

Branchburg Township School District

REGULAR MEETING MINUTES

April 23, 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 6:42 p.m. by Board Vice President, Patricia Santos, 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 7:06 p.m.), Theresa Joyce, Carmela Noto (arrived 7:00 p.m.), Cathy Palmieri, Olga Phelps, David Rehe (arrived 7:07 p.m. – stayed for executive session only) and Patricia Santos.

The following members were absent: David Rehe (left after executive session) and Jose-Ramon Suarez.

Also present were: Superintendent of Schools Dr. Carol Kelley, Business Administrator/Board Secretary Theresa Linskey, Board Attorney David Rubin, 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 Mrs. Palmieri, and carried unanimously, the Board agreed to convene at 6:42 p.m. to executive session to discuss personnel, H.I.B., and legal issues.

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

On a motion by Mrs. Joyce, seconded by Mrs. Palmieri, and carried unanimously, the Board reconvened to public session at 8:14 p.m. with approximately 34 members of the public.

VI. SUPERINTENDENT'S REPORT

Ms. Alison Watkins, Supervisor of Language Arts and Humanities, Ms. Rebecca Gensel, Principal of Whiton Elementary School, and Mr. Frank Altmire, Principal of Stony Brook School gave a presentation on Response to Intervention (RtI).

Mr. Matthew Barbosa, Principal of Branchburg Central Middle School, Ms. Karen Dudley, Supervisor of Science, Technology, Engineering, Mathematics, and the Arts, and Ms. Kristen Kries, Vice Principal of Branchburg Central Middle School gave a presentation on the proposed changes to the middle school staffing, and the 2015-2016 school schedule.

After both presentations, Dr. Kelley and the administrative team addressed any questions or comments presented to them by the Board.

VII. PUBLIC COMMENT

Ms. Amy Ramsden expressed her concerns about the staff reduction or reassignments, specifically in the Technology Department. She also expressed concerns of the elimination of the strings program.

Mr. Noah Roberts expressed his concerns over the reassignment of the two technology positions at Branchburg Central Middle School.

Ms. Robyn Abramo expressed her concerns over the reassignment of the two technology positions, as well as the possible elimination of the strings program. She also asked for clarification of the RtI program and screening process.

Ms. Shannon Heany expressed her concerns over the proposed schedule for the 2015-2016 school year.

Ms. Debbie Glicklich expressed her concerns over having larger class sizes and how important and beneficial it will be to keep the class sizes smaller.

Ms. Antonina Manfreda expressed her concerns over the change to the technology program and how important it is to continue this program. She also spoke about the RtI program and feels this is already in place.

VIII. GOVERNANCE

Motion by Mrs. Joyce, seconded by Mrs. Noto that Items VIII.A. through VIII.D.4. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.D.4. were unanimously approved by Roll Call, with Mrs. Noto abstaining from Item VIII.A.

Mrs. Santos reminded the public that a public hearing will be held on Thursday, May 7, 2015 at 8:00 p.m. in the Branchburg Township Municipal building to vote on the final budget.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of April 9, 2015.

B. Approval of Bylaws on Second Reading

It is recommended that the Board approve the bylaws on Second Reading.

Bylaws	Title
0134	<i>Board Self Evaluation (Revised)</i>
0152	<i>Board Officers (Revised)</i>

C. Approval of Bell Schedule

It is recommended that the Board approve the following bell schedule change for Stony Brook School, effective September 1, 2015 for the 2015-2016 school year.

Stony Brook School

	Regular School Hours	Delayed Opening Hours (2 hour delay)	Single Session/Early Dismissal Hours
4 th – 5 th	8:10 a.m. – 3:10 p.m.	10:10 a.m. – 3:10 p.m.	8:10 a.m. 12:40 p.m.

D. Approval of Job Descriptions

It is recommended that the Board approve the following job descriptions.

1. Confidential Secretary to the Business Administrator/Board Secretary
(Reference VIII.D.1.)
2. Confidential Secretary to the Superintendent (Reference VIII.D.2.)
3. Part Time Secretary to Instructional Services (Reference VIII.D.3.)
4. Part Time Secretary to Child Study Team (Reference VIII.D.4.)

IX. EDUCATION

Motion by Mr. Ambrus, seconded by Mrs. Noto 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., were unanimously approved by Roll Call.

Mrs. Santos said the Education Committee met on April 13, 2015 where they discussed the budget and budget items.

Mrs. Santos said the Committee looked at a draft process submitted by Mr. Matthew Barbosa, which evaluates the process of the addition or removal of clubs and activities at Branchburg Central Middle School.

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.

