

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

October 19, 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. Carpentier, and carried unanimously, the Board agreed to convene to public session at 7:08 p.m.

The meeting was called to order at 7:08 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, David Dugan, Theresa Joyce, Robert Maider, Bindu Shah and Charles Tuma.

The following members were absent: Ms. Desai, Ms. Fabriczi and Ms. Noto.

Also present were: Superintendent of Schools Dr. Karen Chase and Business Administrator/Board Secretary Sally Dolan, and Director of Educational Programs, Student Services, and Curriculum Jennifer Anderson.

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

**III. CALL TO EXECUTIVE SESSION**

On a motion by Ms. Shah, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to convene to Executive Session at 7:08 p.m. to discuss Personnel, Student Matters, Contracts and Legal Issues.

On a motion by Ms. Shah, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to adjourn Executive Session at 7:30 p.m.

On a motion by Ms. Shah, seconded by Mr. Carpentier, and carried unanimously, the Board agreed to open Public Session at 7:35 p.m.

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

**V.** Statement of Adequate Notice

**VI. SUPERINTENDENT'S REPORT**

Ms. Jennifer Anderson gave a presentation on the 2022/2023 District Assessment Results:Spring Administration.

Dr. Chase spoke about the various clubs listed on the agenda.

**VII. PUBLIC COMMENT**

There was no public comment.

**VIII. GOVERNANCE**

Motion by Ms. Shah, seconded by Ms. Joyce 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 Mr. Maider abstaining on Item VIII.A.

There was no Governance Committee report.

**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

**IX. POLICY**

Motion by Ms. Shah, seconded by Ms. Joyce 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. Dugan discussed the Policy and Regulations listed on the agenda as Item IX.A.

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

## X. EDUCATION

Motion by Ms. Shah, seconded by Ms. Joyce 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.

Mr. Maider spoke about the various clubs at each of the schools.

Mr. Maider informed the Board of three new enrollments in the district.

### 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

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/ Exp.	Tolls/Parking/ Mileage	Total
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.

## XI. HUMAN RESOURCES

Motion by Ms. Shah, seconded by Ms. Joyce that Items XI.A. through XI.L., be moved upon the recommendation of the Superintendent.

On call of the vote, Items XI.A. through XI.L., were unanimously approved by Roll Call, with Mr. Tuma "nay" on Item XI.H.

Mr. Tuma said the Human Resources Committee met on October 12, 2023, and discussed the following:

- The items listed on the agenda;
- Item XI.A. on the agenda and
- Item XI.H. on the agenda.

### 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>B. Approval of Personnel</b>							
Name	Account Number	Position	Location	Step/Level	Salary/Rate	Dates	Discussion
John Csatlos (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>			
Name	From	To	Dates
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>					
Name	From Account #	To Account #	Position	Rate	Dates
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>				
Name	Account Number	Position	Location	Effective Date
Christine Fawcett	11-000-270-160-01-462	Bus Driver	Transportation	11/10/23

<b>F. Approval of Leave</b>				
Employee #	Account Number	Type of Leave	Dates	Discussion
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

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

H. Approval of Stipends			
Name	Account Number	Position	Stipend
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 Pluymers 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)

#### L. Approval of 2023-2024 Clubs

Name	Account	Location	Club	Dates	Rate
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)

## XII. BUSINESS

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

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

There was no Business Committee report.

### 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.

**XIII. PUBLIC COMMENT**

Mr. Michael Blaustein, Cedar Grove Road, and current substitute bus driver for the district, spoke to the Board about being proactive and start to integrate drivers in anticipation of the high density housing being filled.

Ms. Jodi Harwood, teacher at Whiton Elementary School, said the staff at Whiton Elementary School misses having a Vice Principal. The staff is asking if the Board can possibly look into this in order to share some of the administrative burden, and address the needs of the school.

Ms. Harwood also thanked the PTO for having a Magician come to the school this year.

**XIV. BOARD LIAISON REPORTS**

Ms. Shah spoke about the following PTO items:

- The PTO wanted to thank everyone for their support of the first two fundraisers;
- Another Spirit Wear sale is being worked on for the holidays;
- The second Annual Trunk or Treat will be held on October 27, 2023 at 6:30 p.m.;
- Be on the lookout for information on collection boxes for the Thanksgiving Thoughtfulness Food Drive starting in early November;
- Holiday Happiness will begin later in November;
- The PTO is looking for volunteers to help at events; and
- The PTO is planning a general meeting before the holidays.

Ms. Joyce said, with regard to the Special Education Parents Advisory Group (SEPAG), she watched the town hall meeting that she missed, and would encourage all parents to view the meeting.

Mr. Carpentier thanked Ms. Gooding for all her hard work.

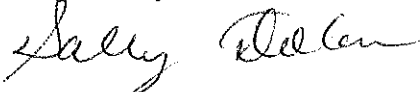
**XV. EXECUTIVE SESSION**

There was no second Executive Session.

**XVI. ADJOURNMENT**

On a motion by Ms. Shah, seconded by Ms. Joyce, and carried unanimously, the Board agreed to adjourn at 8:40 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Sally Dolan".

Sally Dolan  
School Business Administrator/Board Secretary

Stony Brook Elementary School - Field Trips - 2023-2024				
Trip	Coordinator	Grade	Purpose	Tentative (T) or Scheduled (S)
ShopRite, Branchburg, NJ	Emma Ryan	3-5	Practice of cleaning and cooking skills	S
Doyle's Farm, Neshanic Station, NJ	Emma Ryan	3-5	Practice safety skills in the community	S