

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

October 15, 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**

**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.C. 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 October 1, 2020.

**B. Approval of Submission of 2020-2021 NJ QSAC School Nursing Services Plan**

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2020-2021 School Nursing Services Plan.

<b>C. Approval of School Bus Emergency Evacuation Drill Report</b>							
<b>Date of Drill</b>	<b>Time of Drill</b>	<b>School Name</b>	<b>Location</b>	<b>Route Numbers</b>			<b>Supervisor</b>
10/6/20	7:50-8:00am	Branchburg Central Middle School Stony Brook School	Branchburg Central Middle School	CAM-1 CAM-2 CAM-4 CAM-5 CAM-7 CAM-9	CAM-10 CAM-16 CAM-17 CAM-20 CAM-21 CAM-22	CAM-24 CAM-25 CAM-V2 CAM-V3	M. Barbosa
10/8/20	7:50-8:00am	Branchburg Central Middle School Stony Brook School	Branchburg Central Middle School	CAM-1 CAM-2 CAM-4 CAM-5 CAM-7 CAM-9	CAM-10 CAM-16 CAM-17 CAM-20 CAM-21 CAM-22	CAM-24 CAM-25 CAM-V2 CAM-V3	M. Barbosa

C. Approval of School Bus Emergency Evacuation Drill Report (continued)							
Date of Drill	Time of Drill	School Name	Location	Route Numbers			Supervisor
10/6/20	9:00-9:10am	Whiton Elementary School	Whiton Elementary School	WAM V3 WAM V4 WAM V2			D. Shober
10/8/20	9:00-9:10am	Whiton Elementary School	Whiton Elementary School	WAM V3 WAM V4 WAM V2			D. Shober
10/6/20	8:50-9:00am	Whiton Elementary School	Whiton Elementary School	WEA-2 WEA-3 WEA-4 WEA-5 WEA-7	WEA-8 WEA-9 WEA-10 WEA-15 WEA-17	WEA-20 WEA-21 WEA-24 WEA-25	D. Shober
10/8/20	8:50-9:00am	Whiton Elementary School	Whiton Elementary School	WEA-2 WEA-3 WEA-4 WEA-5 WEA-7	WEA-8 WEA-9 WEA-10 WEA-15 WEA-17	WEA-20 WEA-21 WEA-24 WEA-25	D. Shober

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

**IX. POLICY AND REGULATIONS**

- **Report** – Noah Horowitz

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

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
Policy 1649	Federal Families First Coronavirus (COVID-19) Response Act (M)	New
Policy 5111	Eligibility of Resident/Nonresident Students (M)	Revised
Regulation 5111	Eligibility of Resident/Nonresident Students (M)	Revised
Policy 5200	Attendance (M)	Revised
Regulation 5200	Attendance (M)	Replacement
Policy 5320	Immunization	Revised
Regulation 5320	Immunization	Revised
Policy 5610	Suspension (M)	Revised
Regulation 5610	Suspension Procedures (M)	Revised
Policy 5620	Expulsion (M)	Revised
Policy 8320	Personnel Records (M)	Revised
Regulation 8320	Personnel Records (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		Dates	Registration Fee	Hotel	Meals/ Exp.	Tolls/ Mileage	Total
New Jersey School Boards Association Virtual Workshop 2020	Jennifer Anderson Matthew Barbosa Vincent Carpentier Cathy Curcio Kristen Fabriczi Rebecca Gensel Noah Horowitz Terri Joyce Kristen Kries	Theresa Linskey Samad Mobley Tina Neely Olga Phelps Keerti Purohit Jonathan Sarles Danielle Shober Beth Stanton Charles Tuma	10/20/20- 10/22/20	\$900	N/A	N/A	N/A	\$900
	11-000-230-585-01-300							
Equity and Culturally Responsive Leadership Virtual	Kristen Kries 11-000-240-580-02-000-020		10/30/20	\$60	N/A	N/A	N/A	\$60

B. Approval of Tuition Payments to the Somerset County Vocational School for Full Time Students						
Location	Account Number	Number of Students	SY Tuition	SY Dates	Total	
Somerset County Vocational & Technical School Academy of Health and Medical Sciences Bridgewater, NJ	11-000-100-563-03-000-000	4	\$1,350 per student	9/1/20-6/30/21	\$5,400	
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	4	\$1,350 per student	9/1/20-6/30/21	\$5,400	
Somerset County Vocational & Technical School Alternative School (TOPS) Program Bridgewater, NJ	11-000-100-564-03-000-000	2	\$26,000 per student	9/1/20-6/30/21	\$52,000	

C. Approval of Tuition Payments to the Somerset County Vocational School for Shared Time Students						
Location	Account Number	Number of Students	SY Tuition	SY Dates	Total	
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	35	\$675 per student	9/1/20-6/30/21	\$23,625	
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-564-03-000-000	11	\$675 per student	9/1/20-6/30/21	\$7,425	

D. Approval of 2020-2021 ESY Out of District Program						
Program/Location	Account Number	Student ID #	ESY Tuition	ESY Dates	Total	
Rutgers University Behavioral Care Piscataway, NJ	11-000-100-562-03-105-000	6422361974	\$14,270	7/1/20-8/31/20	\$14,270	

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

**XI. HUMAN RESOURCES**

- **Report – Kristen Fabriczi**

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

<b>A. Approval of Substitutes</b>			
Name	Position	Rate	Dates
Emily Bennett	Substitute Teacher & Substitute Instructional Aide	\$95.00/\$83.33 per diem (subject to delivery of documents)	10/16/20-6/30/21
Elaine Cochran		\$95.00/\$83.33 per diem (subject to delivery of documents)	
Scott Evans		\$95.00/\$83.33 per diem (subject to delivery of documents)	
Carly Moor		\$95.00/\$83.33 per diem (subject to delivery of documents)	

