

REGULAR MEETING MINUTES

December 16, 2021

Executive Session – 6:00 p.m.

Public Meeting – 8:00 p.m.

I. CALL TO ORDER

On a motion by Ms. Curcio, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to public session at 6:05 p.m.

The meeting was called to order at 6:05 p.m. by Board President, Theresa Joyce, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Vincent Carpentier, Cathy Curcio, Kristen Fabriczi, Theresa Joyce, Robert Maider, Olga Phelps, Keerti Purohit and Jonathan Sarles.

The following member was absent: Noah Horowitz.

Also present were: Interim Superintendent of Schools Dr. Elizabeth Nastus, Interim Business Administrator/Board Secretary Thomas M. Venanzi and Board Attorney David Rubin.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Ms. Curcio, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to Executive Session at 6:05 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Ms. Curcio, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn Executive Session at 8:15 p.m.

On a motion by Ms. Curcio, seconded by Mr. Maider, and carried unanimously, the Board agreed to reconvene to public session at 8:18 p.m. with 4 members of the public present.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Nastus said she received some guidelines from the New Jersey Department of Health about COVID and quarantining. She is waiting for more confirmation from the Branchburg Township Department of Health to make sure we follow the guidelines that we need for our district.

Mrs. Joyce and the Board recognized outgoing Board member Noah Horowitz. The Board thanked him for his years of service, and wished him well on his future endeavors.

Ms. Curcio read an email from Mr. Horowitz sharing his gratitude to the other Board members, the district and the community for allowing him to serve over the past 3 years.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Ms. Curcio, seconded by Mr. Maider that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.B. were approved by Roll Call, with Mrs. Phelps abstaining on Item VIII.A, and Mrs. Purohit and Mr. Sarles both abstaining on Items VIII.A. and VIII.B.

Mrs. Joyce said the Board is moving forward with the Superintendent Search process, and that interviews will be held in January. She spoke about the applications that have been submitted.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 2, 2021.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 000480	10/25/21	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.
Stony Brook	SSDS# 003912	11/15/21	BE IT RESOLVED that the Board of Education accepts the recommendation of the Superintendent that this incident did meet the criteria of H.I.B. as defined in N.J.18A:37-14.

IX. POLICY

Motion by Ms. Curcio, seconded by Mr. Maider that Items IX.A. through IX.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items IX.A. through IX.C. were unanimously approved by Roll Call, with Mr. Sarles abstaining on all three items.

Mrs. Joyce noted that all the policies listed have been reviewed by the Policy Committee.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 1648.13	School Employee Vaccination Requirements (M)	New
P 1648.14	Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M)	New
P 2270	Religion in the Schools	Revised
P 2425	Emergency Virtual or Remote Instruction Program (M)	New
P 6471	School District Travel (M)	Revised
R 6471	School District Travel (M)	New
P 8561	Procurement Procedures for School Nutrition Programs (M)	Revised
P 8600	Student Transportation (M)	Revised

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 0131	Bylaws, Policies, and Regulations	Revised
P 2622	Student Assessment (M)	Revised
P 3134	Assignment of Extra Duties	Revised
P 3142	Nonrenewal of Nontenured Teaching Staff Member	Revised
P 3221	Evaluation of Teachers (M)	Revised
R 3221	Evaluation of Teachers (M)	Revised
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	Revised
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	Revised
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Revised
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Revised
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Revised
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Revised
P 4146	Nonrenewal of Nontenured Support Staff Member	Revised
P 5751	Sexual Harassment of Students (M)	Replacement
R 5751	Sexual Harassment of Students (M)	Replacement

C. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 1649	Federal Families First Coronavirus (COVID-19) Response Act (M)	Abolished
P 8810	Religious Holidays (M)	Abolished

X. EDUCATION

Motion by Ms. Curcio, seconded by Mr. Maider that Item X.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item X.A. was unanimously approved by Roll Call.

Mrs. Phelps said the Education Committee met, and discussed the following:

- They were given an update on the Social Emotional climate at the district;
- Social Emotional Learning committees are set up;
- The utilization of grant money for after school counseling;
- The program with Rutgers' Social Emotional Learning Academy to provide counseling and guidance;
- Wellness workshops for staff;
- Update on Start Strong testing;
- Update on winter teacher academies;
- ESSER Grants;
- Update on a new program sponsored by Jersey STEM Coding Class;
- Shortage of substitutes; and
- Policy review updates.

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
Knowledge Building Institute Teach Kids to Research, & Collaborate Virtual	Victoria Avila 20-270-200-500-02-649	2/7/22- 2/9/22	\$650.00	N/A	N/A	N/A	\$650.00
Early Literacy and the Whole Child Virtual	Kelly Boyle 20-270-200-500-02-649	1/21/22	\$69.00	N/A	N/A	N/A	\$69.00
January Coaching Institute on the Teaching of Reading Virtual	Lauren Knoke 20-270-200-500-02-649	1/23/22- 1/26/22	\$800.00	N/A	N/A	N/A	\$800.00
Techspo 2022 Atlantic City, NJ	Danielle Puglisi 20-270-200-500-02-649	1/26/22- 1/28/22	\$490.00	\$192.00	\$147.50	\$64.96	\$894.46
Better Conversations Virtual	Danielle Shober 20-270-200-500-02-649	2/28/22	\$395.00	N/A	N/A	N/A	\$395.00

XI. HUMAN RESOURCES

Motion by Ms. Curcio, seconded by Mr. Maider that Items XI.A. through XI.I., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.I., were unanimously approved by Roll Call.

Mrs. Fabriczi said the Human Resources Committee met on December 16, 2021, and discussed the following:

- Changing the bus aide hourly rate;
- Policy and Regulation review;
- Update on Social Emotional Learning status of the staff;
- COVID 19 status update for staff testing;
- Exploring permanent substitute teachers for the district;
- Personnel files; and
- Addendum.

A. Approval of Revision of Level and Salary							
Name	Position	Account #	Location	From	To	Effective Date	Discussion
Colleen Nejmech	Teacher	11-120-100-101-01-012-060	SBS	150/11 \$68,095	182/11 \$70,245	1/3/22-6/30/22	Agreement upon hire

B. Approval of Revision of Personnel				
Name	Account Number	From	To	Dates
Alyssa Riva	11-130-100-101-01-021-020	Part-Time Teacher (69%) Step 6, Level 182, \$46,330.05	Full-Time Teacher (100%) Step 6, Level 182, \$67,145	1/3/22-6/30/22

C. Approval of Transfer				
Name	From	To	Dates	Discussion
Lori Villanova	ESL Teacher 11-240-100-101-01-075-500	Spanish Teacher & ESL Teacher 11-240-100-101-01-075-500 11-130-100-101-01-021-020	1/3/22-6/30/22	Due to the retirement of Frank Richardson

D. Approval of Substitutes				
Name	Position	Rate	Dates	
Katherine Czaszynski	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22	
Jessica Pellicane	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22	
Peter Philips	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22	
Megan Melchione	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	12/17/21-6/30/22	
Eli Schaffer	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22	
Grace Sheeley	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22	

E. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Devra Hobbs	11-213-100-101-01-057-020	Special Education Teacher	BCMS	2/10/22

F. Approval of Extra Duty Pay				
Name	Account Number	Rate	Location	Discussion
Alyssa Riva	11-130-100-101-01-021-020	\$41 per hour (not to exceed 5 hours per week)	BCMS	Alyssa will write lesson plans and grade additional French sections.

G. Approval of Personnel						
Name	Account Number	Position	Salary/Rate	Location	Dates	Discussion
Aleasha Outsey (subject to delivery of documents)	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour	Transportation	1/3/22-6/30/22	Replacing Faith Moeller

H. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Kelly Boyle	11-421-200-101-01-330	Guided Study Coordinator	\$41 per hour (not to exceed 33 hours total)	1/3/22-6/30/22
Arianna Bellafiore Lauren Bockus Dawn Eelman Melissa Fitzgibbon Susan Mariani Cristina Pernini	11-421-200-101-01-330	Guided Study Teacher	\$41 per hour (not to exceed 27 hours each, 162 hours total)	1/3/22-6/30/22

I. Approval of Termination

Be It Resolved, that the employment of Employee #5971 be terminated for cause, effective immediately.

