

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – November 6, 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 6, 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 6, 2017 | \$2,082,305.27 |
|------------------------|-------------------------|-----------------------|

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|---------------------------------------|--|------------------------------|
| Total for approved for payment | | <u>\$2,082,305.27</u> |
|---------------------------------------|--|------------------------------|

1.2 Establish School Safety Specialist – upon recommendation of the Superintendent of Schools that the Board of Education establish Raphael Morales as the School Safety Specialist for the South Brunswick School District for the 2017 – 2018 school year.

1.3 Approve Authorization of Students to participate in the Seal of Biliteracy Program - upon the recommendation of the Superintendent of Schools that the Board of Education deems participation in the Seal of Biliteracy for the 2017 - 2018 school year to be educationally beneficial as it not only encourages students to pursue biliteracy and honors the skills our students attain, but it can also be evidence of the skills that are desirable to future employers and offices of college admissions.

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

| | |
|---------------------------|-----------------------------|
| Host District | South Brunswick |
| Joiner District | Trenton |
| Host District Route # | Q103 |
| Number of Host Students | 0 |
| Number of Joiner Students | 1 |
| Joiner Cost | \$3,029.40 |
| Terms | 07/01/17-08/18/17 (30 days) |

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1.5 Approve Competitive Contracting Process for Transportation Consultant Services – upon recommendation of the Superintendent of Schools that the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services (namely consultant services) enumerated in section 45 of P.L. 1999, c. 440 (C.18A:18A-4.1) for the 2017 – 2018 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:

- Transportation Consultant Services

1.6 Record, Award & Reject Bids – upon recommendation of the Superintendent of Schools that the Board of Education approve the following:

A. **Bids for Public Sale – (4) International 54 Passenger School Buses – opened on October 27, 2017 be recorded as per the following:**

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|--|---------------------|--------------------|
| Jersey One Auto Sales Jersey City, NJ | 4 | \$2,592.00 |

Bids for Public Sale – (4) International 54 Passenger School Buses – opened on October 27, 2017 be awarded as per the following:

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|--|---------------------|--------------------|
| Jersey One Auto Sales Jersey City, NJ | 4 | \$2,592.00 |

B. **Bids for Winter Athletics and School Related Trip Transportation, Bid No. 2017 – 10, opened on October 31, 2017 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 | 104 Cancellation Fee | \$156,690.00 \$0.00 |
| Starr Transit Co., Inc. Trenton, NJ | 10 Cancellation Fee (if cancelled within 24 hours) | \$20,140.00 \$200.00 |
| Stout’s Charter Service Trenton, NJ | 12 Cancellation Fee (if cancelled within 24 hours) | \$28,880.00 \$250.00 |

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| Suburban Trails Inc. | 103 | \$161,460.00 |
| New Brunswick, NJ | (if cancelled day of trip) | \$200.00 |

Bids for Winter Athletics and School Related Trip Transportation, Bid No. 2017 – 10, opened on October 31, 2017 be awarded as per the following:

| <u>Vendor</u> | <u>No. of Trips</u> | <u>Total Price</u> |
|-------------------------|--|--------------------|
| Starr Transit Co., Inc. | 1 | \$1,700.00 |
| Trenton, NJ | Cancellation Fee (if cancelled within 24 hours) | \$200.00 |
| Stout’s Charter Service | 2 | \$5,250.00 |
| Trenton, NJ | Cancellation Fee (if cancelled within 24 hours) | \$250.00 |
| Suburban Trails Inc. | 100 | \$152,910.00 |
| New Brunswick, NJ | (if cancelled day of trip) | \$200.00 |

C. Bids for Winter Athletics and School Related Trip Transportation, Bid No. 2017 – 10, opened on October 31, 2017 be rejected for non-responsive to the bid specifications for the submittal of a bid guarantee in the form of certified check, cashier’s check or bid bond:

| <u>Vendor</u> | <u>No. of Trips</u> | <u>Total Price</u> |
|-----------------------------|---------------------|--------------------|
| American Dream Coaches Inc. | 104 | \$156,690.00 |
| Staten Island, NY | Cancellation Fee | \$0.00 |

1.7 Approve Rental/Lease Authorization – upon the recommendation of the Superintendent of Schools that the Board of Education authorize the School Business Administrator to seek competitive bids for the rental or lease of (10) 54 passenger school buses for the remainder of the 2017 – 2018 school year.

1.8 Approve Professional Services – upon the recommendation of the Superintendent of Schools that the Board of Education approve this request to approve the following agency and its anticipated projected rate for services for the 2017-2018 school year. These services are necessary and required for students that are eligible for special education and related services.

| VENDOR | SERVICE | RATE | NOT TO EXCEED |
|---------------------|---|---|---------------|
| FRA/TECH Connection | Assistive Technology/AAC Evaluations and Services | \$100/per hour \$450/per ½ day In-Service | \$5,000 |

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1.9 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 be approved 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.

1.10 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.

1.11 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

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.

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1.12 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.

1.13 Approve the South Brunswick School District Safety Plan – upon the recommendation of the Superintendent of Schools that the Board of Education approve the South Brunswick School District’s School Safety Plan for the 2017 – 2018 school year. A copy of the School District Safety Plan will be maintained in the Superintendent’s office.

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

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

| Name | Assignment | Location | Effective Date | Date of Resignation Letter |
|----------------|------------|----------------|----------------|----------------------------|
| Darlene Dawson | Bus Driver | Transportation | 11/03/17 | 10/20/17 |
| Elsa Montoya | Bus Driver | Transportation | 10/30/17 | 10/30/17 |

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

A. Leaves of Absence

| Name | Assignment | Location | Period of Leave | Type of Leave |
|---------------|------------|------------------|------------------------|----------------------------|
| Elissa Kaplan | Teacher | Crossroads South | 03/07/18 thru 06/01/18 | Unpaid Family Leave (FMLA) |

B. Change in Leaves of Absence

| Name | Assignment | Location | Leave - Change From | Leave - Change To | Type of Leave | Previously Approved |
|----------------|------------|------------------|------------------------|------------------------|----------------------------|---------------------|
| Ishneet Bhalla | Teacher | Crossroads North | 11/15/17 thru 02/09/18 | 12/01/17 thru 03/02/18 | Unpaid Family Leave (FMLA) | 06/19/17 |

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|----------------------|---------|------------------|------------------------------|------------------------------|--------------------------------------|----------|
| Ishneet Bhalla | Teacher | Crossroads North | 02/12/18 thru 06/30/18 | 03/05/18 thru 06/30/18 | Unpaid Child- Rearing Leave | 06/19/17 |
| Megan Champion | Teacher | Crossroads North | 11/06/17 thru 02/02/18 | 12/01/17 thru 03/02/18 | Unpaid Family Leave (FMLA) | 07/24/17 |
| Megan Champion | Teacher | Crossroads North | 02/05/18 thru 06/30/18 | 03/05/18 thru 06/30/18 | Unpaid Child- Rearing Leave | 07/24/17 |
| Natasha Helmsdoerfer | Teacher | Crossroads South | 10/23/17 thru 12/15/17 | 11/16/17 thru 12/15/17 | Unpaid Family Leave (FMLA) | 06/05/17 |

2.3 Approve Appointments – upon the 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 |
|--------------|--|-----------------|---------------------------------|--------------------------------|------------------------------|
| Jane McGarry | Replacement School Social Worker | SBHS | \$66,645.00 (MA, Step 10) | Vacant Budgeted Position | 11/02/17 thru 06/30/18 |

B. Non-Certificated

| Name | Assignment | Location | Salary / Rate | Reason for Vacancy | Effective Date |
|---------------|-------------------|-----------------|-------------------------------------|--------------------------------|-----------------------|
| Shaista Abidi | Paraprofessional | Greenbrook | \$4,856.40 (\$12.78, Step 1i) | Vacant Budgeted Position | 10/23/17 |
| Allison Kain | Paraprofessional | Constable | \$3,763.71 (\$11.78, Step 1) | Vacant Budgeted Position | 11/06/17 |

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| Chamudeswari Kolipaka | Paraprofessional | Brunswick Acres | \$2,894.67 (\$12.78, Step 1i) | Vacant Budgeted Position | 10/24/17 |
| Hannah Mendez | Paraprofessional | Greenbrook | \$1,563.80 (\$11.78, Step 1) | Vacant Budgeted Position | 11/06/17 |

2.4 Approve Change in Salary – upon the 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 |
|-----------------|----------------------|----------------|----------------------------------|----------------------------------|-------------------------|----------------|
| Raymona Baker | School Secretary III | SBHS | \$47,673.00 (Step H (L)) | \$46,173.00 (Step H) | Adjustment to Longevity | 07/01/17 |
| Melissa Grbac | Bus Driver | Transportation | \$23,518.24 (\$19.99, Step 3*s) | \$24,317.84 (\$19.99, Step 3*s) | Hours from 6.50 to 6.75 | 10/09/17 |
| Mary Nortetano | Bus Driver | Transportation | \$28,982.63 (\$25.62, Step 12L*) | \$30,852.89 (\$25.62, Step 12L*) | Hours from 6.25 to 6.75 | 11/01/17 |
| Yomeris Peralta | Bus Driver | Transportation | \$20,814.89 (\$19.89, Step 4s) | \$21,615.46 (\$19.89, Step 4s) | Hours from 6.50 to 6.75 | 10/09/17 |

2.5 Approve Change in Location – upon the 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 |
|-------------|------------|-----------------------------|---------------|--------------------------|----------------|
| Amanda Toto | Teacher | .5 Cambridge / .5 Constable | Cambridge | Vacant Budgeted Position | 10/09/17 |

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2.6 Approve Cleaner to Custodian – upon recommendation of the Superintendent of Schools that the Board of Education approve the following cleaner to custodian:

| Name | Assignment - From | Assignment - To | Location | Salary - From | Salary - To | Reason for Change | Effective Date |
|----------------|-------------------|-----------------|-----------------|----------------------|----------------------|-------------------------|----------------|
| Karl Doerflein | Cleaner | Custodian | Brooks Crossing | \$33,315.00 (Step 3) | \$43,144.00 (Step 1) | Contractual Advancement | 11/14/17 |

2.7 Approve Appointment of Extracurricular – upon the recommendation of the Superintendent of Schools that the Board of Education approve the following extracurricular appointments:

A. SBHS

| Name | Assignment | Stipend | Effective Date |
|------------------|--|------------|----------------|
| Matthew Brady | Assistant Advisor - Robotics Club | \$2,500.00 | 2017-2018 |
| Daniel Gorzynski | Assistant Coach - Boys' Lacrosse | \$5,541.00 | 2017-2018 |
| Nicole Monfasani | Assistant Coach - Girls' Basketball | \$6,567.00 | 2017-2018 |
| Madelyn Owens | Assistant Coach - Cheerleading | \$2,450.00 | 2017-2018 |
| Alexandra Robles | Advisor - Robotics Club | \$5,500.00 | 2017-2018 |
| Shaun Sterner | Volunteer Athletic Aide - Boys' Lacrosse | \$0.00 | 2017-2018 |
| Heather Wells | Assistant Coach - Girls' Basketball | \$6,567.00 | 2017-2018 |

B. Crossroads

| Name | Assignment | Stipend | Effective Date |
|---------------|----------------------------|------------|----------------|
| Juwan Tisdale | Assistant Coach - Football | \$2,815.00 | 2017-2018 |

2.8 Approve Administrative Leave – upon the recommendation of the Superintendent of Schools that the Board of Education approve the administrative leave of absence for the individual listed on the attached sheet.

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2.9 Approve Community Education High School Interns Vouchered – upon recommendation of the Superintendent of Schools that the Board of Education approve the following Community Education High School Interns vouchered:

| Name | Assignment | Location | Vouchered Rate | Effective Date |
|-----------------|----------------------|-----------------|-----------------------|-----------------------|
| Madleen Knutson | HS Intern Substitute | District | \$8.44 | 11/07/17 |

2.10 Approve Community Education Change in Location – upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in location for Community Education:

| Name | Assignment | Location - From | Location - To | Reason for Change | Effective Date |
|-------------------|-------------------|------------------------|-----------------------------------|--------------------------|-----------------------|
| Amber Brady | Group Leader | Constable | Cambridge | Staffing Needs | 10/27/17 |
| Alexandre Brengel | HS Intern | Sub List | Brooks Crossing / Brunswick Acres | Staffing Needs | 10/24/17 |
| Jenna Cohen | HS Intern | Sub List | Constable | Staffing Needs | 11/01/17 |

2.11 Approve Community Education High School Interns Vouchered – upon recommendation of the Superintendent of Schools that the Board of Education approve the following Community Education vouchered staff:

| Name | Assignment | Location | Vouchered Rate | Effective Date |
|-------------|------------------------------|-----------------|-----------------------|-----------------------|
| Jerod Ebram | Group Leader Special Support | Cambridge | \$13.18 (Step 3i) | 10/24/17 |

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2.12 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 substitute staff:

| Name | Assignment | Location | Vouchered Rate / Step | Effective Date |
|---------------|-------------------|--|------------------------------|-----------------------|
| Carol Cantoni | Group Leader | Cambridge / Constable / Greenbrook / Monmouth Junction | \$23.81 (Step 19LLi) | 10/31/17 |