

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

November 19, 2015

**Executive Session – 6:30 p.m.**

**Public Meeting – 8:00 p.m.**

Branchburg Central Middle School  
Media Center

**I. CALL TO ORDER**

The meeting was called to order at 6:40 p.m. by Board President, David Rehe, 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, Theresa Joyce, Carmela Noto, Olga Phelps, David Rehe, Patricia Santos and Jose-Ramon Suarez.

The following members were absent: Jack Dempsey and Cathy Palmieri.

Also present were: Acting Superintendent of Schools Rebecca Gensel, Business Administrator/Board Secretary Theresa Linskey, 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 Mr. Ambrus, seconded by Dr. Suarez, and carried unanimously, the Board agreed to convene at 6:40 p.m. to executive session to discuss personnel, H.I.B., and legal issues.

On a motion by Mrs. Noto, seconded by Dr. Suarez, and carried unanimously, the Board reconvened to public session at 8:08 p.m. with seven members of the public.

**VI. ACTING SUPERINTENDENT'S REPORT**

Ms. Linskey introduced Kathryn Mantell, Partner at Nisivoccia, LLP who presented the results of the 2014-2015 Annual Audit.

## VII. PUBLIC COMMENT

Catherin Gumpert, Pastor at the Readington Reformed Church and a Branchburg Township School District bus driver, presented a Letter of Recommendation to the Board regarding Rebecca Gensel.

Ms. Donna Cardamone, Branchburg Township Education Association President, presented a letter to commence negotiations to the Board.

## VIII. GOVERNANCE

Motion by Mr. Ambrus, seconded by Dr. Suarez that Items VIII.A. through VIII.D., be moved upon the recommendation of the Acting Superintendent.

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

There was no Governance Committee report.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting and Executive Session of October 15, 2015.

<b>B. Acceptance of Grant Funds</b>					
<b>Grantor</b>	<b>Grant Name</b>	<b>Requester</b>	<b>Location</b>	<b>Check #</b>	<b>Amount</b>
Branchburg Education Foundation	Distance Learning: The Mummy Makers	Richard DeSantis Antonina Manfreda	BCMS	1178	\$687.50
Branchburg Education Foundation	Motivational Media Assemblies	Dawn Eelman	WES/SB	1179	\$1,250.00
Branchburg Education Foundation	JCC Special Needs Symposium	Joann Everson Sarah Landon Michelle Nash	WES	1180	\$375.00
BASF Foundation	Science Education	Suzanne Updegrove	BCMS	92000710	\$5,000.00

### C. Approval of Submission of 2015-2016 NJ QSAC District Statement of Assurance

BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) –Statement of Assurance for the Branchburg Township School District, is hereby approved for submission to the New Jersey Department of Education.

### D. Approval of Submission of 2015-2016 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2015-2016 School Nursing Services Plan.

## IX. EDUCATION

Motion by Dr. Suarez, seconded by Mrs. Noto that Items IX.A. through IX.F. be moved upon the recommendation of the Acting Superintendent.

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

Mrs. Santos said the Education Committee met and discussed the following:

- Literacy Consultant, Jennifer Serravallo, who gave techniques and tools to the K-5 teachers at the reading workshop;
- The New Jersey state-wide PARCC results which have been released, however, district results have not yet been released;
- The committee of teachers who are reviewing grade 8 Social Studies textbooks for the upcoming school year;
- The computer assessment math reports which have been disseminated to parents;
- The Teacher's Academy, which is up and running, has 15 courses available that are being taught by our district teachers; and
- The next Education Committee meeting will be held on December 14, 2015.

### 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.

Employee/Account Number	Conference/Workshop	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/Mileage	Total
Lisa DeLorenzo 11-000-223-580-08-144	Growing Independent Learners: From Standard to Stations Piscataway, NJ	12/10/2015	\$150.00	N/A	N/A	\$0.00	\$150.00
Melissa Francescone 11-000-223-580-08-144	Growing Independent Learners: From Standard to Stations Piscataway, NJ	12/10/2015	\$150.00	N/A	N/A	\$0.00	\$150.00
Rocco Fornaro 11-000-223-580-05-144	EDU – SMART Certified Trainer Online Course	12/7/2015	\$175.00	N/A	N/A	\$0.00	\$175.00
Jennifer Hauser 11-000-221-580-02-189	Stronge Teacher Evaluation Piscataway, NJ	1/13/2016, 1/21/2016, 2/2/2016,	\$447.00	N/A	N/A	\$12.57	\$459.57
Jennifer Hauser 11-000-221-580-02-189	Stronge Principal/District leader Piscataway, NJ	2/4/2016	\$149.00	N/A	N/A	\$ 4.19	\$153.19
Nicole Kepner 11-000-223-580-04-144	Notice and Note: Strategies for Close Reading West Orange, NJ	12/1/2015	\$239.00	N/A	N/A	\$0.00	\$239.00
Sarah Landon 11-000-219-580-03-001	CPI four-day Instructor Certification Program Edison, NJ	2/23,24,25,26/2016	\$2,670.00	N/A	N/A	\$53.56	\$2,723.56
Catherine Rello 11-000-223-580-08-144	Dr. Jeans Active Learning Adventure Orange, NJ	12/11/2015	\$220.00	N/A	N/A	N/A	\$220.00
Danielle Shober, 11-000-240-580-02-000	World Class Schools: World Wide Principals Monroe Township, NJ	12/4/2015	\$149.00	N/A	N/A	\$0.00	\$149.00
Rocco Fornaro 11-000-240-580-02-000	World Class Schools: World Wide Principals Monroe Township, NJ	12/4/2015	\$149.00	N/A	N/A	\$0.00	\$149.00
Nicole Roth 11-000-223-580-04-144	National Art Education Association (NAEA) Chicago, IL	3/17/2016 through 3/19/2016	\$215.00	N/A	N/A	\$0.00	\$215.00

B. Field Trips		
School/Group/Activity	Location	Dates
BCMS-G&T/ 7 <sup>th</sup> & 8 <sup>th</sup> /Academic Competition	Immaculata High School, Somerville, NJ	12/2/2015
BCMS/ 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> / Enrichment Days	Sophie's Bistro, Somerville, NJ Washington Valley Park, Martinsville, NJ Somerset Home For Temporarily Displaced Teens, Bridgewater, NJ	12/23/2015, 2/12/2016, 4/28/2016

C. Bayada Nursing Services					
Student	School	Classification	Cost	Effective dates	Discussion
7737812861	Developmental Learning Center -Warren	Autistic	\$7,743.00	7/1/2015 through 8/30/2015	A nurse on the bus ride to and from the out of district school

D. Out-of-District Tuition Revision					
Student	School	Classification	Cost	Effective Dates	
6051839975	Hunterdon Central Regional High School	ED	\$17,325.00	9/1/2015 through 6/16/2016	

E. Special Education Received Tuition Student						
Sid#	School	Tuition	Related Services	Extraordinary/ Costs/Services	Total Cost	Effective Dates
7010314183	Warren Township	\$30,292.55	\$9,265.61	\$34,624.77	\$74,182.93	12/1/2015-6/21/2016

F. Related Services					
Sid#	School	Cost	Effective Dates		Discussion
3272734594	Somerville High School	\$4,930.00	10/20/2015 through 6/30/2016		H.A. Wolfinger & Associates, LLC Teacher of the Deaf

## X. HUMAN RESOURCES

Motion by Mr. Ambrus, seconded by Dr. Suarez that Items X.A. through X.J., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus spoke about the following items on the agenda:

- The appointment of the new wrestling coach; and
- The retirement of Mr. Albyn Gionta.

