

Branchburg Township School District

REGULAR MEETING MINUTES

July 21, 2022

Executive Session – 6:30 p.m.

Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Mrs. Joyce, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to public session at 6:35 p.m.

The meeting was called to order at 6:35 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, Theresa Joyce, Robert Maider, Carmela Noto, Keerti Purohit and Jonathan Sarles.

The following members were absent: Vincent Carpentier and Olga Phelps.

Also present were: Superintendent of Schools Dr. Karen Chase, Interim Board Secretary Debe Besold and Board Attorney David Rubin, Esq.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mrs. Joyce, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to Executive Session at 6:36 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mrs. Joyce, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn Executive Session at 7:45 p.m.

On a motion by Mr. Sarles, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to reconvene to public session at 7:45 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

Appointment of New Board Member

Motion by Mr. Sarles, seconded by Mrs. Fabriczi that Item VIII.A. be moved upon the recommendation of the Superintendent.

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

A. Appointment of New Board Member

The Board appointed Ms. Olajompo Moloye-Olabisi as the new Board member of the Branchburg Township Board of Education.

Mrs. Besold administered the Oath of Office to Ms. Moloye-Olabisi.

VI. SUPERINTENDENT’S REPORT

Dr. Chase gave a presentation on the 2022/2023 District Focus.

Mrs. Besold gave a facilities update report.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Fabriczi, seconded by Mr. Maider that Items VIII.B. and VIII.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.B. and VIII.C. were unanimously approved by Roll Call, with Mr. Sarles abstaining on Items VIII.B. and VIII.C., and Mrs. Noto abstaining on Item VIII.B.

Mrs. Joyce spoke about the following:

- She reminded the Board that their required self-evaluation needs to be completed by the July 31, 2022 deadline; and
- The Board is working on putting the committee dates together, and asked that the Board members get in touch with their Chair member as to their availability.

B. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of June 23, 2022.

C. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 061536	5/31/22	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.
BCMS	SSDS# 065538	6/2/22	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.
BCMS	SSDS# 065540	6/8/22	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.

IX. POLICY

Motion by Mrs. Fabriczi, seconded by Mr. Marder that Items IX.A. be moved upon the recommendation of the Superintendent.

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

Mrs. Noto said the Policy Committee met, and will have policies on the next agenda for First Reading.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 1648.14	Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M)	Abolished
P 1648.15	Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M)	New
P 2415.04	Title I – District – Wide Parent and Family Engagement (M)	Revised
P 2415.50.BCMS	Branchburg Central Middle School Title I – School Parent and Family Engagement (M)	New
P 2415.50.SBS	Stony Brook School Title I – School Parent and Family Engagement (M)	New
P 2415.50.WES	Whiton Elementary School Title I – School Parent and Family Engagement (M)	New
P 2417	Student Intervention and Referral Services (M)	Revised
P 3161	Examination for Cause	Revised
P 4161	Examination for Cause	Revised
P 5512	Harassment, Intimidation, and Bullying (M)	Revised
P 7410	Maintenance and Repair (M)	Revised
R 7410.01	Facilities Maintenance, Repair Scheduling, and Accounting (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised
P 9320	Cooperation with Law Enforcement Agencies (M)	Revised
R 9320	Cooperation with Law Enforcement Agencies (M)	Revised
P 2461	Special Education/Receiving Schools (M)	Revised
R 2461.06	Special Education/Receiving Schools – Appropriately Certified and Licensed Staff (M)	Revised
R 2461.09	Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs (M)	Revised
R 2461.10	Special Education/Receiving Schools – Full Educational Opportunity (M)	Revised
R 2461.12	Special Education/Receiving Schools – Length of School Day and Academic Year (M)	Revised
R 2461.14	Special Education/Receiving Schools – Amending Policies, Procedures, the Services Provided, or the Location of Facilities (M)	Revised
R 2461.15	Special Education/Receiving Schools – Operation of an Extended Academic Year Program (M)	Revised
R 2461.19	Special Education/Receiving Schools – Behavior Modification Program (M)	Revised
P 9180	School Volunteers	Revised
P 9181	Volunteer Athletic Coaches and Co-Curricular Advisors/Assistants	Revised

X. EDUCATION

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

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

There was no Education Committee meeting report.

