

**Branchburg Township School District
REGULAR ACTION MEETING**

May 7, 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

- Update on District's Distance Learning
- 2020-2021 School District Budget Presentation

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.B. 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 April 16, 2020.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 049930	03/03/20	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident met the criteria of H.I.B. as defined in N.J.18A:37-14.
Whiton	SSDS# 052636	03/11/20	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident met the criteria of H.I.B. as defined in N.J.18A:37-14.

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

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.

Conference/Workshop	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Hot Issues in Human Resources Webinar	Enea Brotzman 11-000-230-580-01-303	5/7/20	\$150.00	N/A	N/A	N/A	\$150.00

B. Approval of Contract for Board Certified Behavior Analyst Maternity Leave Replacement						
Vendor	Account Number	Cost (per hour)	Dates	Total (not to exceed)	Discussion	
The Uncommon Thread	11-000-219-320-03-181-340	\$100	5/1/20-6/21/20	\$5,400	6 hours per week	

C. Approval of Out of District Program for ESY							
Program/Location	Account Number	Student ID #	ESY Tuition	ESY Aide	ESY Therapy	ESY Dates	Total Cost
Limitless-Developmental Center Denville, NJ	11-000-100-566-03-109-000	4212290701	\$5,645	\$2,300	\$1,350	7/8/20- 8/7/20	\$9,295

D. Approval of the Distance Learning/Emergency Preparedness Plan

It is recommended that the Board approve the Distance Learning/Emergency Preparedness Plan for submission to the Somerset County Executive Superintendent of Schools.

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

XI. HUMAN RESOURCES

- **Report** – Kristen Fabriczi

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

A. Approval of 2020-2021 Non-Tenured Teachers				
Name	Step	Level	Contract Year	Salary
Kristen Allen	6	182	4	\$66,460
Vicky Brody	6	182	4	\$66,460
Lauren DePrima*	4	182	4	\$64,930
Leigh Keely	4	150	4	\$62,780
Meredith Molinaro	6	182	4	\$66,460
Jennilyn Nelson*	6	182	4	\$66,460
Danielle Puzzo*	6	150	4	\$64,310
Regina Santangelo	6	182	4	\$66,460
Jillian Sawicki	4	182	4	\$64,930
Esthela Solano	5	182	4	\$64,930
Meghan Castellano	3	182	3	\$63,730
Kelly Evans	6	212	3	\$68,610
Brian Gornick	6	212	3	\$68,610
Cory Hanna	3	150	3	\$61,580
Joseph Larramendia	3	150	3	\$61,580
Marissa McKenna	3	BA	3	\$59,430
Vincenzina Mlenak	12	BA	3	\$65,220
Amanda Perez	3	150	3	\$61,580
Alyssa Riva	5	182	3	\$64,930
Brienne Rodriguez	17	182	3	\$74,995
Erin Sheridan (65%)	3	150	3	\$40,027
Lauren Amato	5	150	2	\$62,780
Ludmila Battista	2	150	2	\$60,835
Paul Cutaneo	2	150	2	\$60,835
Samantha Hoag	2	150	2	\$60,835
Maritcelly Mendez	15	150	2	\$70,845
Sarah O'Halloren	2	182	2	\$62,985
Lauren Ross	18	182	2	\$77,110
Isabella Russo	2	BA	2	\$58,685
Emma Ryan	2	150	2	\$60,835
Matthew Zimmerman	2	212	2	\$65,135

*Level movement on the guide pending documentation of official transcripts

B. Approval of 2020-2021 Reappointment and Granting of Tenure Teachers						
Name	Position	Step	Level	Salary	Hire Date	Tenure Date
Arianna Bellafiore	Special Education Teacher	5	BA	\$60,630	9/1/16	9/2/20
Sarah Debraski	Library Media Specialist	5	182	\$64,930	2/5/16	2/6/20
Carrie Figel	Teacher	5	150	\$62,780	10/16/15	9/2/20
Alexandra Gallo	Guidance Counselor	4	182	\$64,930	9/1/16	9/2/20
Katherine Mileto	Library Media Specialist	5	182	\$64,930	9/1/15	9/2/20
Zachariah Miracle	Special Education Teacher	13	212	\$73,220	9/1/16	9/2/20
Meghan Russo	Art Teacher	5	BA	\$60,630	9/1/16	9/2/20
Emily Williams	Special Education	5	150	\$62,780	1/3/17	1/4/21

C. Approval of 2020-2021 Reappointment and Granting of Tenure Administrator					
Name	Location	Position	Hire Date	Tenure Date	Salary
Tina Neely	Board of Education Office	Director of Student Services	8/4/2016	8/5/2020	\$134,391

D. Approval of 2020-2021 Non-Tenured Secretary and Clerk					
Name	Location	Position	Step	Salary	
Laurie Gorman	Branchburg Central Middle School	Clerk	3	\$53,274	
Diana Simon	Board Office	Secretary	3	\$64,077	

E. Approval of 2020-2021 Non-Tenured Assistant Principal				
Name	Location	Position	Contract Year	Salary
Beth Stanton	Branchburg Central Middle School	Assistant Principal	2	\$97,516.42

F. Approval of Rescission of Resignation			
Name	Location	Position	Date
Devra Hobbs	Branchburg Central Middle School	Teacher	5/7/20

G. Approval of Maternity Leave				
Employee #	Account #	Type of Leave	Dates	Discussion
5497	11-130-100-101-021-020	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA Unpaid Leave	9/1/20-10/13/20 10/14/20-10/16/20 10/19/20-1/15/21 1/19/21-6/30/21	Estimated date of return will be 9/1/21

H. Approval of Substitute			
Name	Position	Rate	Dates
Alison Beebe	Substitute Teacher	\$95 per day	5/8/20-6/30/20

I. Approval of Retirement				
Name	Account #	Position	Location	Effective Date
Sheila Taylor	11-000-270-160-01-462 11-000-270-161-01-470	Bus Driver	Transportation	6/30/20

J. Approval of the Abolishment of one Middle School Social Studies Position

It is recommended that pursuant to N.J.S.A. 18A:28-9, and due to reasons of economy and low enrollment, that the Board approve the abolishment of the position of one middle school Social Studies teacher, effective July 1, 2020.

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

XII. BUSINESS

- **Report – Charlie Tuma**

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

APPROVAL OF 2020-2021 SCHOOL DISTRICT BUDGET

A. Approval of Final Budget

BE IT RESOLVED to approve the 2020-2021 School District Budget for submission as follows:

	General Fund	Special Revenues	Debt Service	Total
2020-2021 Total Expenditures	\$50,448,289	\$526,197	\$2,111,538	\$53,086,024
Less: Anticipated Revenues	\$ 8,109,909	\$526,197	\$ 99,982	\$ 8,736,088
Taxes to be Raised	\$42,338,380	\$ --0--	\$2,011,556	\$44,349,936

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. Approval of 2020-2021 School Year Food Service Company

It is recommended that the Board approve Maschio's Food Services, Inc., as the food service management company for the 2020-2021 school year in accordance with N.J.S.A. 18A:18A-42, with a management fee for the 2020-2021 school year of \$17,161.04 and a minimum profit guarantee of \$45,000.00.

C. Bill List

It is recommended that the Board approve the List of Bills for the period April 1, 2020 through April 30, 2020, totaling \$4,500.00, and for the period April 9, 2020 through May 7, 2020, totaling \$2,073,510.45, and ratify the Payroll for the period April 1, 2020 through April 15, 2020, totaling \$916,900.39, and ratify the Payroll for the period April 16, 2020 through April 30, 2020, totaling \$917,354.92.

D. Approval of Submission of Safety Grant Application

It is recommended that the Branchburg Township Board of Education hereby approve the submission of a grant application for the 2020 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC North Subfund for the purposes described in the application in the amount of \$11,677.55 for the period July 1, 2020 to June 30, 2021.

E. Approval of Group Medical Insurance Provider

It is recommended that the Board approve an Agreement with Horizon Blue Cross Blue Shield to provide medical insurance coverage, pursuant to its terms, for the period July 1, 2020 to June 30, 2021.

F. Approval of Group Prescription Insurance Provider

It is recommended that the Board approve an Agreement with Benecard Services, LLC to provide prescription insurance coverage, pursuant to its terms, for the period July 1, 2020 to June 30, 2022.

G. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Readington Township Board of Education for the provision of pupil transportation services to students of both school districts for the period July 1, 2020 to June 30, 2021 with terms and conditions set forth therein.

(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**