

Branchburg Township School District
ANNUAL ORGANIZATION/REGULAR ACTION MEETING
January 3, 2023
Board of Education Conference Room
Public Meeting – 7:00 p.m.
Executive Session

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 - Debe Besold

II. 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.

III. PLEDGE OF ALLEGIANCE

IV. ELECTION RESULTS

A. At the Annual School Election, the following three (3) members were elected for 3-year terms, and one (1) member was elected for a 1-year term as outlined in Attachment IV.A.

Puja Desai.....	3,286
David M. Dugan.....	3,470
Bindu Shah	3,669
Charles Tuma.....	3,180 (One Year Term)

(The Board Secretary will conduct the swearing-in of new members.)

I, Puja Desai, David Dugan, Bindu Shah and Charles Tuma, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments

established in the United States and this State, under the authority of the people.
(Optional) So help me God.

I, Puja Desai, David Dugan, Bindu Shah and Charles Tuma, do solemnly swear that I possess the qualifications prescribed by law for the office of member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4.1, and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability. (Optional) So help me God.

V. ROLL CALL

Code of Ethics (Board members will recite the Code of Ethics.)

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

VI. ORGANIZATION BUSINESS

A. Elections (The Board Secretary will maintain the Chair for the election of the President.)

1. President (The Board Secretary will turn the conduct of the meeting over to the President immediately upon his/her election.)

(ACTION) Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

2. Vice President

(ACTION) Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

3. Somerville Board of Education

(ACTION) It is recommended that the following individual be designated to serve as Branchburg’s representative on the Somerville Board of Education effective immediately and continuing until the Annual Organization Meeting in 2024:

Motion to nominate _____ by _____.

Any other nominations.

(VOICE VOTE on the Motion to Nominate.)

(ROLL CALL - ITEMS VI.A.1. through VI.A.3.)

B. Annual Appointments/Designations

(ACTION) It is recommended that Items VI.B.1 through VI.B.6 be moved upon the recommendation of the Superintendent.

1. Official Newspaper

Courier-News

It is recommended that the Courier-News be designated as the official newspaper for the 2023 calendar year.

2. Depository of Funds

TD Bank

It is recommended that the TD Bank be designated as the official depository of school funds for the 2023 calendar year.

3. Investments

It is recommended that the Business Administrator/Board Secretary be designated as the person responsible for investing school funds; that all banks insured by the Governmental Unit Deposit Protection Act and registered in the State of New Jersey; that the Business Administrator/Board Secretary is authorized to invest school funds in any legal investment permitted for New Jersey local school districts; and that the Business Administrator is hereby authorized to wire transfer funds between approved depositories for investment purposes.

4. Designated Signatories

It is recommended that the following persons be authorized to sign checks and warrants on accounts as listed and that the use of facsimile signatures on all accounts be authorized and further, that the Business Administrator be designated as an alternate signatory on all accounts in the event of absence of the primary signatories.

- a. Operating Account No. 7856696922: (Board President or Vice President) and Superintendent and Business Administrator.
- b. Payroll Account No. 7856696955: Superintendent and Business Administrator.
- c. Payroll Agency Account No. 7856696831: Superintendent and Business Administrator.
- d. Branchburg Central Middle School Petty Cash Account No. 7856886614: Principal and Principal's Secretary (or Business Administrator).
- e. Branchburg Central Middle School Student Activity Account No. 7856886622: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- f. Stony Brook School Petty Cash Account No. 7856697128: Principal and Principal's Secretary (or Business Administrator).
- g. Stony Brook School Student Activity Account No. 7856697136: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- h. Whiton Elementary School Petty Cash Account No.

7856696963: Principal and Principal’s Secretary (or Business Administrator).

- i. Whiton Elementary School Student Activity Account No. 7856886630: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- j. Food Service Account No. 7856886473: Business Administrator and Superintendent.
- k. Board Office Petty Cash Account No. 7856886481: Business Administrator and Superintendent.
- l. Curriculum Department Petty Cash Account No. 7856697110: Director of Curriculum and Directors’ Secretary (or Business Administrator).
- m. Department of Transportation Petty Cash Account No. 7857832799: Transportation Supervisor and Business Administrator’s Secretary (or Business Administrator).
- n. Summer Pay Account No. 7856886499: Superintendent and Business Administrator.
- o. S.U.I. Account No. 7856886507: Business Administrator and Superintendent.
- p. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.
- q. Capital Reserve Account No. 7868262812: Superintendent and Business Administrator.

5. Annual Meeting Dates

It is recommended that the meeting dates shown on Board Item VI.B.5. be adopted.

6. Personnel

It is recommended that the following appointment be approved:

Public Agency
Compliance Officer.....Beverly Vlietstra

(ROLL CALL - ITEMS VI.B.1. through VI.B.6.)

C. Annual Readoptions

(ACTION) It is recommended that Items VI.C.1. through VI.C.2. be moved upon the recommendation of the Superintendent.

1. Policies and Regulations

It is recommended that the standing policies, rules, regulations, and job descriptions of the previous Board of Education be adopted.

2. Programs of Study

It is recommended that the current programs of study and related curricular offerings for Grades K-8, in accordance with the provisions of N.J.A.C. 6A:8, be approved.

(ROLL CALL - ITEMS VI.C.1. through VI.C.2.)

VII. 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.

REGULAR BUSINESS MEETING

VIII. SUPERINTENDENT’S REPORT

IX. 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.

X. GOVERNANCE

(ACTION) It is recommended that Items X.A. through X.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 December 15, 2022, and the Minutes of Executive Session and Special Meeting of December 22, 2022.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
SBS	SBS 4 SSDS 003720	11/2/22	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 5 SSDS 005903	11/29/22	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 for student ID# 9833745956.
SBS	SBS 5 SSDS 005903	11/29/22	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 for student ID# 9476174317.
BCMS	BCMS 4	11/17/22	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

C. Approval of Job Descriptions

It is recommended that the Board approve the following job descriptions:

- Director of Educational Programs and Student Support Services
- Supervisor of Educational Programs
- Supervisor of Student Support Services

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

XI. POLICY AND REGULATIONS

XII. EDUCATION

(ACTION) It is recommended that Items XII.A. through XII.C. 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
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Teresa DoVale 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Victoria Gerry 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Patricia Maloney 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Esthela Solano 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Restorative Practices in the Classroom Virtual	Matthew Barbosa 11-000-240-580-02- 000-020	1/19/23	\$279	N/A	N/A	N/A	\$279
What's New in Young Adult Literature Long Branch, NJ	Wendy Michels 20-270-200-500-02-649	3/7/23	\$279	N/A	N/A	N/A	\$279

B. Approval of Field Trip			
Trip	Coordinator	Grade	Purpose
NJ Association of Student Councils Winter Conference Ewing, NJ	Wendy Michels	6-8	Meeting helps build enthusiasm within students for improving leadership programs in their schools.

C. Approval of Contracted Position				
Vendor	Account Number	Cost	Dates	Discussion
The Uncommon Thread Sterling, NJ	11-000-219-320-03-181-340	\$65.00 per hour (not to exceed \$54,843.75)	1/9/23-6/16/23	Autism program contracted aide.

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

XIII. HUMAN RESOURCES

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

A. Approval of Personnel						
Name	Account Number	Position	Step/Level	Salary*	Dates	Discussion
David Caruso	11-213-100-101-01-057-020	MLR Special Education Teacher (no tenure accrual)	12/BA	\$67,495 (prorated)	1/4/23-4/6//23	MLR for Employee #5543
Margaret Harrington (subject to delivery of documents)	11-213-100-101-01-057-060	MLR Instructional Support Teacher (no tenure accrual)	10/150	\$68,095 (prorated)	1/6/23-6/8/23	MLR for Employee #5723
Bradley Harris (subject to delivery of documents)	11-000-219-104-01-165-340	School Psychologist	21/212	\$84,770 (prorated)	3/4/23-6/30/23	Replacing Amy McLaughlin

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

B. Approval of Additional Home Instruction Teacher					
Name	Account Number	Position	Hourly Rate	Dates	Discussion
Lisbeth Korzoun	11-150-100-101-03-066 (020, 060, 090)	Home Instruction Teacher	\$45 per hour	1/4/23-6/30/23	As needed

C. Approval of Substitutes			
Name	Position	Rate	Dates
Nicole Deley (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	1/4/23-6/30/23
Robert Lombardi (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	1/4/23-6/30/23

D. Approval of Additional Hours				
Name	Account Number	Hourly Rate *	Dates	Discussion
Laurie Gorman	11-000-240-105-01-336-020	\$28.54 per hour (not to exceed 3 hours per day)	1/4/23-1/31/23	Temporary additional duties related to BCMS office needs

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

E. Approval of Leave			
Employee #	Account Number	Type of Leave	Dates
5049	11-230-100-101-01-072-090	Paid Sick Leave	1/12/23-2/13/23

F. Approval of Revision of Leave			
Employee #	Account Number	From	To
5543	11-213-100-101-01-057-020	Paid Maternity/Disability Leave of Absence: 11/14/22-1/13/23 Personal Days: 1/17/23-1/19/23 NJ Family Leave Act/FMLA: 1/20/23-3/31/23	Paid Maternity/Disability Leave of Absence: 11/14/22-1/20/23 Personal Days: 1/23/23-1/25/23 NJ Family Leave Act/FMLA: 1/26/23-4/6/23 Date of Return: 4/17/23

G. Approval of Non-Athletic Stipend			
Name	Account	Positon	Stipend*
Meghan Russo	11-401-100-101-01-078-020	Scenic Director	\$2,204

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

(ROLL CALL - ITEMS XIII.A. through XIII.G.)

XIV. BUSINESS

(ACTION) It is recommended that Items XIV.A. through XIV.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 December 16, 2022 through December 22, 2022, totaling \$166,673.34, and ratify the Payroll for the period December 16, 2022 through December 31, 2022, totaling \$965,582.32.

B. Approval of ROD Grant Applications - Branchburg Central Middle School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Branchburg Central Middle School:

1. Front Wing Roof Replacement
2. Security Bollard Installation
3. Entry Driveway & Parking Milling and Paving
4. Boiler Replacement
5. Mechanical Replacements and Upgrades

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Branchburg Central Middle School:

1. Front Wing Roof Replacement
2. Security Bollard Installation
3. Entry Driveway & Parking Milling and Paving
4. Boiler Replacement
5. Mechanical Replacements and Upgrades

C. Approval of ROD Grant Applications - Whiton Elementary School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Whiton Elementary School:

1. Mechanical Replacements and Upgrades

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Whiton Elementary School:

1. Mechanical Replacements and Upgrades

D. Approval of ROD Grant Applications - Stony Brook Elementary School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Stony Brook Elementary School:

1. Security Bollard Installation
2. Playground Replacement

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Stony Brook Elementary School:

1. Security Bollard Installation
2. Playground Replacement

E. Approval of ROD Grant Applications - Old York School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Old York School:

1. Boiler and Controls Replacement
2. Transportation Building Sanitary Sewer Relocation/Remediation

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to Include the following projects at Old York School:

1. Boiler and Controls Replacement
2. Transportation Building Sanitary Sewer Relocation/Remediation

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

XV. PUBLIC COMMENT

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT