

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

**A. APPROVAL - CONSENT AGENDA – November 16, 2015**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

**1.1 Approval of Expenditures** - That the warrant list dated November 16, 2015 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>November 16, 2015</b>	<b>A. \$4,631,562.33</b>
		<b>B. \$247.50</b>
		<b>C. \$277.15</b>
<b>Payroll</b>	<b>October 15, 2015</b>	<b>\$3,712,395.39</b>
	<b>October 30, 2015</b>	<b><u>\$3,762,337.69</u></b>
<b>Total approved for payment</b>		<b><u>\$12,106,820.06</u></b>

**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 October 2015**

**1.3 Approve the Report of the Board Secretary** – That the attached Reports of the Board Secretary be approved: **Board Secretary's Report for October 2015**

**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:

<b>Statement as of October 31, 2015</b>	<b>\$23,179,071.92</b>
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**1.5 Approve Shared Services Agreement** – That the Board of Education approve the attached Shared Services Agreement between the South Brunswick Board of Education and the Educational Information & Resource Center (EIRC) for the 2015 – 2016 school year.

**1.6 Approve Representation to the Representative Assembly of the Middlesex Regional Educational Services Commission** – Pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the South Brunswick Board of Education elects Dr. Gerard M. Jellig, Superintendent of Schools to the Representative Assembly of the Middlesex Regional Educational Services Commission at their meeting held on November 16, 2015 for the period January 1, 2016 to December 31, 2016.

**1.7 Accept Donation and Approve Revised Budget** – That the Board of Education accept a donation from PNC Bank in the amount of \$2,500 to offset the cost of printing the District’s annual calendar. This donation will increase Miscellaneous Revenue by \$2,500 and the General Fund Appropriations by \$2,500 for the 2015 – 2016 school year.

**1.8 Approve Change Order** – That the Board of Education approve the following proposed change order # 3 for Drill Construction for the Athletic Storage at South Brunswick High School in the amount of \$17,549.00 to cover the cost to add fire suppressions (sprinklers) under the new mezzanine.

Spiegle Architectural Group has reviewed the change order and finds it fair and reasonable.

Base Contract	\$149,500.00
Approved Change Orders to date	\$0
Current Contract Sum	\$149,500.00
Recommended Changes	\$17,549.00
Recommended Contract Sum	\$167,049.00

**1.9 Approve Transportation Jointure** – That the Board of Education approve the following Transportation Jointures for the 2015 – 2016 school year:

Host District -	Franklin Township BOE
Joiner District -	South Brunswick BOE
Host District Rt. Number -	564.005/105
Destination -	St. Matthias School
Number of Host Students -	53
Number of Joiner Students -	1
<b>Joiner Cost -</b>	<b>\$884.00</b>

**1.10 Record, Award & Reject Bids –**

**A. That the Bids for Winter Athletic Supplies and Clothing, Bid No. 2015 – 13, opened on October 22, 2015 be recorded as per the following:**

<b><u>Vendor</u></b>	<b><u>No. of Items</u></b>	<b><u>Total Price</u></b>
Aluminum Athletic Equip Co. Royersford, PA	4	\$2,290.00
BSN Sports Jenkintown, PA	74	\$24,269.32
Efinger Sporting Goods Co. Bound Brook, NJ	62	\$24,351.71
Leisure Sporting Goods Iselin, NJ	29	\$12,377.48
Metuchen Center Sayreville, NJ	59	\$22,074.65
Pyramid School Products Tampa, FL	17	\$7,585.06
Riddell/All American Elyria, OH	25	\$8,254.93
Triple Crown Sports, Inc. Old Bridge, NJ	84	\$23,576.60

**That the Bids for Winter Athletic Supplies and Clothing, Bid No. 2015 – 13, opened on October 22, 2015 be awarded as per the following:**

<b><u>Vendor</u></b>	<b><u>No. of Items</u></b>	<b><u>Total Price</u></b>
BSN Sports Jenkintown, PA	35	\$6,875.07
Efinger Sporting Goods Co. Bound Brook, NJ	4	\$524.67

Leisure Sporting Goods Iselin, NJ	5	\$2,249.96
Metuchen Center Sayreville, NJ	19	\$7,769.00
Pyramid School Products Tampa, FL	6	\$1,192.36
Riddell/All American Elyria, OH	8	\$2,955.10
Triple Crown Sports, Inc. Old Bridge, NJ	27	\$5,024.20

**B. That the Bids for Winter Athletic Supplies and Clothing, Bid No. 2015 – 13, opened on October 22, 2015 be rejected for non-responsive to bid specifications:**

<u>Vendor</u>	<u>Description</u>	<u>No. of Items</u>	<u>Total Price</u>
BSN Sports Jenkintown, PA	Item No. SB6	1	\$563.40
Leisure Sporting Goods Iselin, NJ	Item No. TR1	1	\$508.20
Pyramid School Products Tampa, FL	Item No. BA15	1	\$115.50
Riddell/All American Elyria, OH	Item No. BA8 & SB6	2	\$1,610.00

**C. That the Bids for Winter Athletic and School Related Transportation II, Bid No. 2015 - 15, opened on November 10, 2015 be recorded as per the following:**

<u>Vendor</u>	<u>Description</u>	<u>No. of Trips</u>	<u>Total Price</u>
Jay's Bus Service Inc. Lakewood, NJ		28	\$23,800.00
	Cancellation Fee		\$250.00
Mercy Transportation Monmouth Junction, NJ		12	\$4,637.00
	Cancellation Fee		\$75.00

Montauk Transit Service, LLC Medford, NY	34 Cancellation Fee(less than 1 hour)	\$22,490.00 \$75.00
Suburban Trails, Inc. New Brunswick, NJ	34 Cancellation Fee(day of trip)	\$26,014.00 \$200.00

**That the Bids for Winter Athletic and School Related Transportation II, Bid No. 2015-15, opened on November 10, 2015 be awarded as per the following:**

<u>Vendor</u>	<u>Description</u>	<u>No. of Trips</u>	<u>Total Price</u>
Mercy Transportation Monmouth Junction, NJ	Cancellation Fee	8	\$2,997.00 \$75.00
Montauk Transit Service, LLC Medford, NY	Cancellation Fee(less than 1 hour)	24	\$16,931.00 \$75.00
Suburban Trails, Inc. New Brunswick, NJ	Cancellation Fee(day of trip)	2	\$2,442.00 \$200.00

**D. That the Bids for Winter Athletic and School Related Transportation II, Bid No. 2015-15, opened on November 10, 2015 be rejected as per the following:**

**For failure to submit complete Stockholder Disclosure Form:**

<u>Vendor</u>	<u>Description</u>	<u>No. of Trips</u>	<u>Total Price</u>
Jay’s Bus Service Inc. Lakewood, NJ	Cancellation Fee	28	\$23,800.00 \$250.00

**Vendor cannot supply the required (2) buses.**

Mercy Transportation Monmouth Junction, NJ	Feb. 8 <sup>th</sup> Armory Trip	1	\$410.00
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**1.11 Authorize Disposal of Property** – That the Board of Education authorize the disposal of the following property:

Be it resolved that the Board of Education has identified the following list of equipment as no longer usable by the South Brunswick Board of Education and will be offered for disposal by solicitation of quotes:

<u>Vin #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Odometer</u>
1HVBBAAN3YH355027	2001	Carpenter 54 Pass	163,007

**1.12 Authorize Competitive Contracting Process for Community Education and Parent**

**Academy** – That the Board of Education authorize the Competitive Contracting Process for Community Education Summer Enrichment Programs and the Parent Academy:

That the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services (namely student enrichment programs) enumerated in section 45 of P.L. 1999, c. 440 (C.18A:18A-4.1) for the 2016 – 2017 school year. The use of this competitive contracting procedure requires Board of Education approval as per 18A:18A-4.3 in the following subject areas:

- Summer Cricket Program
- Summer STEM Related Enrichment Programs
- Summer Enrichment Programs (non-STEM related)
- Summer Health and Wellness Related Camp Programs
- School Year Parent Workshops through South Brunswick Parent Academy

**1.13 Authorize Competitive Contracting Process for Professional Services** – That the Board of Education authorize the Competitive Contracting Process for Professional Services:

That the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services (namely professional services) enumerated in section 45 of P.L. 1999, c. 440 (C.18A: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 areas:

- English Language Arts Auditor – K-8

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

- Chapters 192/193 for Supplementary Instruction                      \$1,337.00

**1.15 Approve Non-Public Security Aid Requests** – That the Board of Education approve the Non-Public Security Aid requests for supplies and materials as follows for the 2015 – 2016 school year:

- St. Augustine
  - Energy Solutions - \$2,694 for Protective Film

- o Precision Tech & AV Solutions - \$2,608.27 for magnetic door release and intercom system

- Noor-Ul-Iman

- o Energy Solutions - \$5,794 for Protection Film
- o Security cameras for approximately \$4,000
- o Traffic cones shop - \$1,105.20 for traffic cones and carts
- o Crowd/ControlStore.com - \$986.10 for crowd control supplies

**1.16 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.

**1.17 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.

**1.18 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 Approve Charging of Salaries** – That the Board of Education, in order to comply with auditing regulations, approve the charging of salaries (and/or portion of salary) to various budgeted codes for federal/state programs. The 2015 – 2016 salaries of the following staff should be revised and charged to the account codes and grants indicated below:

**No Child Left Behind & IDEA Salaries**

Name	Assignment	Total Annual Salary	Salary to charge to Fund 20	Percentage of Salary to charge to Fund 20	Code	Grant
Debra Bevan	Title I Teacher	\$72,838.00	\$72,838.00	100.00%	20-231-100-100-61-02-2015	No Child Left Behind Title I
Debra Bevan	Title I Teacher	\$11,812.00	\$11,812.00	100.00%	20-231-100-100-61-02-2016	No Child Left Behind Title I
Melissa Caruso	Title I Teacher	\$61,660.00	\$61,350.00	99.50%	20-231-100-100-61-00-2016	No Child Left Behind Title I
Jennifer Reilly	Title I Teacher	\$60,605.00	\$60,500.00	99.83%	20-231-100-100-61-01-2016	No Child Left Behind Title I
Danielle Sweeney	Title I Teacher	\$59,500.00	\$59,500.00	100.00%	20-231-100-100-61-07-2016	No Child Left Behind Title I
Maureen Hartman	Teacher Coach	\$81,072.00	\$80,862.00	99.74%	20-250-200-100-61-04-2015	IDEA Basic
Denise Callaway	Elementary Literacy Coach	\$76,220.00	\$76,220.00	100.00%	20-250-200-100-61-03-2016	IDEA Basic

Mary Abode	Job Coach	\$29,000.00	\$29,200.00	100.00%	20-250-200-100-61-03-2016	IDEA Basic
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**2.2 Accept Resignation** – That the Board of Education accept the following resignations:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Alison Arey	Teacher	Crossroads North	12/23/15	10/27/15
Tiffany Gallo	Transition Coordinator	SBHS	12/31/15	11/13/15

**2.3 Approve Resignation to Retirement** – That the Board of Education approve the following change from a resignation to a retirement:

Name	Assignment	Location	Effective Date	Date of Resignation Letter	Previously Approved
Margaret Ehrhardt	School Social Worker	Cambridge	12/1/15	7/30/15	8/17/2015

**2.4 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
Rhonda Erdreich	Teacher	Crossroads South	11/10/15 thru 11/17/15	Unpaid Intermittent FMLA
Devyn Klich	Teacher	SBHS	02/22/16 thru 04/08/16	Unpaid Family Leave (FMLA)
Barbara Noguerras	Teacher	Indian Fields	11/13/15	Unpaid Intermittent FMLA
Nancy Phillips	Teacher	Crossroads South	11/16/15, 11/25/15, 12/02/15	Unpaid Intermittent FMLA

## B. Change in Leaves

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Christina Sylvester	Teacher	Brunswick Acres	11/13/15 thru 02/12/16	12/01/15 thru 02/26/16	Unpaid Family Leave (FMLA)	05/18/15
Christina Sylvester	Teacher	Brunswick Acres	02/15/16 thru 06/30/16	02/29/16 thru 06/30/16	Unpaid Child- Rearing Leave	05/18/15

**2.5 Rescind Leave of Absence** – That the following leave of absence be rescinded:

Name	Assignment	Location	Period of Leave	Previously Approved
Erin Zippo	Bus Driver	Transportation	01/18/16 thru 06/30/16	10/12/15

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

## Non-Certificated

Name	Assignment	Location	Step/Rate	Reason for Vacancy	Effective Date
Francesca Favaloro	Paraprofessional	SBHS	\$13,651.20 (\$11.85, Step 3)	Vacant Budgeted Position	11/09/15
Susan Schmidt	Paraprofessional	Transportation	\$4,147.50 (\$11.85, Step 3)	Vacant Budgeted Position	11/09/15

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

A. Approve 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>
Henry Dudek	Bus Driver	Transportation	\$27,408.30 (\$24.72, Step 12L*)	\$28,248.78 (\$24.72, Step 12L*)	Increase in Hours	10/19/15
Katrina Lease	Paraprofessional	Brooks Crossing / Constable	\$2,550.49 (\$11.45, Step 1)	\$2,773.24 (\$12.45, Step 1i)	Change in Step and Rate	09/01/15
Hend Mikhail	Paraprofessional	Brunswick Acres	\$8,127.72 (\$12.05, Step 4)	\$6,835.37 (\$12.05, Step 4)	Decrease in Hours	11/02/15
Michelle Nevius	Bus Driver	Transportation	\$25,171.14 (\$24.72, Step 12L*)	\$29,645.46 (\$24.72, Step 12L*)	Increase in Hours	10/05/15
Mary Nortevano	Bus Driver	Transportation	\$24,052.56 (\$24.72, Step 12L*)	\$27,408.30 (\$24.72, Step 12L*)	Increase in Hours	10/05/15
Imia Perez	Bus Driver	Transportation	\$35,238.36 (\$24.72, Step 12L*)	\$32,692.20 (\$24.72, Step 12L*)	Decrease in Hours	10/20/15
Diane Savotok	Paraprofessional	Transportation	\$20,576.08 (\$16.24, Step 10L)	\$23,174.48 (\$16.24, Step 10L)	Increase in Hours	10/08/15
Diane Smith	Paraprofessional	Transportation	\$18,371.51 (\$16.24, Step 10L)	\$19,017.04 (\$16.24, Step 10L)	Increase in Hours	10/09/15
Joseph Sullivan	Bus Driver	Transportation	\$19,234.74 (\$18.89, Step 7)	\$20,089.52 (\$18.89, Step 7)	Increase in Hours	10/05/15

Lisa Taggart	Bus Driver	Transportation	\$27,408.30 (\$24.72, Step 12L*)	\$26,289.72 (\$24.72, Step 12L*)	Decrease in Hours	10/05/15
Margaret Ventolo	Bus Driver	Transportation	\$28,526.88 (\$24.72, Step 12L*)	\$27,408.30 (\$24.72, Step 12L*)	Decrease in Hours	10/05/15

B. Change in Salary due to Addition of Technology Coordinator Stipend:

Name	Location	Stipend	Salary - From	Salary - To	Effective Date
Melissa Caruso	Greenbrook	\$1,564.80 (pro-rated)	\$61,660.00 (MA+15, Step 5)	\$63,224.80 (MA+15, Step 5)	11/03/15

C. Change in Salary due to change in SST Position:

Name	Assignment	Location	Stipend	Salary - From	Salary - To	Effective Date	Previously Approved
Allison Lipset	Team Leader	Crossroads South	\$510.00	\$93,719.00 (DM, Step 16f)	\$93,919.00 (DM, Step 16f)	09/01/15	10/12/15
Barbara McCarthy	Case Coordinator	Crossroads South	\$310.00	\$89,625.00 (MA+30, Step 16)	\$89,425.00 (MA+30, Step 16)	09/01/15	10/12/15

**2.8 Approve Adjustment in Extracurricular Stipend** – That the Board of Education approve an adjustment in South Brunswick High School extracurricular stipend for the 2015 – 2016 school year:

Name	Position	Stipend - From	Stipend - To	Reason for Change	Previously Approved
Tara Burniston	Head Coach - Girls' Bowling	\$6,336.00	\$7,924.00	Contractual Agreement	08/17/15
Kelly Forthun	Head Coach - Boys' Bowling	\$6,336.00	\$7,924.00	Contractual Agreement	08/17/15
Joseph Dougherty	Head Coach - Girls' Golf	\$6,336.00	\$7,924.00	Contractual Agreement	08/17/15
Joseph Hoehman	Head Coach - Boys' Golf	\$6,336.00	\$7,924.00	Contractual Agreement	08/17/15

**2.9 Approve Community Education Substitute Staff** – That the Board of Education approve the following Community Education Substitute Staff:

Name	Assignment	Location	Rate / Step	Effective Date
Grace Biondo	After School	Brunswick Acres	\$20.34/Step 15Li	10/19/15
Bridget Troccoli	After School	Brunswick Acres	\$19.13/Step 13Li	10/02/15

**2.10 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
Jeya Stanley	Special Support Group Leader	Brunswick Acres	\$12.85	10/26/15
Debra Moriarity	Group Leader	Constable/ Greenbrook	\$11.85	11/04/15

**2.11 Approve Community Education High School Intern** – That the Board of Education approve the following Community Education High School Intern:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Kaylee Murillo	After School Program	Indian Fields	\$8.38	11/04/15

**2.12 Approve Community Education Change in Assignment** – That the Board of Education approve the following Community Education Change in Assignment:

Name	Assignment - From	Assignment - To	Location - From	Location - To	Reason for Transfer	Effective Date
Donna Vannatta	Substitute List	Group Leader	District	Brooks Crossing	Increased Enrollment	11/02/15
Veronica Mitchell	Group Leader	Substitute List	Constable/ Greenbrook	District	Out-of-District Schedule	10/13/15

**2.13 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
Bindu Goel	Before School Program	Monmouth Junction	Constable	Staffing Needs	11/09/15
Cindy Beim	Before School Program	Brunswick Acres	Greenbrook	Staffing Needs	11/09/15
Ann Smoke	Before School Program	Greenbrook	Monmouth Junction	Staffing Needs	11/09/15

**2.14 Approve Community Education Change in Rate** – That the Board of Education approve the following change in rate for the following Community Education vouchered employee:

Name	Assignment	Location	Rate / Step - From	Rate / Step - To	Reason for Change	Effective Date
Donna Vannatta	Group Leader - After School Program	Brooks Crossing	\$12.45/Step 1i	\$12.85/Step 3i	Adjustment in Step	11/02/15