

Branchburg Township School District
**ANNUAL ORGANIZATIONAL/
REGULAR ACTION MEETING MINUTES**

January 3, 2023
Board of Education Conference Room
Public Meeting – 7:00 p.m.
Executive Session

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Interim Business Administrator/Board Secretary, Debe Besold, 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: Puja Desai, David Dugan, Kristen Fabriczi, Theresa Joyce, Robert Maider, Carmela Noto, Bindu Shah and Charles Tuma.

The following member was absent: Vincent Carpentier

Also present was: Superintendent of Schools Dr. Karen Chase (Executive Session only - virtual).

III. The assembly saluted the flag.

IV. ELECTION RESULTS

A. At the Annual School Election, the following three (3) members were elected for 3-year terms, and one (1) member was elected for a 1-year term as outlined in Attachment IV.A.

Puja Desai.....	3,286
David M. Dugan.....	3,470
Bindu Shah	3,669
 Charles Tuma.....	 3,180 (One Year Term)

Mrs. Besold conducted the swearing in of the new members.

I, Puja Desai, David Dugan, Bindu Shah and Charles Tuma, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. (Optional) So help me God.

I, Puja Desai, David Dugan, Bindu Shah and Charles Tuma, do solemnly swear that I possess the qualifications prescribed by law for the office of member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4.1, and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability. (Optional) So help me God.

V. ROLL CALL

Code of Ethics

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

VI. ORGANIZATION BUSINESS

A. Elections

1. President

Mrs. Besold asked for nominations for the position of Board President. Mrs. Joyce nominated Mr. Carpentier. Nomination was motioned by Mr. Maider, seconded by Mrs. Noto.

On a call of the vote, Mr. Carpentier was unanimously elected Board President.

2. Vice President

Mrs. Besold asked for nominations for the position of Board Vice President. Mrs. Fabriczi nominated Mrs. Joyce. Nomination was motioned by Mr. Maider, seconded by Mrs. Noto.

On a call of the vote, Mrs. Joyce was unanimously elected Board Vice President.

Mrs. Besold turned the gavel and the meeting over to Mrs. Joyce.

3. Somerville Board of Education

Mrs. Joyce asked for nominations for a representative to the Somerville Board of Education. Mrs. Noto nominated Mrs. Fabriczi. Nomination was motioned by Mr. Maider seconded by Mrs. Noto.

On a call of the vote, Mrs. Fabriczi was unanimously elected as the representative.

B. Annual Appointments/Designations

Motion by Mrs. Fabriczi, seconded by Mr. Maider that Items VI.B.1. through VI.B.6. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.B.1. through VI.B.6. were unanimously approved by Roll Call vote, with Mr. Tuma abstaining on VI.B.5.

1. Official Newspaper **Courier-News**

It is recommended that the Courier-News be designated as the official newspaper for the 2023 calendar year.

2. Depository of Funds **TD Bank**

It is recommended that the TD Bank be designated as the official depository of school funds for the 2023 calendar year.

3. Investments

It is recommended that the Business Administrator/Board Secretary be designated as the person responsible for investing school funds; that all banks insured by the Governmental Unit Deposit Protection Act and registered in the State of New Jersey; that the Business Administrator/Board Secretary is authorized to invest school funds in any legal investment permitted for New Jersey local school districts; and that the Business Administrator is hereby authorized to wire transfer funds between approved depositories for investment purposes.

4. Designated Signatories

It is recommended that the following persons be authorized to sign checks and warrants on accounts as listed and that the use of facsimile signatures on all accounts be authorized and further, that the Business Administrator be designated as an alternate signatory on all accounts in the event of absence of the primary signatories.

- a. Operating Account No. 7856696922: (Board President or Vice President) and Superintendent and Business Administrator.
- b. Payroll Account No. 7856696955: Superintendent and Business Administrator.
- c. Payroll Agency Account No. 7856696831: Superintendent and Business Administrator.
- d. Branchburg Central Middle School Petty Cash Account No. 7856886614: Principal and Principal's Secretary (or Business Administrator).
- e. Branchburg Central Middle School Student Activity Account No. 7856886622: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- f. Stony Brook School Petty Cash Account No. 7856697128: Principal and Principal's Secretary (or Business Administrator).
- g. Stony Brook School Student Activity Account No. 7856697136: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- h. Whiton Elementary School Petty Cash Account No. 7856696963: Principal and Principal's Secretary (or Business Administrator).
- i. Whiton Elementary School Student Activity Account No. 7856886630: (Superintendent, Business Administrator, Assistant Business Administrator, Board President).
- J. Food Service Account No. 7856886473: Business Administrator and Superintendent.
- k. Board Office Petty Cash Account No. 7856886481: Business Administrator and Superintendent.
- l. Curriculum Department Petty Cash Account No. 7856697110: Director of Curriculum and Directors' Secretary (or Business Administrator).
- m. Department of Transportation Petty Cash Account No. 7857832799: Transportation Supervisor and Business Administrator's Secretary (or Business Administrator).

n. Summer Pay Account No. 7856886499: Superintendent and Business Administrator.

o. S.U.I. Account No. 7856886507: Business Administrator and Superintendent.

p. Cafeteria PayForIt Account No. 7863277195: Superintendent and Business Administrator.

q. Capital Reserve Account No. 7868262812: Superintendent and Business Administrator.

