

Branchburg Township School District
REGULAR ACTION MEETING

October 7, 2021

Board of Education Conference Room

Executive Session - 6:30 p.m.

Public Meeting – 7:30 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

- Presentation by District SEL Specialists – Beth Stanton and Amy McLaughlin

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.C. 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 September 23, 2021.

B. Approval of Revised 2021-2022 School District Calendar

It is recommended that the Board approve the revised 2021-2022 School District Calendar.

C. Approval of 2021-2022 Personnel Appointments

It is recommended that the following appointments be approved:

Position	10/9/21-10/24/21	10/25/21-6/30/22
Custodian of Records	Patricia Rodgers	Thomas M. Venanzi
Public Agency Compliance Officer		
Purchasing Agent		

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

IX. POLICY AND REGULATIONS

- **Report** – Noah Horowitz

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

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 2422	Comprehensive Health and Physical Education (M)	Revised
P 2467	Surrogate Parents and Resource Family Parents (M)	Revised
P 5111	Eligibility of Resident/Nonresident Students (M)	Revised
P 5116	Education of Homeless Children (M)	Revised
P 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	New
P 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M)	New
P 6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M)	New
P 6311	Contracts for Goods or Services Funded by Federal Grants (M)	Revised
P 7432	Eye Protection (M)	Revised
R 7432	Eye Protection (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised
R 8420.1	Fire and Fire Drills (M)	Revised
P 8540	School Nutrition Program (M)	Revised
P 8550	Meal Charges/Outstanding Food Service Bills (M)	Revised

B. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 5114	Children Displaced by Domestic Violence (M)	Abolished

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

X. EDUCATION

- **Report** – Olga Phelps

(ACTION) It is recommended that Items X.A. through X.F. 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
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Kelly Boyle 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Marie Cinque 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Lauren Knoke 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Erica Landesberg 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Danielle Puglissi 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Standards, Targets, Assessments, Grading and Reporting Conference Virtual	Danielle Puzzo 20-270-200-500-02-649	10/21/21	\$250.00	N/A	N/A	N/A	\$250.00
Improving Reading for Older Students Virtual	Kristen Cardona 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Emily Hansen 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Nicole Kepner 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Lisa Leibowitz 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Zach Miracle 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Nina Mlenak 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Michael Rusciano 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Improving Reading for Older Students Virtual	Tiffany Stulack 20-270-200-500-02-649	10/19/21	\$10.00	N/A	N/A	N/A	\$10.00
Legally Compliant IEPs Virtual	Tara Bisson 11-000-219-580-03-001-999	10/19/21	\$150.00	N/A	N/A	N/A	\$150.00
Building Readers and Writers Livingston, NJ	Marie Cinque N/A	11/16/21	N/A	N/A	N/A	N/A	N/A
Comprehension and Struggling Readers Piscataway, NJ	Marie Cinque N/A	1/20/22	N/A	N/A	N/A	N/A	N/A
Developing Vocabulary in Elementary, Middle and High School Piscataway, NJ	Marie Cinque N/A	4/5/22	N/A	N/A	N/A	N/A	N/A
Strengthening Essay Writing Skills of Students who Experience Difficulty Virtual	Stephanie Formus 20-270-200-500-02-649	10/22/21	\$75.00	N/A	N/A	N/A	\$75.00
Comprehension Development through SEL Piscataway, NJ	Lauren Knoke 11-000-223-580-05-144-060	2/24/22	N/A	N/A	N/A	\$7.00	\$7.00
Cultural Responsiveness and Engagement in 21 st Century ELA Piscataway, NJ	Lauren Knoke 11-000-223-580-05-144-060	12/7/21	N/A	N/A	N/A	\$7.00	\$7.00
Building Within: Cultivating Well-being and Emotional Resilience Virtual	Kristen Kries 11-000-240-580-02-000-020	11/17/21 12/14/21 1/18/22 2/15/22 3/15/22 4/26/22 5/17/22	\$149.00	N/A	N/A	N/A	\$149.00
2021 SHAPE NJ Virtual	Nicole Orzel 11-000-223-580-05-144-060	10/17/21	\$59.00	N/A	N/A	N/A	\$59.00
Moving Beyond Memorization by Developing Fact Fluency Virtual	Danielle Puzzo 20-270-200-500-02-649	12/2/21	\$129.00	N/A	N/A	N/A	\$129.00
NJASBO Pensions Workshop Whippany, NJ	Patricia Rodgers 11-000-251-580-01-585	10/19/21	\$100.00	N/A	N/A	\$19.88	\$119.88

