

Branchburg Township School District

REGULAR MEETING MINUTES

September 23, 2021

Executive Session - 6:30 p.m.

Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 7:07 p.m.

The meeting was called to order at 7:07 p.m. by Board President, Theresa Joyce, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Vincent Carpentier, Cathy Curcio, Kristen Fabriczi, Theresa Joyce, Robert Maider, Olga Phelps, Keerti Purohit and Jonathan Sarles.

The following member was absent: Noah Horowitz.

Also present were: Superintendent of Schools Rebecca Gensel and Business Administrator/Board Secretary Kelly Morris.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to Executive Session at 7:07 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn Executive Session at 7:31 p.m.

On a motion by Mrs. Fabriczi, seconded by Mrs. Phelps, and carried unanimously, the Board agreed to reconvene to public session at 7:35 p.m. with 6 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Ms. Gensel offered condolences to the family of Jane Brown, a Branchburg Township school bus driver, who recently passed away.

Ms. Gensel read a farewell speech to the Board, and expressed her deepest thanks to the Board for the opportunity to serve as the district's Superintendent of Schools.

Mrs. Joyce gave a presentation sharing memories of Ms. Gensel's years in the district, and wished her well for her retirement.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Ms. Curcio, seconded by Mr. Maider that Item VIII.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item VIII.A. was approved by Roll Call, with Mrs. Fabriczi and Mrs. Purohit abstaining on Item VIII.A.

Mrs. Joyce said Gwen Thornton, New Jersey School Boards Association Representative, will be attending the next Board meeting to help the Board get started on the Superintendent Search process.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of September 9, 2021.

IX. POLICY

Motion by Ms. Curcio, seconded by Mrs. Phelps that Items IX.A. through IX.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items IX.A. through IX.B. were approved by Roll Call.

There was no Policy Committee report.

Ms. Gensel said each of the policies listed on the agenda have been reviewed by the appropriate committee to make sure it was written in accordance to what the district supports.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 1648.11	The Road Forward COVID-19 – Health and Safety (M)	New

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 2422	Comprehensive Health and Physical Education (M)	Revised
P 2467	Surrogate Parents and Resource Family Parents (M)	Revised
P 5111	Eligibility of Resident/Nonresident Students (M)	Revised
P 5116	Education of Homeless Children (M)	Revised
P 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	New
P 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M)	New
P 6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M)	New

B. Policy and Regulations First Reading (continued)		
Policy/Regulation	Title	
P 6311	Contracts for Goods or Services Funded by Federal Grants (M)	Revised
P 7432	Eye Protection (M)	Revised
R 7432	Eye Protection (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised
R 8420.1	Fire and Fire Drills (M)	Revised
P 8540	School Nutrition Program (M)	Revised
P 8550	Meal Charges/Outstanding Food Service Bills (M)	Revised

X. EDUCATION

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items X.A. through X.F. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.F. were unanimously approved by Roll Call.

Mrs. Phelps said the Education Committee met on September 21, 2021, and discussed the following:

- Evaluation system for non-certified staff;
- Mrs. Anderson, Director of Curriculum, gave an update on the Start Strong Assessment, which is the State assessment;
- Teacher work schedule and different options for the makeup of the September 1, 2021 professional development day that was cancelled due to the storm and power outages;
- Health Education policies;
- Request for ski club at Branchburg Central Middle School;
- Somerset County Emergency Management threat assessment review; and
- Mrs. Neely, Director of Student Services, gave an update on Special Education.

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
Rutgers Center for Literacy Development Series New Brunswick, NJ	Jennifer Anderson 11-000-223-580-02-144-999	11/16/21 12/7/21 1/20/22 2/24/22 4/5/22	\$750	N/A	N/A	N/A	\$750
Rutgers Center for Literacy Development Series New Brunswick, NJ	Kelly Boyle 11-000-223-580-02-144-999	11/16/21 12/7/21 1/20/22 2/24/22 4/5/22	\$750	N/A	N/A	N/A	\$750
Non-Certified Staff: Hiring, Evaluation, Discipline and Tenure Issues Virtual	Enea Brotzman 11-000-230-580-01-303	10/20/21	\$150	N/A	N/A	N/A	\$150
Rebuilding Agency, Accelerating Learning Recovery and Rethinking in Schools Virtual	Marie Cinque 11-000-223-580-02-144-999	9/29/21	\$35	N/A	N/A	N/A	\$35
Versatrans Tech Training Virtual	Elena McFarland 11-000-270-580-07-000	9/27/21 9/29/21 10/19/21 11/2/21	\$1,400	N/A	N/A	N/A	\$1,400
NJASBO Core Curriculum Robbinsville, NJ	Patricia Rodgers 11-000-251-580-01-585	12/18/21	\$70	N/A	N/A	N/A	\$70
IMSE Comprehensive Practicum Orton-Gillingham Training Virtual	Brienne Rodriguez 20-270-200-500-02-649	10/15/21	\$1,975	N/A	N/A	N/A	\$1,975

B. Approval of Field Trips			
Trip	Coordinator	Grade	Purpose
Jordan Doyle Farm Flemington, NJ	Lisa Quinn	Kindergarten	This trip ties together kindergarten science and social studies curriculum by students learning about what plants and animals need to survive and how they can change the environment to meet their needs.
White Oak Park Branchburg, NJ	Emily Williams	K-5 Life Skills Students	Students will learn crosswalk and playground safety as well as what to do when approached by a stranger. Students will interact socially with students of different age groups.
Liberty Science Center Jersey City, NJ	John Gottshalk	4	Trip to supplement the science curriculum with the opportunity to explore concepts taught in school.
Waterloo Village Stanhope, NJ	John Gottshalk	4	The Lenape Village and Canal Town will show living history directly connected to curriculum.
Trenton Statehouse Trenton, NJ	John Gottshalk	4	Students will visit the Statehouse, Old Barracks Museum and NJ State Museum. The three sites tie into our social studies curriculum.
Readington Reformed Churchyard Readington, NJ	Suzanne Updegrave	7 GATE	Trip supports the GATE 7 class theme of individuality allowing students to access primary source artifacts about individuals that will illustrate, identify and inspire them for a creative writing project.

C. Approval of Service Projects/Fundraisers				
School	Group	Event Coordinators	Dates	Purpose
WES	1 st Grade	Colleen Repoli	10/1/21-10/29/21	Socktober is a program started by Kid President to provide homeless people with socks during the cold months. All donations will be sent to SHIP in Somerville.
BCMS	Student Council	Wendy Michels	9/28/21-10/8/21	The Student Council would like to collect items that are needed for Somerville SHIP whose headquarters were severely damaged during hurricane Ida. In addition, they would like to sell custom BCMS lanyards for students to carry their lunch ID in. Proceeds will be split between SHIP and the Student Council to fund future events.

D. Approval of Additional Student for Vendor				
Vendor	Student ID #	Cost	Dates	Total Cost
State of New Jersey Commission for the Blind and Visually Impaired	8308808512	\$2,200	9/1/21-6/30/22	\$2,200 (not to exceed)

E. Approval of Revision of Nursing Services for Out of District Students for 2021-2022 School Year							
Service Name	Account Number	From		To		Dates	Discussion
		Student ID #	Rate Per Hour	Student ID #	Rate Per Hour		
Bayada Home Health Care Somerset, NJ	11-000-219- 320-03-181-340	7737812861	\$45.50 LPN \$55.50 RN	7737812861 9307544131	\$73.00 RN	7/1/21- 6/30/22	Not to exceed 6 hours daily. One nurse to care for 2 students.

F. Approval of Related Services for 2021-2022 SY/ESY					
Program/Location	Account Number	Student ID #	Cost	Dates	Discussion
Morris Union Jointure New Providence, NJ	11-000-100-562-03-105-000	6457474387	\$27,495 (not to exceed)	6/23/21- 6/9/22	Speech/Language Services \$305 per hour Occupational Therapy Services \$255 per hour

XI. HUMAN RESOURCES

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items XI.A. through XI.I., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.I., were unanimously approved by Roll Call.

There was no Human Resources Committee report.

A. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5533	11-213-100-101-01-057-090	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	2/21/22-3/28/22 3/29/22, 3/30/22, 3/31/22 4/1/22-6/17/22	Estimated date of return will be 9/1/22
5745	11-130-100-101-01-021-020	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA Unpaid Leave of Absence	1/3/22-1/26/22 1/27/22, 1/28/22, 1/31/22 2/1/22-5/4/22 5/5/22-5/26/22	Estimated date of return will be 5/31/22

B. Approval of Revision of Maternity Leave			
Employee #	From	To	Discussion
5676	Paid Maternity/Disability Leave of Absence: 8/10/21-10/5/21 Vacation/Personal Days: 10/6/21-11/16/21 NJ Family Leave Act/FMLA: 11/17/21-9/7/22	Paid Maternity/Disability Leave of Absence: 8/11/21-10/11/21 Vacation/Personal Days: 10/12/21-12/1/21 NJ Family Leave Act/FMLA: 12/2/21-8/29/22	Intermittent leave from 2/1/22-8/29/22

C. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Jaclyn Furnari	11-421-200-101-01-330	Guided Study	\$41 per hour (not to exceed 215 hours total)	9/24/21-6/30/22

D. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4974	11-130-100-101-01-021-020	Paid Sick Leave	10/7/21-11/8/21	Estimated date of return is 11/9/21
5748	11-000-219-104-01-165-341	Unpaid Leave	10/1/21-6/30/22	Estimated date of return is 9/1/22
4799	11-120-100-101-01-012-060	Paid Sick Leave	9/20/21-10/29/21	Estimated date of return is 11/1/21

E. Approval of Extended Day Counseling					
SID #	Name	Position	Account	Hourly Rate	Dates
5515987411 9986064496	Margaret Ryan	LCSW	11-000-218-104-01-141-020	\$66.75 per hour (not to exceed 2 hours total)	9/1/21-9/30/21

F. Approval of Title IV Clubs					
Name	Account	Location	Club	Dates	Rate
Cory Hanna	20-280-100-101-02-659	WES	Sports Club - Fall	9/1/21-6/30/22	\$41 per hour (not to exceed 20 hours)
Joseph Larramendia	20-280-100-101-02-659	WES	Bits Box Coding Club	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
John Gottshalk	20-280-100-101-02-659	SBS	Geography Club Session 1	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
John Gottshalk	20-280-100-101-02-659	SBS	Geography Club Session 2	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
Ludmila Battista	20-280-100-101-02-659	SBS	Animal Scrapbooking	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)

F. Approval of Title IV Clubs (continued)					
Name	Account	Location	Club	Dates	Rate
Colleen Nejme	20-280-100-101-02-659	SBS	DIY-Upcycled Crafts & Jewelry	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
Samantha Hoag	20-280-100-101-02-659	SBS	Focus on Printmaking Art Club	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
Sarah Debraski Candace Sharrow	20-280-100-101-02-659	SBS	Need to Read 1	9/1/21-6/30/22	\$41 per hour (shared - not to exceed 10 hours)
Sarah Debraski Candace Sharrow	20-280-100-101-02-659	SBS	Need to Read 2	9/1/21-6/30/22	\$41 per hour (shared - not to exceed 10 hours)
Sarah Debraski Candace Sharrow	20-280-100-101-02-659	SBS	Need to Read 3	9/1/21-6/30/22	\$41 per hour (shared - not to exceed 10 hours)
Matthew Zimmerman	20-280-100-101-02-659	SBS	Meditation & Digital Design	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
Madison Hill	20-280-100-101-02-659	SBS	Passport Club	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)
Kristen Perrine	20-280-100-101-02-659	SBS	Crazy 8s Math Club	9/1/21-6/30/22	\$41 per hour (not to exceed 20 hours)
Nicole Orzel	20-280-100-101-02-659	SBS	Gratitude Club	9/1/21-6/30/22	\$41 per hour (not to exceed 10 hours)

G. Approval of Non-Athletic Stipend			
Name	Account	Position	Stipend
Nicole Orzel	11-401-100-101-01-078-060	Assistant Drama Coach - SBS	\$1,104

H. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Kelly Morris	11-000-251-100-01-528	School Business Administrator/Board Secretary	BOE	11/12/21

I. Approval of Substitute			
Name	Position	Rate	Dates
Alyssa Riva	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	9/24/21-6/30/22

XII. BUSINESS

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items XII.A. through XII.H. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.H. were approved by Roll Call.

Mr. Carpentier said the Business Committee met on September 16, 2021, and discussed the following:

- Stony Brook School HVAC project is on schedule for completion; and
- Additional ESSER funds were announced.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 10, 2021 through September 23, 2021, totaling \$2,331,796.02, and ratify the Payroll for the period September 1, 2021 through September 15, 2021, totaling \$1,003,478.83.

B. Secretary's Report

The Report of the Secretary for August 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 August 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 2021-2022 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of August 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 August 2021.

E. Monthly Transfer Report

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

F. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Montgomery Board of Education authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school districts for the period October 27, 2021 to June 30, 2022 at a cost of \$8,112.91 with terms and conditions set forth therein.

G. Approval of Resolution Authorizing the Disposal of Technology Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of Technology equipment through GovDeals.

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

WHEREAS, the Board of Education is desirous of selling said Technology 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 Technology equipment to be sold is as follows:
 - 200 Acer Chromebooks
 - 150 Dell Chromebooks
- (5) The Technology 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. Acceptance of Additional Fiscal Year 2022 ARP-ESSER Funds

It is recommended that the Board approve the submission of the Fiscal Year 2022 ARP-ESSER Application to the New Jersey Department of Education, and to accept the following additional funds when it has been reviewed and approved:

Educator Coaching and Support	\$157,698
Evidence Based Summer Learning and Enrichment	\$ 40,000
Evidence Based Beyond the School Day	\$ 40,000
Mental Health Support	\$ 45,000

XIII. PUBLIC COMMENT

RandiLee Childers, Branchburg Township Education Association President, thanked Ms. Gensel for her time in the district, her tremendous commitment and her unwavering dedication to the Branchburg Township School District.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi said the Somerville Board of Education met on September 14, 2021, where the following was discussed:

- Board President, William Kimmick, spoke about the challenges Somerville experienced after the flooding from Ida;
- New staff was introduced;
- New procedures in each building was discussed;
- Contact tracing procedures;
- September 1st ARC training professional development;
- The district started using LinkIt;
- Curriculum Committee talked about their new four year professional development plan;
- New LED lights in the hallways and gym at Somerville High School;
- Replaced the ramp at MAPS entrance;
- Track work is moving forward;
- Homecoming game is on October 1, 2021; and
- Marching Band home show is on October 9, 2021.

Ms. Gensel said the Branchburg PTO was very instrumental in helping the families who were impacted by Ida.

Mr. Sarles said Somerset County Educational Services Commission updated their return to school plan.

Ms. Gensel said the Emergency Management team met on September 16, 2021, and discussed the following:

- They reviewed the first few sections of the district's emergency management plan with the Branchburg Police Department;
- They are scheduled to meet again in October; and
- The district is going to ask the Police Department and the Somerset County Prosecutor's Office to come in and walk the buildings to do a threat assessment.

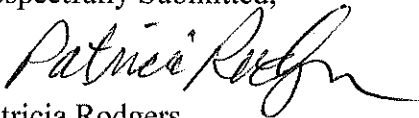
XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 8:04 p.m.

Respectfully Submitted,



Patricia Rodgers
Assistant School Business Administrator