

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

May 7, 2020

**Remote Meeting - Live Streamed on District Website**

**Executive Session - 6:30 p.m.**

**Public Meeting – 8:00 p.m.**

**I. CALL TO ORDER**

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 7:18 p.m.

The meeting was called to order at 7:18 p.m. by Board President, Theresa Joyce, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Vincent Carpentier, Cathy Curcio, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, Keerti Purohit, Jonathan Sarles and Charles Tuma.

The following members were absent: None

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Theresa Linskey.

**II.** The Secretary called the roll.

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Fabriczi, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to Executive Session at 7:18 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mr. Tuma, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to adjourn Executive Session at 8:00 p.m.

On a motion by Mr. Tuma, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to reconvene to public session at 8:14 p.m.

**IV.** The assembly saluted the flag.

**V.** Statement of Adequate Notice

## VI. SUPERINTENDENT'S REPORT

Ms. Gensel discussed the following:

- The teachers are doing a phenomenal job effectively communicating with parents and students to make sure that learning is occurring;
- She spoke about a meeting she participated in with K-5 teachers regarding feedback to and from parents regarding student participation and challenges they face;
- Updating the Distance Learning Plan;
- She went over some examples of the teachers creativity and innovation in distance learning, which included students participating in an Antique Roadshow; Poetry Contests and Google Scavenger Hunts;
- The annual G.A.T.E. date will be soon; and
- She went over the different awards given online.

Ms. Gensel and Ms. Linskey did a presentation on the 2020-2021 Budget.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mr. Tuma, seconded by Mr. Carpentier that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.B. were approved by Roll Call.

Mrs. Joyce reminded the Board that the Superintendent Evaluation process has not changed, and she will inform the Board soon to explain the process and give the date when it will begin.

### 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>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
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.

**IX. POLICY**

Mr. Horowitz said the Policy Committee met on May 1, 2020 and discussed the policies listed on the latest Strauss Esmay report. He said these policies will be listed on the next agenda for First Reading.

**X. EDUCATION**

Motion by Mr. Tuma, seconded by Mr. Carpentier that Items X.A. through X.D., be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.D., were unanimously approved by Roll Call.

There was no Education Committee report.

**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>B. Approval of Contract for Board Certified Behavior Analyst Maternity Leave Replacement</b>					
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

<b>C. Approval of Out of District Program for ESY</b>							
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.

#### XI. HUMAN RESOURCES

Motion by Mr. Tuma, seconded by Mr. Carpentier that Items XI.A. through XI.M., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.M., were unanimously approved by Roll Call.

Mrs. Fabriczi said the Human Resources Committee met and discussed the items listed on the agenda.

Ms. Gensel and the Board spoke about Item XI.J. listed on the agenda, where they spoke highly of Mr. Uporsky and wished him well.

The Board congratulated Mrs. Taylor on her retirement and wished her well.

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
Emna Ryan	2	150	2	\$60,835
Matthew Zimmerman	2	212	2	\$65,135

\*Level movement on the guide pending documentation of official transcripts

<b>B. Approval of 2020-2021 Reappointment and Granting of Tenure Teachers</b>						
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

<b>C. Approval of 2020-2021 Reappointment and Granting of Tenure Administrator</b>					
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

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

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

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

<b>G. Approval of Maternity Leave</b>				
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

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

<b>I. Approval of Retirement</b>				
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.

**K. Approval of Resignation**

Be It Resolved, that the resignation of Frank Altmire from employment with the Branchburg Township Board of Education effective the close of business on December 31, 2020, is hereby accepted;

**L. Approval of Paid Leave of Absence**

Be It Further Resolved, that Frank Altmire be granted a paid leave of absence through December 31, 2020, pursuant to the terms of a written agreement between the parties which is hereby approved.

5/7/2020

**M. Approval of Acting Principal**

It is recommended that the Board approve Kristen Kries as Acting Principal of Stony Brook Elementary School for the period of July 1, 2020 through June 30, 2021 at the salary of \$115,965.00.

**XII. BUSINESS**

Motion by Mr. Tuma, seconded by Mr. Carpentier that Items XII.A. through XII.G. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.G. were approved by Roll Call.

Mr. Tuma said the Business Committee met on May 5, 2020 and discussed the following:

- Facilities;
- Budget;
- The upcoming maintenance and construction season regarding improvements that are going to be made to the buildings over the summer; and
- Discussions regarding items being left in student lockers, and the return of books and items to the schools.

**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:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
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.

**XIII. PUBLIC COMMENT**

Mr. Mike Merchant, 131 Otto Road, asked the Board to share their thoughts regarding the Harlan School Road property, as follow up to his discussion with the Board last year.

Ms. Dawn Eelman, teacher at Whiton Elementary School, thanked the Board for their support and encouragement with distance learning during these unprecedented times.

Mr. Bill Lynch, 11 Delaware Lane, shared his thoughts with the Board regarding the Harlan School Road property.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi discussed the following Somerville Board of Education items:

- The Somerville High School staff and students continue to participate in Spirit activities;
- Team 102 announced that Drive Captain and Student Executive, Emily Vogel, has progressed to the semi-finals in the first Mid-Atlantic District Dean's List.
- Peer to Peer Club promoted World Autism Day on April 2, 2020;
- The Yearbook Club is working hard to complete the yearbook;
- Student Discipline Code of Conduct committee recommendations; and
- The Budget presentation is posted online.

Mr. Horowitz read a message he received from the PTO thanking the teachers and staff on Teacher Appreciation Week.



Mr. Sarles said he attended the second virtual meeting with Somerset County Educational Services Commission, where they discussed shared services throughout the County. He said the next virtual meeting will be in June.

Mr. Carpentier spoke about the following:

- He said New Jersey School Boards Association continues to post webinars and podcasts, which are sending information out on how to cope with the current health situation;
- There is a wellness series event being held on May 8, 2020 regarding Mindfulness and Social and Emotional Learning; and
- New Jersey School Board Association is accepting the Annual School Leader Awards showcasing the challenges created by the COVID-19 school closures.

Mr. Tuma said he attended the May 6, 2020 County meeting where they discussed distance learning, as well as the budget.

Ms. Gensel said the Emergency Management Committee met and discussed how school will reopen safely.

Mrs. Purohit read a Facebook posting from the Branchburg Education Foundation regarding Teacher Appreciation Week thanking teachers for all they do.

## **XV. BOARD FORUM**

Mr. Tuma wished the staff a Happy Teachers Appreciation Week.

Mr. Tuma congratulated the teachers granted tenure.

Mr. Sarles wished the staff a Happy Teachers Appreciation Week.

Mr. Sarles said Ms. Gensel is doing a detailed oriented job to get the best education for the students.

Mrs. Phelps wished the staff a Happy Teachers Appreciation Week.

Mr. Horowitz thanked the teachers and wished them a Happy Teachers Appreciation Week.

Mrs. Fabriczi thanked the staff and administration a Happy Teachers Appreciation Week.

Mrs. Fabriczi spoke about the Governor's Executive Order banning graduations and celebrations on school premises.

Mrs. Purohit said the teachers, administration and support staff are doing a great job.

Mrs. Curcio said she is grateful for the job the teachers and support staff are doing.

Ms. Gensel praised the staff members and how they are supporting one another.

Ms. Linskey thanked the Business Office staff, secretarial staff, custodial and maintenance staff

and the transportation department for all they do.

Mrs. Joyce wished the staff a Happy Teachers Appreciation Week.

Mrs. Joyce said the next virtual Board meeting will be held on May 21, 2020.

Mrs. Joyce said Branchburg Central Middle School teacher, Breanne Pratt, was on ENews this evening.

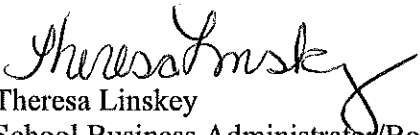
**XVI. EXECUTIVE SESSION**

There was no second Executive Session.

**XVII. ADJOURNMENT**

On a motion by Mr. Tuma, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to adjourn at 9:22 p.m.

Respectfully Submitted,

  
Theresa Linskey  
School Business Administrator/Board