

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – February 20, 2018

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 February 20, 2018, 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:	February 20, 2018	\$3,552,996.40
Payroll	January 12, 2018	\$4,006,311.11
	January 30, 2018	<u>\$3,864,508.88</u>
Total for approved for payment		<u>\$11,423,816.39</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.

December 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 December 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 December 31, 2017	\$46,959,946.08
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1.5 Approval of DCO’s Recommendation to Award Bid 2017 – 13 – HVAC Controls Upgrades – as part of the Energy Savings Improvement Plan (ESIP) – upon recommendation of the Superintendent of Schools that the Board of Education approve DCO’s recommendation to Award Bid 2017 – 13:

WHEREAS, the South Brunswick Board of Education is a duly organized Board of Education (hereinafter referred to as “The Board”) having principal offices at 231 Blackhorse Lane, South Brunswick, New Jersey; and

WHEREAS, on December 14, 2015 the Board issued a resolution and selected DCO as their Energy Savings Company to act on behalf of the Board as their general contractor on the ESIP project, and for DCO to publicly bid, award, issue, administer, and pay the contracts between DCO and the successful bidders necessary to implement the approved ESIP per the signed implementation contract between the Board and DCO received the following bids:

<u>Company</u>	<u>Base</u>
A.M.E. Inc.	\$6,871,333.00
Jersey State Controls	\$6,629,000.00
Unitemp Inc.	\$6,929,500.00

WHEREAS, the Board of Education has determined to finance the bid through the Energy Savings Improvement Plan pursuant to N.J.S.A. 18A:18A-4.6(c), and

NOW, THEREFORE, BE IT RESOLVED THAT, the Board approves DCO’s recommendation for them to award and issue a contract directly to Jersey State Controls, whom represents the lowest responsible bidder for BID 2017-13 HVAC Controls Upgrades.

1.6 Approval of DCO’s Recommendation to Award Bid 2017 – 12 – HVAC Upgrades – as part of the Energy Savings Improvement Plan (ESIP) – upon recommendation of the Superintendent of Schools that the Board of Education approve DCO’s recommendation to Award Bid 2017 – 12:

WHEREAS, the South Brunswick Board of Education is a duly organized Board of Education (hereinafter referred to as “The Board”) having principal offices at 231 Blackhorse Lane, South Brunswick, New Jersey; and

WHEREAS, on December 14, 2015 the Board issued a resolution and selected DCO as their Energy Savings Company to act on behalf of the Board as their general contractor on the ESIP project, and for DCO to publicly bid, award, issue, administer, and pay the contracts between

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DCO and the successful bidders necessary to implement the approved ESIP per the signed implementation contract between the Board and DCO dated December 12, 2016.

WHEREAS, there is a need for DCO to contract for the Energy Conservation Measure (ECM) via Bid 2017 – 12 HVAC Upgrades – Phase II through the Board’s Energy Savings Plan (ESIP) approved by the Board on February 20, 2018, and DCO received the following bids:

<u>Company</u>	<u>Base</u>
AMCO Enterprises Inc.	\$4,891,000.00
Framan Mechanical Inc.	\$6,255,000.00
GBI Inc., dba Thermal Piping	\$5,556,000.00
Power Source	\$8,998,000.00
Preferred Mechanical Inc.	\$5,249,000.00
Unitemp Inc.	\$5,155,200.00

WHEREAS, the Board of Education has determined to finance the bid through the Energy Savings Improvement Plan pursuant to N.J.S.A. 18A:18A-4.6(c), and

NOW, THEREFORE, BE IT RESOLVED THAT, the Board approves DCO’s recommendation for them to award and issue a contract directly to AMCO Enterprises Inc., whom represents the lowest responsible bidder for BID 2017-12 HVAC Upgrades – Phase II.

1.7 Record and Award Bid – 2017 – 14 Time and Materials Structured Cabling – upon recommendation of the Superintendent of Schools that the Board of Education approve the receipt of bids - 2017 – 14 Time and Materials Structured Cabling opened on February 6, 2018 as per the following:

<u>Vendor</u>	<u>Items Bid</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime Hourly Rate</u>
Mehl Electric Co., Inc. Pearl River, NY	Foreman	\$145.35	\$218.05
	Journeyman	\$126.40	\$189.60
	Apprentice	\$88.45	\$132.20
	Material Markup on Add’t Items	20%	

<u>Vendor</u>	<u>Items Bid</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime Hourly Rate</u>
Sal Electric Co., Inc. Jersey City, NJ	Foreman	\$98.00	\$155.00
	Journeyman	\$89.00	\$145.00
	Apprentice	\$75.00	\$120.00
	Material Markup on Add’t Items	20%	

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Upon recommendation of the Superintendent of Schools that the Board of Education approve the award of bids - 2017 – 14 Time and Materials Structured Cabling opened on February 6, 2018 as per the following:

Primary Award

<u>Vendor</u>	<u>Items Bid</u>	<u>Hourly Rate</u>	<u>Hourly Rate</u>
Sal Electric Co., Inc. Jersey City, NJ	Foreman	\$98.00	\$155.00
	Journeyman	\$89.00	\$145.00
	Apprentice	\$75.00	\$120.00
	Material Markup on Add't Items	20%	

Secondary Award

<u>Vendor</u>	<u>Items Bid</u>	<u>Hourly Rate</u>	<u>Hourly Rate</u>
Mehl Electric Co., Inc. Pearl River, NY	Foreman	\$145.35	\$218.05
	Journeyman	\$126.40	\$189.60
	Apprentice	\$88.45	\$132.20
	Material Markup on Add't Items	20%	

T&M not to exceed \$100,000

1.8 Record and Reject Bids – 2017 – 16 – Time and Materials Audio Visual Maintenance – upon recommendation of the Superintendent of Schools that the Board of Education approve the receipt of bids for 2017 – 16 Audio Visual Maintenance Time and Materials opened on February 13, 2018:

Detail Attached

Vendor

Coskey Electronics Systems
North Brunswick, NJ

JD Sound & Video
Voorhees, NJ

Upon recommendation of the Superintendent of Schools that the Board of Education reject the bids for 2017 – 16 Audio Visual Maintenance Time and Materials opened on February 13, 2018 as per the following:

Vendor

Coskey Electronics Systems – for exceeding cost estimates
North Brunswick, NJ

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JD Sound & Video – Non-responsive to bid. Failed to submit a valid bid bond.
 Voorhees, NJ

1.9 Record and Award Bids – 2018 – 01 – Internet Services and High Speed Fiber Optic Based

WAN – upon recommendation of the Superintendent of Schools that the Board of Education approve the receipt of bids for 2018 – 1 – Internet Services and High Speed Fiber Optic Based WAN, opened on February 9, 2018:

<u>Vendor</u>	<u>Description</u>	Minimum Base Configuration	
		<u>Monthly</u>	<u>36 Month</u>
Comcast Business Comm. Philadelphia, PA	Internet	\$5,373.76	\$193,455.36
	WAN	\$14,896.00	\$536,256.00
Cablevision Lightpath NJ LLC Jericho, NY	Internet	\$10,400.00	\$374,400.00
	WAN	\$24,050.00	\$865,800.00

Upon recommendation of the Superintendent of Schools that the Board of Education approve the award of bids for 2018 – 1 – Internet Services and High Speed Fiber Optic Based WAN, opened on February 9, 2018:

<u>Vendor</u>	<u>Description</u>	Minimum Base Configuration	
		<u>Monthly</u>	<u>36 Month</u>
Comcast Business Comm. Philadelphia, PA	Internet	\$5,373.76	\$193,455.36
	WAN	\$14,896.00	\$536,256.00

Award all pricing per attached pricing list including the “Alternate to Monthly Charges”

1.10 Record and Award Bids – 2017 – 15 – Spring Athletic and School Related Trip

Transportation – upon recommendation of the Superintendent of Schools that the Board of Education approve the receipt of bids for 2017 – 15 – Spring Athletic and School Related Trip Transportation opened on February 14, 2018:

<u>Vendor</u>	<u>Description</u>	<u>No. of Trips</u>	<u>Total Price</u>
Stout’s Charter Services, Inc. Trenton, NJ	Trip Cancellation Fee	103	\$115,750.00
	Day of Trip		\$250.00
	Trip Cancellation Fee w/24 hour notice		\$0.00
Suburban Trails, Inc. New Brunswick, NJ	Trip Cancellation Fee	87	\$60,305.00
	Day of Trip		\$200.00

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Upon recommendation of the Superintendent of Schools that the Board of Education approve the award of bids for 2017 – 15 – Spring Athletic and School Related Trip Transportation opened on February 14, 2018:

<u>Vendor</u>	<u>Description</u>	<u>No. of Trips</u>	<u>Total Price</u>
Stout’s Charter Services, Inc. Trenton, NJ	Trip Cancellation Fee	30	\$33,225.00
	Day of Trip		\$250.00
	Trip Cancellation Fee w/24 hour notice		\$0.00
Suburban Trails, Inc. New Brunswick, NJ	Trip Cancellation Fee	86	\$59,310.00
	Day of Trip		\$200.00

Note: 36 trips received no bid and will be put out to bid again.

1.11 Approve Re-Adoption of Memorandum of Agreement – upon recommendation of the Superintendent of Schools that the Board of Education re-adopt and continue to implement the current Uniform State Memorandum of Agreement between Education and Law Enforcement Officials including the 2015 revisions.

1.12 Approve Extension of Professional Services – upon recommendation of the Superintendent of Schools that the Board of Education approve the extension of the following professional services. These services are necessary for students that are eligible for special education and related services:

<u>Vendor</u>	<u>Service</u>	“Not to Exceed”		“Not to Exceed”
		<u>Previous</u>	<u>Increase Amount</u>	<u>New</u>
FRA/Tech Connection Shrewsbury, NJ	Assistive Tech. Services	\$5,000	\$1,450	\$6,450

1.13 Approve Professional Services – upon recommendation of the Superintendent of Schools that the Board of Education approve the following professional services. These services are necessary for students that are eligible for special education and related services:

<u>Vendor</u>	<u>Service</u>	“Not to Exceed”
		<u>Amount</u>
Center for Behavioral Health Rajeswari Muthuswamy East Brunswick, NJ	Psychiatric Evaluations	\$2,400

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1.14 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 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.

1.15 Approve Settlement Agreement and General Release – upon recommendation of the Superintendent of Schools that the Board of Education approve the attached settlement agreement and general release between G.F and M.F. o/b/o M.F., v. South Brunswick Township Board of Education.

1.16 Approve South Brunswick High School Summer Institute – 2018 – upon recommendation of the Superintendent of Schools that Board of Education approve the South Brunswick High School Summer Institute for 2018:

<u>Courses/Credits</u>	<u>Grade Level</u>	<u>Fee</u>	<u>Date</u>
Advanced Biology I - 5 credits	10 -11	\$850 (in-district) \$875 (out-of-district)	6/27/18– 8/8/18
Advanced Chemistry I - 5 credits	9 - 11	\$850 (in-district) \$875 (out-of-district)	6/27/18 – 8/8/18
Advanced Geometry 5 credits	9 - 11	\$850 (in-district) \$875 (out-of-district)	6/27/18 – 8/8/18
Intro to Web Design 2.5 credits	10 - 12	\$425 (in-district) \$450 (out-of-district)	6/27/18 – 7/18/18
Organic Chemistry 5 credits	10 - 12	\$850 (in-district) \$875 (out-of-district)	6/27/18 – 8/8/18
Personal Financial Management Session I 2.5 credits	10 - 12	\$425 (in-district) \$450 (out-of-district)	6/27/18 – 7/18/18
Personal Financial Management Session II 2.5 credits	10 - 12	\$425 (in-district) \$450 (out-of-district)	7/19/18 – 8/8/18
Online Personal Financial Management	10 - 12	\$425 (in-district)	6/25/18 – 8/3/18

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2.5 credits

Courses for Enrichment – Non-credit

College Academy – Session I	SBHS – 12	\$175 (in-district only)	8/13/18 – 8/16/18
College Application Essay Seminar - Session I	SBHS – 12	\$225 (in-district only)	6/27/18 – 7/18/18
College Application Essay Seminar - Session II	SBHS – 12	\$225 (in-district only)	7/30/18 – 8/17/18
Jump-Start Algebra	9 - 10	\$425 (in-district) \$450 (out-of-district)	6/27/18 – 7/18/18
Prep for Advanced Physics	8 - 11	\$425 (in-district) \$450 (out-of-district)	6/27/18 – 7/18/18
Robotics	7 – 12	\$425 (in-district) \$450 (out-of-district)	6/27/18 - 7/18/18
SAT/ACT Prep: Math	10 – 12	\$425 (in-district) \$450 (out-of-district)	7/19/18 – 8/8/18
SAT/ACT Prep: Writing & Lang. Sections	10-11	\$425.00 (in-district) \$450.00 (out-of-district)	7/19/18 – 8/8/18

1.17 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.

1.18 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

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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.

1.19 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 Resignation – upon recommendation of the Superintendent of Schools that the Board of Education accept the following resignation:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Victoria Garitano	Paraprofessional	Transportation	02/19/18	02/08/18

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2.2 Approve Correction in Resignation for Purpose of Retirement – upon recommendation of the Superintendent of Schools that the Board of Education approve a correction in the resignation date for the purpose of retirement:

Name	Assignment	Location	Effective Date - From	Effective Date - To	Previously Approved
Holly Stefanidis	Teacher	SBHS	07/01/17	07/01/18	12/18/17

2.3 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
Barbara Noguerras	Teacher	Indian Fields	02/22/18	Unpaid Intermittent FMLA

B. Change in Leave of Absence

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Erica Kaminski	Teacher	Crossroads South	02/19/18 thru 05/18/18	02/27/18 thru 05/25/18	Unpaid Family Leave (FMLA)	10/23/18
Elissa Kaplan	Teacher	Crossroads South	03/07/18 thru 06/30/18	03/01/18 thru 06/01/18	Unpaid Family Leave (FMLA)	11/06/17
Tatiana Medina-Concepcion	Teacher	District	01/31/18 thru 03/16/18	02/02/18 thru 03/16/18	Unpaid Family Leave (FMLA)	01/22/18

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2.4 Approve Appointment – upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointment:

Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Katherine Hagerty	Replacement Physical Education Teacher	SBHS	\$54,850.00 (BA, Step 1)	Vacant Budgeted Position	02/12/18 thru 06/01/18
Dana Kampf	Replacement Special Education Teacher	Crossroads South	\$54,850.00 (BA, Step 1)	Vacant Budgeted Position	02/12/18 thru 05/25/18
Michelle Sosnowski	Replacement Special Education Teacher	Crossroads South	\$61,970.00 (MA, Step 5)	Vacant Budgeted Position	02/16/18 thru 05/25/18

Non-Certificated

Name	Assignment	Location	Salary / Step	Reason for Vacancy	Effective Date
Jamelia Lopez	Administrative Itinerant Secretary II, Level III, 12-month	District	\$45,022.00 (Step D)	Vacant Budgeted Position	02/20/18
Chelsea Smith	Paraprofessional	Dayton	\$7,533.17 (\$14.39, Step 4iA)	Vacant Budgeted Position	02/12/18