<b>B. Approval of Leave</b>				
Employee #	Account Number	Type of Leave	Dates	Discussion
5274	11-000-240-105-01-343-090	Paid Sick Leave	10/19/20-12/14/20	Estimated date of return will be 12/15/20

<b>C. Approval of Maternity Leave</b>				
Employee #	Account Number	Type of Leave	Dates	Discussion
5748	11-000-219-104-01-165-340	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	3/10/21-4/19/21 4/20/21-6/18/21	Estimated date of return will be 9/1/21

<b>D. Approval of Status Change</b>					
Name	Account Number	Position	From	To	Effective Date
Brenda Ferriday	11-000-270-161-01-470	Bus Driver	Part-Time	Full-Time	10/19/20

<b>E. Approval of Additional Fall Teacher Academy Presenters</b>				
Name	Account Number	Position	Rate	Discussion
Lauren Amato	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	SmartNotebook 101
Lauren Bockus	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Google Suite for Educators
Lauren Bockus	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Technology Tips for Teachers
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 12 hours	Connecting with Students Online Book Study
Michelle Dooley	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Learn to Grow: A Diversity Book Club-Series 2
Devra Hobbs	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Smart Suite-Use What You Already Have
Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Navigating Digital Texts
Joe Larramendia	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Utilizing GoGuardian in a Hybrid Class-The Basics
Marissa McKenna	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Using Google Slides for Hybrid Instruction
Marissa McKenna	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Creating Class Community in the Hybrid Setting
Kate Mileto	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Learn to Grow: A Diversity Book Club- Series 2
Breanne Pratt	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Techy Tips & Tricks
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 6 hours	Using Go Guardian to Monitor Student Work
Danielle Puzzo	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours	Creating Class Community in the Hybrid Setting
Danielle Puzzo	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 1.5 hours	Using Google Slides for Hybrid Instruction

<b>F. Approval of Personnel</b>						
Name	Account Number	Position	Location	Salary/Rate	Dates	Discussion
Cynthia Palka (subject to delivery of documents)	11-000-251-100-01-529	Payroll Coordinator	BOE	\$30 per hour (not to exceed 15 hours per week)	10/19/20- 6/30/21	Replacing Patricia Rodgers

<b>G. Approval of Additional Title One Tutors</b>					
Name	Account	Location	Position	Rate	Dates
Danielle Cordaro	20-231-100-101-02-648	WES	Teacher	\$41 per hour (not to exceed \$2,542)	10/16/20-6/30/21
Isabella Russo	20-231-100-101-02-648	SBS	Substitute Teacher	\$41 per hour as needed (not to exceed \$2,542)	10/16/20-6/30/21

<b>H. Approval of Revision of Leave</b>				
Employee #	Account Number	From	To	Discussion
5329	11-215-100-106-01-059-090	FFCRA: 9/1/20-9/30/20 Paid Sick Leave: 10/1/20-11/30/20	FFCRA: 9/8/20-9/21/20 Paid Sick Leave: 9/22/20-11/18/20 FMLA: 11/19/20-11/30/20	Estimated date of return will be 12/1/20
5772	11-000-217-106-01-000-090	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-10/16/20	Accumulated Sick: 9/8/20-9/21/20 FFCRA: 9/22/20-12/8/20	Estimated date of return will be 12/9/20
5884	11-204-100-106-01-059-090	Accumulated Sick: 9/8/20-9/17/20 (AM) FFCRA: 9/17/20 (PM)-12/7/20	Accumulated Sick: 9/8/20-9/17/20 (AM) FFCRA: 9/17/20 (PM)-12/8/20	Estimated date of return will be 12/9/20

<b>I. Approval of Non-Athletic Stipends</b>				
Name	Account Number	Location	Position	Stipend (not to exceed)
Kristine DeNicolò	11-401-100-101-01-078-020	BCMS	Jazz Band	\$2,825
Brian Gornick	11-401-100-101-01-078-020	BCMS	Boys and Girls Ensemble	\$2,758
Devra Hobbs	11-401-100-101-01-078-020	BCMS	Newspaper	\$2,758
Nicole Kepner	11-401-100-101-01-078-020	BCMS	Drama Coach	\$2,866
Nicole Kepner	11-401-100-101-01-078-020	BCMS	Talent Show	\$662
Meghan Russo	11-401-100-101-01-078-020	BCMS	Art Club Advisor	\$770
Regina Santangelo	11-401-100-101-01-078-020	BCMS	Chamber Orchestra	2,825
Suzanne Updegrove	11-401-100-101-01-078-020	BCMS	Odyssey of the Mind	\$2,754
Suzanne Updegrove	11-401-100-101-01-078-020	BCMS	Teen Arts	\$1,763

**(ROLL CALL – ITEMS XI.A. through XII.I.)**

**XII. BUSINESS**

- **Report – Charlie Tuma**

**(ACTION) It is recommended that Items XII.A. through XII.E. 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 October 2, 2020 through October 15, 2020, totaling \$1,669,760.88.

**B. Secretary's Report**

The Report of the Secretary for September 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 September 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 2018-2019 fiscal year.

**C. Treasurer’s Report**

It is recommended that the Treasurer’s Report for the month of September 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 September 2020.

**E. Monthly Transfer Report**

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

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

**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**