

**Branchburg Township School District
REGULAR ACTION MEETING**

June 1, 2023

Board of Education Conference Room

Executive Session - 6:30 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. SUPERINTENDENT’S REPORT

- Presentation: Honoring District Retirees

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 May 17, 2023.

B. Approval of Harassment, Intimidation or Bullying Report

Building	Incident #	Date	Discussion
BCMS	SSDS 067244	1/26/23	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 067358	4/19/23	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.

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

IX. POLICY AND REGULATIONS

- **Report – David Dugan**

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

A. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 5305	Health Services Personnel (M)	Revised
P 5308	Student Health Records (M)	Revised
R 5308	Student Health Records (M)	Revised
P 5310	Health Services (M)	Revised
R 5310	Health Services (M)	Revised

(ROLL CALL – ITEM IX.A.)

X. EDUCATION

- **Report – Bob Maider**

(ACTION) It is recommended that Items X.A. through X.B. 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
Comprehensive Orton-Gillingham Virtual	Jordan Apsley 20-488-200-500-02-00	7/24/23- 7/28/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Melissa Donaway 20-488-200-500-02-00	8/21/23- 8/25/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Callie Jankowski 20-488-200-500-02-00	8/14/23- 8/18/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Karen Palko 20-488-200-500-02-00	8/21/23- 8/25/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Kristen Perrine 20-488-200-500-02-00	8/21/23- 8/25/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Brittani Santangelo 20-488-200-500-02-00	8/21/23- 8/25/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Comprehensive Orton-Gillingham Virtual	Tiffany Stulack-Polak 20-488-200-500-02-00	7/17/23- 7/21/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
NJSBA 2023 Workshop Atlantic City, NJ	Theresa Joyce 11-000-230-585-01-300	10/23/23- 10/26/23	\$550.00	\$354.00	\$206.50	\$155.56	\$1,266.06
NJSBA 2023 Workshop Atlantic City, NJ	Charles Tuma 11-000-230-585-01-300	10/23/23- 10/26/23	\$550.00	\$354.00	\$206.50	\$155.56	\$1,266.06
Educational Policy & School Law Seminar Lincroft, NJ	Theresa Joyce 11-000-230-585-01-300	6/2/23	N/A	N/A	N/A	\$42.90	\$42.90
Linkit Data Forward Summer Institute North Plainfield, NJ	Erica Landesberg 11-000-223-580-02-144 -999	7/19/23- 7/20/23	\$250.00	N/A	N/A	N/A	\$250.00
NGSS Summer Institute Branchburg, NJ	Danielle Puzzo 20-488-200-500-02-00	7/17/23- 7/21/23	\$350.00	N/A	N/A	N/A	\$350.00
Morphology Plus Virtual	Jennifer Racine 20-488-200-500-02-00	8/21/23- 8/25/23	\$1,500.00	N/A	N/A	N/A	\$1,500.00
Anti-Bullying Specialist Certificate Program Virtual	Beth Stanton 11-000-219-580-03-144 -999	7/1/23	\$500.00	N/A	N/A	N/A	\$500.00
Advanced Behavioral Threat Assessment and Management Training New Brunswick, NJ	Beth Stanton N/A	6/2/23	N/A	N/A	N/A	N/A	N/A

Significantly Increase ELL Students' Fluency in Reading, Writing, and Speaking Virtual	Tiffany Stulack-Polak 20-488-200-500-02-00	8/1/23	\$279.00	N/A	N/A	N/A	\$279.00
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B. Approval of ESY Vendors				
Vendor	Account Number	Cost	Dates	Discussion
Preferred Special Services, LLC	11-000-216-320-03-456-800	\$5,000 (not to exceed)	7/5/23- 8/10/23	Physical Therapy Services \$45 (per PT unit) \$250 (per evaluation)
Chris Cross Kids, LLC Stewartville, NJ	11-000-219-320-03-181-340	11,115 (not to exceed)	7/5/23- 8/10/23	Occupational Therapy

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

XI. HUMAN RESOURCES

- **Report** – Charlie Tuma

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

A. Approval of Reappointment of 2023-2024 Non-Aligned Contracts

- [Attachment 1](#)

B. Approval of Reappointment of 2023-2024 Substitute Teachers/Substitute Instructional Aides

It is recommended that Substitute Teachers be reappointed for the 2023-2024 school year at \$125 per day, Substitute Instructional Aides at \$115 per day, and \$200 consistency pay per month to Substitute Teachers/Substitute Instructional Aides that work at least 50% of the available school days each month.

Approval of Reappointment of 2023-2024 Substitute Teachers/Substitute Instructional Aides			
Name	Name	Name	Name
Jason Albanese	Erin Devine	Surabhi Khare	Alana Reick
Albina Alijaj	Dorothy Driscoll	Marlena Majors	Paige Reinecker
Laura Barker	Basiliki Fania	Lori McGowan	Trudy Rossetti-Mckenna
James Brady	Amy Frank	Elizabeth Meyer	Lorraine Savitt
Erin Buttgreit	Teresa Gallo-Tomcho	Donavyn Meyh	Grace Sheeley
Susan Butensky	Amanda Grace	Sandra Miceli	Patricia Sisbarro
Mary Calo	Catherine Grote	Durga Neti	Dawn Solari

Jasbir Chahal	Sneha Gulati	Victoria Nguyen	Richard Sumliner
Padmini Chalikonda	Shobhit Jain	Emily Obenauer	David Tien
Madelyn Chester	Shubhi Jain	Jessica Pellicane	Lauren Willis
Lester Chin	Sunita Jain	Florence Quackenbush	Kathleen Woodbury
Laura Dabrowski	Lynn Jaskewicz	Bryan Rafalko	LuAnn Wright
Yetunde Demuren	Lisa Katz	Renuka Reddy	

C. Approval of 2023-2024 Substitute Nurses

Name	Position	Rate	Dates
Trudy Rosetti-McKenna Patricia Sisbarro	Substitute Nurse	\$225 per day	9/1/23-6/30/24

D. Approval of Leave

Employee #	Account Number	Type of Leave	Dates	Discussion
5998	11-000-219-104-01-171-340	FMLA	1/2/24-3/13/24	Return date of 3/14/24

E. Approval of Revision of Maternity Leave

Employee #	Account Number	Type of Leave	To	Discussion
5341	11-424-100-178-0 1-013-020	Paid Maternity/Disability Leave of Absence: 5/15/23-6/5/23 (AM) Personal Days: 6/5/23 (PM) - 6/8/23 (AM) NJ Family Leave Act/FMLA: 6/9/23 (PM) - 11/17/23	Paid Maternity/Disability Leave of Absence: 5/15/23-5/30/23 Personal Days: 5/31/23 - 6/2/23 NJ Family Leave Act/FMLA: 6/5/23-11/15/23	Estimated date of return is 11/16/23

F. Approval of 2023-2024 Transfers

Name	From	To	Dates	Discussion
Nicole Kotrba	Instructional Aide Step 5, \$21,920.99 11-000-217-106-01-000-060	School Clerk - SBS Step 1, \$58,110 11-000-240-105-01-339-060	7/1/23-6/30/24	Replacing Elli Kuras
Joseph Larramendia	Technology Teacher - WES 11-120-100-101-01-012-090	Technology Education Teacher - BCMS 11-130-100-101-01-021-020	9/1/23-6/30/24	Replacing Timothy Spork
Roseann Podlaski	Lunchroom Aide - SBS 61-910-310-110-01-001	Lunchroom Aide - WES 61-910-310-110-01-001	9/1/23-6/30/24	N/A
Lynnae Tremattera	Lunchroom Aide - WES 61-910-310-110-01-001	Lunchroom Aide - SBS 61-910-310-110-01-001	9/1/23-6/30/24	N/A

G. Approval of Revision of Tenured Teacher 2023-2024 Reappointment

Staff ID #	Position	From	To	Dates
4883	Teacher	Step 21/Level BA \$79,250	Step 20/Level BA \$80,200	9/1/23-6/30/24

H. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Andrea Curcic (subject to delivery of documents)	11-230-100-101-01 -072-090	GATE Teacher	WES	8/BA	\$67,825	9/1/23- 6/30/24	Replacing Alice Willard
Keith LaBadie (subject to delivery of documents)	11-000-218-104-01 -141-020	Guidance Counselor	BCMS	2/182	\$66,375	9/1/23- 6/30/24	New position
Giulia LoPiccolo-Stewart	11-000-218-104-01 -141-090	Guidance Counselor	WES	2/150	\$64,225	9/1/23- 6/30/24	Replacing Meredith Molinaro
Katie Ollis (subject to delivery of documents)	11-110-100-101-01 -001-090	Kindergarten Teacher	WES	1/150	\$63,479	9/1/23- 6/30/24	Replacing Geraldyn Cecchini

I. Approval of Rescission of Personnel						
Name	Account Number	Position	Step/Level	Location	Salary/Rate	Dates
Evan Wooby	11-213-100-106-03-078-600	ESY Instructional Aide	District	NA	\$17.84 per hour	7/5/23-8/10/23

