

Branchburg Township School District
REGULAR ACTION MEETING

March 17, 2022

Board of Education Conference Room

Executive Session – 7:00 p.m.

Public Meeting – 7:30 p.m.

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. 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. 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 address. 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.

VII. SUPERINTENDENT’S REPORT

- Presentation of : 2021-2022 Governor’s Educators of the Year and Governor’s Educational Services Professionals of the Year
- Appointment of Superintendent of Schools – Terri Joyce
- Presentation of the Recommended 2022 – 2023 Budget

VIII. GOVERNANCE

- **Report** – Terri Joyce

(ACTION) It is recommended that Items VIII.A. through VIII.E. 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 March 3, 2022.

B. Approval of 2022 - 2023 School District Calendar

It is recommended that the Board approve the 2022-2023 School District Calendar.

C. Approval of 2022 - 2023 Holiday Calendar for 12 Month Staff

It is recommended that the Board approve the 2022-2023 Holiday Calendar for the 12 Month Staff.

D. Approval of Summer Calendar for all District Offices

It is recommended that the Board approve the summer calendar for all District offices, Monday through Thursday, 8:00 a.m. to 4:15 p.m., July 4, 2022 through August 26, 2022.

E. Approval of the Memorandum of Agreement between the Branchburg Township Board of Education and the Branchburg Principals and Vice Principals Association

It is recommended that the Board approve the Memorandum of Agreement between the Branchburg Township Board of Education and the Branchburg Principals and Vice Principals Association.

(ROLL CALL – ITEMS VIII.A. through VIII.E.)

IX. POLICY AND REGULATIONS

- **Report** – Carmela Noto

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.G. 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
Acceleration Strategies to Help Your Struggling Math Students Virtual	Coleen Barnett 20-270-200-500-02-649	5/10/22	\$279.00	N/A	N/A	N/A	\$279.00
Acceleration Strategies to Help Your Struggling Math Students Virtual	Kathleen Schunk 20-270-200-500-02-649	5/10/22	\$279.00	N/A	N/A	N/A	\$279.00
Small Group Instruction: Teaching with Intention and Power Virtual	Amanda Disbrow 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Melissa Donaway 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Callie Kroner 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Emily Lloyd 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Colleen Nejme 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Kristen Perrine 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Small Group Instruction: Teaching with Intention and Power Virtual	Jennifer Racine 20-270-200-500-02-649	3/30/22 4/6/22 4/13/22 4/20/22	\$125.00	N/A	N/A	N/A	\$125.00
Annual Regional Woman's Leadership Forum Garwood, NJ	Jennifer Anderson 20-270-200-500-02-649	3/30/22	\$50.00	N/A	N/A	\$3.15	\$53.15
Annual Regional Woman's Leadership Forum Garwood, NJ	Tina Neely 20-270-200-500-02-649	3/30/22	\$50.00	N/A	N/A	\$11.87	\$61.87
Powerful, Practical Strategies for Reaching "I Don't Care" and Underperforming Students Bethlehem, PA	Katie Kline 20-270-200-500-02-649	5/3/22	\$279.00	N/A	N/A	\$21.42	\$300.42
Foreign Language Educators of New Jersey Annual Conference Virtual	Patricia Maloney 20-270-200-500-02-649	4/29/22	\$45.00	N/A	N/A	N/A	\$45.00

B. Approval of 2021-2022 Out of District Program						
Program/Location	Account Number	Student ID #	Tuition	Dates	Total Cost	
East Mountain School Hackensack Meridian Carrier Clinic Belle Mead, NJ	11-000-100-566-03-109-000	3841027073	\$21,033.35	3/9/22- 6/30/22	\$21,033.35	

C. Approval of Field Trips			
Trip	Coordinator	Grade	Purpose
Yestercades Somerville, NJ	Brian Gornick	6-8 Enrichment Day	Enrichment Day trip.
Raritan Valley Community College Branchburg, NJ	Michele Jordan	6-8 Enrichment Day	Enrichment Day trip.
Duke Farms Hillsborough, NJ	Patricia Maloney	6-8 Enrichment Day	Enrichment Day trip.
Sweet Melissa Café Lebanon, NJ	Carolyn McGirl	6-8 Enrichment Day	Enrichment Day trip.
Amazing Escape Room Green Brook, NJ	Katie Kline	6-8 Enrichment Day	Enrichment Day trip.

C. Approval of Field Trips (continued)			
Trip	Coordinator	Grade	Purpose
Top Golf Edison, NJ	Kristine DeNicolò	6-8 Enrichment Day	Enrichment Day trip.
Washington Valley Park Martinsville, NJ	Kenneth Forsyth	6-8 Enrichment Day	Enrichment Day trip.
Six Flags Jackson, NJ	Wendy Michels	6-8 Student Council	Student Council will attend the NJASC Spring Awards Program. Student leaders will enjoy entertainment from student groups throughout the state while taking advantage of opportunities to meet and share ideas with fellow leaders.
Dorney Park Allentown, PA	Kristine DeNicolò	6-8 Band/Choir/Strings	Music in the Parks trip where students perform before judges at a local school and then enjoy the day at Dorney Park. Awards are presented to the top performing groups.

D. Approval of Fundraisers				
School	Group	Event Coordinator	Dates	Purpose
WES	2 nd Grade	Christopher Boehm	4/22/22	For the Empty Bowls fundraiser, Whiton staff members create pottery bowls which are raffled off to attendees who purchase tickets. The event also showcases pottery that students made in art class which are put on display. Families are asked to bring a box of mac and cheese which along with the proceeds of the auction, are donated to the Somerset County Food Bank.
BCMS	Whole School	Matthew Barbosa	4/28/22	In support of the people of Ukraine, BCMS will hold a walkathon. Students and staff will have sponsors who will donate money. All money collected will be donated to Doctors Without Borders.

E. Approval of Speech and Language Services						
Evaluator	Account Number	Student ID #	Cost (not to exceed)	Dates	Discussion	
Jacqueline Hughes/ Lighthouse Speech and Language Flemington, NJ	11-000-219-320-03-181-340	3165361129	\$3,200	3/17/22- 6/25/22	Speech/Language Therapy \$80 per .5 hour Consultations \$100 per hour	

F. Approval of Acceptance of Grant Funds					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	4H Enrichment Class on Bee Friendly Gardening	Christy Bitner	Whiton	1299	\$264

G. Approval of Vendor				
Vendor	Account Number	Rate	Dates	Discussion
Helga Nashed Whitehouse Station, NJ	20-491-100-101-03-000	\$60 per session (not to exceed \$1,440)	3/18/22-6/30/22	2 sessions per week

(ROLL CALL - ITEMS X.A. through X.G.)

XI. HUMAN RESOURCES

- **Report** – Terri Joyce

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

A. Approval of Substitutes			
Name	Position	Rate	Dates
Evan Obenauer	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	3/18/22-6/30/22
Arthur Misyan	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	3/18/22-6/30/22
Paige Reinecker	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	3/18/22-6/30/22

B. Approval of Transfer			
Name	From	To	Dates
Faith Pedersen	Instructional Aide (Part-Time) WES 11-204-100-106-01-059-090 Step: 3, Salary: \$14,282.60	Instructional Aide (Full-Time) BCMS 11-000-217-106-01-000-020 Step: 3, Salary: \$19,565.20 (prorated)	3/9/22-6/30/22

C. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5902	11-120-100-101-01-012-090	Paid Sick Leave	3/7/22-4/8/22	Estimated date of return is 4/19/22 due to spring break
5932	11-000-270-160-01-462	Paid Sick Leave FMLA	3/9/22-4/8/22	Estimated date of return is 4/19/22 due to spring break

D. Approval of Revision of Leave					
Employee #	Account Number	Type of Leave	From	To	Discussion
5516	61-910-310-110-01-001	Paid Sick Leave	1/3/22-2/25/22	1/3/22-4/8/22	Estimated date of return is 4/19/22 due to spring break

E. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5747	11-000-216-101-01-063-020	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	9/1/22-10/20/22 10/21/22-1/26/23 1/27/23-6/30/23	Estimated date of return is 9/1/23

F. Approval of Personnel								
Name	Account Number	Position	Location	Step	Level	Salary	Dates	Discussion
Cheryl Stedtler	11-120-100-101-01-012-090	Leave Replacement 1 st Grade Teacher	WES	1	BA	\$59,449.00 (prorated)	3/15/22- 4/8/22	LR for employee #5902
Monyka DeRosa (subject to delivery of documents)	11-000-270-160-01-462	Bus Driver (Full-Time)	Transportation	2	NA	\$31.09 per hour	3/18/22- 6/30/22	Replacing Leonard Palumbo

G. Approval of Revision of Personnel					
Name	Account Number	Position	From	To	Discussion
Jennifer Dinardi	11-000-240-103-01-330-060	Interim Administrator	\$90 per hour (not to exceed \$8,820)	\$90 per hour (not to exceed \$13,380)	Due to assistance needed for staff observations

H. Approval of Principal Contracts				
Name	School	Position	Salary	Dates
Matthew Barbosa	Branchburg Central Middle School	Principal	\$178,688.82	7/1/21-6/30/22
Kristen Kries	Stony Brook Elementary School	Principal	\$135,395.72	7/1/21-6/30/22
Danielle Shoher	Whiton Elementary School	Principal	\$142,389.19	7/1/21-6/30/22
Beth Stanton	Branchburg Central Middle School	Assistant Principal	\$100,588.19	7/1/21-6/30/22

I. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Louis Diegidio	11-000-262-110-01-366	Custodian	SBS	4/15/22
Keith LaBadie	11-230-100-106-01-777-020	Instructional Intervention Aide	BCMS	4/18/22

J. Approval of Retirements				
Name	Account Number	Position	Location	Effective Date
Arlayne Bolandi	11-213-100-101-01-057-020	Special Education Teacher	BCMS	6/30/22
Antonina Manfreda	11-130-100-101-01-021-020	Teacher	BCMS	6/30/22

K. Approval of Athletic Stipend					
Name	Account Number	Position	Stipend	Dates	Discussion
Wendy Michels	11-401-100-101-01-078-020	Softball Coach	\$3,474	3/18/22-6/30/22	Replacing Justin Rogoff

L. Approval of Softball Volunteers			
School	Name	Position	Dates
BCMS	Michael Kalinak (Subject to delivery of documents)	Softball Volunteer	3/18/22-6/30/22
BCMS	Mark Pappas (Subject to delivery of documents)	Softball Volunteer	3/18/22-6/30/22

(ROLL CALL – ITEMS XI.A. through XII.L.)

XII. BUSINESS

- **Report** – Vince Carpentier

(ACTION) It is recommended that Items XII.A. through XII.L. be moved upon the recommendation of the Superintendent.

A. Adoption of the Branchburg Township School District Tentative Budget

BE IT RESOLVED that the Branchburg Township School District tentative budget be approved for the 2022-2023 school year using the 2022-2023 state aid figures;

AND, the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
Expenditures	\$50,441,719	\$462,939	\$2,091,538	\$52,996,196
Anticipated Revenues	6,824,720	\$462,939	0	\$7,287,659
Taxes to be Raised	\$43,616,999	0	\$2,091,538	\$45,708,537

AND, to advertise said tentative budget in the Courier News in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, a public hearing on the budget for the 2022-2023 school year will be held at the Branchburg Central Middle School on April 28, 2022 at 7:30 p.m.

Maximum Travel

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditures, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$63,200 for the 2022-2023 school year. The maximum travel expenditure amount for the 2021-2022 school year is \$76,475, of which \$6,629.60 has been spent and \$1,744 is encumbered to date.

BE IT FURTHER RESOLVED, the Board of Education establishes, for regular district business travel only, an annual maximum amount per employee of \$500 for which board approval is not required in 2022-2023.

Capital Reserve

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$1,547,248 for capital projects as detailed in the tentative budget which includes the roof replacement, boiler replacement, and the HVAC upgrade in the locker room at Branchburg Central Middle School.

Professional Spending

BE IT FURTHER RESOLVED, the Board of Education pursuant to N.J.A.C. 6A:23A-5.2, establishes for public relations and each type of professional service, a maximum level of spending in the 2022-2023 budget as follows:

Service	Not to Exceed
Legal	\$ 50,000
Auditing	\$ 47,500
Special Education Related Services	\$380,000
Architect/Engineering	\$500,000

B. Bill List

It is recommended that the Board approve the List of Bills for the period March 4, 2022 through March 17, 2022, totaling \$1,610,914.50, for March 30, 2022, totaling \$438,451.00, and ratify the Payroll for the period March 1, 2022 through March 15, 2022, totaling \$984,105.31.

C. Secretary’s Report

The Report of the Secretary for February 2022 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Thomas M. Venanzi, Interim 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 February 2022 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 2021-2022 fiscal year.

D. Treasurer’s Report

It is recommended that the Treasurer’s Report for the month of February 2022 be accepted and filed.

E. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of February 2022.

F. Monthly Transfer Report

It is recommended that the Board approve the February 2022 Monthly Transfer Report.

G. Approval of 2022-2023 Somerville High School Tuition Rate

It is recommended that the Board approve an estimated Somerville High School tuition rate \$18,431 per pupil for the 2022-2023 school year.

H. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Thomas M. Venanzi, Interim School Business Administrator, to issue payment of bills for March 17, 2022 through April 28, 2022 prior to the next regularly scheduled meeting of April 28, 2022, and with the approval and consent of the Interim Superintendent of Schools, then present said bills to the Board at the April 28, 2022 meeting for ratification.

I. Approval of Contract for Auditor

It is recommended that the Board approve a contract with the firm of Nisivoccia LLP for the 2022-2023 school year to perform an audit of the 2021-2022 financial operations of the District at a fee of \$47,025 (which includes implementation of GASB 84 – Fiduciary Funds), to be paid from account #11-000-230-332-01-282, and sufficient funds are available in the 2022-2023 budget.

J. Bid Awards - Educational Services Commission of New Jersey Cooperative Bidding

It is recommended that the following bid awards be made as party to the Educational Services Commission of New Jersey Cooperative Bidding Services:

1. Shredding and Disposal of Records	7. HVAC Services Bid
2. Automotive Fluids and Lubricants	8. Athletic Equipment & Supplies
3. Custodial Supplies Bid	9. Carpet & Flooring
4. Lawn Care Products & Services	10. Technology Supplies and Services
5. Maintenance Repair and Operations	11. Furniture
6. Classroom Supplies Bid	

K. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Hunterdon County Educational Services Commission for the 2022-2023 school year.

L. Approval of HVAC Services – Job Order Contracting Repair and Maintenance

It is recommended that the Board approve the purchase of HVAC Services through the Educational Services Commission of New Jersey, HVAC Services – Job Order Contracting Repair and Maintenance Award Contract #18/19-65 through Lighton Industries for the following projects and sufficient funds are available in the 2021-2022 budget:

Project	Account Number	Amount
Replace mini-split system in nurse’s office and install new mini-split system in CST at Stony Brook School	12-000-400-450-05-612	\$41,764.23
Replace 2 boiler circulation pumps at Branchburg Central Middle School	12-000-400-450-04-612	\$28,944.77

(ROLL CALL - ITEMS XII.A. through XII.L.)

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Bob Maider
- Somerset County Educational Services Commission.....Jonathan Sarles
- N.J.S.B.A./S.C.S.B.A Representative.....Vince Carpentier
- Branchburg Township Liaison.....Terri Joyce
- Emergency Management Planning Committee.....Elizabeth Nustus
- Branchburg Education Foundation.....Keerti Purohit
- Branchburg SEPAG - Special Education Parents Advisory Group.....Cathy Curcio

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT