

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

**A. APPROVAL - CONSENT AGENDA – October 26, 2015**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

**1.1 Approval of Expenditures** - That the warrant list dated October 26, 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>October 26, 2015</b>	<b>A. \$1,855,041.73</b>
		<b>B. \$8.37</b>
		<b>C. \$9.97</b>
		<b>D. \$7.44</b>
		<b>E. \$2.80</b>
		<b>F. \$1.98</b>
		<b>G. \$5.33</b>
		<b>H. \$4.27</b>
		<b>I. \$10.36</b>
		<b>J. \$5.89</b>
<b>Payroll</b>	<b>September 15, 2015</b>	<b>\$3,830,525.99</b>
	<b>September 30, 2015</b>	<b><u>\$3,903,142.98</u></b>
<b>Total approved for payment</b>		<b><u>\$9,588,767.11</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 September 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 September 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:

**Statement as of September 30, 2015                      \$9,588,767.11**

**1.5 Record, Award and Reject Bids –**

- A. That the Bids for Transportation Routes – To/From, Bid No. 2015 – 12, opened on October 20, 2015 be recorded as per the following:**

<u>Vendor</u>	<u>No. of Routes</u>	<u>Description</u>	<u>Total Price</u>
Irvin Raphael	1		\$35,999.00
East Brunswick, NJ		increase/decrease	\$1.95

That the Bids for Transportation Routes – To/From, Bid No. 2015 – 12, opened on October 20, 2015 be awarded as per the following:

<u>Vendor</u>	<u>No. of Routes</u>	<u>Description</u>	<u>Total Price</u>
Irvin Raphael	1		\$35,999.00
East Brunswick, NJ		Increase/decrease	\$1.95

- B. That the Bids for Winter Athletic and School Related Trip – Transportation, Bid No. 2015-14, opened on October 21, 2015 be recorded as per the following:**

<u>Vendor</u>	<u>No. of Routes</u>	<u>Description</u>	<u>Total Price</u>
Starr Transit Co., Inc.	10		\$21,805.00
Trenton, NJ		Cancellation Fee/ 24 hours	\$200.00
Stout's Charter Service Inc.	12		\$32,760.00
Trenton, NJ		Cancellation Fee/ 24 hours	\$250.00
Suburban Trails, Inc.	14		\$38,104.00
New Brunswick, NJ		Cancellation Fee/ day of trip	\$200.00

That the Bids for Winter Athletic and School Related Trip – Transportation, Bid No. 2015-14, opened on October 21, 2015 be awarded as per the following:

<u>Vendor</u>	<u>No. of Routes</u>	<u>Description</u>	<u>Total Price</u>
Starr Transit Co., Inc. Trenton, NJ	1	Cancellation Fee/ 24 hours	\$1,590.00 \$200.00
Suburban Trails, Inc. New Brunswick, NJ	13	Cancellation Fee/ day of trip	\$36,456.00 \$200.00

C. That the Bids for Winter Athletic and School Related Trip – Transportation, Bid No. 2015-14, opened on October 21, 2015 be rejected for failure to submit stockholder disclosure form:

<u>Vendor</u>	<u>No. of Routes</u>	<u>Description</u>	<u>Total Price</u>
Stout’s Charter Service Inc. Trenton, NJ	12	Cancellation Fee/ 24 hours	\$32,760.00 \$250.00

**1.6 Record and Award RFP -**

That the RFP for Professional Development Goal #1 and Stronge Teacher Evaluation Model Training, RFP No. 15-04, opened on October 14, 2015 be recorded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
IDE Corp Ramsey, NJ	Goal #1	\$1,735.00	\$22,555.00
Stronge & Associates Educational Consulting, LLC	Stronge Teacher/ Evaluation Model	\$3,000.00	\$3,000.00

That the RFP for Professional Development Goal #1 and Stronge Teacher Evaluation Model Training, RFP No. 15-04, opened on October 14, 2015 be awarded as per the following:

<u>Vendor</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
IDE Corp Ramsey, NJ	Goal #1	\$1,735.00	\$22,555.00

Stronge & Associates Educational Consulting, LLC	Stronge Teacher/ Evaluation Model	\$3,000.00	\$3,000.00
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- 1.7 Accept Donation and Approve Revised Budget** – That the Board of Education accept a donation from the Rotary Foundation of Plainsboro, Inc. to cover the cost of the 2015 – 2016 South Brunswick High School Interact Advisor stipend and a approve a revised budget for the 2015 – 2016 school year. This donation will increase the miscellaneous revenue by \$1,359.66 and the general fund appropriations by \$1,359.66.
- 1.8 Approve Withdrawal from Capital Reserve** – That the Board of Education approve the withdrawal from the Capital Reserve Account in the amount of \$74,841.71 pursuant to N.J.A.C. 6A:26-9.1 (e) effective October 26, 2015 and said funds are to be placed in the following account 12-000-400-931-20-49-1230. A withdrawal is required to offset the cost of the 2<sup>nd</sup> floor Blackhorse Lane renovations.
- 1.9 Approve the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance** – That the Board of Education approve the NJQSAC Statement of Assurance for the 2015 – 2016 school year.
- 1.10 Approve Memorandum of Agreement** – That the Board of Education approve the Annual Review and Revisions of Agreement for the Uniform State Memorandum Agreement between Education and the Law Enforcement Officials for the 2015 – 2016 school year.
- 1.11 Approve School Goals and Professional Development Plan** – That the Board of Education approve the South Brunswick School District School Goals and Professional Development Plan for the 2015 – 2016 school year.
- 1.12 Approve the South Brunswick School District Safety Plan** – That the Board of Education approve the South Brunswick School District’s School Safety Plan for the 2015 – 2016 school year. A copy of the School District Safety will be maintained in the Superintendent’s office.
- 1.13 Approve Out-Of-District Placements** - That the Board of Education approve the special education students whose initials appear on the attached sheets to be sent to the schools indicated with tuition and transportation costs paid by the South Brunswick Township School District for the 2015 – 2016 school year.

**1.14 Approve Contracted Services for Evaluations** – That the Board of Education approve the following contracted services for Psychiatric and Bilingual Evaluations the 2015 – 2016 school year:

- Lewis M. Milrod, M.D., P.C. to provide neurological evaluations at \$325.00 per evaluation and the cost not to exceed \$1,300.00.
- Fatima Yeddanapally to provide bilingual (Telugo) learning evaluations at \$650.00 per evaluation and the cost not to exceed \$1,300.00.
- Fatima Yeddanapally to provide bilingual (telugu) translation evaluations at \$250.00 per evaluation and the cost not to exceed \$1,000.00.

**1.15 Approve Contracted Services for Speech/Language Services** – That the Board of Education approve Therapy Source to provide in-home speech/language services for two students receiving a home-based educational program for the 2015 – 2016 school year. The cost of these services is \$191.50 for 60 minute sessions and the total cost of these services will not exceed \$14,400.

**1.16 Approve Proposal for Consultative Services** – That the Board of Education approve the attached proposal from New Jersey Coalition for Inclusive Education, Inc. (NJCIE) to provide consultant services to review, offer insights and provide training on best practices on inclusive education. This contract will provide support to staff working in inclusive settings. It is projected that these contracted services would not exceed the cost of \$4,000.

**1.17 Approve Services Agreement** – That the Board of Education accept the attached Services Agreement from the Arc of New – Project Hire to provide community-based vocational services for a student in the 18-21 year-old program. These services prevent the need for an out-of-district placement and will provide the necessary supports for this student to transition to adulthood. The hourly rate for these services will be \$51.00 and it is projected that these contracted services would not exceed the cost of \$2,550.

**1.18 Approve Joint Transportation Agreement** – That the Board of Education approve the Joint Transportation Agreement between the South Brunswick Board of Education and the Educational Services Commission of Morris County for the 2015 – 2016 school year.

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

A. Host District -	West Windsor-Plainsboro RSD
Joiner District -	South Brunswick
Host District Rt. Number -	MASME
Destination -	Middlesex County Academy Math & Science
Number of Host Students -	1
Number of Joiner Students -	9

**Joiner Cost - \$35,478.00**

B. Host District - Monmouth Regional  
 Joiner District - South Brunswick  
 Host District Rt. Number - CPC/Collier  
 Destination - Collier  
 Number of Host Students - 4  
 Number of Joiner Students - 1  
**Joiner Cost - \$4,500.00**

C. Host District - South Brunswick  
 Joiner District - Monroe Township  
 Host District Rt. Number - NDHS  
 Destination - Notre Dame High School  
 Number of Host Students - 19  
 Number of Joiner Students - 1  
**Joiner Cost - \$884**

**1.20 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.

**1.21 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.

**1.22 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
Keri Mandell	Learning Disabilities Teacher Consultant	Brooks Crossing / Monmouth Junction	12/15/15	10/16/15

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
JoAnn Beasich	Teacher	SBHS	01/01/16	10/19/15

**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
Thomas Fawcett	Teacher	SBHS	11/01/15 thru 12/18/15	Unpaid Family Leave (FMLA)

B. Change in Leaves of Absence

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Heather Hamed	School Psychologist	Brooks Crossing / Monmouth Junction	10/20/15 thru 01/15/16	11/18/15 thru 02/12/16	Unpaid Family Leave (FMLA)	05/11/15
Heather Hamed	School Psychologist	Brooks Crossing / Monmouth Junction	01/18/16 thru 06/30/16	02/15/16 thru 06/30/16	Unpaid Child-Rearing Leave	05/11/15
Victoria Rheinhardt	Counselor	Crossroads North	10/22/15 thru 01/15/16	10/26/15 thru 01/22/16	Unpaid Family Leave (FMLA)	05/18/15

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

Non-Certificated

Name	Assignment	Location	Rate/Step	Reason for Vacancy	Effective Date
Cindy Beim	Paraprofessional	Brunswick Acres / Greenbrook	\$7,835.29 (\$12.85, Step 3i)	Vacant Budgeted Position	10/19/15
William Davis	Paraprofessional	Brunswick Acres	\$4,079.36 (\$11.85, Step 3)	Vacant Budgeted Position	10/19/15



Bonnie Forgash	Paraprofessional	Monmouth Junction	\$6,347.90 (\$12.85, Step 3i)	Vacant Budgeted Position	10/19/15
Samantha Rosenhouse	Paraprofessional	Brooks Crossing	\$7,106.09 (\$13.27, Step 5i)	Vacant Budgeted Position	10/19/15

**2.4 Approve Change in Assignment** – That the Board of Education approve the following change in assignment effective November 2, 2015:

Name	Assignment - From	Assignment - To	Location - From	Location - To	Salary - From	Salary - To	Reason for Change
Mary Abode	Para-professional	Job Coach	Brunswick Acres	SBHS	\$25,450.76 (\$22.16, Step 19LA)	\$29,000	Vacant Budgeted Position

**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
Jessica Boettcher	Para-professional	Cambridge	\$3,162.98 (\$11.65, Step 2)	\$3,614.41 (\$11.65, Step 2)	Increase in Hours	10/15/15
Chera Busch	Para-professional	SBHS	\$15,417.00 (\$13.50, Step 3iA)	\$15,816.70 (\$13.85, Step 3iA)	Adjustment in Rate	09/28/15
Ann Michele Clark	Para-professional	Brooks Crossing	\$6,331.38 (\$17.49, Step 12L)	\$9,182.25 (\$17.49, Step 12L)	Increase in Hours	10/05/15
Alisa Cooper-Hay	Bus Driver	Transportation	\$23,139.95 (\$18.94, Step 6*)	\$23,892.81 (\$18.94, Step 6*)	Increase in Hours	10/09/15
Jeanette Garcia	Para-professional	Cambridge / Monmouth Junction	\$12,348.21 (\$15.24, Step 9i)	\$12,889.23 (\$15.24, Step 9i)	Increase in Hours	10/15/15
Eileen Geffen	Para-professional	Cambridge	\$6,084.32 (\$22.41, Step 20LL)	\$6,879.87 (\$22.41, Step 20LL)	Increase in Hours	10/15/15

Mersula Giraudel	Para-professional	Greenbrook	\$6,707.44 (\$12.45, Step 1i)	\$10,716.34 (\$12.45, Step 1i)	Increase in Hours	10/26/15
Maryann Herrera	Para-professional	Monmouth Junction	\$3,993.45 (\$11.85, Step 3)	\$4,330.45 (\$12.85, Step 3i)	Change in Step and Rate	09/21/15
Patricia Kish	Bus Driver	Transportation	\$34,675.98 (\$24.72, Step 12L*)	\$35,683.32 (\$24.72, Step 12L*)	Increase in Hours	10/05/15
Debra Krutan	Para-professional	Cambridge	\$4,877.70 (\$13.74, Step 6i)	\$5,499.44 (\$13.74, Step 6i)	Increase in Hours	10/15/15
Theresa Loehr	Para-professional	Greenbrook	\$27,609.13 (\$22.41, Step 20LL)	\$25,737.89 (\$22.41, Step 20LL)	Decrease in Hours	09/01/15
Susan McDermott	Para-professional	Constable	\$13,596.72 (\$18.78, Step 14L)	\$11,897.13 (\$18.78, Step 14L)	Decrease in Hours	09/01/15
Lynn Miniere	Para-professional	Brooks Crossing	\$6,458.08 (\$17.84, Step 11Li)	\$9,366.00 (\$17.84, Step 11Li)	Increase in Hours	10/05/15
Stanley Olson	Maintenance - HVAC	Maintenance	\$62,414.00 (Step 13LL)	\$62,914.00 (Step 13LL)	Adjustment in Stipend	07/01/15
Adriana Santos	Para-professional	Monmouth Junction	\$5,999.75 (\$11.65, Step 1)	\$4,156.35 (\$11.45, Step 1)	Decrease in Hours	10/19/15
Shilpa N. Shah	Para-professional	Cambridge	\$3,108.68 (\$11.45, Step 1)	\$3,552.36 (\$11.45, Step 1)	Increase in Hours	10/15/15
Srividhya Sundaram	Para-professional	Constable	\$2,253.45 (\$12.45, Step 1i)	\$3,380.18 (\$12.45, Step 1i)	Increase in Hours	09/01/15
Agnes Szemere	Bus Driver	Transportation	\$25,171.14 (\$24.72, Step 12L*)	\$27,964.50 (\$24.72, Step 12L*)	Increase in Hours	09/01/15
Mary Violante	Para-professional	Cambridge	\$5,055.20 (\$14.24, Step 7i)	\$5,699.56 (\$14.24, Step 7i)	Increase in Hours	10/15/15
Claire Wittenburg	Para-professional	Monmouth Junction	\$7,236.56 (\$12.45, Step 1i)	\$6,763.46 (\$12.45, Step 1i)	Decrease in Hours	10/19/15

**2.6 Approve SBHS Work Study Student** – that the Board of Education approve the following work study student:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Robert Morris	Light Custodial Duties	Brunswick Acres	\$8.41	10/30/15

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

Name	Assignment	Location	Effective Date	Date of Resignation Letter	Previously Approved
Krista Schnatter	Paraprofessional Substitute	District	10/19/15	10/19/15	09/08/15

**2.8 Approve Community Education Substitute** – That the Board of Education approve the following substitute staff member:

Name	Assignment	Location	Rate	Effective Date
Alexandra Everly	Before & After School Program	District	\$11.85	10/20/15

**2.9 Approve Community Education** – High School Intern – That the Board of Education approve the following high school intern:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Batool Bokhari	After School Program	Brooks Crossing / Indian Fields	\$8.38	10/26/15
Maria Everly	After School Program	Cambridge	\$8.38	10/26/15