

Branchburg Township School District
REGULAR MEETING MINUTES
May 4, 2023

Executive Session – 6:30 p.m.
Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Mr. Dugan, 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, Theresa Joyce, Kristen Fabriczi, Robert Maider, Carmela Noto, Bindu Shah and Charles Tuma.

The following members were absent: None.

Also present were: Superintendent of Schools Dr. Karen Chase and Business Administrator/Board Secretary Sally Dolan.

II. The Secretary called the roll.

III. CALL TO EXECUTIVE SESSION

On a motion by Mr. Dugan, seconded by Mrs. Shah, 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 Mrs. Shah, seconded by Mrs. Joyce, and carried unanimously, the Board agreed to adjourn Executive Session at 7:16 p.m.

On a motion by Mrs. Shah, seconded by Mr. Dugan, and carried unanimously, the Board agreed to reconvene to public session at 7:34 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase and Mrs. Dolan presented the 2023/2024 School Budget.

VII. PUBLIC COMMENT

There was no public comment.

VIII. GOVERNANCE

Motion by Mrs. Shah, seconded by Mr. Dugan that Items VIII.A. through VIII.D. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VIII.A. through VIII.D. were unanimously approved by Roll Call, with Mrs. Desai abstaining on Items B and D, Mr. Dugan abstaining on Item D, Mrs. Fabriczi abstaining on Item D, Mr. Maider abstaining on Item D, Mrs. Noto abstaining on Items B and C, Mr. Tuma abstaining on Item A, and Mr. Carpentier abstaining on Items B and C.

There was no Governance Committee meeting report.

Approval of 2023-2024 School District Budget

A. Approval of Final Budget

BE IT RESOLVED to approve the 2023-2024 School District Budget for submission as follows:

	General Fund	Special Revenues	Debt Service	Total
Expenditures	\$53,793,561	\$822,816	\$2,131,888	\$56,748,265
Less: Anticipated Revenues	\$ 8,715,970	\$822,816	\$1	\$ 9,538,787
Taxes to be Raised	\$45,077,591	\$0	\$2,131,887	\$47,209,478

Appropriation of Surplus

BE IT RESOLVED, that the Board of Education includes in the final budget an appropriation of surplus in the amount of \$2,843,069 from the general fund, and \$1 from the debt service fund.

Capital Reserve

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$1,200,020 for capital projects as detailed in the tentative budget which includes the following projects:

School	Project
Branchburg Central Middle School	Partial Roof Replacement
Branchburg Central Middle School	Boilers #4 and #5 - Replacement
Branchburg Central Middle School	Bathrooms: Remodel bathrooms in 200 wing
Branchburg Central Middle School	Entry Driveway Milling and Paving
Branchburg Central Middle School	Security Bollards

School	Project
Stony Brook School	Security Bollards
Stony Brook School	Playground Replacement
Stony Brook School	Bathroom Renovation
Whiton Elementary School	Gym Heaters
Whiton Elementary School	Playground Fence
Transportation	Building Parking Lot Lighting
Transportation	Repaving Parking Lot
Old York School	HVAC Units Replacement (5)

Tuition Reserve

BE IT RESOLVED that the Board of Education includes in the budget a tuition reserve withdrawal in the amount of \$900,000 for anticipated tuition expenses in the 2023-2024 school year.

Use of Banked Cap/Health Care Cost Adjustment

BE IT RESOLVED that the Board of Education includes in the budget banked cap from prior years in the amount of \$423,384, and health care cost adjustment of \$247,107.

B. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of April 20, 2023.

C. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
BCMS	SSDS 048823	2/21/23	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 056006	3/20/23	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 054749	3/9/23	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.

D. Approval of Harassment, Intimidation, and Bullying Parental Appeal of April 17, 2023			
Building	Incident #	Date	Discussion
BCMS	SSDS# 028105	1/11/23	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 SID# 5520244382, and hereby confirms the Board's decision of April 17, 2023, and denies the parent appeal.

IX. POLICY

Motion by Mrs. Shah, seconded by Mr. Dugan that Items IX.A. and IX.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.

Mr. Dugan said the Policy Committee met, and discussed the Policies and Regulations listed on the agenda for first and second reading.

Mr. Dugan discussed Policy #3217 and Regulation #4217, and clarified the contents of each document.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 5512	Harassment, Intimidation, or Bullying (M)	Revised
R 8420.2	Bomb Threats (M)	Revised
R 8420.7	Lockdown Procedures (M)	New
R 8420.10	Active Shooter (M)	New

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 0144	Board Member Orientation and Training	Revised
P 2520	Instructional Supplies (M)	Revised
R 2520	Instructional Supplies (M)	Revised
P 3217	Use of Corporal Punishment	Revised
P 4217	Use of Corporal Punishment	New
P 6112	Reimbursement of Federal and Other Grant Expenditures (M)	Revised
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	New
P 6115.04	Federal Funds – Duplication of Benefits (M)	New
P 6311	Contracts for Goods or Services Funded by Federal Grants (M)	Revised
P 7440	School District Security (M)	Revised

X. EDUCATION

Motion by Mrs. Shah, seconded by Mr. Dugan 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 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)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/Mileage	Total
Educational Policy & School Law Seminar Lincroft, NJ	Karen Chase N/A	6/2/23	N/A	N/A	N/A	N/A	N/A
Educational Policy & School Law Seminar Lincroft, NJ	Enea Yard 11-000-230-580-01- 303	6/2/23	N/A	N/A	N/A	\$11.89	\$11.89
Job Readiness Skills for CEFMs Virtual	John Hindmarch 11-000-261-580-10- 428	7/17/23	\$229.00	N/A	N/A	N/A	\$229.00
Job Readiness Skills for CEFMs Virtual	Samad Mobley 11-000-261-580-10- 428	7/17/23	\$229.00	N/A	N/A	N/A	\$229.00
Managing Safety Hazards Virtual	John Hindmarch 11-000-261-580-10- 428	8/16/23	\$220.00	N/A	N/A	N/A	\$220.00
Managing Safety Hazards Virtual	Samad Mobley 11-000-261-580-10- 428	8/16/23	\$220.00	N/A	N/A	N/A	\$220.00
IPPA World Congress Vancouver, Canada	Karen Chase 11-000-230-580-01- 303	7/19/23- 7/24/23	\$4,950.00	N/A	N/A	N/A	\$4,950.00
2 Tiered Climate Change New Brunswick, NJ	Danielle Puglisi 20-471-200-300-02- 000	6/7/23	\$150.00	N/A	N/A	\$15.98	\$165.98

B. Approval of Revision of Out of District Program

Program/Location	Account Number	SID#	Addition 1:1 Aide	Dates	From Total Cost	To Total Cost
ECLC of New Jersey Chatham Township, NJ	11-000-100-566-03-109-000	7314998953	\$10,780	4/24/23- 6/26/23	\$70,644	\$81,424

5/4/2023

C. Approval of Mentoring						
Name	Vendor	Mentor	Certification	Payment	Dates	Discussion
Jennifer Anderson	New Jersey Association of School Administrators	David Miceli	School Administrator	\$2,500 (2 payments of \$1,250)	12/1/22-6/30/24	Required mentoring by the State of New Jersey for School Administrator certification

D. Approval of Contracted Educational Service					
Vendor	Account Number	Student ID #	Rate	Effective Date	Discussion
Learn Well Summit, NJ	11-150-100-320-03-069-020	1702658143	\$70.82 (per hour)	5/15/23	Homebound Contracted Instruction. Not to exceed 5 hours per week.

XI. HUMAN RESOURCES

Motion by Mrs. Shah, seconded by Mr. Dugan that Items XI.A. through XI.J., be moved upon the recommendation of the Superintendent.

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

Mr. Tuma congratulated the retirees, welcomed the new personnel, and congratulated the teachers who gained tenure.

A. Approval of Personnel							
Name	Account Number	Position	Step/Level	Location	Salary/Rate	Dates	Discussion
Emmett Johnson (subject to delivery of documents)	11-000-270-160-01-462	School Bus Driver	2/NA	Transportation	\$32.06 per hour	5/5/23-6/30/23	Replacing Deborah Squier
Nikki Leffler (subject to delivery of documents)	11-130-100-101-01-021-020	Language Arts Teacher	1/BA	BCMS	\$61,329	9/1/23-6/30/24	Replacing Tiffany Stulack Polak
Donavyn Meyh (subject to delivery of documents)	11-213-100-101-01-057-060	Special Education Teacher	1/150	SBS	\$63,479	9/1/23-6/30/24	Building needs
Stephanie Ortiz (subject to delivery of documents)	11-213-100-101-01-057-090	Special Education Teacher	8/BA	WES	\$67,825	9/1/23-6/30/24	Building needs
Beth Stanton	11-000-240-103-01-333-020	Supervisor of Student Safety and Well-Being	NA	District	\$123,858	7/1/23-6/30/24	New Position

B. Approval of Retirements				
Name	Account Number	Position	Location	Effective Date
Toni Lynn Burke	11-230-100-101-01-072-060	Gifted & Talented Teacher	SBS	6/30/23
Timothy Spork	11-130-100-101-01-021-020	Technology Education Teacher	BCMS	6/30/23

C. Approval of Substitute			
Name	Position	Rate	Dates
Madelyn Chester (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	5/5/23-6/30/23

D. Approval of Revision of Leave					
Employee #	Account Number	Type of Leave	From	To	Discussion
4351	11-230-100-101-01-072-090	Paid Sick Leave	3/15/23-4/26/23	3/15/23-5/12/23	Estimated date of return is 5/8/23

E. Approval of 2023-2024 Transfers				
Name	From	To	Dates	Discussion
Elli Kuras	School Clerk - SBS Step 4 \$59,631.00	School Secretary - SBS Step 4 \$70,434	7/1/23-6/30/24	Replacing Debra Molinaro
Tiffany Stulack-Polak	Language Arts Teacher 11-130-100-101-01-021-020	English as a Second Language Teacher 11-240-100-101-01-075-500	9/1/23-6/30/24	Replacing Lori Villanova
Lori Villanova	English as a Second Language Teacher 11-240-100-101-01-075-500	Spanish Teacher 11-130-100-101-01-021-020	9/1/23-6/30/24	New Position

F. Approval of Resignation				
Name	Account Number	Position	Location	Effective Date
Theodore Sattur	11-213-100-101-01-057-020	Special Education Teacher	BCMS	6/30/23

G. Approval of Reappointment of 2023-2024 Contracts (Attachment 1)

- Granting of Tenured Teachers
- Non-Tenured Teachers
- Tenured Teachers
- Granting of Tenured Secretary
- Non-Tenured Clerk
- Tenured Secretaries/Clerks
- Bus Drivers

- Custodians
- Library Media Assistants
- Instructional Aides
- Tenured Principals
- Non-Tenured Principals

H. Approval of the Abolishment of one Assistant Principal

It is recommended due to reasons involving changes in the districts administrative structure, that the Board approve the abolishment of the position of one Assistant Principal position, effective July 1, 2023.

I. Approval of Increment Withholding

Be It Resolved that all increments and salary increases of employee # 4883 be withheld for the 2023-2024 school year to the full extent permitted by N.J.S.A. 18A:29-14.

J. Approval of Revision of Personnel								
Name	Account Number	Position	Step	Location	Salary/Rate	From	To	Discussion
Jill Liedtka (subject to delivery of documents)	11-000-251-100-01-529	Assistant School Business Administrator	N/A	BOE	\$72,250.00	5/19/23 (or sooner) - 6/30/23	6/1/23- 6/30/23	Replacing Patricia Rodgers

XII. BUSINESS

Motion by Mrs. Shah, seconded by Mr. Dugan that Items XII.A. through XII.M. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.M. were unanimously approved by Roll Call, with Mrs. Fabriczi abstaining on Items H and I.

Mrs. Joyce said the Business Committee met, and discussed the following:

- 2023/2024 Budget; and
- Went over the photos of the roof at Branchburg Central Middle School.

A. Bill List

It is recommended that the Board approve the List of Bills for the period April 21, 2023 through May 4, 2023, totaling \$1,439,250.71, and ratify the Payroll for the period April 1, 2023 through April 15, 2023 totaling \$1,023,168.72, and for the period April 16, 2023 through April 28, 2023, totaling \$1,008,446.45.

B. Secretary's Report

The Report of the Secretary for March 2023 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Sally Dolan, 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 March 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 March 2023.

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. Approval of Settlement Agreement

BE IT RESOLVED, that the Board of Education approves a settlement in the matter of parents of special education student #4917186712 v. Branchburg Board of Education, in the amount not to exceed \$2,000 for reading support costs, from the date of this Agreement through August 30, 2023.

