

**Branchburg Township School District
REGULAR ACTION MEETING**

February 16, 2023

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

- Recognition of Student Artists
 - Kyra Jhawar (Teacher: Chris Boehm)
 - Olivia Asimoglou (Teacher: Samantha Rueger)
 - Aubrey Flynn (Teacher: Meghan Russo)
- BCMS Student Council

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 – Vince Carpentier

(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 February 2, 2023.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
SBS	SSDS# 030163	1/17/23	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	SSDS# 028105	1/11/23	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 – David Dugan**

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

A. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 0161	Call, Adjournment, and Cancellation	Revised
P 0162	Notice of Board Meetings	Revised
P 2423	Bilingual and ESL Education (M)	Revised
R 2423	Bilingual and ESL Education (M)	Revised
P 2425	Emergency Virtual or Remote Instruction Program (M)	Revised
R 2425	Emergency Virtual or Remote Instruction Program (M)	New
P 5200	Attendance (M)	Revised
R 5200	Attendance (M)	Revised
P 8140	Student Enrollments (M)	Revised
R 8140	Enrollment Accounting (M)	Revised
P 8330	Student Records (M)	Revised
R 8330	Student Records (M)	Revised

B. Policy and Regulations to be Abolished		
Policy/Regulation	Title	Discussion
P 1648.11	The Road Forward COVID-19 – Health and Safety (M)	Abolished
P 1648.13	School Employee Vaccination Requirements (M)	Abolished

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

X. EDUCATION

- **Report – Bob Maider**

(ACTION) It is recommended that Items X.A. through X.E. 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
Making Best Use of DESMOS to Strengthen your Math Instruction Virtual	Kathleen Gaston 20-270-200-500-02-649	3/6/23	\$279.00	N/A	N/A	N/A	\$279.00
Making Best Use of DESMOS to Strengthen your Math Instruction Virtual	Katie Kline 20-270-200-500-02-649	3/6/23	\$279.00	N/A	N/A	N/A	\$279.00
Support New Units of Study in Reading K-2 Virtual	Kelly Boyle 20-270-200-500-02-649	2/15/23 2/16/23 3/29/23 3/30/23	\$280.00	N/A	N/A	N/A	\$280.00
Keys to Literacy Conference Virtual	Kelly Boyle 20-270-200-500-02-649	5/12/23	\$49.00	N/A	N/A	N/A	\$49.00

Motivating Children to Love Literature Piscataway, NJ	Kristen Cardona N/A	2/23/23	N/A	N/A	N/A	N/A	N/A
NJ School Buildings & Grounds Association Conference Atlantic City, NJ	Samad Mobley 11-000-261-580-10-428	3/20/23-3/22/23	N/A	N/A	N/A	\$189.00	\$189.00
NJ Agriculture in the Classroom Bridgewater, NJ	Brad Moore N/A	3/20/23	N/A	N/A	N/A	N/A	N/A
Music Centers Masterclass Virtual	Jennifer Palermo 20-270-200-500-02-649	2/25/23	\$147.00	N/A	N/A	N/A	\$147.00
You Too Can Do ABA New Providence, NJ	Shannon Reilly 20-270-200-500-02-649	2/22/23 2/28/23 3/8/23	\$345.00	N/A	N/A	N/A	\$345.00
Helping Your Struggling Readers Virtual	Amanda Roper 20-270-200-500-02-649	3/6/23	\$279.00	N/A	N/A	N/A	\$279.00
Middle School Students: Understanding & Managing Mental Health Kenilworth, NJ	Margaret Ryan 20-270-200-500-02-649	3/29/23	N/A	N/A	N/A	\$24.44	\$24.44
What's New in School Law Virtual	Enea Yard 11-000-230-580-01-303	5/17/23	\$40.00	N/A	N/A	N/A	\$40.00

B. Approval of Fundraisers/Service Projects				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Band Program & Odyssey of the Mind Club	Suzanne Updegrove	3/4/23	To fundraise by selling food and refreshments at the Odyssey of the Mind Regional Competition being held at BCMS. This will help to offset the costs of the Music in the Parks trip.
BCMS	Drama Club	Cassandra Devita	2/17/23-3/10/23	Fundraiser for the Drama Club to sell space in the playbill to family and friends of students involved in the play. Funds raised will offset Drama Club costs.

C. Approval Well-Being Camp Outside Presenter				
Vendor	Account Number	Cost	Dates	Discussion
Helga Nashed Yoga	11-000-223-320-02-225-999	\$65 (not to exceed)	2/17/23	Chair Yoga & Brain Health Yoga for Stress and Anxiety Release

D. Approval of Field Trip			
Trip	Coordinator	Grade	Purpose
Somerville High School Somerville, NJ	Cassandra DeVita	6-8 Choir	To collaborate with Somerville Middle School and Somerville High School to create a cohesive choral department between the three schools.

E Approval of 2022-2023 One to One Instructional Assistants					
Vendor	Account	Student ID #	Cost	Dates	Discussion
Somerville Board of Education	11-000-100-562-03-105-000	9172033606	\$46,873.00	9/6/22-6/30/23	One to One Instructional Assistant for Somerville High School Student
Somerville Board of Education	11-000-100-562-03-105-000	3248981936	\$13,140.39	9/6/22-1/13/23	One to One Instructional Assistant for Somerville High School Student
Somerville Board of Education	11-000-100-562-03-105-000	9676224959	\$37,523.00	9/6/22-6/30/23	One to One Instructional Assistant for Somerville High School Student

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

XI. HUMAN RESOURCES

- **Report – Charlie Tuma**

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

A. Approval of Well-Being Camp In-House Presenters					
Name	Account Number	Position	Rate	Date	Discussion
Suzanne Updegrove	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Anomia
Suzanne Updegrove	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Hello, Cupcake!
Suzanne Updegrove	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Ideas for Interior Design

B. Approval of Non-Athletic Stipend			
Name	Account	Positon	Stipend
Kelly Evans	11-401-100-101-01-078-020	Encore Team Leader	\$2,259 (prorated)

C. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
David Caruso	11-213-100-101-01-057-020	MLR - Special Education Teacher	BCMS	2/8/23

D. Approval of Retirements				
Name	Account Number	Position	Location	Effective Date
Debra Jacobsen	11-000-240-105-01-336-020	School Secretary	BCMS	6/30/23
Alice Willard	11-230-100-101-01-072-090	Gifted & Talented Teacher	WES	6/30/23

E. Approval of Personnel						
Name	Account Number	Position	Step/Level	Salary/Rate	Dates	Discussion
Valentina Aiello-Martinez (subject to delivery of documents)	11-120-100-101-01-012-090	2nd Grade Teacher	11/BA	\$65,945* (prorated)	4/17/23-6/30/23	Replacing Christy Bitner
Noelle Decowski (subject to delivery of documents)	11-120-100-101-01-012-060	MLR - 4th Grade Teacher (no tenure accrual)	1/BA	\$59,449* (prorated)	2/24/23-10/10/23	MLR for Employee #5597
Linda Madison (subject to delivery of documents)	11-000-221-102-01-207-999	Educational Consultant (no tenure accrual)	NA	\$90 per hour (not to exceed \$4,500 total)	2/17/23-6/30/23	To assist with staff observations
Katrina Wong (subject to delivery of documents)	11-120-100-101-01-012-060	LR - 5th Grade Teacher (no tenure accrual)	1/150	\$61,599* (prorated)	2/21/23-3/17/23	LR for Employee #4873

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

F. Approval of Leave			
Employee #	Account Number	Type of Leave	Discussion
5676	11-000-219-104-01-159-999 11-000-221-102-01-207-999	Paid Maternity/Disability Leave of Absence: 5/15/23 PM Only - 5/19/23 PM Paid Maternity/Disability Leave of Absence: 5/22/23-7/5/23 Personal Days: 7/6/23-7/7/23 Accumulation Vacation/Vacation: 7/10/23-8/4/23 NJ Family Leave Act/FMLA: 8/7/23-10/6/23 Intermittent FMLA: 10/9/23-6/6/24	Estimated date of return is 10/9/23

G. Approval of Step Correction						
Name	Account Number	Position	From	To	Effective Date	Discussion
Kenneth Forsyth	11-130-100-101-01-021-020	Social Studies Teacher	Step 23	Step 24	2/17/23	Correction of step from error in the 2009-2010 school year

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

XII. BUSINESS

- **Report – Terri Joyce**

(ACTION) It is recommended that Items XII.A. through XII.J. 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 February 3, 2023, through February 16, 2023, totaling \$492,067.52, and ratify the Payroll for the period February 1, 2023 through February 15, 2023, totaling \$972,038.64.

B. Secretary’s Report

The Report of the Secretary for January 2023 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 January 2023 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 January 2023.

D. Line Item Transfers

It is recommended that the Board accept the list of Line Item Transfers for the month of January 2023.

E. Monthly Transfer Report

It is recommended that the Board approve the Monthly Transfer Report for the month of January 2023.

F. Approval of Amendment of Fiscal Year 2023 ESEA Grant Funds

The Branchburg Township Board of Education hereby resolves to approve the submission of the proposed program plan amendment and carryover funds, and budget for the FY 2023 ESEA Title IIA application as follows, and to accept funds when it has been reviewed and approved.

Allocation Source	Original FY23	Carry-Over Amount	Final 2023 Allocation
Title II-A	\$28,638	\$2,773	\$31,411

G. Approval of Submission of Application for Special Education Medicaid Initiative Waiver

It is recommended that the Board approve the submission of an application for a waiver to not participate in the Special Education Medicaid Initiative to the County Executive Superintendent of Schools.

H. Approval to Enter into Agreements with the Somerset County Educational Services Commission to Administer the Nonpublic Programs

It is recommended that the Board enter into an agreement with the Somerset County Educational Services Commission to administer the following Nonpublic Programs for the 2023-2024 school year.

- Chapters 192/193 Program
- Nonpublic Technology Initiative Program
- Nonpublic Textbook Program
- Nonpublic Security Aid
- Nonpublic School Nursing Services

I. Approval of Resolution/Agreement for Participation in Coordinated Transportation Services

It is recommended that the Board approve a Resolution/Agreement for Participation in Coordinated Transportation Services with Somerset County Educational Services Commission for the 2023-2024 school year.

J. 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 February 16, 2023 through March 16, 2023 prior to the next regularly scheduled meeting of March 16, 2023, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the March 16, 2023 meeting for ratification.

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

XIII. PUBLIC COMMENT

XIV. BOARD LIAISON REPORTS

Group	Representative
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Bindu Shah
Somerset County Educational Services Commission	Vince Carpentier
N.J.S.B.A./S.C.S.B.A Representative	David Dugan
Branchburg Township Liaison	Terri Joyce
Emergency Management Planning Committee	Karen Chase

Branchburg Education Foundation	Puja Desai
Branchburg SEPAG - Special Education Parents Advisory Group	Terri Joyce

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT