

**Branchburg Township School District
REGULAR ACTION MEETING**

October 20, 2022

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

- District Data Presentation - Jennifer Anderson

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.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 October 6, 2022.

B. Approval of Submission of 2022-2023 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2022-2023 School Nursing Services Plan.

C. Approval of Cancellation of Board of Education Meetings

It is recommended that the Board approve the cancellation of the following Board of Education meetings:

- November 3, 2022
- December 1, 2022

D. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	BCMS 1	9/15/22	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

E. Approval of School Bus Emergency Evacuation Drill Report							
Date of Drill	Time of Drill	School Name	Location	Route Numbers			Supervisor
October 7, 2022	Arrival	Whiton Elementary School	Whiton Elementary School	WES 3A WES 7A WES 8A WES 9A WES 10A WES 11A WES 14A	WES 15A WES 17A WES 18A WES 20A WES 21A WES 24A WES 25A	WESV1A WESV3A WESV14A PS-IN 1 PS-IN 12	Emma Rebelo Chris Derflinger
October 17, 2022	Arrival	Branchburg Central Middle School/ Stony Brook School	Branchburg Central Middle School	BCSB 1A BCSB 2A BCSB 3A BCSB 5A BCSB 7A BCSB 9A	BCSB 10A BCSB 11A BCSB 17A BCSB 20A BCSB 21A BCSB 22A	BCSB 23A BCSB 24A BCSB 25A BCSB V1A BCSB V3A	Emma Rebelo Matthew Barbosa

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

IX. POLICY AND REGULATIONS

- **Report – Carmela Noto**

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

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 1511	Board of Education Website Accessibility (M)	Revision
P 5517	School District Issued Student Identification Card (M)	Revision
P 5722	Student Journalism	New

B. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 2432	School Sponsored Publications	Abolish
R 2432	School Sponsored Publications	Abolish

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

X. EDUCATION

- **Report – Olga Phelps**

(ACTION) It is recommended that Items X.A. through X.D. 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
Piscataway High School Community Engagement Piscataway, NJ	Danielle Puglisi N/A	10/17/22	N/A	N/A	N/A	N/A	N/A
Piscataway High School Community Engagement Piscataway, NJ	Suzanne Updegrove N/A	10/17/22	N/A	N/A	N/A	N/A	N/A
Centenary University’s New Teacher Symposium Hackettstown, NJ	Katie O’Shea 20-270-200-500-02-649	11/2/22	\$95.00	N/A	N/A	N/A	\$95.00
Centenary University’s New Teacher Symposium Hackettstown, NJ	Ruth Pluymers 20-270-200-500-02-649	11/2/22	\$95.00	N/A	N/A	N/A	\$95.00
NJ Conference for Social Studies Piscataway, NJ	Richard Desantis 20-270-200-500-02-649	10/25/22	\$65.00	N/A	N/A	N/A	\$65.00
Dyslexia Early Intervention Virtual	Tracy Harmon 20-270-200-500-02-649	12/1/22	\$279.00	N/A	N/A	N/A	\$279.00
Supporting Grammar and Academic Language Across Your Workshop Teaching Virtual	Lauren Knoke 20-270-200-500-02-649	1/23/23- 1/25/23	\$700.00	N/A	N/A	N/A	\$700.00
Astronaut Training: A Sound Activated Vestibular-Visual Protocol Virtual	Maricelly Mendez 11-000-219-580-03-001-999	10/23/22- 10/24/22	\$495.00	N/A	N/A	N/A	\$495.00
Empowering Student Artists Implementing the NJSLs in the Visual and Performing Arts Monroe Township, NJ	Jennifer Palermo 20-270-200-500-02-649	10/26/22	\$150.00	N/A	N/A	N/A	\$150.00
NJ School Boards Association 2022 Workshop Atlantic City, NJ	Beverly Vlietstra 11-000-251-580-01-585	10/24/22- 10/26-22	\$550.00	N/A	\$147.50	\$127.24	\$824.74

B. Approval of Fundraisers/Service Projects				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Wendy Michels	10/24/22- 10/28/22	Students purchase tickets that allow them to select a “treat” (small goody bag) that vary in contents. Included in the choice is several special bags per grade which contain a more valuable treat - a gift card!
BCMS	Band Program	Kristine DeNicolo	Year-Long	Winter and Spring Concert programs will include a shout out section that for \$2.00 parents can write a shout out to their child. Proceeds will go to the Music in the Parks Trip to help offset the cost for students,
Stony Brook	School-Wide	Stephanie Formus Nina Manger	11/1/22- 12/1/22	In collaboration with the Scholastic Pajama Program, students and staff will donate new pajamas which Scholastic matches with a new book. These are distributed within the Somerset County community.
Whiton	2nd Graders	Kimberly Cole	11/28/22- 12/9/22	Whiton 2nd graders will be collecting new books and pajamas for school aged children that are in the care of Somerset County DCP&P. This will be in conjunction with the 2nd grade social studies unit “How to be an Active Citizen.”

C. Approval of Contracted Educational Service					
Vendor	Account Number	Student ID #	Rate	Effective Date	Discussion
Rutgers Health University Behavioral Healthcare Piscataway, NJ	11-150-100-320-01-666-SHS	3841027073	\$70 per hour	10/18/22	Contracted beside instruction. Not to exceed 10 hours per week

D. Approval of Acceptance of Grant Funds				
Grantor	Grant Name	Requester	Location	Amount
Branchburg Education Foundation	Get Outside & Be Inspired: A Student Wellness Event	Jennifer Anderson	District Wide	\$4,421.50

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

XI. HUMAN RESOURCES

- **Report** – Terri Joyce

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

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5315	11-130-100-101-01-021-020	FMLA	11/16/22-11/23/22	Estimated date of return is 11/28/22

B. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Adam Markiewicz	11-000-270-160-01-468	Mechanic	Transportation	10/10/22
Tina Neely	11-000-219-104-01-0159-999	Director of Student Services	BOE	12/16/22 or sooner

C. Approval of Additional Staff for Child Study Team Meetings, Evaluations, BCBA, and Counseling					
Name	Account Number	Position	Location	Rate*	Dates
Margaret Ryan	11-000-219-104-03-087-340	Guidance Counselor	WES	\$66.75 per hour (not to exceed 9.5 hours)	6/27/22-8/31/22

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

D. Approval of Transfer				
Name	From	To*	Dates	Discussion
Isabella Stuart	Instructional Aide Part-Time 11-204-100-106-01-059-090 \$14,016.07	Instructional Aide Full-Time 11-214-100-106-01-059-090 \$19,200.10 (prorated)	10/12/22-6/30/23	Replacing Christina Chandler

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

E. Approval of Personnel						
Name	Account Number	Position	Step	Salary	Dates	Discussion
Kyrstin Schuster (subject to delivery of documents)	11-204-100-106-01-059-090	Instructional Aide - Part-Time (not to exceed 4.75 hours per day)	5	\$14,706.95	10/26/22- 6/30/23	Replacing Isabella Stuart

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

F. Approval of Substitute			
Name	Position	Rate	Dates
Vicky Fania (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/100 per day	10/21/22-6/30/23

G. Approval of Professional Development Presenters Planning Time				
Name	Account Number	Position	Rate*	Discussion
Ludmila Battista	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours)	Spelling Rules/Generalizations for Word Study: The Logic Behind the Madness (2 sessions)
Kelly Boyle	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours)	Strengthening Our Reading Teacher Tool Kit - K-5 (2 sessions)
Amy Garner Lauren Knoke	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours total)	Syllable Division (2 sessions)
Heather Lilly	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours)	The Reading Continuum: Learning to Read and Reading to Learn
Heather Lilly	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours)	Reading Disabilities 101
Zach Miracle Emily Wronski	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours total)	Teaching Reading in Content Subjects
Erica Landesberg Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours total)	Helping Students with Reading Difficulties in Mathematics K-8
Brienne Rodriguez	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours)	Teaching Trick Words with a Multisensory Approach

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

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

XII. BUSINESS

- **Report – Vince Carpentier**

(ACTION) It is recommended that Items XII.A. through XII.G. 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 7, 2022 through October 20, 2022, totaling \$677,870.59, and ratify the Payroll for the period October 1, 2022 through October 15, 2022, totaling \$969,848.28.

B. Secretary’s Report

The Report of the Secretary for September 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 September 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 September 2022.

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. 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 October 20, 2022 through November 17, 2022 prior to the next regularly scheduled meeting of November 17, 2022, and with the approval and consent of the Superintendent

of Schools, and then present said bills to the Board at the November 17, 2022 meeting for ratification.

G. Approval of Comprehensive Maintenance Plan for 2021-2022 through 2023-2024

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2021-2022 through 2022-2024.

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

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

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT