

**Branchburg Township School District  
REGULAR ACTION MEETING**

January 21, 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

- David Rubin, Esq., Board Attorney - Ethics Presentation
- Student Safety Data Report – September 2020 – December 2020

## 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 4, 2021.

### B. Approval of 2020-2021 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

It is recommended that the Board approve the 2020-2021 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

### C. Approval of Revised 2020-2021 School District Calendar

It is recommended that the Board approve the revised 2020-2021 School District Calendar.

**D. School Board Recognition Month**

**WHEREAS**, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

**WHEREAS**, New Jersey’s locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

**WHEREAS**, New Jersey’s 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

**WHEREAS**, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey’s status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

**WHEREAS**, the National School Boards Association and the New Jersey School Boards Association have declared January 2021 to be School Board Recognition Month; now, therefore, be it

**RESOLVED**, that the New Jersey State Board of Education and the Department of Education recognize the contributions of our state’s local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

**RESOLVED**, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members of their local school boards.

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

**IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

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

<b>A. Policy and Regulations Second Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 1620	Administrative Employment Contracts (M)	Revised
P 1648	Restart and Recovery Plan (M)	Revised
P 1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M)	New
P 2431	Athletic Competition (M)	Revised
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M)	Revised
P 2464	Gifted and Talented Students (M)	Revised
P 2468	Independent Educational Evaluation	New
P 5330.05	Seizure Action Plan (M)	New
R 5330.05	Seizure Action Plan (M)	New
P 6440	Cooperative Purchasing (M)	Revised
P 6470.01	Electronic Funds Transfer and Claimant Certification (M)	New
R 6470.01	Electronic Funds Transfer and Claimant Certification (M)	New
P 7440	School District Security (M)	Revised
R 7440	School District Security (M)	Revised
P 7450	Property Inventory (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised

<b>B. Policy and Regulations First 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 – ITEMS IX.A. through IX.B.)**

**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
Asbestos Operations and Maintenance Refresher Virtual	John Hindmarch 11-000-261-580-10-428	2/1/21	\$195	N/A	N/A	N/A	\$195
Asbestos Operations and Maintenance Refresher Virtual	Samad Mobley 11-000-261-580-10-428	2/1/21	\$195	N/A	N/A	N/A	\$195
Human Resources Directors' Institute Virtual	Enea Brotzman 11-000-230-580-01-303	2/25/21 3/4/21 3/24/21 4/13/21	\$500	N/A	N/A	N/A	\$500

B. Approval of Fundraiser				
School	Group	Event Coordinators	Dates	Purpose
BCMS	Student Council	Wendy Michels	1/22/21- 2/14/21	Valentine's Day Grams fundraiser planned with all the proceeds going to the Meghan Rose Bradley Foundation.

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	\$63.84 per hour	\$1,787.52	11/13/20- 12/4/20 (not to exceed 28 hours)	\$61.85 per hour	\$7,422.00	11/13/20- 2/5/21 (not to exceed 120 hours)	Bedside Instruction

D. Approval of Evaluation					
Evaluator	Account Number	Student ID #	Total (not to exceed)	Dates	Discussion
Bridgeway Rehabilitation Services Somerville, NJ	11-000-219-320-03-181-340	5163889097	\$200	1/12/21	Initial PESS Evaluation

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

**XI. HUMAN RESOURCES**

- Report – Kristen Fabriczi

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

A. Approval of Revision of Level and Salary							
Name	Position	Account #	Location	From	To	Effective Date	Discussion
Jennilyn Nelson	Guidance Counselor	11-000-218-104-01-141-020	BCMS	150/6 \$64,310	182/6 \$66,460 (prorated)	2/1/21-6/30/21	As per the BTEA agreement

B. Approval of Revision of Maternity Leave				
Employee #	Account Number	From	To	Discussion
5744	11-000-218-104-01-141-090	FMLA/NJFLA: 9/1/20-12/2/20 Unpaid Leave: 12/3/20-2/26/21	FMLA/NJFLA: 9/1/20-12/2/20 Unpaid Leave: 12/3/20-6/30/21	Estimated date of return is 9/1/21

C. Approval of Transfer			
Name	From	To	Dates
Nicole Kotrba	WES-Instructional Aide 11-213-100-106-01-057-090	SBS-Instructional Aide 11-213-100-106-01-057-060	12/14/20-6/30/21

D. Approval of Revision of Personnel Appointment						
Name	Account Number	Position	Location	From	To	Discussion
Kristen Kinsella	11-000-218-104-01-141-090	Maternity Leave Guidance Counselor	WES	9/1/20-2/26/21	9/1/20-6/30/21	MLR for #5744

E. Approval of Non-Athletic Extracurricular Stipend				
Name	Account Number	Location	Position	Stipend (not to exceed)
Samantha Hoag	11-401-100-101-01-078-060	SBS	Art Club	\$770

F. Approval of Maternity Leave			
Employee #	Account Number	Type of Leave	Dates
5918	11-130-100-101-01-021-020	Paid Maternity/Disability Leave of Absence Personal Days Unpaid Leave	4/23/21-6/14/21 6/15/21-6/17/21 6/18/21

G. Approval of Title One Tutors					
Name	Account Number	Location	Position	Stipend	Discussion
Emily Loughman	20-231-100-101-02-648	BCMS	Title One Tutor	\$41 per hour as needed (not to exceed \$1,209.50)	Replacing Kristen Cardona
Emma Ryan	20-231-100-101-02-648	SBS	Title One Tutor	\$41 per hour as needed (not to exceed \$1,435.00)	Replacing Kathleen Gaston
Tiffany Stulack	20-231-100-101-02-648	BCMS	Title One Tutor	\$41 per hour as needed (not to exceed \$1,209.50)	Replacing Stephanie Formus

H. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4880	11-130-100-101-01-021-020	FMLA	2/12/21-4/15/21	Estimated date of return is 4/16/21

I. Approval of Personnel						
Name	Account Number	Location	Position	Salary	Dates	Discussion
Kelly Morris	11-000-251-100-01-528	BOE	Assistant Business Administrator	\$137,000 (prorated)	1/25/21-2/9/21	New Position
Kelly Morris	11-000-251-100-01-528	BOE	School Business Administrator/Board Secretary	\$137,000 (prorated)	2/10/21-6/30/21	Replacing Theresa Linskey (subject to approval of the County Superintendent)

J. Approval of Substitute			
Name	Position	Rate	Dates
Madison Hill (subject to delivery of documents)	Substitute Teacher	\$95 per day	1/22/21-6/30/21

K. Approval of Title IV Clubs and Activities							
Club Name	Sponsor	Account Number	Minutes (per week)	Duration (# of meetings)	Total Cost	School	
BitsBox Coding Club	Joseph Larramendia	20-280-100-101-02-659	60	10	\$410.00	Whiton	
Jump Rope Club	Tara Kolbe		70	10	\$479.70		
Little Owl Yogi Club	Jan Motz		60	7	\$287.00		
Reading Magic	Elizabeth Janiec		60	6	\$246.00		
Reader's Theater Troup	Elizabeth Janiec		60	5	\$205.00		
Running Club After School (Girls)	Marissa McKenna		120	14	\$574.00		
Running Club After School (Boys)	Joseph Larramendia		120	14	\$574.00		
Sign Language Club	Jennifer Palermo		60	10	\$410.00		
Sports Club	Cory Hanna		120	20	\$820.00		
Geography Club Session 1	John Gottshalk	20-280-100-101-02-659	60	10	\$410.00	Stony Brook	
Geography Club Session 2	John Gottshalk		60	10	\$410.00		
Animal Scrapbooking	Ludmila Battista		60	10	\$410.00		
Environmental Club	Elizabeth Janiec		60	5	\$205.00		
Focus on Printmaking Art Club	Sam Hoag		60	10	\$410.00		
Homework Management	Michele Jordan	11-401-100-101-078-020	90	40	\$1,230.00	BCMS	
Dungeons and Dragons	Ken Forsyth		120	40	\$1,640.00		
Girls Who Code	Danielle Puglisi		120	30	\$1,230.00		
Learn American Sign Language	Wendy Michels		60	20	\$820.00		

<b>K. Approval of Title IV Clubs and Activities (continued)</b>						
Club Name	Sponsor	Account Number	Minutes (per week)	Duration (# of meetings)	Total Cost	School
GSA	Margaret Ryan	11-401-100-101-078-020	120	40	\$1,640.00	BCMS
Student Book Club	Margaret Ryan & Leigh Keely		60	10	\$410.00	
Running Club	Emma Ryan	11-402-100-101-01-093-020	120	20	\$820.00	
Recreational Sports	Robert Wright and Kelly Evans		240	40	\$3,280.00	

<b>L. Approval of Position Change</b>				
Name	From	To	Salary	Dates
Kristen Kries	Acting Principal	Principal	\$131,261	1/22/21-6/30/21

**M. Approval of Sidebar Agreement**

It is recommended that the Board approve the sidebar agreement for the 2020-2021 school year regarding reallocating funds for stipends of extracurricular activities to be used to compensate staff members to run certain club activities, at the agreed upon rate of \$41 per hour, during their lunch and preparation periods. This sidebar agreement shall cease upon return to full-time in person instruction.

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

**XII. BUSINESS**

- **Report – Vince Carpentier**

**(ACTION) It is recommended that Items XII.A. through XII.J. 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 5, 2021 through January 21, 2021, totaling \$2,025,185.61, and ratify the Payroll for the period January 1, 2021 through January 15, 2021, totaling \$931,363.79.

**B. Secretary's Report**

The Report of the Secretary for December 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 December 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 December 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 December 2020.

**E. Monthly Transfer Report**

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

**F. Acceptance and Award of Bid for Contract for the HVAC Upgrades Project at Stony Brook School**

It is recommended that the Board acknowledge the following bids for the HVAC Upgrades Project at Stony Brook School which were received on December 22, 2020:

Name	Base Bid	Total
H & S Construction	\$2,654,000	\$2,654,000
Kappa Construction	\$2,799,000	\$2,799,000
DuMont Mechanical	\$3,099,960	\$3,099,960
AMCO Enterprises	\$3,191,000	\$3,191,000
EACM Corp	\$3,194,000	\$3,194,000

It is recommended that the Board award the contract for the HVAC Upgrades Project at Stony Brook School to H & S Construction for a total project cost of \$2,654,000 to be paid through account #12-000-400-450-05-612 and there are sufficient funds in the 2020-2021 budget.

**G. Acceptance and Award of Bid for Contract for the Window Replacement Project at Stony Brook School**

It is recommended that the Board acknowledge the following bids for the Window Replacement Project at Stony Brook School which were received on December 22, 2020:

Name	Base Bid	Total
Billy Contracting	\$686,000	\$686,000
Panoramic Window & Door Systems	\$704,500	\$704,500
D&E Window & Door	\$727,800	\$727,800
ProArchitectural LLC	\$798,500	\$798,500
H & S Construction	\$997,000	\$997,000

It is recommended that the Board award the contract for the Window Replacement Project at Stony Brook School to Billy Contracting for a total project cost of \$686,000 to be paid through account #12-000-400-450-05-612 and there are sufficient funds in the 2020-2021 budget.

**H. Approval of Acceptance of the Final 2019-2020 Audit and Auditors' Management Report**

It is recommended that the Board accept the final Comprehensive Annual Financial Report and the final Auditors' Management Report for the fiscal year ended June 30, 2020.



**I. Approval of Acceptance of the Proposal for the Completion of the Long Range Facility Plan Major Amendment**

It is recommended that the Board approve the proposal submitted by Settembrino Architects, for the Long Range Facility Plan Amendment in the amount of \$22,000 plus reimbursable expenses, to be paid through Account #11-000-230-339-01-001, and there are sufficient funds in the 2020-2021 budget.

**J. Approval of Nonpublic Security Purchases**

**WHEREAS**, the Branchburg Township Board of Education received nonpublic security aid in the amount of \$2,975 from the State of New Jersey in FY 2021; and

**WHEREAS**, the State of New Jersey directed the Branchburg Township Board of Education having nonpublic schools within its boundaries, the responsibility for providing security services, equipment, or technology to help ensure a safe and secure environment for students attending nonpublic schools within the limits of the funds provided by this program in the FY 2021 school year; and

**WHEREAS**, Kangaroo Kids representatives along with the SCESC consultant reviewed the proposed security expenditures with the Business Administrator; and

**WHEREAS**, the State of New Jersey requires that the local Board of Education authorize the specific nonpublic expenditures for each of these grant awards;

**NOW, THEREFORE, BE IT RESOLVED** that the Branchburg Township Board of Education authorize the following nonpublic expenditures: Nonpublic Security Total Kangaroo Kids 8 security cameras, cable and installation:

**NONPUBLIC SECURITY:**

	<b><u>TOTAL</u></b>
<b>Kangaroo Kids</b>	
8 Security Cameras	\$2,942
<b>FUNDING ALLOCATION</b>	<b>\$2,975</b>

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

**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**