

*Branchburg Township School District*  
**REGULAR MEETING MINUTES**

November 2, 2023

**Executive Session – 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

**I. CALL TO ORDER**

On a motion by Ms. Desai, seconded by Ms. Shah, and carried unanimously, the Board agreed to convene to public session at 7:02 p.m.

The meeting was called to order at 7:02 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, Carmela Noto, Bindu Shah and Charles Tuma.

The following member was absent: Mr. Maider.

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 Ms. Desai, seconded by Ms. Shah, and carried unanimously, the Board agreed to convene to Executive Session at 7:02 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Ms. Desai, seconded by Ms. Shah, and carried unanimously, the Board agreed to adjourn Executive Session at 7:22 p.m.

On a motion by Ms. Desai, seconded by Ms. Shah, and carried unanimously, the Board agreed to open Public Session at 7:30 p.m.

**IV.** The assembly saluted the flag.

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Dr. Chase said the 2024/2025 budget process has started.

Dr. Chase gave a presentation on the Quality Single Accountability Continuum (QSAC) process, and timeline.

**VII. PUBLIC COMMENT**

Mr. Russ Highton, 315 Summer Road, thanked Dr. Chase and the Board for their professional consideration of the athletic policy listed on the agenda for approval.

**VIII. GOVERNANCE**

Motion by Ms. Desai, seconded by Ms. Shah that Items VIII.A. through VIII.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.D. were unanimously approved by Roll Call, with Ms. Desai, Ms. Fabriczi and Ms. Noto abstaining on Item VIII.A., and Ms. Desai and Ms. Noto abstaining on Item VIII.B.

There was no Governance Committee report.

**A. Approval of Minutes**

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of October 19, 2023.

**B. Approval of Harassment, Intimidation or Bullying Report**

Building	Incident #	Date	Discussion
SBS	SSDS 001524	10/2/23	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did not meet the criteria of H.I.B. as defined in N.J. 18A:37-14.

**C. Approval of 2023-2024 Personnel Appointments**

It is recommended that the following appointments be approved:

Position	2023-2024
School Anti-Bullying Specialist	Jennilyn Nelson
School Anti-Bullying Specialist	Keith LaBadie
School Anti-Bullying Specialist	Caroline Och
School Anti-Bullying Specialist	Guila Lo-Piccolo Stewart
School Anti-Bullying Specialist	Nathan Fehnel

**D. Approval of Job Descriptions**

It is recommended that the Board approve the new and revised job descriptions:

- Confidential Secretary - Health Benefits Coordinator
- Director of Human Resources

**IX. POLICY**

Motion by Ms. Desai, seconded by Ms. Shah that Items IX.A. and IX.B. be moved upon the recommendation of the Superintendent.

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

Mr. Dugan said the Policy Committee met on October 26, 2023, and discussed the Policies and Regulations listed on the agenda for approval.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 7510	Use of School Facilities (M)	Revised
R 7510	Use of School Facilities (M)	Revised

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 2431	Athletic Competition (M)	Revised

**X. EDUCATION**

Motion by Ms. Desai, seconded by Ms. Shah that Items X.A. through X.D. be moved upon the recommendation of the Superintendent.

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

There was no Education Committee report.

**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
Develop Growth Mindset in Mathematics Virtual	Monique Owczarek 20-488-200-500-02-00	12/8/23	\$279.00	0	0	0	\$279.00

