

**REGULAR MEETING MINUTES**

November 4, 2021

**Executive Session - 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

**I. CALL TO ORDER**

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to public session at 7:10 p.m.

The meeting was called to order at 7:10 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: Kristen Fabriczi, Noah Horowitz, Theresa Joyce, Olga Phelps, and Jonathan Sarles.

The following members were absent: Vince Carpentier, Cathy Curcio, Robert Marder and Keerti Purohit.

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

**II.** The Secretary called the roll.

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to Executive Session at 7:11 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn Executive Session at 7:22 p.m.

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 7:30 p.m. with no members of the public present.

**IV.** The assembly saluted the flag.

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Dr. Nastus gave a presentation on the 2020-2021 Anti-Bullying Self-Assessment Grades.

## VII. PUBLIC COMMENT

There was no public comment.

## VIII. GOVERNANCE

Motion by Mr. Horowitz, seconded by Mrs. Fabriczi that Items VIII.A. through VIII.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.D. were approved by Roll Call.

Mrs. Joyce spoke about the following:

- She shared the Superintendent Search process calendar with the public;
- The official election results will be reported at the December 2, 2021 Board meeting;
- The November 18, 2021 Board meeting is cancelled;
- The Superintendent community input session will be held the evening of November 18, 2021;
- She reminded the Board members that the 2021 New Jersey School Boards Association workshop videos are available to view until November 27, 2021;
- Pediatric COVID vaccine clinic for children ages 5 – 11 will be held at Whiton Elementary School on November 15, 2021. Registration is required; and
- She thanked the new Sign Language Interpreter, Tiffany Mosquera, for joining the Board of Education meetings.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of October 7, 2021.

B. Approval of School Bus Emergency Evacuation Drill Report							
Date of Drill	Time of Drill	School Name	Location	Route Numbers			Supervisor
10/12/21	Arrival	Whiton Elementary School	Whiton Elementary School	WES 2A WES 5A WES 7A WES 8A WES 9A WES 10A	WES 11A WES 15A WES 17A WES 18A WES 20A WES 21A	WES 24A WES 25A PS-IN 1 PS-IN 12	Elena McFarland Danielle Shober
10/6/21	Arrival	Branchburg Central Middle School/ Stony Brook School	Branchburg Central Middle School	BCSB 1A BCSB 2A BCSB 3A BCSB 5A BCSB 7A BCSB 9A	BCSB 10A BCSB 11A BCSB 16A BCSB 17A BCSB 19A BCSB 20A	BCSB 21A BCSB 22A BCSB 24A BCSB 25A BCSBV1A BCSBV12A	Elena McFarland Matthew Barbosa

### C. Approval of Submission of 2021-2022 NJ QSAC School Nursing Services Plan

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2021-2022 School Nursing Services Plan.

**D. Approval of 2020-2021 Anti-Bullying Self-Assessment Grades**

It is recommended that the Board approve the District's Anti-Bullying Self-Assessment Grades as follows:

School	Grade (Points)	Possible Points
Whiton Elementary School	72	78
Stony Brook School	74	78
Branchburg Central Middle School	72	78

**IX. POLICY**

There was no Policy Committee report.

**X. EDUCATION**

Motion by Mr. Horowitz, seconded by Mrs. Fabriczi that Items X.A. through X.I. be moved upon the recommendation of the Superintendent.

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

There was no Education Committee report.

The Board thanked Frank Richardson for his dedicated service to the students of Branchburg, and for all he has done throughout the years. They wished him well on his retirement.

**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
NAEA National Convention New York, NY	Christopher Boehm 20-270-200-500-02-649	3/3/22- 3/5/22	\$195.00	\$500.00	\$108.00	\$36.40	\$839.40
Texts and Conversations that Support Identity, SEL and Social Justice Virtual	Kelly Boyle 20-270-200-500-02-649	11/15/21	\$179.00	N/A	N/A	N/A	\$179.00
Inquiry Across the Curriculum Virtual	Kelly Boyle 20-270-200-500-02-649	3/16/22	\$179.00	N/A	N/A	N/A	\$179.00
What's New in Young Adult Literature and How to Use it in Your Program West Orange, NJ	Marie Cinque 20-270-200-500-02-649	1/7/22	\$279.00	N/A	N/A	\$29.00	\$308.00

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Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
2022 NJ Music Educators Association Conference Atlantic City, NJ	Brian Gornick 11-000-223-580-04-144-020	2/24/22- 2/25/22	\$180.00	N/A	N/A	\$73.50	\$253.50
Self-Regulation Interventions for Children and Adolescents Virtual	Bethann Harrington 11-000-219-580-03-001-999	11/18/21	\$49.99	N/A	N/A	N/A	\$49.99
Fresh Look at Phonics Piscataway, NJ	Lauren Knoke 11-000-223-580-02-144-999	4/5/22	\$160.00	N/A	N/A	\$7.00	\$167.00
ACEs, Trauma Informed Practices and SEL for Educators Virtual	Meredith Molinaro 11-000-219-580-03-001-999	11/9/21	\$100.00	N/A	N/A	N/A	\$100.00
Responding to Texts: Supporting Readers Comprehension Virtual	Kristen Perrine 20-270-200-500-02-649	11/15/21- 11/17/21	\$650.00	N/A	N/A	N/A	\$650.00
Structuring Numbers to 10 Virtual	Catherine Rello 11-000-223-580-08-144-090	11/9/21	\$40.00	N/A	N/A	N/A	\$40.00
Beyond Fingers: Promoting Fact Fluency in Addition and Subtraction Virtual	Catherine Rello 11-000-223-580-08-144-090	11/19/21	\$40.00	N/A	N/A	N/A	\$40.00
NJASBO Purchasing Basics Robbinsville, NJ	Patricia Rodgers 11-000-251-580-01-585	11/30/21	\$25.00	N/A	N/A	\$30.38	\$55.38
NJASBO Budget Preparation Robbinsville, NJ	Patricia Rodgers 11-000-251-580-01-585	2/1/22	\$25.00	N/A	N/A	\$30.38	\$55.38
Intermediate Virtual IMSE Orton-Gillingham Training Virtual	Isabella Russo 20-270-200-500-02-649	12/6/21- 12/17/21	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Conference for School Based Occupational Therapists West Orange, NJ	Diane Scholp 11-000-219-580-03-001-999	12/13/21	\$289.00	N/A	N/A	N/A	\$289.00

#### B. Approval of Field Experience

Name	College/University	Certification	Location	Dates	Discussion
Ashleigh Frankel (subject to delivery of documents)	Fairleigh Dickinson University	Preschool through Grade 3	WES	12/15/21-1/21/22	Cooperating Teacher: Lauren Amato, 30 hours total for 5 days
Daniella Ially (subject to delivery of documents)	Centenary University	Elementary School Teacher in Grades K - 6	SBS	11/12/21-12/17/21	Cooperating Teacher: Randi Morin, Observation of 5 science lessons

#### C. Approval of Tuition Payments to the Somerset County Vocational School for Full Time Students

Location	Account Number	Number of Students	SY Tuition	SY Dates	Total
Somerset County Vocational & Technical School Academy of Health and Medical Sciences Bridgewater, NJ	11-000-100-563-03-000-000	5	\$1,400 per student	9/1/21-6/30/22	\$7,000
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	9	\$1,400 per student	9/1/21-6/30/22	\$12,600
Somerset County Vocational & Technical School Alternative School (TOPS) Program Bridgewater, NJ	11-000-100-564-03-000-000	2	\$26,500 per student	9/1/21-6/30/22	\$53,000

#### D. Approval of Tuition Payments to the Somerset County Vocational School for Shared Time Students

Location	Account Number	Number of Students	SY Tuition	SY Dates	Total
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-563-03-000-000	37	\$700 per student	9/1/21-6/30/22	\$25,900
Somerset County Vocational & Technical School Bridgewater, NJ	11-000-100-564-03-000-000	7	\$700 per student	9/1/21-6/30/22	\$4,900

#### E. Approval of State Certified Sign Language Interpreter for Board of Education Meetings

Name	Account Number	Rate Per Hour	Dates	Discussion
Tiffany Mosquera	11-000-219-320-03-181-340	\$75 (2 hr. minimum) (not to exceed \$1,000 total)	11/4/21- 1/31/22	Sign Language Interpreter for Board of Education Meetings

F. Approval of Clinical Preceptorship					
Name	College/University	Certification	Location	Dates	Discussion
Leann Bartushak (subject to delivery of documents)	Rutgers University	School Nurse	SBS	1/3/22-6/17/22	Preceptor: Janet Hoffinan 75 hours total

G. Approval of Revision of Related Services for 2021-2022 SY/ESY						
Program/Location	Account Number	Student ID #	From Cost	To Cost	Dates	Discussion
Morris Union Jointure New Providence, NJ	11-000-100-562-03-105-000	6457474387	\$27,495.00 (not to exceed)	\$27,952.50 (not to exceed)	6/23/21- 6/9/22	Speech/Language Services \$305 per hour Occupational Therapy Services \$255 per hour

H. Approval of Contracted Educational Service					
Vendor	Account Number	Student ID#	Rate	Effective Date	Discussion
Silvergate Prep Bridgewater, NJ	11-150-100-320-03-069-020	9186348029	\$45 per hour	10/28/21	Homebound contracted instruction, 10 hours per week.

