

**Branchburg Township School District  
REGULAR ACTION MEETING**

**August 3, 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**

- District Update

**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 Regular Meeting of July 13, 2023.

**B. Adoption of 2023-2024 Branchburg Board of Education Goals**

It is recommended that the Board adopt the 2023-2024 Board Goals.

**(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 2419	School Threat Assessment Teams (M)	New

**(ROLL CALL – ITEM IX.A.)**

**X. EDUCATION**

- **Report** – Bob Maider

**(ACTION)** It is recommended that Items X.A. through X.C. 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
AENJ Fall Conference New Brunswick, NJ	Christopher Boehm 20-270-200-500-02-649	10/29/23- 10/31/23	\$175.00	\$358.00	\$30.00	\$8.70	\$571.70
AENJ Fall Conference New Brunswick, NJ	Meghan Russo 20-270-200-500-02-649	10/30/23- 10/31/23	\$275.00	N/A	N/A	\$28.58	\$303.58

Exploring the Newly Published Unit on Sharing Reading Virtual	Kelly Boyle 20-488-200-500-02-000	9/27/23	\$150.00	N/A	N/A	N/A	\$150.00
Exploring Ways to Build Links Virtual	Kelly Boyle 20-488-200-500-02-000	10/11/23	\$150.00	N/A	N/A	N/A	\$150.00
Dr. Nikki's Math Academy Virtual	Danielle Puzzo 20-488-200-500-02-000	8/18/23-5/10/24	\$350.00	N/A	N/A	N/A	\$350.00

B Approval of Service Agreement				
Vendor	Account Number	Rate	Dates	Discussion
Together We Thrive, LLC Wayne, NJ	20-488-200-500-02-000	\$1,800 per day (not to exceed \$9,000)	8/4/23-6/30/24	District wide professional development.

C. Approval of ESY 2023-2024 Out of District Programs						
Program/Location	Account Number	Student ID#	Tuition	Extra Services	Dates	Total Cost
Mercer County Special Services School District Hamilton, NJ	11-000-100-562-03-105-000	9925443611	\$8,625.00	\$5,000.00	7/10/23-8/11/23	\$13,625.00
New Road School Somerset, NJ	11-000-100-566-03-109-000	133874258	\$11,842.20	N/A	7/5/23-8/11/23	\$11,842.20

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

**XI. HUMAN RESOURCES**

- **Report – Charlie Tuma**

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

**A. 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 2023-2024 school year.

**B. 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 ACHIEVENJ mandate for the 2023-2024 school year.

**C. Approval of Statement of Assurance**

It is recommended that the Board approve the submission of the Statement of Assurance for the 2023-2024 School District Professional Development Plan and Mentoring Plan.

<b>D. Approval of 2023-2024 Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Jessica Almagor (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Alexis Grabell (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Cathy Hons (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Preeti Jha (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Kenneth Kurtulik (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Marie Suzanne Marquart (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Rainer Rogers (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24
Victoria Roseto (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/1/23-6/30/24

<b>E. Approval of Additional Staff for ESY IEP Meetings</b>				
<b>Name</b>	<b>Account Number</b>	<b>Location</b>	<b>Rate</b>	<b>Dates</b>
Stephanie Formus	11-213-100-101-03-078-600	WES	Total amount not to exceed \$2,000	7/5/23-8/31/23

<b>F. Approval of Revision of ESY Aide</b>				
<b>Name</b>	<b>Account</b>	<b>Position</b>	<b>From</b>	<b>To</b>
Evan Obenauer	11-213-100-106-03-078-600	ESY Aide	\$17.84 (not to exceed 66 hours)	\$17.84 (not to exceed 96 hours)

<b>G. Approval of BCBA for ESY</b>				
<b>Name</b>	<b>Account</b>	<b>Position</b>	<b>Rate of Pay</b>	<b>Date</b>
Lauren Ross	11-000-219-104-03-087-340	BCBA	\$58.28 per hour (not to exceed 3 hours)	7/31/23

<b>H. Approval of Resignations</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Wendy Michels	11-000-222-101-01-252-020	Library Media Specialist	BCMS	9/15/23 or sooner

Wendy Michels	11-401-100-101-01-078-020	Student Council Advisor Cross Country Girls Coach Dance Team Softball Coach	BCMS	8/3/23
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**I. Approval of Extra Duty Pay**

Name	Name	Name	Account Number	Position	Rate	Discussion
Lauren Amato Kelly Boyle Kristen Cardona Meghan Castellano Nicole Kepner Lauren Knoke Heather Lilly	Nina Manger Dulcinea Merton Katherine Miletto Colleen Nejme Jennilyn Nelson Melissa Omelio Danielle Puglisi	Danielle Puzzo Catie Rello Amanda Roper Margaret Ryan Erica Viel-Desimone Lori Zelnick	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours each)	New Hire Orientation

**J. Approval of Revision of Summer Teacher Academy Course**

Name	Account Number	Rate	From	To	Dates
Danielle Puglisi	11-000-223-104-02-210-999	\$41 per hour not to exceed 9 hours	ChatGPT	Climate Change for All	8/1/23-8/31/23

**K. Approval of Summer Teacher Academy Presenter**

Name	Account Number	Rate	Dates	Discussion
Danielle Puglisi	11-000-223-104-02-210-999	\$41 per hour not to exceed 6 hours	8/1/23-8/31/23	Introduction to ALEKS - For New Teachers Grades 4-8

**L. Approval of Part-Time Summer Maintenance Worker**

Name	Account	Position	Rate	Dates
Fletcher Rodgers	11-000-261-110-01-397	Part-Time Summer Maintenance Worker	\$15 per hour	7/25/23-9/1/23

**M. Approval of Personnel**

Name	Account Number	Position	Location	Step/Level	Salary	Dates	Discussion
Joseph Amatelli (subject to delivery of documents)	11-000-262-110-01-366	Custodian	SBS	6/NA	\$44,646.20 (salary includes black seal stipend)	8/9/23-6/30/24	Replacing Robert Dallas
Stefan Fink (subject to delivery of documents)	11-213-100-101-01-057-020	Special Education Teacher	BCMS	4/182	\$69,025.00	9/1/23-6/30/24	Replacing Breanne Szatkowski
Caroline Och (subject to delivery of documents)	11-000-218-104-01-141-060	Guidance Counselor	SBS	1/182	\$65,629.00	9/1/23-6/30/24	Replacing Alexandra Gallo
Kenneth Vaughn (subject to delivery of documents)	11-120-100-101-01-012-060	4th Grade Teacher	SBS	4/150	\$66,875.00	9/1/23-6/30/24	Replacing John Gottshalk

N. Approval of Substitute for ESY				
Name	Account Number	Position	Dates	Hourly Rate
Trudy Rossetti-McKenna	11-000-213-104-03-078-800	ESY Substitute Nurse	8/1/23-8/10/23	\$225 per day

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

**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 June 28, 2023, through June 30, 2023, totaling \$478,578.03, for the period July 1, 2023, through July 31, 2023, totaling \$1,293,020.33, and for the period July 15, 2023, through July 31, 2023, totaling \$1,098,818.75, and ratify the Payroll for the period July 1, 2023 through July 14, 2023, totaling \$161,910.35, and for the period July 16, 2023 through July 31, 2023, totaling \$205,657.95.

**B. Secretary’s Report**

The Report of the Secretary for June 2023 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Sally Dolan, 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 June 2023 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 June 2023.

**D. Line Item Transfers**

It is recommended that the Board accept the list of Line Item Transfers for the month of June 2023.

**E. Monthly Transfer Report**

It is recommended that the Board approve the Monthly Transfer Report for the month of June 2023.

**F. Approval of Lease for Old York School - Jointure for Community Adult Education, Inc.**

It is recommended that the Branchburg Township Board of Education is desirous of leasing a portion of the former Old York School not presently needed for school purposes; and

**NOW, THEREFORE, BE IT AGREED**, that the Board hereby approves, and authorizes its President to execute, a written lease agreement with Jointure for Community Adult Education, Inc., to lease a portion of Old York School, pursuant to N.J.S.A. 18A:20-8.2, for a term commencing July 1, 2023 and ending June 30, 2024.

**G. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves the School Business Administrator, to issue payment of bills for August 3, 2023 through September 7, 2023 prior to the next regularly scheduled meeting of September 7, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the September 7, 2023 meeting for ratification.

**H. Approval of Sale of Solar Renewal Energy Credits**

**WHEREAS**, the Branchburg Board of Education examined the proposals received for the sale of Solar Renewal Energy Credits (SREC), and recommends that the contract be awarded to NJSREC.com for the sale of 47 SREC credits at a price of: \$10,104.50

- o For 41, NJ 2023 Reporting Year SREC(s) (06/2022 to 05/2023) \$215.50 each to you.
- o For 6, NJ 2024 Reporting Year SREC(s) (06/2023 to 05/2024) \$211.50 each to you.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education President is authorized to execute the Contracts with the Secretary on behalf of the Board, and that the Board Counsel approve the Contract as to form.

**I. Approval of Extraordinary Aid Amendment**

**RESOLVED**, the Branchburg Board of Education hereby approves the acceptance of extraordinary aid in the amount of \$802,936.00 amending previously estimated amount of \$201,089.00 for the 2022-2023 school year.

**J. Approval of Accounting and Consulting Services**

It is recommended that the Board approve School Accounting Services, LLC, to provide accounting and consulting services to the District for the 2023-2024 school year, not to exceed \$15,000, to be paid from account #11-000-251-330-01-000, and sufficient funds are available in the 2023-2024 budget.



**K. Approval of Contracted Services to Replace Playground at Stony Brook School**

It is recommended that the Board approve MRC, Inc F/K/A Marturano Rec Co, Inc., which is part of the Contract #ESCNJ 20/21-06 to install a replacement playground and engineered wood fiber at Stony Brook School at a total cost of \$81,252.81 to be paid by purchase order, through account #12-000-400-450-04-612 and sufficient funds are available in the 2023-2024 budget.

**L. Approval of Submission of 2023-2024 Emergency Virtual or Remote Instruction Program**

It is recommended that the Board approve the submission of the 2023-2024 Emergency Virtual or Remote Instruction Program to the New Jersey Department of Education.

**(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**