

Branchburg Township School District
REGULAR MEETING MINUTES
May 3, 2018

Public Meeting – 7:00 p.m.
Board of Education Office
Board Conference Room

I. CALL TO ORDER

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 7:02 p.m.

The meeting was called to order at 7:02 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. CALL TO EXECUTIVE SESSION

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Mrs. Shober, Principal of Whiton Elementary School, introduced students and their teachers to give a presentation on group projects they have been working on outside of the classroom. The two groups were are follows:

- “Helping Hands” – under the direction of Allison O’Neill
- “What’s Up Whiton” – under the direction of Cristina Pernini

Ms. Linskey, School Business Administrator/Board Secretary, gave a presentation on the 2018-2019 School District Budget.

Motion by Mrs. Palmieri, seconded by Mrs. Purohit and carried unanimously, the Board agreed to a short recess at 7:20 p.m.

On a motion by Mr. Cutler, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to reconvene to the Regular meeting at 7:26 p.m.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Ambrus, seconded by Mr. Tuma 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 with Mrs. Joyce abstaining on Item VIII.B.

Mrs. Joyce reminded the Board to complete their self-evaluation by the end of May, and information can be found on the New Jersey School Boards Association website.

APPROVAL OF 2018-2019 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2018-2019 School District Budget for submission as follows:

	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

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. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of April 19, 2018.

C. <u>Approval of Harassment, Intimidation, and Bullying Reports</u>			
Building	Incident #	Date	Discussion
BCMS	041218017	4/12/18	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

IX. POLICY

Motion by Mr. Ambrus, seconded by Mr. Horowitz that Item IX.A. be moved upon the recommendation of the Superintendent.

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

Mr. Cutler spoke about Policy 7461 listed on the agenda.

Mr. Cutler said Alert 215 will be posted on the Strauss Esmay website soon.

A. Approval of Policy Second Reading		
Policy	Title	Discussion
P7461	Sustainability	New

X. EDUCATION

Motion by Mr. Cutler, seconded by Mr. Tuma that Items X.A. through X.F. be moved upon the recommendation of the Superintendent.

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

Mrs. Joyce said the next Education Committee meeting will be held on May 17, 2018.

Ms. Gensel spoke about the conferences listed on the agenda.

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
Using Arts Integration to Enhance New Jersey Student Learning Standards Princeton, NJ	Frank Altmire 2018-2019 11-000-240-580-02-000-060	7/16/18 through 7/18/18	\$75.00	N/A	N/A	N/A	\$75.00
Using Arts Integration to Enhance New Jersey Student Learning Standards Princeton, NJ	Rokiah Barry 2018-2019 11-000-223-580-05-144-060	7/16/18 through 7/18/18	N/A	N/A	N/A	\$40.92	\$40.92
Using Arts Integration to Enhance New Jersey Student Learning Standards Princeton, NJ	Toni Lynn Burke 2018-2019 11-000-223-580-05-144-060	7/16/18 through 7/18/18	N/A	N/A	N/A	\$27.90	\$27.90
New Jersey Association of School Business Officials Annual Conference Atlantic City, NJ	Theresa Linskey 11-000-251-580-01-585	6/6/18 through 6/8/18	\$275.00	\$220.00	\$160.00	\$80.37	\$735.37
New Jersey Association of School Business Officials Annual Conference Atlantic City, NJ	Donna Eckel 11-000-251-580-01-585	6/6/18 through 6/8/18	\$275.00	\$220.00	\$160.00	\$84.52	\$739.52
Paint Like a Rock Star Lodi, NJ	Rokiah Barry 11-000-223-580-05-144-060	6/9/18	\$50.00	N/A	N/A	N/A	\$50.00
English Language Learners Summit Monroe, NJ	Danielle Cordaro 11-000-223-580-08-144-090	5/2/18	\$100.00	N/A	N/A	N/A	\$100.00
K-12 Science Education for Leadership and Strategic Planning Washington, DC	Jennifer Hauser 2018-2019 11-000-221-580-02-189-999	7/23, 24,25,26, 27/18	N/A	N/A	\$379.50	\$251.50	\$631.00
Transforming Schools through the Power of the Arts Monroe, NJ	Erica Patente 11-000-223-580-08-144-090	5/7/18	\$149.00	N/A	N/A	N/A	\$149.00
Dealing with Angry Students and Tantrums Effectively New Brunswick, NJ	Danielle Shober 11-000-223-580-08-144-090	7/27/18	\$129.00	N/A	N/A	N/A	\$129.00
Odyssey of the Mind World Championship Ames, Iowa	Suzanne Updegrove 11-000-223-580-04-144-020	5/23/18 through 5/27/18	\$495.00	N/A	\$80.00	\$775.00	\$1,350.00

B. Approval of Education Services

Sid#	Vendor	Account Number	Hourly Rate	Effective Dates	Discussion
3570121259	Professional Education Services	11-150-100-320-03-069-020	\$41.00 per hour	4/13/18-6/8/18	10 hours per week Not to exceed \$3,280.00
1051920910	Professional Education Services	11-150-100-320-03-069-020	\$41.00 per hour	4/30/18-6/22/18	10 hours per week Not to exceed \$3,280.00

C. Approval of Acceptance of Tree Planting Project

Vendors	Event Coordinator	Recipient	Discussion
Somerville Metro Lions (SMLC)	Tonilyn Burke	Stony Brook School	The goal is to activate students interest in the environment. The students will plant 2 Cherry Blossom saplings in the front of the school, 3 Cherry Blossom saplings in the back of the school.
Somerville Metro Lions (SMLC)	Tara Forsyth	Whiton School	The goal is to activate students interest in the environment. The students will plant the Cherry Blossom's near the outside garden on the right side of the building.

D. Approval of Fundraiser

School/Group/Activity	Event Coordinator	Donation Location	Purpose	Dates
BCMS/Guidance Counselors/Donations for St. Frances Cabrini School	Jennilyn Nelson Maggie Ryan	West Philadelphia	Enrichment Day Service Project to help this under resourced school with school supplies.	5/4/18-5/25/18

E. Approval of 2018 School Field Trips				
School	Location	Teachers	Grade	Purpose
Whiton	Bridgewater Diner	Erica Viel	K-2 LLD	Students will apply life skills, social skills into real world application.
Whiton	Central Middle School	Alice Willard	1-3	Students will participate with GATE students to problem solve and apply their creativity in higher level thinking and task commitment
BCMS	Rock'em Extreme	Devra Hobbs	6-8	Enrichment Day
BCMS	Whiton	Elizabeth Urbanski	6-8	Enrichment Day
BCMS	Fudge Shoppe	Carolyn McGirl	6-8	Enrichment Day

F. Approval of Home Instruction					
Sid#	Account Number	Teachers	Hourly Rate	Start Date	Discussion
1327503537	11-150-100-101-03-066-060	Sonia Pereira	\$41.00	5/4/18	Not to exceed 20 hours

XI. HUMAN RESOURCES

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

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

Mrs. Fabriczi said the Human Resources Committee met on May 3, 2018 and discussed the following:

- Job postings;
- Stipends for custodians for CDLs in case substitute bus drivers are needed;
- Staff member who moved on the salary guide due to an error; and
- Request for a salary increase from a substitute nurse.

