

**Branchburg Township School District  
REGULAR ACTION MEETING**

**November 17, 2022**

**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**

- Recognition of Student Artists
  - Abigail Oftedal - 1st Grade
  - Natalie Narewski - 5th Grade
  - Ava Wolfe - 7th Grade
- Central Office Restructure

**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 – Terri Joyce

**(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 October 20, 2022.

<b>B. Approval of Harassment, Intimidation, and Bullying Report</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	BCMS 2	10/6/22	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 – Carmela Noto**

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

<b>A. Policy and Regulations First Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 3216	Dress and Grooming	Revised
P 4216	Dress and Grooming	New

**(ROLL CALL – ITEM IX.A.)**

**X. EDUCATION**

- **Report – Olga Phelps**

**(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
LinkIt Lunch and Learn North Plainfield, NJ	Kelly Boyle N/A	11/17/22	N/A	N/A	N/A	N/A	N/A
LinkIt Lunch and Learn North Plainfield, NJ	Kristen Cardona N/A	11/17/22	N/A	N/A	N/A	N/A	N/A
LinkIt Lunch and Learn North Plainfield, NJ	Lauren Knoke 11-000-223-580-02-144 -999	11/17/22	N/A	N/A	N/A	\$13.91	\$13.91
LinkIt Lunch and Learn North Plainfield, NJ	Erica Landesberg N/A	11/17/22	N/A	N/A	N/A	N/A	N/A
LinkIt Lunch and Learn North Plainfield, NJ	Danielle Puglisi N/A	11/17/22	N/A	N/A	N/A	N/A	N/A
Connecting Climate Change to Curriculum Ewing, NJ	Deborah Glicklich N/A	1/18/23	N/A	N/A	N/A	N/A	N/A
Connecting Climate Change to Curriculum Ewing, NJ	Danielle Puglisi 11-000-223-580-02-144 -999	1/18/23	N/A	N/A	N/A	\$9.40	\$9.40
Supporting Grammar & Academic Lang. Across Workshop Teaching Virtual	Kelly Boyle 20-270-200-500-02-649	1/23/23- 1/25/23	\$700.00	N/A	N/A	N/A	\$700.00
Supporting Grammar & Academic Lang. Across Workshop Teaching Virtual	Brienne Rodriguez 20-270-200-500-02-649	1/23/23- 1/25/23	\$700.00	N/A	N/A	N/A	\$700.00
Executive Function Skills Virtual	Stephanie Formus 11-000-219-580-03-144 -999	2/1/23	\$279.00	N/A	N/A	N/A	\$279.00
Help Your Underperforming Writers Succeed Virtual	Nicole Kepner 20-270-200-500-02-649	1/11/23	\$279.00	N/A	N/A	N/A	\$279.00
Guided Math Conference Virtual	Erica Landesberg 20-270-200-500-02-649	12/5/22- 12/6/22	\$489.00	N/A	N/A	N/A	\$489.00
Child Study Team Training Series 1-3 New Providence, NJ	Anthony Maiorano 11-000-219-580-03-144 -999	2/8/23 3/7/23 3/28/23	\$300.00	N/A	N/A	N/A	\$300.00
The Gift of Story Piscataway, NJ	Wendy Michels N/A	2/23/23	N/A	N/A	N/A	N/A	N/A

Understanding HIB Characteristics New Brunswick, NJ	Jennilyn Nelson N/A	12/7/22	N/A	N/A	N/A	N/A	N/A
Teach Your Students to Write Well with Mentor Texts Virtual	Kristen Perrine 20-270-200-500-02-649	11/30/22 12/7/22 12/14/22	\$119.00	N/A	N/A	N/A	\$119.00
Early Structuring Number Instructing Workshop Virtual	Catherine Rello 20-270-200-500-02-649	11/29/22	\$40.00	N/A	N/A	N/A	\$40.00
Dyslexia: Best Targeted Intervention Virtual	Amanda Roper 20-270-200-500-02-649	1/9/23	\$279.00	N/A	N/A	N/A	\$279.00
Guided Reading: Differentiating Using Small Group Instruction Virtual	Amanda Roper 20-270-200-500-02-649	1/12/23	\$279.00	N/A	N/A	N/A	\$279.00
Gender Identity and Transgender Student Issues New Providence, NJ	Danielle Shober 11-000-240-580-02-000-020	12/14/22	\$150.00	N/A	N/A	\$15.13	\$165.13

B. Approval of Practicum					
Name	College/University	Certification	Location	Dates	Cooperating Teacher
Marissa Larramendia	Georgian Court University	Reading Specialist Certification	WES	1/3/23-4/28/23	Kelly Boyle

C. Approval of 2022-2023 Out of District Program						
Program/Location	Account #	Student ID #	SY Tuition	SY Extra Services	Dates	Total Cost
Allegro School Cedar Knolls, NJ	11-000-100-566-03-109-000	7087080485	\$74,157.78	\$21,900.00	11/1/22-6/22/23	\$96,057.78

