

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

**A. APPROVAL - CONSENT AGENDA – December 19, 2016**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

- 1.1 Approval of Expenditures** - That the warrant list dated December 19, 2016 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 2016 – 2017 fiscal year (N.J.A.C. 6:20-2.13).

<b>Warrants dated:</b>	<b>December 19, 2016</b>	<b>A. \$3,558,098.92</b>
		<b>B. \$185.00</b>
<b>Payroll</b>	<b>November 15, 2016</b>	<b>\$3,937,412.73</b>
	<b>November 30, 2016</b>	<b><u>\$3,840,638.84</u></b>
<b>Total for approved for payment</b>		<b><u>\$11,336,335.49</u></b>

- 1.2 Approve Transfers** - That the transfers of budget appropriations between expenditure codes of the 2016 – 2017 Budget, as specified on the attached sheets, be hereby authorized.

**October 2016**

- 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 2016**

- 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, 2016</b>	<b>\$25,626,204.95</b>
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**1.5 Approve Audit Report FY 2016** – That the Board of Education approve the Annual Audit Report for FY2016:

**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 2015 – 2016 school year. That the summary of the Audit Report be made available for public distribution at this meeting of December 19, 2016, 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. There are no recommendations.

**1.6 Approval of Competitive Contracting Process for Software Services for Transportation** – That the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services 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 area:

- Software Services for Transportation

**1.7 Approve Disposal of Property** – That the Board of Education approve the following disposal of property:

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

<u>VIN</u>	<u>YEAR</u>	<u>MAKE</u>	<u>DESCRIPTION</u>
1YB321530K1B1T759	1985	Open Trailer	Dual Axle Landscape Trailer
1C9FS1622S1432566	1995	Open Trailer	Dual Axle Landscape Trailer

**1.8 Approve District’s Health Benefits Insurer** – That the Board of Education approve Horizon BCBS for the District’s health and dental benefits insurer for the period January 1, 2017 – December 31, 2017.

**1.9 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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**1.10 Approve Student Field Trip Destinations** – That the Board of Education approve the student field trip destinations as per the attached for the 2016 – 2017 school year.

**1.11 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

**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
Megan Romano	School Social Worker	Crossroads South	02/13/17	12/13/16

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B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Marilyn Meyer	Secretary	Crossroads South	02/01/17	12/08/16

**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
Sara Boscaino	Teacher	Crossroads North	02/01/17 thru 04/28/17	Unpaid Family Leave (FMLA)
Sara Boscaino	Teacher	Crossroads North	05/01/17 thru 06/30/17	Unpaid Child-Rearing Leave
Megan Daley	Teacher	Crossroads North	05/25/17 thru 06/30/17	Unpaid Family Leave (FMLA)
Megan Daley	Teacher	Crossroads North	09/01/17 thru 10/13/17	Unpaid Family Leave (FMLA)
Kathleen Derillo	Supervisor Special Education	SBHS	05/02/17 thru 06/30/17	Unpaid Family Leave (FMLA)
Kelly Carella	Teacher	Brunswick Acres	11/30/16 thru 01/02/17	Unpaid Leave of Absence

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### B. Change in Leaves

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Lauren Bierman	Teacher	Brooks Crossing	12/14/16 thru 03/10/17	01/05/17 thru 03/31/17	Unpaid Family Leave (FMLA)	06/13/16
Lauren Bierman	Teacher	Brooks Crossing	03/13/17 thru 06/30/17	04/03/17 thru 06/30/17	Unpaid Child-Rearing Leave	06/13/16

### 2.3 Approve Appointment - That the Board of Education approve the following appointments:

#### A. Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Erica Dewitte	Technology Education	SBHS	\$61,190.00 (MA, Step 6)	Vacant Budgeted Position	12/20/16

#### B. Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Eileen Cicero	Replacement Itinerant Secretary II, Level III, 12-month	District	\$43,538.00 (Step C)	Vacant Budgeted Position	12/05/16 thru 06/30/17
Sejal Patel	Paraprofessional	Brunswick Acres	\$3,941.63 (\$11.50, Step 1)	Vacant Budgeted Position	12/12/16
Chauncey Green	Cleaner	Greenbrook	\$32,815.00 (Step 1)	Vacant Budgeted Position	12/20/16
Gary Smith	Cleaner	Indian Fields	\$32,315.00 (Step 1)	Vacant Budgeted Position	12/20/16

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**2.4 Approve Technology Coordinator** - That the Board of Education approve the following Technology Coordinator:

Name	Location	Stipend	Effective Date
Jennifer Klein	Brooks Crossing	\$1,173.00	01/01/16 thru 06/30/16

**2.5 Approve Resignation of Technology Coordinator** - That the Board of Education accept the following resignation:

Name	Location	Effective Date
Kimberly Martin-Jones	Brooks Crossing	12/15/15

**2.6 Approve Change in Location** - That the Board of Education approve the following change in location:

Name	Assignment	Location - From	Location - To	Reason for Transfer	Effective Date
William Marino	Custodian	Crossroads North	Board Office	Realignment	12/12/16
Alex Salkin	Custodian	Board Office	Crossroads North	Realignment	12/12/16

**2.7 Approve SBHS Dean** - That the Board of Education approve the following SBHS Dean:

Name	Assignment	Location	Stipend	Effective Date
Shaun Ruymen	Dean - Grades 9/10	SBHS	\$4,566.00 (Pro-rate)	12/20/16

**2.8 Approve Change in Salary** - That the Board of Education approve the following change in salaries:

Name	Assignment	Location	Salary - From	Salary - To	Reason for Change	Effective Date
Carmel Birch	Bus Driver	Transportation	\$34,042.46 (\$25.18, Step 12LL*)	\$34,848.22 (\$25.18, Step 12LL*)	Increase in Hours	12/01/16
Victoria Garitano	Para-professional	Transportation	\$6,932.25 (\$11.70, Step 2)	\$8,318.70 (\$11.70, Step 2)	Increase in Hours	10/13/16
Zamen Haider	Para-professional	Brooks Crossing	\$6,353.10 (\$11.70, Step 2)	\$6,727.50 (\$11.70, Step 2)	Increase in Hours	12/05/16

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Leslie Lillian	.7 Student Assistance Counselor	Greenbrook	\$66,033.80 (DM, Step 16f)	\$66,339.81 (DM, Step 16f)	Adjustment in Stipend	09/01/16
Cindy Patrych-Brotman	.8 Student Assistance Counselor	Dayton/Deans/Brooks Crossing	\$71,132.86 (MA+30, Step 16)	\$71,166.08 (MA+30, Step 16)	Adjustment in Stipend	09/01/16
Samantha Rosenhouse	Paraprofessional	Brooks Crossing / Greenbrook	\$7,375.75 (\$13.78, Step 6i)	\$7,892.50 (\$13.78, Step 6i)	Increase in Hours	12/07/16
Shaun Ruymen	Dean - Grades 9/10	SBHS	\$69,780.00 (BA, Step 13)	\$74,346.00 (BA, Step 13)	Addition of Stipend	12/20/16
Donna Sandell	Paraprofessional	Brooks Crossing	\$9,581.52 (\$13.28, Step 7)	\$10,467.96 (\$13.28, Step 7)	Increase in Hours	12/05/16
Lynne Scaglia	.8 Student Assistance Counselor	Monmouth Junction	\$71,921.00 (MA+30, Step 16)	\$72,125.00 (MA+30, Step 16)	Adjustment in Stipend	09/01/16

**2.9 Approve District Substitute Paraprofessional** – That the Board of Education approve the following Substitute Paraprofessional:

Name	Rate / Step	Effective Date
Sonya Frasier	\$12.50 (Step 1i)	12/20/16
Jaya Gupta	\$12.70 (Step 2i)	11/07/16

**2.10 Approve Extracurricular** – That the Board of Education approve the following extracurricular at SBHS:

Name	Position	Stipend	Effective Date
Nicholas DeMarco	Assistant Coach - Wrestling	\$6,567.00	2016-2017

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

Name	Assignment	Location	Rate / Step	Effective Date
Donna Raspa	Group Leader AM	Monmouth Junction	\$17.52 (Step 12L)	12/08/16

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

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Voucher Hourly Rate</b>	<b>Effective Date</b>
Haleigh Plante	Substitute	District	\$8.38	12/20/16
Madelyne Murray	Substitute	District	\$8.38	12/20/16

**2.13 Approve Community Education** - Rescind Recommendation - That the Board of Education approve rescind recommendation:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Previous Approved</b>	<b>Date of Rescind Letter</b>	<b>Effective Date</b>
Elizabeth Gorman	Special Support Group Leader	Crossroads North	12/05/16	12/14/16	12/14/16