

Branchburg Township School District
REGULAR MEETING MINUTES
September 21, 2023

Executive Session – 6:30 p.m.
Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Ms. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to public session at 7:05 p.m.

The meeting was called to order at 7:05 p.m. by Board President, Vincent Carpentier, 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, Puja Desai, David Dugan, Kristen Fabriczi, Theresa Joyce, Robert Maider, Carmela Noto, Bindu Shah and Charles Tuma.

The following members were absent: None

Also present were: Superintendent of Schools Dr. Karen Chase and Business Administrator/Board Secretary Sally Dolan.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

There was no Executive Session.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase spoke about the following:

- The Board district goals will formally be presented at the October 5, 2023 Board meeting;
- Dr. Chase spoke about one specific goal on prioritizing well-being, and some of the things the district has done over the past month; and
- The launching of a community speaking program where Speakers come to the district three times a year, with the first speaker coming on October 10, 2023 at 7:00 p.m.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

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

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

There was no Governance Committee report.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Regular Meeting of September 7, 2023.

B. Approval of 2023-2024 Personnel Appointment

It is recommended that the following appointment be approved:

Position	2023-2024
Title IX Coordinator	Beth Stanton

C. Approval of QSAC Self Assessment 2022-2023

It is recommended that the Board approve the submission of the QSAC Self Assessment for the 2022-2023 school year.

IX. POLICY

Motion by Ms. Shah, seconded by Mr. Maider 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.

Mr. Dugan said the Policy Committee met, and discussed the Policies and Regulations listed as Item IX.A. on the agenda.

A. Approval of Policy and Regulations First and Second Reading

It is recommended that the Board suspend Bylaw 0131 and adopt these Policies and Regulations with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023.

Policy/Regulation	Title	Discussion
P 1642.01	Sick Leave (M)	New
R 1642.01	Sick Leave (M)	New
P 2419	School Threat Assessment Teams (M)	Revised
R 2419	School Threat Assessment Teams (M)	New

X. EDUCATION

Motion by Ms. Shah, 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.

Mr. Maider said the Education Committee met, and discussed the following:

- The H.I.B. communication Dr. Chase spoke about earlier;
- Last spring's NJSLA scores will be going out the parents shortly; and
- District enrollment is going up significantly.

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
Somerset County VoTech Open House Bridgewater, NJ	Bradley Harris N/A	10/5/23	N/A	N/A	N/A	N/A	N/A
Somerset County VoTech Open House Bridgewater, NJ	Jennilyn Nelson N/A	10/5/23	N/A	N/A	N/A	N/A	N/A
NJALC Fall Symposium 2023 Bridgewater, N	Jacqueline Klenke 20-270-200-500-02-649	10/20/23	\$205.00	N/A	N/A	N/A	\$205.00
NJALC Fall Symposium 2023 Bridgewater, N	Heather Lilly 20-270-200-500-02-649	10/20/23	\$205.00	N/A	N/A	N/A	\$205.00
NJALC Fall Symposium 2023 Bridgewater, N	Ann Marie Pollinger 20-270-200-500-02-649	10/20/23	\$165.00	N/A	N/A	N/A	\$165.00
AI and ChatGPT for all Educators New Providence, NJ	Jennifer Anderson 20-270-200-500-02-649	10/20/23	\$115.00	N/A	N/A	3.76	\$118.76