Harvey Daniels – Keys to Content Area Reading and Writing, Rutgers Center for Literacy Development, New Brunswick, New Jersey, October 20, 2014, Total Maximum Cost - \$55.00 (Account# 11-000-223-580-08-144)

Catherine Ellis

Screening for Dyslexia: What the Schools Need to Know, The College of New Jersey, Ewing, New Jersey, June 5, 2015, Total Maximum Cost for all Participants - \$377.09 (Account# 11-000-219-580-03-001)

Amy Garner
Amy McLaughlin
Carol Webb
Juliana Wiedemann
Anne Wonesh

The Summer Institute of the Teaching of Reading, Paramus, New Jersey, July 13th through July 16th, 2015, Total Maximum Cost for all Participants - \$1,275.00 (Account# 11-000-223-580-02-144)

Lauren Knoke
Randi Morin
Erin Rimmler

B. Approval of 2014-2015 Field Trips

In accordance with Board Policy #2340 – Field Trips, it is recommended that the Board approve the following 2015 Field Trips for students as noted, the full cost of the trip to be covered by parent fees (transportation, entry fees, and any nurse or other staff member being paid extra for the trip).

Students/School	Trip	Date	Time
6 th Grade	Strike and Spare Bowling Alley	June 17, 2015	9:00am - 12:00pm

C. Approval of Education Policies on Second Reading

It is recommended that the Board approve the following policies on Second Reading.

Policy #	Title
P2622	<i>Student Assessment (M) (Revised)</i>
P3212	<i>Attendance (Revised)</i>
P4212	<i>Attendance (Revised)</i>
P3218	<i>Substance Abuse (M) (Total Revision)</i>
P4218	<i>Substance Abuse (M) (Total Revision)</i>
P5200	<i>Attendance (M) (Revised)</i>

X. HUMAN RESOURCES

Motion by Mrs. Joyce, seconded by Mrs. Noto that Items X.A. through X.K., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources report.

Mr. Zoltan Ambrus thanked Mrs. Sarah McGrath for her years of service and dedication 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, as noted, effective April 24, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget.

Cathleen Ciarella
Paola Gower
Durga Neti

B. Approval of Extended School Year Program and Positions

It is recommended that the Board approve an Extended School Year Program, effective July 6, 2015 through August 13, 2015; to be held from 9:00 a.m. to 12:00 p.m. at Whiton Elementary School, Stony Brook School and Central Middle School and approve the following listing of staff positions for this program, in accordance with provisions of the B.O.E. / B.T.E.A. Agreement (which is effective 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.

Position	Time Requirements	Rate of Pay
6 – Special Education Teachers	4 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
1 – Teacher of Deaf	4 hours/day, 2 days/week for 6 weeks	In accordance with Salary Guide
6 – Instructional Aides	3 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
1 – Speech & Language Teachers	4 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide
1 – Occupational Therapist	12 hours/week	In accordance with Salary Guide
1 – Physical Therapist	12 hours/week	In accordance with Salary Guide
6 - Special Education Teachers (for tutoring only – July 6 – July 30, 2014)	4 hours/week for 4 weeks	In accordance with Salary Guide
Nurse	3 hours/day, 4 days/week for 6 weeks	In accordance with Salary Guide

C. Acceptance of Retirement Notice

It is recommended that the Board accept the retirement notice of Helen Ellis, Instructional Aide at Central Middle School, effective July 1, 2015, with many thanks for her 25 years of dedicated service to the students, parents and staff of the Branchburg Township School District.

D. Acceptance of Retirement Notice

It is recommended that the Board accept the retirement notice of Ann Marie Lunemann, Preschool Teacher at Whiton Elementary School, effective July 1, 2015, with many thanks for her 10 years of dedicated service to the students, parents and staff of the Branchburg Township School District.

E. Approval of Revision of Maternity Leave

It is recommended that the Board approve a revised maternity leave, for Tara Kolbe, Preschool through Third Grade Teacher at Whiton Elementary School, as noted, in accordance with provisions of the B.O.E./B.T.E.A. Agreement (which is in effect from July 1, 2013 through June 30, 2016).

Type of Leave	Original	Revised
Paid Maternity Leave	Effective March 9, 2015 through May 15, 2015	Effective <i>March 9, 2015</i> through <i>May 29, 2015</i>
Unpaid Maternity Leave in accordance with the New Jersey Family Leave Act/FMLA	Effective May 18, 2015 through June 2, 2015	Effective <i>June 1, 2015</i> through <i>June 30, 2015</i>

F. Approval of Hourly Rates for Buildings and Grounds Summer Helpers

It is recommended that the Board approve the hourly rates for Buildings and Grounds Summer Helpers, to be paid through Payroll from the General Fund, and sufficient funds are available in the 2015-2016 budget.

Year	Hourly Rate
First Year	\$9.00
Second Year	\$9.50
Third Year	\$10.00
Fourth Year	\$10.74
Fifth Year	\$11.00
Sixth Year (Maximum)	\$11.50
Substitute Custodian:	
Custodial sub rate	\$14.00
With Boilers License	\$15.00

G. Approval of Hourly Rates for Summer Technology Helpers

It is recommended that the Board approve the hourly rates for the Summer Technology Aides, \$9.00 - \$12.50 per hour, based on skills and experience.

H. Approval of Supervisor of Buildings and Grounds

It is recommended that the Board approve John Hindmarch as Supervisor of Buildings and Grounds effective July 1, 2015 through June 30, 2016 at a salary of \$75,000.00 to be paid through Payroll from the General Fund and sufficient funds are available in the 2015-2016 budget.

