

Branchburg Township School District

REGULAR MEETING MINUTES

September 22, 2022

Executive Session – 6:30 p.m.

Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Mr. Marder, seconded by Mr. Sarles, and carried unanimously, the Board agreed to convene to public session at 7:01 p.m.

The meeting was called to order at 7:02 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, Kristen Fabriczi, Theresa Joyce, Robert Marder, Jompo Molye-Olabisi, Carmela Noto and Jonathan Sarles.

The following members were absent: Olga Phelps and Keerti Purohit.

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 Mr. Marder, seconded by Mr. Sarles, and carried unanimously, the Board agreed to convene to Executive Session at 7:02 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mr. Sarles, seconded by Mr. Marder, and carried unanimously, the Board agreed to adjourn Executive Session at 7:25 p.m.

On a motion by Mr. Marder, seconded by Mr. Sarles, and carried unanimously, the Board agreed to reconvene to public session at 7:30 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase spoke about the following:

- Back-to-School nights at each of the schools; and
- Requirements for the State testing.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mr. Sarles, seconded by Mr. Maider that Items VIII.A. and VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. and VIII.B. were unanimously approved by Roll Call, with Mr. Maider abstaining on Item VIII.A.

There was no Governance Committee meeting report.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of September 8, 2022.

B. Approval of Revision of Job Description

It is recommended that the Board approve the following revised job description.

- Human Resources and Employee Relations Manager

IX. POLICY

There was no Policy Committee meeting report.

X. EDUCATION

Motion by Mr. Sarles, seconded by Mr. Maider that Items X.A. through X.E. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.E. were unanimously approved by Roll Call, with Mrs. Joyce abstaining on Item X.A.

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
Emotional Regulation Supports for Today's World Somerset, NJ	Bethann Harrington N/A	10/11/22	N/A	N/A	N/A	N/A	N/A
Emotional Regulation Supports for Today's World Somerset, NJ	Michelle Nash N/A	10/11/22	N/A	N/A	N/A	N/A	N/A
Rebalancing Balanced Literacy Virtual	Kelly Boyle 20-270-200-500-02-649	10/17/22- 10/19/22	\$700.00	N/A	N/A	N/A	\$700.00
New Jersey School Boards Association 2022 Workshop Atlantic City, NJ	Theresa Joyce 11-000-230-585-01-300	10/24/22- 10/26/22	\$550.00	\$206.00	\$147.50	\$131.16	\$1,034.66
Everyday Social Emotional Learning Practices Virtual	Amy McLaughlin 11-000-219-580-03-001-999	9/21/22	\$49.00	N/A	N/A	N/A	\$49.00
Leading for Change: Advocacy for Social Emotional Learning Virtual	Amy McLaughlin 11-000-219-580-03-001-999	10/26/22	\$49.00	N/A	N/A	N/A	\$49.00
Compassion for Educators Virtual	Amy McLaughlin 11-000-219-580-03-001-999	11/16/22	\$49.00	N/A	N/A	N/A	\$49.00
The SEL Coach Virtual	Amy McLaughlin 11-000-219-580-03-001-999	12/14/22	\$49.00	N/A	N/A	N/A	\$49.00
Virtual Labor & Employment Summit 2022 Virtual	Enea Yard 11-000-230-580-01-303	9/28/22	\$99.00	N/A	N/A	N/A	\$99.00

B. Approval of Service Projects/Fundraisers

School	Group	Event Coordinators	Dates	Purpose
WES	1 st Grade	Colleen Repoli	10/1/22-10/31/22	Socktober is a program started by Kid President to provide homeless people with socks during the cold months. All donations will be sent to SHIP in Somerville.
BCMS	Student Council	Wendy Michels	10/21/22	The Student Council would like to host a Halloween Dance for all students. Admission cost will be \$10 and snacks and prizes will be sold during the event. All proceeds will be used for future Student Council events and activities.

C. Approval of Acceptance of Out of District Student 2022-2023 Teacher of the Deaf Services

Sending District	Student ID #	Fee	Dates	Discussion
Dunellen School District Dunellen, NJ	4523289009	\$4,168	9/1/22-6/30/23	42 weeks of services for student attending Somerville High School

D. Approval of Contracted Position

Sending District	Account Number	Cost	Dates	Discussion
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$70,305 (not to exceed)	9/29/22-6/16/23	New Position Autism Program Aide \$54.50 per hour

E. Approval of Revision of Vendor

Vendor	Account Number	Cost		Dates	Discussion
		From	To		
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$1,368.00 (not to exceed)	\$1,838.25 (not to exceed)	8/1/22- 8/4/22	Number of hours of speech therapy services changed from 16 hours to 21.5 hour

XI. HUMAN RESOURCES

Motion by Mrs. Joyce, seconded by Mr. Maider 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 meeting report.

A. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5723	11-230-100-101-01-072-060	Paid Maternity/Disability Leave of Absence NJ Family Leave Act/FMLA	1/6/23-3/6/23 3/7/23-6/8/23	Estimated date of return is 6/9/23
4606	11-230-100-101-01-072-020	Paid Sick Leave	9/22/22-12/22/22	Estimated date of return is 12/23/22

B. Approval of Non-Athletic Stipend			
Name	Account	Position	Stipend*
Kerin Roberts	11-401-100-101-01-078-020	Newspaper	\$2,758

*Rate is subject to change pending the 2022-2025 BTEA agreement

C. Approval of Athletic Stipends			
Name	Account	Position	Stipend*
Monique Owczarek	11-402-100-101-01-093-020	Additional Cross Country Coach	\$2,703
Kayla Valinoti	11-402-100-101-01-093-020	Cheerleading Coach	\$3,310

