

**Branchburg Township School District**  
**REGULAR ACTION MEETING**

August 11, 2022

**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

- State of the Schools – Presentation by School Administration
- School Opening Update

## VII. PUBLIC COMMENT – Agenda Items Only

The Board of Education recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every board meeting. Individuals wishing to speak must state their name and address. Comments are limited to three minutes per person for a total of 30 minutes. 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. All statements shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board's intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

## 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 July 21, 2022.

<b>B. Approval of Harassment, Intimidation, and Bullying Parental Appeal</b>			
<b>Building</b>	<b>Incident #</b>	<b>Date</b>	<b>Discussion</b>
BCMS	SSDS# 065538	6/2/22	BE IT RESOLVED that the Board of Education has conducted a hearing on an appeal of a finding of Harassment, Intimidation and Bullying for parents of Student ID# 6159003369, and hereby confirms the Board’s decision of July 21, 2022, and denies the parent appeal.

**C. Approval of Hiring of Staff**

It is recommended that the Board authorize the Superintendent to hire staff as necessary prior to the Board of Education meetings in September 2022 with approval of the Human Resource Committee and a member of the Board Leadership Team. Confirmation of these appointments will be made by the Board of Education at the next Board of Education meeting.

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

**IX. POLICY AND REGULATIONS**

- **Report** – Carmela Noto

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

<b>A. Policy and Regulations First Reading</b>		
<b>Policy/Regulation</b>	<b>Title</b>	<b>Discussion</b>
P 0163	Quorum	Revised
P 2415	Every Student Succeeds Act (M)	Revised
P 3270	Professional Responsibilities	Revised
R 3270	Lesson Plans and Books	Revised
P 5513	Care of School Property (M)	Revised
R 5513	Care of School Property (M)	Revised

**(ROLL CALL – ITEM IX.A.)**

**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
Using Decodable Texts to Support Early Readers Virtual	Kelly Boyle 20-270-200-500-02-649	11/7/22- 11/9/22	\$700.00	N/A	N/A	N/A	\$700.00
LGBTQ Issues in Schools: Celebrating and Supporting Diversity Virtual	Margaret Ryan 20-270-200-500-02-649	9/9/22	\$150.00	N/A	N/A	N/A	\$150.00
Together in Art AENJ Conference Long Branch, NJ	Meghan Russo 20-270-200-500-02-649	10/13/22- 10/14/22	\$325.00	N/A	N/A	\$67.20	\$392.20
Human Resources Professionals: Focused Discussions on Critical Yearly Decisions Virtual	Enea Yard 11-000-230-580-01-303	8/16/22 10/17/22 1/11/23 3/15/23	\$700.00	N/A	N/A	N/A	\$700.00

B. Approval of Acceptance of Out of District Student for 2022-2023 School Year				
Sending District	Student ID #	SY Tuition	SY Dates	Total Tuition
Hillsborough School District Hillsborough, NJ	8148312032	\$25,842	9/6/22-6/30/23	\$25,842

C. Approval of Vendors				
Vendor	Account Number	Cost	Dates	Discussion
Therapy Source Staffing Solutions	11-000-219-320-03-181-340	\$1,368 (not to exceed)	8/1/22- 8/4/22	Speech Therapy Services for IEP Students \$85.50 per hour 4 hours per day for 4 days
Dr. Thomas Shea (subject to delivery of documents)	11-000-251-100-01-529	\$20,000 (not to exceed)	9/1/22- 6/30/23	Emergency Management Consultant

D. Approval of Vendor					
Vendor	Account Number	Student ID #	Cost	Dates	Discussion
Garden State AAC Specialists, LLC Flemington, NJ	11-000-219-320-03-181-340	7314998953	\$1,150 (not to exceed)	7/1/22- 9/30/22	Augmentative and Alternative Communication Evaluation and Therapeutic Services. \$150 per hour – face to face with student \$300 – AAC reports \$50 – travel fee

E. Approval of 2022-2023 Out of District Programs							
Program/Location	Account Number	Student ID #	ESY		SY		Total Cost
			Tuition	Dates	Tuition	Dates	
ECLC of New Jersey Chatham Township, NJ	11-000-100-566-03-109-000	7314998953	\$7,064.40	7/5/22- 8/1/22	\$63,579.60	9/6/22- 6/26/23	\$70,644.00
Montgomery Academy Basking Ridge, NJ	11-000-100-566-03-109-000	6384807243	N/A	N/A	\$85,932.00	9/6/22- 6/21/23	\$85,932.00
The Lewis School Princeton, NJ	11-000-100-566-03-109-000	3790598139	\$2,785.00	6/27/22- 7/15/22	N/A	N/A	\$2,785.00

F. Approval of Student Teacher/Fieldwork					
Name	College/University	Certification	Location	Dates	Discussion
Donavyn Meyh	Centenary University	Elementary School Teacher in Grades K – 6 & TOSD	WES	9/1/22-12/9/22	Cooperating Teacher: Benjamin Jones (2 <sup>nd</sup> Grade)

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

**XI. HUMAN RESOURCES**

- **Report** – Terri Joyce

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

**A. Approval of 2022-2023 School Improvement Panels**

It is recommended that the Board approve the following School Improvement Panels to ensure, oversee and support the implementation of the District’s evaluation, professional development and mentoring policies.

