

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – September 26, 2016

1 BUSINESS/BOARD

Administration recommends that the following items be approved:

1.1 Approval of Expenditures - That the warrant list dated September 26, 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:	September 26, 2016	\$2,810,409.28
Payroll	August 15, 2016	\$1,334,507.28
	August 30, 2016	<u>\$849,472.34</u>
Total for approved for payment		<u>\$4,994,388.90</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.

July 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 July 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:

Statement as of July 31, 2016	\$27,236,024.80
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1.5 Accept Donation and Approved Revised Budget – That the Board of Education accept a donation from Cambridge School PTO in the amount of \$72.25 to purchase additional Cambridge School agendas for the 2016 – 2017 school year. This donation will increase the Miscellaneous Revenue by \$72.25 and the General Fund Appropriations by \$72.25.

1.6 Appoint 504 Officer in Compliance with Federal Law – That Todd Amiet, Director of Building and Grounds be appointed as the 504 Officer for the 2016 – 2017 school year in compliance with federal law.

1.7 Approve Integrated Pest Management Coordinator – That the Board of Education approve Todd Amiet, Director of Building and Grounds as the Integrated Pest Management Coordinator for the 2016 – 2017 school year.

1.8 Approve Right to Know Officer – That the Board of Education approve Todd Amiet, Director of Building and Grounds as the Right to Know Officer for the 2016 – 2017 school year.

1.9 Approve Asbestos Hazard Emergency Response Act (AHERA) & Public Employees Occupational Safety and Health (PEOSH) Coordinator – That the Board of Education approve Todd Amiet, Director of Building and Grounds, as the Asbestos Hazard Emergency Response Act (AHERA) and Public Employees Occupational Safety and Health (PEOSH) Coordinator for the 2016 – 2017 school year.

1.10 Approve Indoor Air Quality Designee – That the Board of Education approve Todd Amiet, Director of Building and Grounds Director, as the Indoor Air Quality Designee for the 2016 – 2017 school year.

1.11 Approve Non-Public Designee – That the Board of Education approve Graciela Jesus, School Accountant as the Non-Public Technology, Textbooks and Nursing Services Designee for the Superintendent for the 2016 – 2017 school year.

1.12 Approve Transportation Jointures – That the Board of Education approve the following Transportation Jointures for the 2016 - 2017 school year:

Host District:	South Brunswick
Joiner District:	Trenton
Host District Route #:	T1
Destination:	Grant Elementary School
Number of Host Students:	0
Number of Joiner Students:	1
Joiner Cost:	\$5,878.08

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1.13 Approve Tuition Students – That the Board of Education approve the tuition students whose initials appear on the attached sheet, paid for by the State of New Jersey or the South Brunswick Board of Education for the 2016 – 2017 school year.

1.14 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.

1.15 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.

1.16 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.

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1.17 Adopt District Goals – 2016 – 2017 School Year – That the Board of Education adopt the district goals for the 2016 – 2017 school year as presented at the September 12, 2016 Board Meeting.

1.18 Approve Professional Services for Speech-Language, Occupational Therapy Services & Physical Therapy Services – That the Board of Education approve Tiny Tots Therapy, Inc. to provide home-based speech/language and occupational therapy services and physical therapy services for students on a home program because of severe medical need for the 2016 – 2017 school year. These services will not exceed the cost of \$25,600.

- Speech Therapy \$125/hr.
- Occupational Therapy \$100/hr.
- Physical Therapy \$100/hr.

1.19 Approve Professional Services for School Psychologist – That the Board of Education approve Education Services Commission of NJ to provide itinerant School Psychologist services for 2-3 days per week, which would include evaluations and case management for the 2016 – 2017 school year. These services will not exceed the cost of \$6,500.

1.20 Approve Professional Services for Social Worker – That the Board of Education approve Education Services Commission of NJ to provide itinerant Social Worker services for half a day a week, which would include evaluations and direct services. These services would not exceed the cost of \$6,500.

1.21 Approve Professional Services for Executive Functioning Therapy Services – That the Board of Education approve Princeton Speech-Language and Learning Center to provide executive functioning therapy services and social skills therapy for the 2016 – 2017 school year. These services will not exceed the cost of \$16,918.

1.22 Approve Professional Services for Tools of the Mind Training – That the Board of Education approve Third Sector New England for Tools of the Mind Training for the 2016 – 2017 school year. These services will not exceed the cost of \$1,000.

1.23 Approve Establishment of Petty Cash Accounts (Community Based Instruction Program) – That the Board of Education approve the establishment of the following petty cash accounts at the following schools for the Community Based Instruction Program:

<u>School/Account</u>	<u>Amount</u>	<u>Custodian</u>
Brunswick Acres – Autism/ABA Program	\$300	District Special Ed. Supervisor
Greenbrook – MD Program	\$300	District Special Ed. Supervisor
Crossroads South – Autism/ABA/MD Program	\$300	MS School Special Ed. Supervisor

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High School - Autism/ABA/MD Program

\$300

High School Special Ed. Supervisor

1.24 Approve Resolution for the 2004 Bond Issue –

WHEREAS, the remaining principal from the 2004 Bond issue has been held in a separate bank account, and

WHEREAS, the projects for which the bonds were issued are completed, and

WHEREAS, bond counsel has stipulated the remaining unspent principal must be transferred to Debt Service Fund to offset future Debt Service obligations;

NOW THEREFORE BE IT RESOLVED that the Board of Education authorize the Business Administrator to transfer the unspent principal in the amount of \$261,716.03 from the 2004 Bond issue to the Debt Service Fund, as per the 2016 – 2017 budget approved by the Board of Education retroactive to fiscal year ending June 30, 2016.

2 PERSONNEL - Administration recommends that the following personnel items be approved:

2.1 Approve Change in Resignation Date – That the Board of Education approve the following change in resignation date:

Name	Assignment	Location	Effective Date - From	Effective Date - To	Previously Approved
Barbara Laniado	Paraprofessional	Indian Fields	09/01/16	09/08/16	09/12/16

2.2 Accept Resignation – That the Board of Education accept the following resignation for the purpose of retirement on the date indicated:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Patricia Ramsey	Bookkeeper II (Payroll)	Board Office	06/01/17	09/15/16

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2.3 Rescind Appointment – That the following appointment be rescinded:

Name	Assignment	Location	Effective Date	Previously Approved
Angela Virone	Behavior Technician	Crossroads South	09/13/16	09/13/16

2.4 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
Courtney DeSandre	Teacher	Cambridge	03/27/16 thru 06/30/17	Unpaid Child-Rearing Leave
Carl Mobley	Custodian	SBHS	11-20-16 thru 12-13-16	Unpaid FMLA

B. Change in Leaves

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Christa Freeman	Teacher	Constable	09/27/16 thru 11/18/16	09/28/16 thru 11/18/16	Unpaid Family Leave (FMLA)	09/12/16
Erin Garaguso	Teacher	Crossroads North	09/29/16 thru 12/23/16	09/30/16 thru 12/23/16	Unpaid Family Leave (FMLA)	09/12/16
Elizabeth Hayston	Teacher	SBHS	09/22/16 thru 12/16/16	09/23/16 thru 12/16/16	Unpaid Family Leave (FMLA)	09/12/16
Jillian Trader	Teacher	SBHS	09/30/16 thru 01/02/17	09/28/16 thru 11/04/16	Unpaid Family Leave (FMLA)	09/12/16
Megan Witcoskie	Teacher	Constable	09/13/16 thru 12/02/16	09/30/16 thru 12/23/16	Unpaid Family Leave (FMLA)	09/12/16
Megan Witcoskie	Teacher	Constable	12/03/16 thru 06/30/17	12/26/16 thru 06/30/17	Unpaid Child-Rearing Leave	09/12/16

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2.5 Approve High School Summer Staff Intern - That the Board of Education approve the following High School Summer Staff Intern:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Jenna Cohen	High School Intern	SBHS	\$10.00	06/27/16 thru 08/30/16

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

A. Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Amisha Johnson	Paraprofessional - After School Program	Indian Fields	\$2,167.20 (\$12.90, Step 3i)	Vacant Budgeted Position	09/07/16

B. Extra-Curricular – High School

Name	Position	Stipend	Effective Date
Jessica Buznitsky	Assistant Coach - Cheerleading (Fall)	\$2,450.00	2016-2017
Jessica Buznitsky	Assistant Coach - Cheerleading (Winter)	\$2,450.00	2016-2017

2.7 Approve Appointment Replacement to Tenure Track – That the Board of Education approve the following appointments from Replacement positions to Tenure Track positions:

Name	Assignment	Location	Effective Date
Michelle Morris	Special Education Teacher - Autism	Brunswick Acres	09/01/16
Katelyn Wagner	Business Teacher	SBHS	09/01/16

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2.8 Approve Change in Start Date – That the Board of Education approve the following change in start date:

Name	Assignment	Location	Change - From	Change - To	Previously Approved
Monica Gallagher	Secretary to the Principal	Cambridge	09/01/16	09/12/16	08/29/16
Marina Georgi	Special Education Teacher	Crossroads North	09/01/16	10/26/16	08/29/16
Marta Gidej	Secretary / Receptionist	Board Office	09/01/16	09/12/16	08/29/16
Jessica Nastasi	Elementary Math/Science Supervisor	District	09/20/16	09/14/16	09/12/16

2.9 Approve SBEA Salary – That the Board of Education approve the following SBEA salary for the 2016 – 2017 school year:

Name	Assignment	Location	Salary
Lisa Lepore	Music Teacher	Crossroads South	\$84,630.00 (BA, Step 16c)

2.10 Approve Change in Assignment – That the Board of Education approve the following change in assignment:

Name	Assignment - From	Assignment - To	Location - From	Location - To	Reason for Transfer	Effective Date
Sheri Gonce	Itinerant Secretary	School Secretary III (PowerSchool)	District	Cambridge	Vacant Budgeted Position	09/13/16

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2.11 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
John Britton	Bus Driver	Transportation	\$28,798.80 (\$23.30, Step 11L*)	\$27,744.48 (\$23.30, Step 11L*)	Decrease in Hours	09/01/16
Yvette Bullock	Paraprofessional	Indian Fields/ SBHS	\$28,541.44 (\$21.75, Step 18Li)	\$30,200.81 (\$21.75, Step 18Li)	Increase in Hours	09/07/16
Alisa Cooper-Hay	Bus Driver	Transportation	\$17,900.90 (\$19.79, Step 7*)	\$23,376.13 (\$19.78, Step 7*)	Increase in Hours	09/06/16
Jerod Ebrams	Paraprofessional	Constable/ Greenbrook/ Mon. Junct.	\$8,636.43 (\$11.90, Step 3)	\$11,867.28 (\$11.90, Step 3)	Increase in Hours	09/07/16
Esmir Eid	Bus Driver	Transportation	\$19,296.32 (\$19.11, Step 5*)	\$20,161.05 (\$19.11, Step 5*)	Increase in Hours	09/01/16
Fidelina Estevez	Bus Driver	Transportation	\$19,106.05 (\$18.11, Step 3)	\$19,528.05 (\$18.51, Step 3*)	Change in Step and Rate	09/09/16
Stephen Gutowski	Bus Driver	Transportation	\$29,983.09 (\$25.18, Step 12L*)	\$34,540.67 (\$25.18, Step 12L*)	Increase in Hours	09/01/16
Betty Hansen	Bus Driver	Transportation	\$31,763.67 (\$25.18, Step 12LL*)	\$32,903.06 (\$25.18, Step 12LL*)	Increase in Hours	09/08/16
Patricia Holzinger	Bus Driver	Transportation	\$25,387.97 (\$20.78, Step 7*s)	\$30,089.44 (\$20.78, Step 7*s)	Increase in Hours	09/01/16
Patricia Kish	Bus Driver	Transportation	\$21,088.25 (\$25.18, Step 12L*)	\$34,540.67 (\$25.18, Step 12L*)	Increase in Hours	09/01/16
Theresa Kogan	Paraprofessional	Crossroads South	\$14,738.25 (\$12.90, Step 3i)	\$17,176.35 (\$12.90, Step 3i)	Increase in Hours	09/07/16

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Deborah Lazare	Paraprofessional	Greenbrook	\$3,182.30 (\$12.10, Step 4)	\$4,610.10 (\$12.10, Step 4)	Increase in Hours	09/07/16
Harjit Singh	Bus Driver	Transportation	\$18,286.57 (\$18.11, Step 3)	\$18,690.47 (\$18.51, Step 3*)	Change in Step and Rate	09/01/16
Lisa Taggart	Bus Driver	Transportation	\$25,425.51 (\$25.18, Step 12L*)	\$26,564.90 (\$25.18, Step 12L*)	Increase in Hours	09/01/16
Taylor Turner	Bus Driver	Transportation	\$26,070.20 (\$19.43, Step 6*)	\$26,949.41 (\$19.43, Step 6*)	Increase in Hours	09/01/16
Swati Pophaly	Paraprofessional	Crossroads South	\$25,317.80 (\$22.16, Step 20 Li)	\$26,117.55 (\$22.86, Step 20 Li)	Change in Rate	09/01/16

2.12 Approve Community Education Before/After School Vouchered Substitute Staff – That the Board of Education approve the following Community Education Before/After School vouchered substitute staff:

Name	Assignment	Location	Rate / Step	Effective Date
Sejal Patel	Group Leader - Paraprofessional	District After School Programs	\$11.50 (Step 1)	09/26/16

2.13 Approve Community Education Before/After School Vouchered Staff Change of Location – That the Board of Education approve Community Education Before/After School vouchered staff change of location:

Name	Assignment	Location - From	Location - To	Voucher Hourly Rate	Effective Date
Amber Pennyfeather- Williams	Group Leader Special Support	Brunswick Acres	Crossroads North	\$12.90	09/09/16

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2.14 Approve Community Education Before/After School High School Intern – That the Board of Education approve the following Before/After School High School Interns:

Name	Assignment	Location	Voucher Hourly Rate	Effective Date
Morgan Myers	High School Intern	Indian Fields	\$8.38	09/20/16
Meghan Bell	High School Intern – Sub	District After School Programs	\$8.38	09/26/16
Chan Woo Ang	High School Intern – Sub	District After School Programs	\$8.38	09/26/16

2.15 Accept Community Education Resignation - That the following Community Education resignation be accepted:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Nancy Rosen	Group Leader - Paraprofessional	Constable	09/30/16	09/18/16