D. Approval of Field Trips			
Trip	Coordinator	Grade	Purpose
Wegmans Bridgewater, NJ	Emma Ryan	4-5 Autism Class	Students will practice planning, money and social skills by making a shopping list and finding the items. They will also practice interacting with adults in the store.
BCMS Branchburg, NJ	Emma Ryan	4-5 Autism Class	Students will use the items purchased at Wegman’s to prepare a meal for their families and staff members.
Target Bridgewater, NJ	Emma Ryan	4-5 Autism Class	Students will create a gift shopping list, shop and pay for the items. Students will create gift bags filled with goodies for staff to show gratitude and appreciation.
Flair Dance Academy Hillsborough, NJ	Liana Nemiroff	6-8	Enrichment Day activity
Spotted Leaf Company Somerville, NJ	Regina Santangelo Cassie Devita	6-8	Enrichment Day activity

Alexander Library Rutgers University New Brunswick, NJ	Suzanne Updegrove	National History Day Students	Research opportunity for students interested in pursuing higher level history projects. Students will identify primary sources with help from librarians to support their NHD projects.
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E. Approval of Student Teacher					
Name	College/University	Certification	Location	Dates	Cooperating Teacher
Ashleigh Frankel (subject to delivery of documents)	Fairleigh Dickinson University	Preschool through Grade 3	WES	1/3/23-5/5/23 (5 days/30 hours total)	Lauren Amato

F. Approval of Fundraiser				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Wendy Michels	12/7/22- 2/28/23	The Student Council would like to initiate using the Buck Truck to sell snacks and drinks outside the gym before and during halftime at home basketball games. Proceeds will help fund student council activities.

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

**XI. HUMAN RESOURCES**

- Report – Terri Joyce

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

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5872	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	3/24/23-5/8/23 5/9/23-5/10/23 5/11/23-6/16/23	Estimated date of return is 9/1/23
5597	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	2/24/23-4/24/23 4/25/23-4/26/23 4/27/23-10/10/23	Estimated date of return is 10/11/23

B. Approval of Revision of Personnel					
Name	Account Number	From	To	Dates	Discussion
Brian Bodnar	11-213-100-101-01-057-020	Step 4/Level BA \$61,395	Step 9/Level BA \$64,415	10/25/22-6/30/23	Due to years of experience and obtaining NJ teaching certification

Salary is subject to change pending the 2022-2025 B.T.E.A. Agreement

<b>C. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Eli Goldstein (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/100 per day	11/18/22-6/30/23
Donavyn Meyh (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/100 per day	11/18/22-6/30/23

<b>D. Approval of Winter Teacher Academy Presenters</b>				
<b>Name</b>	<b>Account#</b>	<b>Position</b>	<b>Rate*</b>	<b>Discussion</b>
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 9 hours)	Reading Workshop Info and Work Sessions
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 9 hours)	Writing Workshop Info and Work Sessions
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 6 hours)	Planning for Literacy/SS Explorations
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 6 hours)	Exploring Decodable Texts to Support Readers
Kristen Cardona	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	The Podcast Possibility
Kristen Cardona	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	Instruction that Promotes Equity and Access
Kristen Cardona	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	Creating a Realistic Co-Teaching
Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 24 hours)	Enhancing Small Group Reading & Writing Inst
Erica Landesberg	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 21 hours)	Envision Info and Work Sessions
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	NWEA MAP Reporting: Using Data for Goal-Setting and Instruction
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	LinkIt! For Data Retrieval and Analysis
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours)	Empower All Voices With Flip! (Formerly Flipgrid)
Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 9 hours)	Introduction to Design Thinking

\*Rate per hour is subject to change pending the 2022-2025 B.T.E.A. Agreement

E. Approval of Non-Athletic Stipends					
Name	Account	Position	Stipend*	Dates	Discussion
Samantha Gelnow (subject to delivery of documents)	11-401-100-101-01-078-020	Drama Coach	\$2,976	11/18/22-6/30/23	N/A
Leigh Keely	11-401-100-101-01-078-020	Champion Team Leader	\$2,259 (prorated)	11/14/22-3/31/23	MLR for employee #5543

\*Rate per hour is subject to change pending the 2022-2025 B.T.E.A. Agreement

F. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Antonia DaSilva	11-000-219-104-01-168-340	School Social Worker	BCMS	1/2/23 or sooner
Brittany Kemack	11-214-100-106-01-059	Instructional Aide	WES	12/1/22 or sooner
Sean Latino	11-000-219-104-01-165-340	School Psychologist	BCMS	12/23/22
Kyrstin Schuster	11-204-100-106-01-059-090	Instructional Aide	WES	10/31/22

G. Approval of Revision of Leave				
Employee #	Account Number	From	To	Discussion
5426	11-000-270-160-01-462	Paid Sick Leave: 10/3/22-11/23/22	Paid Sick Leave: 10/3/22-12/23/22	Estimated date of return is 1/2/23

H. Approval of Personnel							
Name	Account Number	Position	Step	Level	Salary	Dates	Discussion
Lisbeth Korzoun	11-213-100-101-01057-020	MLR Special Education Teacher (no tenure accrual)	1	150	\$61,599 (prorated)	11/16/22-12/23/22	MLR for employee #5543
Rosanna Vitiello (subject to delivery of documents)	11-120-100-101-01-012-090	MLR 3rd Grade Teacher (no tenure accrual)	1	BA	\$59,449 (prorated)	1/2/23-4/28/23	MLR for employee #5438

\*Salary is subject to change pending the 2022-2025 BTEA agreement

I. Approval of Transfer				
Name	From	To	Date	Discussion
Jennifer Anderson	Director of Curriculum \$147,016.83	Director of Educational Programs and Student Support Services \$155,000 (prorated)	11/28/22-6/30/23	Restructure of central office

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

**XII. BUSINESS**

- **Report – Vince Carpentier**

**(ACTION) It is recommended that Items XII.A. through XII.I. 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 October 21, 2022 through October 27, 2022, totaling \$1,967,079.61, for the period October 28, 2022 through November 1, 2022, totaling \$154,697.90, and for the period November 2, 2022 through November 10, 2022, totaling \$205,141.16, and ratify the Payroll for the period October 16, 2022 through October 31, 2022, totaling \$973,857.56, and for the period November 1, 2022 through November 15, 2022, totaling \$979,087.53.

**B. Secretary’s Report**

The Report of the Secretary for October 2022 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Beverly Vlietstra, 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 October 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 2022-2023 fiscal year.

**C. Treasurer’s Report**

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

**D. Line Item Transfers**

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

**E. Monthly Transfer Report**

It is recommended that the Board approve the Monthly Transfer Report for the month of October 2022.

**F. Approval of Nonpublic Security and Technology Purchase**

**WHEREAS**, the Branchburg Township Board of Education received nonpublic security aid for Kangaroo Kids in the amount of \$3,485.00 and nonpublic technology aid in the amount of \$714.00 from the State of New Jersey in FY 2023; and

**WHEREAS**, the State of New Jersey directed the Branchburg Township Board of Education having nonpublic schools within its boundaries, the responsibility for providing security services, equipment, or technology to help ensure a safe and secure environment for students attending nonpublic schools within the limits of the funds provided by this program in the FY 2023 school year; and

**WHEREAS**, Nonpublic School representatives, along with the SCESC consultant, reviewed the proposed security and technology expenditures with the Interim Business Administrator; and

**WHEREAS**, the State of New Jersey requires that the local Board of Education authorize the specific nonpublic expenditures for each of these grant awards;

**NOW, THEREFORE, BE IT RESOLVED** that the Branchburg Township Board of Education authorize the following nonpublic expenditures:

<b>Kangaroo Kids Breninger Communications</b>	
<b>Quantity</b>	<b>Item</b>
1	Discontinued refurbished Samsung OS7100 Controller
1	Discontinued refurbished Samsung MP10a Processor
1	Discontinued refurbished Samsung Trunk Card
2	Discontinued refurbished Samsung Telephone Cards
7	Discontinued refurbished Samsung iDCS 28B Telephones
* Reuse current telephone wiring if allowed * Complete setup and installation * One year parts and labor warranty * 24 hour emergency support * 3 onsite telephone training within one year * Remote support if allowed by the network	
<b>TOTAL: <u>\$3,200.00</u></b>	
<b>Funded: <u>\$3,485.00</u>; Expending: <u>\$3,200.00</u></b>	

<b>Kangaroo Kids All Basic Concepts, LLC</b>	
<b>Quantity</b>	<b>Item</b>
1	HP - 24" Touch-Screen All-in-One Intel Core i3 - 8GB Memory - 512GB
1	Digital Camera with LCD Screen, Full HD 1080P 36.0 Mega Pixels Vlogging Camera for Kids Boys and Girls, Digital Vlogging Camera with 16X Digital Zoom, 2 Batteries
2	SanDisk 512GB Ultra USB 3.0 Flash Drive - SDCZ48-512G-G46
<b>TOTAL: <u>\$676.34</u></b>	
<b>Funded: <u>\$714.00</u>; Expending: <u>\$676.34</u></b>	

**G. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Beverly Vlietstra, Interim Business Administrator/Board Secretary to issue payment of bills for November 17, 2022 through December 15, 2022 prior to the next regularly scheduled meeting of December 15, 2022, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the December 15, 2022 meeting for ratification.

**H. Approval of Special Counsel**

Be It Resolved that the law firm of Methfessel & Werbel, P.C. be appointed as special counsel for defense of the district in the matter of Lemma v. Branchburg Township School District, et als, Docket No. SOM-L-0986-22, at hourly rates not to exceed \$185.

**I. Approval of Transportation Consultant**

It is recommended that the Board approve Robert Cline as a transportation consultant for a maximum of twelve (12) hours per week, effective November 18, 2022 through June 30, 2023, at an hourly rate of \$55 to be shared equally by the Readington Township Board of Education, upon the recommendation of the Superintendent.

**(ROLL CALL - ITEMS XII.A. through XII.I.)****XIII. PUBLIC COMMENT****XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Robert Marder
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	Karen Chase
Branchburg Education Foundation	Keerti Purohit
Branchburg SEPAG - Special Education Parents Advisory Group	Kristen Fabriczi

**XV. EXECUTIVE SESSION****XVI. ADJOURNMENT**