

**Branchburg Township School District  
REGULAR ACTION MEETING**

**April 20, 2023**

**Board of Education Conference Room**

**Executive Session - 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

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**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”*

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**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. SUPERINTENDENT’S REPORT**

- Presentation of : 2022-2023 Governor’s Educators of the Year and Governor’s Educational Services Professionals of the Year

**VII. 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 place of residence. 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.

**VIII. GOVERNANCE**

- **Report** – Vince Carpentier

**(ACTION) It is recommended that Items VIII.A. through VIII.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 March 16, 2023, and Minutes of the Executive Session of April 17, 2023.

<b>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
SBS	SSDS 045931	2/7/23	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.
SBS	SSDS 050853	3/2/23	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.
BCMS	SSDS 049638	2/14/23	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.
BCMS	SSDS 049303	2/23/23	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.
BCMS	SSDS 053069	3/2/23	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J. 18A:37-14.

**(ROLL CALL – ITEMS VIII.A. through VIII.B.)**

**IX. POLICY AND REGULATIONS**

- **Report – David Dugan**

**(ACTION) It is recommended that Items IX.A. through IX.B. 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 0152	Board Officers	Revised

<b>B. Policy and Regulations First Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 5512	Harassment, Intimidation, or Bullying (M)	Revised
R 8420.2	Bomb Threats (M)	Revised
R 8420.7	Lockdown Procedures (M)	New
R 8420.10	Active Shooter (M)	New

**(ROLL CALL – ITEMS IX.A. through IX.B.)**

**X. EDUCATION**

- **Report – Bob Marder**

**(ACTION) It is recommended that Items X.A. through X.F. 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
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Matthew Barbosa 11-000-240-580-02-000 -020	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Lauren Bockus 11-000-223-580-08-144 -090	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Chris Derflinger 11-000-240-580-02-000 -020	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Robin DiBetta 11-000-223-580-05-144 -060	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Nicole Kepner 11-000-223-580-04-144 -020	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Kristen Kries 11-000-240-580-02-000 -020	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Erica Landesberg 11-000-221-580-02-189 -999	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Danielle Puglisi 11-000-223-580-04-144 -020	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
Somerset County Governor’s Educator of the Year Ceremony Branchburg, NJ	Heather Rogalski 11-000-223-580-08-144 -090	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00

Somerset County Governor's Educator of the Year Ceremony Branchburg, NJ	Carrie Santoro 11-000-223-580-05-144 -060	5/4/23	\$40.00	N/A	N/A	N/A	\$40.00
2023 Literacy Conference Hackettstown, NJ	Katie O'Shea 20-270-200-500-02-649	4/21/23	\$99.00	N/A	N/A	N/A	\$99.00
2023 Literacy Conference Hackettstown, NJ	Ruth Pluymers 20-270-200-500-02-649	4/21/23	\$99.00	N/A	N/A	N/A	\$99.00
NJ Assoc. of Learning Consultants, Spring Conference Bridgewater, NJ	Tara Bisson 11-000-219-580-03-001 -999	4/28/23	\$165.00	N/A	N/A	N/A	\$165.00
NJ Assoc. of Learning Consultants, Spring Conference Bridgewater, NJ	Heather Lilly 11-000-219-580-03-001 -999	4/28/23	\$165.00	N/A	N/A	N/A	\$165.00
NJ Assoc. of Learning Consultants, Spring Conference Bridgewater, NJ	Anthony Maiorano 11-000-219-580-03-001 -999	4/28/23	\$165.00	N/A	N/A	N/A	\$165.00
NJ GMIS 2023 Educational Technology Conference Somerset, NJ	John Beisler 11-000-252-580-09-145	4/20/23	\$50.00	N/A	N/A	\$6.49	\$56.49
NJ GMIS 2023 Educational Technology Conference Somerset, NJ	Christopher Jacobsen 11-000-252-580-09-145	4/20/23	\$50.00	N/A	N/A	\$10.90	\$60.90
NJ GMIS 2023 Educational Technology Conference Somerset, NJ	Eric Schaefer 11-000-252-580-09-145	4/20/23	\$50.00	N/A	N/A	\$11.61	\$61.61
Reimagining MTSS: Responsive Instruction in Literacy Virtual	Kelly Boyle 20-488-200-500-02-00	4/26/23	\$299.00	N/A	N/A	N/A	\$299.00
Reimagining MTSS: Responsive Instruction in Math Virtual	Catherine Rello 20-488-200-500-02-00	4/27/23	\$299.00	N/A	N/A	N/A	\$299.00
New Jersey's Warming Climate New Brunswick, NJ	Kristen Cardona Climate Grant	4/27/23	\$150.00	N/A	N/A	N/A	\$150.00
New Jersey's Warming Climate New Brunswick, NJ	Allison Elik Climate Grant	4/27/23	\$150.00	N/A	N/A	\$15.98	\$165.98
New Jersey's Warming Climate New Brunswick, NJ	Danielle Puglisi Climate Grant	4/27/23	\$150.00	N/A	N/A	\$15.98	\$165.98
New Jersey's Warming Climate New Brunswick, NJ	Breanne Szatkowski Climate Grant	4/27/23	\$150.00	N/A	N/A	N/A	\$150.00
Anti-Bullying Specialist Certificate Program Virtual	Jennifer Anderson 11-000-221-580-02-189 -999	4/21/23	\$500.00	N/A	N/A	N/A	\$500.00
NJASBO Conference Atlantic City, NJ	Sally Dolan 11-000-251-580-01-585	6/6/23 - 6/9/23	\$275.00	\$255.00	\$206.00	\$132.44	\$868.44
Multi-Tiered Systems of Support Virtual	Erica Landesberg 20-270-200-500-02-649	5/5/23	\$125.00	N/A	N/A	N/A	\$125.00

