

Branchburg Township School District
REGULAR ACTION MEETING

March 12, 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

- Presentation of the Preliminary 2020 - 2021 Budget

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.F. 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 20, 2020.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 002571	10/10/19	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J.18A:37-14.

C. Approval of 2020 - 2021 School District Calendar

It is recommended that the Board approve the 2020-2021 School District Calendar.

D. Approval of 2020 - 2021 Holiday Calendar for 12 Month Staff

It is recommended that the Board approve the 2020-2021 Holiday Calendar for the 12 Month Staff.

E. Approval of Summer Calendar for all District Offices

It is recommended that the Board approve the summer calendar for all District offices, Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 1, 2020 through August 31, 2020.

F. Approval of Revised 2019 - 2020 School District Calendar

It is recommended that the Board approve the revised 2019-2020 School District Calendar.

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

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.G. 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
NJ Government Management Information Sciences Educational Tech Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/2/20	\$50.00	N/A	N/A	\$9.18	\$59.18
NJ Government Management Information Sciences Educational Tech Conference Somerset, NJ	Eric Schaefer 11-000-252-580-09-145	4/2/20	\$50.00	N/A	N/A	\$9.49	\$59.49
Arts in Education Roundtable New York, NY	Christopher Boehm 11-000-223-580-08-144-090 11-000-223-580-02-144-999	4/15/20- 4/16/20	\$200.00	\$208.90	\$26.00	\$37.80	\$472.70
Foreign Language Educators of NJ 2020 Annual Conference Iselin, NJ	Victoria Gerry 11-000-223-580-08-144-090 11-000-223-580-02-144-999	3/27/20- 3/28/20	\$195.00	N/A	N/A	\$7.44	\$202.44
Social Emotional Learning and the Arts Monroe Township, NJ	Samantha Hoag 11-000-223-580-02-144-999	4/20/20	\$149.00	N/A	N/A	N/A	\$149.00
NJ Association of Learning Consultants Multisensory Reading and Math Somerset, NJ	Heather Lilly 11-000-219-580-03-001-999	5/1/20	\$130.00	N/A	N/A	\$5.67	\$135.67
Changing the ADHD Brain Parsippany, NJ	Catherine Rello 11-000-223-580-08-144-090	5/13/20	\$199.00	N/A	N/A	N/A	\$199.00

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ /Mileage	Total
2020 Kindergarten Summit Somerville, NJ	Danielle Shober N/A	4/29/20	N/A	N/A	N/A	N/A	N/A

B. Approval of Service Project				
School	Group	Event Coordinators	Dates	Purpose
BCMS	Art Club	Meghan Russo	3/13/20- 4/3/20	The Art club will be drawing/painting animals available for adoption from St. Hubert's Animal Welfare Center to raise awareness of available pets. They will also be collecting items for the animals to donate to the center.

C. Approval of Field Trips			
Trip	Teachers	Grade	Purpose
Kean University – Liberty Hall Union, NJ	Alice Willard Toni Lynn Burke	GATE 3 GATE 5	GATE students from both schools will visit a traveling exhibit of Leonardo DaVinci's inventions. The study of DaVinci's inventions is part of the GATE curriculum.
Raritan Valley Planetarium Branchburg, NJ	Susan Mariani All Grade 2 Teachers	2	Students will visit the Raritan Valley Community College Planetarium to see, "The Little Star that Could" which explores the topic of stars in our galaxy while teaching a lesson of perseverance.
Woodrow Wilson Elementary School New Brunswick, NJ	Wendy Michels	Student Council Officers	To deliver books that were donated during the BCMS Battle of the Books and our students will also promote childhood literacy.

D. Approval of Correction of Contracted Educational Services								
Vendor	Account Number	Student ID#	Rate	# of Hours (not to exceed)	From	To	Effective Dates	Discussion
					Total (not to exceed)	Total (not to exceed)		
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	\$5,400	2/14/20- 5/8/20	Educational Services

E. Approval of 2019-2020 Out of District Placements							
Program/ Location	Account Number	Student ID #	SY Tuition	Additional Services	SY Dates	Total Cost	
Bright Beginnings Learning Center Piscataway, NJ	11-000-100-562-03-105-000	7651242493	\$26,605	\$19,641	2/12/20-	\$46,246	
		8196428032	\$26,605	\$18,615	6/19/20	\$45,220	
Future Foundations Academy Piscataway, NJ	11-000-100-562-03-105-000	9751134352	\$26,605	\$1,026	2/12/20- 6/19/20	\$27,631	
Piscataway Regional Day School Piscataway, NJ	11-000-100-562-03-105-000	9138600836	\$20,400	N/A	2/12/20- 6/19/20	\$20,400	

F. Approval of Outside Evaluation				
SID#	Evaluator	Account Number	Cost	Discussion
3166993251	Dale M. Jacobs, M.D.	11-000-219-320-03-181-340	\$650 (not to exceed)	1 Evaluation

