

Branchburg Township School District
REGULAR MEETING MINUTES

August 3, 2023

Executive Session – 6:30 p.m.

Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Mrs. Noto, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 6:31 p.m.

The meeting was called to order at 6:31 p.m. by Board President, Vincent Carpentier, 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, Puja Desai, David Dugan, Kristen Fabriczi, Theresa Joyce (arrived 7:00 p.m.), Robert Mairer, Carmela Noto, Bindu Shah (arrived 6:36 p.m.) and Charles Tuma.

The following members were absent: None.

Also present were: Superintendent of Schools Dr. Karen Chase and Business Administrator/Board Secretary Sally Dolan.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Noto, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to Executive Session at 6:31 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mrs. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn Executive Session at 7:14 p.m.

On a motion by Mrs. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to reconvene to public session at 7:30 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase spoke about the following:

- ESY (Extended School Year) and Enrichment Programs will be wrapping up next week;
- New staff orientation will be held on August 14th, 15th and 16th, 2023;
- Branchburg Central Middle School roof replacement remains on track;
- The parking lot paving project at Branchburg Central Middle School will take place as soon as the roofing project is completed;
- The new curtain at Whiton Elementary School was installed; and
- Dr. Chase recognized the Custodians and Maintenance teams for taking care of our schools, and making them top-notch for the students when they return to school.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Shah, seconded by Mr. Tuma that Items VIII.A. and VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. and VIII.B. were unanimously approved by Roll Call, with Mrs. Desai, Mrs. Shah and Mrs. Joyce abstaining on Item VIII.A.

There was no Governance Committee report.

Mrs. Joyce said there were no changes to the Board Goals, which will be approved at tonight's Board meeting.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting of July 13, 2023.

B. Adoption of 2023-2024 Branchburg Board of Education Goals

It is recommended that the Board adopt the 2023-2024 Board Goals.

IX. POLICY

Motion by Mrs. Shah, seconded by Mr. Tuma that Items IX.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item IX.A. was unanimously approved by Roll Call.

Mr. Dugan said the Policy Committee met last week, and discussed the policy listed on the agenda, which is State mandated.

A. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 2419	School Threat Assessment Teams (M)	New

X. EDUCATION

Motion by Mrs. Shah, seconded by Mr. Tuma that Items X.A. through X.C. be moved upon the recommendation of the Superintendent.

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

There was no Education Committee report.
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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
AENJ Fall Conference New Brunswick, NJ	Christopher Boehm 20-270-200-500-02-649	10/29/23- 10/31/23	\$175.00	\$358.00	\$30.00	\$8.70	\$571.70
AENJ Fall Conference New Brunswick, NJ	Meghan Russo 20-270-200-500-02-649	10/30/23- 10/31/23	\$275.00	N/A	N/A	\$28.58	\$303.58
Exploring the Newly Published Unit on Sharing Reading Virtual	Kelly Boyle 20-488-200-500-02-000	9/27/23	\$150.00	N/A	N/A	N/A	\$150.00
Exploring Ways to Build Links Virtual	Kelly Boyle 20-488-200-500-02-000	10/11/23	\$150.00	N/A	N/A	N/A	\$150.00
Dr. Nikki's Math Academy Virtual	Danielle Puzzo 20-488-200-500-02-00	8/18/23- 5/10/24	\$350.00	N/A	N/A	N/A	\$350.00

B Approval of Service Agreement

Vendor	Account Number	Rate	Dates	Discussion
Together We Thrive, LLC Wayne, NJ	20-488-200-500-02-000	\$1,800 per day (not to exceed \$9,000)	8/4/23- 6/30/24	District wide professional development.

C. Approval of ESY 2023-2024 Out of District Programs

Program/Location	Account Number	Student ID#	Tuition	Extra Services	Dates	Total Cost
Mercer County Special Services School District Hamilton, NJ	11-000-100-562-03-105-000	9925443611	\$8,625.00	\$5,000.00	7/10/23- 8/11/23	\$13,625.00
New Road School Somerset, NJ	11-000-100-566-03-109-000	133874258	\$11,842.20	N/A	7/5/23- 8/11/23	\$11,842.20

8/3/2023

XI. HUMAN RESOURCES

Motion by Mrs. Shah, seconded by Mr. Tuma that Items XI.A. through XI.N., be moved upon the recommendation of the Superintendent.