Whiton Elementary School	Stony Brook Elementary School	Central Middle School
Allison Brembt	Jennifer Anderson	Matthew Barbosa
Chris Derflinger	Kathryn Bontomase	Kristen Cardona
Joann Everson	Toni Burke	Wendy Michels
Victoria Gerry	Michael Clark	Danielle Puglisi
Emily Lloyd	Jennifer Felix	Beth Stanton
Amanda Roper	Stephanie Formus	Suzanne Updegrove
Danielle Shober	Janet Hoffman	
	Kristen Kries	
	Erica Landesberg	
	Paul Mehnert	
	Tina Neely	
	Carrie Santoro	
	Matthew Zimmerman	

B. Approval of Revision of Summer Hours						
Name	Account	Position	Location	From	Rate*	Dates
Rose Pellegrino	11-000-240-105-01-336-020	Summer Office Aide Hours	BCMS	\$27.82 per hour (not to exceed 40 hours)	\$30.74 per hour (not to exceed 40 hours)	7/1/22-8/31/22

C. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
5426	11-000-270-160-01-462	Paid Sick Leave	10/3/22-11/23/22	Estimated date of return is 11/28/22

D. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Kristen Allen	11-213-100-101-01-057-020	Special Education Teacher	BCMS	9/23/22 or sooner
Paul Cutaneo	11-213-100-101-01-057-020	Special Education Teacher	BCMS	9/23/22 or sooner
Kelly Evans	11-401-100-101-01-078-020	Cross Country Coach Cheerleading Girls Lacrosse	BCMS	8/11/22
Angela Williams	20-487-100-100-00-000	Instructional Kindergarten Aide	WES	8/25/22

E. Approval of Transfers				
Name	From	To	Dates	Discussion
Sarah Cacchio	Lunchroom Aide 61-910-310-110-01-001 \$6,930	Instructional Kindergarten Aide – WES 11-110-100-106-01-001-090 Step 1, \$13,939.06	9/1/22-6/30/23	Replacing Angela Williams
Debra Gesualdo	Speech-Language Pathologist - WES 11-000-216-101-01-063-090	Speech-Language Pathologist-BCMS 11-000-216-101-01-063-020	9/1/22-6/30/23	Due to an internal leave of absence
Stephen Simborski	Instructional Aide – SBS 11-213-100-106-01-057-060	Instructional Aide – BCMS 11-000-217-106-01-000-020	9/1/22-6/30/23	Need at BCMS

<b>F. Approval of Personnel</b>								
Name	Account Number	Position	Location	Step	Level	Salary/Rate*	Dates	Discussion
Jennifer Baccarini (subject to delivery of documents)	11-000-218-104-01-141-060	Maternity Leave Guidance Counselor	SBS	1	BA	\$59,449	9/1/22-12/23/22	Maternity leave replacement for Employee #5707
Wallace Crowley (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 Olga Sanchez-Gruszka
Carmen Malanga (subject to delivery of documents)	61-910-310-110-01-001	Lunchroom Aide	WES	NA	NA	\$6,930	9/1/22-6/30/23	Replacing Sarah Cacchio
Kathleen Monteforte (subject to delivery of documents)	11-130-100-101-01-021-020	Language Arts Teacher	BCMS	8	150	\$66,565	9/1/22-6/30/23	Replacing Lisa Leibowitz
Giulia Piccolo-Stewart (subject to delivery of documents)	11-000-218-104-01-141-090	Maternity Leave Guidance Counselor	WES	1	150	\$61,599	9/1/22-6/30/23	Maternity leave replacement for Employee #5744
Ivana Wang (subject to delivery of documents)	11-000-216-101-01-063-090	Maternity Leave Speech Language Pathologist	WES	1	182	\$63,749	9/1/22-6/30/23	Maternity Leave Replacement for Employee #5747
Traci Weston-Murn (subject to delivery of documents)	11-214-100-101-01-058	Pre-School Disabled Teacher	WES	12	150	\$69,645	10/10/22 (or sooner) -6/30/23	Replacing Arianna Bellafiore

