

**Branchburg Township School District  
REGULAR ACTION MEETING**

**February 8, 2024**

**Board of Education Conference Room**

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

**Public Meeting – 7:30 p.m.**

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**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”*

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**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 Artists
  - Madison Markey - Kindergarten - Teacher, Mr. Boehm
  - Zoey Dewe - 1st Grade - Teacher, Mr. Boehm
  - Thomas Heteji - 2nd Grade - Teacher, Mr. Boehm
  - Thor Majors - 3rd Grade - Teacher, Mr. Boehm
  - Yosi Almagor - 3rd Grade - Teacher, Mr. Boehm
  - Ava Guirguis - 3rd Grade - Teacher, Mr. Boehm
  - Christian Grande - 4th Grade - Teacher, Mrs. Rueger
  - Kai Herman - 4th Grade - Teacher, Mrs. Rueger
  - Ava Jaskewicz - 4th Grade - Teacher, Mrs. Rueger
  - Olivia Asimoglou- 5th Grade - Teacher, Mrs. Rueger
  - Alexis Kotrba-Fodera - 5th Grade - Teacher, Mrs. Rueger
  - Caleb Uchitel Crow - 5th Grade - Teacher, Mrs. Rueger
  - Annie Gamarello - 6th Grade - Teacher, Ms. Russo
  - Lyric Peterson - 6th Grade - Teacher, Ms. Russo
  - Quinn Kassick - 7th Grade - Teacher, Ms. Russo
  - Shivali Betala - 8th Grade - Teacher, Ms. Russo
  - Trisha Iyer - 8th Grade - Teacher, Ms. Russo
  - Isabel Piotrowski - 8th Grade - Teacher, Ms. Russo
  
- Student Safety Data Report

**VII. PUBLIC COMMENT – Agenda Items Only**

The Board of Education recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every board meeting. Individuals wishing to speak must state their name and place of residence. Comments are limited to three minutes per person for a total of 30 minutes. 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. All statements shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

**VIII. GOVERNANCE**

- **Report – Vince Carpentier**

**(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 18, 2024.

**B. Approval of Revised 2023-2024 School District Calendar**

It is recommended that the Board approve the Revised School District Calendar.

**C. Approval of Harassment, Intimidation or Bullying (HIB) Investigative Report**

It is recommended that the Board approve the Harassment, Intimidation or Bullying Investigative Report for the period of January 18, 2024 through February 8, 2024, pursuant to N.J.S.A. 18A:37-1 et seq.

**D. Approval of Harassment, Intimidation or Bullying (HIB) Findings Report**

It is recommended that the Board approve the determination made by the Superintendent regarding the HIB Investigations reported by the Superintendent at the Board’s January 18, 2024 Meeting, which encompasses all HIB findings from January 2, 2024 through January 18, 2024. [Attachment 1](#)

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

**IX. POLICY**

- **Report – Puja Desai**

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

A. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 5460	Eighth Grade Graduation	Abolished

**(ROLL CALL – ITEM IX.A.)**

**X. CURRICULUM AND INSTRUCTION**

- **Report – Bob Maider**

**(ACTION) It is recommended that Items X.A. through X.H. 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
AMTNJ Spring Conference Piscataway, NJ	Danielle Puzzo 20-488-200-500-02-00	3/15/24	\$215.00	0	0	0	\$215.00
AMTNJ Spring Conference Piscataway, NJ	Aleksandr Tylin 20-488-200-500-02-00	3/15/24	\$215.00	0	0	0	\$215.00
A Practical Approach to Management and Discipline Virtual	Alyssa Riva 20-488-200-500-02-00	3/18/24	\$159.00	0	0	0	\$159.00
A Practical Approach to Management and Discipline Virtual	Samantha Turner 20-488-200-500-02-00	5/7/24	\$159.00	0	0	0	\$159.00
English Language Learners Conference Virtual	Victoria Avila 20-488-200-500-02-00	3/6/24- 3/7/24	\$545.00	0	0	0	\$545.00

English Language Learners Conference Virtual	Tiffany Stulack Polak 20-488-200-500-02-00	3/6/24- 3/7/24	\$545.00	0	0	0	\$545.00
Tap the Full Power of a Writing Workshop Virtual	Victoria Avila 20-488-200-500-02-00	3/15/24	\$150.00	0	0	0	\$150.00
Tap the Full Power of a Writing Workshop Virtual	Tiffany Stulack Polak 20-488-200-500-02-00	3/15/24	\$150.00	0	0	0	\$150.00
Transforming Your Classroom/School with AI Piscataway, NJ	Joseph Larramendia 20-488-200-500-02-00	2/21/24	\$100.00	0	0	\$5.73	105.73
Transforming Your Classroom/School with AI Piscataway, NJ	Danielle Puglisi 20-488-200-500-02-00	2/21/24	\$100.00	0	0	0	\$100.00
Linkit! Spring User Group North Plainfield, NJ	Jennifer Anderson 20-270-200-500-02-649	3/8/24	0	0	0	\$4.42	\$4.42
Linkit! Spring User Group North Plainfield, NJ	Erica Landesberg N/A	3/8/24	0	0	0	0	0
Linkit! Spring User Group North Plainfield, NJ	Danielle Puglisi 20-270-200-500-02-649	3/8/24	0	0	0	\$15.04	\$15.04
Linkit! Spring User Group North Plainfield, NJ	Catherine Rello N/A	3/8/24	0	0	0	0	0
Linkit! Spring User Group North Plainfield, NJ	Beth Stanton N/A	3/8/24	0	0	0	0	0
I&RS to MTSS - Implementing MTSS to Meet NJ I&RS Virtual	Jennifer Anderson 20-270-200-500-02-649	3/12/24	\$75.00	0	0	0	\$75.00
I&RS to MTSS - Implementing MTSS to Meet NJ I&RS Virtual	Erica Landesberg 20-270-200-500-02-649	3/12/24	\$75.00	0	0	0	\$75.00
I&RS to MTSS - Implementing MTSS to Meet NJ I&RS Virtual	Michelle Nash 20-270-200-500-02-649	3/12/24	\$75.00	0	0	0	\$75.00
I&RS to MTSS - Implementing MTSS to Meet NJ I&RS Virtual	Beth Stanton 20-270-200-500-02-649	3/12/24	\$75.00	0	0	0	\$75.00
Improve ELL Students Learning Virtual	Victoria Avila 20-488-200-500-02-00	4/10/24	\$279.00	0	0	0	\$279.00
Helping English Learners Exit your ELL Program Virtual	Victoria Avila 20-488-200-500-02-00	5/14/24	\$279.00	0	0	0	\$279.00
Nurturing a Class of Avid Readers Virtual	Kelly Boyle 20-488-200-500-02-00	3/25/24	\$150.00	0	0	0	\$150.00
Meeting Character & Learning Lessons Virtual	Kelly Boyle 20-488-200-500-02-00	3/26/24	\$150.00	0	0	0	\$150.00

50 Best Strategies for Teaching English/Language Arts Virtual	Kristen Cardona 20-488-200-500-02-00	3/19/24	\$279.00	0	0	0	\$279.00
Shifting the Balance: Balanced Literacy New Brunswick, NJ	Kristen Cardona 20-488-200-500-02-00	4/17/24	\$180.00	0	0	0	\$180.00
The Witches of Salem 1692 Ewing, NJ	Stephanie Formus 20-488-200-500-02-00	2/29/24	\$270.00	0	0	0	\$270.00
Powerful, Practical Strategies for Working with/ "I Don't Care" Students Virtual	Michele Jordan 20-488-200-500-02-00	4/25/24	\$279.00	0	0	0	\$279.00
School Climate and Anti-Bullying Conference Atlantic City, NJ	Caroline Och 20-270-200-500-02-649	5/21/24	\$249.00	0	0	\$54.56	\$303.56
Guided Math: Differentiate Your Math Instruction Virtual	Catherine Rello 20-488-200-500-02-00	3/18/24	\$279.00	0	0	0	\$279.00
Practical Applications of the Science of Reading Virtual	Amanda Roper 20-488-200-500-02-00	4/12/24	\$279.00	0	0	0	\$279.00
Human Resources Requirements, Best Practices & the Law Virtual	Enea Yard 11-000-230-580-01-303	4/18/24	\$40.00	0	0	0	\$40.00

### B Approval of Service Agreement

Vendor	Account Number	Rate	Dates	Discussion
K&M Literacy, LLC West Hartford, CT	20-488-200-500-02-00	\$5,000 (not to exceed)	2/2024- 6/2024	District wide professional learning and consultation. 5 visits

### C. Approval of Service Project

School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Nicole Kepner	March 2024	The Student Council will work with United Way to collect school supplies that will be donated to a local partner school in need of supplies.

### D. Approval of Additional Well-Being Camp Outside Presenters

Vendor	Account Number	Cost	Dates	Discussion
Helga Nashed Yoga for Well-Being	11-000-223-320-02225-999	\$195 (not to exceed)	2/16/24	Resilient Nervous System
Creature Comfort Pet Therapy	11-000-223-320-02225-999	\$50 (not to exceed)	2/16/24	Therapy Dogs

<b>E. Approval of Revision of Well-Being Camp Outside Presenters</b>					
Vendor	Account Number		Cost	Dates	Discussion
	From:	To:			
Dr. BB Beba	20-270-200-500-02-649	11-000-223-320-02225-999	\$300 (not to exceed)	2/16/24	Functional Nutrition
Maryann DeSapio	20-270-200-500-02-649	11-000-223-320-02225-999	\$300 (not to exceed)	2/16/24	QiGong
Cindee Straube	20-270-200-500-02-649	11-000-223-320-02225-999	\$500 (not to exceed)	2/16/24	Words of Gratitude

<b>F. Approval of Acceptance of Grant Funds</b>					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Hallway Sensory Paths	Dee Shober	WES	1332	\$2,050

<b>G. Approval of 2023-2024 One to One Instructional Assistants</b>					
Vendor	Account	Student ID #	Cost	Dates	Discussion
Somerville Board of Education	11-000-100-562-03-105-000	9172033606	\$48,128.00	9/6/23-6/30/24	One to One Instructional Assistant for Somerville High School Student
Somerville Board of Education	11-000-100-562-03-105-000	8379002949	\$30,225.15	12/8/23-6/30/24	One to One Instructional Assistant for Somerville High School Student
Somerville Board of Education	11-000-100-562-03-105-000	9676224959	\$38,778.00	9/6/23-6/30/24	One to One Instructional Assistant for Somerville High School Student

<b>H. Approval of Contracted Service</b>				
Vendor	Account Number	Student ID #	Amount	Discussion
Adam Krass Consulting Rutherford, NJ	11-000-219-320-03-181-340	3165361129	\$1,960 (not to exceed)	Evaluation and training

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

**XI. PERSONNEL**

- Report – Charlie Tuma

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

A. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Gabriella Luzi	11-213-100-106-01-057-060	Instructional Aide	SBS	1/22/24
John Marsigliano	11-213-100-106-01-057-060	Instructional Aide	SBS	2/16/24

B. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
6125	11-110-100-101-01-001-090	Paid Sick Leave Personal Days Unpaid Leave FMLA/NJFLA	5/6/24-6/17/24(AM) 6/17/24 (PM) 6/18/24 9/1/24-11/1/24	Estimated date of return is 11/4/24
6126	11-120-100-101-01-012-090	Paid Sick Leave	3/25/24-4/12/24	Estimated date of return is 4/15/24
6063	11-000-270-160-01-462	Paid Sick Leave	1/22/24-2/16/24	Estimated date of return is 2/19/24

C. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Cathleen Ciarelli (subject to delivery of documents)	11-213-100-101-01-057-090	Maternity Leave Replacement Special Education Teacher (no tenure accrual)	WES	1/BA	\$61,329.00 (prorated)	2/6/24- 11/12/24	Leave replacement for employee #5596
Lisa Crowe (subject to delivery of documents)	11-110-100-101-01-001-090	Maternity Leave Replacement Kindergarten Teacher (no tenure accrual)	WES	1/BA	\$61,329.00 (prorated)	3/7/24- 6/18/24	Leave replacement for Employee #6040
Christina Coste (subject to delivery of documents)	11-213-100-106-01-057-090	Instructional Aide	WES	10/NA	\$24,547.25 (prorated)	2/12/24- 6/30/24	New Position
Amy Williams (subject to delivery of documents)	11-215-100-106-01-059-090	Instructional Aide	WES	10/NA	\$24,547.25 (prorated)	3/4/24- 6/30/24	New Position

D. Approval of Revision of Leave				
Employee #	Account Number	From	To	Discussion
5745	11-130-100-101-01-021-020	Paid Sick Leave: 4/29/24-5/13/24 (AM) Personal Days: 5/13/24 (PM)-5/15/24 (AM) FMLA/NJFLA: 5/15/24 (PM) - 10/24/24 Unpaid Leave: 10/25/24-12/23/24	Paid Sick Leave: 4/29/24-5/13/24 (AM) Personal Days: 5/13/24 (PM)-5/15/24 (AM) FMLA/NJFLA: 5/15/24 (PM) - 10/24/24 Unpaid Leave: 10/25/24-3/31/25	Estimated date of return is 4/1/25
4588	11-000-217-106-01-000-020	Paid Sick Leave: 1/12/24-1/29/24	1/12/24-2/2/24	Estimated date of return is 2/5/24
5596	11-213-100-101-01-057-090	Paid Sick Leave: 4/8/24-6/5/24 Personal Days:6/6/24, 6/7/24, 6/10/24 FMLA/NJFLA:6/11/24-11/12/24	Paid Sick Leave: 2/5/24-4/5/24 (AM) Unpaid Leave: 4/5/24 (PM) Paid Sick Leave: 4/8/24-6/3/24 Personal Days:6/4/24, 6/5/24, 6/6/24 FMLA/NJFLA:6/7/24-11/12/24	Estimated date of return is 11/12/24



<b>E. Approval of Additional Well-Being Camp In-House Presenters</b>					
Name	Account Number	Position	Rate	Date	Discussion
Christopher Boehm	20-270-200-500-02-649	Teacher	\$41 per hour (not to exceed 2 hours)	2/16/24	Coloring with Chris
Stephanie Formus	20-270-200-500-02-649	Teacher	\$41 per hour (not to exceed 2 hours)	2/16/24	Pet Therapy
Catie Rello	20-270-200-500-02-649	Teacher	\$41 per hour (not to exceed 2 hours)	2/16/24	Popcorn and a Podcast

<b>F. Approval of Revision of Extra Duty Pay</b>				
Position	Account Number	From	To	Rate
Winter Dance Chaperones	11-401-100-101-01-078-020	Brian Bodnar Cassandra DeVita Keith LaBadie Alyssa Riva Randi Venturini  Date: 1/26/24	Cassandra DeVita Jaclyn Furnari Keith LaBadie Carly Moor Randi Venturini  Date: 2/9/24	\$41 per hour (not to exceed 3 hours each)

<b>G. Approval of Revision of Guided Study</b>				
Name	Position	From	To	Dates
Nathan Fehnel Zachariah Miracle Sonia Pereira	Guided Study	\$41 per hour (not to exceed \$5,000 total) 20-490-100-100-01-000	\$41 per hour (not to exceed \$7,378 total) 20-490-100-100-01-000 20-489-100-100-02-000	9/8/23- 6/30/24

<b>H. Approval of Revision of Mentoring</b>					
Mentee	Mentor	Fee	From	To	Discussion
Katie Ollis	Melissa Fitzgibbon	\$550 (prorated)	3/29/24-6/30/24	2/5/24-6/30/24	Fee to be paid by mentee via payroll deduction

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

**XII. FINANCE AND FACILITIES**

- **Report – Terri Joyce**

**(ACTION) It is recommended that Items XII.A. through XII.I. 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 15, 2024 through January 31, 2024, totaling \$1,033,068.75, and for the period January 19, 2024 through February 8, 2024, totaling \$2,480,684.08, and ratify the Payroll for the period January 1, 2024 through January 12, 2024, totaling \$978,765.22, and ratify the

Payroll for the period January 16, 2024 through January 31, 2024, totaling \$973,809.17.

**B. Secretary's Report**

The Report of the Secretary for December 2023 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Sally Dolan, 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 2023 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 2023-2024 fiscal year.

**C. Treasurer's Report**

It is recommended that the Treasurer's Report be accepted and filed for the month of December 2023.

**D. Line Item Transfers**

It is recommended that the Board accept the list of Line Item Transfers for the month of December 2023.

**E. Monthly Transfer Report**

It is recommended that the Board approve the Monthly Transfer Report for the month of December 2023.

**F. Approval of Donation from the Meghan Rose Bradley Foundation**

It is recommended that the Board approve acceptance of a donation of educational resources from the Meghan Rose Bradley Foundation, with thanks for their generosity to the students of the Branchburg Township School District.

**G. Approval of Contract for School Physicians**

It is recommended that the Board approve a contract with the Hunterdon Family Medicine at Bridgewater in the amount of \$5,500 for the 2024-2025 school year with funding to be paid through account #11-000-213-330-01-129, and sufficient funds are available in the 2024-2025 budget.

**H. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves the School Business Administrator to issue payment of bills for February 8, 2024 through February 29, 2024 prior to the next regularly scheduled meeting of February 29, 2024, and with

the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the February 29, 2024 meeting for ratification.

#### **I. Approval of Transportation Jointure with Bound Brook School District**

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Bound Brook School District for the following 2023-2024 routes:

<b>Host</b>	<b>Service</b>	<b>Cost to Bound Brook</b>
<b>Branchburg Township Board of Education</b>	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (Driver & 54 Passenger Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (Driver & 54 Passenger Bus)
	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (Driver & 24 Passenger Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (Driver & 24 Passenger Bus)

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

#### **XIII. PUBLIC COMMENT**

#### **XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Bindu Shah
Somerset County Educational Services Commission	Vince Carpentier
N.J.S.B.A./S.C.S.B.A Representative	Vince Carpentier
Branchburg Township Liaison	Terri Joyce
Branchburg Education Foundation	Puja Desai
Branchburg SEPAG - Special Education Parents Advisory Group	Terri Joyce

#### **XV. EXECUTIVE SESSION**

#### **XVI. ADJOURNMENT**