

Branchburg Township School District
REGULAR ACTION MEETING

September 22, 2022

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

- Back to School Nights and NJ Start Strong Assessments

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 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.

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 September 8, 2022.

B. Approval of Revision of Job Description

It is recommended that the Board approve the following revised job description.

- Human Resources and Employee Relations Manager

(ROLL CALL – ITEMS VIII.A. through VIII.B.)**IX. POLICY AND REGULATIONS**

- **Report** – Carmela Noto

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.E. 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
Emotional Regulation Supports for Today's World Somerset, NJ	Bethann Harrington N/A	10/11/22	N/A	N/A	N/A	N/A	N/A
Emotional Regulation Supports for Today's World Somerset, NJ	Michelle Nash N/A	10/11/22	N/A	N/A	N/A	N/A	N/A
Rebalancing Balanced Literacy Virtual	Kelly Boyle 20-270-200-500-02-649	10/17/22- 10/19/22	\$700.00	N/A	N/A	N/A	\$700.00
New Jersey School Boards Association 2022 Workshop Atlantic City, NJ	Theresa Joyce 11-000-230-585-01-300	10/24/22- 10/26/22	\$550.00	\$206.00	\$147.50	\$131.16	\$1,034.66
Everyday Social Emotional Learning Practices Virtual	Amy McLaughlin 11-000-219-580-03-001-999	9/21/22	\$49.00	N/A	N/A	N/A	\$49.00
Leading for Change: Advocacy for Social Emotional Learning Virtual	Amy McLaughlin 11-000-219-580-03-001-999	10/26/22	\$49.00	N/A	N/A	N/A	\$49.00
Compassion for Educators Virtual	Amy McLaughlin 11-000-219-580-03-001-999	11/16/22	\$49.00	N/A	N/A	N/A	\$49.00
The SEL Coach Virtual	Amy McLaughlin 11-000-219-580-03-001-999	12/14/22	\$49.00	N/A	N/A	N/A	\$49.00
Virtual Labor & Employment Summit 2022 Virtual	Enea Yard 11-000-230-580-01-303	9/28/22	\$99.00	N/A	N/A	N/A	\$99.00

B. Approval of Service Projects/Fundraisers				
School	Group	Event Coordinators	Dates	Purpose
WES	1 st Grade	Colleen Repoli	10/1/22-10/31/22	Socktober is a program started by Kid President to provide homeless people with socks during the cold months. All donations will be sent to SHIP in Somerville.
BCMS	Student Council	Wendy Michels	10/21/22	The Student Council would like to host a Halloween Dance for all students. Admission cost will be \$10 and snacks and prizes will be sold during the event. All proceeds will be used for future Student Council events and activities.

C. Approval of Acceptance of Out of District Student 2022-2023 Teacher of the Deaf Services				
Sending District	Student ID #	Fee	Dates	Discussion
Dunellen School District Dunellen, NJ	4523289009	\$4,168	9/1/22-6/30/23	42 weeks of services for student attending Somerville High School

D. Approval of Contracted Position				
Sending District	Account Number	Cost	Dates	Discussion
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$70,305 (not to exceed)	9/29/22-6/16/23	New Position Autism Program Aide \$54.50 per hour

E. Approval of Revision of Vendor					
Vendor	Account Number	Cost		Dates	Discussion
		From	To		
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$1,368.00 (not to exceed)	\$1,838.25 (not to exceed)	8/1/22- 8/4/22	Number of hours of speech therapy services changed from 16 hours to 21.5 hour

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

XI. HUMAN RESOURCES

- **Report** – Terri Joyce

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

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5723	11-230-100-101-01-072-060	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	1/6/23-3/6/23 3/7/23-6/8/23	Estimated date of return is 6/9/23
4606	11-230-100-101-01-072-020	Paid Sick Leave	9/22/22-12/22/22	Estimated date of return is 12/23/22

B. Approval of Non-Athletic Stipend			
Name	Account	Position	Stipend*
Kerin Roberts	11-401-100-101-01-078-020	Newspaper	\$2,758

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

C. Approval of Athletic Stipends			
Name	Account	Position	Stipend*
Monique Owczarek	11-402-100-101-01-093-020	Additional Cross Country Coach	\$2,703
Kayla Valinoti	11-402-100-101-01-093-020	Cheerleading Coach	\$3,310

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

D. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Jaelyn Furnari Michelle Jordan Zach Miracle Alyssa Riva	11-421-200-101-01-330	Guided Study	\$41 per hour (not to exceed 270 hours total)	9/23/22-6/30/23

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

E. Approval of Revision of ESY Special Education Teachers		
Name	From	To
Colleen Barnett	20-484-100-320-02-000	20-491-200-100-00-00
Lauren Bockus	20-484-100-320-02-000	20-491-200-100-00-00
Joseph Larramendia	20-484-100-320-02-000	20-491-200-100-00-00
Nina Manger	20-484-100-320-02-000	20-491-200-100-00-00
Kathleen Schunk	20-484-100-320-02-000	20-491-200-100-00-00

F. Approval of After School Counseling					
Name	Account #	Position	Rate	Dates	Discussion
Tara Bisson	20-491-100-101-03-000	LCSW	\$44.82 per hour (not to exceed \$1,882.44)	9/22/22-6/30/23	Social skills groups and executive functioning support. Mental health student support.
Sean Latino	20-491-100-101-03-000	School Psychologist	\$50.49 per hour (not to exceed \$2,120.58)		
Anthony Maiorano	20-491-100-101-03-000	Social Worker	\$44.48 per hour (not to exceed \$1,868.16)		

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

G. Approval of Revision of Personnel					
Name	Account	Location	From	To	Dates
Enea Yard	11-000-230-105-01-273	BOE	Human Resources Manager \$67,600	Human Resources and Employee Relations Manager \$81,120	10/1/22-6/30/23

H. Approval of Extracurricular School Activity Aide				
Name	Account Number	Hourly Rate*	Dates	Discussion
Anthony Maiorano	11-000-217-106-01-000-020	\$19.27 per hour	9/6/22-6/30/23	As needed

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

I. Approval of Teacher/Educational Specialist Evaluation Model

It is recommended that the Board approve the Stronge and Associates Teacher/Educational Specialist Performance Evaluation System as per the ACHIEVENJ mandate for the 2022-2023 school year.

J. Approval of Principal/District Leader Evaluation Model

It is recommended that the Board approve the Stronge and Associates Principal/District Leader Performance Evaluation System as per the AHIEVENJ mandate for the 2022-2023 school year.

K. Approval of Submission of 2022-2023 School District Professional Development Plan and Mentoring Plan Statement of Assurance

It is recommended that the Board approve the submission of the Statement of Assurance for the 2022-2023 School District Professional Development Plan and Mentoring Plan.

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

XII. BUSINESS

- **Report** – Vince Carpentier

(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 September 9, 2022 through September 22, 2022, totaling \$1,818,540.58, and ratify the Payroll for the period September 1, 2022 through September 15, 2022, totaling \$969,260.85.

B. Secretary’s Report

The Report of the Secretary for August 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 August 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 for the month of August 2022 be accepted and filed.

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. Approval of Submission of 2022-2023 Emergency Virtual or Remote Instruction Program

It is recommended that the Board approve the submission of the 2022-2023 Emergency Virtual or Remote Instruction Program to the New Jersey Department of Education.

G. Acceptance of Donation

It is recommended that the Board accept the donation of two tables, to the Branchburg Township School District Board Office, with many thanks for the donor’s generosity.

H. Approval of HVAC Unit Repair at Branchburg Central Middle School

WHEREAS, quotes were solicited for a failed controller for an HVAC unit in the band room at Branchburg Central Middle School;

WHEREAS, only one proposal and quote was received from Hutchins HVAC, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Branchburg Township Board of Education approve Hutchins HVAC, Inc. to install one new Johnson Controls Controller, demo and removal of the failed controller, all necessary electrical connections and related work, and installation of a new temperature/humidity thermostat, duct sensors and current transformers, in the amount of \$10,263 to be paid by purchase order through Account #11-000-261-420-04-411, and sufficient funds are available in the 2022-2023 budget.

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

Group	Representative
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	Karen Chase
Branchburg Education Foundation	Keerti Purohit
Branchburg SEPAG - Special Education Parents Advisory Group	Kristen Fabriczi

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT