

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

June 4, 2020

**Board 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**

- District Update

**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.G. be moved upon the recommendation of the Superintendent.**

**A. Approval of Annual Petty Cash Allocations**

It is recommended that the following Petty Cash dollar amounts be allocated to each location as follows:

Board Office .....	\$50
Branchburg Central Middle School.....	\$250
Instructional Services.....	\$100
Stony Brook School.....	\$150
Transportation .....	\$300
Whiton Elementary School .....	\$150

**B. Approval of 2020-2021 Personnel Appointments**

It is recommended that the following appointments be approved:

<u>Position</u>	<u>2020-2021</u>
504 Officer.....	Tina Neely

A.H.E.R.A Representative.....	Samad Mobley
Affirmative Action Officer.....	Danielle Shober
Attendance Officer.....	Shared Service with Somerville Schools
Attorney Labor Relations/Neg.....	Machado Law Group
Architect of Record.....	Kevin Settembrino
Auditor.....	Nisivoccia & Company
Board Attorney.....	David Rubin
Board Secretary.....	Theresa Linskey
Bond Counsel.....	Wilentz, Goldman & Spitzer
Custodian of Records.....	Theresa Linskey
Financial Advisor.....	Phoenix Advisors LLC
Hazard Communications.....	Samad Mobley
Health Insurance Broker Consultant.....	Integrity Consulting Group
H.I.B. District Coordinator.....	Tina Neely
Homeless Education Liaison.....	Tina Neely
Human Resources Officer.....	Enea Brotzman
Indoor Air Quality Representative .....	Samad Mobley
Insurance Advisor.....	Hughes-Plumer & Associates
Integrated Pest Management Coordinator.....	Samad Mobley
Public Agency Compliance Officer .....	Theresa Linskey
Purchasing Agent.....	Theresa Linskey
Right-to-Know Representative.....	Samad Mobley
School Physician.....	Hunterdon Family Medicine at Bridgewater
School Safety Specialist.....	Matthew Barbosa

**C. Approval of Minutes**

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of May 21, 2020.

**D. Approval of Hiring of Staff**

It is recommended that the Board authorize the Superintendent to hire staff as necessary prior to the Board of Education meetings in July 2020, August 2020 and the first Board of Education meeting in September 2020 with approval of the Human Resource Committee and a member of the Board Leadership Team. Confirmation of these appointments will be made by the Board of Education at the next Board of Education meeting.

**E. Approval of Submission of Fiscal Year 2021 I.D.E.A. Grant Application**

It is recommended that the Board approve the submission of the Fiscal Year 2021 Individuals with Disabilities Education Act (I.D.E.A.) Grant Application to the New Jersey Department of Education in the following amounts and to accept funds when it has been reviewed and approved.

Basic	\$385,477
Preschool	\$ 20,611
Total	\$406,088

**F. Approval of Submission of Fiscal Year 2021 ESEA Grant Application**

It is recommended that the Board approve the submission of the Fiscal Year 2021 ESEA Grant Application to the New Jersey Department of Education in the following amounts and to accept funds when it has been reviewed and approved.

Title I-A	\$ 66,989
Title II-A	\$ 35,117
Title III Immigrant	Declined
Title IV Part A	\$ 10,000
Total	\$112,106

**G. Approval of Submission of CARES Act Elementary and Secondary School Emergency Relief (ESSER) Application**

It is recommended that the Board approve the submission of the CARES Act Grant Application to the New Jersey Department of Education in the amount of \$53,693 and to accept funds when it has been reviewed and approved.

