

**Branchburg Township School District  
REGULAR ACTION MEETING**

**December 15, 2022**

**Board of Education Conference Room**

**Executive Session - 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

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**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”*

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**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**

- Performance by the BCMS Chamber Orchestra

**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 place of residence. 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 November 17, 2022.

**B. Approval of 2022-2023 Personnel Appointments**

It is recommended that the following appointments be approved:

<b>Position</b>	<b>2022-2023</b>
504 Officer	Jennifer Anderson
A.H.E.R.A Representative	Samad Mobley
Affirmative Action Officer	Danielle Shober
Assistant Board Secretary	Patricia Rodgers
Attendance Officer	Shared Service with Somerville Schools
Attorney Labor Relations/Negotiations	Machado Law Group
Auditor	Nisivoccia & Company
Board Attorney	David Rubin
Board Secretary	Debe Besold
Bond Counsel	Wilentz, Goldman & Spitzer
Custodian of Records	Beverly Vlietstra
Financial Advisor	Phoenix Advisors LLC
Hazard Communications	Samad Mobley
Health Insurance Broker Consultant	Integrity Consulting Group
H.I.B. District Coordinator	Jennifer Anderson
Homeless Education Liaison	Jennifer Anderson
Human Resources Officer	Enea Yard
Indoor Air Quality Representative	Samad Mobley
Insurance Advisor	Hughes-Plumer & Associates
Integrated Pest Management Coordinator	Samad Mobley
Public Agency Compliance Officer	Beverly Vlietstra
Purchasing Agent	Beverly Vlietstra
Right-to-Know Representative	Samad Mobley
School Physician	Hunterdon Family Medicine at Bridgewater
School Safety Specialist	Matthew Barbosa

**C. Approval of Harassment, Intimidation, and Bullying Report**

Building	Incident #	Date	Discussion
SBS	SBS 1	10/14/22	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
SBS	SBS 2	10/20/22	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
SBS	SBS 3	11/1/22	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
BCMS	BCMS 3	10/21/22	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

**(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.**

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 3216	Dress and Grooming	Revised
P 4216	Dress and Grooming	New

**(ROLL CALL – ITEM IX.A.)**

**X. EDUCATION**

- **Report – Olga Phelps**

**(ACTION) It is recommended that Items X.A. through X.D. 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
TECHSPO 2023 Atlantic City, NJ	John Beisler 11-000-252-580-09-145	1/25/23- 1/27/23	\$515.00	\$194.00	\$147.50	\$109.64	\$966.14
TECHSPO 2023 Atlantic City, NJ	Chris Jacobsen 11-000-252-580-09-145	1/25/23- 1/27/23	\$515.00	\$196.00	\$147.50	\$114.96	\$973.46
TECHSPO 2023 Atlantic City, NJ	Eric Schaefer 11-000-252-580-09-145	1/25/23- 1/27/23	\$515.00	\$194.00	\$147.50	\$99.49	\$955.99
NSA Topic Selection for Assistant Superintendents, Directors, and Central Office Leaders Sessions Virtual	Jennifer Anderson 11-000-221-580-02-189-999 11-000-219-580-03-144-999	12/12/22 1/19/23 2/8/23 3/7/23 4/24/23	\$1,750.00	N/A	N/A	N/A	\$1,750.00
Using Explanation & Argument to Access Student Learning Branchburg, NJ	Brian Bodnar 20-270-200-500-02-649	3/1/23	\$125.00	N/A	N/A	N/A	\$125.00
Keys to Early Writing Virtual	Kelly Boyle 20-270-200-500-02-649	3/9/23 3/23/23	\$299.00	N/A	N/A	N/A	\$299.00
Strengthen Your Special Needs Students' Executive Function Skills Virtual	Robert Katz 20-270-200-500-02-649	2/1/23	\$279.00	N/A	N/A	N/A	\$279.00
Powerful Strategies to Improve Social Emotional Learning Virtual	Kristen Kries 11-000-240-580-02-000-020	2/2/23- 2/3/23	\$595.00	N/A	N/A	N/A	\$595.00
Add+VantageMR 2 Virtual	Catherine Rello 20-270-200-500-02-649	1/23/23 1/30/23 2/6/23 2/13/23 2/20/23 2/27/23 3/6/23 3/13/23	\$995.00	N/A	N/A	N/A	\$995.00
Connections Matter Ewing, NJ	Alex Tylin 20-270-200-500-02-649	3/17/23	\$179.00	N/A	N/A	N/A	\$179.00

<b>B. Approval of Field Trips</b>			
Trip	Coordinator	Grade	Purpose
The Growing Stage Netcong, NJ	Kristyn Perello	7	In the drama unit, students in language arts classes will be studying various texts to understand the form of a play versus a novel and continue to build upon their literary analysis skills.
Whiton Elementary School Neshanic Station, NJ	Wendy Michels Kristen Cardona	8	Students participating in WE Read Path will visit Whiton 2nd and 3rd grade classrooms to conduct mini literacy lessons.

<b>C. Approval of Service Project</b>				
School	Group	Event Coordinator	Dates	Purpose
SBS	School-Wide	Emma Ryan	1/6/23- 1/26/23	Night of 1,000 lunches is a program during which a community is able to prepare bagged lunches for individuals who visit the Trenton Area Soup Kitchen (TASK). Donations of items to prepare bagged lunches are collected and then sandwiches are made and bagged along with other food items. Students and family members will be tasked with the preparation.

<b>D. Approval of Contracted Educational Service</b>					
Vendor	Account Number	Student ID #	Rate	Effective Date	Discussion
Rutgers Health University Behavioral Healthcare Piscataway, NJ	11-150-100-320-01-066-020	2991095513	\$70 per hour	12/7/22	Contracted bedside instruction. Not to exceed 10 hours per week.

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

**XI. HUMAN RESOURCES**

- **Report – Terri Joyce**

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

<b>A. Approval of Transfers</b>				
Name	From	To	Date	Discussion
Erica Landesberg	STEM Coach 11-424-100-178-01-012-060 11-424-100-178-01-013-090	Supervisor of Curriculum 11-000-221-104-01-208-999	1/2/23	Central Office Restructure
Amy McLaughlin	Social Emotional Learning Specialist 11-000-218-104-01-141-090 20-485-100-101-03-000	School Psychologist 11-000-219-104-01-165-340	12/16/22-2/6/23	Restructure of CST
Michelle Nash	School Psychologist 11-000-219-104-01-165-340	Supervisor of Student Support Services 11-000-221-104-01-209-999	1/2/23	Central Office Restructure

<b>B. Approval of Personnel</b>						
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Step</b>	<b>Salary</b>	<b>Dates</b>	<b>Discussion</b>
Robert Cline	11-000-270-160-01-459	Transportation Consultant	NA	\$55.00 per hour	11/29/22-6/30/23	Cost to be shared equally by the Readington BOE, revision from 11/17/22 agenda
Erica Landesberg	11-000-221-104-01-208-999	Supervisor of Curriculum	N/A	\$102,000.00 (prorated)	1/2/23/6/30/23	New position due to central office restructure
Melissa Lundell	11-214-100-106-01-059	Instructional Aide	3	\$19,565.20* (prorated)	12/6/22-12/8/22	Replacing Brittany Kemack
Michelle Nash	11-000-221-104-01-209-999	Supervisor of Student Support Services	N/A	\$102,000.00 (prorated)	1/2/23/6/30/23	New position due to central office restructure

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

<b>C. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Phillip Apsley (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23
Renee Bickert (subject to delivery of documents)	Substitute Instructional Aide	\$100 per day	12/16/22-6/30/23
Laura Dabrowski (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23
Lynn Jaskewicz (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23
Lauren Kurtulik (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23
Marie Suzanne Marquart	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	11/23/22-6/30/23
Christine Peterson	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23
Lauren Willis (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	12/16/22-6/30/23

<b>D. Approval of Stipend</b>					
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Stipend*</b>	<b>Dates</b>	<b>Discussion</b>
Emma Rebelo	11-000-270-160-01-459	Transportation Dispatcher	\$6,500	9/6/22-6/30/23	Due to working additional daily hours in the 2022-2023 school year

<b>E. Approval of Revision of Resignation</b>					
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>From</b>	<b>To</b>	<b>Discussion</b>
Brittany Kemack	11-214-100-106-01-059	Instructional Aide	12/1/22 or sooner	12/2/22	Employee requested to stay additional day

<b>F. Approval of Non-Athletic Stipend</b>					
<b>Name</b>	<b>Account</b>	<b>Position</b>	<b>Stipend*</b>	<b>Dates</b>	<b>Discussion</b>
Kristyn Perello	11-401-100-101-01-078-020	Yearbook	\$2,758	12/16/22-6/30/23	Replacing Paul Cutaneo and Lisa Leibowitz

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

<b>G. Approval of RTI Coordinators</b>				
<b>Name</b>	<b>Account Number</b>	<b>Location</b>	<b>Rate*</b>	<b>Dates</b>
Kristen Cardona	20-231-200-101-02-649	BCMS	\$41 per hour (not to exceed 50 hours)	12/16/22-6/30/23
Lauren Knoke	20-231-200-101-02-649	SBS	\$41 per hour (not to exceed 50 hours)	12/16/22-6/30/23
Danielle Puzzo	20-231-200-101-02-649	WES	\$41 per hour (not to exceed 50 hours)	12/23/22-6/30/23

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

<b>H. Approval of Resignations</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Michelle Dooley	11-230-100-101-01-072-090	Instructional Support - Math	WES	2/13/23
Melissa Lundell	11-214-100-106-01-059	Instructional Aide	WES	12/8/22
Amy McLaughlin	11-000-219-104-01-165-340	School Psychologist	BCMS	2/6/23

<b>I. Approval of Retirement</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Deborah Squier	11-000-270-160-01-462	Bus Driver	Transportation	03/03/2023

<b>J. Approval of Extra Duty Hours</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Victoria Avila Coleen Barnett Madison Hill Nina Manger	11-421-200-101-01-330	Power Pack	\$41 per hour (not to exceed 66 hours total)	12/16/22-6/30/23
Ken Forsyth Sonia Pereira	11-421-200-101-01-330	Guided Study	\$41 per hour (not to exceed 270 hours total)	12/16/22-6/30/23

**K. Approval of the Abolishment of the Social Emotional Learning Specialist Position**

It is recommended that pursuant to N.J.S.A. 18A:28-9, that the Board approve the abolishment of the position of Social Emotional Learning Specialist effective December 16, 2022.



**L. Approval of Sidebar Agreement**

It is recommended that the Board approve the following sidebar agreement for Genders and Sexual Alliances (GSA) in the 2022-2023 school year to be included as a non-athletic stipend.

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

**XII. BUSINESS**

- **Report – Vince Carpentier**

**(ACTION) It is recommended that Items XII.A. through XII.N. 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 November 18, 2022 through November 23, 2022, totaling \$494,919.53, and for the period November 24, 2022 through December 7, 2022, totaling \$2,069,384.99, and for the period December 8, 2022 through December 15, 2022, totaling \$230,246.40, and ratify the Payroll for the period November 16, 2022 through November 30, 2022, totaling \$969,039.88, and for the period December 1, 2022 through December 15, 2022, totaling \$1,159,338.48.

**B. Secretary’s Report**

The Report of the Secretary for November 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 November 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 be accepted and filed for the month of November 2022.

**D. Line Item Transfers**

It is recommended that the Board accept the list of Line Item Transfers for the month of November 2022.

**E. Monthly Transfer Report**

It is recommended that the Board approve the Monthly Transfer Report for the month of November 2022.

**F. Approval of Resolution Authorizing Contracts with Approved State Contract Vendors**

It is recommended that the Board approve the Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a.

**G. Approval of Submission and Acceptance of the 2023 Safe Return to School Plan**

It is recommended that the Board approve the submission of the 2023 Safe Return to School Plan to the New Jersey Department of Education.

**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 #22/23-24, from AT New York City, LLC, Newark, New Jersey, at a cost of \$129,655.20 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 2022-2023 budget.

**I. Approval of Resolution Authorizing the Disposal of One 54 Passenger Bus**

It is recommended that the Board approve the following Resolution authorizing the disposal of one 54-passenger bus through GovDeals.

**WHEREAS**, the School District is the owner of a certain 54-passenger school bus which is no longer needed for public use; and

**WHEREAS**, the Board of Education is desirous of selling said school bus 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 school bus 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 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 school bus to be sold is as follows:

- 1-2007 International 54 Passenger School Bus  
VIN# 4DRBUAAP66B261415 Bus #19

(5) The school bus 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 school buses.

(6) The School District reserves the right to accept or reject any bid submitted.

**J. Award of Proposal for Architect of Record**

It is recommended that the Board acknowledge the following proposals for the District’s Architect of Record, which were received on November 9, 2022:

Name
FKA Architects
Massa Multimedia Architecture, P.C.
Settembrino Architects

It is recommended that the Board approve FKA Architects as Architect of Record to provide architectural services to the District for the 2022-2023 school year.

**K. Change Order**

It is recommended that the Board approve Change Order #3 with Weatherproofing Technologies, Inc., Contract #PO221422 in the amount of \$40,154.43 of the contingency funds; Michael J. Malpere Company Inc. to install new window sills and flashing under the skylight windows at BCMS per Change Order #3 dated 10/17/2022.

**L. Approval of Resolution Authorizing the Interim Business Administrator to Terminate Contract for Custodial Services**

It is recommended that the Board approve the Interim Business Administrator to terminate the contract for custodial services with Atalian Global Services, upon giving ninety (90) days written notice, as per their agreement.

**M. Approval of Resolution Authorizing the Interim Business Administrator to Advertise and Accept Bids for Custodial Services**

It is recommended that the Board approve the Interim Business Administrator to advertise and accept bids for custodial services for the Branchburg Township School District.

**N. Approval to Pay Bills**

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves Beverly Vlietstra, Interim Business Administrator/Board Secretary to issue payment of bills for December 15, 2022 through January 3, 2023 prior to the next regularly scheduled meeting of January 3, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the January 23, 2023 meeting for ratification.

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

**XIII. PUBLIC COMMENT****XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Robert 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**