*Rate is subject to change pending the 2022-2025 BTEA agreement

D. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Jaclyn Furnari Michelle Jordan Zach Miracle Alyssa Riva	11-421-200-101-01-330	Guided Study	\$41 per hour (not to exceed 270 hours total)	9/23/22-6/30/23

*Rate is subject to change pending the 2022-2025 BTEA agreement

E. Approval of Revision of ESY Special Education Teachers		
Name	From	To
Colleen Barnett	20-484-100-320-02-000	20-491-200-100-00-00
Lauren Bockus	20-484-100-320-02-000	20-491-200-100-00-00
Joseph Larramendia	20-484-100-320-02-000	20-491-200-100-00-00
Nina Manger	20-484-100-320-02-000	20-491-200-100-00-00
Kathleen Schunk	20-484-100-320-02-000	20-491-200-100-00-00

F. Approval of After School Counseling					
Name	Account #	Position	Rate	Dates	Discussion
Tara Bisson	20-491-100-101-03-000	LCSW	\$44.82 per hour (not to exceed \$1,882.44)	9/22/22-6/30/23	Social skills groups and executive functioning support. Mental health student support.
Sean Latino	20-491-100-101-03-000	School Psychologist	\$50.49 per hour (not to exceed \$2,120.58)		
Anthony Maiorano	20-491-100-101-03-000	Social Worker	\$44.48 per hour (not to exceed \$1,868.16)		

*Rate is subject to change pending the 2022-2025 BTEA agreement

G. Approval of Revision of Personnel					
Name	Account	Location	From	To	Dates
Enea Yard	11-000-230-105-01-273	BOE	Human Resources Manager \$67,600	Human Resources and Employee Relations Manager \$81,120	10/1/22-6/30/23

H. Approval of Extracurricular School Activity Aide				
Name	Account Number	Hourly Rate*	Dates	Discussion
Anthony Maiorano	11-000-217-106-01-000-020	\$19.27 per hour	9/6/22-6/30/23	As needed

*Rate is subject to change pending the 2022-2025 BTEA agreement

I. 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 2022-2023 school year.

J. 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 AHIEVENJ mandate for the 2022-2023 school year.

K. Approval of Submission of 2022-2023 School District Professional Development Plan and Mentoring Plan Statement of Assurance

It is recommended that the Board approve the submission of the Statement of Assurance for the 2022-2023 School District Professional Development Plan and Mentoring Plan.

XII. BUSINESS

Motion by Mr. Sarles, 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 unanimously approved by Roll Call.

Mr. Carpentier gave an update on the buildings and grounds projects for each school.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 9, 2022 through September 22, 2022, totaling \$1,818,540.58, and ratify the Payroll for the period September 1, 2022 through September 15, 2022, totaling \$969,260.85.

B. Secretary's Report

The Report of the Secretary for August 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 August 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 August 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 August 2022.

E. Monthly Transfer Report

It is recommended that the Board approve the August 2022 Monthly Transfer Report.

F. Approval of Submission of 2022-2023 Emergency Virtual or Remote Instruction Program

It is recommended that the Board approve the submission of the 2022-2023 Emergency Virtual or Remote Instruction Program to the New Jersey Department of Education.

G. Acceptance of Donation

It is recommended that the Board accept the donation of two tables, to the Branchburg Township School District Board Office, with many thanks for the donor’s generosity.

H. Approval of HVAC Unit Repair at Branchburg Central Middle School

WHEREAS, quotes were solicited for a failed controller for an HVAC unit in the band room at Branchburg Central Middle School;

WHEREAS, only one proposal and quote was received from Hutchins HVAC, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Branchburg Township Board of Education approve Hutchins HVAC, Inc. to install one new Johnson Controls Controller, demo and removal of the failed controller, all necessary electrical connections and related work, and installation of a new temperature/humidity thermostat, duct sensors and current transformers, in the amount of \$10,263 to be paid by purchase order through Account #11-000-261-420-04-411, and sufficient funds are available in the 2022-2023 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi said the Somerville Board of Education met on September 20, 2022, and discussed the following:

- Each principal introduced their new staff;
- Class meetings were held the first week of school to go over the rules and regulations;
- Fall sports are back;
- Open lunch has returned for Juniors and Seniors;
- Virtual back-to-school night is September 28, 2022;
- Underclass photos are September 27, 2022;
- There are 40+ clubs and activities available; and
- Senior parent night is September 27, 2022 at 6:30 p.m. to talk about the college application process.

Mr. Maider spoke about the following PTO items:

- The PTO would like everyone to come see them at the Branchburg Country Fair;
- Spirit wear sale ends this weekend; and
- Let's Glow Crazy for pre-k and first grade students and their families will start at 5:30 p.m. on September 23, 2022.

Mr. Sarles said the Somerset County Educational Services Commission's website has been revamped making it way more informative.

Mrs. Joyce reminded everyone that the Country Fair will be held on Saturday, September 24, 2022.

On a motion by Mr. Sarles, seconded by Mr. Maider, and carried unanimously, the Board agreed to a short recess at 7:45 p.m.

XV. EXECUTIVE SESSION

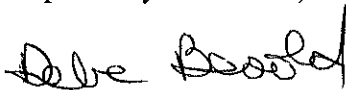
On a motion by Mr. Sarles, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to Executive Session at 7:50 p.m. to discuss Legal Issues.

On a motion by Mr. Sarles, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn Executive Session at 8:17 p.m.

XVI. ADJOURNMENT

On a motion by Mr. Sarles, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 8:17 p.m.

Respectfully Submitted,



Debe Besold
Interim Board Secretary