**(ROLL CALL – ITEMS VIII.A. through VIII.G.)**

**IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

**(ACTION) It is recommended that Item IX.A. be moved upon the recommendation of the Superintendent.**

<b>A. Policy and Regulations Second Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
Policy 1581	Domestic Violence (M)	Replacement
Regulation 1581	Domestic Violence (M)	New
Policy 2422	Health and Physical Education (M)	Revised
Policy 5330	Administration of Medication (M)	Revised
Regulation 5330	Administration of Medication (M)	Revised
Policy 7243	Supervision of Construction (M)	Revised
Policy 8210	School Year	Revised
Policy 8220	School Day (M)	Revised
Regulation 8220	School Closings	Revised
Policy 8462	Reporting Potentially Missing or Abused Children (M)	Revised

**(ROLL CALL - ITEM IX.A.)**

**X. EDUCATION**

- **Report** – Olga Phelps

**(ACTION) It is recommended that Items X.A. through X.E. 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	Total
Installation, Storage and Compute with Windows Server 2016 Virtual	John Beisler 11-000-252-580-09-145	6/22/20- 6/26/20	\$2,895	N/A	N/A	N/A	\$2,895

B. Approval of State Certified Sign Language Interpreter				
Name	Account Number	Rate Per Hour	Date	Discussion
Tiffany Mosquera	11-000-219-320-03-181-340	\$65 (not to exceed \$650 total)	9/1/20-6/30/21	Sign Language Interpreter for Parent/Family events and presentations

C. Approval of Bus Nursing Services for Out of District Students for 2020-2021 School Year					
Service Name	Account Number	Student ID #	Rate Per Hour	Dates	Discussion
Bayada Home Health Care Somerset, NJ	11-000-219-320-03-181-340	5436371228	\$44.50 LPN \$54.50 RN	7/1/20-6/30/21	Not to exceed 6 hours daily.
Bayada Home Health Care Somerset, NJ	11-000-219-320-03-181-340	7737812861	\$44.50 LPN \$54.50 RN	7/1/20-6/30/21	Not to exceed 6 hours daily.

D. Approval of 2020-2021 Out of District Programs							
Program/Location	Account Number	Student ID #	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total Cost
Morris-Union Jointure Commission New Providence, NJ	11-000-100-562-03-105-000	6457474387 7737812861 9307544131	\$7,744.00 \$15,991.00 \$15,991.00	6/24/20-8/5/20	\$46,465.00 \$95,947.00 \$95,947.00	9/2/20-6/10/21	\$278,085.00
The Newmark School Scotch Plains, NJ	11-000-100-566-03-109-000	1976391331	\$5,612.21	7/1/20-7/24/20	\$59,423.40	9/8/20-6/24/21	\$65,035.61

E. Approval of Revision of Guidance Internship						
Name	College	Certification	Location	Dates	From	To
Jocelyn Romano	Centenary University	New Jersey School Counselor	BCMS	6/5/20- 12/18/20	<i>Mentoring will occur outside of school hours.</i> Minimum of 300 hours Cooperating Guidance Counselors – Margaret Ryan and Jennilyn Nelson	<i>Mentoring will occur outside of school hours.</i> Minimum of 600 hours Cooperating Guidance Counselors – Margaret Ryan and Jennilyn Nelson.

(ROLL CALL - ITEMS X.A. through X.E.)