I. Approval for Increased Hours

It is recommended that the Board approve an increase in weekly hours for Cheryl Stedtler, Instructional Aide at Whiton School, from 20 hours to 24.5 hours, the additional 4.5 hours to be paid via time sheet.

J. Approval of Maternity Leave Replacement Teacher

It is recommended that the Board approve Naomi Kroeger as an Instructional Support Math maternity leave replacement teacher at Branchburg Central Middle School (replacing Michele Jordan) effective April 29, 2015 through June 30, 2015 on Step 1, Level BA of the teacher salary guide (\$53,225.00 pro rated). 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 2014-2015 budget.

K. Acceptance of Retirement Notice

It is recommended that the Board accept the retirement notice of Sarah McGrath, Special Education Teacher at the Branchburg Central Middle School, effective July 1, 2015, with many thanks for her 15 years of dedicated service to the students and staff of the Branchburg Township School District.

L. Approval of Substitute Coach

It is recommended that the Board approve Mrs. Nina Manger a substitute for the Intramural Program, effective April 23, 2015 through June 30, 2015 to be paid via Payroll through the General Fund, and sufficient funds are available in the 2014-2015 budget.

XI. BUSINESS

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

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

Mr. Ambrus went over the details of the approved Stony Brook Entrance project.

Mr. Ambrus said the district is in the negotiation process with regard to the possibility of having a tenant for part of Old York School.

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 10, 2015 through April 23, 2015, totaling \$1,567,172.18, and ratify the Payroll for the period April 10, 2015 through April 23, 2015, totaling \$903,537.12.

B. Secretary's Report

The Report of the Secretary for March 2015 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 March 2015 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 2014-2015 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of March 2015 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 March 2015.

E. Monthly Transfer Report

It is recommended that the Board approve the March 2015 Monthly Transfer Report.

F. Approval of Business Policy on Second Reading

It is recommended that the Board approve the following policy on Second Reading.

Policy #	Title
<i>P8630</i>	<i>Bus Driver/Bus Aide Responsibility (M) (Revised)</i>

G. Approval of Dispose of Equipment

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

H. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services (Reference XI.H.) with Somerset County Educational Services Commission for the 2015-2016 school year.

I. Acceptance and Award of Bid for Contract #4 Entrance Renovation At Stony Brook Elementary School

It is recommended that the Board acknowledge the following bid for the Contract #4 Entrance Renovation at Stony Brook Elementary School project which was received on April 21, 2015:

Name	Base Bid	Total
Brahma Construction Corp.	\$227,000	\$227,000

It is recommended that the Board award the contract for the Contract #4 Entrance Renovation at Stony Brook Elementary School project to Brahma Construction Corp. for \$227,000 to be paid through Account #12-000-400-450-01-612 and there are sufficient funds in the 2014-2015 budget.

XII. PUBLIC COMMENT

Ms. Donna Cardamone spoke to the Board about the BTEA professional development survey results which were sent to Dr. Kelley and the Administrators. She asked Dr. Kelley to share these results with the Board.

Mr. Mike Wooby addressed the Board with regard to the status of the implementation of a wrestling program in the middle school.

XIII. BOARD FORUM

Mrs. Santos said the district's safety and security team met on April 22, 2015 to talk about what can be done to make our schools safer. She said at this meeting the guest speaker was Michele Gay. Ms. Gay is a mother, former teacher, and now one of the founders of Safe and Sound: A Sandy Hook Initiative. After losing her daughter, Josephine Grace on December 14, 2012, she is an advocate for improved school security and safety in our nation's schools.

XIV. BOARD LIAISON REPORTS

Mrs. Santos said the Somerville High School Winter Color Guard placed "first" in the world championship event which took place in Dayton, Ohio.

Mrs. Joyce went over the current and upcoming fundraisers. She said information on the fundraisers can be found on the PTO and district websites.

Dr. Kelley said Branchburg Education Foundation President, Greg Confer, spoke to teachers at two of the district's schools about the grant process and how to apply for a grant. He also reminded the staff that the BEF is in the business of raising money to spend on students. Dr. Kelley said that since Mr. Confer's presentation, there has been an increase in the grants submitted to the administration for approval.

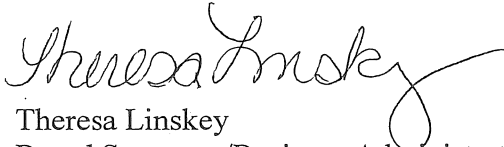
Dr. Kelley said the Pocketbook Bingo held on April 10, 2015 was a huge success with \$12,000 being raised for the Branchburg Education Foundation.

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT

On a motion by Mr. Ambrus, seconded by Mr. Dempsey, and carried unanimously, the Board agreed to adjourn at 9:50 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa Linskey". The signature is written in black ink and is positioned above the printed name and title.

Theresa Linskey
Board Secretary/Business Administrator