J. Approval of ESY Bus Drivers					
Name	Account Number	Position	Step	Salary/Rate	Dates
Diane Barna	11-000-270-161-07-470	Bus Driver	12	\$34.01	7/5/23-8/10/23
Michael Blausteinl			Sub Driver	\$25.00	
Frederick Boosmann			2	\$32.06	
Janet Conlon			7	\$33.02	
Wallace Crowley			2	\$32.06	
Nadine Dalesandro			3	\$32.25	
Jill Datesman			3	\$32.25	
Arthur Davis			2	\$32.06	
Monyka DeRosa			3	\$32.25	
Carolyn Girvan			4	\$32.45	
Cheryl Goldsmith			3	\$32.25	
Antoinette Lorenc			9	\$33.41	
Lucyna Nauerz			12	\$34.01	
Paula Obenauer			3	\$32.25	
Nichole Reaves			5	\$32.64	
Susan Reid	12	\$34.01			

K. Approval of 2022-2023 Substitutes

Name	Position	Rate	Dates
Cailley Ievolella	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	6/2/23-6/16/23
Lakshmi Srinivasan (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	6/2/23-6/16/23

L. Approval of Rescission of Curriculum Hours

Name	Account	Position	Grade	Hours	Rate
Kelly Boyle	11-000-221-104-02-213	Summer ELA Curriculum Writing Grade 1	1	12 hours	\$41 per hour (not to exceed \$492 total)
Catie Rello	11-000-221-104-02-213	Summer Science Curriculum Writing Grade K-1	K-1	6 hours	\$41 per hour (not to exceed \$246 total)

M. Approval of ESY Bus Aides

Name	Account Number	Position	Rate	Dates
DiBetta, Robin	11-000-217-106-01-000-020	Bus Aide	\$18.63 per hour	7/1/23-8/31/23
Leeds, Catherine				
Perlman, Karen				
Stahl, Danielle				

N. Approval of Bus Driver Training Hours

Name	Account	Position	Rate	Dates	Discussion
Antonio Cornacchia	11-000-270-160-01-462	Bus Driver	\$33.41 per hour (not to exceed 65 hours)	6/22/23-8/31/23	Summer Driver Training

O. Approval of Summer Curriculum Hours

Name	Account Number	Position	Grade	Hours	Rate	Dates
Stephanie Formus	11-000-221-104-02-213	Summer ICR/RCR Modification Resources Curriculum Writing	6-8	Up to 12 hours, as needed	\$41 per hour (not to exceed \$492 total)	6/20/23-8/31/23
Emily Lloyd	11-000-221-104-02-213	Summer ELA Curriculum Writing	1	Up to 12 hours, as needed	\$41 per hour (not to exceed \$492 total)	6/20/23-8/31/23
Emily Lloyd	11-000-221-104-02-213	Summer Science Curriculum Writing	1	Up to 6 hours, as needed	\$41 per hour (not to exceed \$246 total)	6/20/23-8/31/23
Emily Lloyd	11-000-221-104-02-213	Summer Math Curriculum Writing	1	Up to 6 hours, as needed	\$41 per hour (not to exceed \$246 total)	6/20/23-8/31/23
Emily Wronski	11-000-221-104-02-213	Summer ICR/RCR Modification Resources Curriculum Writing	6-8	Up to 12 hours, as needed	\$41 per hour (not to exceed \$492 total)	6/20/23-8/31/23

P. Approval of Part-Time Technology Aides					
Name	Account	Position	Rate	Dates	Discussion
Benjamin Jones	11-000-262-110-09-390	Part-Time Technology Aide	\$17 per hour	6/19/23-6/30/24	Monday-Thursday 6/19/23-9/2/23, as needed basis during 23-24 school year
Paul Mehnert	11-000-262-110-09-390	Part-Time Technology Aide	\$17.50 per hour	6/19/23-6/30/24	Monday-Thursday 6/19/23-9/2/23, as needed basis during 23-24 school year

Q. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Isabella Stuart	11-214-100-106-01-059-090	Instructional Aide	WES	6/30/23

(ROLL CALL – ITEMS XI.A. through XI.Q.)

XII. BUSINESS

- **Report – Terri Joyce**

(ACTION) It is recommended that Items XII.A. through XII.L. 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 May 18, 2023 through June 1, 2023, totaling \$785,885.72.

B. Approval of Contract for Board Attorney

It is recommended that the Board approve a contract with the firm of David B. Rubin, Esq., of David B. Rubin, P.C. and The Busch Law Group, LLC to provide legal services to the District for the 2023-2024 school year for a flat monthly fee of \$2,300 for services outlined in the contract, plus an hourly rate of \$175 for activities related to civil or administration litigation, to be paid from account #11-000-230-331-01-276, and sufficient funds are available in the 2023-2024 budget.

C. Approval of Annual Petty Cash Allocations

It is recommended that the following Petty Cash dollar amounts be allocated to each location as follows:

Location	Amount
Board Office	\$50
Branchburg Central Middle School	\$250
Instructional Services	\$100
Stony Brook School	\$150

Transportation	\$300
Whiton Elementary School	\$150

D. Capital Reserve

BE IT RESOLVED to approve a capital reserve deposit in the amount of up to \$3,000,000 to fund capital projects included in the District's Long Range Facilities Plan in accordance with N.J.A.C. 6A:23A-14.3.

E. Tuition Reserve

BE IT RESOLVED to approve a tuition reserve deposit in the amount of up to \$1,100,000 to fund anticipated tuition in accordance with N.J.A.C. 6A:23A-14.4.

F. Maintenance Reserve

BE IT RESOLVED to approve a maintenance reserve deposit in the amount of up to \$300,000 to fund required maintenance of the school district's facilities in accordance with N.J.A.C. 6A:23A-14.3.

G. Emergency Reserve

BE IT RESOLVED to approve an emergency reserve deposit in the amount of up to \$300,000 to fund unforeseen emergency expenditures in accordance with N.J.A.C. 6A:23A-14.4.

H. Approval of New Jersey Schools Insurance Group for Liability Insurance and Other Coverages

It is recommended that the Board approve New Jersey Schools Insurance Group to provide liability insurance and other coverages as follows as recommended by Hughes-Plumer & Associates effective July 1, 2023 through June 30, 2024, which is in compliance with N.J.S.A. 18A:18B-1:

Coverage	2023-2024
Property (including EDP, BM, Env, RESTART)	\$ 122,625
Automobile Liability	\$ 36,841
Automobile Physical Damage	\$ 11,592
General Liability	\$ 19,207
School Board Errors & Omissions	\$ 50,834
Workers Compensation	\$ 171,201
Salary Continuance	\$ 9,330
Student Accident	\$ 6,850
Bond	\$ 980

Crime	\$ 1,184
Volunteer Accident	\$ 498
Cyber Liability	\$ 25,967
TOTAL	\$ 457,109

I. Approval of Transportation Jointures with Readington Township Board of Education

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

Host	Service	Cost to Branchburg
Readington Township Board of Education	Cover Branchburg Routes on an as needed basis July 1, 2023 – June 30, 2024	\$39.17 per hour per bus (Sub-Driver & Bus)
	Cover Branchburg Routes on an as needed basis July 1, 2023 – June 30, 2024	\$47.11 per hour per bus (Driver & Bus)
	Cover Branchburg Field Trips on an as needed basis July 1, 2023 – June 30, 2024	\$39.17 per hour per bus (Sub-Driver & Bus)
	Cover Branchburg Field Trips on an as needed basis July 1, 2023 – June 30, 2024	\$47.11 per hour per bus (Driver & Bus)
	Cover Branchburg Athletics July 1, 2023 – June 30, 2024	\$46.72 per hour per bus (Sub-Driver & Bus)
	Cover Branchburg Athletics July 1, 2023 – June 30, 2024	\$47.72 per hour per bus (Driver & Bus)

J. Approval to Renew Evening Custodial Services

It is recommended that the Board approve a one year renewal of ACB Services, Inc. to provide evening custodial services to the District, pursuant to the terms of the Agreement, for the period July 1, 2023 to June 30, 2024.

K. Approval of Food Service Contract with Maschio’s Food Service Management Company

BE IT RESOLVED, that the Branchburg Township Board of Education, upon the recommendation of the School Business Administrator, approve the Base Year Contract Award (Year 1) of the Food Service Management Company (FSMC), with Maschio’s Food Service Management Company, for the 2023-2024 school year, with an annual management fee of \$25,000.00. The management fee shall be payable in ten (10) monthly installments of \$2,500.00 per month commencing September 1, 2023 and ending on June 30, 2024.

BE IT FURTHER RESOLVED, that Maschio's Food Service Management Company guarantees a profit of \$25,000.00 to the Local Education Agency for the 2023-2024 School Year. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including administrative/management fee) is below this amount, Maschio’s Food Service Management Company shall be responsible for any shortfall.

BE IT FURTHER RESOLVED, that the total cost of the contract is \$624,599.80.

L. Approval of Lunch Prices for the 2023-2024 School Year

It is recommended that the Board approve the following School Lunch Prices for the 2023-2024 school year:

Item	2023-2024
Student Lunch - Elementary	\$3.50
Student Lunch - Middle	\$3.65
Adult Lunch	\$4.40

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

Group	Representative
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