

Branchburg Township School District
REGULAR MEETING MINUTES

October 5, 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 Mr. Tuma, 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, Theresa Joyce, Carmela Noto, Bindu Shah and Charles Tuma.

The following members were absent: Ms. Fabriczi and Mr. Marder.

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. Shah, seconded by Mr. Tuma, 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. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn Executive Session at 7:33 p.m.

On a motion by Ms. Desai, seconded by Mr. Tuma, and carried unanimously, the Board agreed to open Public Session at 7:35 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase gave a presentation on the 2023/2024 District Goals.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Ms. Desai, seconded by Mr. Tuma that Items VIII.A. through VIII.C. be moved upon the recommendation of the Superintendent.

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

Mr. Carpentier reminded everyone that Sherry Blair "Family Series" will be visiting Branchburg Central Middle School on Tuesday, October 10, 2023 at 7:00 p.m.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of September 21, 2023.

B. Approval of 2022-2023 Anti Bullying Self-Assessment Grades

It is recommended that the Board approve the District's Anti-Bullying Self Assessment Grades as follows:

School	Grade (Points)	Possible Points
Whiton Elementary School	75	78
Stony Brook School	73	78
Branchburg Central Middle School	71	78

C. Approval of School Bus Emergency Evacuation Drill Report

Date of Drill	Time of Drill	School Name	Location	Route Numbers			Supervisor
10/4/23	Arrival	Whiton Elementary School	Whiton Elementary School	WES 1A WES 3A WES 6A WES 7A WES 8A WES 10A	WES 11A WES 14A WES 17A WES 18A WES 20A WES 21A	WES 24A WES 25A WES V1A WES V2A WES V3A WES V14A	Marci Cole Danielle Shoher
10/4/23	Arrival PM	Whiton Elementary School	Whiton Elementary School	PS-IN1 PS-IN6			Emma Rebelo Danielle Shoher
10/5/23	Arrival	Branchburg Central Middle School/ Stony Brook School	Branchburg Central Middle School	BCSB 1A BCSB 2A BCSB 3A BCSB 5A BCSB 7A BCSB 10A	BCSB 14A BCSB 15A BCSB 17A BCSB 20A BCSB 21A BCSB 22A	BCSB 23A BCSB 24A BCSB 25A BCSB V1A BCSB V3A BCSB V14A	Marci Cole Matthew Barbosa

IX. POLICY

Mr. Dugan said the Policy Committee met September 28, 2023 to review the Facilities Use Policy.

X. EDUCATION

Motion by Ms. Desai, seconded by Mr. Tuma that Items X.A. through X.G. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.G. 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
NJSBF Law Fair: Law Adventure Teachers Workshop New Brunswick, NJ	John Gottshalk 20-270-200-500-02-649	10/12/23	N/A	N/A	N/A	\$8.46	\$8.46
Develop Growth Mindset in Mathematics Virtual	Michele Jordan 20-488-200-500-02-00	12/8/23	\$279.00	N/A	N/A	N/A	\$279.00
How to Teach Journalism in Ways That Build Students' Writing Virtual	Lauren Knoke 20-488-200-500-02-00	10/11/23	\$150.00	N/A	N/A	N/A	\$150.00
Taste of Confratute Virtual	Erica Landesberg 20-270-200-500-02-649	10/21/23	\$99.00	N/A	N/A	N/A	\$99.00
NJTEEA Annual Conference Piscataway, NJ	Joseph Larramendia 20-270-200-500-02-649	10/27/23	\$225.00	N/A	N/A	\$5.73	\$230.73

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/Mileage	Total
Strengthen Your Math Instruction Virtual	Danielle Puzzo 20-488-200-500-02-00	12/5/23	\$279.00	N/A	N/A	N/A	\$279.00
Math Intervention K-12 Piscataway, NJ	Catherine Rello 20-488-200-500-02-00	11/30/23	\$95.00	N/A	N/A	N/A	\$95.00
Help Your Struggling Readers Virtual	Amanda Roper 20-488-200-500-02-00	11/30/23	\$295.00	N/A	N/A	N/A	\$295.00
Working with Families: The Burdens We Carry Somerset, NJ	Margaret Ryan 20-270-200-500-02-649	10/11/23	N/A	N/A	N/A	\$4.32	\$4.32

B. Approval of Acceptance of Grant Funds

Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Week of Respect Speaker Tom Coverly	Keith LaBadie	BCMS	1325	\$3,000.00

C. Approval of Out of District Programs

Program/ Location	Account Number	Student ID #	ESY			SY			Total Cost
			Tuition	Extra Services	Dates	Tuition	Extra Services	Dates	
The Calais School Whippany, NJ	11-000-100-566- 03-109-000	3602532800	\$12,257.40	2,400.00	7/6/23- 8/31/23	\$73,544.40	\$14,400.00	9/1/23- 6/21/24	\$102,601.80
Rutgers Day School/ University Behavioral Health Care Piscataway, NJ	11-000-100-562- 03-105-000	7220627050	N/A	N/A	N/A	\$95,880.00	N/A	7/5/23- 6/30/24	\$95,880.00
Phillipsburg High School Phillipsburg, NJ	11-000-100-561- 01-102-000	3802394462	N/A	N/A	N/A	\$15,750.00	N/A	8/28/23- 6/30/24	\$15,750.00
Phillipsburg Elementary School Phillipsburg, NJ	11-000-100-561- 01-102-000	7836606156	N/A	N/A	N/A	\$16,260.00	N/A	8/28/23- 6/30/24	\$16,260.00
Phillipsburg High School Phillipsburg, NJ	11-000-100-561- 01-102-000	3802394462	N/A	N/A	N/A	\$7,201.31	N/A	2/1/23- 6/30/23	\$7,201.31
Phillipsburg Elementary School Phillipsburg, NJ	11-000-100-561- 01-102-000	7836606156	N/A	N/A	N/A	\$6,792.52	N/A	2/1/23- 6/30/23	\$6,792.52

D. Approval of Tuition Contract to the Hunterdon County Vocational School

Location	Account Number	Student ID#	Tuition	Dates
Hunterdon County Vocational - Technical School Flemington, NJ	11-000-100-563-03-000-000	3575003417	\$12,861	8/30/23- 6/15/24

E. Approval of Contracted Service					
Program/Location	Account Number	Student ID#	Cost	Dates	Discussion
Morris Union Jointure Warren, NJ	11-000-100-562-03-105-000	6457474387	\$28,750 (not to exceed)	6/28/23- 6/11/24	Speech/Language Services \$315 per hour Occupational Therapy Services \$265 per hour

F. Approval of Tuition Payments to the Somerset County Vocational School for Full Time Students					
Location	Account Number	Number of Students	SY Tuition	Dates	Total
Somerset County Vocational & Technical School Academy of Health and Medical Sciences Bridgewater, NJ	11-000-100-563-03-000-000	12	\$1,460 (per student)	9/1/23- 6/30/24	\$17,520
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-564-03-000-000	2	\$1,460 (per student)	9/1/23- 6/30/24	\$2,920
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	10	\$1,460 (per student)	9/1/23- 6/30/24	\$14,600

G. Approval of Tuition Payments to the Somerset County Vocational School for Shared Time Students					
Location	Account Number	Number of Students	SY Tuition	Dates	Total
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	43	\$730 (per student)	9/1/23- 6/30/24	\$31,390
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-564-03-000-000	8	\$730 (per student)	9/1/23- 6/30/24	\$5,840

XI. HUMAN RESOURCES

Motion by Ms. Desai, seconded by Mr. Tuma that Items XI.A. through XI.M., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

A. Approval of RTI Coordinators				
Name	Account Number	Location	Rate	Dates
Lauren Knoke	20-231-200-101-02-649	SBS	\$41 per hour (not to exceed 55 hours)	10/6/23-6/30/24
Danielle Puglisi	20-231-200-101-02-649	BCMS	\$41 per hour (not to exceed 55 hours)	10/6/23-6/30/24
Danielle Puzzo	20-231-200-101-02-649	WES	\$41 per hour (not to exceed 55 hours)	10/6/23-6/30/24

B. Approval of Revision of Leave		
Employee #	From	To:
5882	Paid Maternity/Disability Leave of Absence: 10/2/23-10/20/23 (AM) FMLA: 10/20/23 (PM) - 1/26/24 Estimated Date of Return: 1/29/24	Paid Maternity/Disability Leave of Absence: 9/26/23-10/16/23 FMLA: 10/17/23-1/23/24 Estimated Date of Return: 1/24/24
5905	Paid Sick Leave: 9/6/23-9/29/23 Estimated Date of Return: 10/1/23	Paid Sick Leave: 9/6/23-10/25/23 Unpaid Leave: 10/26/23-10/31/23 Estimated Date of Return: 11/1/23

C. Approval of RBT Stipend				
Name	Account	Position	Stipend	Discussion
Kim Gislao	11-000-217-106-01-000-090	Instructional Aide	\$1,000	Per the BTEA

D. Approval of Retirement				
Name	Account Number	Position	Location	Effective Date
Diane Barna	11-000-270-160-01-462	Bus Driver	Transportation	10/31/23

E. Approval of Home Instruction				
Name	Account Number	Hourly Rate	Dates	Discussion
Kristen Cardona Melissa Cocivera-Omelio Emily Hansen Jodi Harwood Jessica Idell Michelle Jordan Nina Manger Monique Owczarek Danielle Puglisi Danielle Puzzo Amanda Roper Carrie Santoro Abbie Sutherlin Megan VanHorn Traci Weston-Murn Emily Wronski Lori Zelick	11-150-100-101-03-066 (020, 060, 090)	\$45 per hour	10/6/23-6/30/24	As needed

F. Approval of Extracurricular Activity Aides				
Name	Account Number	Hourly Rate	Dates	Discussion
Emily Hansen Jessica Idell Anthony Maiorano Cassandra Mazzuca Katie Ollis	11-000-214-106-01-000 (020, 060, 090)	\$20.75 per hour	10/6/23-6/30/24	As needed
Gabriella Luzi Christine Peterson	11-000-214-106-01-000 (020, 060, 090)	At their hourly rate	10/6/23-6/30/24	As needed

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G. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5888	11-000-270-161-01-470	Paid Sick Leave	9/18/23-10/11/23	Estimated date of return is 10/12/23
4925	11-000-270-161-01-470	Paid Sick Leave	9/13/23-10/9/23	Estimated date of return is 10/10/23

H. Approval of Revision of 2023–2024 Non-Athletic Stipend					
Name	Account Number	Position	Stipend	From	To
Deborah Volpe	11-401-100-101-01-078-020	8th Grade Team Leader	\$2,259 (prorated)	9/1/23-9/18/23	9/1/23-11/6/23

I. Approval of Extra Duty Pay				
Name	Account	Position	Rate	Dates
Kayla Valinoti	11-130-100-101-01-021-020	Coverage	\$41 per hour (not to exceed 2 hours per day)	9/20/23-11/6/23

J. Approval of 10/9/23 Professional Development Planning Time				
Name	Account #	Position	Rate	Discussion
Melissa Donaway Ruth Plummers Katie O'Shea	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Teaching Trick Words With a Multisensory Approach
Jennifer Racine Lori Zelnick	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours (in total)	Building Independence for All Learners Through Routines (K-3)
Jennifer Racine Lori Zelnick	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 3 hours (in total)	Building Independence for All Learners Through Routines (4-6)
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Planning for Small Group Instruction and Shared Reading Using Decodable Texts
Isabella Russo Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Making Your Word Study Block Flow
Colleen Nejme Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Digging Deeper Into Your Word Study Units
Danielle Puzzo Catherine Rello	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Vocabulary Strategies in Mathematics
Kerin Roberts Carly Moor	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Teaching Reading in Content Subjects
Allison Brembt	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Incorporating More Phonemic Awareness into Your Reading Instruction: Grades preK-2
Amanda Roper Linda Kaminsky Dulcina Elms Allison LeMieux	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Fluency & Vocabulary Strategies
Allison LeMieux	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Windows & Mirrors: A New Way to Approach Interactive Read Alouds!
Amanda Roper	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Strengthening Your Reading Teacher Toolkit
Heather Lilly Amy Garner	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	Morphology and an Older Student
Colleen Nejme	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours	The Power of the Sticky Note
Amy Garner Heather Lilly	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	The Reading Continuum
Brad Harris Anthony Maiorano	11-000-223-104-02-210-999	Teacher	\$41 per hour not to exceed 2 hours (in total)	Behavior Management & De-escalation Strategies

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K. Approval of 2023-2024 Substitutes			
Name	Position	Rate	Dates
Kristina Bonaduce (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	10/6/23-6/30/24
Gabrielle Pfitzner (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	10/6/23-6/30/24

L. Approval of 2023-2024 Athletic Stipend					
Name	Account Number	Position	Stipend	Dates	Discussion
Matthew Zimmerman	11-402-100-101-01-093-060	Intramurals	\$662	10/6/23-6/30/24	Additional coach for intramurals per BTEA

M. Approval of Personnel							
Name	Account Number	Position	Location	Step	Salary/Rate	Dates	Discussion
Audrey Kramer (subject to delivery of documents)	11-000-262-110-01-366	Custodian	District	2	\$41,891.20	10/16/23-6/30/24	New position

XII. BUSINESS

Motion by Ms. Desai, seconded by Mr. Tuma 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 September 28, 2023, and discussed the following:

- Mr. Greg Linde delivered a presentation regarding the turf initiative in the township, highlighting the potential addition of a turf field behind the middle school;
- Changes to the Custodial Staff;
- Kitchen appliance issues; and
- District goals.

The next Business Committee meeting is scheduled for October 26, 2023.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 22, 2023 through October 5, 2023, totaling \$1,226,272.75, and ratify the Payroll for the period September 16, 2023 through September 30, 2023, totaling \$1,014,553.74.

B. Secretary's Report

The Report of the Secretary for August 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 August 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 August 2023.

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. 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 Kawasaki Toro lawn mowers
 - 1 Bunton Textron zero turn mower
- (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.

III. PUBLIC COMMENT

Mr. Larry Fox, Chair of the Branchburg Wildlife Management Committee, spoke to the Board regarding hunting on the Harlan School Road property. He said the Committee would like to bring a very safe way to reduce the deer population in the area.

XIV. BOARD LIAISON REPORTS

Ms. Joyce said the Special Education Parents Advisory Group (SEPAG) liaisons have been chosen for this school year, and meetings have been scheduled. The district wide meetings and school based meetings have not been scheduled yet.

XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Ms. Desai, seconded by Mr. Tuma, and carried unanimously, the Board agreed to adjourn at 8:29 p.m.

Respectfully Submitted,



Sally Dolan
School Business Administrator/Board Secretary