren Knoke - Aspiring Leader and In-Service Presenter
 Sandy Koscielski - In-Service Presenter
 Randy Kupcha – Cooperative Teacher
 Sarah Landon - Aspiring Leader and In-Service Presenter
 Heather Lilly - In-Service Presenter
 Heather Mastroserio - Aspiring Leader
 Amy McLaughlin - Aspiring Leader and In-Service Presenter
 Paul Mehnert - In-Service Presenter
 Wendy Michels - In-Service Presenter
 Katie Mileto - In-Service Presenter
 Joselyn Muzycko - In-Service Presenter
 Michelle Nash - Aspiring Leader
 Alliason O'Neill - In-Service Presenter
 Nancy Padula - Aspiring Leader and In-Service Presenter
 Erica Patente - Aspiring Leader and In-Service Presenter
 Cristina Pernini - In-Service Presenter
 Breanne Pratt - In-Service Presenter
 Danielle Puglisi - In-Service Presenter
 Lisa Quinn – Aspiring Leader
 Catie Rello - In-Service Presenter
 Justin Rogoff – Aspiring Leader
 Amanda Roper – Aspiring Leader
 Meghan Russo - In-Service Presenter
 Suzanne Updegrove - In-Service Presenter
 Andrew Uporsky – Aspiring Leader
 Erica Viel - In-Service Presenter
 Alice Willard - In-Service Presenter
 Emily Williams - Aspiring Leader and In-Service Presenter

Motion by Mr. Horowitz, seconded by Mr. Cutler and carried unanimously, the Board agreed to a short recess.

On a motion by Mrs. Palmieri, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to the Regular meeting at 8:29 p.m.

Ms. Gensel and Ms. Linskey did a presentation on the updated 2018/2019 Preliminary Budget.

Ms. Gensel did a presentation on the Student Safety Data System for the period September through December 2017.

VIII. PUBLIC COMMENT

There was no public comment.

IX. GOVERNANCE

Motion by Mr. Cutler, seconded by Mr. Horowitz that Items IX.A. through IX.E. be moved upon the recommendation of the Superintendent.

On call of the vote, Items IX.A. through IX.E. were unanimously approved by Roll Call with Mr. Horowitz and Mrs. Purohit abstaining on Item IX.A. and Mr. Tuma “naye” on Item IX.E.

Mrs. Joyce spoke about the following:

- She thanked all the teachers for the wonderful things they are doing in the district;
- She acknowledged the staff and students who participated in the student walk-out and commended their respectful behavior;
- She spoke about the mandatory Superintendent Evaluation training being held on April 19, 2018; and
- Moving the June 7 Board of Education meeting to June 14, 2018.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of March 8, 2018.

B. Approval of Revised 2017 - 2018 School District Calendar

It is recommended that the Board approve the revised 2017 - 2018 School District Calendar.

C. Approval of 2018 - 2019 School District Calendar

It is recommended that the Board approve the 2018 - 2019 School District Calendar.

D. Approval of 2018 - 2019 Holiday Calendar for 12 Month Staff

It is recommended that the Board approve the 2018 - 2019 Holiday Calendar for the 12 Month Staff.

E. Approval of Summer Hours for all District Offices

It is recommended that the Board approve summer hours for all District offices, Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 1, 2018 through August 30, 2018.

X. POLICY

Mr. Cutler said the Policy Committee met and reviewed the proposed district sustainability policy and will put it forward for first reading at the next Board meeting.

XI. EDUCATION

Motion by Mr. Cutler, seconded by Mr. Tuma 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.

Mrs. Palmieri said the Education Committee met before the Board meeting and discussed the following:

- There was a Curriculum update from Jennifer Hauser, Director of Curriculum;
- There was a Student Services update from Tina Neely, Supervisor of Student Services;
- Staffing updates;
- 2018/2019 School Calendar; and
- Forming an ad hoc group to work on the parent survey.

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.

Conferences/Workshops	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
NJASBO Audit Review Workshop Hilton Garden Inn Rockaway, NJ	Donna Eckel 11-000-251-580-01-585	4/12/18	\$85.00	N/A	N/A	\$22.69	\$107.69
NJASBO Administrative Assistant Workshop Hilton Garden Inn Rockaway, NJ	Cathy DiCosimo 11-000-251-580-01-585	5/10/18	\$85.00	N/A	N/A	\$14.23	\$99.23
Mindfulness and Acceptance-Cognitive Behavioral Therapy for Anxiety New Brunswick, NJ	Antonia DaSilva 11-000-219-580-03-001-999	4/19/18	\$100.00	N/A	N/A	N/A	\$100.00
Working with Asian Indian: Moving towards Culturally Responsive Interventions New Brunswick, NJ	Antonia DaSilva 11-000-219-580-03-001-999	4/25/18	\$100.00	N/A	N/A	N/A	\$100.00
A Close Look at Impactful Arts Learning Monroe, NJ	Sarah Debraski 20-270-200-500-02-647	4/13/18	\$149.00	N/A	N/A	N/A	\$149.00
Foreign Language Educators of New Jersey Iselin, NJ	Patricia Maloney 11-000-223-580-04-144-020	4/13/18	\$160.00	N/A	N/A	N/A	\$160.00

B. Approval of Additional Evaluations					
Vendor	Account Number	Cost Per Evaluation	Number of Evaluations	Total Cost	Type of Evaluations
Somerset County Education Services Bridgewater, NJ	11-000-219-320-03-181	\$340.00 per evaluation	5 5	\$1,700.00 \$1,700.00	Social History Evaluations, as needed Education Evaluations, as needed

C. Acceptance Out of District Student					
Location	Student ID #	School/Grade	SY Tuition	SY Dates	Total
South Plainfield School District, South Plainfield, NJ	5990398223	WES/3	\$7,402.00	3/1/18-6/30/18	\$7,402.00

D. Approval of 2018 School Field Trip				
School	Location	Teachers	Grade	Purpose
BCMS	Somerville High School	Amy Langston	6-8	Students are invited to sing with the choir to further their choral education.

