

**Branchburg Township School District  
REGULAR ACTION MEETING**

**November 2, 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**

- Budget Process
- QSAC Report

**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.D. 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 19, 2023.

**B. Approval of Harassment, Intimidation or Bullying Report**

Building	Incident #	Date	Discussion
SBS	SSDS 001524	10/2/23	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.

**C. Approval of 2023-2024 Personnel Appointments**

It is recommended that the following appointments be approved:

Position	2023-2024
School Anti-Bullying Specialist	Jennilyn Nelson
School Anti-Bullying Specialist	Keith LaBadie
School Anti-Bullying Specialist	Caroline Och
School Anti-Bullying Specialist	Guila Lo-Piccolo Stewart
School Anti-Bullying Specialist	Nathan Fehnel

**D. Approval of Job Descriptions**

It is recommended that the Board approve the new and revised job descriptions:

- Confidential Secretary - Health Benefits Coordinator
- Director of Human Resources

**(ROLL CALL – ITEMS VIII.A. through VIII.D.)**

**IX. POLICY AND REGULATIONS**

- **Report – David Dugan**

**(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 7510	Use of School Facilities (M)	Revised
R 7510	Use of School Facilities (M)	Revised

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 2431	Athletic Competition (M)	Revised

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

**X. EDUCATION**

- Report – Bob Marder

**(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
Develop Growth Mindset in Mathematics Virtual	Monique Owczarek 20-488-200-500-02-00	12/8/23	\$279.00	0	0	0	\$279.00
Develop Growth Mindset in Mathematics Virtual	Danielle Puglisi 20-488-200-500-02-00	12/8/23	\$279.00	0	0	0	\$279.00
Consider Culturally Responsive Practices Virtual	Kelly Boyle 20-488-200-500-02-00	12/1/23	\$150.00	0	0	0	\$150.00
Creating a Writing Workshop that is More Culturally Responsive Virtual	Kelly Boyle 20-488-200-500-02-00	1/16/24	\$150.00	0	0	0	\$150.00
NJASBO Workshop Facilities Update Whippany, NJ	Sally Dolan 11-000-251-580-01-585	11/14/23	\$125.00	0	0	0	\$125.00

NJASBO Workshop Pension Update Whippany, NJ	Sally Dolan 11-000-251-580-01-585	12/12/23	\$125.00	0	0	0	\$125.00
Somerset County VoTech CST Tea and Tour Bridgewater, NJ	Bradley Harris N/A	11/7/23	0	0	0	0	0
Strengthen Your Math Instruction for English Language Learners Virtual	Danielle Puglisi 20-488-200-500-02-00	12/5/23	\$279.00	0	0	0	\$279.00
Maximizing Your Effectiveness as an Instructional Coach Virtual	Danielle Puglisi 20-488-200-500-02-00	1/29/24- 1/30/24	\$595.00	0	0	0	\$595.00

**B. Approval of 2023-2024 Out of District Program**

Program/Location	Account Number	Student ID #	Tuition	Dates
Legacy Treatment Services/Mary A. Dobbins School Mount Holly, NJ	11-000-100-566-03-109-000	7815779866	\$2,284.26	9/21/23- 9/28/23

**C. Approval of Service Agreements**

Vendor	Account Number	Cost	Dates	Discussion
Bridgeway Rehabilitation Services Somerville, NJ	11-000-219-320-03-181-340	\$200	7/1/23- 6/30-24	Per each evaluation as needed.
Accurate Language Services Asbury Park, NJ	11-000-219-320-03-181-340	\$90-\$170 hourly plus travel time	11/8/23- 6/30/24	Interpreters for parent meetings/events as needed. Cost is per hour based on language.

**D. Approval of 2023-2024 School Field Trips**

- [Attachment 1](#)

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

**XI. HUMAN RESOURCES**

- **Report – Charlie Tuma**

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

**A. Approval of Leave**

Employee #	Account Number	Type of Leave	Dates	Discussion
5745	11-130-100-101-01-021-020	Paid Sick Leave Personal Days FMLA/NJFLA Unpaid Leave	4/29/24-5/13/24 (AM) 5/13/24 (PM)-5/15/24 (AM) 5/15/24 (PM) - 10/24/24 10/25/24-12/23/24	Estimated date of return is 1/2/25

<b>B. Approval of Mentoring</b>				
Mentee	Mentor	Fee	Dates	Discussion
Alison Manley	Carrie Santoro	\$550	11/2/23-6/30/24	Fee to be paid by mentee via payroll deduction