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
Comprehensive Orton-Gillingham Plus Virtual	Allison Brembt 20-270-200-500-02-649	8/22/22- 8/26/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Comprehensive Orton-Gillingham Plus Virtual	Dawn Eelman 20-270-200-500-02-649	8/22/22- 8/26/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Comprehensive Orton-Gillingham Plus Virtual	Dulcinea Merton Elms 20-270-200-500-02-649	9/7/22- 11/9/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Comprehensive Orton-Gillingham Plus Virtual	Katie O'Shea 20-270-200-500-02-649	8/22/22- 8/26/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Comprehensive Orton-Gillingham Plus Virtual	Ruth Plymers 20-270-200-500-02-649	8/22/22- 8/26/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Comprehensive Orton-Gillingham Plus Virtual	Catherine Rello 20-270-200-500-02-649	8/15/22- 8/19/22	\$1,275.00	N/A	N/A	N/A	\$1,275.00
Rutgers Literacy Development Series Piscataway, NJ	Jennifer Anderson 20-270-200-500-02-649	10/20/22 12/8/22 2/23/23 4/20/23 5/25/23	\$750.00	N/A	N/A	N/A	\$750.00
Rutgers Literacy Development Series Piscataway, NJ	Kelly Boyle 20-270-200-500-02-649	10/20/22 12/8/22 2/23/23 4/20/23 5/25/23	\$750.00	N/A	N/A	N/A	\$750.00
Rutgers Literacy Development Series Piscataway, NJ	Lauren Knoke 20-270-200-500-02-649	10/20/22 12/8/22 2/23/23 4/20/23 5/25/23	\$750.00	N/A	N/A	\$59.35	\$809.35
2022 LinkIt Data Forward Summer Institute Neptune, NJ	Jennifer Anderson 20-484-200-300-02-000	7/20/22- 7/21/22	\$200.00	N/A	N/A	\$73.18	\$273.18
CPR for Healthcare Flemington, NJ	Denise Shaughnessy 11-000-219-580-03-001-999	7/18/22	\$85.00	N/A	N/A	N/A	\$85.00
HIB: New Law, New Year, New Challenges Monroe Township, NJ	Beth Stanton 11-000-240-580-02-000-020	7/20/22	\$150.00	N/A	N/A	\$5.81	\$155.81

B. Approval of Vendors

Vendor	Account Number	Cost	Dates	Discussion
Lee Ann Jung, DBA Lead Inclusion, LLC Versailles, KY	20-489-100-320-02-000	\$7,500 (not to exceed)	9/2/22	District-wide PD on Inclusion, Universal Design for Learning and Service Delivery.
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$485 (not to exceed)	7/22/22- 8/31/22	Psychological Evaluation for IEP Student

C. Approval of Vendor				
Vendor	Student ID #	Cost	Dates	Total Cost
State of New Jersey Commission for the Blind and Visually Impaired	2280110307 4212290701 5436371228 8308808512	\$2,200 per student	9/1/22-6/30/23	\$8,800 (not to exceed)

D. Approval of 2022-2023 Out of District Programs									
Program/Location	Account Number	Student ID #	ESY			SY			Total Cost
			Tuition	Extra Services	Dates	Tuition	Extra Services	Dates	
The Calais School Whippany, NJ	11-000-100-566-03-109-000	3602532800	N/A	N/A	N/A	\$73,620.00	\$13,500.00	9/7/22-6/19/23	\$87,120.00
Center for Educational Advancement School at South Hunterdon Flemington, NJ	11-000-100-566-03-109-000	4212290701 7240301326 3296745688	\$12,415.48 \$12,415.48 \$12,415.48	\$4,785.00 N/A N/A	7/5/22-8/12/22	\$77,061.60 \$77,061.60 \$77,061.60	\$29,700.00 N/A N/A	9/6/22-6/16/23	\$302,916.24
Eden Institute, Inc. Princeton, NJ	11-000-100-566-03-109-000	3373948778 8267623955	\$23,084.55 \$18,467.64	\$10,430.00 N/A	7/3/22-8/20/22	\$94,903.15 \$94,903.15	\$56,490.00 N/A	9/7/22-6/22/23	\$298,278.49

XI. HUMAN RESOURCES

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

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

There was no Human Resources Committee meeting report.

A. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Arianna Bellafiore	11-214-100-101-01-058	Pre-School Disabled Teacher	WES	8/30/22
Kristen Cardona	11-401-100-101-01-078-020	Athletic Director	BCMS	8/31/22
Nicole Kepner	11-401-100-101-01-078-020	6 th Grade Trailblazer Team Leader	BCMS	7/21/22
Sarah Landon	11-215-100-101-01-058-090	Pre-School Disabled Teacher	WES	9/16/22 or sooner
Lisa Leibowitz	11-130-100-101-01-021-020	Language Arts Teacher	BCMS	9/12/22 or sooner

B. Approval of Substitutes			
Name	Position	Rate	Dates
Jasbir Chahal	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	9/1/22-6/30/23
Mackenzie Storms	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	9/1/22-6/30/23

C. Approval of Summer Hours						
Name	Account	Position	Location	Rate*	Dates	Discussion
Jennifer Baccarini	11-000-218-104-01-141-060	Guidance Counselor	SBS	\$41 per hour (not to exceed 20 hours)	7/1/22-8/31/22	Guidance summer hours
Zach Miracle	11-000-218-104-01-142-020	After School Study Skills Teacher	BCMS	\$41 per hour (not to exceed 100 hours)	7/1/22-6/30/23	10 hours over the summer for preparation, 90 hours during the school year
Rose Pellegrino	11-000-240-105-01-336-020	Summer Office Aide Hours	BCMS	\$27.82 per hour (not to exceed 40 hours)	7/1/22-8/31/22	Preparation for school
Suzanne Updegrave	11-000-218-104-01-142-020	Scheduling	BCMS	\$41 per hour (not to exceed 40 hours)	7/1/22-8/31/22	22-23 Scheduling for BCMS

*Rate is subject to change pending the 2022-2025 B.T.E.A. Agreement

D. Approval of Summer Curriculum Work						
Name	Account Number	Position	Grade	Hours	Rate*	Dates
Monique Owczarek	11-000-221-104-02-213	Summer Instructional Support Curriculum Writing	6-8	Up to 6 hours as needed	\$41 per hour (not to exceed \$246 total)	6/20/22-8/31/22
Kayla Valinoti	11-000-221-104-02-213	BCMS Advisory Hours	6-8	Up to 7 hours as needed	\$41 per hour (not to exceed \$287 total)	6/20/22-8/31/22

*Rate is subject to change pending the 2022-2025 B.T.E.A. Agreement

E. Approval of Personnel								
Name	Account	Position	Location	Step	Level	Salary/Rate*	Dates	Discussion
Robert Dallas (subject to delivery of documents)	11-000-262-110-01-363	Custodian	SBS	NA	12	\$45,540.60**	8/1/22-6/30/23	Replacing Louis Diegidio
Arthur Davis (subject to delivery of documents)	11-000-270-160-01-462	Bus Driver	Transportation	2	NA	\$31.09 per hour (Full-Time)	9/1/22-6/30/23	Replacing Mark Menafro
Cassandra Devita (subject to delivery of documents)	11-130-100-101-01-021-020	General Music/Choir Teacher	BCMS	4	182	\$65,695.00	9/1/22-6/30/23	Replacing Brian Gornick
Lauren Hasse (subject to delivery of documents)	11-120-100-101-01-012-060	4 th Grade Teacher	SBS	1	BA	\$59,449.00	9/1/22-6/30/23	Replacing Rocco Fornaro
Gabriella Luzi (subject to delivery of documents)	11-204-100-106-01-059-060	Instructional Aide (Part-Time, 73%)	SBS	1	NA	\$13,939.05	9/1/22-6/30/23	Replacing Nicole Kotrba
Jana Nemiroff (subject to delivery of documents)	11-130-100-101-01-021-020	Language Arts Teacher	BCMS	7	150	\$66,565.00	9/1/22-6/30/23	Replacing Kristen Cardona
Kerin Roberts (subject to delivery of documents)	11-230-100-101-01-072	Instructional Support Literacy (Part-Time 50%)	BCMS	7	150	\$33,282.50	9/1/22-6/30/23	New Position
Theodore Sattur (subject to delivery of documents)	11-213-100-101-01-057-020	Special Education Teacher	BCMS	1	150	\$61,599.00	9/1/22-6/30/23	Replacing Devra Hobbs
Samantha Turner (subject to delivery of documents)	11-130-100-101-01-021-020	Language Arts Teacher	BCMS	1	182	\$63,749.00	9/1/22-6/30/23	Replacing Justin Rogoff

*Salary is subject to change pending the 2022-2025 B.T.E.A. Agreement

**Includes Black seal stipend

F. Approval of LSY Substitute Teachers					
Name	Account Number	Position	Location	Rate*	Dates
Victoria Avila	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Coleen Barnett	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Lauren Bockus	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Alexa Harwood	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Joseph Larramendia	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Kristen Perrine	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Kathleen Schunk	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22
Megan VanHorn	11-213-100-106-03-078-600	Substitute Teacher	WES	\$45 per hour (as needed)	6/27/22-8/31/22

*Rate is subject to change pending the 2022-2025 B.T.E.A. Agreement

G. Approval of ESY Substitute Aides					
Name	Account Number	Position	Location	Rate*	Dates
Victoria Avila	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Coleen Barnett	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Lauren Bockus	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Alexa Harwood	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Joseph Larramendia	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Paula Obenauer	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Kristen Perrine	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22
Kathleen Schunk	11-213-100-106-03-078-600	Substitute Aide	WES	\$16.23 per hour (as needed)	6/27/22-8/31/22

*Rate is subject to change pending the 2022-2025 B.T.E.A. Agreement

H. Approval of Additional Staff for IEP Meetings for ESY					
Name	Account Number	Position	Location	Rate*	Dates
Megan VanHorn	11-213-100-106-03-078-600	IEP Meetings	WES	\$41 per hour Amount not to exceed \$2,000 total for all staff completing IEP meetings for ESY	6/27/22-8/31/22

*Rate is subject to change pending the 2022-2025 B.T.E.A. Agreement

XII. BUSINESS

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

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

There was no Business Committee meeting report.

A. Bill List

It is recommended that the Board approve the List of Bills for the period June 24, 2022 through June 28, 2022, totaling \$3,647.30, and for the period June 29, 2022, totaling \$214,706.55, and for the period June 30, 2022, totaling \$242,892.94, and for the period July 13, 2022 through July 28, 2022, totaling \$1,047,518.75, and ratify the Payroll for the period June 18, 2022 through June 30, 2022, totaling \$37,213.57.

B. Secretary's Report

The Report of the Secretary for June 2022 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Beverly Vlietstra, 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 June 2022 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 for the month of June 2022 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 June 2022.

E. Monthly Transfer Report

It is recommended that the Board approve the June Monthly Transfer Report.

F. Approval of Transportation Jointure with Somerville Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Somerville Board of Education and the Branchburg Township Board of Education, with the Branchburg Township Board of Education paying the Somerville Board of Education for providing school buses for the following 2022-2023 school year:

Host	Service	Cost to Branchburg
Somerville Board of Education	To-and-From NuView School July 1, 2022 – August 31, 2022	\$220 per diem

G. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Beverly Vlietstra, Interim School Business Administrator, to issue payment of bills for July 21, 2022 through August 11, 2022 prior to the next regularly scheduled meeting of August 11, 2022, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the August 11, 2022 meeting for ratification.

H. Approval of Disposal of Technology Equipment

It is recommended that the Board approve the disposal of the following Technology Equipment through UPCYCLE USA at a total sale price of \$1,850.

The Technology equipment to be sold is as follows:

5 - Cisco 3560 poe 24	28- Dell 390 desktop (2011)
1-Cisco 3560G	22- Dell 380 desktop (2005-2007)
Cisco 3560G poe 48	175- Dell Model 3180 (2017)
1 - Cisco WS-C6504-E	350- Acer 720 2GB chrome books - (2013-2016)
3-Cisco 3500 XL 24	50- Acer 720P 2G touchscreen chrome books (2013-2016)
7- Cisco 3500 XL 48	100- Dell 3120 4GB Chromebooks - (2015-2016)
1- Cisco 2960S	200- Dell 3180 4GB Chromebooks - (2017)
3-Cisco 3750 series	5-iPad 2, 2 nd Gen (2011)

I. Approval of Submission of Fiscal Year 2023 ESEA Grant Application

It is recommended that the Board approve the submission of the Fiscal Year 2023 ESEA Grant Application to the New Jersey Department of Education in the following amount and to participate in a consortium with South Bound Brook for use of the funds when it has been reviewed and approved.

Title III	\$2,352
Total	\$2,352

J. 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 Flett Exchange for the sale of 42 SREC credits at a price of \$230 each, totaling \$9,660, for the following Energy Years:

NJ 2021 Energy Year SREC(s) (06/2020 to 05/2021)
NJ 2022 Energy Year SREC(s) (06/2021 to 05/2022)

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.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

There were no Board Liaison reports.

XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Mr. Maider, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to adjourn at 8:16 p.m.

Respectfully Submitted,



Debe Besold
Interim Board Secretary