**XI. HUMAN RESOURCES**

- Report – Kristen Fabriczi

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

<b>A. Approval of Reappointment of 2020-2021 Non-Aligned Staff</b>		
<b>Name</b>	<b>Position</b>	<b>Salary</b>
Jennifer Anderson	Director of Curriculum	\$134,391.00
John Beisler	Network/PC Support Technician	\$50,722.00
Nicholas Branco	Technology Support Technician	\$41,300.00
Enea Brotzman	Human Resources Coordinator	\$59,777.00
Thessalia (Lia) Carrier	Accounts Payable	\$56,240.00
Robert Cline	Transportation Supervisor	\$113,113.00
Jennifer Dedominicis	Lunchroom Aide - SBS	\$4,713.24
Michael Deitrick	Maintenance Department	\$56,357.00
Cathy DiCosimo	Confidential Secretary to the Business Administrator/Board Secretary	\$65,234.00
Mikus Dudjak	Maintenance Department	\$57,766.00
Donna Eckel	School Accountant	\$67,080.00
Toni Gooding	Administrative Assistant to the Superintendent District Webmaster	\$66,597.00 \$7,936.00
Margaret Graziosi	Lunchroom Aide - WES	\$5,973.00
Jullah Haley	Lunchroom Aide - BCMS	\$5,100.00
John Hindmarch	Maintenance Department	\$63,167.00
Christopher Jacobsen	IT Systems Administrator	\$61,993.00
Nancy Kunz	Office Aide - WES	\$23,156.00
Theresa Linskey*	Business Administrator/Board Secretary	\$158,001.00
Walter Lipinski	Maintenance Department	\$56,357.00
Yan Sheng Lu	Lunchroom Aide - SBS	\$4,713.24
Orlando Macario	Head Mechanic	\$81,743.00
Gary Martin	District Courier	\$16.96 per hour
Ana Mark	Lunchroom Aide - WES	\$5,973.00
Adam Markiewicz	Mechanic	\$61,950.00
Linda Mustillo	Lunchroom Aide - WES	\$5,973.00
Samad Mobley	Supervisor of Buildings & Grounds	\$85,000.00
Rose Pellegrino	Office Aide - BCMS	\$23,156.00
Roseann Podlaski	Lunchroom Aide - SBS	\$4,713.24
Emma Priester	Transportation Office Aide	\$52,529.00
Patricia Rodgers	Payroll Coordinator	\$23.83 per hour
Eric Schaefer	Information Technology Manager	\$98,206.00

\*Includes \$3,000 stipend

<b>B. Approval of Reappointment of 2020-2021 Bus Aides</b>	
<b>Name</b>	<b>Rate</b>
Catherine Leeds	\$13.24
Faith Moeller	\$13.24
Amy Piano	\$13.24
Nancy Vermeulen	\$13.24

<b>C. Approval of Retirements</b>				
<b>Name</b>	<b>Account #</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Debra Adam	11-120-100-101-01-012-060	5 <sup>th</sup> Grade Teacher	SBS	6/30/20
Martha Jane Brown	11-000-270-160-01-462 11-000-270-161-01-470	Bus Driver	Transportation	6/30/20
Lorraine Mastalski	11-000-240-105-01-339-060	School Clerk	SBS	7/31/20

<b>D. Approval of 2020-2021 Transfers</b>			
<b>Name</b>	<b>From</b>	<b>To</b>	<b>Dates</b>
Deborah Glicklich	7 <sup>th</sup> Grade Science 11-130-100-101-01-021-020	8 <sup>th</sup> Grade Science 11-130-100-101-01-021-020	9/1/20-6/30/21
Rachael Johnston	5 <sup>th</sup> Grade Inclusion 11-213-100-101-01-057-060	4 <sup>th</sup> Grade Inclusion 11-213-100-101-01-057-060	9/1/20-6/30/21
Sarah Landon	Kindergarten Inclusion 11-213-100-101-01-057-090	PSD Teacher (.5), PK Inclusion Teacher (.5) 11-215-100-101-01-058-090	9/1/20-6/30/21
Antonina Manfreda	6 <sup>th</sup> Grade Social Studies 11-130-100-101-01-021-020	7 <sup>th</sup> Grade Social Studies 11-130-100-101-01-021-020	9/1/20-6/30/21
Marissa McKenna	1 <sup>st</sup> Grade Teacher 11-120-100-101-01-012-090	Kindergarten Teacher 11-110-100-101-01-001-090	9/1/20-6/30/21
Amanda Perez	BD Teacher 11-209-100-101-01-059-090	LLD Teacher 11-204-100-101-01-054-090	9/1/20-6/30/21

