

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

## A. APPROVAL - CONSENT AGENDA – April 23, 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 April 23, 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).

<b>Warrants dated:</b>	<b>April 23, 2018</b>	<b>\$1,479,577.19</b>
<b>Payroll</b>	<b>March 15, 2018</b>	<b>\$3,872,541.11</b>
	<b>March 29, 2018</b>	<b><u>\$3,849,892.50</u></b>
<b>Total for approved for payment</b>		<b><u>\$9,202,010.80</u></b>

**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.

**February 2018**

**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 February 2018.**

**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:

<b>Statement as of February 28, 2018</b>	<b>\$48,137,310.69</b>
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**1.5 Approve Acceptance of Funds** – upon recommendation of the Superintendent of Schools that the Board of Education accept the following funds:

- A. from the Education Foundation of South Brunswick a donation in the amount of \$520.00 made in the memory of Sheri Gonce.
- B. from the Education Foundation of South Brunswick for the 2017 Tour de South Brunswick Bike/Walk Challenge Award. The following amounts were awarded to the schools Physical Education Departments:

Constable	\$650.00
Cambridge	\$650.00
Monmouth Junction	\$250.00
Greenbrook	\$100.00
Crossroads North	\$50.00
Crossroads South	\$50.00
Brooks Crossing/Deans	\$50.00

**1.6 Approve Establishment of Bank Account** – upon recommendation of the Superintendent of Schools that the Board of Education approve the establishment of a bank account for the South Brunswick Board of Education Portfolio at NJ/ARM.

**1.7 Approve Withdrawal from Maintenance Reserve** – upon recommendation of the Superintendent of Schools that the Board of Education approve a withdrawal from the Maintenance Reserve Account in the amount of \$300,000 pursuant to N.J.A.C. 6A26A-4 and said funds are to be placed in the following account 11-000-266-420-20-47-6401. A withdrawal is needed for District Camera/Security upgrades.

**1.8 Approve Membership – New Jersey State Interscholastic Athlete Association (NJSIAA)** –

That the Board of Education of School District No. 4860 County of Middlesex State of New Jersey, as provided in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) herewith enrolls South Brunswick High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) to participate in the approved interschool athletic program sponsored by NJSIAA for the 2018 – 2019 school year.

This resolution to continue in effect or until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

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**1.9 Request for Disposal of Property** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following equipment as no longer usable by the South Brunswick Board of Education and will be offered for disposal by public sale at the end of the 2017 – 2018 school year:

<b>Year</b>	<b>Description</b>	<b>Vin</b>	<b>Odometer</b>
2003	Ford 20 Passenger w/c bus	1FDXE45F22HA85332	115,229

**1.10 Approve Resolution for Alliance for Competitive Energy Services (“ACES”)** – upon recommendation of the Superintendent of Schools that the Board of Education approve the South Brunswick Board of Education to purchase electric generation services through the Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID#E8801-ACESCPS.

**1.11 Approve Purchase through NJ State Contract Over the Bid Limit –**

A. upon recommendation of the Superintendent of Schools that the Board of Education authorize the following purchases for District Infrastructure Upgrades utilizing the State Contract M-7000 WSCA Data Communications Equipment for Millennium Inc. of East Hanover, NJ:

**Millennium Inc. State Contract #87718 of WSCA M7000**

**Crossroads South**

<b>Product/Service</b>	<b><u>Qty</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
LIC-MS350-48FP-5YR - Meraki MS350-48FP Enterprise License and Support, 5 Yr	7	\$832.00	\$5,825.96
LIC-MS425-16-5YR - Meraki MS425-16 Enterprise License and Support, 5 Yr	2	\$1,000.35	\$2,000.70
MA-CBL-40G-3M - Meraki 40GbE QSFP Cable, 3 Meter	1	\$137.85	\$137.85
MA-CBL-40G-50CM - Meraki 40GbE QSFP Cable, 0.5 Meter	8	\$45.95	\$367.60
MA-CBL-TA-3M - Meraki 10 GbE Twinax Cable with SFP+ Modules, 3 Meter	2	\$68.93	\$137.86
MA-PWR-1025WAC - Meraki 1025WAC PSU	7	\$666.28	\$4,663.96
MA-PWR-250WAC - Meraki 250WAC PSU	2	\$206.78	\$413.56
MS350-48FP-HW - Meraki MS350-48FP L3 Stck Cld-Mngd 48x GigE 740W PoE Switch	7	\$5,346.28	\$37,423.96
MA-SFP-1GB-SX - Meraki 1000Base SX Multi-Mode	10	\$229.75	\$2,297.50
MA-SFP-1GB-TX - Meraki 1 GbE SFP Copper Module	2	\$181.50	\$363.00

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FIBER-PATCHCORD - Fiber Patch Cord upto 5ft	10	\$45.00	\$450.00
MS425-16-HW - Meraki MS425-16 L3 Cld-Mngd 16x 10G SFP+ Switch	2	\$6,433.00	\$12,866.00
NWENG - Installation & Configuration of LAN Switches	1	\$9,520.00	\$9,520.00
		<b>Total</b>	<b><u>\$76,467.95</u></b>

**Crossroads North**

Product/Service	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Cost</u>
LIC-MS350-48FP-5YR - Meraki MS350-48FP Enterprise License and Support, 5 Yr	4	\$832.00	\$3,329.12
LIC-MS425-16-5YR - Meraki MS425-16 Enterprise License and Support, 5 Yr	2	\$1,000.35	\$2,000.70
MA-CBL-40G-1M - Meraki 40GbE QSFP Cable, 1 Meter	1	\$91.90	\$91.90
MA-CBL-40G-50CM - Meraki 40GbE QSFP Cable, 0.5 Meter	5	\$45.95	\$229.75
MA-CBL-TA-3M - Meraki 10 GbE Twinax Cable with SFP+ Modules, 3 Meter	2	\$68.93	\$137.86
MA-PWR-1025WAC - Meraki 1025WAC PSU	4	\$666.28	\$2,665.12
MA-PWR-250WAC - Meraki 250WAC PSU	2	\$206.78	\$413.56
MS350-48FP-HW - Meraki MS350-48FP L3 Stck Cld- Mngd 48x GigE 740W PoE Switch	4	\$5,346.28	\$21,385.12
MA-SFP-1GB-SX - Meraki 1000Base SX Multi-Mode	11	\$229.75	\$2,527.25
MA-SFP-1GB-TX - Meraki 1 GbE SFP Copper Module	2	\$181.50	\$363.00
FIBER-PATCHCORD - Fiber Patch Cord upto 5ft	11	\$45.00	\$495.00
MS425-16-HW - Meraki MS425-16 L3 Cld-Mngd 16x 10G SFP+ Switch	2	\$6,433.00	\$12,866.00
NWENG - Installation & Configuration of LAN Switches		\$9,520.00	\$9,520.00
		<b>Total</b>	<b><u>\$56,024.38</u></b>

**Upon recommendation of the Superintendent of Schools that the Board of Education authorize the following purchases for District Infrastructure Upgrades utilizing the State Contract M-7000 WSCA Data Communications Equipment for Millennium Inc. of East Hanover, NJ:**

**Millennium Inc. State Contract #87720 of WSCA M7000**

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**Districtwide**

<u>Product/Service</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Cost</u>
EDU-C2960X-48PD-L - Catalyst 2960 x 48 GigE PoE 740W, 2 x 10G SFP+ LAN Base K12	5	\$3,673.70	\$18,368.50
CAB-16AWG-AC - AC Power cord, 16AWG	5	\$0.00	\$0.00
LIC-MS225-48FP-5YR - Meraki MS225-48FP Enterprise License and Support, 5 Yr.	5	\$534.60	\$2,673.00
MS225-48FP-HW - Meraki MS225-48FP L2 Stick Cld-Mngd 48x GigE 740W PoE Switch	5	\$3,570.32	\$17,851.60
		<b><u>Total</u></b>	<b><u>\$38,893.10</u></b>

**B. Upon recommendation of the Superintendent of Schools that the Board of Education authorize the following purchase utilizing NJ State approved Co-Op #34HUNCCP#TRANS 17-01B for H.A. DeHart & Son, In., of Thorofare, NJ as awarded through January 12, 2019:**

<u>QTY.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
5	2019 Thomas C2 54	\$99,657.50	\$498,287.50
2	2019 Thomas 051MS 19 Bus Plus 3 Wheel Chair	\$68,423.68	\$136,847.36

**1.12 Record and Award RFP –**

**A. Upon recommendation of the Superintendent of Schools that the Board of Education record the receipt of the RFP 18-03 – Professional Development – Learner Active Classrooms, opened on April 5, 2018:**

Education Designs Unlimited Services, LLC, Somerset, NJ	Year 1 – 2018	\$20,000.00
	Year 2 – 2019	\$20,000.00
	Year 3 – 2020	\$20,000.00
	Monthly Support Per Session	\$1,500.00
	Cost of Resources	\$2,500.00
IDE Corp. Ramsey, NJ	Year 1 – 2018	\$29,440.00
	Year 2 – 2019	\$45,120.00
	Year 3 – 2020	\$2,500.00
	Monthly Support Per Session	See Attached Detail
	Cost of Resources	\$6,965.00

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Innovative Educational Programs, LLC Basking Ridge, NJ	Year 1 – 2018 Year 2 – 2019 Year 3 – 2020	\$18,000.00 \$18,360.00 \$18,725.00
	Monthly Support Per Session	See Attached Detail
	Cost of Resources – Per Participant	\$600.00

**Upon recommendation of the Superintendent of Schools that the Board of Education award RFP 18-03 – Professional Development – Learner Active Classrooms, opened on April 5, 2018:**

IDE Corp. Ramsey, NJ	Year 1 – 2018 Year 2 – 2019 Year 3 – 2020	\$29,440.00 \$45,120.00 \$2,500.00
	Monthly Support Per Session	See Attached Detail
	Cost of Resources	\$6,965.00

**B. Upon recommendation of the Superintendent of Schools that the Board of Education record RFP 18-04 – Insurance Broker of Record Property and Casualty, opened on April 17, 2018:**

**Vendor**

Arthur J. Gallagher Risk Management Services, Inc.  
Princeton, NJ

Balken Risk Management Services  
Morristown, NJ

CBIZ Insurance Services, Inc.  
New Providence, NJ

T.C. Irons Insurance Agency  
Burlington, NJ

Treadstone Risk Management LLC  
Morristown, NJ

**Upon recommendation of the Superintendent of Schools that the Board of Education award RFP 18-04 – Insurance Broker of Record Property and Casualty opened on April 17, 2018:**

<b><u>Vendor</u></b>	<b><u>Flat Fee Commission</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Balken Risk Management Services Morristown, NJ	2018 – 2019 2019 – 2020 2020 – 2021 Total (3) Year		\$65,000.00 \$70,000.00 \$75,000.00 \$210,000.00
	Commission for Projected Non-Negotiable Pre-determined Schedule	<b>NJSIG</b> \$152,771.00	<b>All Markets</b> \$168,260.00

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Upon recommendation of the Superintendent of Schools that the Board of Education reject RFP 18-04 – Insurance Broker of Record Property and Casualty opened on April 17, 2018:

### Vendor

T.C. Irons Insurance Agency  
Burlington, NJ

\*Reject for being Non-Responsive to the specifications. Commission rates were not clearly defined.

**1.13 Approve Resolution for Coastal Learning Center Monmouth, Inc.** – upon recommendation of the Superintendent of Schools that the Board of Education at the request of Coastal Learning Center Monmouth, Inc. approve the following for the 2018 – 2019 school year:

- Coastal Learning Center – Monmouth Inc. does not have to charge the families for the meals provided.
- Coastal Learning Center – Monmouth, Inc. does not have to apply for reimbursement from the Child Nutrition Program.

**1.14 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.

**1.15 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

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**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.

**1.16 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:

A. Resignation

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Effective Date</b>	<b>Date of Resignation Letter</b>
Amanda Detherage	Teacher	Constable	06/30/18	04/13/18
Heather Hamed	School Psychologist	Brooks Crossing / Monmouth Junction	04/13/18	04/13/18
Samina Imran	Paraprofessional	Monmouth Junction	04/13/18	04/04/18
Regina Whitlock	Teacher	Brooks Crossing	04/10/18	04/10/18
Megan Witcoskie	Teacher	Constable	04/12/18	04/12/18

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### B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Virendra Bedi	Custodian	Constable	08/31/18	04/18/18
Madeline Daniels	Administrative Assistant to the Superintendent	Board Office	09/01/18	04/11/18
Lisa Lepore	Teacher	Crossroads South	10/01/18	04/04/18
Beverly Schwab	Paraprofessional	Indian Fields	07/01/18	04/04/18

## 2.2 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
Laura Cervino	Assistant Principal	Brunswick Acres	11/22/18 thru 02/22/19	Unpaid Family Leave (FMLA)
Laura Cervino	Assistant Principal	Brunswick Acres	02/25/19 thru 06/30/19	Unpaid Child-Rearing Leave
Katelyn Ordog	Teacher	SBHS	10/10/18 thru 01/04/19	Unpaid Family Leave (FMLA)
Katelyn Ordog	Teacher	SBHS	01/07/19 thru 06/30/19	Unpaid Child-Rearing Leave
Frieda Rappeport	Paraprofessional	Cambridge	04/13/18	Intermittent FMLA

### B. Change in Leave of Absence

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Maryanne Boehm	Teacher	Indian Fields	04/11/18 thru 06/30/18	04/04/18 thru 06/30/18	Unpaid Child-Rearing Leave	10/23/17

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**2.3 Approve Appointment** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following appointment:

Non-Certificated

Name	Assignment	Location	Salary / Step	Reason for Vacancy	Effective
Priya Jiandani	Paraprofessional	Brunswick Acres	\$6,765.98 (\$13.78, Step 1iA)	Newly Created Position	02/21/18

**2.4 Approve Administrative Leave of Absence** – upon recommendation of the Superintendent of Schools that the Board of Education approve as per the attached the Administrative leave of absence.

**2.5 Approve Change in Assignment** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in assignment:

Name	Assignment - From	Assignment - To	Location - From	Location - To	Reason for Change	Effective Date
Kerin McKee-Cleary	Tech Educator	Kindergarten Teacher	District	Monmouth Junction	Resignation	04/09/18

**2.6 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
Staci Ellison	Para-professional	Constable/ Monmouth Junction/ Greenbrook	\$32,800.56 (\$21.44/\$22.19, Step 18LL)	\$33,709.09 (\$22.19, Step 18LL)	Addition of Stipend	04/10/18
Diane Romatowski	Para-professional	Cambridge	\$27,499.85 (\$22.81, Step 19LL)	\$28,471.44 (\$22.81, Step 19LL)	Addition of Stipend	04/10/18
Susan Schmidt	Para-professional	Transportation	\$5,606.48 (\$12.39, Step 4)	\$6,969.38 (\$12.39, Step 4)	Increase in Hours from 2.5 to 4.5	04/02/18
Keith Stryker	Custodian	Brunswick Acres	\$42,744.00 (Step 2)	\$43,244.00 (Step 2)	Addition of Stipend	07/01/17

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**2.7 Approve Appointment of District Substitute Paraprofessional** – upon recommendation of the Superintendent of Schools that the Board of Education approve the following District substitute paraprofessional:

<b>Name</b>	<b>Rate / Step</b>	<b>Effective Date</b>
Parvinder Kaur	\$11.78 (Step 1)	04/11/18

**2.8 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- Voucher:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Rate / Step</b>	<b>Effective Date</b>
Abigail Fisch	High School Intern	District	\$8.60	04/16/18
Neetu Joshi	Group Leader	District	\$11.78 (Step 1)	04/24/18

**2.9 Accept Community Education Resignation** – upon recommendation of the Superintendent of Schools that the Board of Education accept the following Community Education resignation:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Date of Letter</b>	<b>Effective Date</b>
Morgan Rybinski	Group Leader	Crossroads North	04/03/18	04/30/18

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

<b>Name</b>	<b>Assignment</b>	<b>Location - From</b>	<b>Location - To</b>	<b>Reason for Change</b>	<b>Effective Date</b>
Cindy Beim	Group Leader	Substitute List	Brunswick Acres	Staffing Needs	04/02/18

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**2.11 Approve Community Education Tennis Staff – Voucher** - upon recommendation of the Superintendent of Schools that the Board of Education approve the following Community Education tennis staff - voucher:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Rate</b>	<b>Effective Date</b>
Kenneth Goldsmith	Counselor/Instructor	SBHS/Crossroads South	\$27.00/hour	05/05/18
Tina M. Preville	Counselor/Instructor	SBHS/Crossroads South	\$27.00/hour	05/05/18