I. Approval of Field Trips				
Trip	Coordinator	Grade	Purpose	
The Wallace House Somerville, NJ	Matthew Barbosa	6-8 Enrichment Day	Enrichment Day trip for students to learn about the significance of our area during the Revolutionary War.	
Winter Wonder Lights Raritan Valley Community College Branchburg, NJ	Michele Jordan	6-8 Enrichment Day	Enrichment Day trip for students to support science curriculum. Students will learn about light pollution's effect on our world.	
Spotted Leaf Plant Company Somerville, NJ	Regina Santangelo	6-8 Enrichment Day	Enrichment Day trip for students to learn about the water cycle and how the environment affects plants.	
Sophie's Bistro Somerset, NJ	Teresa Dovale	7-8 Enrichment Day	Enrichment Day trip for students to continue their diversity education.	
Amazing Escape Room Greenbrook, NJ	Leigh Keely	6-8 Enrichment Day	Enrichment Day trip for students giving them the opportunity to build relationships with other students and staff.	

## XI. HUMAN RESOURCES

Motion by Mr. Horowitz, seconded by Mrs. Fabriczi that Items XI.A. through XI.K., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

A. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5585	11-130-100-101-01-021-020	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	2/7/22-3/15/22 3/16/22-6/17/22	Estimated date of return will be 9/1/22
5882	11-000-219-104-01-171-340	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA	2/9/22-3/13/22 3/14/22-3/15/22 3/16/22-6/17/22	Estimated date of return will be 9/1/22

B. Approval of Athletic Stipend			
Name	Account	Position	Stipend
Wendy Michels	11-401-100-101-01-078-020	Dance Team	\$3,310

C. Approval of Title IV Club					
Name	Account	Location	Club	Dates	Rate
Kristen Perrine	20-280-100-101-02-659	SBS	Math Club Session 2	9/1/21-6/30/22	\$820 (not to exceed 20 hours)

D. Approval of Volunteer Coach			
School	Name	Position	Dates
BCMS	Chris Fumato (Subject to delivery of documents)	Volunteer Wrestling Coach	11/5/21-2/28/22

E. Approval of Revision of Leave					
Employee #	Account Number	Type of Leave	From	To	Discussion
4799	11-120-100-101-01-012-060	Paid Sick Leave	9/20/21-10/29/21	9/20/21-11/16/21	Estimated date of return is 11/17/21
4396	11-120-100-101-01-012-060	Paid Sick Leave	9/1/21-10/27/21	9/1/21-6/30/22	N/A

F. Approval of Personnel								
Name	Account Number	Position	Step	Level	Salary/Rate	Location	Dates	Discussion
Allison Brembt	11-230-100-101-01-072-090 (subject to delivery of documents)	MLR Instructional Support Teacher (no tenure accrual)	1	BA	\$59,449 (prorated)	WES	12/20/21-5/31/22	MLR for Employee #5648
Amanda Disbrow	11-120-100-101-01-012-060 (subject to delivery of documents)	5 <sup>th</sup> Grade Teacher	1	BA	\$59,449 (prorated)	SBS	11/29/21-6/30/22	Replacing Heather Fulminante
Gail Gallico	61-910-310-110-01-001 (subject to delivery of documents)	Lunchroom Aide	NA	NA	\$6,435 (prorated)	WES	11/8/21-6/30/22	Replacing Margaret Graziosi
Anthony Maiorano	11-000-219-104-01-165-340	Leave Replacement CST Member	1	BA	\$59,449 (prorated)	BCMS	12/1/21-6/30/22	LR for Employee #5748
Susan Noury	11-000-217-106-01-000-020	Bus Aide	NA	NA	\$13.50 per hour	Transportation	10/28/21-6/30/22	Replacing Nancy Vermeulen
Lynnae Trematerra	61-910-310-110-01-001 (subject to delivery of documents)	Lunchroom Aide	NA	NA	\$6,435 (prorated)	WES	11/8/21-6/30/22	Replacing Linda Mustillo

G. Approval of Transfer			
Name	From	To	Dates
Stephen Simborski	BCMS – Instructional Aide	SBS – Instructional Aide	11/5/21-6/30/22

H. Approval of Status Change					
Name	Account Number	Position	From	To	Effective Date
Mark Menafro	11-000-270-160-01-462	Bus Driver	Part-Time	Full-Time	11/5/21
Paul Triozzi	11-000-270-160-01-462	Bus Driver	Part-Time	Full-Time	11/5/21

I. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Julia Anthony	11-120-100-101-01-012-060	LR 4 <sup>th</sup> Grade Teacher	SBS	11/3/21

J. Approval of Retirement				
Name	Account Number	Position	Location	Effective Date
Frank Richardson	11-130-100-101-01-021-020	Spanish Teacher	BCMS	12/31/21

K. Approval of Substitutes			
Name	Position	Rate	Dates
Besarta Begu	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	11/5/21-6/30/22
Surabhi Khare	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	11/5/21-6/30/22
Vijay Singh	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	11/5/21-6/30/22

## XII. BUSINESS

Motion by Mr. Horowitz, seconded by Mrs. Fabriczi that Items XII.A. through XII.I. be moved upon the recommendation of the Superintendent.

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

There was no Business Committee report.

### A. Bill List

It is recommended that the Board approve the List of Bills for the period October 9, 2021 through October 12, 2021, totaling \$365.00, and for the period October 9, 2021 through November 4, 2021, totaling \$2,461,718.39, and ratify the Payroll for the period October 1, 2021 through October 15, 2021, totaling \$1,001,689.51, and for the period of October 16, 2021 through October 29, 2021, totaling \$983,221.62.

### B. Secretary's Report

The Report of the Secretary for September 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 September 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 September 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 September 2021.

### E. Monthly Transfer Report

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

### F. Approval of Comprehensive Maintenance Plan for 2020-2021 through 2022-2023

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2020-2021 through 2022-2023.

**G. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Thomas M. Venanzi, Interim School Business Administrator, to issue payment of bills for November 5, 2021 through December 2, 2021 prior to the next regularly scheduled meeting of December 2, 2021, and with the approval and consent of the Interim Superintendent of Schools, and then present said bills to the Board at the December 2, 2021 meeting for ratification.

**H. Approval of New Jersey School Boards Association Insurance Group for Liability Insurance and Other Coverages**

It is recommended that the Board approve New Jersey School Boards Association Insurance Group to provide liability insurance and other coverages as follows as recommended by Hughes-Plumer & Associates effective July 1, 2021 through June 30, 2022, which is in compliance with N.J.S.A. 18A:18B-1:

Coverage	2021-2022
Crisis Management	\$ 213.39
Environmental Liability	\$1,104.69
Restart (Demolition & Rebuild)	\$ 176.39
<b>TOTAL</b>	<b>\$1,494.47</b>

**I. Approval of Amendment of Fiscal Year 2022 ESEA Grant Funds**

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan and budget for the FY 2022 ESEA application as follows and to accept funds when it has been reviewed and approved.

Allocation Source	Carry-Over Amount	Final 2022 Allocation
Title II-A	\$21,225	\$46,121
Title IV Part A	\$2,610	\$12,610
<b>Total</b>	<b>\$23,835</b>	<b>\$58,731</b>

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. BOARD LIAISON REPORTS**

Mr. Horowitz spoke about the following PTO highlights:

- PTO had a successful book fair and spirit wear sale at Whiton Elementary School;
- Stony Brook School and Branchburg Central Middle School will be having their book fair from November 16 through November 19, 2021;
- Thanksgiving thoughtfulness collections will be from November 15 through November 19, 2021, and the collection bins will be outside each school; and
- Don't forget to join the PTO by checking out their website at [branchburgpto.com](http://branchburgpto.com) or on their Facebook page.



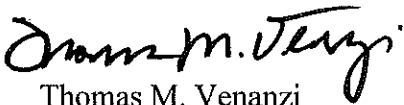
**XV. EXECUTIVE SESSION**

There was no second Executive Session.

**XVI. ADJOURNMENT**

On a motion by Mr. Horowitz, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 7:56 p.m.

Respectfully Submitted,



Thomas M. Venanzi  
Interim School Business Administrator/Board Secretary