

Branchburg Township School District

REGULAR MEETING MINUTES

May 5, 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 6:44 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, Theresa Joyce, Carmela Noto, Cathy Palmieri and Olga Phelps (arrived 8:00 p.m.)

The following members were absent: Jack Dempsey, Kristen Fabriczi and Jose-Ramon Suarez.

Also present were: Acting 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. Noto, and carried unanimously, the Board agreed to convene at 6:44 p.m. to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn executive session at 8:05 p.m.

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to reconvene to public session at 8:05 p.m. with 2 members of the public.

III. The Secretary called the roll.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. ACTING SUPERINTENDENT'S REPORT

Ms. Gensel and Ms. Linskey did a presentation on the 2016-2017 Budget.

Ms. Rhonda Sherbin, President elect to the Branchburg Township Education Association, asked about the 2% cap presented in the budget presentation.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

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

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

Mr. Ambrus spoke about the following items:

- He congratulated Ms. Sherbin on her appointment to President of the Branchburg Township Education Association;
- Acknowledged the district teachers for Teacher Appreciation Week; and
- Discussed the new Board conference room.

APPROVAL OF 2016-2017 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2016-2017 School District Budget for submission as follows:

| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>DEBT SERVICE</u> | <u>TOTAL</u> |
|-----------------------------------|-------------------------|-----------------------------|-------------------------|---------------------|
| 2016-17 Total Expenditures | \$43,161,082 | \$507,361 | \$2,210,925 | \$45,879,368 |
| Less: Anticipated Revenues | <u>\$3,538,735</u> | <u>\$507,361</u> | <u>\$101,184</u> | <u>\$4,147,280</u> |
| Taxes to be Raised | <u>\$39,622,347</u> | <u>\$ 0</u> | <u>\$2,109,741</u> | <u>\$41,732,088</u> |

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 \$70,000 and has authorized \$40,527 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 \$73,500 for travel and related expense reimbursements for all staff and board members in the 2016-17 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 2016-17; 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 2016-2017 budget as follows:

| Service | Not to Exceed |
|------------------------------------|---------------|
| Legal | \$ 75,000 |
| Auditing | \$ 40,000 |
| Special Education Related Services | \$200,000 |
| Architect/Engineering | \$100,000 |

| B. Acceptance of Grant Funds | | | | | |
|---------------------------------|---------------------------------|----------------|--------------------|---------|------------|
| Grantor | Grant Name | Requester | Location | Check # | Amount |
| Branchburg Education Foundation | 2016 Memorial Day Commemoration | Karen Dionisio | Stony Brook School | 1190 | \$3,123.91 |

C. Approval of Job Descriptions

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

- Supervisor of Pupil Personnel Services
- District Webmaster

IX. POLICY

Motion by Mrs. Palmieri, seconded by Mrs. Noto that Item IX.A., be moved upon the recommendation of the Acting Superintendent.

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

| A. Policy | | | |
|------------------|--|-----------------------|-------------------------|
| Policy # | Title | Name of Action | Discussion |
| 2422 | Health and Physical Education | First Reading | Complete Replacement |
| 2425 | Physical Education | Abolished | Replaced by Policy 2422 |
| 5310 | Health Services | First Reading | Revision |
| 5330.01 | Administration of Medical Marijuana | First Reading | New |
| 5756 | Transgender Students | First Reading | New |
| 8462 | Reporting Potentially Missing or Abused Children | First Reading | Revised |
| 8550 | Outstanding Food Services Charges | First Reading | Revised |

X. EDUCATION

Motion by Mrs. Phelps, seconded by Mrs. Palmieri that Items X.A. through X.D. be moved upon the recommendation of the Acting Superintendent.

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

Mrs. Phelps discussed the following items:

- Branchburg Central Middle School Flagship Committee;
- Plans for the summer curriculum;
- Branchburg Central Middle School Passion Project;
- Student Growth Percentile (SGP) Data Report released by the State; and
- Field trips and policies for field trips.

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 | Registration Fee | Hotel | Meals /Exp. | Tolls/Parking /Mileage | Total |
|---|---------------------------------------|-------------|-------------------------|--------------|--------------------|-------------------------------|--------------|
| 49 th Annual Conference on Reading and Writing New Brunswick, NJ | Marie Cinque 11-000-223-580-04-144 | 10/28/2016 | \$165.00 | N/A | N/A | \$18.00 | \$183.00 |
| 49 th Annual Conference on Reading and Writing New Brunswick, NJ | Lauren Knoke 11-000-223-580-05-144 | 10/28/2016 | \$180.00 | N/A | N/A | \$18.00 | \$198.00 |

| Conference/ Workshop | Employee/Account Number | Date | Registration Fee | Hotel | Meals /Exp. | Tolls/Parking /Mileage | Total |
|--|--|------------|---------------------|-------|----------------|---------------------------|----------|
| 49 th Annual Conference on Reading and Writing New Brunswick, NJ | Randi Morin 11-000-223-580-05-144 | 10/28/2016 | \$180.00 | N/A | N/A | \$18.00 | \$198.00 |
| 49 th Annual Conference on Reading and Writing New Brunswick, NJ | Erin Rimmler 11-000-223-580-05-144 | 10/28/2016 | \$180.00 | N/A | N/A | \$18.00 | \$198.00 |
| Penny Kittle: Focus on Writing Craft Piscataway, NJ | Marie Cinque 11-000-223-580-04-144 | 6/3/2016 | \$150.00 | N/A | N/A | N/A | \$150.00 |
| Penny Kittle: Focus on Writing Craft Piscataway, NJ | Caroline Flamos 11-000-221-580-02-189 | 6/3/2016 | \$150.00 | N/A | N/A | N/A | \$150.00 |
| Legal and Ethical Issues In Child/Adolescent Mental Health Parsippany, NJ | Antonia DaSilva 11-000-291-280-01-573 | 7/14/2016 | \$100.00 | N/A | N/A | N/A | \$100.00 |
| Psychopharmacology with Children and Adolescents New Brunswick, NJ | Antonia DaSilva 11-000-291-280-01-573 | 7/19/2016 | \$100.00 | N/A | N/A | N/A | \$100.00 |
| Working with Latino Cultures Parsippany, NJ | Antonia DaSilva 11-000-291-280-01-573 | 7/20/2016 | \$100.00 | N/A | N/A | N/A | \$100.00 |
| Google Certified Educator Level 2 BCMS | Margaret Emmons 11-000-223-580-04-144 | 6/27/2016 | \$25.00 | N/A | N/A | N/A | \$25.00 |

| B. Contracts for In-Service/Workshops | | | | |
|---|--------------------------|---------------------------|------------|--|
| Vendor/Account Number | Presenter | Dates of In-Service | Cost | Discussion |
| Behavior Therapy Associates 20-270-200-320-02-648 | Debra G. Salzman, Ph.D. | 5/11/2016 | \$1,500.00 | Challenging Behaviors in the Classroom: Developing FBA and Behavior Plans for At Risk Students |
| Northwest Evaluation Association 20-270-200-320-02-648 | Representative from NWEA | 6/6/2016 through 6/7/2016 | \$6,400.00 | Teachers will be introduced to the goal setting process utilizing documents provided by MAP, Grades 3-8. |

| C. Approval of Summer Curriculum Writing | | | | | |
|--|--------|-------|---------|-------------------------------------|--|
| Content Area | Grades | Hours | Rate | Discussion | |
| Language Arts (Writing) | K-5 | 72 | \$41.00 | Revision | |
| Language Arts (Writing) | 6-8 | 108 | \$41.00 | Revision | |
| World Language | 6 | 48 | \$41.00 | New Curriculum | |
| Social Studies | 8 | 48 | \$41.00 | New Curriculum | |
| Media Center | 6-8 | 48 | \$41.00 | New Curriculum | |
| Media Center | K-5 | 72 | \$41.00 | New Curriculum | |
| Math | 3-5 | 84 | \$41.00 | Revision | |
| Math | 6 | 24 | \$41.00 | Revision | |
| Science | K-8 | 168 | \$41.00 | New Curriculum | |
| GATE | K-8 | 90 | \$41.00 | Student Identification and Revision | |
| Literacy Coach | K-8 | 78 | \$41.00 | 2016-2017 Coaching Sessions | |
| STEM Coach | K-8 | 78 | \$41.00 | 2016-2017 Coaching Sessions | |
| Guidance Peer Leadership | 6-8 | 90 | \$41.00 | New Program | |
| Guidance | 6-8 | 26 | \$41.00 | Curriculum Revision and Additions | |

| D. Field Trip | | | | |
|-------------------------------|-------------------|---------------------------|-----------|--|
| School/Group | Event Coordinator | Location | Date | Purpose |
| BCMS/ LLD Class and ICE Class | Beth Urbanski | Branchburg Sports Complex | 5/19/2016 | Introducing LLD Class and ICE Class students to Peer2Peer High School Leadership Club. |

XI. HUMAN RESOURCES

Motion by Mrs. Palmieri, seconded by Mrs. Joyce that Items XI.A. through XI.L., be moved upon the recommendation of the Acting Superintendent.

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

Mrs. Palmieri said the following items were discussed at the April 26, 2016 Human Resources Committee meeting:

- Director of Student Services position;
- The job description for the Director of Student Services position was reviewed and revised; and
- Discussed the Webmaster position.

| A. Resignations | | | | | |
|------------------------|----------------|--|----------------|----------------|--------------------|
| Name | Name of Action | Position | Location | Effective Date | Discussion |
| Donna Eckel | Resignation | Part Time Office Aide | Transportation | 6/23/2016 | 3 Years of Service |
| Sue Senate | Resignation | Webmaster & System Technology Coordinator | District | 7/1/2016 | 3 Years of Service |
| Lameka Augustin | Resignation | Assistant Business Administrator/ Assistant Board Secretary | District | 7/8/2016 | 1 Year of Service |

| B. Instructional Staff | | | | | | | |
|-------------------------------|---------------------|----------|------------|-------------------------|----------------|-----------|------------------------------------|
| Name | Position | Location | Level/Step | Salary | Effective Date | End Date | Discussion |
| Gail Chapman | Replacement Teacher | Whiton | 182/1 | \$58,595.00 prorated | 5/23/2016 | 6/30/2016 | Maternity Leave for Michele Dooley |

| C. Retirement | | | | | |
|----------------------|----------------|--------------------|-------------------------------|----------------|---------------------|
| Name | Name of Action | Position | Location | Effective Date | Discussion |
| Debbie Hercky | Retirement | Guidance Counselor | Stony Brook Elementary School | 7/1/2016 | 23 Years of Service |

D. Approval of Reappointment of Nontenured Teachers

It is recommended that the Board approve the reappointment of the following of Nontenured Teachers effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Teachers):

| Name | Position | Contract Year | Hire Date |
|---------------------|----------|---------------|------------|
| Elvira Atrio | Teacher | 4 | 9/1/2013 |
| Danielle Cordaro | Teacher | 4 | 9/1/2013 |
| Danielle Dufermont | Teacher | 4 | 9/1/2013 |
| Melissa Fitzgibbon | Teacher | 4 | 12/2/2013 |
| Gayle Fredericks | Teacher | 4 | 11/8/2013 |
| Rachael Johnston | Teacher | 4 | 9/1/2013 |
| Nicole Kepner | Teacher | 4 | 9/1/2013 |
| Sarah Landon | Teacher | 4 | 9/1/2013 |
| Patricia Maloney | Teacher | 4 | 9/1/2013 |
| Jocelyn Muzychko | Teacher | 4 | 2/1/2013 |
| Elisabeth Patten | Teacher | 4 | 9/1/2013 |
| Breanne Pratt | Teacher | 4 | 9/16/2013 |
| Lisa Quinn | Teacher | 4 | 9/1/2013 |
| Erin Rimmler | Teacher | 4 | 9/1/2013 |
| Amanda Roper | Teacher | 4 | 9/1/2013 |
| Andrew Uporsky | Teacher | 4 | 9/1/2013 |
| Elizabeth Urbanski | Teacher | 4 | 9/1/2013 |
| Wendy DeJulio | Teacher | 3 | 11/21/2014 |
| Teresa DoVale | Teacher | 3 | 9/1/2014 |
| Joy Greenfield | Teacher | 3 | 10/30/2014 |
| Claire Lerner | Teacher | 3 | 3/27/2015 |
| Olivia McNamara | Teacher | 3 | 9/1/2014 |
| Justin Rogoff | Teacher | 3 | 9/1/2014 |
| Brittani Santangelo | Teacher | 3 | 9/1/2014 |
| Chelsea Smith | Teacher | 3 | 9/1/2014 |
| Kathleen Thorson | Teacher | 3 | 9/1/2014 |
| Erica Lee Viel | Teacher | 3 | 9/1/2014 |
| Anne Wonesh | Teacher | 3 | 12/10/2014 |
| Sarah Debraski | Teacher | 2 | 2/5/2016 |
| Lauren Flood | Teacher | 2 | 9/1/2015 |
| Kelly Frazee | Teacher | 2 | 9/1/2015 |
| Kathleen Gaston | Teacher | 2 | 1/4/2016 |
| Kevin Gaul | Teacher | 2 | 9/1/2015 |
| Kelly Graham | Teacher | 2 | 9/1/2015 |
| Heather Lilly | Teacher | 2 | 9/1/2015 |
| Allison O'Neil | Teacher | 2 | 9/1/2015 |
| Michael Razzoli | Teacher | 2 | 2/1/2016 |
| Colleen Repoli | Teacher | 2 | 11/5/2015 |