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/Mileage	Total
Develop Growth Mindset in Mathematics Virtual	Danielle Puglisi 20-488-200-500-02-00	12/8/23	\$279.00	0	0	0	\$279.00
Consider Culturally Responsive Practices Virtual	Kelly Boyle 20-488-200-500-02-00	12/1/23	\$150.00	0	0	0	\$150.00
Creating a Writing Workshop that is More Culturally Responsive Virtual	Kelly Boyle 20-488-200-500-02-00	1/16/24	\$150.00	0	0	0	\$150.00
NJASBO Workshop Facilities Update Whippany, NJ	Sally Dolan 11-000-251-580-01-585	11/14/23	\$125.00	0	0	0	\$125.00
NJASBO Workshop Pension Update Whippany, NJ	Sally Dolan 11-000-251-580-01-585	12/12/23	\$125.00	0	0	0	\$125.00
Somerset County VoTech CST Tea and Tour Bridgewater, NJ	Bradley Harris N/A	11/7/23	0	0	0	0	0
Strengthen Your Math Instruction for English Language Learners Virtual	Danielle Puglisi 20-488-200-500-02-00	12/5/23	\$279.00	0	0	0	\$279.00
Maximizing Your Effectiveness as an Instructional Coach Virtual	Danielle Puglisi 20-488-200-500-02-00	1/29/24- 1/30/24	\$595.00	0	0	0	\$595.00

#### B. Approval of 2023-2024 Out of District Program

Program/Location	Account Number	Student ID #	Tuition	Dates
Legacy Treatment Services/Mary A. Dobbins School Mount Holly, NJ	11-000-100-566-03-109-000	7815779866	\$2,284.26	9/21/23- 9/28/23

#### C. Approval of Service Agreements

Vendor	Account Number	Cost	Dates	Discussion
Bridgeway Rehabilitation Services Somerville, NJ	11-000-219-320-03-181-340	\$200	7/1/23- 6/30/24	Per each evaluation as needed.
Accurate Language Services Asbury Park, NJ	11-000-219-320-03-181-340	\$90-\$170 hourly plus travel time	11/8/23- 6/30/24	Interpreters for parent meetings/events as needed. Cost is per hour based on language.

#### D. Approval of 2023-2024 School Field Trips

- Attachment 1

## XI. HUMAN RESOURCES

Motion by Ms. Desai, seconded by Ms. Shah that Items XI.A. through XI.F., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

Mr. Tuma said the next Human Resource Committee meeting is scheduled for November 16, 2023.

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5745	11-130-100-101-01-021-020	Paid Sick Leave Personal Days FMLA/NJFLA Unpaid Leave	4/29/24-5/13/24 (AM) 5/13/24 (PM)-5/15/24 (AM) 5/15/24 (PM) - 10/24/24 10/25/24-12/23/24	Estimated date of return is 1/2/25

B. Approval of Mentoring				
Mentee	Mentor	Fee	Dates	Discussion
Alison Manley	Carrie Santoro	\$550	11/2/23-6/30/24	Fee to be paid by mentee via payroll deduction

C. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Victoria Kelley	11-110-100-101-01-001-090	Kindergarten Teacher	WES	12/18/23
Audrey Kramer	11-000-262-110-01-366	Custodian	District	10/25/23
Jill Liedtka	11-000-251-100-01-529	Payroll/Accountant	BOE	12/31/23

D. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Brianne Wilson (subject to delivery of documents)	11-000-230-105-01-273	Confidential Secretary - Health Benefits Coordinator	District	N/A	\$58,000 (prorated)	11/13/23- 6/30/24	N/A

E. Approval of Revision of Leave		
Employee #	From	To:
5904	Paid Sick Leave: 9/6/23-10/25/23 Unpaid Leave: 10/26/23-10/31/23 Estimated Date of Return: 11/1/23	Paid Sick Leave: 9/6/23-10/25/23 Unpaid Leave: 10/26/23-11/22/23 Estimated Date of Return: 11/27/23

E. Approval of Revision of Leave <i>(continued)</i>		
Employee #	From	To:
6054	Paid Maternity/Disability Leave of Absence: 10/30/23-11/21/23 Personal Days: 11/23/23-11/27/23 FMLA/NJFLI: 11/28/23-2/14/24 Estimated Date of Return: 2/15/24	Paid Maternity/Disability Leave of Absence: 10/23/23-11/15/23 Personal Days: 11/16/23-11/17/23 FMLA/NJFLI: 11/20/23-2/8/24 Estimated Date of Return: 2/9/24

F. Approval of Retirement				
Name	Account Number	Position	Location	Effective Date
Yan Sheng Lu	61-910-310-110-01001	Lunchroom Aide	SBS	10/30/23

## XII. BUSINESS

Motion by Ms. Desai, seconded by Ms. Shah that Items XII.A. through XII.F. be moved upon the recommendation of the Superintendent.