<b>D. Approval of 2020-2021 Transfers (continued)</b>			
<b>Name</b>	<b>From</b>	<b>To</b>	<b>Dates</b>
Cristina Pernini	3 <sup>rd</sup> Grade Teacher 11-120-100-101-01-012-090	1 <sup>st</sup> Grade Teacher 11-120-100-101-01-012-090	9/1/20-6/30/21
Danielle Puzzo	1 <sup>st</sup> Grade Teacher 11-120-100-101-01-012-090	Kindergarten Teacher 11-110-100-101-01-001-090	9/1/20-6/30/21
Rhonda Sherbin	Literacy Instructional Support Teacher 11-230-100-101-01-072-090	3 <sup>rd</sup> Grade Teacher 11-120-100-101-01-012-090	9/1/20-6/30/21
Erica Viel	LLD Teacher 11-204-100-101-01-054-090	Kindergarten Inclusion 11-213-100-101-01-057-090	9/1/20-6/30/21

<b>E. Approval of Reappointment of 2020-2021 Non-Tenured Teacher</b>				
<b>Name</b>	<b>Step</b>	<b>Level</b>	<b>Contract Year</b>	<b>Salary</b>
Allison Elik	2	150	2	\$60,835

<b>F. Approval of Resignation</b>				
<b>Name</b>	<b>Account #</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Katherine Bernet	11-130-100-101-01-021-020	Science Teacher	BCMS	6/30/20

<b>G. Approval of Additional Special Education Teachers for ESY</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Rate of Pay</b>	<b>Account Number</b>	<b>Dates</b>
Devra Hobbs Zachariah Miracle	ESY Special Education Teacher	As needed basis	District	\$45 per hour (not to exceed 96 hours)	11-213-100-101-03-078-600	7/6/20- 8/13/20

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

## **XII. BUSINESS**

- **Report – Charlie Tuma**

**(ACTION) It is recommended that Items XII.A. through XII.L. 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 May 22, 2020 through June 4, 2020, totaling \$1,506,587.51, and ratify the Payroll for the period May 15, 2020 through May 29, 2020 totaling \$918,923.04.

### **B. Approval of Lease for Old York School – Hand Over Hand, LLC**

It is recommended that the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

**NOW, THEREFORE, BE IT AGREED**, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with Hand Over Hand, LLC, to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing July 1, 2020 and ending June 30, 2021.

### **C. Approval of PL 2015, Chapter 47 Resolution**

It is recommended that the Board, upon recommendation of the Superintendent, approve the following Resolution:

Pursuant to PL 2015, Chapter 47 the Branchburg Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by

the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200.

Vendor's Name	Vendor's Name	Vendor's Name
Bayada Nursing Services	Hughes-Plumber Associates	Pitney Bowes
Barnes & Noble	Hunterdon County Co-op Commission	Readington Twp. BOE (Uniform Shared Services)
Benecard Services	Hunterdon County Educational Services	Really Good Stuff
Booksource	Hunterdon Family Medicine of Branchburg	Republic Services, Inc.
Brainpop.Com, LLC	Industrial Appraisal	Responsive Classrooms
Breaker Group	Integrity Consultants Group	Savin - Atlantic Tomorrow
CC Productions	IXL Learning	Scholastic
The Center School	Jacquelyn C. Matthews, Educational Consulting	School Dude
Clarkin & Vignuolo, P.C.	Kistler O'Brien	School Messenger
Comcast	LAN Associates	School Specialty
Courier News	Machado Law Group	Settembrino Architects
David Rubin, P.C.	Make Music, Inc.	Somerset County Educational Services
Delta Dental	Maschio's Food Services	Somerville Board of Education
Discovery Education	McGraw Hill	Staples Business Advantage
EAI Education	Midland School	Strauss Esmay
Eastern States Environmental Assoc.	Morris County Coop Bidding Services	Surfscore
The Eden School	Morris Union Jointure Commission	Systems 3000
Edgenuity	MRESC Co-op	Teachers Curriculum Institute
Follett School Solutions	MRESC Electric Aggregation	Temco Building Maintenance
Educational Data Service	NASCO	Tilcon New York Inc.
Educational Services Commission of NJ	New Jersey School Boards Association	Tynker
Edvocate	New Jersey Schools Insurance Group	Union County Educational Services Commission
E-Rate Partners	New Roads School	Verina Consulting Group
Fortinet	Nisivoccia LLP	Verizon
Frontline	Northwest Evaluation Association	Vernier Books
Genesis	PaySchools	Warren County Special Services
Go-Guardian	Pearson	Wilentz, Goldman & Spitzer (Bond Counsel)
Granicus	Penn-Serv	Xtel Communications
Heinemann Books	Phoenix Advisors	Youth Consultation Services
Horizon Blue Cross/Blue Shield	Pioneer Valley Books	

