

**Branchburg Township School District**  
**ANNUAL ORGANIZATION/REGULAR ACTION MEETING**

January 3, 2022

**Board of Education Conference Room**

**Public Meeting – 7:00 p.m.**

**Executive Session**

**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”*

**I. CALL TO ORDER**

**II. 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.

**III. PLEDGE OF ALLEGIANCE**

**IV. ELECTION RESULTS – T. Venanzi**

**A. At the Annual School Election, the following three (3) members were elected for 3-year terms as outlined in Attachment IV.A.:**

Theresa Joyce.....	2,662
Carmela Noto.....	2,604
Kristen Fabriczi .....	2,557

***(The Board Secretary will conduct the swearing-in of new members.)***

I, Theresa Joyce, Carmela Noto, Kristen Fabriczi, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. *(Optional)* So help me God.

I, Theresa Joyce, Carmela Noto, Kristen Fabriczi, do solemnly swear that I possess the qualifications prescribed by law for the office of member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4.1, and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability. *(Optional)* So help me God.

**V. ROLL CALL**

**Code of Ethics** *(Board members will recite the Code of Ethics.)*

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**VI. ORGANIZATION BUSINESS**

**A. Elections** *(The Board Secretary will maintain the Chair for the election of the President.)*

1. **President** *(The Board Secretary will turn the conduct of the meeting over to the President immediately upon his/her election.)*

**(ACTION)**                      **Motion to nominate** \_\_\_\_\_ **by** \_\_\_\_\_.

**Any other nominations.**

**(VOICE VOTE on the Motion to Nominate.)**

**2. Vice President**

(ACTION) Motion to nominate \_\_\_\_\_ by \_\_\_\_\_.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

**3. Somerville Board of Education**

(ACTION) It is recommended that the following individual be designated to serve as Branchburg’s representative on the Somerville Board of Education effective immediately and continuing until the Annual Organization Meeting in 2023:

Motion to nominate \_\_\_\_\_ by \_\_\_\_\_.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

(ROLL CALL - ITEMS VI.A.1. through VI.A.3.)

**B. Annual Appointments/Designations**

(ACTION) It is recommended that Items VI.B.1 through VI.B.6 be moved upon the recommendation of the Superintendent.

**1. Official Newspaper**

**Courier-News**

It is recommended that the *Courier-News* be designated as official newspaper for the 2022 calendar year.

**2. Depository of Funds**

**TD Bank**

It is recommended that the TD Bank be designated as the official depository of school funds for the 2022 calendar year.

**3. Investments**

It is recommended that the Business Administrator/Board Secretary be designated as the person responsible for investing school funds; that all banks insured by the Governmental Unit Deposit Protection Act and registered in the State of New Jersey; that the Business Administrator/ Board Secretary is authorized to invest school funds in any legal investment permitted for New Jersey local school districts; and that the Business Administrator is hereby authorized to wire transfer funds between approved depositories for investment purposes.

**4. Designated Signatories**

It is recommended that the following persons be authorized to sign checks and warrants on accounts as listed and that the use of facsimile signatures on all accounts be authorized and further, that the Business Administrator be designated as an alternate signatory on all accounts in the event of absence of the primary signatories.

- a. Operating Account No. 7856696922: (Board President or Vice President) and Superintendent and Business Administrator.
- b. Payroll Account No. 7856696955: Superintendent and Business Administrator.
- c. Payroll Agency Account No. 7856696831: Superintendent and Business Administrator.
- d. Branchburg Central Middle School Petty Cash Account No. 7856886614: Principal and Principal's Secretary (or Business Administrator).
- e. Branchburg Central Middle School Student Activity Account No. 7856886622: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- f. Stony Brook School Petty Cash Account No. 7856697128: Principal and Principal's Secretary (or Business Administrator).
- g. Stony Brook School Student Activity Account No. 7856697136: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- h. Whiton Elementary School Petty Cash Account No. 7856696963: Principal and Principal's Secretary (or Business Administrator).
- i. Whiton Elementary School Student Activity Account No. 7856886630: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- j. Food Service Account No. 7856886473: Business Administrator and Superintendent.
- k. Board Office Petty Cash Account No. 7856886481: Business Administrator and Superintendent.
- l. Curriculum Department Petty Cash Account No. 7856697110: Director of Curriculum and Directors' Secretary (or Business Administrator).
- m. Department of Transportation Petty Cash Account No. 7857832799: Transportation Supervisor and Business Administrator's Secretary (or Business Administrator).
- n. Summer Pay Account No. 7856886499: Superintendent and Business Administrator.

- o. S.U.I. Account No. 7856886507: Business Administrator and Superintendent.
- p. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.
- q. Capital Reserve Account No. 7868262812: Superintendent and Business Administrator.

**5. Annual Meeting Dates**

It is recommended that the meeting dates shown on Board Item VI.B.5. be adopted.

**6. Personnel**

It is recommended that the following appointment be approved:

Public Agency  
Compliance Officer.....Thomas M. Venanzi

**(ROLL CALL - ITEMS VI.B.1. through VI.B.6.)**

**C. Annual Readoptions**

**(ACTION) It is recommended that Items VI.C.1. through VI.C.4. be moved upon the recommendation of the Superintendent.**

**1. Policies and Regulations**

It is recommended that the standing policies, rules, regulations, and job descriptions of the previous Board of Education be adopted.

**2. Programs of Study**

It is recommended that the current programs of study and related curricular offerings for Grades K-8, in accordance with the provisions of N.J.A.C. 6A:8, be approved.

**3. 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 2021-2022 school year.

**4. 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 2021-2022 school year.

**(ROLL CALL - ITEMS VI.C.1. through VI.C.4.)**

**VII. 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.

## REGULAR BUSINESS MEETING

### VIII. SUPERINTENDENT'S REPORT

- David Rubin, Esq., Board Attorney - Ethics Presentation

### IX. PUBLIC COMMENT – Agenda Items Only

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but 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. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

### X. GOVERNANCE

**(ACTION) It is recommended that Items X.A. through X.B. 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 December 16, 2021.

<b>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	SSDS# 0008468	12/1/21	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.

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

### XI. POLICY AND REGULATIONS

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

<b>A. Policy and Regulations Second Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 0131	Bylaws, Policies, and Regulations	Revised
P 2622	Student Assessment (M)	Revised
P 3134	Assignment of Extra Duties	Revised
P 3142	Nonrenewal of Nontenured Teaching Staff Member	Revised
P 3221	Evaluation of Teachers (M)	Revised
R 3221	Evaluation of Teachers (M)	Revised
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	Revised
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	Revised
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Revised
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Revised

<b>A. Policy and Regulations Second Reading (continued)</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Revised
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Revised
P 4146	Nonrenewal of Nontenured Support Staff Member	Revised
P 5751	Sexual Harassment of Students (M)	Replacement
R 5751	Sexual Harassment of Students (M)	Replacement

**(ROLL CALL - ITEM XI.A.)**

**XII. EDUCATION**

**(ACTION) It is recommended that Item XII.A. 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.

<b>Conference/Workshop</b>	<b>Employee/Account Number</b>	<b>Date(s)</b>	<b>Registration Fee</b>	<b>Hotel</b>	<b>Meals /Exp.</b>	<b>Tolls/Parking/ Mileage</b>	<b>Total</b>
UCAS Annual Conference Virtual	Heather Lilly 20-270-200-500-02-649	2/4/22	\$50.00	N/A	N/A	N/A	\$50.00
UCAS Annual Conference Virtual	Michelle Nash 20-270-200-500-02-649	2/4/22	\$50.00	N/A	N/A	N/A	\$50.00
Social Emotional Librarianship Virtual	Katherine Mileto 20-270-200-500-02-649	3/29/22 4/5/22 4/12/22	\$283.44	N/A	N/A	N/A	\$283.44
Helping Your Struggling Readers Become More Successful Readers Virtual	Ludmila Battista 20-270-200-500-02-649	1/18/22	\$279.00	N/A	N/A	N/A	\$279.00
DYSLEXIA: Best Strategies for Students Who Struggle to Successfully Read Virtual	Tracy Harmon 20-270-200-500-02-649	3/21/22	\$279.00	N/A	N/A	N/A	\$279.00

**(ROLL CALL - ITEM XII.A.)**

**XIII. HUMAN RESOURCES**

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



A. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5707	11-000-218-104-01-141-060	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	5/9/22-6/17/22 9/1/22-12/2/22 12/3/22-12/31/22	Estimated date of return will be 1/3/23

B. Approval of Mentoring			
Mentee	Mentor	Fee	Discussion
Allison Brembt	Amanda Roper	\$550	Fee to be paid by mentee via payroll deduction
Monique Owczarek	Kathleen Gaston	\$550	Fee to be paid by mentee via payroll deduction

C. Approval of Personnel						
Name	Account Number	Position	Salary/Rate	Location	Dates	Discussion
Sarah Cacchio (subject to delivery of documents)	61-910-310-110-01-001	Lunchroom Aide	\$6,435 (prorated)	WES	1/4/22-6/30/22	Replacing Marion Chiesa
Jennifer DiNardi	11-000-240-103-01-330-060	Interim Administrator	\$90 per hour (not to exceed \$8,820)	District	1/7/22-3/31/22	Due to administrative absences

D. Approval of Transfer					
Name	Account Number	From	To	Date	Discussion
Susan Noury	11-000-270-160-01-462	Bus Aide \$13.50 per hour	Bus Driver Step 1/\$30.90 per hour	1/3/22-6/30/22	Replacing Paul Triozzi

E. Approval of Revision of Maternity Leave			
Employee #	Account Number	From	To
5648	11-213-100-101-01-057-090	Paid Maternity/Disability Leave of Absence: 12/20/21-1/18/22 Personal Days: 1/19/22, 1/20/22, 1/21/22 NJ Family Leave Act/FMLA: 1/24/22-4/26/22 Unpaid Leave of Absence: 4/27/22-5/31/22 Date of Estimated Return: 6/1/22	Paid Maternity/Disability Leave of Absence: 12/16/21-1/13/22 Personal Days: 1/14/22, 1/18/22, 1/19/22 NJ Family Leave Act/FMLA: 1/20/22-4/22/22 Unpaid Leave of Absence: 4/25/22-5/31/22 Date of Estimated Return: 6/1/22

F. Approval of Revision of Personnel			
Name	Account	From	To
Sophie Gardner	11-120-100-101-01-012-060	Leave Replacement 4 <sup>th</sup> Grade Teacher Dates: 11/30/21-1/31/22	Leave Replacement 4 <sup>th</sup> Grade Teacher Dates: 11/30/21-6/30/22

G. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Tara Prunty	11-213-100-106-01-057-090	Instructional Aide	WES	1/18/22

H. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4881	11-213-100-101-01-057-090	Paid Sick Leave	1/15/22-2/12/22	Estimated date of return will be 2/14/22
5600	11-000-270-160-01-462	Paid Sick Leave FMLA	12/20/21-2/8/22 (AM) 2/8/22 (PM)-5/13/22 (AM)	TBD

I. Approval of Non-Athletic Stipend					
Name	Account Number	Position	Stipend	Dates	Discussion
Zach Miracle	11-401-100-101-01-078-020	Newspaper	\$2,758 (prorated)	1/4/22-6/30/22	Replacing Devra Hobbs

J. Approval of Bus Aide Increase for 2021-2022 School Year			
Position	From	To	Dates
Bus Aide	\$13.50 per hour	\$18.00 per hour	1/3/22-6/30/22

K. Approval of Pay Increase					
Name	Account #	Position	From	To	Dates
Catherine Leeds	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour (not to exceed 4.75 hours per day)	\$18.00 per hour (not to exceed 4.75 hours per day)	1/3/22-6/30/22
Aleasha Outsey	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour (not to exceed 4.75 hours per day)	\$18.00 per hour (not to exceed 4.75 hours per day)	1/3/22-6/30/22

**(ROLL CALL – ITEMS XIII.A. through XIII.K.)**

**XIV. BUSINESS**

**(ACTION) It is recommended that Item XIV.A. 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 December 17, 2021 through December 22, 2021, totaling \$2,025.46, and for the period December 17, 2021 through January 3, 2022, totaling \$886,662.89, and ratify the Payroll for the period December 11, 2021 through December 23, 2021, totaling \$1,019,417.78.

**(ROLL CALL - ITEM XIV.A.)**

**XV. PUBLIC COMMENT**

**XVI. EXECUTIVE SESSION**

**XVII. ADJOURNMENT**