5. Annual Meeting Dates

It is recommended that the meeting dates shown on Board Item VI.B.5. be adopted.

6. Personnel

It is recommended that the following appointment be approved:

Public Agency
Compliance Officer.....Beverly Vlietstra

C. Annual Readoptions

Motion by Mrs. Fabriczi, seconded by Mr. Maider that Items VI.C.1. through VI.C.2. be moved upon the recommendation of the Superintendent.

On call of the vote, Items VI.C.1. through VI.C.2. were unanimously approved by Roll Call vote.

1. Policies and Regulations

It is recommended that the standing policies, rules, regulations, and job descriptions of the previous Board of Education be adopted.

2. Programs of Study

It is recommended that the current programs of study and related curricular offerings for Grades K-8, in accordance with the provisions of N.J.A.C. 6A:8, be approved.

VII. EXECUTIVE SESSION

On a motion by Mr. Maider, seconded by Mrs. Fabriczi, and carried unanimously, the Board agreed to convene to executive session at 7:13 p.m. to discuss Personnel, Student Matters, Contracts, and Legal Issues.

On a motion by Mrs. Noto, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn executive session at 7:40 p.m.

On a motion by Mrs. Fabriczi, seconded by Mr. Maider, and carried unanimously, the Board agreed to reconvene to public session at 7:42 p.m.

REGULAR BUSINESS MEETING

VIII. SUPERINTENDENT'S REPORT

There was no Superintendent's report.

IX. PUBLIC COMMENT

There was no public comment.

X. GOVERNANCE

Motion by Mrs. Noto, seconded by Mr. Maider that Items X.A. through X.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items X.A. through X.C. were unanimously approved by Roll Call, with Mr. Tuma abstaining on both Items X.A. and X.B.

Mrs. Joyce spoke about the following:

- There will be no Committee reports at this meeting because Committees have not met since the last Board meeting;
- She went over the committee procedures; and
- New liaison members will also be needed.

A. Approval of Minutes

It is recommended that the Board approve the Minutes of the Executive Session and Regular Meeting of December 15, 2022, and the Minutes of Executive Session and Special Meeting of December 22, 2022.

B. Approval of Harassment, Intimidation, and Bullying Report			
Building	Incident #	Date	Discussion
SBS	SBS 4 SSDS 003720	11/2/22	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
SBS	SBS 5 SSDS 005903	11/29/22	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 for student ID# 9833745956.
SBS	SBS 5 SSDS 005903	11/29/22	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 for student ID# 9476174317.
BCMS	BCMS 4	11/17/22	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

C. Approval of Job Descriptions

It is recommended that the Board approve the following job descriptions:

- Director of Educational Programs and Student Support Services
- Supervisor of Educational Programs
- Supervisor of Student Support Services

XI. POLICY

There was no Policy Committee report.

XII. EDUCATION

Motion by Mrs. Noto, seconded by Mr. Maider that Items XII.A. through XII.C. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XII.A. through XII.C. 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
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Teresa DoVale 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Victoria Gerry 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Patricia Maloney 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170

Conferences/Workshops (continued)	Employee/ Account Number	Date(s)	Registration Fee	Hotel	Meals/Exp.	Tolls/Parking/ Mileage	Total
Foreign Language Educators NJ Annual Conference New Brunswick, NJ	Esthela Solano 20-270-200-500-02-649	3/17/23	\$170	N/A	N/A	N/A	\$170
Restorative Practices in the Classroom Virtual	Matthew Barbosa 11-000-240-580-02- 000-020	1/19/23	\$279	N/A	N/A	N/A	\$279
What's New in Young Adult Literature Long Branch, NJ	Wendy Michels 20-270-200-500-02-649	3/7/23	\$279	N/A	N/A	N/A	\$279

B. Approval of Field Trip

Trip	Coordinator	Grade	Purpose
NJ Association of Student Councils Winter Conference Ewing, NJ	Wendy Michels	6-8	Meeting helps build enthusiasm within students for improving leadership programs in their schools.

C. 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 \$54,843.75)	1/9/23-6/16/23	Autism program contracted aide.

XIII. HUMAN RESOURCES

Motion by Mrs. Fabriczi, seconded by Mr. Maider that Items XIII.A. through XIII.G., be moved upon the recommendation of the Superintendent.

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

There was no Human Resources Committee report.

