

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – November 20, 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 November 20, 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).

Warrants dated:	November 20, 2017	A. \$1,356,110.44
		B. \$176.83
Payroll	October 13, 2017	\$3,882,953.52
	October 30, 2017	<u>\$3,896,894.58</u>
Total for approved for payment		<u>\$7,779,848.10</u>

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.

September 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 September 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:

Statement as of September 30, 2017	\$52,489,047.75
---	------------------------

Approval Consent Agenda - November 20, 2017

1.5 Approve Transportation Jointure – upon the recommendation of the Superintendent of Schools that the Board of Education approve the following Transportation Jointures for the 2017 – 2018 school year:

Host District	Franklin Township
Joiner District	South Brunswick BOE
Route No./Destination	315.113/103 (Immaculata High School)
Number of Host Students	1
Number of Joiner Students	53
Joiner Cost	\$1,000
Terms	9/1/17 – 6/30/18

Host District	Franklin Township
Joiner District	South Brunswick BOE
Route No./Destination	570.001/101 (St. Joseph High School)
Number of Host Students	1
Number of Joiner Students	52
Joiner Cost	\$1,000
Terms	9/1/17 – 6/30/18

Host District	Franklin Township
Joiner District	South Brunswick BOE
Route No./Destination	570.001/101 (St. Joseph High School)

Approval Consent Agenda – November 20, 2017

Number of Host Students	1
Number of Joiner Students	52
Joiner Cost	\$1,000
Terms	9/1/17 – 6/30/18

Host District	South Brunswick
Joiner District	Franklin Township
Route No./Destination	ND. 001 (Notre Dame High School)
Number of Host Students	20
Number of Joiner Students	24
Joiner Cost	\$24,000
Terms	9/1/17 – 6/30/18

1.6 Accept Donations – upon recommendation of the Superintendent of Schools that the Board of Education accept the following donations from Mr. Michael Silverstein, Kendall Park, NJ:

Instrument – Clarinet	Instrument: Clarinet
Brand: Bundy	Brand: Buffet
Model: 577	Model: E11 (BC2501N)
Serial #: 1484026	Serial #: 579396
Assessed Value: \$1,208	Assessed Value: \$2,010

1.7 Approve Purchases through NJ State Contract over the Bid Limit – (70) Copiers – upon recommendation of the Superintendent of Schools that the Board of Education authorize the following contract for (70) copiers under a lease purchase agreement utilization NJ State Contract G-2075 #40467 for TGI Office Automation of Edison, NJ as awarded through January 11, 2018.

Approval Consent Agenda – November 20, 2017

(70) Lanier Copier MFP's	\$12,346.65 per month	\$148,159.80 annually
Optional Booklet Finishers	\$20.00 per month per unit	
Optional Postscript	\$13.00 per month per unit	
Additional PRO8200S	\$55.00 per month per unit	

This contract covers all service, parts, labor, toner and staples with 1,400,000 monthly black copies/prints. Black copy overage billed annually at .004 and 1000 color overage billed annually at .05 per copy.

1.8 Approve Purchases through NJ State Contract over the Bid Limit – Cloud Fax Service - upon recommendation of the Superintendent of Schools that the Board of Education authorize the following service contract for Cloud Fax Service utilizing NJ State Contract G-2075 for TGI Office Automation of Edison, NJ awarded through January 11, 2018 for the monthly cost of \$590.00 with a one-time porting and setup fee of \$1,890.00.

1.9 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.

1.10 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.

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

Approval Consent Agenda – November 20, 2017

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.

1.11 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.

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:

For the Purpose of Retirement:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Diane Savotok	Bus Driver	Transportation	11/01/17	11/01/17
Madeline Neufield	Occupational Therapist	District	01/01/18	11/17/18

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

Name	Assignment	Location	Period of Leave	Type of Leave
Henry Burnett	Custodian	Maintenance	11/13/17, 11/16/17	Unpaid Intermittent FMLA

Approval Consent Agenda - November 20, 2017

Jennifer Greco	Teacher	Cambridge	04/19/18 thru 06/30/18	Unpaid Family Leave (FMLA)
Heidi Henning	Teacher	Brunswick Acres	04/09/17 thru 06/30/18	Unpaid Family Leave (FMLA)
Anna Kosa	Paraprofessional	Indian Fields	10/30/17, 11/17/17 (.5), 11/20/17, 11/21/17 (.5), 11/27/17, 12/04/17	Unpaid Intermittent FMLA
Nisha Shah	Paraprofessional	Greenbrook / Brooks Crossing	11/29/17, 12/12/17, 12/19/17 thru 12/22/17	Unpaid Intermittent FMLA
Danielle Matlack	Teacher	SBHS	11/27/17 thru 12/22/17	Unpaid FMLA Leave

B. Change in Leaves of Absence

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Tracey Dovas	Teacher	Crossroads South	12/13/17 thru 03/09/18	12/15/17 thru 03/16/18	Unpaid Family Leave (FMLA)	07/24/17
Tracey Dovas	Teacher	Crossroads South	03/12/17 thru 06/30/18	03/19/18 thru 06/30/18	Unpaid Child- Rearing Leave	07/24/17
Peri Orlando	Teacher	SBHS	10/23/17 thru 01/19/18	11/22/17 thru 02/23/18	Unpaid Family Leave (FMLA)	08/28/17
Peri Orlando	Teacher	SBHS	01/22/18 thru 06/30/18	02/26/18 thru 06/30/18	Unpaid Child- Rearing Leave	08/28/17

Approval Consent Agenda – November 20, 2017

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

Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Lauren Marshall	Administrative Itinerant Secretary II, Level III, 12-month	District	\$45,310.00 (Step E)	Vacant Budgeted Position	11/13/17

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

Name	Assignment	Location - from	Location - To	Salary - From	Salary - To	Reason for Change	Effective Date
Cheryl Sitarik	Para-professional	Greenbrook	Crossroads South	\$4,698.76 (\$12.98, Step 2i)	\$13,057.88 (\$12.98, Step 2i)	Increase in hours from 2 to 6.5	10/10/17

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

Name	Assignment	Location	Salary - From	Salary - To	Reason for Change	Effective Date
Abdul Ahmed	Bus Driver	Transportation	\$24,988.86 (\$21.24, Step 7s)	\$25,795.98 (\$21.24, Step 7s)	Increase in hours from 6.5 to 6.75	10/23/17
Lauren Strebeck	Bus Driver	Transportation	\$28,331.99 (\$21.01, Step 9*)	\$30,553.79 (\$21.01, Step 9*)	Increase in hours from 7.25 to 8	11/09/17
Janice Ubl	Bus Driver	Transportation	\$24,518.26 (\$20.84, Step 7s)	\$25,331.02 (\$20.84, Step 7s)	Increase in hours from 6.5 to 6.75	10/23/17

Approval Consent Agenda - November 20, 2017

2.6 Approve Change in Location - upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in location:

Name	Assignment	Location - From	Location - To	Reason for Change	Effective Date
William Reis	Custodian	Brooks Crossing	Monmouth Junction	Vacant Budgeted Position	11/21/17

2.7 Approve Change in Title - upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in titles:

Name	Title - From	Title - To	Location	Effective Date
Anne Barringer	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Brunswick Acres	11/20/17
Lynn Bauer	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Crossroads South	11/20/17
Suzanne Cardona	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Crossroads North	11/20/17
Eileen Cicero	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Cambridge	11/20/17

Approval Consent Agenda - November 20, 2017

Deborah Gullo	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Monmouth Junction	11/20/17
Rochelle Horowitz	PowerSchool Secretary / Student Services Out-of-District, Level III, 12-month	Student Information System (S.I.S.) Secretary / Student Services Out-of-District, Level III, 12-month	Student Services	11/20/17
Laura Kuehner	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Indian Fields	11/20/17
Lois Mahler	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	S.B.H. S.	11/20/17
Maria O'Donnell	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Brooks Crossing	11/20/17

Approval Consent Agenda - November 20, 2017

Kathy Sframeli	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Constable	11/20/17
Donna Marie Sock	School Secretary III (PowerSchool), Level III, 12-month	Student Information System (S.I.S.) Secretary III, Level III, 12-month	Greenbrook	11/20/17

2.8 Approve Job Description - upon recommendation of the Superintendent of Schools that the Board of Education approve the following job descriptions:

Title	Effective Date
Student Information System (S.I.S) Secretary, Level III	11/20/17
Student Information System (S.I.S.) Secretary / Student Services - Out of District, Level III	11/20/17

2.9 Approve Abolishment of Job Description - upon recommendation of the Superintendent of Schools that the Board of Education approve the following abolishment of job descriptions:

Job Description Title	Original Approval Date	Effective Date
PowerSchool Coordinating Secretary, Level V	04/25/05	11/20/17
School Secretary III (PowerSchool), Level III	04/25/05	11/20/17

Approval Consent Agenda – November 20, 2017

2.10 Approve Appointment for Extracurricular – SBHS - upon recommendation of the Superintendent of Schools that the Board of Education approve the following extracurricular appointments:

Name	Assignment	Stipend	Effective Date
Alexander Dingwall	Volunteer Athletic Aide - Wrestling	\$0.00	2017-2018
Adam Nalvan	Volunteer Athletic Aide - Winter Track	\$0.00	2017-2018
Clifford Raymond	Assistant to the Coach - Swimming	\$5,541.00	2017-2018

2.11 Approve Re-Appointment of Non-Tenured Contracts for the 2017 – 2018 School Year - upon recommendation of the Superintendent of Schools that the Board of Education approve the re-appointment of non-tenured administrator contracts for the 2017 -2018 school year:

Name	Assignment	Location	Contract
Yoshi Donato	Assistant Principal	SBHS	Second-Year Contract
Kathleen Boyce	Assistant Principal	.5 Constable / .5 Monmouth Junction	Second-Year Contract
Sandra Burghgraef-Fehte	Assistant Principal	.5 Cambridge / .5 Greenbrook	Second-Year Contract
Laura Cervino	Assistant Principal	.6 Brunswick Acres / .4 Administration	Second-Year Contract
April Gonzalez	Principal	Indian Fields	Second-Year Contract
Stacey Ta	Principal	Brunswick Acres	Second-Year Contract

Approval Consent Agenda - November 20, 2017

Christi Pemberton	Principal	Cambridge	Third-Year Contract
Christina Vildostegui-Cerra	Principal	Monmouth Junction	Third-Year Contract

2.12 Approve Re-Appointment of Non-Tenured Supervisor Contracts for the 2017 – 2018 School Year - upon recommendation of the Superintendent of Schools that the Board of Education approve the re-appointment of non-tenured supervisor contracts for the 2017 -2018 school year:

Name	Assignment	Location	Contract
Blair Eiseman	Supervisor of Professional Development	District	First-Year Contract
Mark Riccardi	Supervisor of Language Arts and Social Studies	Crossroads	First-Year Contract
Jessica Nastasi	Supervisor - Elementary Math/Science	District	Second-Year Contract
Jennifer Horne	Supervisor of Special Education (Middle)	Crossroads	Third-Year Contract
Sherry Sassine	Supervisor of Language Arts and Social Studies	District	Fourth-Year Contract
Robert Sears	Supervisor of K-12 Music	District	Fourth-Year Contract

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

Name	Assignment	Location	Rate / Step	Date of Letter	Effective Date
Paige Dawson	HS Intern	Brooks Crossing	\$8.44	11/07/17	11/13/17
Aurelia Sestito	Group Leader	Greenbrook	\$11.78 (Step 1)	11/07/17	11/20/17

Approval Consent Agenda - November 20, 2017

2.14 Approve Community Education Before/After School Substitute Staff-Voucher – upon 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
Venkata Rama Sailaja Tenneti	Group Leader Sub	District	\$11.78 (Step 1)	11/21/17
Kusuma Shashidhar	Group Leader Sub	District	\$13.39 (Step 4i)	11/21/17
Dhruv Singh	Group Leader Sub	District	\$11.78 (Step 1)	11/21/17