

**Branchburg Township School District**  
**REGULAR ACTION MEETING**

February 20, 2020

**Board of Education Conference Room**

**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**

- Recognition of Student Artists
  - Tyler Kim – Teacher – Christopher Boehm
  - Jacqueline Chen – Teacher – Samantha Hoag
  - Gabrielle Wolin – Teacher – Randy Kupcha
  - Emily Palko – Teacher – Meghan Russo
- “Branch-Ville” Professional Day Highlights

## **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 Item VIII.A. 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 February 6, 2020.

**(ROLL CALL – ITEM VIII.A.)**

## **IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

## **X. EDUCATION**

- **Report** – Olga Phelps

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

**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.

Conferences/Workshops	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ /Mileage/Airfare	Total
Foreign Language Educators of NJ 2020 Annual Conference Iselin, NJ	Teresa DoVale 11-000-223-580-04-144-020	3/27/20	\$185.00	N/A	N/A	N/A	\$185.00
Foreign Language Educators of NJ 2020 Annual Conference Iselin, NJ	Victoria Gerry 11-000-223-580-08-144-090	3/27/20	\$135.00	N/A	N/A	\$7.44	\$142.44
IC Bus University 2020 Tulsa, OK	Adam Markiewicz 11-000-270-580-07-000	7/13/20- 7/17/20	N/A	\$625.00	\$100.00	\$800.00	\$1,525.00
IC Bus University 2020 Tulsa, OK	Orlando Macario 11-000-270-580-07-000	7/13/20- 7/17/20	N/A	\$625.00	\$100.00	\$800.00	\$1,525.00
School Bus Driver Safety Seminar Columbus, NJ	Benjamin Bretherick 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Janet Conlon 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Joyce Engesser 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Christine Fawcett 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Carolyn Girvan 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	David Harris 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Antoinette Lorenc 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Lucyna Nauerz 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Edna Petritsch 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Susan Reid 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
School Bus Driver Safety Seminar Columbus, NJ	Olga Sanchez-Gruszka 11-000-270-580-07-000	3/7/20	\$20.00	N/A	N/A	N/A	\$20.00
Coaches Group – Mt. Horeb School Warren, NJ	Kelly Boyle N/A	2/26/20	N/A	N/A	N/A	N/A	N/A
Coaches Group – Mt. Horeb School Warren, NJ	Lauren Knoke N/A	2/26/20	N/A	N/A	N/A	N/A	N/A
Coaches Group – Mt. Horeb School Warren, NJ	Erica Landesberg N/A	2/26/20	N/A	N/A	N/A	N/A	N/A
Guided Math Conference New Brunswick, NJ	James Landry 11-000-223-580-05-144-060	3/24/20	\$289.00	N/A	N/A	N/A	\$289.00
Why We Bully: Talking About Race New Brunswick, NJ	Vincenzina Mlenak N/A	3/18/20	N/A	N/A	N/A	N/A	N/A

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ /Mileage/Airfare	Total
The Connected Action Roadmap Monroe Township, NJ	Danielle Puglisi 11-000-223-580-04-144-020 11-000-223-580-02-144-999	4/2/20	\$149.00	N/A	N/A	\$18.55	\$167.55

B. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Raritan Valley Community College Branchburg, NJ	Krissy DeNicuolo	BCMS Jazz Band	BCMS Jazz Band has been invited to perform at the Somerset County Teacher of the Year Breakfast.
Allergan Branchburg, NJ	Susanne Updegrove	6-8	Visit to Allergan on BCMS Enrichment Day. Students will learn about the manufacturing process, history of the company and tour the building.

C. Approval of Fundraiser/Service Project				
School	Group	Event Coordinators	Dates	Purpose
BCMS	Drama Club	Nicole Kepner	2/21/20- 3/14/20	Assist in offsetting the costs of production that cannot be covered by ticket sales by the sale of space in the playbill and the sale of flowers and concessions during the evenings of the drama performances.
BCMS	Student Council	Wendy Michels	3/2/20- 3/6/20	For Read Across America Week, grades 6, 7, and 8 will compete to see who can collect the most book. The donated books will be given to Woodrow Wilson School in New Brunswick, NJ.

D. Approval of Contracted Educational Services								
Vendor	Account Number	Student ID#	Rate	# of Hours (not to exceed)	Total (not to exceed)	Effective Dates	Discussion	
Brookfield Schools/ For KEEPS Program New Brunswick, NJ	11-150-100-320-03-069-090	3739685797	\$45 per hour	10 hours per week	\$4,500	2/14/20- 5/8/20	Educational Services	

**(ROLL CALL - ITEMS X.A. through X.D.)**

**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 Resignation				
Name	Account #	Position	Location	Effective Date
Jocelyn Muzycko	11-124-100-178-01-013-090	Stem Coach 3-5	WES/SBS	3/20/20

B. Approval of Personnel							
Name	Account #	Position	Location	Step/Level	Salary	Dates	Discussion
Ruth Plumbers	11-120-100-101-01-012-090	Leave Replacement Teacher	WES	1/BA	\$57,505 (prorated)	2/18/20-6/30/20	Replacing #5059

C. Approval of Spring Teacher Academy Presenters				
Name	Account #	Position	Rate	Discussion
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	A Teacher’s Guide to Reading Conferences
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	Word Nerds: Vocabulary Strategies That Can Be Incorporated Throughout the Day
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 9 hours	Quick and Easy Ways to Support Multisensory Phonics Instruction Strategies
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Hands on Social Studies
Michelle Dooley	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Fluency Doesn’t Just Happen With Addition and Subtraction Book Study
Michelle Dooley	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Conferring in the Elementary Classroom
Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 16 hours	A Teacher’s Guide to Writing Conferences Book Study
Erica Landesberg	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 9 hours	Unshakeable: 20 Ways to Enjoy Teaching...No Matter What Book Study
Jocelyn Muzychko	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Teaching Science Using the Cross-Cutting Concepts
Jocelyn Muzychko	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	How to Pull Linkit Reports for Different Purposes
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Integrating Financial Literacy into Your Curriculum
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Using Khan Academy for Differentiated Instruction Based on MAP scores

<b>C. Approval of Spring Teacher Academy Presenters (continued)</b>				
<b>Name</b>	<b>Account #</b>	<b>Position</b>	<b>Rate</b>	<b>Discussion</b>
Danielle Puzzo	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Enhance Interactive Read Alouds
Catie Rello	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Conferring in the Elementary Classroom
Catie Rello	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Fluency Doesn't Just Happen: With Addition and Subtraction Book Study- 6 hours
Amanda Roper	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Foundations Even MORE Centers to Support Phonics Instruction

<b>D. Approval of Medical Leave</b>			
<b>Employee #</b>	<b>Type of Leave</b>	<b>Dates</b>	<b>Discussion</b>
4706	Paid Sick Leave	2/18/20-7/16/20	Estimated date of return is 7/17/20

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

**XII. BUSINESS**

- **Report** – Charlie Tuma

**(ACTION) It is recommended that Items XII.A. through XII.G. 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 January 1, 2020 through January 31, 2020 totaling \$915,202.08 and for the period February 7, 2020 through February 20, 2020, totaling \$1,849,347.29, and ratify the Payroll for the period February 1, 2020 through February 13, 2020, totaling \$973,569.64.

**B. Secretary’s Report**

The Report of the Secretary for January 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 January 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 January 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 January 2020.

**E. Monthly Transfer Report**

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

**F. Approval of Submission of the Minor Amendment to the Long Range Facility Plan**

It is recommended that the Board approve the submission of the minor amendment to the Long Range Facility Plan to the Commissioner of Education.

**G. Approval of Use of School Bus**

It is recommended that the Board approve the use of a school bus to transport district bus drivers to Northern Burlington County Regional Middle School, Columbus, New Jersey, to attend a School Bus Driver Safety Seminar on March 7, 2020.

**(ROLL CALL - ITEMS XII.A. through XII.G.)**

**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**