

**Branchburg Township School District
REGULAR ACTION MEETING**

November 5, 2020

Board Meeting to be Live Streamed on YouTube

Public Meeting – 6:30 p.m.

Executive Session - 7:15 p.m.

Public Meeting – 7:30 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

- Kathryn Mantell of Nisivoccia LLP presenting results of the 2020-2021 Audit
- Strategic Plan Goals 2020-2025

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.D. 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 October 15, 2020.

B. Approval of Amendment of Fiscal Year 2021 ESEA Grant Funds

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan and budget for the FY 2021 ESEA application as follows and to accept funds when it has been reviewed and approved.

Allocation Source	Carry-Over Amount	Final 2021 Allocation
Title I-A	\$25,999	\$92,988
Title II-A	0	\$35,117
Title III Immigrant	Declined	Declined
Title IV Part A	\$8,326	\$18,326
Total	\$34,325	\$146,431

C. Approval of 2020-2025 Strategic Plan Goals

It is recommended that the Board approve the 2020-2025 Strategic Plan Goals.

D. Approval of Job Descriptions

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

- Assistant Principal
- Transportation Supervisor
- Secretary to Supervisor of Buildings and Grounds/Information Technology Manager
- School Bus Driver
- Curriculum Specialist
- Library Media Specialist
- Lunchroom Aide
- School Secretary
- Instructional Intervention Aide
- Pre-K-5 Team Leader
- Middle School Team Leader
- Secretary to the Director of Curriculum
- Secretary to the Director of Student Services and Child Study Team
- Secretary to the Director of Student Services
- Office Aide

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

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.C. 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
2021 School Law Conference Webcast	Tina Neely 11-000-219-580-03-144-999	2/24/21	\$199	N/A	N/A	N/A	\$199

B. Approval of Tuition Payments to the Union County Vocational School for Full Time Student						
Location	Account Number	Number of Students	SY Tuition	SY Dates	Total	
Union County Vocational & Technical School Scotch Plains, NJ	11-000-100-563-03-000-000	1	\$15,000 per student	9/1/20-6/30/21	\$15,000	

C. Approval of Tuition Payments to the Union County Vocational School for Shared Time Student						
Location	Account Number	Number of Students	SY Tuition	SY Dates	Total	
Union County Vocational & Technical School Scotch Plains, NJ	11-000-100-563-03-000-000	1	\$6,000 per student	9/1/20-6/30/21	\$6,000	

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

XI. HUMAN RESOURCES

- **Report – Kristen Fabriczi**

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

A. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Angelica DeNino	11-000-270-161-01-470	Bus Driver	Transportation	11/24/20
Ana Mark	61-910-310-110-01-001	Lunchroom Aide	WES	11/13/20
Cynthia Palka	11-000-251-100-01-529	Payroll Coordinator	BOE	10/30/20

B. Approval of Revision of Personnel Appointment				
Name	Account Number	Position	From	To
Melissa Donaway	11-120-100-101-01-012-090	Leave Replacement Teacher (no tenure accrual)	9/8/20-10/23/20 Leave replacement for Employee #4647	9/8/20-10/23/20 Leave replacement for Employee #4647 And 10/26/20-12/11/20 Leave replacement for Employee #4949

C. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5341	11-130-100-101-01-021-020	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	2/16/21-3/26/21 4/6/21-4/7/21 4/8/21-6/18/21	Estimated date of return will be 9/1/21

D. Approval of Revision of Summer Curriculum Writing				
Employee	Account Number	From	To	Discussion
Colleen Repoli	11-000-221-104-02-213-999	Summer Health Curriculum Writing 7/1/20-8/31/20 \$41 per hour (not to exceed 24 hours, \$984 total)	Summer Health Curriculum Writing 7/1/20-9/30/20 \$41 per hour (not to exceed 48 hours, \$1968 total, if needed)	An additional 24 hours of health curriculum writing for Kindergarten

E. Approval of Additional Fall Teacher Academy Presenter				
Name	Account Number	Position	Rate	Discussion
Michelle Dooley	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 6 hours)	Jamboard in the Math Hybrid Classroom

F. Approval of Revision of Fall Teacher Academy Presenter					
Name	Account Number	Position	From	To	Discussion
Kate Mileto	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 3 hours)	\$41 per hour (not to exceed 6 hours)	Learn to Grow: A Diversity Book Club- Series 2

G. Approval of Home Instruction				
SID #	Name	Account Number	Hourly Rate	Effective Date
2772485663	Paul Cutaneo Emma Ryan	11-150-100-101-03-066-060	\$45 per hour (not to exceed 6 hours per teacher, 12 hours total)	11/9/20-12/31/20

H. Approval of Status Change					
Name	Account Number	Position	From	To	Effective Date
Deborah Squier	11-000-270-161-01-470	Bus Driver	Part-Time	Full-Time	11/25/20

I. Approval of Personnel						
Name	Account Number	Position	Location	Salary/Rate	Dates	Discussion
James Hager (subject to delivery of documents)	11-000-270-160-01-459	Transportation Supervisor	Transportation	\$98,000 (prorated)	12/1/20- 6/30/21	Replacing Robert Cline

J. Approval of Substitute			
Name	Position	Rate	Dates
Ashley Fischer	Substitute Nurse	\$225 per day	11/6/20-6/30/21

K. Approval of Revision of Title One Tutor					
Name	Account Number	Position	From	To	Discussion
Abbie Sutherlin	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed \$2,542)	\$41 per hour (not to exceed \$5,002)	Replacing Coleen Barnett as an AM tutor

L. Approval of Transfer			
Name	From	To	Discussion
Yan Sheng Lu	Lunchroom Aide – SBS 61-910-310-110-01-001	Lunchroom Aide – WES 61-910-310-110-01-001	Temporary replacement for Ana Mark

M. Approval of Extended Day Counseling					
SID #	Name	Position	Account Number	Hourly Rate	Dates
2772485663	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$63.68 (45 minutes per week, not to exceed 6.75 hours total)	11/9/20-12/31/20

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

XII. BUSINESS

- **Report** – Charlie Tuma

(ACTION) It is recommended that Items XII.A. through XII.D. 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 October 16, 2020 through November 5, 2020, totaling \$1,011,889.04, and ratify the Payroll for the period October 1, 2020 through October 15, 2020, totaling \$925,194.77, and for the period of October 16, 2020 through October 30, 2020, totaling \$927,723.25.

B. Approval of Safety Grant Application Award

It is recommended that the Branchburg Township Board of Education approve a grant application award 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.

C. Approval of Use of School Buses

It is recommended that the Board approve the use of school buses for the emergency evacuation of children from the following, if needed:

Facility	To
Apples and Books Learning Center 1036 Route 202 Branchburg, NJ	1. Roche Diagnostics 1080 US Highway 202, Branchburg 2. Evangel Chapel 505 US Highway 28, Bridgewater

D. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2020-2021 school year.

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

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