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking /Mileage	Total
AI and ChatGPT for all Educators New Providence, NJ	Karen Chase 20-270-200-500-02-649	10/20/23	\$115.00	N/A	N/A	N/A	\$115.00
IDA Annual Conference Virtual	Ludmila Battista 20-488-200-500-02-00	10/23/23	\$425.00	N/A	N/A	N/A	\$425.00
IDA Annual Conference Virtual	Alane Cook 20-488-200-500-02-00	10/23/23	\$425.00	N/A	N/A	N/A	\$425.00
IDA Annual Conference Virtual	Joann Everson 20-488-200-500-02-00	10/23/23	\$559.00	N/A	N/A	N/A	\$559.00
IDA Annual Conference Virtual	Colleen Nejmech 20-488-200-500-02-00	10/23/23	\$425.00	N/A	N/A	N/A	\$425.00
Incr. Students Mastery of Math Virtual	Coleen Barnett 20-488-200-500-02-00	10/30/23	\$279.00	N/A	N/A	N/A	\$279.00
NJ Council for the Social Studies Piscataway, NJ	Richard Desantis 20-488-200-500-02-00	10/23/23	\$90.00	N/A	N/A	N/A	\$90.00
NJASBO Workshop Introduction to Payroll Virtual	Sally Dolan 11-000-251-580-01-585	9/22/23 - 6/30/24	\$225.00	N/A	N/A	N/A	\$225.00
NJASBO Workshop School Security Whippany, NJ	Sally Dolan 11-000-251-580-01-585	9/21/23	\$125.00	N/A	N/A	N/A	\$125.00
NJASBO Workshop Policy Review and Updates Whippany, NJ	Sally Dolan 11-000-251-580-01-585	10/17/23	\$125.00	N/A	N/A	N/A	\$125.00
First Aid/CPR/AED Instructor Training Princeton, NJ	Kelly Evans 20-270-200-500-02-649	10/5/23	\$350.00	N/A	N/A	\$23.50	\$373.50
Equity in Action: Developing Mathematical Thinking Lincroft, NJ	Michele Jordan 20-488-200-500-02-00	10/20/23	\$215.00	N/A	N/A	\$28.50	\$243.50
Using Decodable Texts Virtual	Allison LeMieux 20-488-200-500-02-00	10/17/23	\$150.00	N/A	N/A	N/A	\$150.00
Harness the Power of Read Aloud Virtual	Allison LeMieux 20-488-200-500-02-00	12/12/23	\$150.00	N/A	N/A	N/A	\$150.00
Elementary Conflict Resolution New Brunswick, NJ	Giulia LoPiccolo-Stewart 20-488-200-500-02-00	10/30/23	N/A	N/A	N/A	N/A	N/A
NJ School Counselor Conference Edison, NJ	Jennilyn Nelson 20-270-200-500-02-649	10/13/23	\$149.00	N/A	N/A	\$12.22	\$161.22
Yes, You Can Turn Your Students Around as Writers Virtual	Kristen Perrine 20-488-200-500-02-00	10/6/23	\$150.00	N/A	N/A	N/A	\$150.00
Math Intervention K-12 Piscataway, NJ	Danielle Puzzo 20-488-200-500-02-00	11/30/23	\$95.00	N/A	N/A	N/A	\$95.00
Cultivating Math Minds Piscataway, NJ	Danielle Puzzo 20-488-200-500-02-00	11/1/23 11/15/23	\$190.00	N/A	N/A	N/A	\$190.00

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/ Mileage	Total
Make Reader's Notebooks a Transformational Tool Virtual	Isabella Russo 20-488-200-500-02-00	10/3/23	\$150.00	N/A	N/A	N/A	\$150.00
School Safety Seminar Branchburg, NJ	Beth Stanton N/A	10/13/23	N/A	N/A	N/A	N/A	N/A

B. Approval of Service Agreements

Vendor	Account Number	Rate	Dates	Discussion
Sherry Blair Institute Montclair, NJ	20-488-200-500-02-00	\$200	10/10/23	Student Well-Being
Preferred Special Services, LLC Flemington, NJ	11-000-216-320-03-456-800	\$46 per .5 hours \$250 per evaluation (not to exceed \$45,000)	8/15/23- 6/30/24	Physical Therapy Services

C. Approval of 2023-2024 School Field Trips

- Attachment 1

D. Approval of Service Projects

School	Group	Event Coordinator	Dates	Purpose
WES	3rd Grade	Lauren Bockus	2/5/24- 2/9/24	For the SOUPer Bowl service project, students will collect cans of soup for the Somerset County Food Bank to provide hunger relief within our community
WES	1st Grade	Callie Jankowski	10/2/23- 10/31/23	For the SOCKTOBER service project, students will be collecting socks for the homeless to be distributed by SHIP in Somerville. Socktober is a program that was started by Kid President to provide the homeless with socks during the cold months.

E. Approval of Revisions to Curriculum

In accordance with Policy 2220, it is recommended that the Board approve the curriculum for Branchburg Central Middle School (Grades 6-8), Stony Brook School (Grades 4-5), Whiton Elementary School (Grades pre-K-3), in the following nine core curriculum content areas, as defined by the State of New Jersey Department of Education: Visual and Performing Arts, Comprehensive Health and Physical Education, English Language Arts, Mathematics, Science, Social Studies, World Language, Computer Science and Design Thinking, and Career Readiness.

XI. HUMAN RESOURCES

Motion by Ms. Shah, 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.

Mr. Tuma said the Human Resources Committee met, and spoke about the following:

- The District is having good traction finding substitutes;
- The resignation of the Music Teacher at Whiton Elementary School; and
- The School Library Media Specialist from Whiton Elementary School being transferred to Branchburg Central Middle School as their School Library Media Specialist.

A. Approval of 2023-2024 Substitutes

Name	Position	Rate	Dates
Suzanne Amin	Substitute Nurse	\$225 per day	9/22/23-6/30/24
Michael Blaustein	Substitute Bus Driver	\$25 per hour	9/1/23-6/30/24
Stephen Coy	Substitute Bus Driver	\$25 per hour	9/1/23-6/30/24
Howard Lax (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/22/23-6/30/24
Kriste Naples Deangelo (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	9/22/23-6/30/24
Danielle Stahl	Substitute Bus Driver	\$25 per hour	9/20/23-6/30/24

B. Approval of Revision of Summer Curriculum Hours

Name	Account Number	Position	From	To	Dates
Andrea Curcic John Gottshalk	11-000-221-104-02-213	Summer GATE Curriculum Writing	\$41 per hour (not to exceed \$738 total) Up to 18 hours total	\$41 per hour (not to exceed \$738 total) Up to 18 hours each	6/20/23-8/31/23

C. Approval of Revision of ESY IEP Meetings

Name	Account Number	Position	From	To	Dates
Coleen Barnett Kristen Cardona Dawn Eelman Lauren Hall Jodi Harwood Michele Jordan Joseph Larramendia Nina Manger Traci Mum Colleen Nejme Jennifer Racine Megan Vanhorn Erica Viel-Desimone	11-213-100-101-03-078-600	IEP Meetings	Amount not to exceed \$2,000	Amount not to exceed \$2,300	7/5/23-8/31/23

D. Approval of Revision of Personnel

Name	Account Number	Position	Location	Step/Level	Salary/Rate	From	To	Discussion
Cindy Duran	11-000-217-106-01-000-090	Instructional Aide	WES	6/NA	\$22,145.76 (prorated)	9/11/23- 6/30/24	9/14/23-6/30/24	Replacing Joyce Flood

9/21/2023

E. Approval of Revision of Maternity Leave		
Employee #	From	To:
5676	Paid Maternity/Disability Leave of Absence: 6/5/23-7/19/23 Accumulated Vacation/Vacation: 7/20/23-8/23/23 Personal Days: 8/24/23, 8/28/23 NJ Family Leave Act/FMLA: 8/29/23-10/6/23 Intermittent FMLA: 10/9/23-6/3/24	Paid Maternity/Disability Leave of Absence: 6/5/23-7/19/23 Accumulated Vacation/Vacation: 7/20/23-8/23/23 Personal Days: 8/24/23, 8/28/23 NJ Family Leave Act/FMLA: 8/29/23-9/28/23 Intermittent FMLA: 10/2/23-6/3/24

F. Approval of 2023-2024 Non-Athletic Stipend				
Name	Account Number	Position	Stipend	Dates
Liana Nemiroff	11-401-100-101-01-078-020	Peer Leader	\$882	9/22/23-6/30/24

G. Approval of Extra Duty Pay				
Name	Account	Position	Rate	Dates
Cindy Duran	11-000-217-106-01-000-090	Instructional Aide	\$18.72 per hour (not to exceed 8.5 hours)	9/5/23-9/6/23
Anthony Maiorano	11-000-223-104-02-210-999	Social Worker	\$41.00 per hour (not to exceed 1 hour)	9/6/23

H. Approval of 2023-2024 Transfer			
Name	From	To	Dates
Katherine Mileto	School Library Media Specialist - WES 11-213-100-106-01-057-060	School Library Media Specialist - BCMS 11-000-217-106-01-000-020	11/14/23 (or sooner) -6/30/24

I. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Jennifer Palermo	11-120-100-101-01-012-090 11-110-100-101-01-001-090	Music Teacher	WES	11/17/23

XII. BUSINESS

Motion by Ms. Shah, 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.

There was no Business Committee report.

Ms. Joyce spoke about the following:

- She thanked Ms. Dolan for the fantastic job she is doing;
- Revisions to the transportation contracts; and
- The Phase 3 roof replacement.

A. Bill List

It is recommended that the Board approve the List of Bills for the period September 8, 2023 through September 21, 2023, totaling \$1,514,675.71, and ratify the Payroll for the period September 1, 2023 through September 15, 2023, totaling \$1,028,537.54.

B. Approval of Phase 3 Rear Roof Replacement Project at Branchburg Central Middle School

It is recommended that the Board approve a Phase 3 Rear Roof Replacement proposal submitted by Weatherproofing Technologies, Inc., for a roof replacement project at Branchburg Central Middle School in the amount of \$1,637,572.12 (includes material and labor), with 25 year warranty plus contingency of \$75,000.00, for a total cost of \$1,712,572.12, to be paid by purchase order through Account #12-000-400-450-04-612, and sufficient funds are available in the 2023-2024 budget. This proposal is for a turnkey operation as specified and bid by the Educational Services Commission of New Jersey (ESCNJ) co-op program under Contract #: Roofing and Envelope Services Bid #ESCNJ/AEPA21D.

