

Branchburg Township School District

REGULAR MEETING

August 18, 2016

Executive Session – 6:30 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, 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, Cathy Palmieri and Keerti Purohit.

The following members were absent: Jack Dempsey, Carmela Noto and Olga Phelps.

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

II. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene at 7:05 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Purohit, and carried unanimously, the Board agreed to adjourn executive session at 7:43 p.m.

On a motion by Mr. Cutler, seconded by Mrs. Palmieri, and carried unanimously, the Board agreed to reconvene to public session at 8:02 p.m. with 4 members of the public (staff only).

III. The Secretary called the roll.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Rebecca Gensel introduced Caroline Flamos Supervisor of Language Arts and Humanities, and Jennifer Hauser Director of Science, Technology, Engineering, Mathematics, and the Arts, who did a presentation on the progress the district has made regarding student field trips.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Palmieri, seconded by Mrs. Fabriczi 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.

Mr. Ambrus spoke about the Catholic School bussing issue.

Mr. Ambrus said the annual school walk-through will be held on Monday, August 29, 2016 at 9:00 a.m.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of June 18, 2016.

B. Correction of Bell Schedule

It is recommended that the Board approve the following corrected Bell Schedule for Stony Brook School, effective September 1, 2016 for the 2016-2017 school year.

Grades	Regular Hours	Delayed Opening Hours	Single Session/Early Dismissal Hours
4 th – 5 th	8:15 a.m. – 3:15 p.m.	10:15 a.m. – 3:15 p.m.	8:15 a.m. 12:45 p.m.

C. Approval of Job Title and Job Description

It is recommended that the Board approve the following Job Title and Job Description.

- Director of Science, Technology, Engineering, Mathematics and the Arts.

IX. POLICY

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

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

Mrs. Joyce said the first reading policies had minor wording changes after being reviewed by the committees.

Mrs. Joyce said there were no changes to the second reading policies.

A. Policy First Reading		
Policy #	Title	Discussion
1310	Employment of School Business Administrator/ Board Secretary	Revised
3111	Creating Positions	Revised
3124	Employment Contract	Revised
3125	Employment of Teaching Staff Members	Revised
3125.2	Employment of Substitute Teachers	Revised
3126	District Mentoring Program	Revised
3141	Resignation	Revised
3240	Professional Development for Teachers and School Leaders	Revised
5339	Screening for Dyslexia	Revised
5350	Student Suicide Prevention	Revised
8441	Care of Injured and Ill Persons	Revised

B. Policy Second Reading		
Policy #	Title	Discussion
1140	Affirmative Action Program	Revised
1220	Employment of Chief School Administrator	Revised
1523	Comprehensive Equity Plan	Revised
1530	Equal Employment Opportunities	Revised
1550	Affirmative Action Program for Employment and Contract Practices	Revised
2200	Curriculum Content	Revised
2260	Affirmative Action Program for School and Classroom Practices	Revised
2411	Guidance Counseling	Revised
2423	Bilingual and ESL Education	Revised
2610	Educational Program Evaluation	Revised
2622	Student Assessment	Revised
3144	Certification of Tenure Charges	Revised
3159	Teaching Staff Member/ School District Reporting Responsibilities	Revised
3231	Outside Employment as Athletic Coach	Revised
4159	Support Staff Member/School District Reporting Responsibilities	Revised
5305	Health Services Personnel	Revised
5750	Equal Educational Opportunity	Revised
5755	Equity in Educational Programs and Services	Revised
9451	Student Teachers/Interns	Revised

X. EDUCATION

Motion by Mr. Cutler, seconded by Mrs. Palmieri 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. Palmieri said the Education Committee met on August 10, 2016 where the following items were discussed:

- Jennifer Hauser gave the committee a curriculum update for Science, Math and GATE;
- Caroline Flamos spoke about Language, Arts and Humanities; and
- The new 7th grade media encore class called “Focus on the Future”.

Mrs. Palmieri also thanked Caroline Flamos and Jennifer Hauser for their field trip presentation.

