

Branchburg Township School District
REGULAR ACTION MEETING

October 1, 2020

Board Meeting to be Live Streamed on YouTube

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

- 2020-2021 School and District Goals

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 September 17, 2020.

(ROLL CALL – ITEM VIII.A.)

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

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

A. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
Policy 1649	Federal Families First Coronavirus (COVID-19) Response Act (M)	New
Policy 5111	Eligibility of Resident/Nonresident Students (M)	Revised
Regulation 5111	Eligibility of Resident/Nonresident Students (M)	Revised
Policy 5200	Attendance (M)	Revised
Regulation 5200	Attendance (M)	Replacement
Policy 5320	Immunization	Revised

A. Policy and Regulations First Reading (continued)		
Policy/Regulation	Title	Discussion
Regulation 5320	Immunization	Revised
Policy 5610	Suspension (M)	Revised
Regulation 5610	Suspension Procedures (M)	Revised
Policy 5620	Expulsion (M)	Revised
Policy 8320	Personnel Records (M)	Revised
Regulation 8320	Personnel Records (M)	Revised

(ROLL CALL – ITEM IX.A.)

X. EDUCATION

- Report – Olga Phelps

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

A. Approval of Service Project				
School	Group	Event Coordinators	Dates	Purpose
BCMS	Student Council	Wendy Michels	10/2/20-10/30/20	BCMS Student Council will be partnering with the Rotary Club of Branchburg to run a food drive to benefit the Somerset County Food Bank.

(ROLL CALL – ITEM X.A.)

XI. HUMAN RESOURCES

- Report – Kristen Fabriczi

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

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4949	11-120-100-101-01-012-090	Accumulated Sick FFCRA	10/26/20-10/30/20 & 11/9/20-11/13/20 11/16/20-12/11/20	Estimated date of return will be 12/14/20
4495	11-000-240-105-01-339-060	Paid Sick Leave	11/6/20-12/4/20	Estimated date of return will be 12/7/20
4962	11-424-100-178-01-013-020	Paid Sick Leave	10/5/20-12/7/20	Estimated date of return will be 12/8/20

B. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5016	11-424-100-178-01-013-090	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	12/18/20-2/24/21 2/25/21, 2/26/21, 3/1/21 3/2/21-5/18/21	Estimated date of return will be 5/19/21

C. Approval of Revision of Leave				
Employee #	Account Number	From	To	Discussion
5329	11-215-100-106-01-059-090	FFCRA: 9/1/20-9/30/20	FFCRA: 9/1/20-9/30/20 Paid Sick Leave: 10/1/20-11/30/20	Estimated date of return will be 12/1/20
5347	11-213-100-101-01-057-090	FFCRA: 9/1/20-10/9/20	FFCRA: 9/1/20-11/20/20	Estimated date of return will be 11/23/20

D. Approval of Revision of Personnel					
Name	Account Number	Position	From	To	Discussion
Melissa Donaway	11-120-100-101-01-012-090	Leave Replacement (no tenure accrual)	9/8/20-9/21/20	9/8/20-10/31/20	Leave replacement for Employee #4647

E. Approval of Non-Athletic Stipends				
Name	Account Number	Location	Position	Stipend (not to exceed)
Kathleen Gaston Leigh Keely	11-401-100-101-01-078-020	BCMS	Yearbook	\$2,758 (Position is to be split equally)
Jennilyn Nelson Margaret Ryan	11-401-100-101-01-078-020	BCMS	Peer Leader	\$882 (Position is to be split equally)
Wendy Michels	11-401-100-101-01-078-020	BCMS	Student Council Advisor	\$2,866

F. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Kerwin Telemaque	11-214-100-106-01-059	Instructional Aide	WES	9/23/20

G. Approval of Transfer				
Name	From	To	Salary	Dates
Patricia Rodgers	Bus Driver 11-000-270-160-01-462 Payroll Coordinator 11-000-251-100-01-529	School Accountant 11-000-251-100-01-529	\$62,000 (prorated)	10/5/20-6/30/21

H. Approval of Administrative Leave		
Employee #	Account #	Discussion
4647	11-120-100-101-01-012-090	Administrative leave with pay beginning 9/21/20

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

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 September 18, 2020 through October 1, 2020, totaling \$640,350.98, and ratify the Payroll for the period September 1, 2020 through September 15, 2020, totaling \$945,670.27, and for the period of September 16, 2020 through September 30, 2020, totaling \$936,549.26.

B. Secretary's Report

The Report of the Secretary for August 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 August 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 2020-2021 fiscal year.

C. Treasurer’s Report

It is recommended that the Treasurer’s Report for the month of August 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 August 2020.

E. Monthly Transfer Report

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

F. Approval of Comprehensive Maintenance Plan for 2019-2020 through 2021-2022

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2019-2020 through 2021-2022.

G. Approval of Coronavirus Relief Fund Grant

It is recommended that the Branchburg Township Board of Education approve a grant award for the Coronavirus Relief Fund Grant Program through the New Jersey Department of Education in the amount of \$63,947.

(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