A. Instructional Teacher								
Name	Action	Position	Step/Level	Salary	Location	Start date	End Date	Discussion
Kathleen Gaston	Appointment	Technology, Financial Literacy	8/BA	\$57,295.00 (pro-rated)	BCMS	1/4/2016	6/30/2016	Replace Albyn Gionta

B. Stipend Positions						
Name	Action	Position	Salary	Location	Effective Date	End Date
Victor Cardona	Resignation	Stipend Wrestling Coach	\$3,309.00	BCMS	10/20/2015	N/A
Kyle Brewer	Appointment	Stipend Wrestling Coach	\$3,309.00	BCMS	11/9/2015	6/30/2016
Noel Maroon	Appointment	Strings Concert Prep	\$788.00	BCMS	11/1/2015	6/30/2016

C. Substitute(s)						
Name	Position	Salary	Location	Effective Date	End Date	
Kyle Brewer	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Abigail Cohen	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Yetunde Demuren	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Kathleen Gaston	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Danielle Jones	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Kjirsten Kurzweil	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Joanne Powser	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Ilna Tylina	Substitute Teacher/ Substitute Instructional Aide	\$95.00/\$83.33 Per Diem	District	11/20/2015	6/30/2016	
Trudy Rossetti-McKenna	Substitute Nurse	\$150.00 Per Diem	District	11/20/2015	6/30/2016	
Debra Schnitzer	Substitute Clerk	\$13.00 Per Hour	District	11/20/2015	6/30/2016	
Angelica DeNino	Substitute School Bus Driver	\$16.50 Per Hour	Transportation	11/20/2015	6/30/2016	

D. Maternity Leave				
Name	Location	Grade	Type of Leave	Anticipated Date(s)
Lisa DeLorenzo	Whiton	1	Paid Maternity/Disability Leave of Absence NJ Family Leave Act Child Care Leave	1/26/2016 through 3/22/2016 3/23/2016 through 6/15/2016 6/16/2016 through 6/21/2016
Lauren Knoke	Stony Brook	4/5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act Child Care Leave	2/1/2016 through 3/21/2016 3/22/2016 through 6/14/2016 6/15/2016 through 6/21/2016
Irene Korol	Stony Brook	5	Paid Maternity/Disability Leave of Absence NJ Family Leave Act Child Care Leave	2/2/2016 through 3/30/2016 3/31/2016 through 6/21/2016 9/1/2016 through 6/30/2017

<b>E. School Bus Aide</b>						
Name	Action	Position	Salary	Location	Effective Date	End Date
Gina Osterberg	Appointment	Bus Aide	\$12.98 Per Hour	Transportation	11/20/2015	6/30/2016

<b>F. Extra Duty Pay</b>							
Name/Account	Name of Action	Position	Salary	Location	Effective Date	End Date	Discussion
Lauren Knoke 11-000-223-104-02-210	Teacher Academy Presenter	Teacher	\$41.00 Per Hour not to exceed 9 hours	District	11/20/ 2015	6/30/2016	Creating a Reading/Writing Conference Toolkit
Sarah Landon 11-150-100-101-03-066	Home Programming	Teacher	\$41.00 Per Hour not to exceed 1 hour per week	Whiton	9/21/2015	6/21/2016	Sid#3570121259
Susan Mariani 11-150-100-101-03-066	Home Programming	Teacher	\$41.00 Per Hour	District	11/12/2015	6/21/2016	As Needed

### **G. Approval of Appointment of Acting Superintendent of Schools**

Be It Resolved that Rebecca Gensel be appointed as Acting Superintendent of Schools, effective January 1, 2016 through March 31, 2016, or the commencement of employment of an Interim Superintendent, whichever occurs first, with no additional compensation beyond what she is currently receiving as Principal, subject to approval by the Executive County Superintendent and/or the Commissioner of Education as required by law;

Be It Further Resolved, that Rebecca Gensel be granted a leave of absence, with pay and benefits, from her position as Principal to enable her to fulfill her duties as Acting Superintendent, should her appointment as such be approved by the Executive County Superintendent and/or the Commissioner of Education.

### **H. Approval of Acting Principal of Whiton Elementary School**

It is recommended that the Board approve Danielle Shober as Acting Principal of Whiton Elementary School, for the period of January 1, 2016 through March 31, 2016, or the commencement of employment of an Interim Superintendent, whichever occurs first, an additional stipend of \$1,500.00 per month.

### **I. Approval of Acting Assistant Principal of Whiton Elementary School**

It is recommended that the Board approve Rocco Fornaro as Acting Assistant Principal at Whiton Elementary School for the period of January 1, 2016 through March 31, 2016, or the commencement of employment of an Interim Superintendent, whichever occurs first, at an additional stipend of \$357.23 for each additional day worked beyond the Teacher's contract, not to exceed \$2,500.61;

Be it further resolved, that Rocco Fornaro be granted a leave of absence, with pay and benefits, from his position as Instructional Support Teacher at Stony Brook School to fulfill his responsibilities as Acting Assistant Principal of Whiton Elementary School.

**J. Approval of Donation of Days**

It is recommended the Board approve 18 donated personal days without reason to Delores Switzer in or to extend her paid leave.

**XI. BUSINESS**

Motion by Mr. Ambrus, seconded by Dr. Suarez that Items XI.A. through XI.J., be moved upon the recommendation of the Acting Superintendent.

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

Mr. Ambrus said the Business Committee met on October 19, 2015 and discussed the following items:

- Busing issues;
- Substitute bus drivers;
- Stony Brook entrance project;
- Outstanding projects;
- Budget calendar;
- Old York School facilities usage; and
- The possible use of batting cages.

**A. Bill List**

It is recommended that the Board approve the List of Bills for the period October 16, 2015 through November 2, 2015, totaling \$1,954,951.36, and for the period November 3, 2015 through November 19, 2015, totaling \$1,447,161.40, and ratify the Payroll for the period October 16, 2015 through November 19, 2015, totaling \$1,748,969.91.

**B. Secretary's Report**

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

**C. Treasurer's Report**

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

**E. Monthly Transfer Report**

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

**F. Approval of The Jointure Sub-Lease for Old York School Gym**

It is recommended that the Board approve a sub-lease between The Jointure and the Branchburg Warriors basketball league to lease the Old York School gym for Tuesday and Thursday evenings beginning November 10, 2015 through February 25, 2016.

**G. Approval of The Jointure Sub-Lease for Old York School Gym**

It is recommended that the Board approve a sub-lease between The Jointure and the Branchburg Travel Soccer Club to lease the Old York School gym for Monday and Wednesday evenings beginning January 4, 2016 through February 29, 2016.

**H. Approval of Purchase of Two 54 Passenger School Buses**

It is recommended that the Board approve the purchase two new school buses through the Middlesex Regional Educational Services Commission Contract #14/15-31 from Truck King International at a cost of \$92,483.00 per bus for a total cost for two buses of \$184,966.00, to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2015-2016 budget.

**I. Approval of Purchase of One 24 Passenger School Bus**

It is recommended that the Board approve the purchase one new 2017 Chevrolet Mid Bus through the Middlesex Regional Educational Services Commission Co-op Bid 10/22/2014 from Wolfington Body Company at a cost of \$55,114.60 to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2015-2016 budget.



**J. Amendment of Fiscal Year 2016 I.D.E.A. Grant Funds**

It is recommended that the Board amend its July 11, 2015 acceptance of Fiscal Year 2016 I.D.E.A. Grant Funds to include Fiscal Year 2015 I.D.E.A. Basic Carryover Funds of \$174.00 for a total of Fiscal Year 2016 Basic Funds of \$395,331.00.

**XII. PUBLIC COMMENT**

There was no public comment.

**XIII. BOARD FORUM**

Mrs. Santos spoke about the staff and community input session for the Superintendent search. She said if anyone would like to fill out the Superintendent search survey, the link is posted on the district website.

**XIV. BOARD LIAISON REPORTS**

Mrs. Joyce went over the PTO fundraisers.

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**

On a motion by Mr. Ambrus, seconded by Dr. Suarez, and carried unanimously, the Board agreed to adjourn at 9:01 p.m.

Respectfully Submitted,



Theresa Linskey  
Board Secretary/Business Administrator