

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

May 6, 2021

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

**Public Meeting – 7:30 p.m.**

**I. CALL TO ORDER**

On a motion by Mr. Maider, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene to public session at 7:20 p.m.

The meeting was called to order at 7:20 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, Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Robert Maider, Olga Phelps, Keerti Purohit and Jonathan Sarles.

The following member was absent: Cathy Curcio

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

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

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mr. Maider, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to convene to Executive Session at 7:21 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mr. Maider, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to adjourn Executive Session at 7:30 p.m.

On a motion by Mr. Maider, seconded by Mr. Horowitz, and carried unanimously, the Board agreed to reconvene to public session at 7:32 p.m. with 2 members of the public present.

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

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Ms. Gensel and Mrs. Morris gave a presentation on the 2021/2022 Final Budget.

## VII. PUBLIC COMMENT

Mr. Charles Tuma, 260 Carol Jean Way, asked for clarification on certain budget items.

## VIII. GOVERNANCE

Motion by Mr. Horowitz, seconded by Mr. Maider 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 spoke about the following:

- Superintendent's Evaluation Process;
- Board's Self-Evaluation Process; and
- There will be an Executive Session scheduled for June 3, 2021.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of April 15, 2021.

<b>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
Building	Incident #	Date	Discussion
BCMS	SSDS# 002595	3/24/21	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.

## IX. POLICY

Motion by Mr. Sarles, seconded by Mrs. Fabriczi that Items IX.A. through IX.B. be moved upon the recommendation of the Superintendent.

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

Mr. Horowitz went over the policies listed on the agenda for first and second reading.

<b>A. Policy and Regulations Second Reading</b>		
Policy/Regulation	Title	Discussion
P 7425	Lead Testing of Water in Schools (M)	Revised
R 7425	Lead Testing of Water in Schools (M)	New

<b>B. Policy and Regulations First Reading</b>		
Policy/Regulation	Title	Discussion
P 1643	Family Leave (M)	New

## X. EDUCATION

Motion by Mr. Maider, seconded by Mrs. Purohit that Items X.A. through X.B. be moved upon the recommendation of the Superintendent.

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

Mrs. Phelps said the Education Committee met and discussed the following:

- COVID Funding;
- Hiring of more teachers;
- Keeping the class sizes smaller;
- Special Education updates; and
- Standardized testing.

A. Approval of 2020-2021 Out of District Program					
Program/Location	Account Number	Student ID #	SY Tuition	SY Dates	Total Cost
Somerset Secondary Academy Bridgewater, NJ	11-000-100-562-03-105-000	7042428089	\$18,589.90	3/22/21-6/30/21	\$18,589.90

B. Approval of Fundraiser				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Wendy Michels	5/7/21-5/31/21	BCMS Student Council will be raising funds to support COVID relief efforts in India. The fundraising would be accomplished by selling pre-wrapped snacks to students during outdoor snack time and via tickets to participate in a kickball game against teachers.

## XI. HUMAN RESOURCES

Motion by Mr. Maider, seconded by Mr. Horowitz that Items XI.A. through XI.H., be moved upon the recommendation of the Superintendent.

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

Mrs. Fabriczi said the Human Resources Department met, and discussed the following:

- Family Leave policy;
- New policy for children of non-resident employees being enrolled in the school;
- Non-tenured renewals;
- Non-aligned staff renewals;
- Current postings status;
- Summer internships;
- Substitutes;
- SR2/SR3 Funding;
- Principals contract;
- Mandatory vaccination discussion.