G. 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.

H. Approval of Transportation Jointure with Readington Township Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Readington Township Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Readington
Branchburg Township Board of Education	To-and-From Readington MS & Holland Brook School July 1, 2023 – June 30, 2024	2 Buses @ \$42,386.59 each
	On an as needed basis to cover Readington routes July 1, 2023 – June 30, 2024	\$48.00 per hour per bus (Driver & Bus)
	On an as needed basis to cover Readington routes July 1, 2023 – June 30, 2024	\$37.33 per hour per bus (Sub-Driver & Bus)
	On an as needed basis to cover Readington routes July 1, 2023 – June 30, 2024	\$71.23 per hour per bus (Mechanic Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 3, 2023	\$37.33 per hour per bus (Sub-Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 3, 2023	\$48.00 per hour per bus (Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 3, 2023	\$27.86 per hour per bus (Aide)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$37.33 per hour per bus (Sub-Driver & Bus)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$48.00 per hour per bus (Driver & Bus)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$71.23 per hour per bus (Mechanic Driver & Bus)

I. Approval of Transportation Jointure with Bridgewater/Raritan Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Bridgewater/Raritan Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Bridgewater/Raritan
Branchburg Township Board of Education	Special Requests To-and-From School on an as needed basis July 1, 2023 – June 30, 2024	\$75.00 per hour per bus (Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 31, 2023	\$75.00 per hour per bus (Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 31, 2023	\$40.00 per hour per bus (Aide)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$75.00 per hour per bus (54 Passenger School Bus)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$75.00 per hour per bus (24 Passenger School Bus)

J. Approval of Transportation Jointure with Somerville Board of Education

It is recommended that the Board approve the Joint Transportation Agreement between the Branchburg Township Board of Education and the Somerville Board of Education for the following 2023-2024 routes.

Host	Service	Cost to Somerville
Branchburg Township Board of Education	Special Requests To-and-From School on an as needed basis July 1, 2023 – June 30, 2024	\$63.48 per hour per bus (Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 31, 2023	\$63.48 per hour per bus (Driver & Bus)
	To-and-From ESY Out of District School on an as needed basis July 1, 2023 – August 31, 2023	\$36.79 per hour per bus (Aide)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$63.48 per hour per bus (54 Passenger School Bus)
	Athletic and Field Trips July 1, 2023 – June 30, 2024	\$63.48 per hour per bus (24 Passenger School Bus)

K. Approval of Disposal of Equipment

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves the Business Administrator to dispose of or sell any district equipment that has exceeded its useful life, is no longer needed and no longer provides any value to the district during the 2022-2023 and 2023-2024 school years.

L. Approval of Donation from Home Depot, Bridgewater

It is recommended that the Board approve acceptance of a donation of large Caribbean Beach Pebbles totaling \$131.28 for use in a rock garden at Branchburg Central Middle School. Students and staff will paint inspirational messages on the rocks for the community to see, take one that speaks to them, and add to the garden. Thank you to Home Depot for their generosity to the Branchburg community.

M. Approval of Accounting and Consulting Services

It is recommended that the Board approve School Accounting Services, LLC, to provide accounting and consulting services to the District for the 2022-2023 school year, not to exceed \$12,000, to be paid from account #11-000-251-330-01-000, and sufficient funds are available in the 2022-2023 budget.

XIII. PUBLIC COMMENT

There was no public comment.

XIV. BOARD LIAISON REPORTS

Mrs. Fabriczi spoke about the highlights of the Somerville Board of Education meeting with regard to their 2023/2024 Budget.

Mr. Carpentier said the Somerset County Educational Services Commission met on April 4, 2023, and discussed the following:

- The Architect of Record did an overview of the projects they will undertake; and
- The renovation of a school bus that was turned into a mobile library, which will be sent to Ghana to visit the different communities.

Mrs. Desai said the Read-A-Thon fundraiser logged a total of 55,646 minutes of reading by the students of Branchburg. She also reminded everyone that the Pocketbook Bingo will be held on Saturday, May 6, 2023 at Raritan Valley Community College.

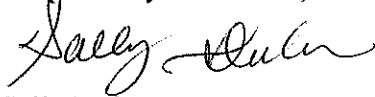
XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Mrs. Shah, seconded by Mr. Dugan, and carried unanimously, the Board agreed to adjourn at 8:28 p.m.

Respectfully Submitted,



Sally Dolan

School Business Administrator/Board Secretary