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
Hunterdon County EdTech Fest Flemington, NJ	Danielle Shober 11-000-240-580-02-000	8/17/16	\$10.00	N/A	N/A	N/A	\$10.00
NJSBA "Making the Case for Sustainability" Trenton, NJ	Theresa Linskey 11-000-251-580-01-585	8/24/16	\$75.00	N/A	N/A	N/A	\$75.00
NJSBA "Making the Case for Sustainability" Trenton, NJ	Theresa Joyce 11-000-230-585-01-300	8/24/16	N/A	N/A	N/A	\$24.06	\$24.06
NJSBA "Making the Case for Sustainability" Trenton, NJ	Zoltan Ambrus 11-000-230-585-01-300	8/24/16	N/A	N/A	N/A	N/A	N/A

B. Correction of Out-of-District Related Services Cost				
Sid#	School	Individual Therapy	Dates	Total Cost
7411890574	Morris Union Jointure Commission	2 times a week, 30 minute sessions, 19 weeks	2/1/2016-6/9/2016	From: \$5,415.00 To: \$5,985.00

C. Correction of Out-of-District Sid#		
School	From Sid#	To Sid#
The Center School, Somerset, NJ	3390197211	8664661261
Morris Union Jointure Commission, New Providence, NJ	1003395144	7411890574

D. Out-of-District Assistive Technology Services			
Vendor	Sid#	Assessment Fee	Account #
Advancing Opportunities, Ewing, NJ	4212290701	\$427.50	11-000-216-320-03-456

E. Out-of-District Placements			
Program/Location	Student ID #	Tuition	Effective Dates
The Eden School 2 Merwick Road, Princeton, NJ	8267623955	Extended Day Program: \$11,797.80	Extended Day Program: 7/5/16-6/21/17
The Education Services Commission of New Jersey 1660 Stelton Road, Piscataway, NJ	1182192377	Extended School Year: \$4,321.00	Extended School Year: 6/27/16-8/5/16
The Education Services Commission of New Jersey 1660 Stelton Road, Piscataway, NJ	9184052627	Extended School Year: \$4,872.00	Extended School Year: 6/27/16-8/5/16
Hunterdon Central Regional High School 84 Route 31, Flemington, NJ	6051839975	School Year: \$19,168.00	School Year: 8/30/16-6/14/17

F. Approval of New Jersey Association of School Business Officials Professional Development Training

Approval of 15 individual registrations for sessions of New Jersey Association of School Business Officials training for a total cost of \$900.00 as noted on Reference X.F. (Account #11-000-251-580-01-585 and Account #11-000-230-580-01-303)

Rebecca Gensel
Theresa Linskey
Catherine DiCosimo
Karen Muller
Susan Raimundo
Carly Trocchia

XI. HUMAN RESOURCES

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

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

Mrs. Palmieri said the Human Resources Committee met and discussed the following items:

- New Hires;
- Vacancies;
- Title change for the Science, Technology, Engineering, Mathematics, and the Arts position; and
- The next Human Resources Committee meeting will be held on September 14, 2016 at 12:00 p.m.

A. Maternity Leave			
Name	Location	Type of Leave	Anticipated Date(s)
Nicole Kepner	BCMS	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	10/24/16 through 12/2/16 12/5/16 through 3/6/17 3/7/17 through 6/30/17
Elisabeth Hillsinger	Stony Brook	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	10/24/16 through 12/9/16 12/12/16 through 3/16/17 3/17/17 through 4/17/17

B. Personnel							
Name	Position	Location	Step/Level	Salary	Effective Date	End Date	Discussion
Arianna Bellafore	Pre-School Teacher	Whiton	1/BA	\$54,295.00	9/1/16	6/30/17	Replacement for Katie Thorson
Jonathan Birkhead	Instrumental Music Teacher	BCMS	6/150	\$58,445.00	9/1/16	6/30/17	Replacement for Kate Katz
Jillian Kirby	Long Term Sub/ No Tenure Accrual 4 th Grade Teacher	Stony Brook	1/182	\$58,595.00 prorated	9/1/16	1/3/17	Maternity Leave for Danielle Lindsay

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Deborah Loris	Transportation	District	Step 2	\$26.45 per hour Not to exceed 4.5 hours per day	9/1/16	6/30/17	Replacement for Leonard Palumbo
Katherine Mileto	Technology Literacy Teacher	Whiton	1/150	\$56,445.00	9/1/16	6/30/17	Transfer of Erica Patente
Zachariah Miracle	Special Education Teacher	BCMS	9/212	\$64,745.00	9/1/16	6/30/17	Replacement for Mike Razzoli
Nancy Padula	Learning Disabilities Teacher Consultant	BCMS	21/182	\$74,320.00	9/1/16	6/30/17	Replacement for Ann Wonash
Erica Patente	S.T.E.M. Coach	Whiton	12/150	\$61,945.00	9/1/16	6/30/17	Resignation of Lisa Cashin
Elizabeth Savage	Cafeteria Aide	Stony Brook	N/A	\$10.00 per hour	9/6/16	6/20/17	Replacement for Kim Gislaio
Esthela Solano	Long Term Sub/ No Tenure Accrual Spanish Teacher	Stony Brook BCMS	1/150	\$56,445.00	9/1/16	6/30/17	Leave Replacement for Andrea Schwarz
Damian Thomas	6 th Grade Science Teacher	BCMS	2/150	\$56,445.00	9/1/16	6/30/17	Transfer of Matthew Ross

**Salary adjustment to be determined upon successful completion of negotiations.*

C. Resignation			
Name	Position	Location	Effective Date
Lisa Cashin	K-2 S.T.E.M.	Whiton	8/31/16
Keith Dunford	Maintenance Technician	District	8/15/16
Sigrid Linck	Lunchroom Aide	Stony Brook	8/9/16
Katie Thorson	Special Education Teacher	Whiton	8/31/16

D. Revision of Student Services Staff for Summer Evaluations and Meetings Hours						
Name	Position	Per diem rate 6/22/16 - 6/30/16	Per diem rate 7/1/16 - 8/11/16	From: Number of days	To: Number of days	Not to exceed
JanMarie Motz 11-000-219-104-03-087	Social Worker	\$511.46 per diem	*\$511.46 per diem	3.5	5.5	40 hours
Claire Lerner 11-000-219-104-03-087	Psychologist	\$332.83 per diem	*\$332.83 per diem	3.5	5.5	40 hours

**Salary adjustment to be determined upon successful completion of negotiations.*

E. Revision of Hours for Extended School Year					
Name	Account Number	Grade	From hours	To hours	Rate
Kristen Murphy	11-213-100-101-03-078	6-8	16	21	*\$41.00 per hour

**Salary adjustment to be determined upon successful completion of negotiations.*

F. Approval of Summer Curriculum Work					
Content Area	Account Number	Staff	Hours	Rate	Staff
Science Curriculum Writing	11-000-221-104-02-213	Laura Petronio	15	*\$41.00	6-8
Curriculum Writing	11-000-221-104-02-213	Wendy DeJulio	15	*\$41.00	6-8
Curriculum Writing	11-000-221-104-02-213	Tiffany Stulack	15	*\$41.00	6-8

**Salary adjustment to be determined upon successful completion of negotiations.*

G. Approval of Summer Hours					
Name	Account Number	SID#	Hours	Rate	Discussion
Randi Lee Venturini	11-213-100-101-03-078	6723412768	5	*\$41.00	Set up hearing equipment

**Salary adjustment to be determined upon successful completion of negotiations.*

H. Extra Duty Pay						
Name	Account Number	Name of Action	Position	*Salary	Location	Discussion
Maggie Emmons	11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 per hour not to exceed 9 hours	District	YouTube for the Classroom

**Salary adjustment to be determined upon successful completion of negotiations.*

I. Approval of Level Change and Issuance of Revised Contract

In accordance with provisions of the B.O.E./B.T.E.A. Agreement/Teachers (which is effective July 1, 2013 through June 30, 2016), it is recommended that the Board approve the following Teacher Level changes, to be paid through Payroll from the General Fund, and sufficient funds are available in the 2016-2017 budget.

Name	From Step/Level	To Step/Level	Salary
Katherine Bernet	5/BA	5/150	*\$57,445.00
Danielle Duffermont	5/BA	5/150	*\$57,445.00
Janet Hoffman	21/182	21/212	*\$74,320.00
Rachael Johnston	3/BA	3/150	*\$56,445.00
Jocelyn Muzychko	4/BA	4/150	*\$57,445.00
Amanda Roper	6/150	6/182	*\$60,595.00

**Salary adjustment to be determined upon successful completion of negotiations.*

J. Approval of Consultant to Provide Training

It is recommended that the Board approve Innovative Designs for Education (IDE) to provide a two day new teacher orientation workshop and instructional materials at a total cost of \$3,931.44 to be paid via purchase order from the special revenue fund (Account #20-270-200-320-02-648) and sufficient funds are available in the 2016-2017 budget.

K. Approval of Athletic Stipend Positions

It is recommended that the Board approve the following Athletic Extracurricular Stipend Positions, as noted in accordance with provisions of the B.O.E./B.T.E.A./Teachers Agreement (which is in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll from the General Fund, and sufficient funds are available in the 2016-2017 budget.

Position	Name	Amount
Cheerleading Coach (BCMS)	Julie Bartus	*\$3,152.00
Boys Cross Country Coach (BCMS)	Johnathan Birkhead	*\$2,574.00

**Salary adjustment to be determined upon successful completion of negotiations*

L. Approval of Non-Athletic Stipend Positions

It is recommended that the Board approve the following as Non-Athletic Extracurricular Stipend Positions, as noted in accordance with provisions of the B.O.E./B.T.E.A./Teachers Agreement (which is in effect from July 1, 2013 through June 30, 2016) to be paid via Payroll from the General Fund, and sufficient funds are available in the 2016-2017 budget.

