

Branchburg Township School District
REGULAR ACTION MEETING

April 16, 2020

Remote Meeting to be Live Streamed on District Website

Executive Session - 6:30 p.m.

Public Meeting – 8:00 p.m.

MISSION STATEMENT

The mission of the Branchburg Township School District and Community is to inspire our children to learn, think, grow, and excel in life.

VISION STATEMENT

“Excellence in Education”

I. CALL TO ORDER

II. ROLL CALL

III. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

BE IT RESOLVED that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. PLEDGE OF ALLEGIANCE

V. STATEMENT OF ADEQUATE NOTICE AND WELCOME

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

VI. SUPERINTENDENT’S REPORT

- Update on District’s Distance Learning

VII. PUBLIC COMMENT – Agenda Items Only

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

VIII. GOVERNANCE

- Report – Terri Joyce

(ACTION) It is recommended that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of March 12, 2020.

B. Approval of Job Description

It is recommended that the Board approve the following updated job description.

- School Secretary
- School Clerk
- School Business Administrator/Board Secretary

| C. Approval of Harassment, Intimidation, and Bullying Report | | | |
|---|-------------------|-------------|---|
| Building | Incident # | Date | Discussion |
| BCMS | SSDS# 047963 | 02/25/20 | BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14. |

(ROLL CALL – ITEMS VIII.A. through VIII.C.)

IX. POLICY AND REGULATIONS

- Report – Noah Horowitz

X. EDUCATION

- **Report** – Olga Phelps

XI. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

(ACTION) It is recommended that Items XI.A. through XI.D. be moved upon the recommendation of the Superintendent.

| A. Approval of Maternity Leave | | | | |
|---------------------------------------|---------------------------|----------------------|-----------------|---|
| Employee # | Account # | Type of Leave | Dates | Discussion |
| 5744 | 11-000-218-104-01-141-090 | FMLA/NJFLA | 9/1/20-11/16/20 | Estimated date of return will be 11/17/20 |

| B. Approval of Revision of Maternity Leave | | | | | |
|---|---------------------------|----------------------|-----------------|-----------------|---|
| Employee # | Account # | Type of Leave | From | To | Discussion |
| 5747 | 11-000-216-101-01-063-020 | FMLA/NJFLA | 9/1/20-11/25/20 | 9/1/20-11/16/20 | Estimated date of return will be 11/17/20 |

| C. Approval of Revision of Stipend | | | | | |
|---|---------------------------|------------------|-----------------|---------------------------------------|---------------------------------------|
| Name | Account # | Position | Location | From | To |
| Kristen Kries | 11-000-240-103-01-330-060 | Acting Principal | SBS | \$1,500 per month 10/30/19-4/30/20 | \$1,500 per month 10/30/19-6/30/20 |

| D. Approval of Revision of Personnel | | | | | | |
|---|---------------------------|----------------------------|-----------------|---------------|--|-----------------|
| Name | Account # | Position | Location | From | To | To |
| Richard Chromey | 11-230-100-101-01-072-090 | Acting Assistant Principal | WES | \$550 per day | \$68.75 per hour (not to exceed 10 hours per week) | 4/17/20-6/30/20 |

(ROLL CALL – ITEMS XI.A. through XI.D.)

XII. BUSINESS

- **Report** – Charlie Tuma

(ACTION) It is recommended that Items XII.A. through XII.F. be moved upon the recommendation of the Superintendent.

A. Bill List

It is recommended that the Board approve the List of Bills for the period March 14, 2020 through March 25, 2020, totaling \$943,731.21, and for the period March 26, 2020 through April 8, 2020, totaling \$288,127.41, and ratify the Payroll for the period March 14, 2020 through March 30, 2020, totaling \$956,916.73.

B. Secretary’s Report

The Report of the Secretary for March 2020 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 2020 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 2019-2020 fiscal year.

C. Treasurer’s Report

It is recommended that the Treasurer’s Report for the month of March 2020 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 2020.

E. Monthly Transfer Report

It is recommended that the Board approve the March 2020 Monthly Transfer Report.

F. Approval of Agreement Covering Continuing Disclosure Agent Services

It is recommended that the Board approve an Agreement between Phoenix Advisors, LLC and the Branchburg Township Board of Education to continue to act as Continuing Disclosure Agent and Independent Registered Municipal Advisor for fiscal year 2020-2021 at a fee of \$1,000 to be paid from account #11-000-230-339-01-001, and sufficient funds are available in the 2020-2021 budget.

(ROLL CALL - ITEMS XII.A. through XII.F.)

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Jonathan Sarles
- N.J.S.B.A./S.C.S.B.A Representative.....Vince Carpentier
- Branchburg Township Liaison.....Terri Joyce
- Emergency Management Planning Committee.....Rebecca Gensel
- Branchburg Education Foundation.....Keerti Purohit
- Board Delegate.....Terri Joyce

XV. BOARD FORUM

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT