

*Branchburg Township School District*

**REGULAR MEETING MINUTES**

November 5, 2020

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

**Public Meeting – 6:30 p.m.**

**Executive Session - 7:15 p.m.**

**Public Meeting – 7:30 p.m.**

**I. CALL TO ORDER**

On a motion by Mr. Horowitz, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 6:32 p.m.

The meeting was called to order at 6:32 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, Business Administrator/Board Secretary Theresa Linskey and New Jersey School Boards Representative Gwen Thornton (left at 7:25 p.m.)

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

**III. CALL TO EXECUTIVE SESSION**

There was no Executive Session.

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

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Ms. Gensel did a presentation on the 2020-2025 Strategic Plan Goals for the Branchburg Township School District.

Mrs. Kathryn Mantell of Nisivoccia LLP gave a report on the district's 2019-2020 Audit.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

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

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

There was no Governance Committee report.

### 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

**IX. POLICY**

There was no Policy Committee report.

Mr. Horowitz said the next Policy Committee meeting is scheduled for November 17, 2020.

**X. EDUCATION**

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

On call of the vote, Items X.A. through X.C. 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.

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>B. Approval of Tuition Payments to the Union County Vocational School for Full Time Student</b>						
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	

<b>C. Approval of Tuition Payments to the Union County Vocational School for Shared Time Student</b>						
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	

## XI. HUMAN RESOURCES

Motion by Mr. Horowitz, 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 on October 28, 2020 and discussed the following:

- FFCRA leaves;
- Human Resources implications for some changes for the younger learners as far as seeing how virtual learning works versus in-person learning, and what changes can be made;
- Hiring of the new Transportation Supervisor which is listed on the agenda;
- Job description updates listed on the agenda; and
- Substitute teacher pay.

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

<b>H. Approval of Status Change</b>					
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

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

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

<b>K. Approval of Revision of Title One Tutor</b>					
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

<b>L. Approval of Transfer</b>			
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

<b>M. Approval of Extended Day Counseling</b>					
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

## **XII. BUSINESS**

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

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

There was no Business Committee report.

Mr. Tuma said the next Business Committee meeting is scheduled for November 18, 2020.

### **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.

**XIII. PUBLIC COMMENT**

Dawn Eelman, 2<sup>nd</sup> grade teacher at Whiton Elementary School, thanked Ms. Linskey and the Business Office, the Board, and Administration for supporting the district.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi said the next Somerville Board of Education meeting is scheduled for November 10, 2020 at 6:30 p.m.

Mr. Horowitz said the PTO will be hosting Thanksgiving Thoughtfulness, and will be collecting food donations over the next two weeks to send to families in need around the district.

Mr. Carpentier said he was looking forward to watching the New Jersey School Boards Association 2020 Virtual Workshop.

Mrs. Joyce said she attended several sessions of the New Jersey School Boards Association 2020 Virtual Workshop, and received a lot of good information.

Ms. Gensel said the Emergency Management Planning Committee is going to meet to confirm the updates for the district's emergency management plan and submit them to the County Office by the end of the month.

Mrs. Joyce said the Delegate Assembly Fall/Winter meeting is scheduled for November 21, 2020.

**XV. BOARD FORUM**

Mr. Horowitz thanked Ms. Linskey for all her hard work to get the district to where it is right now.

Mrs. Purohit thanked Ms. Linskey for running a tight ship and keeping everyone on track.

Mrs. Purohit thanked Mrs. Curcio for bringing in Gwen Thornton, representative from New Jersey School Boards Association, and for the informative workshop she did for the Board.

Mr. Carpentier thanked Ms. Linskey for her hard work. He also thanked Mrs. Curcio for organizing the meeting with New Jersey School Boards Association.

Mr. Tuma spoke about the following:

- He thanked Ms. Linskey and her team for a good job on the audit;
- He said he attended a few sessions from the New Jersey School Boards Association 2020 Virtual Workshop; and
- He spoke of his involvement with the Whiton Elementary School Teacher and Educator Professionals of the Year selection.

Mrs. Fabriczi spoke about the following:

- She is grateful to Ms. Linskey and her staff for their work regarding “no findings” with the audit;
- She is proud of the staff for coming together and moving forward; and
- She is proud of the Branchburg Central Middle School staff regarding their feedback to the students.

Mrs. Curcio spoke about the following:

- She thanked Ms. Linskey for her hard work regarding the audit;
- Pandemic Response Team meeting;
- Health and Wellness meeting she attended; and
- At the November 19, 2020 Board of Education meeting, a New Jersey School Boards Association representative will be conducting Board training on Implicit Bias.

Ms. Gensel commended the staff and district on their hard work and said they deserve a pat on the back for all they are doing.

Mrs. Joyce spoke about the following:

- She is thankful and proud of the staff for all they are doing, and that the Board is aware of how hard it is right now;
- The Board meetings will be moved to once a month; and
- The next Board of Education meeting is scheduled for November 19, 2020.

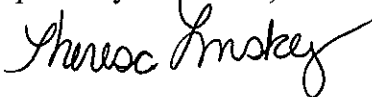
## **XVI. EXECUTIVE SESSION**

There was no second Executive Session meeting.

## **XVII. ADJOURNMENT**

On a motion by Mr. Horowitz, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to adjourn at 8:33 p.m.

Respectfully Submitted,



Theresa Linskey  
School Business Administrator/Board

11/5/2020