

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – November 21, 2016

1 BUSINESS/BOARD

Administration recommends that the following items be approved:

1.1 Approval of Expenditures - That the warrant list dated November 21, 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).

Warrants dated:	November 21, 2016	
		A. \$3,340,997.27
		B. \$258.98
		C. \$212.64
		D. \$308.34
		E. \$11.16
		F. \$7.48
		G. \$4.96
		H. \$2.10
		I. \$1.48
		J. \$3.99
		K. \$8.53
		L. \$10.36
		M. \$7.86
Payroll	October 14, 2016	\$3,776,464.18
	October 28, 2016	<u>\$3,816,551.33</u>
Total for approved for payment		<u>\$14,275,847.93</u>

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.

September 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 September 2016**

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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, 2016 \$26,849,658.84

1.5 Accept Donation/Exchange Request – That the Board of Education accept a donation of a Selmer brand Clarinet (valued between \$1000 - \$1,100) for the Elementary Instrumental Music Program and authorize an exchange of the donated instrument for two brand new student model clarinets through National Educational Music Company (NEMC). The exchange would benefit the Elementary Instrumental Band Program by providing two brand new high quality developmentally appropriate instruments for the students. These instruments will be part of the district owned inventory and therefore be available for student use and/or teacher modeling as needed.

1.6 Accept Donation/Approve Revised Budget – That the Board of Education accept a donation from PNC Bank in the amount of \$2,500. This donation will offset the cost of the District's 2016 – 2017 annual school calendar. This donation will increase Miscellaneous Revenue by \$2,500.00 and the General Fund Appropriations by \$2,500.00.

1.7 Approve Cancellation of Outstanding Checks – That the Board of Education approve the cancellation of the attached list of checks from the South Brunswick High School Athletic Fund and South Brunswick High School Activities Fund.

1.8 Approve Petty Cash Account – That the Board of Education approve a \$500 petty cash account for Greenbrook School. These funds will be deposited into the Greenbrook School Student Activities Account.

1.9 Approve Competitive Contracting Process for Community Education Summer Enrichment Programs and 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 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:

- 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

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1.10 Authorize Purchase Through State Contract Over the Bid Limit – That the Board of Education authorize the following purchases utilizing the New Jersey NASPO ValuePoint Cisco AR233 (14-19) NJ 87720 to Presidio Networked Solutions Group, LLC of Iselin, NJ: Presidio Networked Solutions Group, LLC authorized vendor for Cisco, NJ State Contract #87720

Core Switch

<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	Chassis+Fan Tray+Sup2T+2x Power Supply, IP Services Only	\$18,430.00	\$18,430.00
1	SNTC-8X5XNBD Chassis+Fan Tray+Su (for 12 months)	\$2,339.64	\$2,339.64
1	Cisco CAT6000-VS-S2T IOS UPD IP SRV 2 ADV IP NPE	\$2,425.00	\$2,425.00
1	C6k 48-port 10/100/1000 GE Mod: fabric enabled, RJ-45 DFC4	\$7,275.00	\$7,275.00
1	C6k 48-port 10/100/1000 GE Mod: fabric enabled, RJ-45 DFC4	\$7,275.00	\$7,275.00
	Cat 6500 Sup 2T with 2 x 10GbE and 3 x 1GbE with MSFC5		
1	PFC4	\$13,580.00	\$13,580.00
2	Catalyst 66807-XL 3000W Power Supply	\$1,455.00	\$2,910.00
2	Catalyst 6800 32 Port 10GE with integrated dual DFC4	\$16,975.00	\$33,950.00
	1000BASE-LX/LH SFP transceiver module, MMF/SMF,		
2	1310nm, DOM	\$482.57	\$965.14
9	1000BASE- SX SFP transceiver module, MMF, 850nm, DOM	\$242.50	\$2,182.50
11	10GBASE-LRM SFP Module	\$482.57	\$5,308.27
2	10GBASE-LR SFP Module	\$1,937.58	\$3,875.16
4	Fiber patch cable 2 meter singlemode - LC to SC	\$14.67	\$58.68
44	Fiber patch cable 2 meter multimode LC to SC	\$13.33	\$586.52
1	Fixed Fee for Presidio Employee Labor	\$9,037.50	\$9,037.50
		Total	\$110,198.41
		ERATE	
		Funding	-\$44,079.42
		Total Cost	\$66,118.99

1.11 Record and Award and Reject Bids –

A. That the Bids for Spring Athletic Supplies and Clothing, Bid No. 2016-13, opened on October 18, 2016 be recorded as per the following:

<u>Vendor</u>	<u>No. of Items</u>	<u>Total Price</u>
Aluminum Athletic Equip Co. Royersford, PA	9	\$2,684.40
BSN Sports Jenkintown, PA	71	\$28,585.16

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Leisure Sporting Goods Iselin, NJ	49	\$15,715.89
Metuchen Center Sayreville, NJ	43	\$20,259.90
MFAC, LLC West Warwick, RI	17	\$3,071.30
Neff Motivation, Inc. Greenville, OH	6	\$4,970.24
Pyramid School Products Tampa, FL	13	\$8,286.48
Riddell/All American Elyria, OH	28	\$12,483.73
Triple Crown Sports, Inc. Old Bridge, NJ	69	\$18,583.00

That the Bids for Spring Athletic Supplies and Clothing, Bid No. 2016-13, opened on October 18, 2016 be awarded as per the following:

<u>Vendor</u>	<u>No. of Items</u>	<u>Total Price</u>
Aluminum Athletic Equip Co. Royersford, PA	3	\$193.00
BSN Sports Jenkintown, PA	40	\$13,503.62
Leisure Sporting Goods Iselin, NJ	17	\$7,608.69
Metuchen Center Sayreville, NJ	7	\$3,091.45
MFAC, LLC West Warwick, RI	8	\$1,269.95

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Neff Motivation, Inc. Greenville, OH	1	\$566.82
Pyramid School Products Tampa, FL	1	\$204.00
Riddell/All American Elyria, OH	2	\$257.16
Triple Crown Sports, Inc. Old Bridge, NJ	28	\$6,674.40

B. That the Bids for Spring Athletic Supplies and Clothing, Bid No. 2016-13, opened on October 18, 2016 as per the following be rejected for not meeting specifications:

<u>Vendor</u>	<u>No. of Items</u>	<u>Total Price</u>
BSN Sports Jenkintown, PA	3	\$1,059.78
Pyramid School Products Tampa, FL	2	\$780.00
Riddell/All American Elyria, OH	4	\$2,767.60

1.12 Approve Award for Delivery of Diesel Fuel – That the Board of Education approve the award for National Terminal Inc. of Newark, NJ with the following contract as bid and awarded by the State of New Jersey #T1845. The contract period is effective immediately and expires on December 31, 2017. Authorize purchases not to exceed \$300,000 per year.

A82768 – Furnishing and Delivery Fuel Premium Winter Mix and Ultra Low Sulfur Diesel Fuel. The price will be based on the delivery markup of **\$0.292 per gallon** over the Journal of Commerce Newark Reseller Tank Car Price Low End for Ultra Low Diesel Fuel April 16th and November 14th and **\$0.3000 per gallon** over the Journal of Commerce Newark Reseller Tank Car Price Low End for Diesel Fuel Premium Winter Mix between November 15th and April 15th.

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- 1.13 Approve Agreement/Appointment** – That the Board of Education approve the attached agreement covering Continuing Disclosure Agent Services and approve appointment as Independent Registered Municipal Advisor “Of Record” for the 2016 – 2017 school year between the South Brunswick School Township District (herein known as the “Bond Issuer”) and Phoenix Advisors, LLC, 4 West park Street, Bordentown, NJ 08505 (“Phoenix Advisors”). The fee for these services is \$850.00 filing fee per year.
- 1.14 Approve Services Agreement** – That the Board of Education approve the attached agreement between the South Brunswick School District and OMNI Financial Group, Inc., Water Tower Office Park, 1099 Jay Street, Rochester, NY 14611 to provide Third Party Administration services for the district’s tax shelter plans (403b & 457b) for the 2016 – 2017 school year. Fees for these services will be paid by participating vendors. There will be no cost to the district and or employees.
- 1.15 Approve Authorization of Disposals** - That the Board of Education authorize the disposal of the attached list of no-value non-functioning computers, monitors, printers, televisions, VCRs, and faxes and other items following the criteria for disposal of hazardous materials.
- 1.16 Approve Extension of Professional Services** – That the Board of Education approve the extension of the following services for the 2016 – 2017 school year:
- A. Preferred Home Health Care & Nursing Services, Inc. to provide nursing services at a rate of \$51/hr.- LPN, \$56/hr.- RN. Approve an increase amount for additional services by \$50,000 to \$60,000. Originally approved for \$10,000 on July 18, 2016.
 - B. Alexander Road Associates to provide Psychiatric Evaluations at a rate of \$595 per evaluation. Approve an increase amount for additional services by \$2,975 to \$5,950. Originally approved for \$2,975.00 on July 18, 2016.
 - C. Brett DiNovi and Associates, LLC to provide consultative and direct behavioral supports in school for students exhibiting aggressive behaviors in their current program placements. Approve an increase amount for additional services by \$20,000 to \$70,000. Originally approved for \$50,000 on July 18, 2016.
- 1.17 Approve Professional Services for School-Based Occupational Therapy** – That the Board of Education approve Tiny Tots Therapy, Inc. to provide school-based occupational therapy services for students at Dayton, Crossroads South and South Brunswick High School and to support sensory integration needs. These services are IEP-drive and programmatically driven. These services will be provided at the hourly rate of \$76.50 and will not exceed the cost of \$52,600.