G. Approval of 2019-2020 Out of District Placement							
Location	Account #	Student ID #	ESY Tuition	ESY Dates	SY Tuition	SY Dates	Total
Bernards Township Public Schools Basking Ridge, NJ	11-000-100-562-03-105-000	3019127574	\$4,562.64	7/8/19- 8/8/19	\$41,520.00	9/5/19- 6/18/20	\$46,082.64

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

XI. HUMAN RESOURCES

- Report – Kristen Fabriczi

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

A. Approval of Personnel								
Name	Account #	Location	Position	Step	Level	Salary	Dates	Discussion
Brenda Ferriday	11-000-270-160-01-462	Transportation	Bus Driver (subject to delivery of documentation)	2	NA	\$29.24 per hour (4.75 hours per day)	3/16/20- 6/30/20	Replacing Nichole Reaves

A. Approval of Personnel (continued)								
Name	Account #	Location	Position	Step	Level	Salary	Dates	Discussion
Ana Marc	61-910-310-110-01-001	WES	Lunchroom Aide	NA	NA	\$5,475.25 (prorated)	3/13/20- 6/30/20	Replacing Patricia Rodgers
Stephanie Phibbs	11-120-100-101-01-012-090	WES	Leave Replacement Teacher (subject to delivery of documentation)	1	BA	\$57,505 (prorated)	3/18/20- 5/12/20	Leave replacement for #4485
Roseann Podlaski	61-910-310-110-01-001	SBS	Lunchroom Aide	NA	NA	\$4,320.47 (prorated)	3/13/20- 6/30/20	Replacing Nicole Kotrba

B. Approval of Correction of Salary						
Name	Account #	Location	Position	From	To	
Jennifer Dedominicis	61-910-310-110-01-001	SBS	Lunchroom Aide	\$3,906.00 (prorated)	\$4,320.47 (prorated)	

C. Approval of Extra Duty Pay					
Name	Account #	Location	Action	Rate	Dates
Carrie Figel	11-000-223-104-02-210-999	SBS	Math-Parent Night	\$41.00 per hour (3 hours total)	2/1/20, 2/3/20, 2/4/20

D. Approval of the Revision of Spring Teacher Academy Presenter					
Name	Account #	Position	From	To	Discussion
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	\$41 per hour not to exceed 1.5 hours	Using Khan Academy for Differentiated Instruction Based on MAP Scores

E. Approval of Medical Leave				
Employee #	Account #	Type of Leave	Dates	Discussion
4340	11-000-240-105-01-336-020	Paid Sick Leave	2/18/20-3/20/20	Estimated date of return will be 3/23/20
4485	11-120-100-101-01-012-090	Paid Sick Leave	3/18/20-5/12/20	Estimated date of return will be 5/13/20
4076	11-000-270-160-01-462 11-000-270-161-01-470	Paid Sick Leave	3/2/20-4/5/20	Estimated date of return will be 4/6/20

F. Approval of Status Change						
Name	Account Number	Position	From	To	Dates	Discussion
Nichole Reaves	11-000-270-160-01-462	Bus Driver	Part-Time	Full-Time	3/2/20-6/30/20	Replacing Anthony Tomaro

G. Approval of Additional Spring Teacher Academy Presenters					
Name	Account #	Position	Rate	Discussion	
Kristen Allen	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Morphology	
Ludmila Battista	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1 hour	Fluency	
Rachael Johnston	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Reading 101: Understanding the Continuum of Learning to Read and Reading to Learn	
Leigh Keely	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Using Khan Academy for Differentiated Instruction Based on MAP scores	
Dianne Litts	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1 hour	Fluency	

H. 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 10/30/19-2/6/20	\$1,500 per month 10/30/19-4/30/20

I. Approval of Revision of Personnel						
Name	Account #	Position	Location	Rate	From	To
Richard Chromey	11-230-100-101-01-072-090	Acting Assistant Principal	WES	\$550 per day	12/9/19-2/6/20	12/9/19-4/30/20

J. Approval of Resignation				
Name	Account #	Position	Location	Effective Date
Devra Hobbs	11-213-100-101-01-057-020	Special Education Teacher	BCMS	6/19/20

K. Approval of Long-Term Substitute Nurse					
Name	Account #	Position	Rate	Dates	Discussion
Susan Gould	11-000-213-104-01-126-020	Substitute Nurse (subject to delivery of documents)	\$225 per day	4/1/20-4/30/20	Substitute for Employee #4748

L. Approval of Substitute Nurses				
Name	Location	Position	Rate	Dates
Susan Gould	District	Substitute Nurse (subject to delivery of documents)	\$225 per day	3/13/20-6/30/20
Karen White	District	Substitute Nurse (subject to delivery of documents)	\$225 per day	3/13/20-6/30/20

M. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Lisa DeLorenzo	11-120-100-101-01-012-090	Second Grade Teacher	WES	3/1/20

N. Approval of Extracurricular School Activity Aide					
SID#	Name	Account Number	Position	Rate	Dates
3248981936	Paul Cutaneo	11-000-217-106-01-000	Extracurricular Aide	\$18.46 per hour (2 hours per day for 9 days)	3/16/20-5/30/20

