

Branchburg Township School District
REGULAR ACTION MEETING

December 16, 2021

Executive Session - 6:00 p.m.

Public Meeting – 8:00 p.m.

MISSION STATEMENT

*The mission of the Branchburg Township School District and Community
is to inspire our children to learn, think, grow, and excel in life.*

VISION STATEMENT

“Excellence in Education”

I. CALL TO ORDER

II. ROLL CALL

III. EXECUTIVE SESSION

WHEREAS the “Open Public Meetings Act.” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

BE IT RESOLVED that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. PLEDGE OF ALLEGIANCE

V. STATEMENT OF ADEQUATE NOTICE AND WELCOME

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

VI. SUPERINTENDENT’S REPORT

VII. PUBLIC COMMENT – Agenda Items Only

Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public questions and comments will be limited to 30 minutes. Thank you for your input.

VIII. GOVERNANCE

- **Report** – Terri Joyce

(ACTION) It is recommended that Items VIII.A. through VIII.B. be moved upon the recommendation of the Superintendent.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 2, 2021.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS# 000480	10/25/21	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.
Stony Brook	SSDS# 003912	11/15/21	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.

(ROLL CALL – ITEMS VIII.A. through VIII.B.)

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

(ACTION) It is recommended that Items IX.A. through IX.C. be moved upon the recommendation of the Superintendent.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 1648.13	School Employee Vaccination Requirements (M)	New
P 1648.14	Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M)	New
P 2270	Religion in the Schools	Revised
P 2425	Emergency Virtual or Remote Instruction Program (M)	New
P 6471	School District Travel (M)	Revised
R 6471	School District Travel (M)	New
P 8561	Procurement Procedures for School Nutrition Programs (M)	Revised
P 8600	Student Transportation (M)	Revised

B. Policy and Regulations First 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

C. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 1649	Federal Families First Coronavirus (COVID-19) Response Act (M)	Abolished
P 8810	Religious Holidays (M)	Abolished

(ROLL CALL – ITEMS IX.A. through IX.C.)

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Item X.A. be moved upon the recommendation of the Superintendent.

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
Knowledge Building Institute Teach Kids to Research, & Collaborate Virtual	Victoria Avila 20-270-200-500-02-649	2/7/22- 2/9/22	\$650.00	N/A	N/A	N/A	\$650.00
Early Literacy and the Whole Child Virtual	Kelly Boyle 20-270-200-500-02-649	1/21/22	\$69.00	N/A	N/A	N/A	\$69.00
January Coaching Institute on the Teaching of Reading Virtual	Lauren Knoke 20-270-200-500-02-649	1/23/22- 1/26/22	\$800.00	N/A	N/A	N/A	\$800.00
Techspo 2022 Atlantic City, NJ	Danielle Puglisi 20-270-200-500-02-649	1/26/22- 1/28/22	\$490.00	\$192.00	\$147.50	\$64.96	\$894.46
Better Conversations Virtual	Danielle Shober 20-270-200-500-02-649	2/28/22	\$395.00	N/A	N/A	N/A	\$395.00

(ROLL CALL - ITEM X.A.)

XI. HUMAN RESOURCES

- **Report – Kristen Fabriczi**

(ACTION) It is recommended that Items XI.A. through XI.H. be moved upon the recommendation of the Superintendent.

A. Approval of Revision of Level and Salary							
Name	Position	Account #	Location	From	To	Effective Date	Discussion
Colleen Nejme	Teacher	11-120-100-101-01-012-060	SBS	150/11 \$68,095	182/11 \$70,245	1/3/22-6/30/22	Agreement upon hire

B. Approval of Revision of Personnel				
Name	Account Number	From	To	Dates
Alyssa Riva	11-130-100-101-01-021-020	Part-Time Teacher (69%) Step 6, Level 182, \$46,330.05	Full-Time Teacher (100%) Step 6, Level 182, \$67,145	1/3/22-6/30/22

C. Approval of Transfer				
Name	From	To	Dates	Discussion
Lori Villanova	ESL Teacher 11-240-100-101-01-075-500	Spanish Teacher & ESL Teacher 11-240-100-101-01-075-500 11-130-100-101-01-021-020	1/3/22-6/30/22	Due to the retirement of Frank Richardson