A. Approval of Personnel

Name	Account Number	Position	Step/Level	Salary*	Dates	Discussion
David Caruso	11-213-100-101- 01-057-020	MLR Special Education Teacher (no tenure accrual)	12/BA	\$67,495 (prorated)	1/4/23- 4/6/23	MLR for Employee #5543
Margaret Harrington (subject to delivery of documents)	11-213-100-101- 01-057-060	MLR Instructional Support Teacher (no tenure accrual)	10/150	\$68,095 (prorated)	1/6/23- 6/8/23	MLR for Employee #5723
Bradley Harris (subject to delivery of documents)	11-000-219-104-01-165- 340	School Psychologist	21/212	\$84,770 (prorated)	3/4/23- 6/30/23	Replacing Amy McLaughlin

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

B. Approval of Additional Home Instruction Teacher					
Name	Account Number	Position	Hourly Rate	Dates	Discussion
Lisbeth Korzoun	11-150-100-101-03-066 (020, 060, 090)	Home Instruction Teacher	\$45 per hour	1/4/23-6/30/23	As needed

C. Approval of Substitutes			
Name	Position	Rate	Dates
Nicole Deley (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	1/4/23-6/30/23
Robert Lombardi (subject to delivery of documents)	Substitute Teacher/Substitute Instructional Aide	\$110/\$100 per day	1/4/23-6/30/23

D. Approval of Additional Hours				
Name	Account Number	Hourly Rate *	Dates	Discussion
Laurie Gorman	11-000-240-105-01-336-020	\$28.54 per hour (not to exceed 3 hours per day)	1/4/23-1/31/23	Temporary additional duties related to BCMS office needs

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

E. Approval of Leave			
Employee #	Account Number	Type of Leave	Dates
5049	11-230-100-101-01-072-090	Paid Sick Leave	1/12/23-2/13/23

F. Approval of Revision of Leave			
Employee #	Account Number	From	To
5543	11-213-100-101-01-057-020	Paid Maternity/Disability Leave of Absence: 11/14/22-1/13/23 Personal Days: 1/17/23-1/19/23 NJ Family Leave Act/FMLA: 1/20/23-3/31/23	Paid Maternity/Disability Leave of Absence: 11/14/22-1/20/23 Personal Days: 1/23/23-1/25/23 NJ Family Leave Act/FMLA: 1/26/23-4/6/23 Date of Return: 4/17/23

G. Approval of Non-Athletic Stipend			
Name	Account	Positon	Stipend*
Meghan Russo	11-401-100-101-01-078-020	Scenic Director	\$2,204

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

XIV. BUSINESS

Motion by Mrs. Fabriczi, seconded by Mr. Maider that Items XIV.A. through XIV.E. be moved upon the recommendation of the Superintendent.

On call of the vote, Items XIV.A. through XIV.E. were unanimously approved by Roll Call, with Mrs. Desai, Mr. Dugan and Mrs. Shah abstaining Item XIV.A. and Mr. Tuma "Nay" on Item XIV.E.

A. Bill List

It is recommended that the Board approve the List of Bills for the period December 16, 2022 through December 22, 2022, totaling \$166,673.34, and ratify the Payroll for the period December 16, 2022 through December 31, 2022, totaling \$965,582.32.

B. Approval of ROD Grant Applications - Branchburg Central Middle School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Branchburg Central Middle School:

1. Front Wing Roof Replacement
2. Security Bollard Installation
3. Entry Driveway & Parking Milling and Paving
4. Boiler Replacement
5. Mechanical Replacements and Upgrades

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Branchburg Central Middle School:

1. Front Wing Roof Replacement
2. Security Bollard Installation
3. Entry Driveway & Parking Milling and Paving
4. Boiler Replacement
5. Mechanical Replacements and Upgrades

C. Approval of ROD Grant Applications - Whiton Elementary School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Whiton Elementary School:

1. Mechanical Replacements and Upgrades

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Whiton Elementary School:

1. Mechanical Replacements and Upgrades

D. Approval of ROD Grant Applications - Stony Brook Elementary School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Stony Brook Elementary School:

1. Security Bollard Installation
2. Playground Replacement

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Stony Brook Elementary School:

1. Security Bollard Installation
2. Playground Replacement

E. Approval of ROD Grant Applications - Old York School Projects

It is recommended that the Board approve, upon the recommendation of the Superintendent, the submission of the project application for a ROD Grant to the New Jersey Department of Education for the following projects at Old York School:

1. Boiler and Controls Replacement
2. Transportation Building Sanitary Sewer Relocation/Remediation

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the following projects at Old York School:

1. Boiler and Controls Replacement
2. Transportation Building Sanitary Sewer Relocation/Remediation

XV. PUBLIC COMMENT

There was no public comment.

XVI. EXECUTIVE SESSION

There was no Executive Session.

XVII. ADJOURNMENT

On a motion by Mrs. Noto, seconded by Mr. Maider, and carried unanimously, the Board agreed to adjourn at 7:55 p.m.

Respectfully Submitted,



Debe Besold
Interim School Business Administrator