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

Mr. Tuma spoke about the following:

- The four new hires listed on the agenda; and
- The substitute hiring event being held on August 8, 2023.

Mrs. Joyce recognized the resignation of Wendy Michels, and wish her all the best in her new position.

A. Approval of Teacher/Educational Specialist Evaluation Model

It is recommended that the Board approve the Stronge and Associates Teacher/Educational Specialist Performance Evaluation System as per the ACHIEVENJ mandate for the 2023-2024 school year.

B. Approval of Principal/District Leader Evaluation Model

It is recommended that the Board approve the Stronge and Associates Principal/District Leader Performance Evaluation System as per the ACHIEVENJ mandate for the 2023-2024 school year.

C. Approval of Statement of Assurance

It is recommended that the Board approve the submission of the Statement of Assurance for the 2023-2024 School District Professional Development Plan and Mentoring Plan.

D. Approval of 2023-2024 Substitutes			
Name	Position	Rate	Dates
Jessica Almagor (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Alexis Grabell (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Cathy Hons (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Preeti Jha (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Kenneth Kurtulik (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Marie Suzanne Marquart (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Rainer Rogers (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Victoria Roseto (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24

E. Approval of Additional Staff for ESY IEP Meetings				
Name	Account Number	Location	Rate	Dates
Stephanie Formus	11-213-100-101-03-078-600	WES	Total amount not to exceed \$2,000	7/5/23-8/31/23

F. Approval of Revision of ESY Aide				
Name	Account	Position	From	To
Evan Obenauer	11-213-100-106-03-078-600	ESY Aide	\$17.84 (not to exceed 66 hours)	\$17.84 (not to exceed 96 hours)

G. Approval of BCBA for ESY				
Name	Account	Position	Rate of Pay	Date
Lauren Ross	11-000-219-104-03-087-340	BCBA	\$58.28 per hour (not to exceed 3 hours)	7/31/23

H. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Wendy Michels	11-000-222-101-01-252-020	Library Media Specialist	BCMS	9/15/23 or sooner
Wendy Michels	11-401-100-101-01-078-020	Student Council Advisor Cross Country Girls Coach Dance Team Softball Coach	BCMS	8/3/23

I. Approval of Extra Duty Pay						
Name	Name	Name	Account Number	Position	Rate	Discussion
Lauren Amato Kelly Boyle Kristen Cardona Meghan Castellano Nicole Kepner Lauren Knoke Heather Lilly	Nina Manger Dulcinea Merton Katherine Miletto Colleen Nejme Jennilyn Nelson Melissa Omelio Danielle Puglisi	Danielle Puzzo Catie Rello Amanda Roper Margaret Ryan Erica Viel-Desimone Lori Zelnick	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours each)	New Hire Orientation

J. Approval of Revision of Summer Teacher Academy Course					
Name	Account Number	Rate	From	To	Dates
Danielle Puglisi	11-000-223-104-02-210-999	\$41 per hour not to exceed 9 hours	ChatGPT	Climate Change for All	8/1/23-8/31/23

K. Approval of Summer Teacher Academy Presenter				
Name	Account Number	Rate	Dates	Discussion
Danielle Puglisi	11-000-223-104-02-210-999	\$41 per hour not to exceed 6 hours	8/1/23- 8/31/23	Introduction to ALEKS - For New Teachers Grades 4-8

L. Approval of Part-Time Summer Maintenance Worker				
Name	Account	Position	Rate	Dates
Fletcher Rodgers	11-000-261-110-01-397	Part-Time Summer Maintenance Worker	\$15 per hour	7/25/23-9/1/23

M. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Joseph Amatelli (subject to delivery of documents)	11-000-262-110-01-366	Custodian	SBS	6/NA	\$44,646.20 (salary includes black seal stipend)	8/9/23-6/30/24	Replacing Robert Dallas
Stefan Fink (subject to delivery of documents)	11-213-100-101-01-057-020	Special Education Teacher	BCMS	4/182	\$69,025.00	9/1/23-6/30/24	Replacing Breanne Szatkowski
Caroline Och (subject to delivery of documents)	11-000-218-104-01-141-060	Guidance Counselor	SBS	1/182	\$65,629.00	9/1/23-6/30/24	Replacing Alexandra Gallo
Kenneth Vaughn (subject to delivery of documents)	11-120-100-101-01-012-060	4th Grade Teacher	SBS	4/150	\$66,875.00	9/1/23-6/30/24	Replacing John Gottshalk

N. Approval of Substitute for ESY				
Name	Account Number	Position	Dates	Hourly Rate
Trudy Rossetti-McKenna	11-000-213-104-03-078-800	ESY Substitute Nurse	8/1/23-8/10/23	\$225 per day

XII. BUSINESS

Motion by Mrs. Shah, seconded by Mr. Tuma that Items XII.A. through XII.L. be moved upon the recommendation of the Superintendent.

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

Mrs. Joyce said the Business Committee met on July 27, 2027, and discussed the following:

- Status of the Referendum Committee, and process;
- Roofing project; and
- Items listed on the agenda.

A. Bill List

It is recommended that the Board approve the List of Bills for the period June 28, 2023, through June 30, 2023, totaling \$478,578.03, for the period July 1, 2023, through July 31, 2023, totaling \$1,293,020.33, and for the period July 15, 2023, through July 31, 2023, totaling \$1,098,818.75, and ratify the Payroll for the period July 1, 2023 through July 14, 2023, totaling \$161,910.35, and for the period July 16, 2023 through July 31, 2023, totaling \$205,657.95.

B. Secretary's Report

The Report of the Secretary for June 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 June 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 2022-2023 fiscal year.

C. Treasurer's Report

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

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. Approval of Lease for Old York School - Jointure for Community Adult Education, Inc.

It is recommended that the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

NOW, THEREFORE, BE IT AGREED, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with Jointure for Community Adult Education, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing July 1, 2023 and ending June 30, 2024.

G. 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 August 3, 2023 through September 7, 2023 prior to the next regularly scheduled meeting of September 7, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the September 7, 2023 meeting for ratification.

H. Approval of Sale of Solar Renewal Energy Credits

WHEREAS, the Branchburg Board of Education examined the proposals received for the sale of Solar Renewal Energy Credits (SREC), and recommends that the contract be awarded to NJSREC.com for the sale of 47 SREC credits at a price of: \$10,104.50

- For 41, NJ 2023 Reporting Year SREC(s) (06/2022 to 05/2023) \$215.50 each to you.
- For 6, NJ 2024 Reporting Year SREC(s) (06/2023 to 05/2024) \$211.50 each to you.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education President is authorized to execute the Contracts with the Secretary on behalf of the Board, and that the Board Counsel approve the Contract as to form.

I. Approval of Extraordinary Aid Amendment

RESOLVED, the Branchburg Board of Education hereby approves the acceptance of extraordinary aid in the amount of \$802,936.00 amending previously estimated amount of \$201,089.00 for the 2022-2023 school year.

J. Approval of Accounting and Consulting Services

It is recommended that the Board approve School Accounting Services, LLC, to provide accounting and consulting services to the District for the 2023-2024 school year, not to exceed \$15,000, to be paid from account #11-000-251-330-01-000, and sufficient funds are available in the 2023-2024 budget.

K. Approval of Contracted Services to Replace Playground at Stony Brook School

It is recommended that the Board approve MRC, Inc F/K/A Marturano Rec Co, Inc., which is part of the Contract #ESCNJ 20/21-06 to install a replacement playground and engineered wood fiber at Stony Brook School at a total cost of \$81,252.81 to be paid by purchase order, through account #12-000-400-450-04-612 and sufficient funds are available in the 2023-2024 budget.

L. Approval of Submission of 2023-2024 Emergency Virtual or Remote Instruction Program

It is recommended that the Board approve the submission of the 2023-2024 Emergency Virtual or Remote Instruction Program to the New Jersey Department of Education.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

There were no Board Liaison reports.

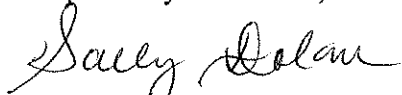
XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Mrs. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 7:48 p.m.

Respectfully Submitted,



Sally Dolan
School Business Administrator/Board Secretary

8/3/2023