

Branchburg Township School District
REGULAR ACTION MEETING

March 18, 2021

Board of Education Conference Room

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 : 2020-2021 Governor’s Educator of the Year and Governor’s Educational Services Professional of the Year
- Presentation of the Preliminary 2021 – 2022 Budget

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.E. 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 February 18, 2021.

B. Approval of 2021 - 2022 School District Calendar

It is recommended that the Board approve the 2021-2022 School District Calendar.

C. Approval of 2021 - 2022 Holiday Calendar for 12 Month Staff

It is recommended that the Board approve the 2021-2022 Holiday Calendar for the 12 Month Staff.

D. Approval of Summer Calendar for all District Offices

It is recommended that the Board approve the summer calendar for all District offices,

Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 6, 2021 through August 27, 2021.

E. Approval of Job Description

It is recommended that the Board approve the following updated job descriptions.

- Assistant Business Administrator/Assistant Board Secretary

(ROLL CALL – ITEMS VIII.A. through VIII.E.)

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.

A. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 0145	Board Member Resignation and Removal (M)	Revised
P 0164.6	Remote Public Board Meetings During A Declared Emergency (M)	New
P 1642	Earned Sick Leave Law (M)	New
P 2415	Every Student Succeeds Act (M)	Revised
P 2415.02	Title I – Fiscal Responsibility (M)	Revised
P 2415.05	Student Surveys, Analysis, and/or Evaluations (M)	Revised
P 2415.20	Every Student Succeeds Act Complaints (M)	Revised
P 4125	Employment of Support Staff Members (M)	Revised
P 5330.01	Administration of Medical Cannabis (M)	Revised
P 6360	Political Contributions (M)	Revised
P 8330	Student Records (M)	Revised
P 9713	Recruitment by Special Interest Groups (M)	Revised
R 1642	Earned Sick Leave Law (M)	New
R 2415.20	Every Student Succeeds Act Complaints (M)	Revised
R 5330.01	Administration of Medical Cannabis (M)	Revised

B. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 2415.01	Academic Standards, Academic Assessments, and Accountability (M)	Abolished
P 2415.03	Highly Qualified Teachers (M)	Abolished
P 7430	School Safety (M)	Abolished
R 7430	School Safety (M)	Abolished

(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
The Science of Reading with The Art of Teaching Reading Virtual	Marie Cinque 20-270-200-500-02-649	3/18/21	\$30	N/A	N/A	N/A	\$30
Supporting Writing About Reading Practices that Provide Access to All Virtual	Marie Cinque 20-270-200-500-02-649	4/29/21	\$30	N/A	N/A	N/A	\$30
New Jersey School Boards Association Spring Education Symposium Virtual	Noah Horowitz 11-000-230-585-01-300	5/12/21- 5/13/21	\$50	N/A	N/A	N/A	\$50
Digital Nonfiction Reading, Writing, and Note Taking Institute Virtual	Lauren Knoke 20-270-200-500-02-649	5/19/21- 5/21/21	\$650	N/A	N/A	N/A	\$650
Teaching LGBTQIA Virtual	Lisa Liebowitz 11-000-223-580-02-144-999	5/4/21 5/7/21	\$100	N/A	N/A	N/A	\$100
Overview of Wechsler Individual Achievement Test Virtual	Heather Lilly 11-000-219-580-03-001-999	4/16/21	\$100	N/A	N/A	N/A	\$100
School Transportation Supervisor Certification Classes Virtual	Emma Priester 11-000-270-580-07-000	4/7/21 4/8/21 5/18/21	\$1,355	N/A	N/A	N/A	\$1,355
Controversial Issues in Pediatric Audiology Virtual	Randi Lee Venturini 11-000-219-580-03-001-999	3/18/21- 3/19/21	\$240	N/A	N/A	N/A	\$240
Comprehensive IMSE Orton-Gillingham Training Virtual	Emily Williams 20-270-200-500-02-649	4/17/21 4/18/21 4/24/21 4/25/21	\$1,275	N/A	N/A	N/A	\$1,275

B. 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	1/17/21	Additional PESS Full Evaluation

C. Approval of Fundraiser and Service Project				
School	Group	Event Coordinators	Date	Purpose
Stony Brook	School-Wide	Kristen Kries	3/19/21- 3/26/21	The "Stony Brook Can Knock Down Hunger Event" will be accepting donations of boxes of cereal. The donated cereal will be collected to benefit families in our community in need and the Somerset County Food Bank. Each class will be tasked with creating their section of a domino maze that will stretch from one end of the school to the other.
Whiton	2 nd Grade	Christopher Boehm	5/1/21- 5/31/21	Whiton Empty Bowls Fundraiser. Whiton 2 nd grade students will create clay bowls and learn about world hunger statistics. When bowls are completed they will be given the opportunity to share their bowls. Families of 2 nd grade students will be encouraged to help support the Somerset County Food Bank by sending in food items or making a monetary donation.

D. Approval of Virtual Field Trip			
Trip	Coordinator	Grade	Purpose
Pennsbury Manor Virtual	Abbie Sutherlin	5	Pennsbury Manor will host a virtual field trip for 5 th grade students to reinforce the study of William Penn, Colonial America and lifestyles of Middle Colonies.

(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 Title One Tutor					
Name	Account #	Location	From	To	Dates
Cristina Pernini	20-231-200-101-02-649	WES	\$41 per hour (not to exceed \$2,542)	\$41 per hour (not to exceed \$3,608)	9/8/20-6/30/21

B. Approval of Substitutes				
Name	Position	Rate	Dates	
Samia Farhaj (subject to delivery of documents)	Substitute Teacher	\$95 per day	3/19/21-6/30/21	
Seema Goel (subject to delivery of documents)	Substitute Teacher	\$95 per day	3/19/21-6/30/21	
Kimberly Steitz (subject to delivery of documents)	Substitute Teacher Substitute Nurse	\$95 per day \$225 per day	3/19/21-6/30/21	

C. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5899	11-000-270-160-01-462	Unpaid Leave	3/1/21-3/12/21	Returned on 3/15/21

D. Approval of Revision of Maternity Leave			
Employee #	Account Number	From	To
5341	11-130-100-101-01-021-020	Paid Maternity/Disability Leave of Absence: 2/1/21-3/26/21 Personal Days: 4/6/21, 4/7/21, 4/8/21 NJ Family Leave Act/FMLA: 4/9/21-6/18/21	Paid Maternity/Disability Leave of Absence: 2/1/21-4/6/21 Personal Days: 4/7/21, 4/8/21, 4/9/21 NJ Family Leave Act/FMLA: 4/12/21-6/18/21
5748	11-000-219-104-01-165-340	Paid Maternity/Disability Leave of Absence: 3/8/21-4/19/21 NJ Family Leave Act/FMLA: 4/20/21-6/18/21	Paid Maternity/Disability Leave of Absence: 3/8/21-4/21/21 NJ Family Leave Act/FMLA: 4/22/21-6/18/21

E. Approval of Retirements				
Name	Account Number	Position	Location	Effective Date
Nancy Kunz	11-000-240-105-01-343-090	Office Aide	WES	6/30/2021
Debra Trubin	11-120-100-101-01-012-090	Teacher	WES	6/30/2021

F. Approval of Additional Hours						
Name	Account Number	Position	Location	Rate	Dates	Discussion
Suzanne Updegrove	11-000-240-103-01-333-020	Scheduling	BCMS	\$41 per hour (not to exceed 10 hours, \$410 total)	3/29/21-4/5/21	Implementation of the new 4 th marking period at BCMS

G. Approval of Mentoring				
Name	Mentor	Fee	Dates	Discussion
Vincent Biancamano	Janice Monetti	\$550 (prorated)	3/19/21-6/30/21	Fee to be paid by mentee via payroll deduction
Samantha Bongiovanni	Amanda Roper	\$550 (prorated)	3/19/21-6/30/21	
Rebecca Montross	Lisa Leibowitz	\$1000 (prorated)	3/19/21-6/30/21	

H. Approval of Revision of Leave			
Employee #	Account Number	From	To
4485	11-120-100-101-01-012-090	FFCRA: 9/1/20-11/20/20 Paid Sick Leave: 11/21/20-3/26/21	FFCRA: 9/1/20-11/20/20 Paid Sick Leave: 11/21/20-6/30/21

I. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Emily Hansen Zach Miracle Justin Rogoff	11-421-200-101-01-330	Guided Study	\$41 per hour (not to exceed 95 hours combined, \$3,895 total)	3/11/21-6/30/21

J. Approval of Winter/Spring Teacher Academy Presenters				
Name	Account#	Position	Rate	Discussion
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	Exploring Small Group Reading Instruction
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	Teaching Writing in Small Groups Book Study
Marie Cinque	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Tools for Teaching Academic Vocabulary and Content Literacy
Devra Hobbs	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 4.5 hours	Using Kami
Elizabeth Janiec	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Google Keep- Keep Yourself Organized!
Kate Mileto	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	Learn to Grow: A Diversity Book Club
Jan Motz	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Peaceful Practices
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Introduction to Padlet
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Google My Maps
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Science Phenomena in the Classroom
Danielle Puzzo	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Science Phenomena in the Classroom
Danielle Puzzo	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Enhancing Math Through Visuals
Alyssa Riva	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	ThingLink for Vocabulary and Cultural Exploration
Suzanne Updegrove	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Digital Escape Rooms? Yes!

K. Approval of Revision of Personnel							
Name	Account Number	Position	Step/Level	Salary	From	To	Discussion
Samantha Bongiovanni	11-120-100-101-01-012-090	Leave Replacement Teacher (no tenure accrual)	1/BA	\$58,685 (prorated)	1/4/21-3/31/21	1/4/21-6/30/21	Leave replacement for Employee #4485
Rebecca Montross	11-130-100-101-01-021-020	Leave Replacement Language Arts Teacher (no tenure accrual)	1/BA	\$58,685 (prorated)	2/19/21-6/30/21	3/9/21-6/30/21	Received teaching certification on 3/9/21

L. Approval of Extracurricular School Activity Aide					
Name	Account Number	Position	Rate	Dates	Discussion
Vedha Saranathan	11-401-100-101-078-020	Extracurricular Aide	\$18.81 per hour (not to exceed 20 hours)	Spring 2021	Support the girls who code club

M. Approval of Extended Day Counseling					
SID #	Teacher	Position	Account Number	Hourly Rate	Dates
4242130576 3765317984 3730401719	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$63.68 per hour (45 minutes per week, not to exceed 14 weeks for each student)	3/22/21-6/30/21

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

XII. BUSINESS

- **Report – Vincent Carpentier**

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

A. Adoption of the Branchburg Township School District Tentative Budget

BE IT RESOLVED that the Branchburg Township School District tentative budget be approved for the 2021-2022 school year using the 2021-2022 state aid figures;

AND, the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
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

AND, to advertise said tentative budget in the Courier News in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, a public hearing on the budget for the 2021-2022 school year will be held at the Branchburg Central Middle School on May 6, 2021 at 7:30 p.m.

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:

Service	Not to Exceed
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 February 19, 2021 through March 2, 2021, totaling \$6,000.00, and for the period February 19, 2021 through March 18, 2021, totaling \$2,240,079.43, and ratify the Payroll for the period February 16, 2021 through February 28, 2021, totaling \$930,838.96, and for the period March 1, 2021 through March 15, 2021, totaling \$928,940.04.

C. Secretary’s Report

The Report of the Secretary for February 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 February 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.

D. Treasurer’s Report

It is recommended that the Treasurer’s Report for the month of February 2021 and the revised Treasurer’s Report for the month of January 2021 be accepted and filed.

E. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of February 2021.

F. Monthly Transfer Report

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

G. Approval of 2021-2022 Somerville High School Tuition Rate

It is recommended that the Board approve an estimated Somerville High School tuition rate \$17,592 per pupil for the 2021-2022 school year.

H. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding

It is recommended that the following bid awards be made as party to the Educational Services Commission of New Jersey Cooperative Bidding Services:

1. Shredding and Disposal of Records	7. HVAC Services Bid
2. Automotive Fluids and Lubricants	8. Athletic Equipment & Supplies
3. Custodial Supplies Bid	9. Carpet & Flooring
4. Lawn Care Products & Services	10. Technology Supplies and Services
5. Maintenance Repair and Operations	11. Furniture
6. Classroom Supplies Bid	

I. Award of Environmental Services Proposal

It is recommended that the Board award Eastern States Environmental Associates, Inc., a contract to conduct a Jurisdictional Wetlands Assessment on the Harlan School Road property in accordance with its January 5, 2021 proposal, for a service fee not to exceed \$7,500 to be paid by purchase order through the General Fund from Account #12-000-400-390-01-627, and a NJDEP application fee of \$8,600 to be paid by purchase order from Account #11-000-263-890-10-456, and sufficient funds are available in the 2020-2021 budget.

J. Approval of Contract for Auditor

It is recommended that the Board approve a contract with the firm of Nisivoccia LLP for the 2021-2022 school year to perform an audit of the 2020-2021 financial operations of the District at a fee of \$44,600, plus an additional assistance fee for implementation of GASB 84, Fiduciary Activities, not to exceed \$1,500, for a total cost of \$46,100, to be paid from account #11-000-230-332-01-282, and sufficient funds are available in the 2021-2022 budget.

K. Approval of Land Swap Agreement

Whereas, the Branchburg Township School District (BTSD) and the Branchburg Township Municipality own adjacent properties in the Township of Branchburg at Block 57, Lots 31 and 32, and

Whereas, BTSD desires to obtain a portion of Block 57, Lot 31 in the Township of Branchburg that is currently owned by the Branchburg Township Municipality for use as a bus lot, and;

Whereas, the Branchburg Township Municipality desires to obtain a portion of Block 57, Lot 32 in equal proportion that is currently owned by BTSD, and;

Whereas, both BTSD and the Branchburg Township Municipality agree to grant and convey these properties, one to the other, in consideration of payment in the amount of zero (\$0) dollars, and

Whereas, a Deed to adjust the lot lines of these properties has been prepared, reviewed, and agreed upon by both BTSD and the Municipality; so

Therefore Be It Resolved, that the BTSD Board of Education approve the Land Swap Agreement between BTSD and the Township of Branchburg Municipality as presented.

L. Approval of Employee Assistance Program (EAP) with Robert Wood Johnson/Barnabas HealthCare

It is recommended that the Board approve an Agreement with Robert Wood Johnson/Barnabas HealthCare to provide an Employee Assistance Program (EAP) to all employees of the district and their dependents, including children up to age 26, at the following rates:

Effective Date	Account Number	SY Budget	Rate
April 1, 2021 through June 30, 2021	11-000-291-299-01-000	2020-2021	\$1,395
July 1, 2021 through June 30, 2022	11-000-291-299-01-000	2021-2022	\$5,580

M. Approval to Waive Usage Fee with The Jointure Before Care/After Care

It is recommended that the Board approve to waive the usage fee established in the 2020-2021 Agreement with The Jointure Before Care/After Care program held at the Whiton Elementary School cafeteria for the remainder of the 2020-2021 school year.

(ROLL CALL - ITEMS XII.A. through XII.M.)

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