

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

December 17, 2020

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

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

**Public Meeting – 8:00 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**

- Student Assessment Plan 2020-2021 – Presented by Jennifer Anderson, Director of Curriculum

**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 Item VIII.A. 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 November 19, 2020.

**(ROLL CALL – ITEM VIII.A.)**

**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>
Regulation 7410.01	Facilities Maintenance, Repair Scheduling, And Accounting (M)	

<b>B. Policy and Regulations First 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

**(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.

<b>Conferences/Workshops</b>	<b>Employee/ Account Number</b>	<b>Date(s)</b>	<b>Registration Fee</b>	<b>Hotel</b>	<b>Meals /Exp.</b>	<b>Tolls/Parking /Mileage</b>	<b>Total</b>
Assessment of Learning from a Distance Institute Virtual	Jennifer Anderson 11-000-221-580-02-189-999	1/14/21	\$199	N/A	N/A	N/A	\$199
Intermediate Virtual IMSE Orton-Gillingham Training Virtual	Lauren Knoke 20-270-200-500-02-649	1/13/21 1/20/21 1/27/21 2/3/21	\$1,275	N/A	N/A	N/A	\$1,275
Reflective Teaching and Transformation Coaching Virtual	Danielle Puglisi 20-270-200-500-02-649	2/23/21 2/25/21	\$99	N/A	N/A	N/A	\$99

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Teaching Word Problems in Middle School Math Virtual	Danielle Puglisi 20-270-200-500-02-649	4/1/21 4/8/21 4/15/21	\$129	N/A	N/A	N/A	\$129
Supporting Students in Using Core Ideas to Make Sense of Phenomena at Home Virtual	Danielle Puzzo 20-270-200-500-02-649	1/19/21 1/27/21	\$75	N/A	N/A	N/A	\$75
Teaching Word Problems in Elementary Math Virtual	Danielle Puzzo 20-270-200-500-02-649	1/28/21 2/4/21 2/11/21	\$129	N/A	N/A	N/A	\$129
Distance Learning: Strengthening Your Online Math Instruction (Grades 1-5) Virtual	Danielle Puzzo 20-270-200-500-02-649	2/8/21	\$279	N/A	N/A	N/A	\$279
Using Performance Tasks to Support Student Investigations at Home or in School Virtual	Danielle Puzzo 20-270-200-500-02-649	2/9/21 2/16/21	\$75	N/A	N/A	N/A	\$75
Making Crosscutting Concepts Explicit for Students at Home or in School Virtual	Danielle Puzzo 20-270-200-500-02-649	3/2/21 3/10/21	\$75	N/A	N/A	N/A	\$75
Visual Models and Digital Manipulatives in Elementary Math Virtual	Danielle Puzzo 20-270-200-500-02-649	3/2/21 3/9/21 3/16/21	\$129	N/A	N/A	N/A	\$129
Comprehensive Virtual IMSE Orton-Gillingham Training Virtual	Amanda Roper 20-270-200-500-02-649	2/6/21 2/7/21 2/13/21 2/14/21	\$1,275	N/A	N/A	N/A	\$1,275

B. Approval of Contracted Educational Service						
Vendor	Account Number	Student ID#	Rate	Total (not to exceed)	Effective Dates	Discussion
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	Bedside instruction, 10 hours per week, not to exceed 28 hours.

C. Approval of Related Services					
Evaluator	Account Number	Student ID #	Total (not to exceed)	Dates	Discussion
Atlantic Health System Goryeb Children’s Hospital Morristown, NJ	11-000-219-320-03-181-340	7087080485	\$575	12/18/20- 2/18/21	1 Independent Educational Evaluation

D. Approval of 2020-2021 Out of District Program						
Program/Location	Account Number	Student ID #	SY Tuition	SY OT Service	Dates	Total Cost
Greenbrook Township Public Schools Greenbrook, NJ	11-000-100-562-03-105-000	1137705037	\$34,222.72	\$22.50 per 30 minutes (not to exceed \$517.50)	1/4/21- 6/17/21	\$34,740.22

**(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 Non-Athletic Stipend				
Name	Account Number	Location	Position	Stipend (not to exceed)
Brian Gornick	11-401-100-101-01-078-020	BCMS	Assistant Drama Coach	\$2,094

<b>B. Approval of Retirement</b>				
Name	Account Number	Position	Location	Effective Date
Janet Muraskin	11-000-270-160-01-462	Bus Driver	Transportation	12/31/20

<b>C. Approval of Transfers</b>				
Name	From	To	Dates	Discussion
Robin DiBetta	BCMS-Instructional Aide 11-213-100-106-01-057-020	SBS-Instructional Aide 11-213-100-106-01-057-060	9/1/20-6/30/21	Support was needed at SBS
Michelle Dooley	Math Instructional Support 11-230-100-101-01-072-090	3 <sup>rd</sup> Grade Teacher 11-120-100-101-01-012-090	1/4/21-6/30/21	Class changes due to COVID-19
Allison LeMieux	Literacy Instructional Support 11-230-100-101-01-072-090	2 <sup>nd</sup> Grade Teacher 11-120-100-101-01-012-090	1/4/21-6/30/21	Class changes due to COVID-19
Linda Kaminsky	Literacy Instructional Support 11-230-100-101-01-072-090	1 <sup>st</sup> Grade Teacher 11-120-100-101-01-012-090	1/4/21-6/30/21	Class changes due to COVID-19
Danielle Puzzo	Kindergarten Teacher - WES 11-110-100-101-01-001-090	STEM Coach 11-424-100-178-01-013-090	1/4/21-6/30/21	Replacing Jocelyn Muzychko
Amanda Roper	Literacy Instructional Support 11-230-100-101-01-072-090	1 <sup>st</sup> Grade Teacher 11-120-100-101-01-012-090	1/4/21-6/30/21	Class changes due to COVID-19

<b>D. Approval of Resignation</b>				
Name	Account Number	Position	Location	Effective Date
Theresa Linskey	11-000-251-100-01-528	School Business Administrator	BOE	2/9/21

<b>E. Approval of Substitute</b>			
Name	Position	Rate	Dates
Stephanie Keck	Substitute Bus Driver (subject to delivery of documents)	\$18.87 per hour	12/18/20-6/30/21

<b>F. Approval of Revision of Leave</b>			
Employee #	Account Number	From	To
4495	11-120-100-101-01-012-090	Paid Sick Leave 11/6/20-12/4/20	Paid Sick Leave 11/6/20-12/30/20
5889	61-910-310-110-01-001	FFCRA: 9/8/20-9/21/20 Unpaid Leave: 9/22/20-11/27/20	FFCRA: 9/8/20-9/21/20 Unpaid Leave: 9/22/20-2/17/21
4485	11-120-100-101-01-012-090	FFCRA: 9/1/20-11/20/20 Paid Sick Leave: 11/21/20-1/3/21	FFCRA: 9/1/20-11/20/20 Paid Sick Leave: 11/21/20-3/26/21
5274	11-000-240-105-01-343-090	Paid Sick Leave 10/19/20-12/14/20	Paid Sick Leave 10/19/20-1/4/21
5772	11-000-217-106-01-000-090	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-12/8/20	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-12/8/20 Unpaid Leave: 12/9/20-1/22/21

<b>G. Approval of Personnel</b>							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Samantha Bongiovanni (subject to delivery of documentation)	11-120-100-101-01-012-090	Leave Replacement (no tenure accrual)	WES	1/BA	\$58,685 (prorated)	1/4/21-3/31/21	Leave replacement for Employee #4485
Frederick Boosmann (subject to delivery of documentation)	11-000-270-160-01-462	Bus Driver	Transportation	1/NA	\$29.95 (4.75 hours per day)	1/4/21-6/30/21	Replacing Jill Datesman
Dennis Chu (subject to delivery of documentation)	11-110-100-101-01-001-090	Kindergarten Virtual Teacher	WES	1/150	\$60,835 (prorated)	1/4/21-6/30/21	New Position due to COVID-19

<b>H. Approval of Home Instruction Revision</b>				
SID #	Teacher	Account Number	Hourly Rate	Dates
From: 2772485663 To: 1137705037	Paul Cutaneo Emma Ryan	11-150-100-101-03-066-060	\$45 per hour (not to exceed 6 hours per week, 12 hours total)	11/1/20-12/31/20

<b>I. Approval of Extended Day Counseling</b>					
SID #	Teacher	Position	Account Number	Hourly Rate	Dates
3557364937	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$63.68 per hour (45 minutes per week, not to exceed 12.15 hours total)	12/18/20-6/30/21
5877428198	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$63.68 per hour (45 minutes per week, not to exceed 12.15 hours total)	12/18/20-6/30/21

J. 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: 2/16/21-3/26/21 Personal Days: 4/6/21-4/7/21 NJ Family Leave Act/FMLA: 4/8/21-6/18/21	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

K. Approval of Status Change					
Name	Account Number	Position	From	To	Effective Date
Jill Datesman	11-000-270-161-01-470	Bus Driver	Part-Time	Full-Time	1/4/21

L. Approval of Revision of RTI Coordinators					
Name	Account #	Location	From	To	Dates
Kelly Boyle	20-231-200-101-02-649	WES	\$41 per hour (not to exceed 100 hours)	\$41 per hour (not to exceed 121 hours)	9/8/20-6/30/21
Lauren Knoke	20-231-200-101-02-649	SBS	\$41 per hour (not to exceed 100 hours)	\$41 per hour (not to exceed 121 hours)	9/8/20-6/30/21
Danielle Puglisi	20-231-200-101-02-649	BCMS	\$41 per hour (not to exceed 100 hours)	\$41 per hour (not to exceed 121 hours)	9/8/20-6/30/21

M. Approval of Revision of Title One Tutors					
Name	Account #	Location	From	To	Dates
Lauren Bockus	20-231-200-101-02-649	WES	\$41 per hour (not to exceed \$2,542)	\$41 per hour (not to exceed \$4,264)	9/8/20-6/30/21
Colleen Repoli	20-231-200-101-02-649	WES	\$41 per hour (not to exceed \$2,542)	\$41 per hour (not to exceed \$4,264)	9/8/20-6/30/21

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

**XII. BUSINESS**

- **Report – Charlie Tuma**

**(ACTION) It is recommended that Items XII.A. through XII.K. 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 November 20, 2020 through December 17, 2020, totaling \$2,009,312.41, and ratify the Payroll for the period November 16, 2020 through November 30, 2020, totaling \$925,863.52, and for the period of December 1, 2020 through December 11, 2020, totaling \$1,069,241.61.

**B. Secretary’s Report**

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

**E. Monthly Transfer Report**

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

**F. Approval of Resolution Authorizing Contracts with Approved State Contract Vendors**

It is recommended that the Board approve the Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

**G. Approval of Purchase of Two 54 Passenger School Buses**

It is recommended that the Board approve the purchase of two new 54 passenger school buses through the Educational Services Commission of New Jersey, School Bus Bid Award Contract #20/21-33, from Truck King International, at a cost of \$106,012.36 per bus for a total for two buses of \$212,024.72, to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2020-2021 budget.

**H. Approval of Purchase of One 24 Passenger School Bus Van**

It is recommended that the Board approve the purchase of one new 2022 24 passenger school bus van through the Hunterdon County Educational Services Commission Bus Bid Award Contract #HCEESC Trans-19-17 from H.A. DeHart & Son, at a cost of \$63,815.48, to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2020-2021 budget.

**I. Resolution to Approve the Somerset County CARES Act Reimbursement Application/Agreement**

**WHEREAS**, the Branchburg Township Board of Education approves the Somerset County CARES Act Reimbursement Application/Agreement, pursuant to the CARES Act, in the amount of \$35,000.

**J. Approval to Amend the CARES Act Elementary and Secondary School Emergency Relief (ESSER) Application**

It is recommended that the Board approve an amendment to the CARES Act Grant Application to include an additional \$2,933 for a total sum \$56,626.

**K. 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
Kangaroo Kids Child Care and Learning Center 1047 Route 28 Branchburg, NJ	1. The North Branch Firehouse 1169 Route 28, Branchburg  2. RVCC Children’s Campus 118 Lamington Road, Branchburg  3. South Branch Reformed Church 870 River Road, Hillsborough

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

**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
- Board Delegate.....Terri Joyce

**XV. BOARD FORUM**

**XVI. EXECUTIVE SESSION**

**XVII. ADJOURNMENT**