O. Approval of Substitute Teachers			
Name	Position	Rate	Dates
Jennifer Luceri	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	3/13/20-6/30/20
Stephanie Phibbs	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	3/13/20-3/17/20 5/13/20-6/30/20

P. Approval of Superintendent Contract

BE IT RESOLVED that Rebecca Gensel be appointed Superintendent of Schools for the period July 1, 2020, through June 30, 2021, at an annual base salary of \$188,528, which is inclusive of an additional \$5,000 for the additional responsibilities of the Director of Human Resources. For the 2021-2022 school year, the Board shall pay the Superintendent \$196,827, which is inclusive of an additional \$5,000 for the additional responsibilities of the Director of Human Resources. For the 2022-2023 school year, the Board shall pay the Superintendent \$203,651, which is inclusive of an additional \$5,000 for the additional responsibilities of the Director of Human Resources. Contract is subject to execution of a written employment agreement in a form approved by the Executive County Superintendent of Schools setting forth additional terms and conditions of employment.

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

XII. BUSINESS

- **Report** – Charlie Tuma

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

A. Resolution to Adopt the Tentative 2020-2021 School District Budget for Submission to the County Office

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education

be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2020-2021 Total Expenditures	\$50,365,272	\$526,197	\$2,111,538	\$53,003,007
Less: Anticipated Revenues	\$ 8,109,909	\$526,197	\$ 99,982	\$ 8,736,088
Taxes to be Raised	\$42,255,363	\$ --0--	\$2,011,556	\$44,266,919

And to advertise said tentative budget in the *Courier News* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Branchburg Central Middle School, Large Board Conference Room on May 7, 2020 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

BE IT FURTHER RESOLVED, that the Branchburg Township Board of Education authorize the approval of withdrawal from capital reserve in the amount of \$3,611,815 for the Stony Brook School HVAC replacement project, and the Stony Brook School window replacement project;

BE IT FURTHER RESOLVED, that the Branchburg Township Board of Education authorize the approval of withdrawal from maintenance reserve in the amount of \$23,800 for District wide roof repairs;

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 \$77,325 and has authorized \$36,935 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 \$76,675 for travel and related expense reimbursements for all staff and board members in the 2020-2021 budget; and

BE IT FURTHER RESOLVED, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$150 for which board approval is not required in 2020-2021; 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 2020-2021 budget as follows:

Service	Not to Exceed
Legal	\$ 40,000
Auditing	\$ 43,750
Special Education Related Services	\$200,000
Architect/Engineering	\$500,000

B. Bill List

It is recommended that the Board approve the List of Bills for the period February 21, 2020 through March 12, 2020, totaling \$1,658,041.87, and for the period March 1, 2020 through March 30, 2020, totaling \$361,202.00, and ratify the Payroll for the period February 14, 2020 through February 28, 2020, totaling \$967,234.19.

C. Secretary’s Report

The Report of the Secretary for February 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 February 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.

D. Treasurer’s Report

It is recommended that the Treasurer’s Report for the month of February 2020 be accepted and filed.

E. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of February 2020.

F. Monthly Transfer Report

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

G. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2020-2021 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic School Nursing Services
- Nonpublic Security Aid

H. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding

It is recommended that the following bid awards be made as party to the Educational Services Commission of New Jersey Cooperative Bidding Services:

1. Shredding and Disposal of Records	7. HVAC Services Bid
2. Automotive Fluids and Lubricants	8. Athletic Equipment & Supplies
3. Custodial Supplies Bid	9. Carpet & Flooring
4. Lawn Care Products & Services	10. Technology Supplies and Services
5. Maintenance Repair and Operations	11. Furniture
6. Classroom Supplies Bid	

I. Approval of Use of School Buses

It is recommended that the Board approve the use of District school buses by the Branchburg Township Recreation Department for its summer camp program and summer trips from June 29, 2020 through August 7, 2020, with the labor and fuel costs associated with such use of buses to be paid by the Township Recreation Department.

J. Approval of Submission of the Major Amendment to the Long Range Facility Plan

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

K. Approval of 2020-2021 Somerville High School Tuition Rate

It is recommended that the Board approve an estimated Somerville High School tuition rate of \$16,340 per pupil for the 2020-2021 school year.

L. Approval of Contract for Auditor

It is recommended that the Board approve a contract with the firm of Nisivoccia LLP for the 2020-2021 school year to perform an audit of the 2019-2020 financial operations of the District at a fee of \$42,100 plus an additional assistance fee for implementation of GASB 75, Financial Accounting and Reporting of Post-Retirement Benefits, not to exceed \$2,500, for a total cost of \$44,600, to be paid from account #11-000-230-332-01-282, and sufficient funds are available in the 2020-2021 budget.

M. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Theresa Linskey, School Business Administrator to issue payment of bills for March 13, 2020 through April 2, 2020 prior to the next regularly scheduled meeting of April 2, 2020 and

with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the April 2, 2020 meeting for ratification.

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

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