

Branchburg Township School District
REGULAR MEETING MINUTES

December 7, 2023

Executive Session – 6:30 p.m.

Public Meeting – 7:30 p.m.

I. CALL TO ORDER

On a motion by Ms. Shah, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to public session at 6:33 p.m.

The meeting was called to order at 6:33 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, Kristen Fabriczi, Robert Maider, Carmela Noto, Bindu Shah and Charles Tuma.

The following members were absent: Mr. Dugan and Ms. Joyce.

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 Ms. Shah, seconded by Mr. Maider, and carried unanimously, the Board agreed to convene to Executive Session at 6:33 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Ms. Noto, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn Executive Session at 7:12 p.m.

On a motion by Ms. Desai, seconded by Mr. Maider, and carried unanimously, the Board agreed to open Public Session at 7:30 p.m.

IV. The assembly saluted the flag.

V. Statement of Adequate Notice

VI. SUPERINTENDENT'S REPORT

Dr. Chase spoke about the following:

- Addendum regarding Mr. Barbosa's resignation of June 30, 2024;
- Appointment of Acting Principal Christina Steffner;
- Advertising in the spring for a permanent Principal;
- Kelly Harte, Consultant at Branchburg Central Middle School, will focus on student well-being;
- The district's Board Attorney, David Rubin, gave a presentation to the faculty on Harassment, Intimidation and Bullying laws focusing on the expectations of reporting;

- Dr. Michael Bradley, Adolescent Psychologist, gave a presentation to the faculty at Branchburg Central Middle School on December 5, 2023; and worked with small groups on December 7, 2023 to help the staff have a deeper understanding of the adolescent brain, and the challenges that are faced by today's students.

VII. PUBLIC COMMENT

Nicole Kepner, Monica Place, Scotch Plains, spoke about Mr. Barbosa's resignation, and how many of the staff will miss him. She also is hoping that the staff has an introduction to the Interim Principal before her start date. She is hoping the next chapter will be a positive one.

VIII. GOVERNANCE

Motion by Ms. Desai, seconded by Mr. Maider 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, with Mr. Maider abstaining on Item VIII.A.

Mr. Carpentier spoke about the following:

- In 2024, the district will be moving to a new format for agendas through BoardDocs; and
- If Board members have any ideas for particular training they may be interested in, please let him know.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of November 2, 2023.

B. Approval of Harassment, Intimidation or Bullying Report

Building	Incident #	Date	Discussion
BCMS	SSDS 002092	10/11/23	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.
SBS	SSDS 001470	10/13/23	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 002262	10/12/23	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 002266	10/24/23	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.

IX. POLICY

Motion by Ms. Desai, seconded by Mr. Maider that Item IX.A. be moved upon the recommendation of the Superintendent.

On call of the vote, Item IX.A. was unanimously approved by Roll Call.

Mr. Carpentier said the Policy Committee met on November 30, 2023, and discussed the district's current Code of Conduct Policy.

A. Policy and Regulations Second Reading		
Policy/Regulation	Title	Discussion
P 2431	Athletic Competition (M)	Revised

X. EDUCATION

Motion by Ms. Desai, seconded by Mr. Maider that Items X.A. through X.H. be moved upon the recommendation of the Superintendent.

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

There was no Education Committee report.

Dr. Chase thanked Nicole Orzel for submitting for a \$10,000 award from The Daily Mile USA. The award will be used to create a walking path behind Stony Brook School.

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
Restorative Justice in Schools New Brunswick, NJ	Jennifer Anderson 20-270-200-500-02-649	1/31/24	0	0	0	\$9.78	\$9.78
Restorative Justice in Schools New Brunswick, NJ	Erica Landesberg N/A	1/31/24	0	0	0	0	0
Using Small Group Reading Instruction Virtual	Kelly Boyle 20-488-200-500-02-00	2/7/24	\$150.00	0	0	0	\$150.00
Tap the Full Power of a Writing Workshop for English Learners Virtual	Kelly Boyle 20-488-200-500-02-00	3/15/24	\$150.00	0	0	0	\$150.00
NJASBO Workshop Preschool Overview Whippany, NJ	Sally Dolan 11-000-251-580-01-585	1/16/24	\$125.00	0	0	0	\$125.00
NJASBO Workshop Academy - Budget Guidelines & Best Practices Robbinsville, NJ	Sally Dolan 11-000-251-580-01-585	1/30/24	\$50.00	0	0	0	\$50.00
NJASBO Workshop Foodservice Update Whippany, NJ	Sally Dolan 11-000-251-580-01-585	2/15/24	\$125.00	0	0	0	\$125.00
Helping Struggling Readers Virtual	Robert Katz 20-488-200-500-02-00	1/31/24	\$279.00	0	0	0	\$279.00
Building Students' Reading Skill and Engagement Ewing, NJ	Nikki Leffler 20-488-200-500-02-00	12/12/23	\$275.00	0	0	\$14.49	\$289.48
Using Small Group Reading Instruction to Scaffold Readers Who Are Multilingual Virtual	Allison LeMieux 20-488-200-500-02-00	2/7/24	\$150.00	0	0	0	\$150.00
IMSE Morphology Plus Virtual	Olivia Menamara 20-488-200-500-02-00	1/4/24 1/11/24 1/18/24 1/25/24 2/1/24	\$1,500.00	0	0	0	\$1,500.00
Helping Your Distracted Students Virtual	Amanda Roper 20-488-200-500-02-00	2/1/24	\$279.00	0	0	0	\$279.00
Making Meaning of Fractions New Brunswick, NJ	Danielle Puzzo 20-488-200-500-02-00	1/11/24	\$149.00	0	0	0	\$149.00
Art Educators of NJ Annual Workshop Hamilton, NJ	Meghan Russo 20-270-200-500-02-649	1/20/24	\$40.00	0	0	\$25.38	\$65.38
Equipping Educators to Respond to Student Trauma New Providence, NJ	Danielle Shober 20-270-200-500-02-649	1/19/24	\$145.00	0	0	\$14.99	\$159.99
School Nursing CEU Courses Virtual	Ling Zhang 20-270-200-500-02-649	1/2/24	\$49.95	0	0	0	\$49.95

B. Approval of Acceptance of Grant Funds/Awards					
Grantor	Grant Name	Requester	Location	Check #	Amount
Branchburg Education Foundation	Graphic Novel Action Figure	Candace Sharrow	SBS	1326	\$511.90
Branchburg Education Foundation	Composer Workshop	Regina Santangelo	BCMS	1327	\$200.00
Branchburg Education Foundation	Motivational Assemblies	Dawn Eelman Cassandra DeVita	District Wide	1328	\$2,077.00
The Daily Mile USA	Move 2 Movement	Nicole Orzel	SBS	1267	\$10,000.00

C. Approval of 2023-2024 Out of District Programs				
Program/Location	Account Number	Student ID #	Tuition	Dates
Sheppard School Kinnelon, NJ	11-000-100-566-03-109-000	7815779866	\$43,184.64	11/27/23-6/21/24
East Mountain School Belle Mead, NJ	11-000-100-566-03-109-000	3841027073	\$51,288.75	12/1/23-6/19/24

D. Approval of Revisions to Curriculum

In accordance with Policy 2220, it is recommended that the Board approve the curriculum for Stony Brook School (Grades 4-5), in the following core curriculum content area, as defined by the State of New Jersey Department of Education: Health Curriculum..

E. Approval of 2023-2024 School Field Trips

- Attachment 1

F. Approval of Service Projects				
School	Group	Event Coordinator	Dates	Purpose
SBS	School Wide	Nina Manger Elli Kuras	1/29/24- 2/9/24	Students will be collecting canned soup for the Somerset Food Bank. This collection will occur in the weeks prior to the 2024 "Soup"er Bowl and students will have the opportunity to make donations for their preferred team. This activity will build upon the sense of community, acts of kindness, and service for others.
SBS	School Wide	Emma Ryan	1/11/24	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). Students and family members will be tasked with donating the items for the lunches and the preparation.

G. Approval of Contracted Service					
Vendor	Account Number	Student ID #	Rate Per Hour	Dates	Discussion
Bayada Home Health Care Somerset, NJ	11-000-219-320-03- 181-340	1338742458	\$50 LPN \$60 RN (not to exceed \$42,120)	12/6/23- 6/30/24	Bus Nurse

H. Approval of Acceptance of Out of District Student for 2023-2024 School Year						
Sending District	Student ID#	Tuition	Shared Aide	Administrative Fee	Dates	Total Tuition
South Bound Brook School District South Bound Brook, NJ	7217536124	\$89,042	\$29,494	\$4,149	12/7/23- 6/18/24	\$122,685

12/7/2023

XI. HUMAN RESOURCES

Motion by Ms. Desai, seconded by Mr. Maider that Items XI.A. through XI.S., be moved upon the recommendation of the Superintendent.

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

Mr. Tuma said the Human Resources Committee met on November 16, 2023, and discussed the following:

- Staff well-being;
- The district staff now has access to the gym equipment at Raritan Valley Community College at no cost;
- The AFLAC open enrollment closes on December 8, 2023;
- Staff updates;
- Changes to lunchroom aides hours and salaries; and
- Recruiting, vacancies and transfers listed on the agenda.

Mr. Carpentier thanked Mr. Barbosa for his years of service with the District, and wished him well.

A. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Laura Barker	11-130-100-101-01-021-020	Leave Replacement Social Studies Teacher (no tenure accrual)	BCMS	1/BA	\$61,329.00 (prorated)	12/18/24-3/4/24	Leave replacement for employee # 4957
Kamillah Brown	11-214-100-106-01-059-060	Instructional Aide	SBS	5	\$21,920.99 (prorated)	12/4/23-6/30/24	Replacing Isabella Stuart
Elizabeth Bruggemann	11-000-270-160-01-462	Bus Aide	Transportation	N/A	\$18.63 per hour (not to exceed 4.75 hours per day)	12/7/23-6/30/24	Vacancy
Amy Clarke (subject to delivery of documents)	11-110-100-101-01-001-090 11-120-100-101-01-012-090	Music Teacher	WES	14/212	\$79,770.00 (prorated)	2/8/24-6/30/24	Replacing Jennifer Palermo
Russell Cobb	11-000-262-110-01-366	Evening Custodian	District	12	\$47,444.80* (prorated)	11/20/23-6/30/24	Replacing Audrey Kramer
Robin Hester	11-000-270-160-01-462	Bus Driver	Transportation	2	\$33.09 per hour (5.5 hours per day)	12/4/23-6/30/24	Replacing Christine Fawcett
Robert MacMahon (subject to delivery of documents)	11-000-262-110-01-366	Evening Custodian	District	1	\$41,371.20 (prorated)	1/2/24 6/30/24	New position

A. Approval of Personnel (continued)							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
Hansi Murillo (subject to delivery of documents)	11-000-262-110-01-366	Evening Custodian	District	1	\$41,371.20 (prorated)	1/2/24 6/30/24	New position
Jessica Pellicane	11-110-100-101-01-001-090	Kindergarten Teacher	WES	1/BA	\$61,329.00 (prorated)	12/19/23- 6/30/24	Replacing Victoria Kelley

*Inclusive of \$675 black seal stipend

B. Approval of Revision of 2023–2024 Non-Athletic Stipend						
Name	Account Number	Position	Stipend	From	To	
Deborah Volpe	11-401-100-101-01-078-020	8th Grade Team Leader	\$2,259 (prorated)	9/1/23-11/6/23	9/1/23-3/4/24	

C. Approval of Revision of Extra Duty Pay					
Name	Account Number	Position	From	To	
Kayla Valinoti	11-130-100-101-01-021-020	Coverage	\$41 per hour (not to exceed 2 hours per day) 9/20/23-11/6/23	\$41 per hour (not to exceed 10 hours per week) 9/20/23-12/22/23	

D. Approval of 2023-2024 Substitutes				
Name	Position	Rate	Dates	
Farris Alfaniq (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	12/8//23-6/30/24	
Alexandra DeSimone (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	12/8//23-6/30/24	
Thomas Hogue	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	11/16/23-6/30/24	
Angelica Leites (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	12/8//23-6/30/24	
Peyton Moor (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$125/\$115 per day	12/8//23-6/30/24	

E. Approval of Rate Adjustment of Lunchroom Aides				
Name	Account Number	Position	Rate	Dates
Carmen Malanga	61-910-310-110-01-001	Lunchroom Aide	\$15.13 per hour (not to exceed 3 hours per day)	1/2/24-6/30/24
Roseann Podlaski	61-910-310-110-01-001	Lunchroom Aide	\$15.13 per hour (not to exceed 3 hours per day)	1/2/24-6/30/24
Margaret Smith	61-910-310-110-01-001	Lunchroom Aide	\$15.13 per hour (not to exceed 3 hours per day)	1/2/24-6/30/24
Lynnae Trematerra	61-910-310-110-01-001	Lunchroom Aide	\$15.13 per hour (not to exceed 3 hours per day)	1/2/24-6/30/24

12/7/2023

F. Approval of Revision of Lunchroom Aides					
Name	Account Number	Position	From	To	Dates
Lynnae Trematerra	61-910-310-110-01-001	Lunchroom Aide	\$15 per hour (not to exceed 2 hours 10 minutes per day, 168 days total)	\$15 per hour (not to exceed 2.5 hours per day, 168 days total)	9/6/23- 12/22/23
Yan Sheng Lu	61-910-310-110-01-001	Lunchroom Aide	\$15 per hour (not to exceed 2 hours 10 minutes per day, 168 days total)	\$15 per hour (not to exceed 2.5 hours per day, 168 days total)	9/6/23- 12/22/23

G. Approval of Leave				
Employee #	Account Number	Type of Leave	Dates	Discussion
6040	11-110-100-101-01-001-090	Paid Sick Leave Personal Days FMLA/NJFLA	3/7/24-3/22/24 3/25/24-3/27/24 3/28/24-6/18/24	Estimated date of return is 9/1/24
4588	11-000-217-106-01-000-020	Paid Sick Leave	1/12/24-1/29/24	Estimated date of return is 1/30/24
5737	61-910-310-110-01-001	Paid Sick Leave Unpaid Leave	11/27/23-12/15/23 (AM) 12/15/23 (PM) -12/22/23	Estimated date of return is 1/2/24
5888	11-000-270-161-01-470	Paid Sick Leave	11/27/23-12/12/23	Estimated date of return is 12/13/23

H. Approval of Transfer				
Name	From	To	Dates	Discussion
Liana Nemiroff	Language Arts Teacher 11-130-100-101-01-021-020	Library Media Specialist 11-000-222-101-01-252-090	Pending replacement	Replacing Katherine Mileto

I. Approval of Mentoring				
Mentee	Mentor	Fee	Dates	Discussion
Jessica Pellicane	Melissa Fitzgibbon	\$550	12/19/23-6/30/24	Fee to be paid by mentee via payroll deduction

J. Approval of Revision of Leave				
Employee #	Account Number	From	To	Discussion
5768	11-000-217-106-01-000-020	Paid Sick Leave: 9/5/23-9/18/23 Unpaid Leave: 9/19/23-11/13/23	Paid Sick Leave: 9/5/23-9/18/23 Unpaid Leave: 9/19/23-1/1/24	Estimated date of return is 1/2/24

K. Approval of Revision of Personnel				
Name	Account Number	Position	From	To
Elizabeth Meyer	11-130-100-101-01-021-020	MLR - Language Arts Teacher (no tenure accrual)	1/2/24-2/14/24	1/24/24-2/8/24

12/7/2023

L. Approval of Resignations				
Name	Account Number	Position	Location	Effective Date
Jullah Haley	61-910-310-110-01-001	Lunchroom Aide	BCMS	11/20/23
Emma Ryan	11-213-100-101-01-057-060	Special Education Teacher	SBS	1/16/24

M. Approval of 2023–2024 Athletic Stipends			
Name	Account Number	Position	Stipend
Kenneth Forsyth	11-401-100-101-01-078-020	Crowd Control	\$1,500
Keith LaBadie	11-401-100-101-01-078-020	Softball Coach	\$3,474

N. Approval of Extra Duty Pay				
Name	Account Number	Position	Rate	Dates
Brian Bodnar Cassandra DeVita Keith LaBadie Alyssa Riva Randi Venturini	11-401-100-101-01-078-020	Winter Dance Chaperones	\$41 per hour (not to exceed 3 hours each)	1/26/24

O. Approval of Title I Tutors				
Name	Account Number	Location	Rate	Dates
Kerin Roberts	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Deborah Volpe	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Sonia Pereira	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Emily Hansen	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Wendy DeJulio	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Michele Jordan	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Zachariah Miracle	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Danielle Puglisi	20-231-100-101-02-648	BCMS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Amanda Roper	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Jodi Harwood	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Brad Moor	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Emily Lloyd	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Christina Pernini	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Karen Palko	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24

12/7/2023

Dawn Eelman	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Jennifer Racine	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Lauren Bockus	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Lori Zelnick	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Jordan Apsley	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Cory Hanna	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Danielle Puzzo	20-231-100-101-02-648	WES	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Melissa Donaway	20-231-100-101-02-648	WES	\$41 per hour, Title I Tutor Sub - (as needed)	1/1/24-6/2/24
Isabella Russo	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Kathleen Schunk	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Noelle Decowski	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Ludmila Battista	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Lauren Knoke	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Kristen Cardona	20-231-100-101-02-648	SBS	\$41 per hour (not to exceed \$1,517)	1/1/24-6/2/24
Randi Venturini	20-231-100-101-02-648	WES, SBS, BCMS	\$41 per hour, Title I Tutor Sub - (as needed)	1/1/24-6/2/24

P. Approval of 2023–2024 Title IV Club					
Name	Account	Location	Club	Dates	Rate
Keith LaBadie	20-280-100-101-02-659	BCMS	Chess Club	12/8/23-6/30/24	\$41 per hour (not to exceed \$492)

Q. Approval of Leave and Resignation

BE IT RESOLVED, that the Board of Education approve the leave for Mr. Matthew Barbosa effective December 1, 2023 - June 30, 2024. Furthermore, the Board of Education approves the resignation of Mr. Matthew Barbosa effective June 30, 2024.

R. Approval of Acting Principal

BE IT RESOLVED, that the Board of Education approve Ms. Christina Steffner as Acting Principal at Branchburg Central Middle School effective January 2, 2024 - June 30, 2024 at a daily rate of \$510 (not to exceed \$62,730.00 total).

S. Approval of Additional Personnel							
Name	Account Number	Location	Position	Step	Salary	Dates	Discussion
Zachary McAloon	11-213-100-106-0-057-020	BCMS	Instructional Aide	2	\$21,282.17 (prorated)	12/11/23-6/30/24	New position
Kylie McGlew	11-000-251-100-01-529	BOE	Assistant School Business Administrator/Assistant Board Secretary	N/A	\$72,250.00 (prorated)	1/2/24-6/30/24	Replacing Jill Liedtka

12/7/2023

XII. BUSINESS

Motion by Ms. Desai, seconded by Mr. Maider that Items XII.A. through XII.O. be moved upon the recommendation of the Superintendent.

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

Mr. Carpentier said the Business Committee met on November 30, 2023, and discussed the following:

- Facility use and updates;
- Signage for trespassing;
- QSAC walkthrough by Sally Dolan;
- Dr. Chase gave a brief discussion on the transition to internal custodians;
- BoardDocs; and
- Budget process.

Dr. Chase thanked Starbucks for the donation of coffee to the staff.

A. Bill List

It is recommended that the Board approve the List of Bills for the period November 3, 2023 through November 14, 2023, totaling \$4,640.50, and for the period November 16, 2023 through November 30, 2023, totaling \$1,976,999.43, and ratify the Payroll for the period November 1, 2023 through November 15, 2023, totaling \$1,056,303.27, and for the period November 16, 2023 through November 30, 2023, totaling \$1,029,582.52.

B. Secretary's Report

The Report of the Secretary for October 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 October 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 2023-2024 fiscal year.

C. Treasurer's Report

It is recommended that the Treasurer's Report be accepted and filed for the month of October 2023.

D. Line Item Transfers

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

E. Monthly Transfer Report

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

F. Approval of Submission of the Revised 2023 Safe Return to School Plan

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

G. 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.

H. Approval to Pay Bills

In accordance with N.J.S.A. 18A:19-4.1, the Board of Education approves the School Business Administrator, to issue payment of bills for December 7, 2023 through January 2, 2024 prior to the next regularly scheduled meeting of January 2, 2024, and with the approval and consent of the Superintendent of Schools, and then present said bills to the Board at the January 2, 2024 meeting for ratification.

I. Approval of Agreement with Diligent Corporation

It is recommended that the Board approve Diligent Corporation, to provide training and installation of BoardDocs Pro, for new board agenda formatting, for an annual fee of \$11,000, to be paid from account #11-000-252-500-09-000, and sufficient funds are available in the 2023-2024 budget.

J. Approval of Agreement with Dr. Michael J. Bradley

It is recommended that the Board approve an Agreement with Dr. Michael J. Bradley, for two professional development speaking engagements, for a total cost of \$12,600, to be paid from account #20-488-200-500-02-00.

K. Approval of Agreement with KH Consulting

It is recommended that the Board approve a proposal with KH Consulting, to provide professional learning to the staff at Branchburg Central Middle School, in the amount of \$13,500, to be paid from account #20-488-200-500-02-00.

L. Approval of Donation from Branchburg Starbucks

It is recommended that the Board approve acceptance of a donation of coffee service from the Branchburg Starbucks, with thanks for their generosity to the staff of the Branchburg Township School District.

M. Approval of Accounting and Consulting Services

It is recommended that the Board approve School Accounting Services, LLC, to provide Business Office support for the 2023-2024 school year, not to exceed \$15,000, to be paid from account #11-000-251-330-01-000, and sufficient funds are available in the 2023-2024 budget.

N. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Dunellen School District authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school district for the period September 6, 2023 to June 18, 2024 at a cost of \$5,780.85 with terms and conditions set forth therein.

O. Approval of Shared Services Agreement

BE IT RESOLVED, that, pursuant to the Uniform Shared Services and Consolidation Act, the Board of Education hereby approves and authorizes the execution of a Shared Services Agreement with the Somerville School District authorizing Branchburg to provide the services of a Teacher of the Deaf for their respective school district for the period September 6, 2023 to June 18, 2024 at a cost of \$26,807.00 with terms and conditions set forth therein.

XIII. PUBLIC COMMENT

Mrs. Greenwald, Creek Trail, addressed the Board regarding her concerns for her daughter's well-being at Branchburg Central Middle School.

Madison Greenwald, daughter of Mrs. Greenwald, also expressed her concerns for her sister's well-being at Branchburg Central Middle School.

XIV. BOARD LIAISON REPORTS

Ms. Shah said the PTO Holiday Happiness program which is being held from November 27, 2023 through December 15, 2023. Donations are being collected at each of Branchburg schools, as well as the Municipal Building

Ms. Desai spoke about "The Increasing Decodables Library Books" grant, which will provide additional decodable classroom library books to support direct phonics instruction for struggling readings. Ms. Desai thanked Heather Lilly and Amy Garner for submitting the grant.

XV. EXECUTIVE SESSION

There was no second Executive Session.

XVI. ADJOURNMENT

On a motion by Ms. Desai, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 7:57 p.m.

Respectfully Submitted,



Sally Dolan
School Business Administrator/Board Secretary