C. Approval of Revision of Transportation Jointure with Bridgewater/Raritan Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Bridgewater/Raritan Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Bridgewater/Raritan
Branchburg Township Board of Education	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus)
	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus) \$75.00 per hour per bus Aide
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus) \$75.00 per hour per bus Aide

D. Approval of Revision of Transportation Jointure with Somerville Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Somerville Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Somerville
Branchburg Township Board of Education	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus)
	Athletic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus)
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (54 Passenger School Bus) \$75.00 per hour per bus Aide
	Academic Trips September 1, 2023 – June 30, 2024	\$90.00 per hour per bus (24 Passenger School Bus) \$75.00 per hour per bus Aide

E. Approval of Transportation Jointure with Delaware Valley Regional High School

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and Delaware Valley Regional High School for the following 2023-2024 route.

Host	Service	Cost to Branchburg
Delaware Valley Regional High School	Calais School September 1, 2023 – June 30, 2024	One Student \$11,500.00

F. Approval of Resolution Authorizing the Disposal of Educational Materials

It is recommended that the Board approve the following resolution authorizing the disposal of Student Services Department Educational Materials through GovDeals.

WHEREAS, the School District is the owner of certain Student Services Department Educational Materials which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said Reading Program Kit in “as is” condition.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Branchburg Township in the County of Somerset, as follows:

- (1) The sale of the Student Services Department Educational Materials to be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

- (4) Student Services Department Educational Materials to be sold is as follows:
Edmark Reading Program Kit
- (5) Student Services Department Educational Materials identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said equipment.
- (6) The School District reserves the right to accept or reject any bid submitted.

G. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Montgomery Board of Education authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school districts for the period September 1, 2023 to June 30, 2024 at a cost of \$24,219.90 with terms and conditions set forth therein.

H. Approval of Monthly Transfer Report - Request for Approval of Transfers

It is recommended that the Board approve the Monthly Transfer Report - Request for Approval of Transfers for the month of June 2023.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Ms. Fabriczi said the Somerville Board of Education met on September 19, 2023, and discussed the following:

- The new staff was welcomed;
- The Student Board Member spoke about block scheduling;
- Senior Parent Night will be held on September 28, 2023 in the Somerville High School Auditorium (parents only);
- Financial Aid Night will be held on October 4, 2023 at 6:30 p.m. in the Somerville High School Auditorium;
- Back to School Night was held on September 20, 2023; and
- All clubs are starting up.

Ms. Shah spoke about the following PTO topics:

- The PTO thanked everyone who signed up to be members this year;
- The first PTO event will be held next week at Whiton Elementary School for Pre-K and first grade;

- Reminder for families to sign up for family portraits; and
- Information of the Trunk or Treat event on October 27, 2023 will be coming out shortly.

Ms. Joyce said the Country Fair is now scheduled to be held on October 22, 2023.

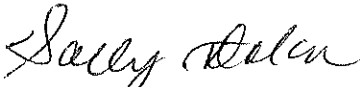
XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Ms. Shah, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 7:50 p.m.

Respectfully Submitted,



Sally Dolan
School Business Administrator/Board Secretary

Whiton Elementary School - Field Trips - 2023-2024					Tentative (T) or Scheduled (S)
Trip	Coordinator	Grade	Purpose	Tentative (T) or Scheduled (S)	
Raritan Valley Community College, Branchburg, NJ	Brittani Santangelo	1	Enhancement of Science and Language Arts Curriculum	S	
Stony Brook Elementary School - Field Trips - 2023-2024					
Trip	Coordinator	Grade	Purpose	Tentative (T) or Scheduled (S)	
White Oak Park, Branchburg, NJ	Emma Ryan	3-5	Practice of safety skills	S	
Norz Hill Farm, Hillsborough, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Wegmans, Bridgewater, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Branchburg Central Middle School	Emma Ryan	3-5	Practice of safety skills	T	
Bridgewater Commons Mall, Bridgewater, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Branchburg Pharmacy, Branchburg, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Time to Eat Diner, Bridgewater, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Post Office, Branchburg, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Hillsborough Library, Hillsborough, NJ	Emma Ryan	3-5	Practice of safety skills	T	
Patriot's Stadium, Bridgewater, NJ	Emma Ryan	3-5	Practice of safety skills	T	