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals /Exp.	Tolls/Parking /Mileage	Total
Strategies and Structures for Teaching Reading and Writing Virtual	Amanda Roper 20-270-200-500-02-649	10/27/21	\$125.00	N/A	N/A	N/A	\$125.00
Supporting Students with Dyslexia Virtual	Amanda Roper 20-270-200-500-02-649	11/8/21- 11-10-21	\$650.00	N/A	N/A	N/A	\$650.00
Self-Regulation Interventions for Children and Adolescents Virtual	Margaret Ryan 11-000-219-580-03-001-999	11/18/21	\$219.99	N/A	N/A	N/A	\$219.99

B. Approval of Service Projects/Fundraisers				
School	Group	Event Coordinators	Dates	Purpose
SBS	School Wide	Kristen Kries	10/25/21-11/12/21	SBS will collect personal care items for Community Hope – Hope for Veterans, an organization that supports veterans.
WES	3 rd Grade Students	Lauren Bockus	2/7/22-2/11/22	SOUPer Bowl Fundraiser. Whiton 3 rd graders will collect cans of soup for the Somerset County Food Bank to provide hunger relief within the community.
BCMS	Student Council	Wendy Michels	10/25/21-10/29/21	Students will be able to purchase tickets that will allow them to select a random “treat” (small goody bag) that will vary in their contents. There will be several special bags per grade level that will contain a more valuable treat. Proceeds will benefit upcoming Student Council sponsored events.

C. Approval of Outside Presenter for Winter Professional Development			
Name	Account #	Cost (not to exceed)	Discussion
The Foundation for Educational Administration	11-424-100-300-01-013-999	\$1,600	Professional Development Workshop: Culturally Responsive Teaching

D. Approval of Vendors				
Evaluator	Account Number	Rate (not to exceed)	Dates	Discussion
Dr. Andre J. Francois, Ph.D The Bilingual Child Study Team Parsippany, NJ	11-000-219-320-03-181-340	\$1,000.00 per evaluation \$80.00 per page for reports	10/8/21- 6/30/22	Contracted bilingual Child Study Team evaluations and reports, done by a Mandarin Chinese Interpreter.
Accurate Language Services Asbury Park, NJ	11-000-219-320-03-181-340	\$130 per hour – in person \$2.50 per minute – phone or video remote	10/8/21- 6/30/22	Interpreters for parent/family events, meetings and presentations as needed.

E. Approval of Field Trips			
Trip	Coordinator	Grade	Purpose
Lord Sterling Environmental Education Center Basking Ridge, NJ	Judy Buff	2 nd	Hands on learning experience where students will be able to explore different habitats and ecosystems.
Pennsbury Manor Morrisville, PA	Abbie Sutherland	5 th	Reinforcement of social studies curriculum regarding colonial America and the lifestyles of Middle Colonies and how they used resources to turn the region into successful farm land.
The Franklin Institute Philadelphia, PA	Carrie Santoro	5 th	Reinforcement of science curriculum of Matter and its Interactions.
Bank of America Branchburg, NJ	Emily Williams	K-5 Life Skills	Students to apply taught life and social skills to real world application.
Raritan Valley Pharmacy Branchburg, NJ	Emily Williams	K-5 Life Skills	Students to apply taught life and social skills to real world application.
Norz Hills Farm Hillisborough, NJ	Emily Williams	K-5 Life Skills	Students to practice following directions and safety procedures.
Whiton Elementary School Neshanic Station, NJ	Emily Williams	K-5 Life Skills	Students will learn public safety behaviors during a fire safety drill with the local fire department
Somerset County Library Hillsborough, NJ	Emily Williams	K-5 Life Skills	To familiarize students with the public library and to learn proper library behavior and the different opportunities that a library offers.
Wegmans Bridgewater, NJ	Emily Williams	K-5 Life Skills	Students to practice life skills such as creating a food shopping list, locating food in the store and how to follow proper procedures at checkout.
BCMS Branchburg, NJ	Emily Williams	K-5 Life Skills	Students will be using the kitchen at BCMS to practice life skills of following a recipe and how to prepare to host an event.
Post Office Neshanic Station, NJ	Emily Williams	K-5 Life Skills	Students to apply taught life and social skills.
Bridgewater Mall Bridgewater, NJ	Emily Williams	K-5 Life Skills	Students to apply taught life and social skills to real world application.
Raritan Valley Community College Planetarium Branchburg, NJ	Joann Everson Melissa Donaway	3 rd	Reinforcement of science curriculum regarding the weather.

