

Branchburg Township School District
**ANNUAL ORGANIZATIONAL/
REGULAR ACTION MEETING MINUTES**

January 3, 2022
Board of Education Conference Room
Public Meeting – 7:00 p.m.
Executive Session

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Interim Business Administrator/Board Secretary, Thomas Venanzi, 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: Cathy Curcio, Kristen Fabriczi, Theresa Joyce, Robert Mairer, Carmela Noto, Keerti Purohit and Jonathan Sarles.

The following members were absent: Vincent Carpentier and Olga Phelps

Also present were: Interim Superintendent of Schools Elizabeth Nastus and Board Attorney David Rubin.

III. The assembly saluted the flag.

IV. ELECTION RESULTS

A. At the Annual School Election, the following three (3) members were elected for 3-year terms as outlined in Attachment IV.A.:

Theresa Joyce.....	2,662
Carmela Noto.....	2,604
Kristen Fabriczi	2,557

Mr. Venanzi conducted the swearing in of the new members.

I, Theresa Joyce, Carmela Noto, Kristen Fabriczi, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. *(Optional)* So help me God.

I, Theresa Joyce, Carmela Noto, Kristen Fabriczi, do solemnly swear that I possess the qualifications prescribed by law for the office of member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4.1, and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability. *(Optional)* So help me God.

V. ROLL CALL

Code of Ethics (*Board members will recite the Code of Ethics.*)

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

VI. ORGANIZATION BUSINESS

A. **Elections**

1. **President**

Mr. Venanzi asked for nominations for the position of Board President. Mrs. Fabriczi nominated Mrs. Joyce. Nomination was motioned by Ms. Curcio, seconded by Mr. Maider.

On a call of the vote, Mrs. Joyce was unanimously elected Board President.

Mr. Venanzi turned the gavel and the meeting over to Mrs. Joyce.

2. Vice President

Mrs. Joyce asked for nominations for the position of Board Vice President. Ms. Curcio nominated Mrs. Fabriczi. Nomination was motioned by Ms. Curcio, seconded by Mrs. Purohit.

On a call of the vote, Mrs. Fabriczi was unanimously elected Board Vice President.

3. Somerville Board of Education

Mrs. Joyce asked for nominations for a representative to the Somerville Board of Education. Ms. Curcio nominated Mrs. Fabriczi. Nomination was motioned by Ms. Curcio seconded by Mr. Maider.

On a call of the vote, Mrs. Fabriczi was unanimously elected as the representative.

B. Annual Appointments/Designations

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items VI.B.1. through VI.B.6. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.B.1. through VI.B.6. were unanimously approved by Roll Call vote.

1. Official Newspaper

Courier-News

It is recommended that the *Courier-News* be designated as official newspaper for the 2022 calendar year.

2. Depository of Funds

TD Bank

It is recommended that the TD Bank be designated as the official depository of school funds for the 2022 calendar year.

3. Investments

It is recommended that the Business Administrator/Board Secretary be designated as the person responsible for investing school funds; that all banks insured by the Governmental Unit Deposit Protection Act and registered in the State of New Jersey; that the Business Administrator/
Board Secretary is authorized to invest school funds in any legal investment permitted for New Jersey local school districts; and that the Business Administrator is hereby authorized to wire transfer funds between approved depositories for investment purposes.

4. Designated Signatories

It is recommended that the following persons be authorized to sign checks and warrants on accounts as listed and that the use of facsimile signatures on all accounts be authorized and further, that the Business Administrator be designated as an alternate signatory on all accounts in the event of absence of the primary signatories.

- a. Operating Account No. 7856696922: (Board President or Vice President) and Superintendent and Business Administrator.
- b. Payroll Account No. 7856696955: Superintendent and Business Administrator.
- c. Payroll Agency Account No. 7856696831: Superintendent and Business Administrator.
- d. Branchburg Central Middle School Petty Cash Account No. 7856886614: Principal and Principal's Secretary (or Business Administrator).
- e. Branchburg Central Middle School Student Activity Account No. 7856886622: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- f. Stony Brook School Petty Cash Account No. 7856697128: Principal and Principal's Secretary (or Business Administrator).
- g. Stony Brook School Student Activity Account No. 7856697136: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- h. Whiton Elementary School Petty Cash Account No. 7856696963: Principal and Principal's Secretary (or Business Administrator).
- i. Whiton Elementary School Student Activity Account No. 7856886630: (Superintendent, Business Administrator, Assistant Business Administrator or Board President (At least two of the four are needed)).
- j. Food Service Account No. 7856886473: Business Administrator and Superintendent.
- k. Board Office Petty Cash Account No. 7856886481: Business Administrator and Superintendent.
- l. Curriculum Department Petty Cash Account No. 7856697110: Director of Curriculum and Directors' Secretary (or Business Administrator).
- m. Department of Transportation Petty Cash Account No. 7857832799: Transportation Supervisor and Business Administrator's Secretary (or Business Administrator).
- n. Summer Pay Account No. 7856886499: Superintendent and Business Administrator.

- o. S.U.I. Account No. 7856886507: Business Administrator and Superintendent.
- p. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.
- q. Capital Reserve Account No. 7868262812: Superintendent and Business Administrator.

5. Annual Meeting Dates

It is recommended that the meeting dates shown on Board Item VI.B.5. be adopted.

6. Personnel

It is recommended that the following appointment be approved:

Public Agency
Compliance Officer.....Thomas M. Venanzi

C. Annual Readoptions

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items VI.C.1. through VI.C.4. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.C.1. through VI.C.4. were unanimously approved by Roll Call vote.

1. Policies and Regulations

It is recommended that the standing policies, rules, regulations, and job descriptions of the previous Board of Education be adopted.

2. Programs of Study

It is recommended that the current programs of study and related curricular offerings for Grades K-8, in accordance with the provisions of N.J.A.C. 6A:8, be approved.

3. 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 2021-2022 school year.

4. 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 2021-2022 school year.

VII. EXECUTIVE SESSION

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to executive session at 7:15 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Ms. Curcio, seconded by Mr. Sarles, and carried unanimously, the Board agreed to adjourn executive session at 8:09 p.m.

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 8:14 p.m.

REGULAR BUSINESS MEETING

VIII. SUPERINTENDENT'S REPORT

Board Attorney, David Rubin, did an Ethics training presentation for the Board.

IX. PUBLIC COMMENT

There was no public comment.

X. GOVERNANCE

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items X.A. through X.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.B. were unanimously approved by Roll Call, with Mrs. Noto abstaining on both items.

Mrs. Joyce spoke about the following:

- There will be nine candidates being interviewed for the position of School Superintendent;
- The interview process of the School Superintendent will begin the week of January 16, 2022; and
- Since committees have not been formed yet, there will be no committee reports at this meeting. Board members should let Mrs. Joyce know what committee they would like to be seated on.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 16, 2021.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 0008468	12/1/21	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.

XI. POLICY

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Item XI.A. be moved upon the recommendation of the Superintendent.

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

A. Policy and Regulations Second 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

XII. EDUCATION

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Item XII.A. be moved upon the recommendation of the Superintendent.

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

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.

Conference/Workshop	Employee/Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking/ Mileage	Total
UCAS Annual Conference Virtual	Heather Lilly 20-270-200-500-02-649	2/4/22	\$50.00	N/A	N/A	N/A	\$50.00
UCAS Annual Conference Virtual	Michelle Nash 20-270-200-500-02-649	2/4/22	\$50.00	N/A	N/A	N/A	\$50.00
Social Emotional Librarianship Virtual	Katherine Mileto 20-270-200-500-02-649	3/29/22 4/5/22 4/12/22	\$283.44	N/A	N/A	N/A	\$283.44
Helping Your Struggling Readers Become More Successful Readers Virtual	Ludmila Battista 20-270-200-500-02-649	1/18/22	\$279.00	N/A	N/A	N/A	\$279.00
DYSLEXIA: Best Strategies for Students Who Struggle to Successfully Read Virtual	Tracy Harmon 20-270-200-500-02-649	3/21/22	\$279.00	N/A	N/A	N/A	\$279.00

XIII. HUMAN RESOURCES

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Items XIII.A. through XIII.K., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XIII.A. through XIII.K., were unanimously approved by Roll Call, with Mrs. Noto abstaining on all items.

A. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5707	11-000-218-104-01-141-060	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA Unpaid Leave	5/9/22-6/17/22 9/1/22-12/2/22 12/3/22-12/31/22	Estimated date of return will be 1/3/23

B. Approval of Mentoring				
Mentee	Mentor	Fee	Discussion	
Allison Brembt	Amanda Roper	\$550	Fee to be paid by mentee via payroll deduction	
Monique Owczarek	Kathleen Gaston	\$550	Fee to be paid by mentee via payroll deduction	

C. Approval of Personnel						
Name	Account Number	Position	Salary/Rate	Location	Dates	Discussion
Sarah Cacchio (subject to delivery of documents)	61-910-310-110-01-001	Lunchroom Aide	\$6,435 (prorated)	WES	1/4/22-6/30/22	Replacing Marion Chiesa
Jennifer DiNardi	11-000-240-103-01-330-060	Interim Administrator	\$90 per hour (not to exceed \$8,820)	District	1/7/22-3/31/22	Due to administrative absences

D. Approval of Transfer					
Name	Account Number	From	To	Date	Discussion
Susan Noury	11-000-270-160-01-462	Bus Aide \$13.50 per hour	Bus Driver Step 1/\$30.90 per hour	1/3/22-6/30/22	Replacing Paul Triozzi

E. Approval of Revision of Maternity Leave			
Employee #	Account Number	From	To
5648	11-213-100-101-01-057-090	Paid Maternity/Disability Leave of Absence: 12/20/21-1/18/22 Personal Days: 1/19/22, 1/20/22, 1/21/22 NJ Family Leave Act/FMLA: 1/24/22-4/26/22 Unpaid Leave of Absence: 4/27/22-5/31/22 Date of Estimated Return: 6/1/22	Paid Maternity/Disability Leave of Absence: 12/16/21-1/13/22 Personal Days: 1/14/22, 1/18/22, 1/19/22 NJ Family Leave Act/FMLA: 1/20/22-4/22/22 Unpaid Leave of Absence: 4/25/22-5/31/22 Date of Estimated Return: 6/1/22

F. Approval of Revision of Personnel			
Name	Account	From	To
Sophie Gardner	11-120-100-101-01-012-060	Leave Replacement 4 th Grade Teacher Dates: 11/30/21-1/31/22	Leave Replacement 4 th Grade Teacher Dates: 11/30/21-6/30/22

G. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Tara Prunty	11-213-100-106-01-057-090	Instructional Aide	WES	1/18/22

H. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
4881	11-213-100-101-01-057-090	Paid Sick Leave	1/15/22-2/12/22	Estimated date of return will be 2/14/22
5600	11-000-270-160-01-462	Paid Sick Leave FMLA	12/20/21-2/8/22 (AM) 2/8/22 (PM)-5/13/22 (AM)	TBD

I. Approval of Non-Athletic Stipend					
Name	Account Number	Position	Stipend	Dates	Discussion
Zach Miracle	11-401-100-101-01-078-020	Newspaper	\$2,758 (prorated)	1/4/22-6/30/22	Replacing Devra Hobbs

J. Approval of Bus Aide Increase for 2021-2022 School Year			
Position	From	To	Dates
Bus Aide	\$13.50 per hour	\$18.00 per hour	1/3/22-6/30/22

K. Approval of Pay Increase					
Name	Account #	Position	From	To	Dates
Catherine Leeds	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour (not to exceed 4.75 hours per day)	\$18.00 per hour (not to exceed 4.75 hours per day)	1/3/22-6/30/22
Aleasha Outsey	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour (not to exceed 4.75 hours per day)	\$18.00 per hour (not to exceed 4.75 hours per day)	1/3/22-6/30/22

XIV. BUSINESS

Motion by Ms. Curcio, seconded by Mrs. Fabriczi that Item XIV.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item XIV.A. was unanimously approved by Roll Call, with Mrs. Noto abstaining on this item.

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 17, 2021 through December 22, 2021, totaling \$2,025.46, and for the period December 17, 2021 through January 3, 2022, totaling \$886,662.89, and ratify the Payroll for the period December 11, 2021 through December 23, 2021, totaling \$1,019,417.78.

XV. PUBLIC COMMENT

Sean Andersen spoke to the Board about the decision to move students to virtual instruction. He also spoke about the letter sent regarding the decision to move the students to virtual instruction, and felt that the metrics used in this decision wasn't clear to the parents and community. He is asking for more transparency when making these decisions.

Kevin Vannozzi spoke to the Board about the decision to move the students to virtual instruction, and the affects it has on the children mentally, physically and academically.

Mike Becker spoke to the Board about the following:

- Students wearing the masks all day in school, and the lack of social connectivity;
- He asked the Board to consider students wear their masks while they are in transit in the hallway, and not in the classroom while sitting at their desk;
- He felt it is not appropriate for teachers to be discussing COVID and the vaccines with the students. He stated this should be up to the parents to discuss with their children; and
- Advised the Board that children are observant, and they are watching how decisions are being made.

Sarah Wasserman acknowledged all the hard work the Board has been doing. She said she understands that they are doing the best they can to make the decisions while keeping the children's safety in mind.

Matthew Markey expressed how educating children on the computer is not working. He is very concerned about his children coming to the school district next year, however, he stated that he is appreciative of everything the district is doing.

Jessica Gallico asked the Board the following:

- Who made the decision to go virtual;
- What was the legality of the decision;
- Expressed her concern of the children being on the computer for a full six hour day;
- Asked if the teachers were required to come into the classrooms to teach; and
- She thanked and commended the teachers during this difficult time.

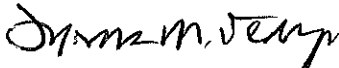
XVI. EXECUTIVE SESSION

There was no Executive Session.

XVII. ADJOURNMENT

On a motion by Ms. Curcio, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 8:55 p.m.

Respectfully Submitted,



Thomas M. Venanzi
Interim School Business Administrator/Board