<b>A. Approval of Reappointment of 2021-2022 Non-Tenured Teacher Contracts</b>				
Name	Step	Level	Contract Year	Salary
Meghan Castellano	4	182	4	\$65,695.00
Kelly Evans	7	212	4	\$70,865.00
Brian Gornick	7	212	4	\$70,865.00
Cory Hanna*	4	182	4	\$65,695.00
Joseph Larramendia*	4	182	4	\$65,695.00
Marissa McKenna	4	BA	4	\$61,395.00
Vincenzina Mlenak	13	BA	4	\$67,495.00
Amanda Perez	4	150	4	\$63,545.00
Alyssa Riva (69%)	6	182	4	\$46,330.05
Brienne Rodriguez	18	182	4	\$77,840.00
Erin Sheridan (65%)	4	150	4	\$41,304.25
Lauren Amato	6	150	3	\$64,995.00
Ludmila Battista	3	150	3	\$62,345.00
Paul Cutaneo	3	150	3	\$62,345.00
Allison Elik	3	150	3	\$62,345.00
Samantha Hoag	3	150	3	\$62,345.00
Maritcelly Mendez	16	150	3	\$73,590.00
Lauren Ross	19	182	3	\$80,155.00
Isabella Russo	3	BA	3	\$60,195.00
Emma Ryan	3	150	3	\$62,345.00
Matthew Zimmerman	3	212	3	\$66,645.00
Name	Step	Level	Contract Year	Salary
Jaclyn Furnari	2	150	2	\$62,345.00
Emily Hansen	2	BA	2	\$60,195.00
Lorien Holderbaum	8	BA	2	\$64,415.00
Denise Shaughnessy	8	150	2	\$66,565.00
Ling Zhang	2	212	2	\$66,645.00

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

<b>B. Approval of 2021-2022 Reappointment and Granting of Tenure Teacher Contracts</b>						
Name	Position	Step	Level	Salary	Hire Date	Tenure Date
Kristen Allen	Special Education Teacher	7	182	\$68,715.00	09/01/2017	09/02/2021
Vicki Brody	Special Education Teacher	7	182	\$68,715.00	09/01/2017	09/02/2021
Lauren DePrima	Speech Language Pathologist	4	182	\$65,695.00	09/01/2017	09/02/2021
Leigh Keely	Math Teacher	5	150	\$64,995.00	11/17/2017	11/18/2021
Meredith Molinaro (55%)	Guidance Counselor	6	182	\$36,929.75	09/01/2017	09/02/2021
Jennilyn Nelson	Guidance Counselor	7	182	\$68,715.00	09/01/2017	09/02/2021
Danielle Puzzo	STEM Coach	7	150	\$66,565.00	09/01/2017	09/02/2021
Regina Santangelo	Instrumental Music Teacher	7	182	\$68,715.00	09/01/2017	09/02/2021
Jillian Sawicki	School Psychologist	5	182	\$67,145.00	09/01/2017	09/02/2021
Esthela Solano	Spanish Teacher	6	182	\$67,145.00	09/01/2017	09/02/2021

<b>C. Approval of 2021-2022 Reappointment and Granting of Tenure Secretary and Clerk Contracts</b>				
Name	Location	Position	Step	Salary
Laurie Gorman	Branchburg Central Middle School	Clerk	4	\$55,653
Diana Simon	Board Office	Secretary	4	\$66,456

<b>D. Approval of Reappointment of 2021-2022 Non-Tenured Assistant Principal Contract</b>				
Name	Location	Position	Contract Year	Salary
Beth Stanton	Branchburg Central Middle School	Assistant Principal	3	Pending contract negotiations

<b>E. Approval of Reappointment of 2021-2022 Non-Tenured Clerk Contract</b>				
Name	Location	Position	Step	Salary
Elli Kuras	Stony Brook Elementary School	Clerk	2	\$54,561

<b>F. Approval of Leave</b>				
Employee #	Account Number	Type of Leave	Dates	Discussion
4052	11-213-100-101-01-057-020	Paid Sick Leave	4/30/21-6/1/21	Estimated date of return is 6/2/21

<b>G. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Sara Borden (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
James Brady (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Robert DiBias (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Jaden Dugenio (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Ruth Krongold	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	4/29/21-6/30/21
Lisa Monetti (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Emily Obenauer (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Christine Peterson (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Tracy Pierron (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Jacob Plaza (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Mackenzie Storms (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21
Lisa Vick (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$150/\$100 per diem	5/7/21-6/30/21

<b>H. Approval of Personnel</b>					
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Salary</b>	<b>Dates</b>	<b>Discussion</b>
Elena McFarland (subject to delivery of documents)	11-000-270-160-01-459	Transportation Supervisor	\$101,000 (prorated)	6/1/21-6/30/21	Replacing James Hager

## **XII. BUSINESS**

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

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

There was no Business Committee meeting.

The next Business Committee meeting is scheduled for May 13, 2021.

## **APPROVAL OF 2021-2022 SCHOOL DISTRICT BUDGET**

### **A. Approval of Final Budget**

**BE IT RESOLVED** to approve the 2021-2022 School District Budget for submission as follows:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
Expenditures	51,047,186	693,318	2,144,838	53,885,342
Anticipated Revenues	8,285,422	693,318	98,674	9,077,414
Taxes to be Raised	42,761,764	0	2,046,164	44,807,928

### **Maximum Travel**

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditures, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

**BE IT RESOLVED** that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$85,000 for the 2021-2022 school year. The maximum travel expenditure amount for the 2020-2021 school year is \$76,675, of which \$9,140 has been spent and \$8,649 is encumbered to date.

**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 2021-2022.

### **Capital Reserve**

**BE IT RESOLVED** that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$2,958,879 for capital projects as detailed in the tentative budget.

### **Professional Spending**

**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 2021-2022 budget as follows:

<b>Service</b>	<b>Not to Exceed</b>
Legal	\$ 50,000
Auditing	\$ 45,000
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 April 16, 2021 through April 23, 2021, totaling \$989.70, and for the period April 24, 2021 through May 6, 2021, totaling \$1,023,872.02, and ratify the Payroll for the period April 16, 2021 through April 30, 2021, totaling \$926,716.89.

## **XIII. PUBLIC COMMENT**

There was no public comment.

## **XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi discussed the following highlights from the April 27, 2021 Somerville Board of Education meeting:

- Branchburg residents attended the meeting for public comment in support of their hockey players;
- Student Board member gave a report;
- The Senior and Junior proms will be held together at the Estate at Farrington Lake in East Brunswick;
- National Honor Society induction was live streamed;

- Senior pictures are going on now;
- Instagram for the high school seniors to post their college decisions;
- Public hearing on the budget;
- Curriculum Committee is doing a re-write of the Social Studies Curriculum for K-12; and
- Summer music and summer enrichment is on track.

Mr. Horowitz spoke about the outdoor book fair and Teacher Appreciation Week which kicked off on May 3, 2021, and pictures can be found on the PTO website.

Mr. Sarles spoke about a program, spearheaded by Superintendent Dunsavage, to get students 18 to 21 into a work transitional program to make sure they have the skills to find out what kind of occupation they will need.

Mr. Carpentier spoke about the following:

- The registration deadline for the 2021 NJSBA Spring Education Symposium is quickly approaching; and
- Somerset County School Business Association is looking for officers to fill two and three year positions.

Mrs. Joyce attended the Branchburg Township meeting where an ordinance was passed to ban all forms of cannabis production and sales in the township.

Mr. Horowitz said there will be a Special Education Parents Advisory Group (SEPAG) meeting on May 11, 2021.

## **XV. BOARD FORUM**

Mr. Carpentier thanked the teachers, administrators and drivers for all they do in the district, and wished everyone a Happy Mother's Day

Mrs. Joyce spoke about the new development in the town.

Mrs. Joyce said the next Board of Education meeting is scheduled for May 20, 2021.

## **XVI. EXECUTIVE SESSION**

There was no second Executive Session.

## **XVII. ADJOURNMENT**

On a motion by Mr. Sarles, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 8:25 p.m.

Respectfully Submitted,



Kelly Morris  
School Business Administrator/Board Secretary

5/6/2021