A. Approval of 2018-2019 Reappointment of Non-Tenured Teachers					
Name	Position	Step/Level	Salary	Contract Year	Hire Date
Lauren Flood	Teacher	4/150	\$60,261.00	4	9/1/15
Kathleen Gaston	Teacher	11/BA	\$62,371.00	4	1/4/16
Kevin Gaul	Teacher	4/150	\$40,374.87 (.67)	4	9/1/15
Kelly Graham	Teacher	5/212	\$64,561.00	4	9/1/15
Heather Lilly	Learning Disabilities Teacher Consultant	18/150	\$72,551.00*	4	9/1/15
Allison O'Neil	Teacher	5/BA	\$58,111.00	4	9/1/15
Colleen Repoli	Teacher	7/182**	\$63,611.00	4	11/5/15

Approval of 2018-2019 Reappointment of Non-Tenured Teachers - continued					
Name	Position	Step/Level	Salary	Contract Year	Hire Date
Arianna Bellafore	Teacher	3/BA	\$57,365.00	3	9/1/16
Alexandra Gallo	Guidance Counselor	3/182	\$62,665.00*	3	9/1/16
Katherine Mileto	Library Media Specialist	3/182**	\$61,665.00	3	9/1/15
Zachariah Miracle	Teacher	11/212	\$68,821.00	3	9/1/16
Nancy Padula	Learning Disabilities Teacher Consultant	23/212	\$83,731.00*	3	9/1/16
Meghan Russo	Teacher	3/BA	\$57,365.00	3	9/1/16
Emily Williams	Teacher	3/150	\$59,515.00	3	12/19/16
Sarah Debraski	Library Media Specialist	3/182	\$61,665.00	3	2/5/16
Carrie Figel	Teacher	3/150	\$59,515.00	3	9/1/16
Esthela Solano	Teacher	3/182	\$61,665.00	3	9/1/16
Damian Thomas	Teacher	4/150	\$60,261.00	3	9/1/16
Lauren DePrima	Speech Teacher	2/150	\$60,515.00*	2	9/1/17
Leigh Keely	Special Education Teacher	2/150	\$59,515.00	2	11/17/17
Jillian Sawicki	School Psychologist	2/182	\$62,665.00*	2	9/1/17
Allison Eby	Behaviorist	14/212	\$71,901.00	2	9/17/17
Jennilyn Nelson	Guidance Counselor	5/150	\$61,261.00*	2	9/1/17
Vicky Brody	Special Education Teacher	4/182	\$62,411.00	2	9/1/17
Kristen Allen	Special Education Teacher	4/182**	\$62,411.00	2	9/1/17
Danielle Puzzo	Teacher	4/BA	\$58,111.00	2	9/1/17
Meredith Reedy	Teacher	4/182	\$63,411.00*	2	9/1/17
Regina Cordell	Instrumental Music Teacher	4/182**	\$62,411.00	2	9/1/17

*Includes \$1000 for CST Stipend

**Pending submission of level change documentation

B. Approval of 2018-2019 Reappointment and Granting of Tenure Teachers					
Name	Position	Step/Level	Salary	Hire Date	Tenure Date
Wendy DeJulio	Teacher	7/150	\$61,461.00	11/21/14	11/21/18
Teresa DoVale	Teacher	14/150	\$67,601.00	9/1/14	9/1/18
Olivia McNamara	Teacher	5/BA	\$58,111.00	9/1/14	9/1/18
Justin Rogoff	Teacher	5/182	\$62,411.00	9/1/14	9/1/18
Brittani Santangelo	Teacher	5/BA	\$58,111.00	9/1/14	9/1/18
Chelsea Smith	Teacher	6/150	\$60,261.00	9/1/14	9/1/18
Erica Lee Viel	Teacher	6/150	\$60,261.00	9/1/14	9/1/18

C. Approval of 2018-2019 Reappointment of Non-Tenure Secretary				
Name	Position	Step	Salary	Hire Date
Jocelyn Romano	Student Services Secretary	3	\$60,762.00	10/10/16

D. Approval of Unpaid Leave					
Name	Account #	Position	Location	Dates	Discussion
Allison Eby	11-000-219-104-01-171-340	Behaviorist	District	5/21/18-5/25/18	Unpaid Leave

E. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Elizabeth Hillsinger	11-000-217-106-01-000-060 11-213-100-106-01-057-060	Instructional Aide	Stony Brook School	6/30/2018

F. Approval of Retirement Replacement						
Name	Position	Location	Step/Level	Salary	Dates	Discussion
Katherine Mileto	Library Media Specialist	Whiton	3/182	\$61,665.00	9/1/18- 6/30/19	Replacing Pauline Carl

XII. BUSINESS

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

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

Mr. Ambrus said the Business Committee met on May 2, 2018 and discussed the following:

- Facility issues;
- Budget planning;
- LED lighting at Branchburg Central Middle School and Whiton Elementary School;
- New transportation garage;
- Security improvements at Branchburg Central Middle School;
- Refurbishing gym floors at Branchburg Central Middle School (old gym), Stony Brook School and Whiton Elementary School;
- Technology;
- New copiers at Branchburg Central Middle School and the Board Office;
- Whiton Elementary School library furniture;
- Sustainability school certification;
- I.D.E.A. funds from Somerville; and
- School Dude

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 20, 2018 through May 3, 2018, totaling \$377,189.70, and ratify the Payroll for the period April 20, 2018 through May 3, 2018, totaling \$906,464.63.

B. Approval of Submission of Safety Grant Application

It is recommended that the Branchburg Township Board of Education hereby approve the submission of a grant application for the 2018 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC North Subfund for the purposes described in the application in the amount of \$11,073.61 for the period July 1, 2018 to June 30, 2019.

C. Approval of School Dude Maintenance and Event Planning Software

It is recommended that the Board approve School Dude Maintenance and Event Planning Software, at a total cost of \$12,047.92, to be paid by purchase order, through account #11-000-261-500-10-000 and sufficient funds are available in the 2018-2019 budget.

D. Approval of Johnson Controls Inc. ADS

It is recommended that the Board approve Johnson Controls Inc., to install new Application Data Server (ADS) software and discover all software points from the schools Network Automation Engine (NAE's) for Whiton, Stony Brook and Central Schools per quote #1-S2GF5HE, at a total cost of \$17,500.00, to be paid by purchase order, through account #11-000-261-500-10-000 and sufficient funds are available in the 2017-2018 budget.

E. Approval of Johnson Controls Inc. Service Agreement

It is recommended that the Board approve Johnson Controls Inc., to provide maintenance services to our existing Johnson Controls System HVAC at Stony Brook School, Whiton Elementary School and Central Middle School per quote #18-050, at a total cost of \$9,500.00, to be paid by purchase order, through account #11-000-261-500-10-000 and sufficient funds are available in the 2017-2018 budget.

F. Approval of Re-Key System

It is recommended that the Board approve Oak Security Group, LLC which is part of the RSCNJ CO-OP, Bid ESCNJ 14/15-28, to install the Re-Key System at Branchburg Central Middle School at a total cost of \$20,843.10, to be paid by purchase order, through account #12-000-400-450-04-612, and sufficient funds are available in the 2018-2019 budget.

G. Approval of Amendment to the Agreement with Delta Dental of New Jersey

It is recommended that the Board approve an Amendment to the Agreement with Delta Dental of New Jersey, pursuant to its terms, for the period July 1, 2018 to June 30, 2020.

H. Approval of Group Medical Insurance Provider

It is recommended that the Board approve an Agreement with Horizon Blue Cross Blue Shield to provide medical insurance coverage, pursuant to its terms, for the period July 1, 2018 to June 30, 2019.

I. Approval of Group Prescription Insurance Provider

It is recommended that the Board approve an Agreement with Benecard Services, LLC to provide prescription insurance coverage, pursuant to its terms, for the period July 1, 2018 to June 30, 2019.

J. Acceptance of Donation of Two Hydration Stations

It is recommended that the Board accept the following donation from the Branchburg PTO to Branchburg Central Middle School, with many thanks for its continuing generosity to the children of the Branchburg Township School District.

Product	Model #	Contractor	Installation Cost	Unit Cost	Total Cost
Elkay High-Low Hydration Station	LZSTL8WSLK Quantity: 2 Units	Robert Griggs Plumbing	Labor -40 hours @ \$93.50 per hour Totaling \$3,740.00	2 units @ \$2,105.00 each Totaling \$4,210.00	\$7,950.00

K. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Readington Township Board of Education for the provision of pupil transportation services to students of both school districts for the period July 1, 2018 to June 30, 2019 with terms and conditions set forth therein.

L. Approval for 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 28, 2018.

M. Approval of Purchase of Two New Savin Copiers

It is recommended that the Board approve the purchase of two new Savin copiers from Atlantic, Tomorrow's Office, at a total cost of \$14,424.00, as per New Jersey State Contract #A40467, to be paid by purchase order, through accounts #12-000-240-730-04-609 and #12-000-240-730-01-609, and sufficient funds are available in the 2017-2018 budget.

N. Approval of Inventory and Valuation Services

It is recommended that the Board approve Industrial Appraisal Company, to perform services to consist of consultation, data collection, inventory, valuation, and cost analysis of the fixed assets of the Branchburg Township Board of Education for the purpose of preparing a tabulated schedule of fixed assets including a depreciation study related to actual or estimated year of acquisition and acquisition cost, at a total cost of \$6,855.00, to be paid by purchase order, through account #11-000-252-340-09-685, and sufficient funds are available in the 2017-2018 budget.

XIII. PUBLIC COMMENT

Ms. Rhonda Sherbin, President of the Branchburg Township Education Association addressed the Board with regard to professional development days in November.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi said at the last Somerville Board of Education meeting, the following items were discussed:

- The Suicide Prevention Workshop was a huge success;
- Kindergarten enrollment projection for next year is higher than Branchburg's;
- The National Honor Society's inductee ceremony was held on April 18, 2018; and
- The Board congratulated Matthew Krempasky and the Jazz ensemble for their April 19, 2018 performance.

Mr. Horowitz said Whiton Elementary School is hosting a box-top competition.

Mr. Tuma spoke about the Somerset County Spring Meeting he attended on April 26, 2018 in Skillman regarding safety and security.

Mrs. Joyce said the Emergency Management Planning Committee met on April 26, 2018 and discussed the following:

- Sandy Hook Promise;
- Dr. Blau's presentation on anxiety and depression;
- Updating badges;
- Update on the security systems; and
- Summer recreation program.

Mrs. Purohit spoke about the Pocketbook Bingo fundraiser which will be held on May 18, 2018.

XV. BOARD FORUM

Mr. Horowitz spoke about the New Jersey School Boards Association 5th Annual iSTEAM NASA Field Trip he attended on April 27, 2018.

Mrs. Palmieri congratulated the Whiton students and staff on the great things they have been working on outside of the classroom.

Mrs. Purohit proposed the Board participate in a group project at the June Board Retreat.

Motion by Mrs. Fabriczi, seconded by Mr. Cutler and carried unanimously, the Board agreed to a short recess at 8:13 p.m.

On a motion by Mrs. Fabriczi, seconded by Mr. Cutler, and carried unanimously, the Board agreed to convene to the Executive Session at 8:19 p.m.

XVI. EXECUTIVE SESSION

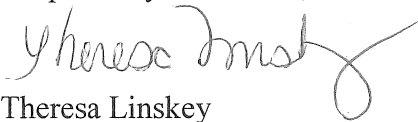
On a motion by Mrs. Fabriczi, seconded by Mr. Cutler, and carried unanimously, the Board agreed to convene at 8:19 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Fabriczi, seconded by Mr. Cutler, and carried unanimously, the Board agreed to adjourn executive session at 9:38 p.m.

XVII. ADJOURNMENT

On a motion by Mrs. Fabriczi, seconded by Mr. Ambrus, and carried unanimously, the Board agreed to adjourn at 9:38 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board