

NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION  
Board Minutes  
Wednesday, November 17, 2021  
Linwood Campus - 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Board President, Ms. Gonzalez, called the Regular Public Meeting of North Brunswick Board of Education to order at 7:00 p.m. The meeting was held at the Board Office, Linwood Campus. This meeting of the North Brunswick Township Board of Education is being recorded and broadcast via YouTube.

On a Roll call, the following members were present: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth and Ms. Gonzalez.  
Absent: Mr. Brooks.

Present: Acting Superintendent, Ms. Ciarrocca, Assistant Superintendent, Ms. Rumbo, Business Administrator/Board Secretary, Ms. Hock, Board Attorney, Ms. Blackburn.

4. Board President's Statement:  
The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies, at which any business affecting their interests is discussed or acted upon. In accordance with the Open Public Meetings Law, the public notice of this meeting, which included the time, date, and location was distributed by 3:00 p.m. on Wednesday, May 26, 2021 in the following manner:
  - a. Posted on the Bulletin Board reserved announcements in the Board Office, Old Georges Road, North Brunswick.
  - b. Mailed to the Home News Tribune, Sentinel, and the Clerk of the Township Of North Brunswick.
  - c. Delivered to the nine (9) duly elected board members.

5. **PRESENTATIONS:**

1. Mr. Petela, Judd School Principal introduced Ms. Elizabeth Perryman, Judd School Music Teacher, and the school choir. Ms. Perryman led the singers in performing three songs, Hot Chocolate, America, and 50 Nifty.
2. Mercy Chang, Director of Accountability and Special Programs presented an overview of the local and state Fall Assessments, Start Strong and Linkt Benchmark Form A (Attachment). Ms. Chang noted that students had not been administered high stakes standardized assessments in nearly two years. The Start Strong Assessment was a multiple-choice test with no writing prompts. It assessed prior year standards and was intended to be used as a tool for adjusting instruction upon return to school after 14 months of disrupted learning. The assessment results indicated that learning loss was evident, however, Ms. Chang and school administrators and supervisors are collaborating to develop action plans to support students and their learning needs. The proposed action plans will be presented at the December 2021 Curriculum Committee. The Linkit Form A Benchmark assessment results will also assist staff with the information necessary

for making adjustments to curriculum and pacing calendars based on areas students excelled and areas of challenge.

6. **Meeting Minutes:**

A motion was made by Mr. Duran Harris and seconded by Mr. Brockman to approve the following Board Minutes:

Conference/Regular Public Meeting - October 27, 2021

Executive Meeting- October 27, 2021

The results of the motion were:

Aye: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth and Ms. Gonzalez.

Nay: None

Absent: Mr. Brooks.

7. **Communications:** None

8. **Reports:**

Old Business: None

New Business: None

Administrative Report by Ms. Ciarrocca:

- Good evening to all of our viewers and families here tonight. It was a pleasure to have our students and their families here from Judd School with Ms. Perryman to sing for us.
- Congratulations to our Board of Education members who were reelected on Election Day on Tuesday, November 2: David Brockman, Pargi Patel, and congratulations to our newly elected member, Steven Wen, who will be sworn in during our reorganization meeting in early January.
- The NBTHS Raiders Football Team is heading to the State Finals! Congratulations to Coach Cipot, his coaching team, and to all of our players on this accomplishment. They will play Hillsborough Raiders at Hillsborough High School on Friday, November 19th at 7:00 pm. We hope to see many of you there supporting the Raiders.
- Our district is sponsoring a COVID Vaccination clinic in collaboration with Walmart this afternoon at NBTMS for students ages 5-11 who are now eligible for the COVID-19 vaccine. All of today's slots filled up quickly but we will be offering future clinics and parents are always able to make appointments to have their child vaccinated through their pediatrician or at a local pharmacy at no cost. Remember, fully vaccinated students do not have to quarantine following travel or if identified as a close contact of a COVID positive case.
- The District's Winter Concerts will be held in the High School Auditorium at 6:30 with the exception of the Middle School on the following dates:
  - December 9th - NBTHS
  - December 13th - NBTMS @ Middle School
  - December 14th - Parsons
  - December 16th - John Adams
  - December 17th - Livingston Park
  - December 20th - Judd

- December 21th - Linwood
- All schools and Board Offices will be closed Thursday, November 25th and Friday, November 26th for Thanksgiving. Don't forget that schools close for a half day on Wednesday, November 24. After this year of COVID, we are even more thankful to have all of our students and staff back in our buildings, and we wish all of our district families a safe and healthy Thanksgiving holiday.

Student Reports:

- Report read by SGO President, Javian Rojas and SGO Representative, Gerard Monteiro.
- The Robotix Team sponsored a successful Raider Eruption on Saturday, November 6th.
- SGO held its Powder Puff Football Game on Tuesday, November 8th. It was a gorgeous night for football and our seniors took home the championship.
- The Alchemist Theater Company put on a successful run of their show The Real Inspector Hound on Thursday, November 11th, and Friday, November 12th.
- SGO will be holding the annual Mr. NBTHS contest on Friday, December 3rd. The gentlemen have been honing their talents. We are excited to see them show off to take the title and win their tuxedo for prom. (\*\*\*)this date may change to December 3rd based on the success of the football team in their game this weekend)
- Both our Junior and Senior classes are excited about planning their year-end events and have put our prom theme surveys on their grade level google classroom.

Committee Reports:

Community Relations-

- Committee met on November 10, 2021.
- No Report

Student Services Committee-

- Committee met on November 10, 2021.
- No Report

Curriculum Committee-

- Committee met on November 10, 2021.
- No Report

Negotiations Committee - Did not meet.

Policy & Legislation Committee-

- Committee met on November 8, 2021.

Business Operations Committee-

- Committee met on November 15, 2021.
- Mr. Liguori chaired the meeting.
- Linwood Campus
  - ECC Playground Update - still delayed, as is signage.
- NBTHS
  - Auxiliary Gym Floor (mercury floor)
    - Updated proposal for square footage & prevailing wages motion to increase project from \$21,100 to \$23,950. On November agenda, p. 11, item 3B.
  - Roof - two sections: Will begin on November 22
  - Transformers and CHP and Gear Maintenance
  - Baseball Field Maintenance and Football/Soccer Turf Maintenance
- NBTMS
  - Solar PPA and Lease Agreement under review by Board Attorney - close to sign-off
- Facilities - Projects & Purchases: In progress

- District Radios - mid-December?
- Avigilon Cameras NBTHS & Linwood - items have shipped
- Avigilon Access Controls district-wide - mid-December? Already running cable.
- 4 trucks on order Ford 250 Trucks & Caps - two delivered, other 2 = mid-Dec.
- 2 John Deere Snow Gators, blades & spreaders - end of November
- Purchase an F-450 with a spreader with Lease Purchase Fund - ordered, TBD.
- Inspect and clean all (ex NBTMS) cafeteria kitchen equipment - in process. 2 elementary schools & NBTHS done. Establishing a list to prioritize.
- Phone Infrastructure
- Capital Asset Planning Program Software - Schneider
- DOE LRFP: USA Architects working on the plan for submission
- Elementary School HVAC Upgrade
  - Specifications are being developed
- Audits - On-going
- Maple Meade & Annex - consolidation - moving a few employees from Annex to Maple Meade. The Fire Marshal has ok'd the move since only a few employees.
- NEW (not discussed at the meeting) - Linwood boiler replacement = \$53k. On November agenda, p.11, item 3D.

Personnel Committee-

- Committee met on November 10, 2021.
- Ms. James chaired the meeting

9. A motion was made by Mr. Duran Harris and seconded by Ms. Toth approve the Administrative and Committee Reports.

The results of the motion were:

Aye: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth and Ms. Gonzalez.

Nay: None

Absent: Mr. Brooks.

10. Review of Agenda November 17, 2021

11. Public Session on Agenda Items Only: None

12. A motion was made by Mr. Duran Harris and seconded by Mr. Brockman to close the public portion of the agenda meeting.

The results of the motion were:

Aye: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth, and Ms. Gonzalez.

Nay: None

Absent: Mr. Brooks.

13. **Consent Agenda:**

A motion was made by Mr. Duran Harris and seconded by Mr. Brockman to approve the following consent agenda items: Personnel, Curriculum, Miscellaneous, Finance items 1 through 3, Policy and Transportation.

On Roll Call the results of the motion were:

Aye: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth and Ms. Gonzalez.

Nay: None

Absent: Mr. Brooks.

**PERSONNEL:**

**1. Action relative to personnel, for the 2021-2022 school year, as recommended by the Acting Superintendent of Schools:**

- a. amend the motion of September 29, 2021 approving a sixth-period teaching assignment for the following certified personnel through end of assignment (prorated):

Last Name, First Name	School	Subject	Stipend	Reason	FROM: Effective Date(s)	TO: Effective Date(s)
Pazdro, Lea	NBTHS	CP Geometry	\$8,334	Resignation: K. Murphy	August 30, 2021 through end of assignment	August 30, 2021 through November 26, 2021

- b. rescind the motion from October 27, 2021 approving the appointment of the following non-certified personnel:

Last Name, First Name	Position	Location	Hourly Rate/Annual Salary	Step	Stipend(s)	Effective Date	Reason
Whatley, Bria	Instructional Aide Preschool	District (LP)	\$14.71	G	Custodial \$1,494 Classroom Support \$494	November 18, 2021	New Position (PEA Grant Funded)

- c. accept the resignation of the following personnel:

Last Name, First Name	Position	School	Effective Date
Kelly, Jennifer	School Counselor	John Adams	December 27, 2021
Keuscher, Nicole	Accountant/Payroll	District	December 3, 2021
McCoy, Selina	Bus Driver	District	November 30, 2021
Urban, Fred	Assistant Wrestling Coach	NBTMS	October 29, 2021
Williams, Tyanna	Bus Aide	District	December 2, 2021

- d. approve the following leaves of absence, without pay, for the following personnel:  
(tentative dates)

<b>Employee I.D.</b>	<b>Effective Date(s)</b>	<b>Reason</b>
#8302	November 3, 2021 through December 17, 2021	LOA
#7892	November 10, 2021 through February 9, 2022	FMLA
#6188	November 16, 2021 through February 15, 2022	FMLA
#7873	December 3, 2021 through December 31, 2021	FMLA
#7628	November 15, 2021 through December 31, 2021	Intermittent FMLA

- e. approve the appointment of the following personnel (prorated) pending certification, state-mandated approval and background check:

1. Non-Certified staff not to exceed 8 hours:

<b>Last Name, First Name</b>	<b>Position</b>	<b>Location</b>	<b>Hourly Rate/Annual Salary</b>	<b>Step</b>	<b>Stipend(s)</b>	<b>Effective Date</b>	<b>Reason</b>
Bussanich, Gabriella	Instructional Aide	LP	\$15.14	I	Custodial \$1,494 Classroom Support \$494	December 1, 2021 or sooner to be determined by the Acting Superintendent	Resignation: M. Macko
Duncan, Paula	Bus Aide	District	\$13.17	G	Bus \$288	December 1, 2021	Resignation: C. Frattalone
Kowdlay, Anupama	Instructional Aide	NBTHS	\$15.14	I	\$2 Substitute Certificate stipend  Custodial \$1,494 Classroom Support \$494	December 1, 2021	Resignation: N. Romano
McKendrick, Joanna	Clerk/Typist (12 Month School Calendar)	District	\$45,339	O	N/A	December 17, 2021 or sooner to be determined by the Acting Superintendent	Restored Budget
Powers, Victoria	Instructional Aide	Parsons	\$15.14	I	Custodial \$1,494 Classroom Support \$494	December 1, 2021 or sooner to be determined by the Acting Superintendent	Resignation: K. Woodbury

Smith, Judith	Nurse/Clerk	NBTMS	\$45,106	D	\$8,037	January 17, 2021 or sooner to be determined by the Acting Superintendent	Reassignment: E. Shaffery III
Treadwell, Josh	Bus Aide	District	\$12.40	E	Bus \$288	December 1, 2021	Resignation: S. Higgins

f. approve the appointment of the following long-term substitutes at the rate of \$290.20 per day without benefits, if assignment exceeds 60 school days benefits will be offered: (tentative dates)

Last Name, First Name	Position	School	Effective Date(s)	Reason
Lewis, Shannon	Elementary Teacher	LP	November 29, 2021 through April 14, 2022	FMLA

g. approve the following substitutes, pending state-mandated approval and background check:

Last Name, First Name	Substitute	Effective Date
Begu, Basarta	Substitute Teacher	December 15, 2021 or sooner as determined by the Acting Superintendent
Mustacchi, Samuel	Substitute Teacher	December 15, 2021 or sooner as determined by the Acting Superintendent
Shaw, Sarah	Substitute Teacher	January 1, 2022 or sooner as determined by the Acting Superintendent
Zavolas, Alexandra	Substitute Teacher	December 15, 2021 or sooner as determined by the Acting Superintendent

h. approve the additional stipend for the following personnel (prorated):

Last Name, First Name	Position	Location	Stipend	Effective Date:
Carroll, David	Maintenance	District	Boiler License \$851	November 1, 2021
Sanders, Dwayne	Custodian - Evenings	Judd	Boiler License \$851	July 1, 2021

i. approve the appointment of the following volunteers:

Last Name, First Name	Position	School	Effective Date
Buchanan, Kyle	Theater Revue - Music Director	NBTHS	November 30, 2021 or sooner to be determined by the Acting Superintendent
Deluca, Carole	Volunteer	Livingston Park	November 30, 2021 or sooner to be determined by the Acting Superintendent
Loester, Eileen	Volunteer	John Adams	November 30, 2021 or sooner to be determined by the Acting Superintendent

Machalany, Ashley	Girls Basketball - Winter	NBTMS	November 18, 2021
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j. approve the following grade-level leader effective for the 2021-2022 school year (prorated):

Last Name, First Name	Position	Location	Stipend	Effective Date	Reason
Koehler, Kathryn	Special Subject Teachers (6)	Parsons	\$1,835	November 30, 2021	Resignation: M. Major

k. approve to convert the following absences to Worker's Compensation days:

Employee I.D.	Days	Dates
#4299	2	October 20, 2021 through October 21, 2021
#8114	1	October 28, 2021
#4065	5	October 28, 2021 through November 3, 2021

l. approve a sixth-period teaching assignment for the following certified personnel through end of assignment (tentative dates) prorated):

Last Name, First Name	School	Subject	Stipend	Reason	Effective Date(s)
Breheny, Edward	NBTHS	Physical Education	\$13,796	FMLA	October 18, 2021 through November 26, 2021
Joseph, Lori	NBTHS	CP Geometry	\$9,334	Resignation: K. Murphy	November 29, 2021 through end of assignment

m. approve the following contractual, reimbursable days (account # 11-000-291-290-77-10).

Last Name, First Name	Position	Location	Attachment
Kelly, Jennifer	School Counselor	John Adams	1

**CURRICULUM and INSTRUCTION:**

1. Approve the following actions relative to Curriculum and Instruction items for the 2021-2022 school year:

a. approve home instruction for the following student:

Student #	Placement	Effective Date
2240591	Home instruction	October 15, 2021 through December 23, 2021



2260864	Home instruction	November 8, 2021 through November 18, 2021
2355470	Home instruction	October 3, 2021 through November 30, 2021
2365589	Home instruction	October 28, 2021 through December 23, 2021
2440849	Home instruction	October 29, 2021 through November 30, 2021
2455670	Home instruction	November 2, 2021 through December 2, 2021
2565753	Home instruction	November 8, 2021 through November 19, 2021
25701120	Home instruction	September 29, 2021 through October 11, 2021
2590591	Home instruction	November 8, 2021 through November 19, 2021

- b. approve ESCNJ to provide additional Physical Therapy sessions to student #3495241, for the 2021-2022 school year not to exceed \$2,072.00
- c. approve BehaviorTherapy Associates to provide psychological services at a rate of \$1,820 per consultation/evaluation
- d. approve attendance for the following professional workshops:

<b>Last Name, First Name</b>	<b>Workshop Title</b>	<b>Registration</b>	<b>Dates</b>	<b>Travel Expenses</b>
Carroll, David	NJ GREEN EXPO, Atlantic City, NJ	\$310.00	12/7/2021 through 12/8/2021	\$245.50
Johnson, Fredrick	2021 Annual Conference Learning Forward, Virtual	\$438.00	12/6/2021 and 12/7/2021	
Knopf, Daniel	NJ GREEN EXPO, Atlantic City, NJ	\$310.00	12/7/2021 through 12/8/2021	\$245.50
Lanphear, Jeannine	Kean University Tech & Learning Leadership Summit, Union, NJ	\$0.00	11/12/2021	\$20.00
Mason, Isaiah C	2022 NJMEA State Conference, Atlantic City, NJ	\$180.00	2/24/2022 through 2/26/2022	\$402.50
Rumbo, Amy	2022 NJPSA/FEA/NJASCD Conference, Atlantic City, NJ	\$370.00	3/24/2022 through 3/25/2022	\$205.00
VanLangen, Patricia	NJPSA: Reducing Significant Disproportionality: Legal Requirements: Best Practices and the Connection to Diversity,	\$75.00	12/7/2021	

	Equity and Inclusion, Virtual			
Whalen, Diana	2022 NJPSA/FEA/NJASCD Conference, Atlantic City, NJ	\$370.00	3/24/2022 through 3/25/2022	\$60.00

- e. approve Apex Learning to provide unlimited enrollment subscription for Spanish, grades five and six, on digital curriculum and professional development for the 2021/2022 school year, not to exceed \$53,375.
- f. approve the contract with Qualtrics LLC, license renewal in the amount of \$19,000, effective December 31, 2021 through December 31, 2022.
- g. approve the 2022-2023 NJDOE Division of Early Childhood Services Annual Operational Plan and District Enrollment and Planning Workbook (PEA Grant/State Aid).
- h. approve the Memorandum of Understanding (MOU) between North Brunswick Township High School and Rutgers University Business Youth Program (RUBY) for the duration of the 2021-2022 school year. The program will be held virtually.

**MISCELLANEOUS:**

- 1. Approve the following Miscellaneous items for the 2021-2022 school year:
  - a. approve the Harassment, Intimidation, and Bullying Report for the month of November 2021.
  - b. approve the School Safety and Security Plan Annual Review Statement of Assurance; pursuant to N.J.A.C.6A:-5-1, the plans, policies and procedures of the School Safety and Security Plan have met the minimum requirements and were reviewed and updated as appropriate.

**FINANCE:**

- 1. Approve the following bill list dated November 17, 2021:

General Funds	\$3,214,928.02
Supplementary	\$8,764,240.99
Capital Projects	\$0.00

- 2. Approve the following financial reports:
  - a. Board Secretary’s and Treasurer’s Reports dated October 31, 2021 which are in agreement.
  - b. Budget Status Report dated October 31, 2021 which includes budget transfers and certifies that there has not been an over-expenditure of a budget line item.
  - c. Pursuant to N.J.A.C. 6A:23-2.10(c)3, that as of October 31, 2021 the members of the North Brunswick Township Board of Education, after reviewing the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certify that to the best of their knowledge no line item or account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.10(a), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

- d. Pursuant to N.J.A.C. 6A:23-2.10(c)4, that as of the members of the North Brunswick Township Board of Education, after review of the Board Secretary’s and Treasurer’s monthly reports, and upon consultation with the appropriate district officials, certify to the best of their knowledge that no major account or fund has been overextended in violation of N.J.A.C. 6A23-2.10(b).

3. Approve the following Finance Items for the 2021-2022 school year:

- a. approve the disposal of 110 student desks and chairs that are no longer in use due to the move to the Linwood School Grade 5 & Grade 6.
- b. approve the revision of proposal of the installation of an EPRO Geo-Vapor Barrier System at the NBTHS Auxiliary Gymnasium with Edgeboro International Inc, from not to exceed \$19,000, to not to exceed \$23,950.
- c. approve the contracted payment with Primepoint LLC for work associated with the 2021 Year End ACA Reporting Service in the amount of \$13,500.00.
- d. approve a proposal by Robert Griggs Plumbing & Heating. LLC to replace the boiler at Linwood School in the amount of \$53,850. Pricing per Hunterdon County Educational Services Commission contract #SER-20C.

**POLICY:**

1. **Approve the following Policy item for the 2020-2021 school year:**

- a. approve the first reading of the following Policies and Regulations:

<b>Policy/Regulation #</b>	<b>Title</b>
R 3221	Evaluation of Teachers (M)
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)
R 3224	Evaluation of Principals, Vice Principals and Assistant Principals (M)
P 2425	Emergency Virtual or Remote Instruction Program (M)
P & R 5751	Sexual Harassment of Students (M)

- b. approve the second and final reading of the following Policies and Regulations:

<b>Policy/Regulation #</b>	<b>Title</b>
P 3221	Evaluation of Teachers (M)
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)

P 3224	Evaluation of Principals, Vice Principals and Assistant Principals (M)
P 2467	Surrogate Parents & Resource Family Parents (M)
P & R 7432	Eye Protection
R 8420.10	Fire & Fire Drills

**TRANSPORTATION:**

**1. Approve the following Transportation items for the 2021-2022 school year:**

- a. approve the 2021 - 2022 To & From transportation route from Temporary to Permanent contracted through Somerset County Education Services Commission:

**From: Account # 11-000-270-514-53-60 (originally approved 9/29/2021)**

Route #	Destination	Student ID	Effective Date	Total Cost
Q2087	North Brunswick High School, Linwood School and Parsons Elementary School from Somerset	2290350 2755981 3095008	9/30/2021	\$65,929.50

**Change To: Account # 11-000-270-514-53-60**

Route #	Destination	Student ID	Effective Date	Total Cost
22215	North Brunswick High School from Somerset	2290350	11/15/2021	\$26,661.60

- b. approve the 2021 - 2022, To & From transportation route from Temporary to Permanent contracted through Somerset County Education Services Commission:

**From: Account # 11-000-270-514-52-60 (originally approved 9/29/2021)**

Route #	Destination	Student ID	Effective Date	Total Cost
Q-2111	Lakeview School	2906005	10/4/2021	\$63,197.40

**Change To: Account # 11-000-270-514-53-60**

Route #	Destination	Student ID	Effective Date	Total Cost
22206	Lakeview School	2906005	11/15/2021	\$58,974.30

**14. PUBLIC SESSION on Any Matter: No Audience**

**15. ADJOURNMENT:**

A motion was made by Ms. Keefe and seconded by Mr. Liguori that the meeting be adjourned at 8:00 p.m.

The results of the motion were:

Aye: Mr. Brockman, Mr. Duran Harris, Ms. James, Ms. Keefe, Mr. Liguori, Dr. Patel, Ms. Toth and Ms. Gonzalez.

Nay: None

Absent: Mr. Brooks.

A handwritten signature in black ink, appearing to be 'Rosa Hock', written in a cursive style.

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Rosa Hock, Business Administrator/Boa