

*Branchburg Township School District*  
**REGULAR MEETING MINUTES**

February 2, 2023

**Executive Session – 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

**I. CALL TO ORDER**

On a motion by Mr. Tuma, seconded by Mrs. Shah, and carried unanimously, the Board agreed to convene to public session at 7:04 p.m.

The meeting was called to order at 7:04 p.m. by Board President, Vincent Carpentier, who stated that the meeting was convened in compliance with the provisions of Chapter 231, P.L. 1975, the Sunshine Law; notices were sent to the *Courier News*, filed with the Township Clerk and posted in the Branchburg Township Schools.

The following members of the Board of Education were present: Vincent Carpentier, Puja Desai, David Dugan, Kristen Fabriczi, Theresa Joyce, Robert Marder (left at 8:15 p.m.), Bindu Shah and Charles Tuma.

The following member was absent: Carmela Noto.

Also present were: Superintendent of Schools Dr. Karen Chase, Interim Board Secretary Debe Besold and Mrs. Kathryn Mantell of Nisivoccia LLP.

**II.** The Secretary called the roll.

**III. CALL TO EXECUTIVE SESSION**

On a motion by Mrs. Shah, seconded by Mr. Tuma, and carried unanimously, the Board agreed to convene to Executive Session at 7:04 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Mr. Dugan, seconded by Mrs. Shah, and carried unanimously, the Board agreed to adjourn Executive Session at 7:42 p.m.

On a motion by Mrs. Shah, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to reconvene to public session at 7:45 p.m.

**IV.** The assembly saluted the flag.

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Mrs. Kathryn Mantell of Nisivoccia LLP gave a report on the district's 2020-2021 Audit.

Mrs. Jennifer Anderson gave a presentation on "Start Strong: Fall 2022 Administrations".

Dr. Chase gave a presentation on H.I.B. data.

**VII. PUBLIC COMMENT**

There was no public comment.

## VIII. GOVERNANCE

Motion by Mrs. Shah, seconded by Mrs. Joyce that Items VIII.A. and VIII.B. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. and VIII.B. were unanimously approved by Roll Call.

There was no Governance Committee meeting report.

### A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of January 19, 2023.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
SBS	SSDS# 019918	12/15/22	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	SSDS# 016192	12/19/22	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.
WES	SSDS# 015345	12/22/22	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.
WES	SSDS# 015390	12/22/22	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.

## IX. POLICY

Mr. Dugan said the Policy Committee met, and discussed a number of proposed policies presented by Strauss Esmay, which will be placed on the agenda in the near future for formal action.

## X. EDUCATION

Motion by Mrs. Fabriczi, seconded by Mrs. Joyce that Items X.A. through X.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.D. were unanimously approved by Roll Call.

There was no Education Committee meeting report.

### 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)	Registrati on Fee	Hotel	Meals/Exp.	Tolls/Parking/ Mileage	Total
Middle School Students: Understanding & Managing Mental Health Challenges Kenilworth, NJ	Anthony Maiorano N/A	3/29/23	N/A	N/A	N/A	N/A	N/A
Middle School Students: Understanding & Managing Mental Health Challenges Kenilworth, NJ	Michelle Nash N/A	3/29/23	N/A	N/A	N/A	N/A	N/A
Asbestos Operations & Maintenance Refresher Virtual	John Hindmarch 11-000-261-580-10-428	4/12/23	\$195.00	N/A	N/A	N/A	\$195.00
Asbestos Operations & Maintenance Refresher Virtual	Samad Mobley 11-000-261-580-10-428	4/12/23	\$195.00	N/A	N/A	N/A	\$195.00
Integrated Pest Management Training Bridgewater, NJ	John Hindmarch N/A	4/14/23	N/A	N/A	N/A	N/A	N/A
Integrated Pest Management Training Bridgewater, NJ	Samad Mobley N/A	4/14/23	N/A	N/A	N/A	N/A	N/A
Indoor Air Quality Training Bridgewater, NJ	John Hindmarch N/A	4/28/23	N/A	N/A	N/A	N/A	N/A
Indoor Air Quality Training Bridgewater, NJ	Samad Mobley N/A	4/28/23	N/A	N/A	N/A	N/A	N/A
Restorative Justice New Brunswick, NJ	Alexandra Gallo N/A	3/28/23	N/A	N/A	N/A	N/A	N/A
Introduction to Instructional Coaching Virtual	Amy Garner 20-270-200-500-02-649	3/6/23- 3/13/23 3/20/23 3/27/23 4/3/23 4/10/23 4/17/23 4/24/23	\$995.00	N/A	N/A	N/A	\$995.00
NJ State School Nurses Association Spring Conference Princeton, NJ	Janet Hoffman 20-270-200-500-02-649	3/25/23	\$224.00	N/A	N/A	\$20.12	\$244.12
Center for Literacy Development's On-Site Speaker Series Piscataway, NJ	Katherine Mileto 20-270-200-500-02-649	2/23/23	N/A	N/A	N/A	\$4.47	\$4.47
NJ School Buildings & Grounds Association Conference Atlantic City, NJ	Samad Mobley 11-000-261-580-10-428	3/20/23- 3/22/23	\$350.00	N/A	N/A	\$189.00	\$350.00

Conferences/Workshops	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/ Mileage	Total
Teaching Science Phenomenally Virtual	Danielle Puzzo 20-270-200-500-02-649	3/1/23	\$149.00	N/A	N/A	N/A	\$149.00
Making Cross Cutting Concepts Explicit Branchburg, NJ	Catherine Rello 20-270-200-500-02-649	2/8/23	\$125.00	N/A	N/A	N/A	\$125.00
Using Explanation & Argument to Assess Student Learning Branchburg, NJ	Catherine Rello 20-270-200-500-02-649	3/1/23	\$125.00	N/A	N/A	N/A	\$125.00
Instructional Coach Institute Maximizing Your Effectiveness Virtual	Catherine Rello 20-270-200-500-02-649	3/27/23- 3/28/23	\$595.55	N/A	N/A	N/A	\$595.55
Defining Problems & Designing Solutions for Engineering Phenomena Branchburg, NJ	Catherine Rello 20-270-200-500-02-649	3/29/23	\$125.00	N/A	N/A	N/A	\$125.00
New Jersey Association of School Business Officials Workshop Capital Projects A to Z Whippany, NJ	Patricia Rodgers 11-000-251-580-01-585	2/14/23	\$125.00	N/A	N/A	\$26.51	\$151.51
Effective Strategies for Working with Difficult Students & Challenging Behavior Virtual	Margaret Ryan 20-270-200-500-02-649	3/21/23	\$279.00	N/A	N/A	N/A	\$279.00
Foundations of Numerical Reasoning for Grades K-2 Virtual	Eileen Szajdecki 20-270-200-500-02-649	2/6/23	\$414.00	N/A	N/A	N/A	\$414.00
HR Requirements, Best Practices and the Law Virtual	Enea Yard 11-000-230-580-01-303	3/28/23	\$40.00	N/A	N/A	N/A	\$40.00

B. 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 \$50,456.25)	1/27/23- 6/16/23	Autism program contracted aide.
Therapy Source Staffing Solutions Plymouth Meeting, PA	11-000-219-320-03-181-340	\$54.50 per hour (not to exceed \$36,787.50)	2/6/23-6/16/23	Autism program contracted aide - new position.

C. Approval of Fundraisers/Service Projects				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Wendy Michels	2/7/23- 2/13/23	To fundraise for the Meghan Rose Bradley Foundation, the Student Council would like to sell Valentine Grams and prize basket tickets.
BCMS	Student Council	Wendy Michels	2/13/23- 2/27/23	The Student Council would like to organize a Book Drive to collect new or gently used books to be donated to the Woodrow Wilson Elementary School (grades PreK-8) in New Brunswick, NJ. The books would be used for a small free book fair in order to celebrate Read Across America week.

2/2/2023

<b>D. Approval Well-Being Camp Outside Presenters</b>				
Vendor	Account Number	Cost	Dates	Discussion
Creature Comfort Pet Therapy	11-000-223-320-02-225-999	\$70 (not to exceed)	2/17/23	Therapy dogs
Maryann DeSapio	11-000-223-320-02-225-999	\$200 (not to exceed)	2/17/23	QiGong
Dr. Foley Barnabas HealthCare	N/A	Included in flat rate of EAP	2/17/23	Time Management
Dr. Foley Barnabas HealthCare	N/A	Included in flat rate of EAP	2/17/23	Balancing Work, Family and Self
Lisa Pupa Natural Medicine & Rehabilitation	N/A	N/A	2/17/23	Yoga and Stress Reduction in the Workplace
Corinne Trimarchi Functional Medicine Health Coach	N/A	N/A	2/17/23	Functional Nutrition

## **XI. HUMAN RESOURCES**

Motion by Mr. Tuma, seconded by Mrs. Joyce that Items XI.A. through XI.K., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.K., were unanimously approved by Roll Call.

There was no Human Resources Committee report.

<b>A. Approval of Additional Hours</b>					
Name	Account Number	Position	Rate	Dates	Discussion
Kenneth Forsyth	11-401-100-101-01-078-020	Dungeons and Dragons	\$41 per hour (not to exceed 35 hours total)	1/30/23-6/30/23	After school program

<b>B. Approval of Mentoring</b>				
Mentee	Mentor	Fee	Dates	Discussion
Jordan Apsley	Amanda Roper	\$550	2/3/23-6/30/23	Fee to be paid by mentee via payroll deduction

<b>C. Approval of Stipend Resignation</b>			
Name	Position	Location	Effective Date
Nicole Orzel	Drama Coach	SBS	1/19/23

<b>D. Approval of Leave</b>				
Employee #	Account Number	Type of Leave	Dates	Discussion
5996	61-910-310-110-01-001	Unpaid Leave	3/1/23-3/31/23	Date of return is 4/3/23
5894	20-487-100-100-00-000	Paid Sick Leave	2/3/23-3/6/23	Estimated date of return is 3/7/23

2/2/2023

E. Approval of Revision of Leave			
Employee #	Account Number	From	To
5872	11-120-100-101-01-012-060	Paid Maternity/Disability Leave of Absence: 3/24/23-5/8/23 Personal Days: 5/9/23-5/10/23 NJ Family Leave Act/FMLA: 5/11/23-6/16/23 Date of Return: 9/1/23	Paid Maternity/Disability Leave of Absence: 3/27/23-5/8/23 Personal Days: 5/9/23-5/10/23 NJ Family Leave Act/FMLA: 5/11/23-6/16/23 Date of Return: 9/1/23

F. Approval of Maternity Leave			
Employee #	Account Number	Type of Leave	Discussion
5341	11-424-100-178-01-013-020	Paid Maternity/Disability Leave of Absence: 5/15/23-6/5/23 (AM) Personal Days: 6/5/23 (PM) - 6/8/23 (AM) NJ Family Leave Act/FMLA: 6/9/23 (PM) - 11/17/23	Date of return is 11/20/23

G. Approval of Personnel						
Name	Account Number	Position	Step/Level	Salary/Rate*	Dates	Discussion
Jacqueline Kleneke (subject to delivery of documents)	11-000-219-104-01-165-340	School Psychologist	27/182	\$94,640* (prorated)	4/3/23-6/30/23	Replacing Michelle Nash
Danielle Stahl	11-000-217-106-01-000-020	Bus Aide - Part Time (4.75 hours per day)	NA	\$18 per hour	2/6/23-6/30/23	Replacing Aleasha Outsey

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

H. Approval of Well-Being Camp In-House Presenters					
Name	Account Number	Position	Rate	Date	Discussion
Kelly Boyle	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Journaling
Kristen Cardona	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Tea for Teachers
Danielle Puglisi	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Balderdash: The Game of Twisting Truths
Danielle Puglisi	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Card Games
Danielle Puzzo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Basketball Games
Tara Forsyth	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Pickleball
Nicole Kepner	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Broadway Dance
Christy Bitner	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Walking Group
Cory Hanna	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Kickball
Kelly Boyle	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Curl Up With A Good Book
Danielle Puzzo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Kahoot President Day Trivia
Wendy Michels	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Hanging With Your Gnomies
Christopher Boehm	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Coloring For Adults

<b>H. Approval of Well-Being Camp In-House Presenters (continued)</b>					
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Rate</b>	<b>Date</b>	<b>Discussion</b>
Cindee Straube	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Painting Words of Gratitude
Joseph Larramendia	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Mindful Nature Walk
Kelly Evans	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Volleyball
Kelly Evans	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Cornhole
Kelly Evans	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Dodgeball
Emily Hansen	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Virtual Vision Board
Emily Hansen	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Baking Around the World
Nicole Orzel	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Stretching
Nicole Orzel	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Zumba
Zach Miracle	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Calligraphy
Vicki Brody	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Simple Photography Composition Techniques
Michelle Jordan	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Bingo!
Meghan Russo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Ceramic Jewelry Making
Meghan Russo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Guided Canvas Paintings from Start to Finish
Meghan Russo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Adventures in Watercolor-Painting for the Beginner
Meghan Russo	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Circle Weavings-Introduction to Weaving Techniques
Tara Kolbe	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Pilates and Strength Mat Class
Monique Owzarezek	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Dip it, Good!
Michael Rusciano	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Attention Acoustic Guitar Players!
Matthew Zimmerman	11-000-223-320-02-225	Teacher	\$41 per hour (not to exceed 2 hours)	2/17/23	Meditation

<b>I. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Sneha Gulati (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	2/3/23-6/30/23
Lydia Kallini (subject to delivery of documents)	Substitute Nurse	\$225 per day	2/3/23-6/30/23
Oscar Renda (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	2/3/23-6/30/23

2/2/2023

<b>I. Approval of Substitutes</b>			
<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Dianne Wehrle (subject to delivery of documents)	Substitute Nurse	\$225 per day	2/3/23-6/30/23
Callie Stitt (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	2/3/23-6/30/23

<b>J. Approval of Non-Athletic Stipends</b>			
<b>Name</b>	<b>Account</b>	<b>Position</b>	<b>Stipend</b>
Noel Maroon	11-401-100-101-01-078-020	Drama Coach	\$1,765
Kristen Perrine	11-401-100-101-01-078-020	Assistant Drama Coach	\$1,104

<b>K. Approval of Rescission of Appointment</b>			
<b>Name</b>	<b>Account</b>	<b>Position</b>	<b>Discussion</b>
Caryn Becker-Albert	11-000-219-104-01-168-340	CST Member	Permanent replacement appointed

## **XII. BUSINESS**

Motion by Mrs. Shah, seconded by Mrs. Joyce that Items XII.A. through XII.H. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.H. were unanimously approved by Roll Call.

Mrs. Joyce said the Business Committee met on January 26, 2023, and discussed the following:

- 2024 Budget Calendar;
- Change in custodial services;
- Transportation garage pump (Item H on the agenda); and
- The next Business Committee meeting is scheduled for February 23, 2023.

### **A. Bill List**

It is recommended that the Board approve the List of Bills for the period January 20, 2023 through February 2, 2023, totaling \$2,869,285.41, and ratify the Payroll for the period January 1, 2023 through January 15, 2023, totaling \$967,068.09, and ratify the Payroll for the period January 16, 2023 through January 31, 2023, totaling \$964,689.53.

### **B. Secretary's Report**

The Report of the Secretary for December 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 December 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 December.

**D. Line Item Transfers**

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

**E. Monthly Transfer Report**

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

**F. Acceptance of 2021-2022 Audit and Auditors' Management Report**

It is recommended that the Board accept the Comprehensive Annual Financial Report and the Auditors' Management Report for the fiscal year ended June 30, 2022. There were no recommendations.

**G. Approval to Accept Local Food For Schools Grant**

It is recommended that the Board approve the acceptance of the Local Food For Schools grant in the amount of \$5,005.21, sponsored by the New Jersey Department of Agriculture.

**H. Approval of Purchase and Installation of Sewer Grinder Pumps**

It is recommended that the Board approve the purchase and installation of two (2) new sewer grinder pumps, including related materials and disposal of one (1) pump, through the Hunterdon County Educational Services Commission. Robert Griggs Plumbing & Heating, LLC, Hillsborough, NJ. will purchase and install at the transportation garage. The amount of \$24,250, to be paid by purchase order through Account #20-292-400-450-09-00, and sufficient funds are available in the 2022-2023 budget.

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. BOARD LIAISON REPORTS**

Mrs. Fabriczi discussed the following Somerville Board of Education items:

- There is a new Community Corner section on their website;
- Ten Somerville High School students were chosen for the Region II Honors Choir;
- Freshmen night was held on Wednesday, February 1, 2023;
- There is a new club called Morgan's Message; and
- Discussions on how the H.I.B. resolutions are written.

Mrs. Shah reminded everyone that the Harlem Wizards game will be held on March 17, 2023.

Mrs. Joyce said the Branchburg Township meetings have been well attended lately, and there has been a lot of controversy about building warehouses on properties in town with the latest controversy being the property off of Old York and Stony Brook Roads.

**XV. EXECUTIVE SESSION**

There was no second Executive Session.

**XVI. ADJOURNMENT**

On a motion by Mrs. Shah, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to adjourn at 8:45 p.m.

Respectfully Submitted,



Debe Besold  
Interim Board Secretary