

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – March 29, 2016

1 BUSINESS/BOARD

Administration recommends that the following items be approved:

1.1 Approval of Expenditures - That the warrant list dated March 29, 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).

Warrants dated:	March 29, 2016	\$1,488,829.79
Payroll	February 12, 2016	\$3,761,676.37
	February 29, 2016	<u>\$3,841,920.48</u>
Total approved for payment		<u>\$7,603,596.85</u>

1.2 Approve Transfers - That the transfers of budget appropriations between expenditure codes of the 2015 – 2016 Budget, as specified on the attached sheets, be hereby authorized.

Transfers for February 2016

1.3 Approve the Report of the Board Secretary – That the attached Reports of the Board Secretary be approved: **Board Secretary's Report for February 2016.**

1.4 Approve Bank Reconciliation Statement - That the Monthly Bank Reconciliation Statements from the Treasurer of School Monies, agreeing with the balance computed in the school district Business Office, be approved as follows:

Statement as of February 29, 2016	\$24,114,729.23
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1.5 Authorize Lease Purchase Process – That the Board of Education approve the Hunterdon County ESC NJ State approved cooperative pricing system #34HUNCCP to seek Lease Purchase Financing for the procurement of two (2) Thomas Built 19 plus 3 wheel chair passenger school buses from H.A. DeHart & Son under the Hunterdon County ESC Bid #TRANS 13-04 renewed through May 6, 2016.

Furthermore, authorize that the Board of Education approve the Hunterdon County ESC NJ State approved cooperative pricing system #34HUNCCP to seek competitive Lease Purchase Financing for the procurement of one (1) Thomas Built 54 passenger school buses from H.A. DeHart & Son under the Hunterdon County ESC Bid#TRANS 13-05 renewed through July 31, 2016.

1.6 Approve Purchases through #34HUNCCP Over the Bid Limit –

That the Board of Education authorize the following purchase utilizing NJ State approved Co-Op #34HUNCCP #TRANS 13-04 for H.A. DeHart & Son, Inc. of Thorofare, NJ as renewed through May 6, 2016:

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
2	Thomas 051MS 19 Passenger	\$63,975.81	\$127,951.62

That the Board of Education authorize the following purchase utilizing NJ State approved Co-Op #34HUNCCP#TRANS 13-05 for H.A. Dehart & Son, Inc., of Thorofare, NJ as renewed through July 31, 2016.

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	Thomas C2 54 Passenger Bus	\$99,285.04	\$99,285.04

1.7 Approve an Increase in Not-to-Exceed Authorization – That the Board of Education authorize an increase in the expenditure for EffectivEnergy Solutions, LP of West Chester, PA as awarded through RFQ 2015-01 as awarded on June 19, 2015 for Energy Engineer of Record to \$250,000 for the 205 – 2016 school year.

1.8 Record, Award & Reject Bids –

A. That the bids for Spring Athletic Trips, Bid No. 2015-19, opened on March 16, 2016 be recorded as per the following:

<u>Vendor</u>	<u>No. of Trips</u>	<u>Total Price</u>
American Dream Coaches, Inc. Staten Island, NY	42	\$18,400.00
	Cancellation Fee	\$0.00
Suburban Trails, Inc. New Brunswick, NJ	42	\$22,824.00
	Cancellation Fee (day of trip)	\$200.00

That the bids for Spring Athletic Trips, Bid No. 2015-19, opened on March 16, 2016 be awarded as per the following:

<u>Vendor</u>	<u>No. of Trips</u>	<u>Total Price</u>
Suburban Trails, Inc. New Brunswick, NJ	42	\$22,824.00
	Cancellation Fee (day of trip)	\$200.00

B. That the bids for Spring Athletic Trips, Bid No. 2015-19, opened on March 16, 2016 be rejected for failure to submit Consent of Surety.

<u>Vendor</u>	<u>No. of Trips</u>	<u>Total Price</u>
American Dream Coaches, Inc. Staten Island, NY	42	\$18,400.00
	Cancellation Fee	\$0.00

1.9 Approve Acceptance of Funds – That the Board of Education approve the acceptance of the following additional funds from the New Jersey Department of Education for the 2015 – 2016 school year:

- Chapters 192/193 for Exam & Classification \$3,416.00
- Chapters 192/193 for Supplementary Instruction \$297.00

1.10 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.

1.11 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.

1.12 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 Resignation – That the Board of Education accept the following resignations:

A. Resignation

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Jamie Diamond	Speech Language Specialist	Brunswick Acres	05/13/16	03/15/16
Eileen O'Driscoll	Teacher	Indian Fields	03/30/16	03/16/16
Stephanie Lovero	Teacher	SBHS	06/30/16	03/13/16

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Rhonda Erdreich	Teacher	Crossroads South	05/12/16	03/14/16
Ellen Jane Galaro	Finance Secretary	.5 Brooks Crossing / .5 Cambridge	06/30/16	03/14/16

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

Name	Assignment	Location	Period of Leave	Type of Leave
Elizabeth Hayston	Teacher	SBHS	09/12/16 thru 12/02/16	Unpaid Family Leave (FMLA)
Elizabeth Hayston	Teacher	SBHS	12/05/16 thru 06/30/17	Unpaid Child-Rearing Leave

Nicole Hunter	Teacher	SBHS	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Lorie Ruina	Teacher	Crossroads North	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Lorie Ruina	Teacher	Crossroads North	11/28/16 thru 06/30/17	Unpaid Child- Rearing Leave

2.3 Rescind Leave of Absence Request – That the following leave of absence request be rescinded:

Name	Assignment	Location	Period of Leave	Type of Leave	Previously Approved
Tracey Dovas	Teacher	Crossroads South	04/26/16 thru 06/30/16	Unpaid Family Leave (FMLA)	01/04/16
Tracey Dovas	Teacher	Crossroads South	09/01/16 thru 06/30/17	Unpaid Child- Rearing Leave	01/04/16

2.4 Approve Appointments – That the Board of Education approve the following appointments:

A - Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Cassie Porter	School Psychologist	Greenbrook	\$59,960.00 (MA+30, Step 1)	Vacant Budgeted Position	03/15/16

B. – Extra-Curricular - SBHS

Name	Position	Stipend	Effective Date
Jeffrey Goldhagen	Assistant Coach - Spring Track	\$5,541.00	2015-2016

2.5 Approve Change in Salary – That the Board of Education approve the following change in salary:

Name	Assignment	Location	Salary - From	Salary – To	Reason for Change	Effective Date
Ann Smoke	Paraprofessional	Greenbrook / Monmouth Junction	\$23,254.84 (\$21.16, Step 17Li)	\$24,926.48 (\$21.16, Step 17Li)	Increase in Hours	03/15/16

2.6 Approve Job Descriptions – That the Board of Education approve the following job descriptions:

Title	Effective Date
A. Assistant Superintendent for Curriculum and Instruction	03/29/16
B. Business Administrator / Board Secretary	03/29/16
C. Director of Buildings and Grounds	03/29/16

2.7 Approve Vouchered Positions – That the Board of Education approve the following vouchered positions:

A. Stipends

Name	Location	Assignment	Vouchered Stipend	Reason for Stipend	Effective Date
Sheila Barry	Community Education	School Age Care Manager	\$3,000.00	Additional Responsibilities	03/29/16
Kelli Williams	Community Education	Assistant Manager for Children's Programs	\$3,000.00	Additional Responsibilities	03/29/16

B. Vouchered Staff

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Maureen Dreher	SAT Instructor	SBHS	\$45.00	4/5/2016

2.8 Approve Community Education Resignation – That the Board of Education approve the following Community Education resignation:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Victoria Holmes	Before/After School substitute	District	02/26/16	02/24/16

2.9 Approve Community Education Change in Location – That the Board of Education approve the following Community Education change in location:

Name	Assignment	Location - From	Location - To	Reason for Change	Effective Date
Amisha Johnson	After School Group Leader	Cambridge	Greenbrook	Staffing needs	3/29/2016