Position	Name	Amount
Specials Team Leader (Whiton)	Christopher Boehm	*\$1,944.00
Team Leader (BCMS)	Wendy DeJulio	*\$1,944.00
Strings Concert Prep Director (BCMS)	Johnathan Birkhead	*\$788.00

**Salary adjustment to be determined upon successful completion of negotiations*

M. Approval of BCMS Lunch Coverage Hours

It is recommended that the Board approve 3 hours per week for BCMS staff to cover lunch duty, at the contracted rate of *\$32.00 per hour, to be paid via purchase order from the general fund (Account #11-130-100-101-01-021) and sufficient funds are available in the 2016-2017 budget.

**Salary adjustment to be determined upon successful completion of negotiations*

XII. BUSINESS

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

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

Mr. Ambrus spoke briefly about the following items:

- Branchburg Central Middle School cafeteria doors;
- Badge access to the Board Office;
- Replacement carpeting in the Board Office;
- Stony Brook School badge access in the Main Office;
- Stony Brook School library carpeting;
- Stony Brook School Main Office renovations;
- Stony Brook School parking lot paving project;
- Whiton Elementary School hallway LED lighting;
- Whiton Elementary School carpeting;
- Whiton Elementary School sidewalk replacement;
- Whiton Elementary School HVAC unit replacement;
- Future facility discussion regarding the transportation offices;
- Water testing;
- Policies;
- Negotiations; and
- End of year reserves.

A. Bill List

It is recommended that the Board approve the List of Bills for the period July 22, 2016 through August 18, 2016, totaling \$727,731.06, and ratify the Payroll for the period June 30, 2016 through August 18, 2016, totaling \$183,334.27.

B. Secretary's Report

The Report of the Secretary for June 2016 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 June 2016 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 2015-2016 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of June 2016 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 June 2016.

E. Monthly Transfer Report

It is recommended that the Board approve the June 2016 Monthly Transfer Report.

F. Approval of Stony Brook Elementary School Parking Lot and Playground Striping

It is recommended that the Board approve Randazzo Line Striping of Lambertville, NJ to provide line striping of the parking lot and playground at Stony Brook School, at a cost of \$4,145.00 to be paid through Purchase Order, Account #12-000-400-450-05-612, and sufficient funds are available in the 2016-2017 budget.

G. Approval of Branchburg Central Middle School Carpet Replacement

It is recommended that the Board approve the removal and installation of carpeting by Commercial Interiors Direct, Inc., for the Central Office at BCMS, at a cost of \$5,758.89, State Contract #81756, to be paid through Purchase Order, Account #12-000-400-450-04-612, and sufficient funds are available in the 2016-2017 budget.

H. Approval of Transportation Jointure with Delaware Valley Regional High School

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and Delaware Valley Regional High School for the following 2016-2017 routes.

Service	Cost to Branchburg
Delaware Valley Regional High School to provide one school van for to-and-from routes to Somerset Hills Learning Institute	Totaling: \$12,342.60
Provide a school bus for various trips on an as-needed basis	\$69.35 per hour per bus for the first four hours then \$40.60 per hour per bus for each additional hour plus tolls and parking. Minimum trip 3 hours.

XIII. PUBLIC COMMENT

Rhonda Sherbin, President of the Branchburg Township Education Association, asked the Board about the population study.

XIV. BOARD LIAISON REPORTS

Ms. Gensel said the Branchburg Education Foundation dine out date is October 20 and 21, 2016 at the Stoney Brook Grille.

Mr. Cutler said at the Somerset County Educational Services meeting, a tour was given of a new room called the "calming room" which provides a calming environment for students.

Mrs. Joyce said at the Emergency Management Committee meeting, Heather Mastroserio District Safety Coordinator & District Anti-Bullying Coordinator, asked the planning committee for feedback on items in the District that were of concern, so she can put together a comprehensive plan for the year to address these specific needs.

XV. BOARD FORUM

Mrs. Palmieri said the Community Relations Committee met on August 10, 2016 and discussed the district's facebook page.

Mrs. Palmieri also said that Branchburg School District will have a table at the County Fair which is scheduled for September 24, 2016.

XVI. EXECUTIVE SESSION

There was no second Executive Session.

XVII. ADJOURNMENT

On a motion by Mrs. Palmieri, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 9:01 p.m.

Respectfully Submitted,



Theresa Linskey
School Business Administrator/Board Secretary

8/18/2016