XII. HUMAN RESOURCES

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

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

There was no Human Resources Committee report.

The Board thanked the retirees for their years dedication to the students and the Branchburg Township School District.

A. Approval of Retirements				
Name	Account #	Position	Location	Effective Date
Pauline Carl	11-000-222-101-01-252-090	Media Specialist	WES	6/30/2018
Lydia Colie	11-000-270-160-01-462	Bus Driver	Transportation	6/30/2018
Joanne Sydlowski	11-120-100-101-01-012-090	Third Grade Teacher	WES	6/30/2018

B. Approval of Revision of Maternity Leave				
Name	Account #	Location	Position	Anticipated Dates
Lauren Knoke	11-424-100-178-01-013-060	Stony Brook	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	4/11/18-6/1/18 9/3/18-11/26/18

C. Approval of Medical Leave Replacement						
Name	Account Number	Position	Location	Rate	Dates	Discussion
Invo Health Care Associates Jamison, PA	11-000-219-320-03-181-340	Occupational Therapist	WES	\$85.00 per hour	4/3/18- 6/30/18	Medical leave replacement for Nancy Ryan

D. Approval of Substitute			
Name	Position	Salary	Dates
Jeanine Stellpflug	Substitute Teacher & Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	3/23/18-6/30/18

XIII. BUSINESS

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

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

Mr. Ambrus said the 2018/2019 budget is ready for submission to the County.

A. Resolution to Adopt the Tentative 2018-2019 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2018-19 Total Expenditures	\$46,582,699	\$518,189	\$2,075,944	\$49,176,832
Less: Anticipated Revenues	\$ 5,888,370	\$518,189	\$ 107,392	\$ 6,513,951
Taxes to be Raised	\$40,694,329	\$-0-	\$1,968,552	\$42,662,881

And to advertise said tentative budget in the *Courier News* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Branchburg Central Middle School, Large Board Conference Room on May 3, 2018 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

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 \$73,500 and has authorized \$30,591.29 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 \$82,325 for travel and related expense reimbursements for all staff and board members in the 2018-19 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 2018-19; 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 2018-2019 budget as follows:

Service	Not to Exceed
Legal	\$ 60,000
Auditing	\$ 40,400
Special Education Related Services	\$200,000
Architect/Engineering	\$300,000

B. Bill List

It is recommended that the Board approve the List of Bills for the period March 9, 2018 through March 22, 2018, totaling \$909,776.68, and ratify the Payroll for the period March 1, 2018 through March 15, 2018, totaling \$919,410.16.

C. Secretary's Report

The Report of the Secretary for February 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 February 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.

D. Treasurer's Report

It is recommended that the Treasurer's Report for the month of February 2018 be accepted and filed.

E. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of February 2018.

F. Monthly Transfer Report

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

G. Approval of Resolution Authorizing the Disposal of Technology Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of technology equipment through GovDeals.

WHEREAS, the School District is the owner of certain technology equipment which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said technology equipment 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 technology equipment 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 technology equipment to be sold is as follows:
 - 102 Model #C201P Asus chrome books
 - 54 Model #XE303C12 Samsung chrome books
 - 8 LocknCharge's Carrier Sync and Charge Carts
- (5) The technology equipment 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 equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi attended the March 20, 2018 Somerville Board of Education meeting and discussed the following highlights:

- Two Board Members, Daniel Puntillo and Linda Olson, became “Master Board Members”;
- Somerville’s snow make up day is Monday, March 26, 2018;
- They congratulated the drama production of Cinderella;
- They acknowledged the respectful turn out at the March 14, 2018 student walk-out;
- Branchburg’s student representative Board member was in attendance and spoke about the following:

- He gave a speech congratulating the girls basketball team and Somerville's united bowling team; and
 - He spoke about a leadership conference he attended.
- There was a public turn out with respect to the girls varsity soccer coach; and
 - The increase in state aid.

XV. BOARD FORUM

Mr. Ambrus thanked Ms. Gensel for honoring the teachers at the Board meeting.

Mr. Tuma congratulated the Branchburg Central Middle School drama club on the wonderful production of Beauty and the Beast.

Mrs. Purohit recognized the teachers honored at the Board meeting.

Mr. Horowitz spoke about the New Jersey School Boards "New Board Member Orientation Weekend" he attended.

Mr. Horowitz acknowledged the respectful walk-out from both the Branchburg Township schools and the Somerville schools.

Ms. Gensel and Mrs. Fabriczi each spoke about the wonderful production of Alladin, Jr. performed at Stony Brook School.

Mrs. Palmieri thanked the teachers recognized at the Board meeting.

Mrs. Palmieri spoke about Somerville High School's "Showcase of the Arts" event.

Mrs. Joyce also attended the Somerville High School's "Showcase of the Arts" event, and said there will be a "Night of Jazz" event in April.

XVI. EXECUTIVE SESSION

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

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

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn Executive Session at 9:55 p.m.

XVII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 9:55 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board