

**Branchburg Township School District  
REGULAR ACTION MEETING**

**October 19, 2023**

**Board of Education Conference Room**

**Executive Session - 6:30 p.m.**

**Public Meeting – 7:30 p.m.**

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**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”*

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. EXECUTIVE SESSION**

**WHEREAS** the “Open Public Meetings Act.” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting during which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

**WHEREAS** the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

**BE IT RESOLVED** that the Board of Education of Branchburg now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Legal Issues.

And, be it further,

**RESOLVED** that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or when such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

**IV. PLEDGE OF ALLEGIANCE**

**V. STATEMENT OF ADEQUATE NOTICE AND WELCOME**

Welcome to a meeting of the Board of Education of Branchburg. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Branchburg at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

**VI. SUPERINTENDENT’S REPORT**

- 2022-2023 Testing Data - Jennifer Anderson

**VII. PUBLIC COMMENT – Agenda Items Only**

The Board of Education recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every board meeting. Individuals wishing to speak must state their name and place of residence. Comments are limited to three minutes per person for a total of 30 minutes. An individual may speak a second time after all others who wish to speak on the topic have been heard.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. All statements shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

**VIII. GOVERNANCE**

- **Report** – Vince Carpentier

**(ACTION) It is recommended that Items VIII.A. through VIII.D. 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 October 5, 2023.

**B. Approval of Harassment, Intimidation or Bullying Report**

Building	Incident #	Date	Discussion
WES	SSDS WES 001	9/14/23	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.

**C. Approval of Submission of 2023-2024 NJ QSAC School Nursing Services Plan**

In accordance with requirements of New Jersey Quality Single Accountability Continuum (QSAC), it is recommended that the Board approve the 2023-2024 School Nursing Services Plan.

**D. Approval of Job Description**

It is recommended that the Board approve the revised job description:

- Payroll/Accountant

**(ROLL CALL – ITEMS VIII.A. through VIII.D.)**

**IX. POLICY AND REGULATIONS**

- **Report – David Dugan**

**(ACTION) It is recommended that Item IX.A. be moved upon the recommendation of the Superintendent.**

B. Policy and Regulations First Reading		
Policy/Regulation	Title	Discussion
P 7510	Use of School Facilities (M)	Revised
R 7510	Use of School Facilities (M)	Revised

**(ROLL CALL – ITEM IX.A.)**

**X. EDUCATION**

- **Report – Bob Maider**

**(ACTION) It is recommended that Items X.A. through X.H. 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
CPR Instruction Training Princeton, NJ	Nicole Bonaduce 20-270-200-500-02-649	12/5/23	\$350.00	\$0	\$0	\$31.86	\$381.86
NJASBO Workshop Academy - Board Basics for Newer SBA's Robbinsville, NJ	Sally Dolan 11-000-251-580-01-585	12/5/23	\$50.00	\$0	\$0	\$31.49	\$81.49
Beyond Decoding Somerset, NJ	Amy Garner 20-488-200-500-02-00	12/1/23	\$225.93	\$0	\$0	\$0	\$225.93
Transfer Your Kid's Literacy Skills Virtual	Lauren Knoke 20-488-200-500-02-00	10/26/23	\$150.00	\$0	\$0	\$0	\$150.00
Hear Our Latest Thinking Virtual	Lauren Knoke 20-488-200-500-02-00	11/17/23	\$150.00	\$0	\$0	\$0	\$150.00
Fall 2023 Administrative Workshop Series Virtual	Erica Landesberg 20-270-200-500-02-649	11/28/23 12/5/23 12/12/23 12/19/23	\$250.00	\$0	\$0	\$0	\$250.00
NJIDA Fall Conference Somerset, NJ	Heather Lilly 20-488-200-500-02-00	12/1/23	\$225.93	\$0	\$0	\$0	\$225.93
Working With Families West Orange, NJ	Anthony Maiorano N/A	10/17/23	\$0	\$0	\$0	\$0	\$0
Pairing American Revolution Reading and Writing Units Virtual	Kristen Perrine 20-488-200-500-02-00	1/19/24	\$150.00	\$0	\$0	\$0	\$150.00
Dyslexia: Early Intervention Virtual	Amanda Roper 20-488-200-500-02-00	12/7/23	\$279.00	\$0	\$0	\$0	\$279.00
Strengthening Phonics Instruction Virtual	Amanda Roper 20-488-200-500-02-00	1/17/24	\$279.00	\$0	\$0	\$0	\$279.00
Designing Project Based Learning New York, NY	Candace Sharrow N/A	12/13/23- 12/14/23	\$0	\$0	\$0	\$0	\$0
Strengthen Your Students Math Skills Virtual	Kathleen Schunk 20-488-200-500-02-00	12/1/23	\$279.00	\$0	\$0	\$0	\$279.00

B. Approval of Fundraiser/Service Project				
School	Group	Event Coordinator	Dates	Purpose
BCMS	Student Council	Nicole Kepner	10/23/23-10/31/23	The Student Council is requesting to host a Halloween Dance for all students. Tickets, concessions, raffle tickets and goody bags will be sold. All proceeds will support future Student Council events and activities.

C. Approval of Revision of Contracted Service						
Vendor	Account Number	Student ID #	FROM: Rate Per Hour	TO: Rate Per Hour	Dates	Discussion
Carnegie Healthcare Hamilton, NJ	11-000-219-320-03-181-340	7930912675	\$35 LPN - Shared \$45 RN - Shared \$60 LPN - Not Shared \$70 RN - Not Shared	\$45 LPN - Shared \$45 RN - Shared \$58 LPN - Not Shared \$60 RN - Not Shared \$60 LPN - Field Trips/ Misc/1:1 \$70 RN Field Trips/ Misc/1:1	7/1/23-6/30/24	Bus Nurse

**D. Approval of 2023-2024 School Field Trips**

- [Attachment 1](#)

E. Approval of Service Agreement				
Vendor	Account Number	Cost	Dates	Discussion
Therapy Source Staff Solutions Plymouth Meeting, PA	11-000-219-320-03-181-340	\$294,300 (not to exceed)	9/6/23-6/30/24	Contracted Staffing

F. Approval of Revision of Service Agreement				
Vendor	Account Number	FROM: Dates	TO: Dates	Discussion
The Uncommon Thread Sterling, NJ	11-000-219-320-03-181-340	10/2/23-1/26/24	9/26/23-1/26/24	MLR for BCBA

G. Approval of Revision of Out of District Program							
Program/ Location	Account Number	Student ID #	ESY		SY		Total Cost
			FROM: Tuition	TO: Tuition	FROM: Tuition	TO: Tuition	
Center for Educational Advancement School at South Hunterdon Flemington, NJ	11-000-100-566-03-109-000	4212290701	\$11,987.36	\$13,350.96	\$77,061.60	\$85,827.60	\$99,178.56

H. Approval of Contracted Services					
Program/Location	Account	Student ID #	Rate per hour	Dates	Discussion
Bayada Home Health Care Somerset, NJ	11-000-219-320-03- 181-340	7087080485	\$50.00 - LPN \$60.00 - RN (not to exceed \$86,400.00)	9/15/23- 6/30/24	Bus Nurse
LearnWell/High Focus Centers Branchburg, NJ	11-150-100-320-03- 069-SHS	3730401719	\$74.48	10/26/23	Homebound Contracted Instruction. Not to exceed 5 hours per week.

**(ROLL CALL - ITEMS X.A. through X.H.)**

**XI. HUMAN RESOURCES**

- **Report** – Charlie Tuma

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

**A. Approval of University Partnership**

- It is recommended that the Board of Education approve the partnership between Branchburg Township School District and Felician University effective October 20, 2023. The Felician University partnership is free to join and will allow any employee of Branchburg School District a discounted tuition rate at \$695 per credit hour for a full master’s degree program and \$750 per course for a certification/endorsement only program.
- Any tuition reimbursement shall comply with N.J.S.A. 18A:6-8.5 and the collective bargaining agreement.

B. Approval of Personnel							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
John Csatlós (subject to delivery of documents)	11-000-251-100- 01-531	Treasurer	District	N/A	\$7,000	11/1/23- 6/30/24	N/A
Sharon Kechula (subject to delivery of documents)	11-000-270-160- 01-462	Bus Aide	Transportation	N/A	\$18.63 per hour (not to exceed 4.75 hours per day)	10/25/23- 6/30/24	Current vacancy
Elizabeth Meyer	11-130-100-101- 01-021-020	MLR - Language Arts Teacher (no tenure accrual)	BCMS	1/BA	\$61,329	1/2/24- 2/14/24	MLR for employee #6054
Frank Richardson (subject to delivery of documents)	11-130-100-101- 01-021-020	MLR - Language Arts Teacher (no tenure accrual)	BCMS	1/BA	\$61,329	10/30/23- 12/22/23	MLR for employee #6054

<b>C. Approval of 2023-2024 Transfer</b>			
<b>Name</b>	<b>From</b>	<b>To</b>	<b>Dates</b>
Danielle Stahl	Bus Aide 11-000-270-160-01-462 \$18.63 per hour	Bus Driver 11-000-270-160-01-462 Step 1, Rate: \$32.90	11/1/23-6/30/24

<b>D. Approval of Revision of Extra Duty Pay</b>					
<b>Name</b>	<b>From Account #</b>	<b>To Account #</b>	<b>Position</b>	<b>Rate</b>	<b>Dates</b>
Ludmila Battista Melissa Cocivera-Omelio Madison Hill	20-487-100-100-00-000	20-490-100-100-01-000	Power Pack	\$41 per hour (not to exceed \$3,690 total)	9/8/23- 6/30/24
Zachariah Miracle	20-487-100-100-00-000	20-490-100-100-01-000	Study Skills	\$41 per hour (not to exceed 65 hours)	9/8/23- 6/30/24
Nathan Fehnel Zachariah Miracle Sonia Pereira	20-487-100-100-00-000	20-490-100-100-01-000	Guided Study	\$41 per hour (not to exceed \$5,000 total)	9/8/23- 6/30/24

<b>E. Approval of Retirement</b>				
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Christine Fawcett	11-000-270-160-01-462	Bus Driver	Transportation	11/10/23

<b>F. Approval of Leave</b>				
<b>Employee #</b>	<b>Account Number</b>	<b>Type of Leave</b>	<b>Dates</b>	<b>Discussion</b>
5665	11-230-100-101-01-072-090	Paid Sick Leave	11/13/23-12/22/23	Estimated date of return is 1/1/24
5433	11-000-270-160-01-462	Paid Sick Leave	10/5/23-10/24/23	Estimated date of return is 10/25/23

<b>G. Approval of Revision of Personnel</b>		
<b>Name</b>	<b>From</b>	<b>To</b>
Jill Liedtka	Assistant School Business Administrator	Payroll/Accountant

<b>H. Approval of Stipends</b>			
<b>Name</b>	<b>Account Number</b>	<b>Position</b>	<b>Stipend</b>
Jennifer Anderson	11-000-219-104-01-159-999	ESSER Grant Coordinator	\$5,000
Jennifer Anderson	11-000-221-102-01-207-999	ESY Reconfiguration	\$2,500

I. Approval of Revision of Leave			
Employee #	Account Number	From	To
4925	11-000-270-161-01-470	Paid Sick Leave 9/13/23-10/9/23	Paid Sick Leave 9/13/23-10/31/23

J. Approval of 2023–2024 Non-Athletic Stipend				
Name	Account Number	Position	Stipend	Dates
Kristyn Perello	11-401-100-101-01-078-020	Yearbook	\$2,758	10/20/23-6/30/24

K. Approval of 2023–2024 Title IV Clubs					
Name	Account	Location	Club	Dates	Rate
Cassandra Mazzucca	20-280-100-101-02-659	WES	LEGO League	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Jennifer. Racine	20-280-100-101-02-659	WES	STEM Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Jennifer. Racine	20-280-100-101-02-659	WES	Drawing	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Cassandra Mazzucca	20-280-100-101-02-659	WES	Coding (K)	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Cassandra Mazzucca	20-280-100-101-02-659	WES	Coding (2-3)	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Emily Lloyd	20-280-100-101-02-659	WES	LEGO and Games Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Cory Hanna	20-280-100-101-02-659	WES	Sports Club (2 groups)	10/20/23-6/30/24	\$41 per hour (not to exceed \$615.00)
Elizabeth Janiec	20-280-100-101-02-659	WES	STEM Package Design	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Tara Forsyth	20-280-100-101-02-659	WES	Board Games	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Elizabeth Janiec	20-280-100-101-02-659	WES	Reader’s Theater	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Cristina Pernini	20-280-100-101-02-659	WES	Fun Play Activities: Knex, Legos, and Beyond	10/20/23-6/30/24	\$41 per hour (not to exceed \$184.50)
Cristina Pernini	20-280-100-101-02-659	WES	Math Practice Games	10/20/23-6/30/24	\$41 per hour (not to exceed \$184.50)
Amy Roman	20-280-100-101-02-659	WES	Scrapbooking	10/20/23-6/30/24	\$41 per hour (not to exceed \$307.50)
Darlene Binko Ruth.Pluyers Katie O’Shea Giulia LoPiccolo-Stewart	20-280-100-101-02-659	WES	Dance	10/20/23-6/30/24	\$41 per hour (not to exceed total of \$615.00)



