

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

## A. APPROVAL - CONSENT AGENDA – December 18, 2017

### 1 BUSINESS/BOARD

Upon the recommendation of the Superintendent of Schools that the Board of Education approve the following business items:

**1.1 Approval of Expenditures** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the warrant list dated December 18, 2017, as certified by the Business Administrator/Board Secretary. 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 2017 – 2018 fiscal year (N.J.A.C. 6:20-2.13).

<b>Warrants dated:</b>	<b>December 18, 2017</b>	<b>A.</b>	<b>\$7,334,344.22</b>
		<b>B.</b>	<b>\$261.39</b>
<b>Payroll</b>	<b>November 15, 2017</b>		<b>\$4,002,347.44</b>
	<b>November 30, 2017</b>		<b><u>\$3,879,664.34</u></b>
<b>Total for approved for payment</b>			<b><u>\$15,216,617.39</u></b>

**1.2 Approve Transfers** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the transfers of budget appropriations between expenditure codes of the 2017 – 2018 Budget, as specified on the attached sheets, be hereby authorized.

**October 2017**

**1.3 Approve the Report of the Board Secretary** – upon the recommendation of the Superintendent of Schools that the attached Reports of the Board Secretary be approved: **Board Secretary's Report for October 2017.**

**1.4 Approve Bank Reconciliation Statement** – upon the recommendation of the Superintendent of Schools that the Board of Education approve 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:

<b>Statement as of October 31, 2017</b>	<b>\$50,243,467.53</b>
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**1.5 Approve Audit Report FY 2017** - Upon recommendation of the Superintendent of Schools that the Board of Education approve the Annual Audit Report for FY2017:

**Resolved,** That the South Brunswick Board of Education approve the Annual Audit Report as prepared by Suplee, Clooney & Company of Westfield, New Jersey for the 2016 – 2017 school year. That the summary of the Audit Report be made available for public distribution at this meeting of December 18, 2017, and be made part of the official minutes, and that the full text of this Audit Report be made available for inspection by any resident of this school district on any business day between the hours of 8:30 a.m. and 4:30 p.m. at the office of the South Brunswick Board of Education located at 231 Blackhorse Lane or by viewing the report on the District’s website at [www.sbschools.org](http://www.sbschools.org). The report has no recommendations.

**1.6 Approve Addendum Procedures for New Jersey Cooperative Bids** – upon recommendation of the Superintendent of Schools that the Board of Education approve the attached Addendum procedures for the New Jersey Cooperative Bids through Educational Data Services. Prices effective through November 30, 2018.

**1.7 Approve Motion for Budget Transfer** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the following motion:

WHEREAS, N.J.A.C. 6A:23A-13.3 authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer funds during the budget year, and

WHEREAS, N.J.A.C.6AC:23A-13.3(d)6 provides that a district board of education may at any time without Commissioner approval appropriate surplus generated from state revenue, such as extraordinary aid, that has been excluded from the excess surplus calculation, in the prior year, and

WHEREAS, the South Brunswick Township Board of Education has received \$302, 062 Extraordinary Aid FY2017, and \$58,116 Non Public Transportation Aid FY2017.

WHEREAS, the South Brunswick Township Board of Education has determined that the following transfers are needed to cover unanticipated costs and to increase the efficiency of business office operations.

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NOW, THEREFORE, BE IT RESOLVED, by the South Brunswick Township Board of Education that it hereby authorizes the District’s School Business Administrator to make the transfers consistent with all applicable laws and regulations

11-000-291-270-20-00-8202 Health Benefits \$360,178

**1.8 Approve Award for Delivery of Diesel Fuel** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the award to National Terminal Inc. of Newark, New Jersey with the following contract extension as bid and awarded by the State of New Jersey #T1845. The contract period has been extended and expires on February 28, 2018. Authorize purchases not to exceed \$300,000 per year.

**A82768** Furnishing and Delivery of Diesel Fuel Premium Winter Mix and Ultra Low Sulfur Diesel Fuel. The price will be based on the delivery markup of \$.0292 per gallon over the Journal of Commerce Newark Reseller Tank Car Price Low Sulfur Diesel Fuel April 16<sup>th</sup> and November 14<sup>th</sup> and **\$.0300 per gallon** over the Journal of Commerce Newark Reseller Tank Car Price Low End for Diesel Fuel Premium Winter Mix between November 15<sup>th</sup> and April 15<sup>th</sup>.

**1.9 Approve Change Order** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following Change Order for Weatherproofing Technologies, Contract for 5032029 - South Brunswick BOE Crossroads North Middle School:

Removal of the 30 ft. x 30 ft. repair area

The Original Contract Sum	\$7,833.60
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order	<u>-\$4,352.00</u>
The new Contract Sum including this Change Order will be	\$3,481.60

**1.10 Record, Award RFP** – upon recommendation of the Superintendent of Schools that the following RFP17-03, Enrichment Programs for Community Education opened on December 5, 2017, be recorded as per the following:

<u>Vendor</u>	<u>Category</u>	<u>Total Price/ Per Person/Session</u>
Black Rocket Productions Freehold, NJ		N/A
AlphaBEST Education, Inc. Lewisville, NC	Summer Stem	\$290.00

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Berlitz Languages, Inc. Princeton, NJ	Summer Non-Stem	\$345.00
FUN2LEARN Academy Inc. dba Engineering for Kids Monmouth Junction, NJ	Summer Stem	\$270.00
IncrediFlix Yorba Linda, CA		N/A
Jr. Chef USA LLC Robbinsville, NJ	Summer Non-Stem	\$210.00
Kidzart Atlantic Highlands, NJ	Summer Non-Stem	\$150.00
LeaderKid Academy Dayton, NJ	Summer Non-Stem	\$25.00
Mad Science of West, NJ Pennington, NJ	Summer Stem	\$290.00
RoboKidz, LLC Robbinsville, NJ	Summer Stem	\$240.00/\$280.00
Tequipment, Inc. Huntington Station, NY	Summer Stem	\$2,000.00

Upon recommendation of the Superintendent of Schools that the following RFP17-03, Enrichment Programs for Community Education opened on December 5, 2017, be awarded as per the following:

<b><u>Vendor</u></b>	<b><u>Category</u></b>	<b><u>Total Price/ Per Person/Session</u></b>
AlphaBEST Education, Inc. Lewisville, NC	Summer Stem	\$290.00
FUN2LEARN Academy Inc. dba Engineering for Kids Monmouth Junction, NJ	Summer Stem	\$270.00

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Jr. Chef USA LLC Robbinsville, NJ	Summer Non-Stem	\$210.00
Mad Science of West, NJ Pennington, NJ	Summer Stem	\$290.00
RoboKidz, LLC Robbinsville, NJ	Summer Stem	\$240.00/\$280.00
Tequipment, Inc. Huntington Station, NY	Summer Stem	\$2,000.00

**1.11 Reject RFP** – upon recommendation of the Superintendent of Schools that the Board of Education reject RFP17-03, Enrichment Programs for Community Education opened on December 5, 2017, as per the following:

**For exceeding budget**

<u>Vendor</u>	<u>Category</u>	<u>Total Price/ Per Person/Session</u>
Berlitz Languages, Inc. Princeton, NJ	Summer Non-Stem	\$345.00
Tequipment, Inc. Huntington Station, NY	Summer Stem	\$2,000.00

**Non-responsive to Bid**

<u>Vendor</u>	<u>Category</u>	<u>Total Price/ Per Person/Session</u>
Black Rocket Productions Freehold, NJ		N/A
IncrediFlix Yorba Linda, CA		N/A
Kidzart Atlantic Highlands, NJ	Summer Non-Stem	\$150.00
LeaderKid Academy Dayton, NJ	Summer Non-Stem	\$25.00

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**1.12 Approve Out of District Students** – upon recommendation of the Superintendent of Schools that the Board of Education approve the special education students whose initials appear on the attached sheet to be sent to the schools indicated for the 2017 – 2018 school year with tuition and transportation costs paid by the South Brunswick Township School District.

**1.13 Approve Extension of Professional Services** – upon recommendation of the Superintendent of Schools that the Board of Education approve the extension of the following professional services for the 2017 – 2018 school year. These services are necessary for students that are eligible for special education and related serves.

<u>Vendor</u>	<u>Services</u>	<u>Previous “Not to Exceed”</u>	<u>Increase Amount</u>	<u>New “Not to Exceed”</u>
Bayada Nursing Services	Nursing Services Medically Fragile Students	\$35,000	\$60,000	\$95,000
Brett DiNovi & Associates	Behavioral Therapy -BCBA Consult -RBT Services	\$60,000	\$60,000	\$120,000
Learning Tree	Bilingual CST Evaluation	\$6,750	\$7,000	\$13,750
Professional Ed. Services, Inc.	Home Instruction	\$5,000	\$5,000	\$10,000
Tiny Tots Therapy	Speech – Maternity Leave OT – Medical Leave	\$22,500	\$5,000	\$27,500 \$68,000
Dr. Shirley Rajan	Psychiatric Evaluations	\$2,200	\$4,165	\$6,365

**1.14 Approve Student Field Trip Destinations** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the student field trip destinations as per the attached for the 2017 – 2018 school year.

**1.15 Approve Resolution for Travel and Related Expense Reimbursement** – upon the recommendation of the Superintendent of Schools that the Board of Education approve the Travel and Related Expense Reimbursement for the staff listed on the attached sheet.

## **Approval Consent Agenda – December 18, 2017**

**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.

**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.

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**2 PERSONNEL** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following personnel items:

**2.1 Accept Resignations** – upon recommendation of the Superintendent of Schools that the Board of Education accept the following resignations:

**A. Resignations**

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Effective Date</b>	<b>Date of Resignation Letter</b>
Christine Kent-Sharma	Bookkeeper II (A/R)	Board Office	01/05/18	12/07/17
Lauren Marshall	Itinerant Secretary	District	12/30/17	12/12/17

**B. For the Purpose of Retirement**

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Effective Date</b>	<b>Date of Resignation Letter</b>
Beth Kaplowitz	Teacher	SBHS	03/30/18	12/11/17
Holly Stefanidis	Teacher	SBHS	07/01/17	11/29/17

**2.2 Approve Leaves of Absence** – Upon recommendation of the Superintendent of Schools that the Board of Education approve the following leaves of absence:

**A. Leave of Absence**

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Period of Leave</b>	<b>Type of Leave</b>
Henry Burnett	Custodian	Maintenance	11/30/17 and 12/06/17	Unpaid Intermittent FMLA
Andrea Miles	Teacher	Crossroads South	05/10/18 thru 10/05/18	Unpaid Family Leave (FMLA)
Andrea Miles	Teacher	Crossroads South	10/06/18 thru 06/30/19	Unpaid Child-Rearing Leave



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Alanna O'Shea	Teacher	Brooks Crossing	05/11/18 thru 06/30/18	Unpaid Family Leave (FMLA)
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**B. Change in Leaves of Absence**

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Carla Garcia	School Social Worker	Indian Fields	12/20/17 thru 03/16/18	12/22/17 thru 03/23/18	Unpaid Family Leave (FMLA)	07/24/17
Carla Garcia	School Social Worker	Indian Fields	03/19/18 thru 06/30/18	03/26/18 thru 06/30/18	Unpaid Child-Rearing Leave	07/24/17
Jennifer Greco	Teacher	Cambridge	04/19/18 thru 06/30/18	04/20/18 thru 06/30/18	Unpaid Family Leave (FMLA)	11/20/17

**C. Approve Correction in Leave of Absence**

Name	Assignment	Location	Correction - From	Correction - To	Type of Leave	Previously Approved
Heidi Henning	Teacher	Brunswick Acres	04/09/17 thru 06/30/18	04/09/18 thru 06/30/18	Unpaid Family Leave (FMLA)	11/20/17

**2.3 Approve Appointments** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointments:

**A. Certificated**

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Kimberly Coleman	Art Teacher	SBHS	\$62,970.00 (MA, Step 6)	Vacant Budgeted Position	01/16/18
Katherine Moore	ELL Teacher	.3 Monmouth Junction	\$19,191.00 (MA, Step 8)	Due to Enrollment	12/18/17

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**B. Non-Certificated**

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Salary / Rate</b>	<b>Reason for Vacancy</b>	<b>Effective Date</b>
Ricky Alford	Cleaner	Crossroads North	\$32,315.00 (Step 1)	Vacant Budgeted Position	12/19/17
Matthew Baratta	Cleaner	SBHS	\$32,315.00 (Step 1)	Vacant Budgeted Position	12/19/17
Kiara Gibson	Para-professional	Greenbrook	\$4,332.42 (\$12.78, Step 1i)	Vacant Budgeted Position	12/18/17
Maria Bertotty	Bus Driver	Transportation	\$18,125.57 (\$20.19, Step 5s)	Vacant Budgeted Position	11/21/17

**2.4 Approve Change in Assignment** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in assignment:

<b>Name</b>	<b>Assignment - From</b>	<b>Assignment - To</b>	<b>Location</b>	<b>Vouchered Stipend</b>	<b>Reason for Change</b>	<b>Effective Date</b>
Kimberly Bynoe	Assistant Principal	Acting Principal	Crossroads North	\$2,500.00	Interim Staffing Needs	12/18/17 thru 06/30/18

**2.5 Approve Change in Location and Salary** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in location and salary:

<b>Name</b>	<b>Assignment - From</b>	<b>Assignment - To</b>	<b>Location - From</b>	<b>Location - To</b>	<b>Salary - From</b>	<b>Salary - To</b>	<b>Reason for Change</b>	<b>Effective Date</b>
Daniel Zak	Behavior Interventionist	Replacement Special Education Teacher	Crossroads South	SBHS	\$30,000	\$54,850 (BA, Step 1)	Vacant Budgeted Position	12/04/17 thru 06/30/18

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**2.6 Approve Change in Salary** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in salary:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Salary – From</b>	<b>Salary - To</b>	<b>Reason for Change</b>	<b>Effective Date</b>
Cynthia Bressman	Paraprofessional	Brunswick Acres	\$4,698.76 (\$12.98, Step 2i)	\$5,828.02 (\$12.98, Step 2i)	Increase in Hours - From 2 to 2.75	12/18/17
Henry Dudek	Bus Driver	Transportation	\$35,272.34 (\$25.62, Step 12L*)	\$36,297.14 (\$25.62, Step 12L*)	Adjustment in Hours	12/04/17
Sharon Kohutanycz	Paraprofessional	Brooks Crossing / Brunswick Acres	\$10,389.40 (\$14.35, Step 6i)	\$11,221.70 (\$14.35, Step 6i)	Increase in Hours - From 4 to 4.50	12/18/17
Susan McDermott	Paraprofessional	Constable	\$6,689.45 (\$19.85, Step 15L)	\$8,639.71 (\$19.85, Step 15L)	Increase in Hours - From 2 to 2.75	12/04/17
Sowmya Napuri	Paraprofessional	Brooks Crossing	\$4,847.18 (\$13.39, Step 4i)	\$7,377.89 (\$13.39, Step 4i)	Increase in Hours - From 2 to 3.50	12/04/17
Marie Miller	Paraprofessional	Brooks Crossing / Transportation	\$22,067.52 (\$20.32, Step 16L)	\$23,920.70 (\$20.32, Step 16L)	Increase in Hours - From 6 to 6.75	12/04/17
Harjit Singh	Bus Driver	Transportation	\$20,447.40 (\$19.29, Step 4I)	\$20,997.17 (\$19.29, Step 4*)	Adjustment in Hours	09/01/17
Deborah Slavin	Paraprofessional	Constable	\$6,103.32 (\$16.86, Step 8Li)	\$7,207.65 (\$16.86, Step 8Li)	Increase in Hours - From 2 to 2.50	12/04/17

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**2.7 Approve Appointment for District Substitute Nurse** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointment for a District Substitute Nurse:

<b>Name</b>	<b>Rate</b>	<b>Effective Date</b>
Kim MacAvoy-Sorothen	\$150.00	12/19/17

**2.8 Approve Appointment for District Clerical Substitute** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointment for a District Clerical Substitute:

<b>Name</b>	<b>Rate</b>	<b>Effective Date</b>
Beulah Burnett	\$17.00	12/19/17

**2.9 Approve Extracurricular Appointment - SBHS** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointment for Extracurricular appointment at SBHS:

<b>Name</b>	<b>Assignment</b>	<b>Stipend</b>	<b>Effective Date</b>
Beuk Forrest	Volunteer Athletic Aide - Ice Hockey	\$0.00	12/19/17

**2.10 Approve Community Education Before/After School Substitute Staff – Voucher** - upon the recommendation of the Superintendent of Schools that the Board of Education approve the following Community Education Before/After School Substitute Staff – Voucher:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Rate / Step</b>	<b>Effective Date</b>
Jeffrey Abate	Group Leader Sub	District	\$11.78 (Step 1)	11/16/17
Meghan Bell	Group Leader Sub	District	\$11.78 (Step 1)	12/19/17
Lauren Walters	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Jackson Marchese	Group Leader Sub	District	\$11.78 (Step 1)	11/20/17
Kathleen Burke	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Olivia Knutson	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Christopher Roff	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Garbrielle Krutan	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17

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Mandy Fleischman	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Kaylee Murillo	Group Leader Sub	District	\$11.78 (Step 1)	12/15/17
Morgan Rybinski	Group Leader Sub	District	\$11.78 (Step 1)	12/20/17

**2.11 Approve Community Education Before/After School Staff – Voucher** - upon the recommendation of the Superintendent of Schools that the Board of Education approve the following Community Education Before/After School Staff – Voucher:

Name	Assignment	Location	Rate / Step	Effective Date
Margaret Kozlik	Group Leader	Cambridge	\$22.19 (Step 18LL)	12/04/17
Susan Cooper	Group Leader	Constable	\$12.78 (Step 1i)	12/19/17

**2.12 Accept Community Education Resignation** – upon recommendation of the Superintendent of Schools that the Board of Education accept the following Community Education resignation:

Name	Assignment	Location	Rate / Step	Date of Resignation Letter	Effective Date
Samantha Rosenhouse	Group Leader	Constable	\$14.35 (Step 6i)	12/01/17	12/08/17