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1.18 Approve Professional Services for Home Instruction Providers – That the Board of Education approve Daytop Village of NJ for providing bedside instruction for hospitalized students during the 2016 – 2017 school year. These services are for general education students and students eligible for special education and related services.

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.

1.20 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.

1.21 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

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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.

1.22 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 2016 – 2017 school year. A copy of the School District Safety Plan will be maintained in the Superintendent’s office.

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
Nicholas Defroschia	Paraprofessional	Monmouth Junction	11/03/16	11/09/16

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Ann Ellsworth	Paraprofessional	Brunswick Acres	02/01/17	11/14/16

2.2 Approve Leave of Absence – That the Board of Education approve the following leave of absence:

A. Leaves of Absence

Name	Assignment	Location	Period of Leave	Type of Leave
Sarah Thornton	Teacher	Constable	04/10/17 thru 06/30/17	Unpaid Family Leave (FMLA)
Ashley Papcun	Speech Language Specialist	Greenbrook	05/02/17 thru 06/30/17	Unpaid Family Leave (FMLA)

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B. Change in Leave

Name	Assignment	Location	Leave - Change From	Leave - Change To
Christa Freeman	Teacher	Constable	09/28/16 to 11/18/16	09/28/16 to 12/02/15

2.3 Approve Job Description – That the Board of Education approve the following job description:

Title	Effective Date
Assistant to the Coach	11/22/16

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

Name	Rate / Step	Effective Date
Darlene Spahr	\$11.50 (Step 1)	11/22/16

2.5 Rescind Extra-Curricular – That the following appointments be rescinded:

Name	Position	Effective Date	Previously Approved
Lauren Strebeck	Assistant Coach - Winter Track	11/02/16	06/13/16
Lauren Strebeck	Assistant Coach - Spring Track	11/02/16	06/13/16

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

A. Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Carrie Beaupierre	.5 Title I Support Teacher	Greenbrook	\$27,035.00 (BA, Step 1)	Newly Created Position	11/07/16
Autilia DiPalma	Special Education	Crossroads South	\$60,920.00 (MA+15, Step 3)	Vacant Budgeted Position	11/28/16

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B. Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Aurelia Sestito	Paraprofessional	Greenbrook	\$4,729.38 (\$11.50 Step 1)	Vacant Budgeted Position	11/14/16

2.7 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
Amisha Johnson	Para-professional	Indian Fields	\$1,806.00 (\$12.90, Step 3i)	\$1,973.70 (\$12.90, Step 3i)	Increase in Hours	09/06/16
Kimberle Morris	Bus Driver	Transportation	\$31,903.06 (\$25.18, Step 12L*)	\$36,284.38 (\$25.18, Step 12L*)	Increase in Hours	10/17/16
Dolores Pate	Bus Driver	Transportation	\$20,586.04 (\$19.78, Step 7*)	\$25,061.26 (\$19.78, Step 7*)	Increase in Hours	09/01/16
Diane Savotok	Para-professional	Transportation	\$21,386.96 (\$16.88, Step 11L)	\$22,019.96 (\$16.88, Step 11L)	Increase in Hours	10/26/16

2.8 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 budget codes for federal/state programs. The 2016 – 2017 salaries of the following staff should be charged to the account codes and grants indicated.

A. Charging of Salaries

Name	Assignment	Annual Salary	Salary Charged to Fund	Percentage of Salary	Account Code	Grant	Effective Date
Mary Abode	Job Coach	\$29,797.50	\$29,000.00	97%	20-250-200-100-61-05-2017	IDEA Basic	09/01/16
Denise Callaway	Elementary Literacy Coach	\$80,286.00	\$80,286.00	100%	20-250-200-100-61-03-2017	IDEA Basic	09/01/16

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Kristen Grandal	RTI Behaviorist	\$55,652.36	\$55,652.36	100%	20-250-200-100-61-02-2017	IDEA Basic	09/01/16
Megan Washburn	RTI Social Worker	\$60,190.00	\$60,190.00	100%	20-250-200-100-61-01-2017	IDEA Basic	09/01/16

B. Revised Charging of Salaries

Name	Assignment	Annual Salary	Salary Charged to Fund	Percentage of Salary	Account Code	Grant	Effective Date
Debra Bevan	Title I Support Teacher	\$85,410.00	\$52,644.00	62%	20-231-100-100-61-02-2016	NCLB Title I	09/01/16
Debra Bevan	Title I Support Teacher	\$85,410.00	\$32,766.00	38%	20-231-100-100-61-02-2017	NCLB Title I	09/01/16

2.9 Approve Community Education Intern – That the Board of Education approve the following Community Education Intern:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Samantha Bartels	High School Intern	District	\$8.38	10/31/16

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
Elizabeth Lysaght	Group Leader	Crossroads North	\$12.50	11/08/16
Laurinda Smith	Special Support Group Leader	Brunswick Acres	\$20.75	11/16/16

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

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Shubha Srikantamurthy	Group Leader	District	\$11.50 (Step 1)	11/22/16