2.5 Rescind Appointment – Non-Certificated – upon recommendation of the Superintendent of Schools that the Board of Education approve the rescinding of the following appointment:

Name	Assignment	Location	Effective Date	Previously Approved
Sripriya Natarajan	Paraprofessional	Transportation	02/06/18	02/05/18

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2.6 Approve Change in Assignment and Salary – upon recommendation of the Superintendent of Schools that Board of Education approve the following change in assignment and salary:

Name	Assignment - From	Assignment - To	Location	Salary - From	Salary - To	Reason for Change	Effective Date
Betsy Epps	School Secretary III, Level III, 10-month	Secretary, Bookkeeper II, Level IV, 12-month	SBHS	\$53,769.00 (Step L (LL))	\$65,416.00 (Step L (LL))	Vacant Budgeted Position	02/12/18

2.7 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
Michele Boisier-Regula	Bus Driver	Transportation	\$35,272.34 (\$25.62, Step 12L*)	\$36,393.21 (\$25.62, Step 12L*)	Increase in Days	11/01/17
Cynthia Bressman	Paraprofessional	Brunswick Acres	\$5,828.02 (\$12.98, Step 2i)	\$5,058.95 (\$12.98, Step 2i)	Decrease in Hours from 2.75 to 2.00	02/15/18
Jennifer Duvelsdorf	School Nurse	Crossroads North (CE)	\$86,415.00 (MA, Step 12)	\$78,765.00 (MA, Step 12)	Reduction of Com Ed Hours/Stipend	02/01/18
Amanda Schollenberger	Paraprofessional	Monmouth Junction	\$4,878.86 (\$11.98, Step 2)	\$7,035.26 (\$11.98, Step 2)	Increase in Hours from 2.25 to 4.50	01/23/18

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

Name	Assignment	Location - From	Location - To	Reason for Change	Effective Date
Bonita Kazi	Paraprofessional	Dayton	Cambridge	Student Needs	01/16/18
Karen Shutt	Paraprofessional	Dayton	SBHS	Student Needs	01/16/18

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2.9 Approve Appointment for Extra-curricular – Elementary – upon recommendation of the Superintendent of Schools that the Board of Education approve the following extra-curricular elementary appointment for the 2017 – 2018 school year:

Name	Assignment	Location	Stipend	Effective Date
Lisa Panepinto	Yearbook Co-Advisor	Indian Fields	\$680.00	01/01/18

2.10 Rescind Appointment for Extra-curricular – Elementary – upon recommendation of the Superintendent of Schools that the Board of Education approve the following rescinding of the following extra-curricular elementary appointment for the 2017 – 2018 school year:

Name	Assignment	Location	Effective Date	Previously Approved
Tatjana Jansen	Yearbook Co-Advisor	Indian Fields	01/01/18	07/24/17

2.11 Approve Stipends for SBHS Summer Institute – 2018 – upon recommendation of the Superintendent of Schools that the Board of Education approve the following stipends for the SBHS Summer Institute – 2018:

Stipends for the South Brunswick Summer Institute

Courses for the Summer Institute run for 3 and 6 weeks. Teachers for the 3-week courses receive a stipend of \$3,550.05; teachers of 6-week courses receive a stipend of \$7,110.10. Program stipends such as STARS and College Academy, which run less than 3 weeks, are listed below.

TITLE:

- Advanced Biology: \$7,110.10
- Advanced Chemistry: \$7,110.10
- Advanced Geometry \$7,110.10
- Organic Chemistry session I \$7,110.10
- Personal Financial Management- session I: \$3,550.05
- Personal Financial Management- On-line Course: \$3,550.05
- Personal Financial Management- session II: \$3,550.05
- Robotics Session I: \$3,550.05
- Jump Start Algebra: \$3,550.05
- SAT Preparation: Verbal Section and Writing: \$3,550.05
- SAT Preparation: Mathematics: \$3,550.05

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