D. Approval of Substitutes			
Name	Position	Rate	Dates
Katherine Czaszynski	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22
Jessica Pellicane	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22
Peter Philips	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22
Megan Melchione	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	12/17/21-6/30/22
Eli Schaffer	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22
Grace Sheeley	Substitute Teacher/Substitute Instructional Aide (subject to delivery of documents)	\$110/\$90 per day	12/17/21-6/30/22

E. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Devra Hobbs	11-213-100-101-01-057-020	Special Education Teacher	BCMS	2/10/22

F. Approval of Extra Duty Pay				
Name	Account Number	Rate	Location	Discussion
Alyssa Riva	11-130-100-101-01-021-020	\$41 per hour (not to exceed 5 hours per week)	BCMS	Alyssa will write lesson plans and grade additional French sections.

G. Approval of Personnel						
Name	Account Number	Position	Salary/Rate	Location	Dates	Discussion
Aleasha Outsey (subject to delivery of documents)	11-000-217-106-01-000-020	Bus Aide	\$13.50 per hour	Transportation	1/3/22-6/30/22	Replacing Faith Moeller

H. Approval of Guided Study				
Name	Account #	Position	Rate	Dates
Kelly Boyle	11-421-200-101-01-330	Guided Study Coordinator	\$41 per hour (not to exceed 33 hours total)	1/3/22-6/30/22
Arianna Bellafiore Lauren Bockus Dawn Eelman Melissa Fitzgibbon Susan Mariani Cristina Pernini	11-421-200-101-01-330	Guided Study Teacher	\$41 per hour (not to exceed 27 hours each, 162 hours total)	1/3/22-6/30/22

(ROLL CALL – ITEMS XI.A. through XI.H.)

XII. BUSINESS

- **Report – Vince Carpentier**

(ACTION) It is recommended that Items XII.A. through XII.H. be moved upon the recommendation of the Superintendent.

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 3, 2021 through December 16, 2021, totaling \$1,362,075.43, and ratify the Payroll for the period December 1, 2021 through December 10, 2021, totaling \$1,138,160.37.

B. Secretary’s Report

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

E. Monthly Transfer Report

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

F. Adjustment to 2021-2022 Budget

It is recommended that the board approve an adjustment to the originally approved 2021-2022 Final Budget to reverse the entry to withdraw \$300,000 from the Unemployment Fund Balance (10-320) and increase the Budgeted Fund Balance contribution by \$300,000 (10-303) from \$1,051,961 to \$1,351,961. The Unemployment Compensation Fund is a dedicated fund to pay for claims for unemployment in excess of employee contributions and cannot be used to fund general operating expenses.

G. Acceptance of School Security Grant

It is recommended that the Board of Education accept the fiscal year 2020 School Security Grant (Grant Number 20E00466) for the installation of auto dial panic alarms, and upgrade security cameras throughout the district, in the amount of \$75,961.

H. Approval of Purchase of One 54 Passenger School Bus

It is recommended that the Board approve the purchase of one new 54 passenger school bus through the Educational Services Commission of New Jersey, School Bus Bid Award Contract #21/22-33, from Truck King International, at a cost of \$110,161.45 to be paid by purchase order through the General Fund from Account #12-000-270-733-07-389, and sufficient funds are available in the 2021-2022 budget.

(ROLL CALL - ITEMS XII.A. through XII.H.)

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

- Somerville Liaison/Board Member.....Kristen Fabriczi
- Parent Teachers Organization.....Noah Horowitz
- Somerset County Educational Services Commission.....Jonathan Sarles
- N.J.S.B.A./S.C.S.B.A Representative.....Vince Carpentier
- Branchburg Township Liaison.....Terri Joyce
- Emergency Management Planning Committee.....Elizabeth Nastus
- Branchburg Education Foundation.....Keerti Purohit
- Branchburg SEPAG - Special Education Parents Advisory Group.....Noah Horowitz/
Cathy Curcio

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT