

**SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS**  
**Monmouth Junction, New Jersey**

**A. APPROVAL - CONSENT AGENDA – April 25, 2016**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

**1.1 Approval of Expenditures** - That the warrant list dated April 25, 2016 as certified by the Business Administrator/Board Secretary be approved. It is further certified that there are no overexpenditures in the major accounts: Current Expense, Capital Outlay and Debt Service and that the monthly Financial Status Report indicates that sufficient funds are available to meet the district’s financial obligations for the 2015 – 2016 fiscal year (N.J.A.C. 6:20-2.13).

<b>Warrants dated:</b>	<b>April 25, 2016</b>	<b>\$1,627,252.15</b>
<b>Payroll</b>	<b>March 15, 2016</b>	<b>\$3,775,281.77</b>
	<b>March 30, 2016</b>	<b>\$3,716,686.38</b>
<b>Total approved for payment</b>		<b><u>\$9,119,220.30</u></b>

**1.2 Approve Renewal of Time & Material Contract** – That the Board of Education per the provisions of 18A: 18A-42 renew the contract as originally awarded through bid 2014-20 with no increase in rates from the 2014-15 school year. Contract period is April 28, 2016 – April 27, 2017.

**Audio Visual Maintenance**

**Primary Vendor**

JD Audio Visual  
 Integration Corp.  
 Voorhees, NJ

Not to exceed \$150,000

**Hourly Rate**

A/V Lead Technician	\$60.00
Overtime Rate	\$70.00
Prevailing Wage Rate	\$110.00
A/V Technician w/scissor lift	\$75.00
Overtime Rate	\$85.00
Prevailing Wage Rate	\$110.00
Audio/Visual Helper	\$35.00
Overtime Rate	\$45.00
Prevailing Wage Rate	\$90.00
Mark-up	10%

**Rentals**

Wireless Microphone-Handheld	\$5.00
Wireless Microphone System w/Countryman	\$7.00

**1.3 Record & Award Bids** – That the Bids for T&M Hardwood Floor Refinishing, Bid No. 2016-01, opened on April 19, 2016 be recorded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Total Price</u>
Jack Devine Gym Floor	Yearly Finishing/Sq. Ft.	\$0.34
Restorations Voorhes, NJ	Sanding/Repainting/Refinishing/Sq. Ft.	\$1.84
	<b>Time &amp; Material Rates</b>	
	Hourly Rate Straight Time	\$70.00
	Hourly Rate Overtime	\$105.00
	Mark-up for Materials	10%

That the Bids for T&M Hardwood Floor Refinishing, Bid No. 2016-01, opened on April 19, 2016 be awarded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Total Price</u>
Jack Devine Gym Floor	Yearly Finishing/Sq. Ft.	\$0.34
Restorations Voorhes, NJ	Sanding/Repainting/Refinishing/Sq. Ft.	\$1.84
	<b>Time &amp; Material Rates</b>	
	Hourly Rate Straight Time	\$70.00
	Hourly Rate Overtime	\$105.00
	Mark-up for Materials	10%

**1.4 Record and Award RFP** – That the RFP for Dyslexia Training, RFP. No. 15-07, opened on April 12, 2016 be recorded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Total Price</u>
Learning Ally Princeton, NJ	Dyslexia Training – Tailoring teaching strategies to meet the needs of students with dyslexia.	\$1,000

That the RFP for Dyslexia Training, RFP. No. 15-07, opened on April 12, 2016 be awarded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Total Price</u>
Learning Ally Princeton, NJ	Dyslexia Training – Tailoring teaching strategies to meet the needs of students with dyslexia.	\$1,000

**1.5 Approve Competitive Contracting Process for Professional Development Services** –

That the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services (namely professional development services) enumerated in section 45 of P.L. 1999, c. 440 (C.18A-4.1) for the 2015 – 2016 school year. The use of this competitive contracting procedure requires Board of Education approval as per 18A:18A-4.3 in the following subject area:

- Increasing Self-Regulation

**1.6 Approve Resolution for Membership – New Jersey State Interscholastic Athletic Association (NJSIAA) –**

That the Board of Education of School District No. 4860 County of Middlesex State of New Jersey, as provided in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) herewith enrolls South Brunswick High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) to participate in the approved interschool athletic program sponsored by NJSIAA for the 2016 – 2017 school year.

This resolution to continue in effect or until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

**1.7 Approve Donations** – That the Board of Education accept a donation from Weichart Realtors in the amount of \$200.00 and from Manhattan Global Services for \$250.00 for South Brunswick High School Robotics Club.**1.8 Approve Parental Transportation Contracts** – That the Board of Education approve the following Parental Transportation Contracts:

<u>Route No.</u>	<u>Destination</u>	<u>Contract Term</u>	<u>Total Contract</u>
A. SPCD	Princeton Child Development Institute	7/6/16-8/12/16	\$2,375.10
B. SALC	Academy Learning Center	6/27/16-8/05/16	\$2,375.10

**1.9 Approve Out-Of-District Placements** - That the Board of Education approve the special education students whose initial appears on the attached sheet to be sent to the school indicated with tuition and transportation costs paid by the South Brunswick Township School District for the 2015 – 2016 school year.**1.10 Approve Contract – E-MAP Systems, Inc.** – That the Board of Education approve the attached contract with E-MAP Systems, Inc. and the South Brunswick Board of Education:

**WHEREAS**, the South Brunswick Township Board of Education has an emergent need for the provision of payroll and staff attendance processing services as a result of the failure of the Board’s current provider, PayServ, Inc., to satisfactorily perform such services, which unduly jeopardized the payroll processing operations for over 1,300 Board employees in the District; and

WHEREAS, the Board has determined that E-MAP Systems, Inc. has the capability to satisfactorily provide the aforementioned services to the Board of Education and that the services provided by E-MAP Systems, Inc. will improve the efficiencies of the payroll and staff attendance processing operations in the District; and

WHEREAS, the Board has successfully negotiated a 60% discount on the services to be provided by E-MAP Systems, Inc.; and

WHEREAS, it has been determined that the required services are for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software and are thus an exception to the requirement for advertising pursuant to N.J.S.A. 18A:18A-5a(19).

NOW, THEREFORE BE IT RESOLVED, that the South Brunswick Township Board of Education hereby awards a contract to E-MAP Systems, Inc., 22 Edie Drive, Marlboro, NJ 07746 retroactive to March 28, 2016, subject to fluctuating employee composition in the District, as follows:

Year 1:                   \$3,348 Maint. & Support + \$26,750 License Fee = \$30,098  
 Year 2:                   \$23,750

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action by the Board of Education.

**1.11 Adopt the 2016 – 2017 School Budget –**

BE IT RESOLVED that the South Brunswick Board of Education approve a tentative FY 2016 – 2017 school district budget for submission to the county office as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$132,690,395	\$103,055,614
Special Revenue Fund	\$2,488,087	-0-
Debt Service Fund	\$8,609,475	\$6,915,343
<b>Total Base Budget</b>	<b><u>\$143,787,957</u></b>	<b><u>\$109,970,957</u></b>

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A: 7G-31 amended, permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and at budget time, and

WHEREAS, the funds in the capital reserve account shall be used to finance the district’s Long-Range Facilities Plan, and emergency Reserve Account be used to meet the increase in total health care costs greater than four percent.

THEREFORE BE IT RESOLVED that the South Brunswick Board of Education requests the approval of a capital reserve withdrawal of \$1,350,000. The district intends to utilize the funds for the following projects:

<u>School</u>	<u>Description</u>
Constable	Roof Replacement
Crossroads North	Art Room Casework
District	Storage Facilities

BE IT FURTHER RESOLVED whereas, School District Travel Policy 6471 and NJAC 6A:23B-1.2 (b) provides that the Board of Education shall establish in the annual school budget a maximum for 2016 – 2017 school year.

NOW THEREFORE BE IT RESOLVED that the South Brunswick Board of Education hereby establishes the school district travel maximum for the 2016 – 2017 school year at the sum of \$150,000.

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED that the South Brunswick Board of Education authorizes the Business Administrator/Board Secretary to submit an approved budget not later than May 9, 2016 for the purpose of county superintendent review.

**1.12 Approve Participation Agreement** – That the Board of Education approve the Participation Agreement for Bus Advertising for the 2016 – 2017 school year as per the following:

**Bus Advertising Participation Agreement**, dated April 25, 2016, by and between **Educational Information and Resource Center (“EIRC”)** having offices at South Jersey Technology Park, 107 Gilbreth Parkway, Suite 200, Mullica Hill, NJ 08062 and South Brunswick School District having offices at 231 Blackhorse Lane, Monmouth Junction, NJ.

WHEREAS, EIRC is a public agency specializing in education-related programs and services for parents, schools, communities, nonprofit organizations and privately held businesses through New Jersey and the United States; and

**WHEREAS**, EIRC, under their Shared Service Agreement, are legally permitted to enroll EIRC school district members under the School Bus Ads system for the purpose of generating alternative revenue from corporate sponsorship; and

**WHEREAS**, EIRC endeavor to assist public and private non-profit organizations to identify and monetize school buses and district vehicles, by connecting these assets and respective organizations with businesses (“**Sponsors**”) seeking cost-effective marketing strategies that foster and increase brand awareness at a grassroots level; and

**WHEREAS**, District desires to monetize certain of its assets by granting advertising and naming rights to Sponsors; and

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and agreements hereinafter contained, the parties hereto do hereby agree and covenant as follows:

1. Marketing of School Buses.

(a) District hereby grants to EIRC the exclusive right during the Term to market School

(b) EIRC shall use its professional/commercial expertise to continuously provide District with offers from prospective businesses, companies, organizations, individuals, etc. to sponsor School Bus Advertising. District may, in its sole and absolute discretion, accept or reject a sponsorship offer based upon the stipulations in the NJ Law for School Bus Advertising. The sponsorship offers must comply with NJ Law for School Bus Advertising.

(c) Upon termination of this agreement, District agrees that for a period of two (2) year following said termination it will not enter into a separate sponsorship contract with a Sponsor introduced to District by EIRC during the Term.

(d) During the term of the sponsorship contract EIRC shall maintain any physical manifestations of the sponsorship (e.g., signage, banners) in good repair and appearance (including making repairs necessitated by hazards and perils such as weather and vandalism, up to 3 ads vandalized). At the end of a sponsorship contract term EIRC shall at its own expense remove from the District’s property all physical manifestations of the sponsorship and restore the District’s property to its pre-sponsorship condition, reasonable wear and tear excepted.

**1.13 Approve Search Proposal for School Business Administrator/Board Secretary** – That the Board of Education approve the attached Search Proposal for the School Business Administrator/Board Secretary from the Middlesex Regional Educational Services Commission in the amount of \$8,500.00.

**1.14 Approve Additional Contracted Services and Not-to exceed Amounts** – That the Board of Education approve additional contracted services and not-to-exceed amounts for the following vendors for the 2015 – 2016 school year:

<b><u>Vendor</u></b>	<b><u>Approved Not-To Exceed</u></b>	<b><u>Additional Not-to-Exceed</u></b>
Wise Learning	\$450.00	\$900.00
Silvergate Prep (Home Instruction)	\$4,000.00	\$4,000.00
Middlesex Ed. Services Commission (Home Instruction for RF. & IK) \$15,000 (Reg. Home Instruction) \$7,500	\$15,000.00	\$22,500.00
Middlesex Ed. Services Commission	\$4,250.00	\$5,500.00
Therapy Source (OT/Speech for RF & IK)	\$14,400.00	\$14,000.00
Brett DeNovi & Associates	\$110,000.00	\$40,000.00

**1.15 Approve Student Field Trip Destinations** – That the Board of Education approve the student field trip destinations as per the attached for the 2015 – 2016 school year.

**1.16 Approve Harassment, Intimidation and Bullying Report** – That the Board of Education approve the determinations and recommendations submitted by the Superintendent, through the date of this meeting, regarding the disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights.

**1.17 Approve Resolution for Travel and Related Expense Reimbursement** –

**WHEREAS**, the South Brunswick Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable are excluded from the requirements of N.J.A.C. 6A:23B-1.1 et seq.; and

**THEREFORE, BE IT FURTHER RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as per noted on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form; and

**BE IT FURTHER RESOLVED**, the Board of Education approves the travel and related expense reimbursements as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form.

**2 PERSONNEL** - Administration recommends that the following personnel items be approved:

**2.1 Accept Resignations** – That the Board of Education accept the following resignations on the dates indicated:

A. Resignation

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Ruth Snyder	Teacher	SBHS	06/30/16	04/13/16

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Joanne Kerekes	Assistant Superintendent / Curriculum & Instruction	Board Office	08/01/16	04/14/16
Carol Lowinger	Teacher	SBHS	06/30/16	04/06/16
Ann Romero	Paraprofessional	Transportation	09/30/16	04/05/16



**2.2 Approve Leaves of Absence** – That the Board of Education approve the following leaves of absence:

A. Leaves of Absence

Name	Assignment	Location	Period of Leave	Type of Leave
Tina Ambrose	Teacher	Crossroads North	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Tina Ambrose	Teacher	Crossroads North	11/28/16 thru 06/30/17	Unpaid Child-Rearing Leave
Michelle King	Paraprofessional	Constable	06/15/16 thru 06/21/16	Unpaid FMLA
Nancy Phillips	Teacher	Crossroads South	05/31/16, 06/02/16	Unpaid Intermittent FMLA
Frieda Rappeport	Paraprofessional	Dayton	04/19/16 thru 05/31/16	Unpaid FMLA
Samantha Saldanha-Kuncharam	Teacher	SBHS	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Samantha Saldanha-Kuncharam	Teacher	SBHS	11/28/16 thru 06/30/17	Unpaid Child-Rearing Leave
Megan Witcoskie	Teacher	Constable	10/10/16 thru 01/06/17	Unpaid Family Leave
Megan Witcoskie	Teacher	Constable	01/09/17 thru 06/30/17	Unpaid Child-Rearing Leave

B. Change in Leave

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Melyssa Boucher	Teacher	Crossroads South	04/26/16 thru 06/30/16	5/13/16 thru 06/30/16	Unpaid Child-Rearing Leave	02/22/16

**2.3 Approve Extended Unpaid Child-Rearing Leaves of Absence** – That the Board of Education approve the following extended unpaid child-rearing leaves of absence for the 2016 – 2017 school year:

Name	Assignment	Location
Heather Hamed	School Psychologist	Brooks Crossing / Monmouth Junction
Lori Hluchy	Elementary Teacher	Greenbrook
Elizabeth Kozack	Elementary Teacher	Constable
Margo LaRocca	Elementary Teacher	Brunswick Acres
Jessica Nastasi	Elementary Teacher	Brooks Crossing
Hannah Pai	Elementary Teacher	Brooks Crossing
Kimberly Powers	Elementary Teacher	Brunswick Acres
Laura Sawicki	Business Education Teacher	SBHS
Danielle Sweeney	Elementary Teacher	Brunswick Acres
Christina Sylvester	Elementary Teacher	Brunswick Acres
Regina Whitlock	Elementary Teacher	Brooks Crossing

**2.4 Approve Change in F.T.E.** – That the Board of Education approve the following change in F.T.E:

Name	F.T.E./Assignment - From	F.T.E./Assignment - To	Salary - From	Salary - To	Location	Effective Date
Paul Bennett	Energy Specialist	.6 Energy Specialist	\$103,859.00	\$62,315.40	District	05/01/16

**2.5 Approve Change in Salary** – That the Board of Education approve the following change in salaries

Name	Assignment	Location	Salary - From	Salary - To	Reason for Change	Effective Date
Martin Kozlik	Custodian	Dayton	\$42,789.00 (Step 7)	\$43,289.00 (Step 7)	Addition of Longevity Stipend	07/01/15
Martin Kozlik	Custodian	Dayton	\$40,614.00 (Step 6)	\$41,034.00 (Step 6)	Addition of Pro-rated Longevity Stipend	07/01/14
Aracellis Villa	Bus Driver	Transportation	\$26,568.09 (\$18.94, Step 6*)	\$27,051.06 (\$18.94, Step 6*)	Increase in Hours	01/14/16

**2.6 Approve Appointment for Extracurricular** – That the Board of Education approve the following extracurricular appointments:

A. SBHS

Name	Position	Stipend	Effective Date
Zachary Nieman	Volunteer Athletic Aide - Volleyball	\$0.00	2015-2016

B. Crossroads

Name	Position	Stipend / Rate	Effective Date
Michael Ballo	Asst. Track Coach	\$2,508.00	4/18/16

**2.7 Approve Community Education** – Vouchered Staff – That the Board of Education approve the following Community Education vouchered staff:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Jennifer Duvelsdorf	After School Nurse	Brunswick Acres	\$31.00	04/18/16