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

<b>G. Approval of Non-Athletic Stipends</b>			
Name	Account	Position	Stipend*
Cassandra DeVita	11-401-100-101-01-078-020	Assistant Drama Coach	\$2,204
Cassandra DeVita	11-401-100-101-01-078-020	Vocal Concert Prep	\$1,655
Cassandra DeVita	11-401-100-101-01-078-020	Boys & Girls Ensemble	\$2,758
Breanne Szatkowski	11-401-100-101-01-078-020	6 <sup>th</sup> Grade Team Leader	\$2,259

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

<b>H. Approval of Athletic Stipends</b>			
Name	Account	Position	Stipend*
Brian Bodnar	11-402-100-101-01-093-020	Boys Soccer Coach Team B	\$2,703
Kelly Evans	11-402-100-101-01-093-020	Athletic Director	\$8,274 (prorated)

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

<b>I. Approval of Extra Duty Pay</b>				
Name	Account Number	Position	Rate*	Discussion
Kelly Boyle Dawn Eelman John Gottshalk Lauren Knoke Erica Landesberg Janice Monetti Danielle Puzzo Maggie Ryan Regina Santangelo Carrie Santoro Erica Viel Deborah Volpe	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 2 hours each)	New Hire Orientation
Kristen Cardona Danielle Puglisi	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 4 hours each)	New Hire Orientation
Amy McLaughlin	11-000-223-104-02-210-999	Teacher	\$41 per hour (not to exceed 1 hour)	New Hire Orientation

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

<b>J. Approval of Mentoring</b>				
Mentee	Mentor	Fee	Dates	Discussion
Allison Brembt	Amanda Roper	\$550 (prorated)	9/1/22-6/30/23	Fee to be paid by mentee via payroll deduction
Jaime Cifuentes	Catherine Rello	\$550	9/1/22-6/30/23	
Amanda Disbrow	Abbie Sutherlin	\$550 (prorated)	9/1/22-6/30/23	
Melissa Govender	Chelsea Smith	\$550	9/1/22-6/30/23	
Lauren Hasse	Carrie Santoro	\$550	9/1/22-6/30/23	
Carly Moor	Zach Miracle	\$550	9/1/22-6/30/23	
Monique Owczarek	Kathleen Gaston	\$550 (prorated)	9/1/22-6/30/23	

<b>K. Approval of Revision of ESY Hours</b>						
Name	Account Number	Position	Location	From	To	Dates
Nina Manager	20-484-100-320-02-000	Teacher	WES	96 hours	126 hours	6/27/22-8/31/22
Denise Shaughnessy	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	\$45 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

<b>L. Approval of Substitutes</b>			
Name	Position	Rate	Dates
Olivia Campanelli (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	9/1/22-6/30/23
Caryn Feder (subject to delivery of documents)			
Danielle Kida (subject to delivery of documents)			
Marlena Majors (subject to delivery of documents)			
Deborah Nicholas (subject to delivery of documents)			
Alana Reick (subject to delivery of documents)			

<b>M. Approval of Revision of Personnel</b>					
Name	Account	Location	From	To	Discussion
Theodore Sattur	11-213-100-101-01-057-020	BCMS	1/182 \$61,599	1/212 \$65,899	Presentation of additional transcripts

**(ROLL CALL – ITEMS XI.A. through XI.M.)**

## **XII. BUSINESS**

- **Report** – Vince Carpentier

**(ACTION) It is recommended that Items XII.A. through XII.D. 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 July 1, 2022 through July 25, 2022, totaling \$1,198,084.17, and for the period July 26, 2022 through August 11, 2022, totaling \$506,485.26, and ratify the Payroll for the period July 1, 2022 through July 15, 2022, totaling \$173,952.91, and for the period of July 16, 2022 through July 31, 2022, totaling \$232,324.11.

**B. 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 August 11, 2022 through September 8, 2022 prior to the next regularly scheduled meeting of September 8, 2022, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the September 8, 2022 meeting for ratification.

**C. Approval of the 2022-2023 Memorandum of Understanding with The Jointure**

It is recommended that the Board approve the Memorandum of Understanding with The Jointure to provide before and after care services at Branchburg Central Middle School, Whiton Elementary School and Stony Brook School effective September 1, 2022 through June 30, 2023.

**D. Approval to Enter into an Agreement with Educational Data Services, Inc. to Purchase School Supplies**

It is recommended that the Board enter into an agreement with Educational Data Services, Inc., to purchase school supplies for the 2022-2023 school year at a cost of \$5,250 for licensing and maintenance, to be paid for through Account #11-000-230-890-01-294, and sufficient funds are available in the 2022-2023 budget.

**(ROLL CALL - ITEMS XII.A. through XII.D.)**

**XIII. PUBLIC COMMENT**

**XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Bob Marder
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	Karen Chase
Branchburg Education Foundation	Keerti Purohit
Branchburg SEPAG - Special Education Parents Advisory Group	Kristen Fabriczi

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**