

REGULAR MEETING MINUTES

October 19, 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 7:12 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, Kristen Fabriczi, Theresa Joyce, Carmela Noto and Cathy Palmieri.

The following members were absent: Jack Dempsey, Olga Phelps and Keerti Purohit.

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

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene at 7:12 p.m. to discuss Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn executive session at 8:03 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:13 p.m. with 4 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel introduced Jennifer Hauser, Director of Curriculum, who did a presentation on the "State Test Results: Spring 2017 Administrations", and the NJASK Science tests.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Palmieri, seconded by Mr. Cutler that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

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

There was no Governance Committee report.

Mr. Ambrus addressed correspondence relating to the content of some middle school books in Language Arts.

Ms. Dawn Eelman spoke about Item VIII.B. listed on the agenda.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of October 5, 2017.

B. Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Motivational Media Assembly "Shining Star"	Mrs. Eelman Ms. Gallo	Whiton Stony Brook	1220	\$1,300.00

IX. POLICY

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

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

Mrs. Joyce said all the Policies and Regulations listed on the agenda have been reviewed by the appropriate committees.

Mrs. Joyce discussed the Policies and Regulations being abolished.

A. Policy First Reading		
Policy	Title	Discussion
P2700	Services to Non Public School Students	Abolished
P7100	Long Range Facilities Planning	Revised
P7101	Educational Adequacy of Capital Projects	Revised
P7102	Site Selection and Acquisition	New
P7130	School Closing	Revised
P7300	Disposition of Property	Revised

B. Policy Second Reading		
Policy	Title	Discussion
P5610	Suspension	Revised
P5620	Expulsion	Revised

C. Regulations First Reading		
Regulation	Title	Discussion
R2700	Services to Non Public School Students	Abolished
R3126	District Mentoring	Revised
R3221	Evaluation of Teachers	Revised
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Revised
R3223	Evaluations of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Revised
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals	Revised
R3240	Professional Development for Teachers and School Leaders	Revised
R5610	Suspension Procedures	Revised
R7100	Long Range Facilities Planning	Revised
R7101	Educational Adequacy of Capital Projects	Revised
R7102	Site Selection and Acquisition	New
R7300.1	Disposal of Instructional Property	Abolished
R7300.2	Disposal of Land	Revised
R7300.3	Disposition of Personal Property	Revised
R7300.4	Disposition of Federal Property	Revised

X. EDUCATION

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

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

Mrs. Fabriczi said the Education Committee met on October 19, 2017 and discussed the following:

- Discovery Education;
- Suspension Policies and Regulations;
- Previewed the PARCC Presentation;
- Title I Program;
- Title IV Program;
- QSAC; and
- 8th Grade Language Arts concerns.

Ms. Dawn Eelman spoke about Item X.D. 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
TECHSPO 2018 Atlantic City, NJ	Frank Altmire 20-270-200-500-02-647	1/25/18 through 1/26/18	\$425.00	\$93.00	\$96.00	\$66.42	\$680.42
TECHSPO 2018 Atlantic City, NJ	Jocelyn Muzychko 20-270-200-500-02-647	1/25/18 through 1/26/18	\$425.00	\$93.00	\$48.00	\$60.02	\$626.02
TECHSPO 2018 Atlantic City, NJ	Erica Patente 20-270-200-500-02-647	1/25/18 through 1/26/18	\$425.00	\$93.00	\$48.00	\$70.37	\$636.37
TECHSPO 2018 Atlantic City, NJ	Eric Schaefer 20-270-200-500-02-647	1/25/18 through 1/26/18	\$425.00	\$93.00	\$96.00	\$72.62	\$686.62
Guided Math Piscataway, NJ	James Landry 20-270-200-500-02-647	11/28/17 through 11/29/17	\$425.00	N/A	N/A	N/A	\$425.00
Guided Math Piscataway, NJ	Nancy Vadimsky 20-270-200-500-02-647	11/28/17 through 11/29/17	\$425.00	N/A	N/A	\$2.79	\$427.79
Yoga and Mindfulness for Kids: Improve Emotional Regulation and Increase Attention Princeton, NJ	Amy McLaughlin 11-000-219-580-03-001	10/27/17	\$219.99	N/A	N/A	N/A	\$219.99
Yoga and Mindfulness for Kids: Improve Emotional Regulation and Increase Attention South Plainfield, NJ	Michele Nash 11-000-219-580-03-001	10/26/17	\$219.99	N/A	N/A	N/A	\$219.99
Reading and Writing Intervention Ewing, NJ	Marie Cinque 20-270-200-500-02-647	11/28/17	\$375.00	N/A	N/A	\$18.29	\$393.29
Develop Growth Mindset in Mathematics West Orange, NJ	Katie Fox 20-270-200-500-02-647	11/29/17	\$249.00	N/A	N/A	\$22.39	\$271.32
Energy Management Morristown, NJ	John Hindmarch 11-000-261-580-10-428	12/1/17	\$245.00	N/A	N/A	\$12.71	\$257.71
Practical Social Skills Workshop for Children and Students with Developmental Disabilities New Brunswick, NJ	Meredith Reedy 11-000-219-580-03-001	1/31/18	\$129.00	N/A	N/A	N/A	\$129.00
Special Education Law in New Jersey Edison, NJ	Jillian Sawicki 11-000-219-580-03-001	2/7/18	\$199.99	N/A	N/A	N/A	\$199.99
Association of Math Teachers of New Jersey East Windsor, NJ	Alex Tylin 20-270-200-500-02-647	10/26/17 through 10/27/17	\$265.00	N/A	N/A	N/A	\$265.00
Controversial Issues in Pediatric Audiology New York, NY	Randi Lee Venturini 11-000-219-580-03-001	3/1/18 through 3/2/18	\$240.00	N/A	N/A	\$135.00	\$375.00

B. Approval of Fund Raiser				
School/Group	Event Coordinator	Location	Date	Purpose
BCMS/ Student Council	Justin Rogoff	BCMS	November 2017	Student Council will purchase bumper stickers to raise revenue for student council for future events

C. Approval of 2017-2018 School Field Trips		
Locations	Grades	Purpose
Sports Complex, Branchburg, NJ	Mixed Grades Special Education	I.E.P. Goals
Bridgewater Mall, Bridgewater, NJ		
Restaurant, Somerset/Hunterdon, NJ		
Wegmans, Bridgewater, NJ		
Duke's Farm, Hillsborough, NJ	8 th Grade	Students learning about sustainability methods

D. Approval of Service Project					
Title	Event Coordinator	Participants	Recipient	Purpose	Dates
Character Education	Dawn Eelman	2 nd - 5 th grades	St. Hubert's Animal Shelter	Teach kindness, safety, respect and empathy for animals. Donations will be sent to St. Hubert's.	2017

E. Approval of Out of District Placement					
Location	Student ID #	SY Tuition	SY Dates	Total	
Hunterdon Preparatory School Annandale, NJ	9985851455	\$38,951.70	10/10/17-6/13/18	\$38,951.70	

XI. HUMAN RESOURCES

Motion by Mr. Cutler, seconded by Mrs. Fabriczi 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.

There was no Human Resources Committee report.

A. Approval of Student Teacher						
Name	College/University	Certification	Location	Effective Date	End Date	Discussion
Emily LaPersonne	The College of New Jersey	Art Education	BCMS	10/23/17	12/15/17	Randy Kupcha Cooperating Teacher

B. Approval of Substitutes			
Name	Position	Salary	Dates
Jackie Campanale	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	10/20/17-6/30/18
Susan Christopher	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem	10/20/17-6/30/18
Nithya Soundara Raghavan	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	10/20/17-6/30/18
Ashley Shahidullah	Substitute Teacher/Substitute Instructional Aide	\$95.00/\$83.33 per diem Subject to delivery of requested documents	10/20/17-6/30/18

C. Approval of Position				
Position	Account Number	Hours	Rate	Discussion
Shared Bus Aide	11-000-217-106-01-000	Not to exceed 4 hours per day	\$13.24 per hour	Midland School Bus Run for 4 Students

D. Approval of Extra Duty Pay						
Name	Account Number	Position	Rate	Effective Date	End Date	Discussion
Toni Gooding	11-000-222-110-01-259	District Webmaster	\$20.59 per hour Not to exceed 60 hours	10/20/17	6/30/18	Update Staff Portal

E. Approval of Increase in Daily Rate for Substitute Nurses					
Position	Account #	Rate From	Rate To	Effective Date	End Date
Substitute Nurse	11-000-213-104-01-126	\$150.00 per day	\$225.00 per day	10/20/17	6/30/18

F. Revision of Resignation				
Name	Position	Location	From Effective Date	To Effective Date
Alaina Nichols	Human Resources Coordinator	District	12/3/17	10/31/17

G. Approval of Part Time Human Resources Coordinator					
Name	Account Number	Rate	Effective Date	End Date	Discussion
Alaina Nichols	11-000-230-105-01-273	\$27.88 per hour Not to exceed 15 hours per week	11/1/17	12/31/17	Assistance during transition

XII. BUSINESS

Motion by Mr. Cutler, seconded by Mrs. Fabriczi 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.

Mr. Cutler said the Business Committee met on October 17, 2017 and discussed the following:

- Proposed transportation garage;
- Correction to the sidewalk pitch at Stony Brook Elementary School;
- HVAC project at Whiton Elementary School;
- Long range facilities plan;
- Restoration of the Branchburg Central Middle School track;
- Bus driver and aide training courses; and
- Budget schedule.

Mr. Ambrus spoke about the details of the transportation garage project.

A. Bill List

It is recommended that the Board approve the List of Bills for the period October 6, 2017 through October 19, 2017, totaling \$1,877,118.45, and ratify the Payroll for the period October 6, 2017 through October 19, 2017, totaling \$895,895.76.

B. Secretary's Report

The Report of the Secretary for September 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 September 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 2017-2018 fiscal year.

C. **Treasurer's Report**

It is recommended that the Treasurer's Report for the month of September 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 September 2017.

E. **Monthly Transfer Report**

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

F. **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 authorizing to use the garage bays for their respective school districts for the period July 1, 2017 to June 30, 2018 with terms and conditions set forth therein.

G. **Cost Reimbursement for Food Service Management Services Works Best for Branchburg Township School District**

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

Whereas, the Branchburg Township Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Branchburg Township Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Branchburg Township Board of Education declares that the "Fixed Price" procurement system would dramatically reduce the school district's ability to change or alter its food service operations without the need to rebid for foodservice management services, and

Whereas, the Branchburg Township Board of Education further declares that the "Fixed Price" procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Branchburg Township Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Branchburg Township Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Branchburg Township Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Branchburg Township Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators

H. Approval of Resolution Authorizing the Disposal of Furniture and Equipment

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

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

WHEREAS, the Board of Education is desirous of selling said furniture and 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 furniture and 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 furniture and equipment to be sold is as noted on attached Reference XII.I.:
- (5) The furniture and equipment as 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 furniture.
- (6) The School District reserves the right to accept or reject any bid submitted.

I. Approval to Dispose of Equipment

It is recommended that the Board approve the disposal of obsolete equipment listed below in accordance with N.J.S.A. 18A:20-5, and authorize the Business Administrator/Board Secretary to dispose of same.

Quantity	Equipment
20	32” CRT TV’s
20	15” CRT Monitors
20	15” LCD Monitors
10	Dell PowerEdge Servers
200	Dell Optiplex Desktop Computers
10	3com Switches
15	DVD/VCR Players
10	Printers

J. Acceptance and Award of Contract for Whiton Elementary School Library – New Heat Pump Condenser and New Indoor Evaporator Coil

It is recommended that the Board acknowledge the following quotes received on October 16, 2017 for a new heat pump condenser and new indoor evaporator coil (Quote Number: #470) for the Whiton Elementary School Library.

Name	Quote Total
Walter R. Dorn Estate, Inc.	\$11,735.00
Core Mechanical, Inc.	\$20,804.00
MPA, Inc.	\$25,274.00

It is recommended that the Board award the contract for the Whiton Elementary School Library new heat pump condenser and new indoor evaporator coil to Walter R. Dorn Estate for \$11,735.00 to be paid through Account #11-000-261-420-08-411 and there are sufficient funds in the 2017-2018 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Noto attended the Somerville Board of Education meeting where the following subjects were discussed:

- Timothy Teehan, Somerville Superintendent of Schools, earned his Ed.D.;
- National Merit Scholars semi-finalists were announced;
- Social Studies Teacher, Michael Skomba, was named one of New Jersey's County Teacher of the Year for 2017-2018; and
- Upcoming band competitions.

Mr. Ambrus reminded that the "Dine Out for Education" fundraiser will be held on October 20, 2017 at the Stoney Brook Grille.

XV. BOARD FORUM

Mrs. Palmieri spoke about the Huskies Hustle for Houston Walk-a-Thon held at Stony Brook Elementary School.

Mrs. Joyce spoke about the 2017 New Jersey School Boards Association Annual Conference being held the week of October 23, 2017.

Mr. Ambrus showed a video from a vendor – Sadecky's Puppets.

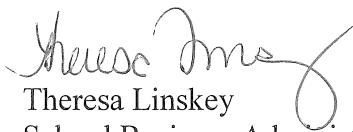
XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to adjourn at 9:09 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board