Phonological Awareness Virtual	Amanda Roper 20-270-200-500-02-649 20-488-200-500-02-00	6/1/23- 6/2/23	\$66.36 \$533.64	N/A	N/A	N/A	\$66.36 \$533.64
Planting Seeds for Stress Relief Somerville, NJ	Margaret Ryan N/A	4/18/23	N/A	N/A	N/A	N/A	N/A

**B. Approval of Student Teachers**

Name	College/University	Certification	Location	Dates	Discussion
Alec Aloia	Moravian University	Speech Language Specialist	District	1/15/24- 4/26/24	Cooperating Teacher: Meghan Castellano
Macy Conklin	Centenary University	Elementary School Teacher in Grades K - 6 & Students with Disabilities	WES	9/1/23- 6/30/24	Cooperating Teachers: Chelsea Smith (Practicum-Fall) Dawn Eelman (Student Teaching-Spring) Amanda Perez (Student Teaching-Spring)
Gabriella Fiallos	Raritan Valley Community College	Occupational Therapist	District	9/27/23- 12/7/23	Cooperating Teacher: Diane Scholp, 45 clinical hours total
Tanya Priego	Centenary University	Elementary School Teacher in Grades K - 6 & Students with Disabilities	WES/SBS	9/1/23- 6/30/24	Cooperating Teachers: Marissa Larramendia (Practicum-Fall) Irene Korol (Student Teaching-Spring) Stephanie Formus (Student Teaching-Spring)

**C. Approval of Field Trips**

Trip	Coordinator	Grade	Purpose
Branchburg Central Middle School Branchburg, NJ	Alice Willard	1-3 GATE	All GATE students in grades 1-8 participate in GATE Date which is an opportunity for students to work cooperatively to solve problems that apply their creativity, task commitment and higher level thinking.
Harbor Hills Picnic Grove Mendham, NJ	Matthew Barbosa	8	8th grade picnic.
Sweet Melissa Lebanon, NJ	Carolyn McGirl	6-8	Enrichment Day Activity.
Somerville High School Somerville, NJ	Janice Monetti Jenn Nelson	8	Mixer with Somerville Middle School 8th graders to orient students with their future classmates.
Stony Brook School Branchburg, NJ	3rd Grade Teachers	3	Orientation and visit to future school.
Branchburg Central Middle School Branchburg, NJ	5th Grade Teachers	5	Orientation and visit to future school.
Gateway National Sandy Hook, NJ	Lucyna Plaza	6-8	35th Spring Summit - Clean Ocean

<b>D. Approval of Vendor</b>				
<b>Vendor</b>	<b>Account Number</b>	<b>Cost</b>	<b>Dates</b>	<b>Discussion</b>
Somerset County Educational Services Commission Bridgewater, NJ	11-000-219-320-03-181-340	\$400 each (not to exceed \$4,000)	3/27/23- 6/30/23	5 Educational Evaluations 5 Social History Evaluations
Chris Cross Kids, LLC Stewardsville, NJ	11-000-21-320-03-181-340	\$9,120 (not to exceed)	4/24/23- 6/30/23	OT Service for IEP Students

<b>E. Approval of Service Project</b>				
<b>School</b>	<b>Group</b>	<b>Event Coordinator</b>	<b>Dates</b>	<b>Purpose</b>
BCMS	Art Club	Meghan Russo	4/21/23- 5/19/23	Project Paw and Draw. The Art club will be drawing/painting animals available for adoption from St. Hubert's Animal Welfare Center to raise awareness of pets available. They will also be collecting items for the animals to donate to the center.

<b>F. Approval of Acceptance of Grant Funds</b>					
<b>Grantor</b>	<b>Grant Name</b>	<b>Requester</b>	<b>Location</b>	<b>Check #</b>	<b>Amount</b>
Branchburg Education Foundation	2023 Memorial Day Commemoration	Nina Manger	SBS	1316	\$242.26

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

**XI. HUMAN RESOURCES**

- **Report – Charlie Tuma**

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

<b>A. Approval of Personnel</b>							
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Step</b>	<b>Location</b>	<b>Salary/Rate</b>	<b>Dates</b>	<b>Discussion</b>
Kristen Burgess	11-000-240-105-01-336-020	Secretary	3	BCMS	\$69,888.00	7/1/23- 6/30/24	Replacing Debra Jacobsen
Jill Liedtka (subject to delivery of documents)	11-000-251-100-01-529	Assistant School Business Administrator	N/A	BOE	\$72,250.00	5/19/23 (or sooner) - 6/30/23	Replacing Patricia Rodgers
Mary Spitz	11-204-100-106-01-059-090	Instructional Aide	8	WES	\$22,749.09 (Full-Time)	4/4/23- 6/30/23	Replacing Kyrstin Schuster

<b>B. Approval of Retirements</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Joyce Flood	11-000-217-106-01-000-090	Instructional Aide	WES	6/30/23
Dianne Litts	11-213-100-101-01-057-060	Special Education Teacher	SBS	6/30/23
Debra Molinaro	11-000-240-105-01-339-060	Secretary	SBS	6/30/23
Rhonda Sherbin	11-230-100-101-01-072-020	Instructional Support Teacher	BCMS	6/30/23
Cindee Straube	11-110-100-101-01-001-090	Kindergarten Teacher	WES	6/30/23

<b>C. Approval of Resignation</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Lauren DePrima	11-000-216-101-01-063-020	Speech Language Pathologist	BCMS	6/30/23

<b>D. Approval of Extra Duty Pay</b>				
<b>Name</b>	<b>Account</b>	<b>Rate</b>	<b>Dates</b>	<b>Discussion</b>
Kim Gislao	11-000-217-106-01-000-090	\$18.03 per hour (not to exceed 4 hours)	3/7/23, 3/28/23, 4/25/23, 5/9/23	Training with BCBA and Autism Teacher to best support student needs
Diana Gurumendy	11-000-217-106-01-000-090 11-214-100-106-01-059	\$19.74 per hour (not to exceed 4 hours)	3/7/23, 3/28/23, 4/25/23, 5/9/23	Training with BCBA and Autism Teacher to best support student needs
Karen Perlman	11-215-100-106-01-059-090	\$17.82 per hour (not to exceed 4 hours)	3/7/23, 3/28/23, 4/25/23, 5/9/23	Training with BCBA and Autism Teacher to best support student needs
Isabella Stuart	11-214-100-106-01-059-090	\$17.27 per hour (not to exceed 4 hours)	3/7/23, 3/28/23, 4/25/23, 5/9/23	Training with BCBA and Autism Teacher to best support student needs

<b>E. Approval of Revision of Leave</b>			
<b>Employee #</b>	<b>Account Number</b>	<b>From</b>	<b>To</b>
5597	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence: 2/24/23-4/24/23 Personal Days: 4/25/23-4/26/23 NJ Family Leave Act/FMLA: 4/27/23-10/10/23 Date of Return: 10/11/23	Paid Maternity/Disability Leave of Absence: 2/24/23-4/20/23 Personal Days: 4/21/23, 4/24/23, 4/25/23 NJ Family Leave Act/FMLA: 4/26/23-10/6/23 Date of Return: 10/9/23
5872	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence: 3/24/23-5/8/23 Personal Days: 5/9/23-5/10/23 NJ Family Leave Act/FMLA: 5/11/23-6/16/23	Paid Maternity/Disability Leave of Absence: 3/22/23-5/8/23 Personal Day: 5/9/23 NJ Family Leave Act/FMLA: 5/10/23-6/16/23 Date of Return: 9/1/23



F. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4588	11-213-100-106-01-057-060	Paid Sick Leave	4/28/23-6/9/23	Estimated date of return is 6/12/23
5932	11-000-270-160-01-462	Paid Sick Leave Personal Days FMLA	4/17/23-4/19/23 4/20/23-4/24/23 4/25/23-4/28/23	Estimated date of return is 5/1/23

G. Approval of Substitute			
Name	Position	Rate	Dates
Amanda Grace (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	2/3/23-6/30/23

H. Approval of Revision of Retroactive Pay					
Name	Account Number	Position	From	To	Discussion
Kenneth Forsyth	11-130-100-101-01-021-020	Social Studies Teacher	\$22,975	\$20,210	Revision of retroactive pay due to 22-23 being paid during regular retro payment on 3/30/23

**I. Approval of the Abolishment of one Health Office Assistant Position**

It is recommended that pursuant to N.J.S.A. 18A:28-9, and due to reasons involving the end of ESSER funding, that the Board approve the abolishment of the position of one Health Office Assistant position, effective July 1, 2023.

**(ROLL CALL – ITEMS XI.A. through XI.I.)**

**XII. BUSINESS**

- **Report – Terri Joyce**

**(ACTION) It is recommended that Items XII.A. through XII.H. 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 March 17, 2023 through March 29, 2023, totaling \$60,786.98, and for the period March 30, 2023 through March 31, 2023, totaling \$2,013,602.54, and for the period March 31, 2023, totaling \$444,998.00, and for the period April 1, 2023 through April 11, 2023, totaling \$292,909.08, and for the period April 12, 2023 through April 20, 2023, totaling \$441,471.21, and ratify the Payroll for the period March 16, 2023 through March 30, 2023, totaling \$381,399.53, and for the period March 16, 2023 through March 31, 2023, totaling \$1,005,041.92.

**B. Approval of 2022-2023 Personnel Appointment**

It is recommended that the following appointments be approved:

Position	4/3/23 – 6/30/23
Custodian of Records	Sally Dolan
Public Agency Compliance Officer	
Purchasing Agent	

**C. Approval of Contract for School Physicians**

It is recommended that the Board approve a contract with the Hunterdon Family Medicine at Bridgewater in the amount of \$5,500 for the 2023-2024 school year with funding to be paid through account #11-000-213-330-01-129, and sufficient funds are available in the 2023-2024 budget.

**D. Approval to Enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies**

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., to purchase school supplies for the 2023-2024 school year at a cost of \$5,360 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2023-2024 budget.

**E. Approval of Settlement Agreement**

**BE IT RESOLVED**, that the Board of Education approves a settlement in the matter of P.B. v. Somerville Borough Board of Education, in the amount not to exceed \$5,717.32 for tutoring costs for the period of March 20, 2023 through June 16, 2023.

**F. Approval of Acceptance of School Climate Change Pilot Grant**

It is recommended that the Branchburg Township Board of Education approve the acceptance of the School Climate Change Pilot grant in the amount of \$6,660, sponsored by the New Jersey Department of Education.

**G. Approval of Donation from the Rotary Club of Branchburg**

It is recommended that the Board approve acceptance of a donation of school spirit wear and snacks for Branchburg students from the Rotary Club of Branchburg, with thanks for their generosity.

**H. Approval of Resolution for Participation in Coordinated Transportation with Educational Services Commission of New Jersey**

It is recommended that the Board approve a Resolution with Educational Services Commission of New Jersey for participation in coordinated transportation for the 2023-2024 school year.

**(ROLL CALL - ITEMS XII.A. through XII.H.)**

**XIII. PUBLIC COMMENT**

**XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Bindu Shah
Somerset County Educational Services Commission	Vince Carpentier
N.J.S.B.A./S.C.S.B.A Representative	David Dugan
Branchburg Township Liaison	Terri Joyce
Emergency Management Planning Committee	Karen Chase
Branchburg Education Foundation	Puja Desai
Branchburg SEPAG - Special Education Parents Advisory Group	Terri Joyce

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**