**D. Grant Permission for Eagle Scout Service Project**

It is recommended that the Board grant permission for Bradley D. Heiber to carry out an Eagle Scout Project at Whiton Elementary School. This project is in accordance with his proposal, with time and materials to be donated at no cost to the District.

**E. Approval of Donation from Branchburg Parent Teacher Organization**

It is recommended that the Board approve 50 flexible seating items for classrooms at Stony Brook School, to be donated by the Branchburg PTO.

**F. Approval of Contract for Board Attorney**

It is recommended that the Board approve a contract with the firm of David B. Rubin, Esq., of David B. Rubin, P.C. and The Busch Law Group, LLC to provide legal services to the District for the 2020-2021 school year for a flat monthly fee of \$2,300 for services outlined in the contract, plus an hourly rate of \$160 for activities related to civil or

administration litigation, to be paid from account #11-000-230-331-01-276, and sufficient funds are available in the 2020-2021 budget

**G. Approval of New Jersey School Boards Association Insurance Group for Liability Insurance and Other Coverages**

It is recommended that the Board approve New Jersey School Boards Association Insurance Group to provide liability insurance and other coverages as follows as recommended by Hughes-Plumer & Associates effective July 1, 2020 through June 30, 2021, which is in compliance with N.J.S.A. 18A:18B-1:

<u>Coverage</u>	<u>2020-2021</u>
Property (including EDP and Boiler & Machinery) .....	\$ 53,794
Automobile Liability .....	\$ 34,621
Automobile Physical Damage .....	\$ 6,284
General Liability.....	\$ 16,777
School Board Errors & Omissions .....	\$ 51,239
Workers Compensation.....	\$147,751
Salary Continuance.....	\$ 7,336
Student Accident .....	\$ 7,250
Bond .....	\$ 980
Crime .....	\$ 3,282
Volunteer Accident.....	\$ 498
<b>TOTAL:.....</b>	<b>\$329,812</b>

**H. Approval to Enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies**

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., to purchase school supplies for the 2020-2021 school year at a cost of \$5,150 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2020-2021 budget.

**I. Capital Reserve**

BE IT RESOLVED to approve a capital reserve deposit in the amount of up to \$4,000,000 to fund capital projects included in the District’s Long Range Facilities Plan in accordance with N.J.A.C. 6A:23A-14.3.

**J. Tuition Reserve**

BE IT RESOLVED to approve a tuition reserve deposit in the amount of up to \$900,000 to fund anticipated tuition adjustments in the 2020-2021 school year in accordance with N.J.A.C. 6A:23A-14.4.

**K. Maintenance Reserve**

BE IT RESOLVED to approve a maintenance reserve deposit in the amount of up to \$500,000 to fund required maintenance of the school district’s facilities in accordance with N.J.A.C. 6A:23A-14.3.

**L. Emergency Reserve**

BE IT RESOLVED to approve an emergency reserve deposit in the amount of up to \$500,000 to fund unforeseen emergency expenditures in the 2020-2021 school year in accordance with N.J.A.C. 6A:23A-14.4.

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

**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**