Brad Moor Lauren Bockus	20-280-100-101-02-659	WES	Seeds to Salad	10/20/23-6/30/24	\$41 per hour (not to exceed total of \$662)
Meghan. Russo	20-280-100-101-02-659	BCMS	Ceramics (2 groups)	10/20/23-6/30/24	\$41 per hour (not to exceed \$1,230.00)
Liana Nemiroff	20-280-100-101-02-659	BCMS	Photography	10/20/23-6/30/24	\$41 per hour (not to exceed \$492.00)
Sonia. Pereira	20-280-100-101-02-659	BCMS	Board/Card Games	10/20/23-6/30/24	\$41 per hour (not to exceed \$410.00)
Zachary Miracle	20-280-100-101-02-659	BCMS	Trivia Games	10/20/23-6/30/24	\$41 per hour (not to exceed \$615.00)
Alyssa Riva	20-280-100-101-02-659	BCMS	Walking Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$615.00)

<b>L. Approval of 2023–2024 Clubs</b>					
<b>Name</b>	<b>Account</b>	<b>Location</b>	<b>Club</b>	<b>Dates</b>	<b>Rate</b>
Ludmilla Battista	11-401-100-101-01-078-060	SBS	Reader’s Theater	10/20/23-6/30/24	\$41 per hour (not to exceed \$328.00)
Nicole Orzel	11-401-100-101-01-078-060	SBS	Friendship Bracelets	10/20/23-6/30/24	\$41 per hour (not to exceed \$328.00)
Madison Hill	11-401-100-101-01-078-060	SBS	Passport Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$984.00)
Danielle Puzzo	11-401-100-101-01-078-060	SBS	Garden Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$246.00)
Matthew Zimmerman	11-401-100-101-01-078-060	SBS	Meditation and Digital Design	10/20/23-6/30/24	\$41 per hour (not to exceed \$410.00)
Ludmilla Battista	11-401-100-101-01-078-060	SBS	Cursive Writing	10/20/23-6/30/24	\$41 per hour (not to exceed \$369.00)
Ludmilla Battista	11-401-100-101-01-078-060	SBS	Animal Scrapbooking	10/20/23-6/30/24	\$41 per hour (not to exceed \$328.00)
John Gottshalk	11-401-100-101-01-078-060	SBS	Geography	10/20/23-6/30/24	\$41 per hour (not to exceed \$492.00)
John Gottshalk	11-401-100-101-01-078-060	SBS	Baseball Club	10/20/23-6/30/24	\$41 per hour (not to exceed \$492.00)
Matthew Zimmerman	11-401-100-101-01-078-060	SBS	Fantasy Card Games	10/20/23-6/30/24	\$41 per hour (not to exceed \$410.00)

**(ROLL CALL – ITEMS XI.A. through XI.L.)**

**XII. BUSINESS**

- **Report – Terri Joyce**

**(ACTION) It is recommended that Items XII.A. through XII.G. 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 October 6, 2023 through October 19, 2023, totaling \$1,956,201.80, and ratify the Payroll for the period October 1, 2023 through October 13, 2023, totaling \$1,031,279.71.

**B. Secretary's Report**

The Report of the Secretary for September 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 September 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 September 2023.

**D. Line Item Transfers**

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

**E. Monthly Transfer Report**

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

**F. Approval of Donation from the School District of the Chathams**

It is recommended that the Board approve acceptance of a donation of 20 student desks from the School District of the Chathams, with thanks for their generosity.

**G. Approval of Comprehensive Maintenance Plan for 2022-2023 through 2024-2025**

It is recommended that the Board approve the Comprehensive Maintenance Plan and Form M-1 for 2022-2023 through 2024-2025.

**(ROLL CALL - ITEMS XII.A. through XII.G.)**

**XIII. PUBLIC COMMENT**

**XIV. BOARD LIAISON REPORTS**

<b>Group</b>	<b>Representative</b>
Somerville Liaison/Board Member	Kristen Fabriczi
Parent Teachers Organization	Bindu Shah
Somerset County Educational Services Commission	Vince Carpentier
N.J.S.B.A./S.C.S.B.A Representative	David Dugan
Branchburg Township Liaison	Terri Joyce
Branchburg Education Foundation	Puja Desai
Branchburg SEPAG - Special Education Parents Advisory Group	Terri Joyce

**XV. EXECUTIVE SESSION**

**XVI. ADJOURNMENT**