<b>C. Approval of Resignations</b>				
Name	Account Number	Position	Location	Effective Date
Victoria Kelley	11-110-100-101-01-001-090	Kindergarten Teacher	WES	12/18/23
Audrey Kramer	11-000-262-110-01-366	Custodian	District	10/25/23
Jill Liedtka	11-000-251-100-01-529	Payroll/Accountant	BOE	12/31/23

<b>D. Approval of Personnel</b>							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Brianne Wilson (subject to delivery of documents)	11-000-230-105-01-273	Confidential Secretary - Health Benefits Coordinator	District	N/A	\$58,000 (prorated)	11/13/23-6/30/24	N/A

<b>E. Approval of Revision of Leave</b>		
Employee #	From	To:
5904	Paid Sick Leave: 9/6/23-10/25/23 Unpaid Leave: 10/26/23-10/31/23 Estimated Date of Return: 11/1/23	Paid Sick Leave: 9/6/23-10/25/23 Unpaid Leave: 10/26/23-11/22/23 Estimated Date of Return: 11/27/23
6054	Paid Maternity/Disability Leave of Absence: 10/30/23-11/21/23 Personal Days: 11/23/23-11/27/23 FMLA/NJFLI: 11/28/23-2/14/24 Estimated Date of Return: 2/15/24	Paid Maternity/Disability Leave of Absence: 10/23/23-11/15/23 Personal Days: 11/16/23-11/17/23 FMLA/NJFLI: 11/20/23-2/8/24 Estimated Date of Return: 2/9/24

<b>F. Approval of Retirement</b>				
Name	Account Number	Position	Location	Effective Date
Yan Sheng Lu	61-910-310-110-01001	Lunchroom Aide	SBS	10/30/23

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

**XII. BUSINESS**

- **Report – Terri Joyce**

**(ACTION) It is recommended that Items XII.A. through XII.F. 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 20, 2023 through November 2, 2023, totaling \$1,916,558.35, and ratify the Payroll for the period October 16, 2023 through October 31, 2023 totaling \$983,115.56.

**B. 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 November 2, 2023 through December 7, 2023 prior to the next regularly scheduled meeting of December 7, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the December 7, 2023 meeting for ratification.

**C. Approval of Donation from Branchburg Rotary**

It is recommended that the Board approve acceptance of a donation of snacks from the Branchburg Rotary, with thanks for their generosity to the students of the Branchburg Township School District.

**D. Approval of Resolution Authorizing the Disposal of Equipment**

It is recommended that the Board approve the following resolution authorizing the disposal of equipment through GovDeals.

**WHEREAS**, the School District is the owner of certain equipment which is no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said equipment in “as is” condition without express or implied warranties.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of Branchburg Township in the County of Somerset, as follows:

- (1) The sale of the equipment shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The equipment to be sold is as follows:
  - 2 Oreck Floor Machines
  - 3 Mastercraft floor scrubbers

- 1 Koblenz Industrial floor machine
  - 5 Music Cabinets
  - 2 Floor Burnisher machines
  - 2 Milk Coolers
  - 1 Floor Scrubber
  - Lawn Mower Trailer
- (5) The equipment identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

**E. Approval of Resolution Authorizing the Disposal of Technology Equipment**

It is recommended that the Board approve the disposal of the following Technology Equipment through UPCYCLE USA.

The Technology equipment to be disposed of is as follows:

- 15 Smartboards
- 20 Printers
- 45 Dell Monitors
- 25 Optiplex PC’s
- 15 Epson Projectors
- 10 VOIP Phones
- 1 APC Smart-UPS 1000VA RM 2U
- 1 APC SUA3000RM2U
- 44 Ipads (30-Pin Charger gen)
- 50 Lenovo Docks
- 15 Lenovo Laptops
- 50 Meraki AP’s

**F. Approval of Transportation Jointure with Somerville Board of Education**

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



<b>Host</b>	<b>Service</b>	<b>Cost to Branchburg</b>
<b>Somerville Board of Education</b>	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus)
	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus) \$75.00 per hour per bus Aide
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus) \$75.00 per hour per bus Aide

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

**XIII. PUBLIC COMMENT**

**XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
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
Branchburg Education Foundation	Puja Desai
Branchburg SEPAG - Special Education Parents Advisory Group	Terri Joyce

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**