E. Approval of Reappointment and Granting of Tenure

It is recommended that the Board reappoint and grant tenure to the following Nontenured Teachers effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Teachers):

| Name | Position | Hire Date | Tenure Date |
|------------------|----------|------------|-------------|
| Stephanie Formus | Teacher | 9/1/2012 | 9/2/2016 |
| Katie Fox | Teacher | 12/14/2012 | 12/15/2016 |

F. Approval of Reappointment of Nontenured Secretaries and Clerks

It is recommended that the Board approve the reappointment of the following of Nontenured Secretaries and Clerks effective July 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Secretaries and Clerks):

| Name | Position | Hire Date |
|-----------------|--|-----------|
| Cynthia Buckley | Student Services Secretary | 1/8/2015 |
| Trish Duplay | .5 Student Services Secretary | 7/1/2015 |
| Nicole Gallo | .5 Instructional Services Secretary | 7/1/2015 |
| Linda Geise | Buildings/Grounds and Technology Clerk | 7/2/2014 |
| Jodi Jackson | Branchburg Central Middle School Clerk | 2/1/2016 |

G. Approval of Reappointment of Assistant Principal

It is recommended that the Board approve the reappointment of the following Assistant Principal for the period July 1, 2016 through June 30, 2017 in accordance with the Agreement between the Branchburg Township Board of Education and the Branchburg Principals and Assistant Principals Group in effect from July 1, 2015 through June 30, 2017, to be paid via Payroll and sufficient funds are available in the 2016-2017 budget.

| Name | Position | Hire Date | Salary |
|---------------|--|-----------|-------------|
| Kristen Kries | Assistant Principal Branchburg Central Middle School | 4/14/2014 | \$88,304.00 |

H. Approval of Reappointment of Instructional Aides

It is recommended that the Board approve the reappointment of the following Instructional Aides effective September 1, 2016 through June 30, 2017 (contracts to be issued upon the conclusion of negotiations between the Board of Education and the Branchburg Township Education Association/Instructional Aides).

| Name | Position | Hire Date |
|----------------------|--------------------|------------|
| Lindsay Atwell | Instructional Aide | 9/1/2004 |
| Robin DiBetta | Instructional Aide | 9/5/2001 |
| Rachelle Emmons | Instructional Aide | 9/1/2001 |
| Joyce Flood | Instructional Aide | 9/1/2012 |
| Monita Haduch | Instructional Aide | 6/13/2014 |
| Elizabeth Hillsinger | Instructional Aide | 9/1/2012 |
| Patricia Jaeckle | Instructional Aide | 9/5/2001 |
| Leslie Jones | Instructional Aide | 9/1/2008 |
| Antoninette Lorenc | Instructional Aide | 9/1/2009 |
| Lisa Moore | Instructional Aide | 2/22/2016 |
| Katherine Mileto | Instructional Aide | 9/1/2015 |
| Karen Minette | Instructional Aide | 9/1/2011 |
| Amy Piano | Instructional Aide | 5/28/2009 |
| Michele Rina | Instructional Aide | 9/1/1997 |
| Patricia Rodgers | Instructional Aide | 1/27/2012 |
| Heather Rogalski | Instructional Aide | 3/23/2012 |
| Eileen Rudowski | Instructional Aide | 9/1/2005 |
| Christine Santangelo | Instructional Aide | 12/18/2015 |
| Vedha Saranathan | Instructional Aide | 9/1/2013 |
| Stephen Simborski | Instructional Aide | 9/1/2006 |
| Nancy Stansfield | Instructional Aide | 10/31/2011 |

| I. Substitutes | | | | | |
|-------------------|--|---------------------------------------|----------|----------------|-----------|
| Name | Position | Salary | School | Effective date | End Date |
| Jennifer Mendonca | Substitute Teacher/ Substitute Aide | \$95.00 per diem/ \$83.00 per diem | District | 5/6/2016 | 6/30/2016 |
| Gail Chapman | Substitute Teacher | \$95.00 per diem | District | 5/6/2016 | 6/30/2016 |

J. Grant Permission for Midland Adult Services Workers

It is recommended that the Board grant permission to utilize workers from the Midland Adult Services Program to assist with the maintenance of buildings, grounds and bus detailing, effective July 1, 2016 through June 30, 2017, at no cost to the District.

| K. Revision of Maternity Leave | | | | |
|--------------------------------|-------------|-------|---|---|
| Name | School | Grade | Effective dates | Anticipated Date(s) |
| Lauren Knoke | Stony Brook | 4/5 | Paid Maternity/Disability Leave of Absence NJ Family Leave Act | From Return Date: 6/22/2016 To Return Date: 6/8/2016 |

| L. Request for Leave of Absence | | | | |
|---------------------------------|----------|--------|----------------|-----------|
| Name | Position | School | Effective Date | End Date |
| Andrea Schwarz | Teacher | BCMS | 9/1/2016 | 6/30/2017 |

XII. BUSINESS

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

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

There was no Business Committee report.

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 21, 2016 through May 6, 2016, totaling \$745,962.38, and ratify the Payroll for the period April 21, 2016 through May 6, 2016, totaling \$877,806.92.

B. Purchase 2016 Ford Pickup Truck

It is recommended that the Board approve the purchase of a 2016 Ford Pickup Truck through State Contract for a total of \$38,051.00 to be paid by Purchase Order from Account# 12-000-261-730-10-609 and sufficient funds are available in the 2015 – 2016 budget.

XII. PUBLIC COMMENT

There was no public comment.

XIII. BOARD LIAISON REPORTS

Mrs. Noto attended the Somerville Board of Education meeting and spoke about the following items:

- Somerville High School received the Spirit Award from Varsity Spirit;
- Spectrum Alliance Club participated in a day of silence on April 15, 2016;
- A Somerville High School student has been awarded an honorable mention in poetry in the NJCTE 2016 High School Writing contest;
- Congratulations to the Somerville High School students, who participated in the 2016 Boys State Leadership program sponsored by the American Legion; and
- The budget presentation.

Ms. Gensel spoke about the Pocketbook Bingo fundraiser which was held on April 29, 2016.

Ms. Gensel spoke about the active shooter drill at Branchburg Central Middle School conducted by the Branchburg Township Police Department.

XIV. BOARD FORUM

Mrs. Phelps spoke about the concert she attended at Stony Brook School.

Mrs. Palmieri spoke about Debbie Hercky's retirement and thanked her for her years of service.

Mrs. Joyce spoke about the following items:

- PTO rummage sale and clothing drive. She thanked all the volunteers who participated in this event; and
- Policy for Board Committees.

The Board discussed virtual meetings.

Mr. Ambrus spoke about a New York Times article called "Money, Race and Success: How Your School District Compares", where the community can see how the Branchburg Township School District is doing compared to other districts.

XV. EXECUTIVE SESSION

There was no Executive Session meeting.

XVI. ADJOURNMENT

On a motion by Mrs. Palmieri, seconded by Mrs. Noto, and carried unanimously, the Board agreed to adjourn at 9:07 p.m.

Respectfully Submitted,



Theresa Linskey
Board Secretary/Business Administrator