XII. BUSINESS

Motion by Ms. Curcio, seconded by Mr. Maider that Items XII.A. through XII.H. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.H. were approved by Roll Call.

Mr. Carpentier said the Business Committee met, and discussed the following:

- Transportation issues;
- They went over the Long Range Facilities Plan with Supervisor of Buildings and Grounds, Samad Mobley; and
- Discussed the 2022/2023 budget.

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 3, 2021 through December 16, 2021, totaling \$1,362,075.43, and ratify the Payroll for the period December 1, 2021 through December 10, 2021, totaling \$1,138,160.37.

B. Secretary's Report

The Report of the Secretary for November 2021 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Thomas M. Venanzi, 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 November 2021 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 2021-2022 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report for the month of November 2021 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 November 2021.

E. Monthly Transfer Report

It is recommended that the Board approve the November 2021 Monthly Transfer Report.

F. Adjustment to 2021-2022 Budget

It is recommended that the board approve an adjustment to the originally approved 2021-2022 Final Budget to reverse the entry to withdraw \$300,000 from the Unemployment Fund Balance (10-320) and increase the Budgeted Fund Balance contribution by \$300,000 (10-303) from \$1,051,961 to \$1,351,961. The Unemployment Compensation Fund is a dedicated fund to pay for claims for unemployment in excess of employee contributions and cannot be used to fund general operating expenses.

G. Acceptance of School Security Grant

It is recommended that the Board of Education accept the fiscal year 2020 School Security Grant (Grant Number 20E00466) for the installation of auto dial panic alarms, and upgrade security cameras throughout the district, in the amount of \$75,961.

H. Approval of Purchase of One 54 Passenger School Bus

It is recommended that the Board approve the purchase of one new 54 passenger school bus through the Educational Services Commission of New Jersey, School Bus Bid Award Contract #21/22-33, from Truck King International, at a cost of \$110,161.45 to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2021-2022 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi discussed the following highlights from the Somerville Board of Education meeting held on December 7, 2021:

- There was an audit presentation;
- Testing data presentation;
- The 11th grade is going to be having a NJGPA assessment, which is a graduation proficiency assessment;
- Enrollment in sports at the middle school and high school were up 10%; and
- The Communications Committee is focusing on the district's website to make it more user friendly.

Mr. Sarles said the Somerset County Educational Services Commission passed the Emergency Virtual or Remote Instruction Plan, which is listed on their website for viewing. He also stated that the ESSER ARP Plan is also listed on the front page of the website for review.

Mrs. Joyce said she watched the Branchburg Township Committee meeting where the following issues were discussed:

- There was a detailed presentation on the turf field proposal for White Oak Park; and
- There was discussion on how the township's open space funds are to be utilized.

Ms. Curcio said the Special Education Parent Advisory Group (SEPAG) held building based meetings at each of the district's schools. She spoke about the different topics which were discussed at each school. She said there was a virtual town hall presentation where Amy Gardner, Multisensory Reading Instructor Special Educator, gave a presentation on automaticity, and how it relates to children's reading comprehension. She said the next town hall meeting is in January, and that all recordings are posted on the district website.

XV. EXECUTIVE SESSION

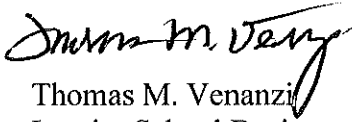
On a motion by Ms. Curcio, seconded by Mr. Marder, and carried unanimously, the Board agreed to convene to Executive Session at 8:45 p.m. to discuss Personnel and Student Matters.

On a motion by Ms. Curcio, seconded by Mr. Marder, and carried unanimously, the Board agreed to adjourn Executive Session at 9:26 p.m.

XVI. ADJOURNMENT

On a motion by Ms. Curcio, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 9:26 p.m.

Respectfully Submitted,



Thomas M. Venanzi
Interim School Business Administrator/Board Secretary