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

Ms. Joyce said the Business Committee met on October 26, 2023, and discussed the following:

- Budget process;
- Audit update;
- Roof replacement project;
- Safety and security issues;
- Operating efficiencies;
- Facilities Use procedures;
- Accounting procedure adjustments to centralize the billing process;
- Outdated kitchen appliance issues;
- Next phase of roofing project has been scheduled; and
- The next Business Committee meeting is scheduled for November 30, 2023.

Dr. Chase thanked the Branchburg Rotary Club for their donation, and for everything they are doing to support our schools.

Mr. Carpentier thanked Ms. Dolan and Mr. Mobley for being creative in their means to replace some of the outdated kitchen equipment, and save the district money.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period October 20, 2023 through November 2, 2023, totaling \$1,916,558.35, and ratify the Payroll for the period October 16, 2023 through October 31, 2023 totaling \$983,115.56.

**B. 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 November 2, 2023 through December 7, 2023 prior to the next regularly scheduled meeting of December 7, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the December 7, 2023 meeting for ratification.

**C. Approval of Donation from Branchburg Rotary**

It is recommended that the Board approve acceptance of a donation of snacks from the Branchburg Rotary, with thanks for their generosity to the students of the Branchburg Township School District.

**D. Approval of Resolution Authorizing the Disposal of Equipment**

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

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

**WHEREAS**, the Board of Education is desirous of selling said 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 equipment to be sold is as follows:
  - 2 Oreck Floor Machines
  - 3 Mastercraft floor scrubbers
  - 1 Koblenz Industrial floor machine
  - 5 Music Cabinets
  - 2 Floor Burnisher machines
  - 2 Milk Coolers
  - 1 Floor Scrubber
  - Lawn Mower Trailer

- (5) The 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.

**E. Approval of Resolution Authorizing the Disposal of Technology Equipment**

It is recommended that the Board approve the disposal of the following Technology Equipment through UPCYCLE USA.

The Technology equipment to be disposed of is as follows:

- 15 Smartboards
- 20 Printers
- 45 Dell Monitors
- 25 Optiplex PC's
- 15 Epson Projectors
- 10 VOIP Phones
- 1 APC Smart-UPS 1000VA RM 2U
- 1 APC SUA3000RM2U
- 44 Ipads (30-Pin Charger gen)
- 50 Lenovo Docks
- 15 Lenovo Laptops
- 50 Meraki AP's

**F. Approval of Transportation Jointure with Somerville Board of Education**

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Somerville Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Branchburg
<b>Somerville Board of Education</b>	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus)
	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus) \$75.00 per hour per bus Aide
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus) \$75.00 per hour per bus Aide



**XIII. PUBLIC COMMENT**

Three teachers from Branchburg Central Middle School shared their concerns with the Board with regard to student behavior.

Dr. Chase thanked the teachers for coming to the meeting to express their concern. She said the district is working on solutions, which will seek collaborative input from all parties, to help navigate through this issue.

**XIV. BOARD LIAISON REPORTS**

Ms. Fabriczi said the Somerville Board of Education met on October 17, 2023, where the following topics were discussed:

- The Branchburg Student Board Member did an informal survey of the high school students to see how they felt about the new block scheduling;
- Annual H.I.B. Self-Assessment Report;
- Annual presentation on standardize assessments; and
- The next meeting is scheduled for November 14, 2023.

Ms. Joyce spoke about the 2023 New Jersey School Boards Association Conference she and Mr. Tuma attended. She encourages Board members to attend next year.

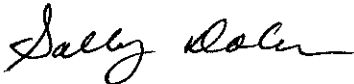
**XV. EXECUTIVE SESSION**

There was no second Executive Session.

**XVI. ADJOURNMENT**

On a motion by Ms. Desai, seconded by Ms. Shah, and carried unanimously, the Board agreed to adjourn at 8:15 p.m.

Respectfully Submitted,



Sally Dolan  
School Business Administrator/Board Secretary