F. Approval of Revision of 2021-2022 Out of District Program								
Program/Location	Account Number	Student ID #	From		To		Dates	Total Cost
			Tuition	Extra Services	Tuition	Extra Services		
Pillar Care Continuum Pillar Elementary School Livingston, NJ	11-000-100-566-03-109-000	7930912675	\$79,608.90	N/A	\$79,608.90	\$45,150.00	7/6/21- 6/23/22	\$124,758.90

(ROLL CALL - ITEMS X.A. through X.F.)

XI. HUMAN RESOURCES

- **Report – Kristen Fabriczi**

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

A. Approval of Non-Athletic Stipend			
Name	Account	Position	Stipend
Christine Peterson	11-401-100-101-01-078-020	Math Counts	\$2,592

B. Approval of Personnel								
Name	Account Number	Position	Step	Level	Salary/Rate	Location	Dates	Discussion
Julia Anthony	11-120-100-101-01-012-060 (subject to delivery of documents)	Leave Replacement 4 th Grade Teacher (no tenure accrual)	1	BA	\$59,449.00 (prorated)	SBS	10/1/21- 10/29/21	Leave replacement for employee #4799
Kristen Burgess	11-000-240-105-01-343-090 (subject to delivery of documents)	Health Office Assistant	1	NA	\$44,996.30 (prorated)	WES	10/25/21- 6/30/22	New Position
Sigrid Linck	11-000-217-106-01-000-090 (subject to delivery of documents)	Instructional Aide (4.75 hours per day)	1	NA	\$13,939.06 (prorated)	WES	10/11/21- 6/30/22	Replacing Diana Cirianni

C. Approval of Retirement				
Name	Account Number	Position	Location	Effective Date
Joanne Lindner	11-130-100-101-01-021-020	Mathematics Teacher	BCMS	12/31/21

D. Approval of Title IV Clubs					
Name	Account	Location	Club	Dates	Rate
Vicki Brody	20-280-100-101-02-659	BCMS	STEAM Activities Using the Greenhouse	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,600)
Kristen Cardona	20-280-100-101-02-659	BCMS	E Sports Club	9/1/21-6/30/22	\$41 per hour (not to exceed \$800)
Kenneth Forsyth	20-280-100-101-02-659	BCMS	Dungeons and Dragons Club	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,900)
Michele Jordan	20-280-100-101-02-659	BCMS	Morning Homework Club	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,900)
Sonia Pereira	20-280-100-101-02-659	BCMS	Ready, Set, Games!	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,200)
Alyssa Riva	20-280-100-101-02-659	BCMS	Pétanque Club	9/1/21-6/30/22	\$41 per hour (not to exceed \$800)
Meghan Russo	20-280-100-101-02-659	BCMS	Printmaking Club	9/1/21-6/30/22	\$41 per hour (not to exceed \$800)
Margaret Ryan	20-280-100-101-02-659	BCMS	GSA	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,600)
Lori Villanova	20-280-100-101-02-659	BCMS	Craft Creations	9/1/21-6/30/22	\$41 per hour (not to exceed \$1,600)

E. Approval of Appointment of Part Time Interim Business Administrator/Board Secretary

BE IT RESOLVED that Thomas M. Venanzi be appointed Part Time Interim Business Administrator/Board Secretary, effective October 25, 2021 to June 30, 2022, at an hourly rate of \$115. A written contract incorporating terms and conditions of employment has been reviewed and approved by the Executive County Superintendent of Schools.

F. Approval of Substitutes			
Name	Position	Rate	Dates
Jason Albanese	Substitute Teacher/Substitute Instructional Aide	\$110/\$90 per day	10/8/21-6/30/22
Patricia Sisbarro	Substitute Nurse (subject to delivery of documents)	\$225 per day	10/8/21-6/30/22

G. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Heather Fulminante	11-120-100-101-01-012-060	5 th Grade Teacher	SBS	11/29/21

H. Approval of Revision of Maternity Leave			
Employee #	From	To	Discussion
5742	Paid Maternity/Disability Leave of Absence: 9/1/21-10/14/21 Personal Days: 10/15/21-10/19/21 NJ Family Leave Act/FMLA: 10/20/21-1/26/22	Paid Maternity/Disability Leave of Absence: 9/1/21-10/15/21 Personal Days: 10/18/21, 10/19/21, 10/20/21 NJ Family Leave Act/FMLA: 10/21/21-1/27/22 Unpaid Leave: 1/28/22, 1/31/22	Estimated date of return is 2/1/22

I. Approval of Maternity Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5648	11-213-100-101-01-057-090	Paid Maternity/Disability Leave of Absence Personal Days NJ Family Leave Act/FMLA Unpaid Leave of Absence	12/20/21-1/18/22 1/19/22, 1/20/22, 1/21/22 1/24/22-4/26/22 4/27/22-5/31/22	Estimated date of return will be 6/1/22

J. Approval of Transfer			
Name	From	To	Dates
Yan Sheng Lu	Lunchroom Aide – SBS	Lunchroom Aide – WES	10/11/21-6/30/22

K. Approval of Revision of Resignation					
Name	Account Number	Position	Location	From	To
Kelly Morris	11-120-100-101-01-012-060	School Business Administrator/Board Secretary	BOE	11/12/21	10/8/21

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

XII. BUSINESS

- **Report – Vince Carpentier**

(ACTION) It is recommended that Items XII.A. through XII.E. 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 September 24, 2021 through October 7, 2021, totaling \$2,035,009.62, and ratify the Payroll for the period September 16, 2021 through September 30, 2021, totaling \$1,024,844.81.

B. Approval of Resolution Authorizing the Disposal of Technology Equipment

It is recommended that the Board approve the following resolution authorizing the disposal of equipment through GovDeals.

WHEREAS, the School District is the owner of certain technology equipment which is no longer needed for public use; and

WHEREAS, the Board of Education is desirous of selling said technology equipment in “as is” condition without express or implied warranties.

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 equipment shall 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) The equipment to be sold is as follows:
 - Personal Dahle letter folder
 - RFB&D Learning through Listening-Victor Reader Wave
 - Keytec Magic Touch Screen Reader
 - Brother ML100 typewriter
- (5) The equipment 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.

C. Approval of Submission of the Revised 2022 Safe Return to School Plan

It is recommended that the Board approve the submission of the revised 2022 Safe Return to School Plan to the New Jersey Department of Education.

D. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Patricia Rodgers, Assistant School Business Administrator to issue payment of bills for October 9, 2021 through October 24, 2021 and Thomas M. Venanzi, Interim Business Administrator/Board Secretary to issue payment of bills for October 25, 2021 through November 4, 2021 prior to the next regularly scheduled meeting of November 4, 2021,

and with the approval and consent of the Interim Superintendent of Schools, and then present said bills to the Board at the November 4, 2021 meeting for ratification.

E. Approval 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 2021-2022 routes.

Host	Service	Cost to Bridgewater/Raritan
Branchburg Township Board of Education	Transportation To-and-From Somerset VoTech Bridgewater, New Jersey October 11, 2021 – June 17, 2022	Totaling: \$7,509.24
	Athletic and Field Trips September 1, 2021 – June 30, 2022	\$58.85 per hour per bus (54 Passenger School Bus)
	Athletic and Field Trips September 1, 2021 – June 30, 2022	\$58.85 per hour per bus (24 Passenger School Bus)

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

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.....Rebecca Gensel
- Branchburg Education Foundation.....Keerti Purohit
- Branchburg SEPAG - Special Education Parents Advisory Group.....Noah Horowitz/
Cathy Curcio

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT