

***Branchburg Township School District***  
**REGULAR ACTION MEETING**

February 18, 2021

**Board Meeting to be Live Streamed on YouTube**

**Executive Session - 6:30 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**

- Presentation of : 2019-2020 Governor’s Educator of the Year and Governor’s Educational Services Professional of the Year
- District Goals Update

**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 January 21, 2021.

<b>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
SBS	SSDS# 000975	1/4/21	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.

**C. Approval of Submission of Application for Special Education Medicaid Initiative Waiver**

It is recommended that the Board approve the submission of an application for a waiver to not participate in the Special Education Medicaid Initiative to the County Executive Superintendent of Schools.

**D. Approval of 2020-2021 Personnel Appointments**

It is recommended that the following appointments be approved:

<u>Position</u>	<u>2020-2021</u>
Custodian of Records.....	Kelly Morris
Public Agency Compliance Officer.....	Kelly Morris
Purchasing Agent.....	Kelly Morris

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

**IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

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

<b>A. Policies and Regulations Second Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 7510	Use of School Facilities (M)	Revised
R 7510	Use of School Facilities (M)	Revised
P 8561	Procurement Procedures for School Nutrition Programs (M)	Revised

**(ROLL CALL – ITEM IX.A.)**

**X. EDUCATION**

- **Report** – Olga Phelps

**(ACTION) It is recommended that Items X.A. through X.D. 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
Digital Nonfiction Reading, Writing and Notetaking Institute: Grades K-8 Virtual	Kelly Boyle 20-270-200-500-02-649	5/19/21- 5/21/21	\$650.00	N/A	N/A	N/A	\$650.00
NJ Association of School Business Officials Purchasing Update/Best Practices & NJSTART State Contract Purchasing Virtual	Lia Carrier 11-000-251-580-01-585	3/16/21	\$50.00	N/A	N/A	N/A	\$50.00
School Culture Conference Virtual	Alexandra Gallo 11-000-223-580-05-144-060	3/18/21	\$59.00	N/A	N/A	N/A	\$59.00
Integrating Sensory and Motor Learning Virtual	Maritcelly Mendez 11-000-219-580-03-001-999	3/11/21	\$199.99	N/A	N/A	N/A	\$199.99
NJ Association of School Business Officials Budget Guidelines and Software Review; Best Practices in Budgeting Virtual	Kelly Morris 11-000-251-580-01-585	2/2/21	\$50.00	N/A	N/A	N/A	\$50.00
NJ Association of School Business Officials Purchasing Update/Best Practices & NJSTART State Contract Purchasing Virtual	Kelly Morris 11-000-251-580-01-585	3/16/21	\$50.00	N/A	N/A	N/A	\$50.00
Comprehensive IMSE Orton-Gillingham Training Virtual	Brienne Rodriguez 20-270-200-500-02-649	4/17/21 4/18/21 4/24/21 4/25/21	\$1,275.00	N/A	N/A	N/A	\$1,275.00

B. Approval of 2020-2021 Out of District Programs						
Program/Location	Account Number	Student ID #	SY Tuition	SY Extra Services	Dates	Total Cost
Center for Educational Advancement School South Hunterdon, NJ	11-000-100-566-03-109-000	4212290701	\$29,029.34 (\$367.46 per diem/79 days)	\$11,850.00 (\$150.00 per diem/79 days)	2/16/21- 6/17/21	\$40,879.34
East Mountain School Hackensack Meridian Health Belle Mead, NJ	11-000-100-566-03-109-000	7130617798	\$26,486.00 (\$323.00 per diem/82 days)	N/A	2/11/21- 6/18/21	\$26,486.00

C. Approval of Revision of Contracted Educational Service									
Vendor	Account Number	Student ID#	From			To			Discussion
			Rate	Total	Effective Dates	Rate	Total	Effective Dates	
Learn Well Education Newark Beth Israel Medical Center Newark, NJ	11-000-100-566-03-109-000	7130617798	\$61.85 per hour	\$7,422.00	11/13/20- 2/5/21 (not to exceed 120 hours)	\$61.85 per hour	\$7,793.10	11/13/20- 2/10/21 (not to exceed 126 hours)	Bedside Instruction

D. Approval of Fundraiser				
School	Group	Event Coordinators	Date	Purpose
BCMS	Student Council	Wendy Michels	3/17/21	Teachers and students would play rounds of the game, Among Us that will be facilitated by a student council member and volunteer chaperones. Students would pay to play (or view via a private link) in mixed groups of teachers and students. This event would be in place of the teacher vs. police basketball game fundraiser and proceeds will go to support the Megan Rose Bradley Foundation.

**(ROLL CALL - ITEMS X.A. through X.D.)**

**XI. HUMAN RESOURCES**

- **Report** – Kristen Fabriczi

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

A. Approval of Resignation		
Name	Position	Date
Kristen Cardona	Team Leader-Innovators	1/29/21

<b>B. Approval of Non-Athletic Extracurricular Stipend</b>					
Name	Account Number	Location	Position	Stipend (not to exceed)	Discussion
Kathleen Gaston	11-401-100-101-01-078-020	BCMS	Team Leader-Innovators	\$2,149 (prorated)	Replacing Kristen Cardona

<b>C. Approval of Revision of Title IV Clubs and Activities</b>				
Club Name	Sponsor	Account Number	From	To
Running Club After School (G)	Marissa McKenna	20-280-100-101-02-659	120 minutes per week at 14 sessions Not to exceed \$574	120 minutes per week at 10 sessions Not to exceed \$410
Running Club After School (B)	Joseph Larramendia		120 minutes per week at 14 sessions Not to exceed \$574	120 minutes per week at 10 sessions Not to exceed \$410
Reading Magic	Elizabeth Janiec		60 minutes per week at 6 sessions Not to exceed \$246	60 minutes per week at 5 sessions Not to exceed \$205

<b>D. Approval of Personnel</b>						
Name	Account Number	Position	Step/Level	Salary	Dates	Discussion
Vincent Biancamano (subject to delivery of documents)	11-130-100-101-01-021-020	Leave Replacement Social Studies Teacher	1/BA	\$58,685 (prorated)	2/19/21- 6/30/21	Leave replacement for employees #5918 and #4880
Douglas Haan	11-000-219-104-01-165-340	Maternity Leave Child Study Team/Psychologist	11/150	\$67,370 (prorated)	3/8/21- 6/30/21	MLR for employee #5748
Rebecca Montross (subject to delivery of documents)	11-130-100-101-01-021-020	Leave Replacement Language Arts Teacher	1/BA	\$58,685 (prorated)	2/19/21- 6/30/21	MLR for employee #5341. Rebecca will receive the daily substitute rate until teaching certification is issued

<b>E. Approval of Revision of Leave</b>			
Employee #	Account Number	From	To
5772	11-000-217-106-01-000-090	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-12/8/20 Unpaid Leave: 12/9/20-1/22/21	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-12/8/20 Unpaid Leave: 12/9/20-6/30/21
5815	61-910-310-110-01-001	FFCRA: 9/8/20-9/21/20 Accumulated Sick: 9/22/20-10/12/20 Unpaid Leave: 10/13/20-2/17/21	FFCRA: 9/8/20-9/21/20 Accumulated Sick: 9/22/20-10/12/20 Unpaid Leave: 2/18/21-6/30/21
5889	61-910-310-110-01-001	FFCRA: 9/8/20-9/21/20 Unpaid Leave: 9/22/20-2/17/21	FFCRA: 9/8/20-9/21/20 Unpaid Leave: 9/22/20-6/30/21
5329	11-216-100-106-01-059-090	FFCRA: 9/8/20-9/21/20 Paid Sick Leave: 9/22/20-11/18/20 FMLA: 11/19/20-2/26/21	FFCRA: 9/8/20-9/21/20 Paid Sick Leave: 9/22/20-11/18/20 FMLA: 11/19/20-3/1/21 Unpaid Leave: 3/2/21-5/31/21

<b>F. Approval of Revision of Maternity Leave</b>			
Employee #	Account Number	From	To
5597	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence: 12/1/20-2/4/21 NJ Family Leave Act/FMLA: 2/5/21-5/7/21 Unpaid Leave: 5/8/21-5/31/21	Paid Maternity/Disability Leave of Absence: 12/1/20-2/16/21 NJ Family Leave Act/FMLA: 2/17/20-5/19/21 Unpaid Leave: 5/20/21-5/31/21
5016	11-424-100-178-01-013-090	Paid Maternity/Disability Leave of Absence: 12/18/20-2/24/21 Personal Days: 2/25/21, 2/26/21, 3/1/21 NJ Family Leave Act/FMLA: 3/2/21-5/1/21	Paid Maternity/Disability Leave of Absence: 12/18/20-3/8/21 Personal Days: 3/9/21, 3/10/21, 3/11/21 NJ Family Leave Act/FMLA: 3/12/21-5/28/21
5748	11-000-219-104-01-165-340	Paid Maternity/Disability Leave of Absence: 3/10/21-4/19/21 NJ Family Leave Act/FMLA: 4/20/21-6/18/21	Paid Maternity/Disability Leave of Absence: 3/8/21-4/19/21 NJ Family Leave Act/FMLA: 4/20/21-6/18/21

<b>G. Approval of Position Change</b>					
Name	Account Number	From	To	Salary	Dates
Patricia Rodgers	11-000-251-100-01-529	School Accountant	Assistant Business Administrator/ Assistant Board Secretary	\$66,000 (prorated)	2/19/21-6/30/21

<b>H. Approval of Athletic Extracurricular Stipends</b>				
Name	Account Number	Location	Position	Stipend (not to exceed)
Justin Rogoff	11-402-100-101-01-093-020	BCMS	Softball Clinic	\$41 per hour (not to exceed 30 hours, \$1,230 total)
Kenneth Forsyth	11-402-100-101-01-093-020	BCMS	Boys Lacrosse Clinic	\$41 per hour (not to exceed 30 hours, \$1,230 total)
Kelly Evans Wendy Michels	11-402-100-101-01-093-020	BCMS	Girls Lacrosse Clinic	\$41 per hour (not to exceed 30 hours each, \$1,230 each, dependent upon total students enrolled)
Kelly Evans Wendy Michels Robert Wright	11-402-100-101-01-093-020	BCMS	Cross Country Clinic	\$41 per hour (not to exceed 30 hours each, \$1,230 each, dependent upon total students enrolled)

<b>H. Approval of Athletic Extracurricular Stipends (continued)</b>				
Name	Account Number	Location	Position	Stipend (not to exceed)
Robert Wright Paul Cutaneo	11-402-100-101-01-093-020	BCMS	Soccer Clinic	\$41 per hour (not to exceed 30 hours each, \$1,230 each, dependent upon total students enrolled)
Christopher Shollenberger	11-402-100-101-01-093-020	BCMS	Basketball Clinic	\$41 per hour (not to exceed 60 hours, \$2,460)
Robert Wright	11-402-100-101-01-093-020	BCMS	Baseball Clinic	\$41 per hour (not to exceed 30 hours, \$1,230 total)
Scott Rourke	11-402-100-101-01-093-020	BCMS	Wrestling Conditioning Clinic	\$41 per hour (not to exceed 30 hours, \$1,230 total)

<b>I. Approval of Substitute</b>			
Name	Position	Rate	Dates
Rebecca Montross (subject to delivery of documents)	Substitute Teacher	\$95 per day	2/19/21-6/30/21

<b>J. Approval of Revision of Extracurricular School Activity Aide</b>						
SID #	Name	Account Number	Position	Rate	From	To
3248981936	Katherine Aldabagh	11-000-217-106-01-000-020	Extracurricular Aide	\$16.33 per hour	11/20/20-6/30/21 (1 hour per day, 2 days per week, not to exceed 64 hours total)	11/13/20-6/30/21 (1 hour per day, 2 days per week, not to exceed 64 hours total)

<b>K. Approval of Home Instruction</b>				
SID #	Name	Account Number	Hourly Rate	Dates
5078384624	Emma Ryan	11-150-100-101-03-066-060	\$45 per hour (not to exceed 5 hours per week for 6 weeks, 30 hours total)	2/22/21-4/2/21

**(ROLL CALL – ITEMS XI.A. through XI.K.)**

**XII. BUSINESS**

- **Report – Vince Carpentier**

**(ACTION) It is recommended that Items XII.A. through XII.P. 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 January 15, 2021 through February 1, 2021, totaling \$871,918.75, and January 22, 2021 through February 18, 2021, totaling \$2,428,126.42, and ratify the Payroll for the period January 16, 2021 through January 29, 2021, totaling \$936,169.49, and February 1, 2021 through February 12, 2021, totaling \$942,401.83.

**B. Secretary's Report**

The Report of the Secretary for January 2021 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Kelly Morris, 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 January 2021 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 January 2021 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 January 2021.

**E. Monthly Transfer Report**

It is recommended that the Board approve the January 2021 Monthly Transfer Report.

**F. Approval of Resolution for Participation in Coordinated Transportation**

**WHEREAS**, the Branchburg Township Board of Education desires to transport students for the purpose of special education, nonpublic school education, or its own public school students to specific destinations; and

**WHEREAS**, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

**WHEREAS**, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

**NOW THEREFORE**, it is agreed that in consideration of prorated contract costs, plus a 4% administration fee as presented to the Branchburg Township Board of Education by the billing formula adopted by the WCSSSD’s Board of Education.

**G. Approval of Resolution Authorizing the Disposal of Equipment**

It is recommended that the Board approve the following resolution authorizing the disposal of Dell Chromebooks through GovDeals.

**WHEREAS**, the School District is the owner of certain equipment which is no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said equipment in “as is” condition without express or implied warranties.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of Branchburg Township in the County of Somerset, as follows:

- (1) The sale of the equipment shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

- (4) The equipment to be sold is as follows:
  - 200 Dell Chromebooks
- (5) The equipment identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

**H. Approval of Resolution Authorizing the Disposal of Equipment**

It is recommended that the Board approve the disposal of the following Technology Equipment at no cost.

47 Chromebooks (Samsung and Acers)	12 Printers	54 Desktops
2 Speakers	29 Projectors	16 Laptops (Lenovo and Dell)
3 Doc Cameras	2 Smart Boards	27 Toners
4 TV’s	75 LCD’s	13 DVD, VHS, CD Players

**I. Approval of Other Capital Project 2020**

Be it resolved that the Branchburg Board of Education authorizes Settembrino Architects to submit capital improvement project at the following school to the State of New Jersey Department of Education for review and approval:

<u>School Project</u>	<u>NJ DOE Project Number</u>
Window Replacement at Stony Brook Elementary School	0510-060-20-1000

The project shall include the replacement of the existing windows with new windows at the school.

This project is an other capital project. The Branchburg Board of Education is not seeking any state funding for this project.

**J. Approval of Other Capital Project 2020**

Be it resolved that the Branchburg Board of Education authorizes Settembrino Architects to submit capital improvement project at the following school to the State of New Jersey Department of Education for review and approval:

<u>School Project</u>	<u>NJ DOE Project Number</u>
HVAC upgrades at Stony Brook Elementary School	0510-060-20-2000

The project shall include the replacement of the existing unit ventilators at the school with new HVAC units, boilers and chiller.

This project is an other capital project. The Branchburg Board of Education is not seeking any state funding for this project.

**K. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs**



It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2021-2022 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic Security Aid

**L. Approval of NJEdge - EdgeMarket Cooperative Pricing System**

It is recommended that the Board enter into an agreement with NJEdge.Net, Inc. for the District’s participation in the EdgeMarket Cooperative Pricing System.

**M. Approval of Donation from Staples, Inc.**

It is recommended that the Board approve acceptance of a donation of 124 bags of school supplies for Whiton Elementary School classrooms from Staples, Inc.

**N. Approval of Transportation Jointure with Bernards Township Board of Education**

It is recommended the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Bernards Township Board of Education for school bus and district vehicle maintenance and inspection services for the 2020-2021 school year as follows:

Service	Cost to Bernards Township BOE
School Vehicle Mechanical Services	\$ 75.00 per hour; 0% mark up on parts

**O. Approval of Transportation Jointure with Hillsborough Township Board of Education**

It is recommended the Board approve the agreement between the Branchburg Township Board of Education and the Hillsborough Township Board of Education for school bus and district vehicle maintenance and inspection services and for student transportation services for the 2020-2021 school year as follows:

Service	Cost to Hillsborough Township BOE
School Vehicle Mechanical Services	\$ 75.00 per hour; 0% mark up on parts
Athletic and Field Trips	\$ 75.00 per hour; 2 hour minimum
Provide Special Request Home to School Coverage	\$ 75.00 per hour; 2 hour minimum

**P. Approval of Transportation Jointure with Immaculata High School Board of Education**

It is recommended the Board approve the agreement between the Branchburg Township Board of Education and the Immaculata High School Board of Education for student transportation services for the 2020-2021 school year as follows:

Service	Cost to Immaculata HS BOE
Athletic, Field, and Marching Band Field Trips	\$ 75.00 per hour; 2 hour minimum

**(ROLL CALL - ITEMS XII.A. through XII.P.)**

**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

**XV. BOARD FORUM**

**XVI. EXECUTIVE SESSION**

**XVII. ADJOURNMENT**