

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – April 3, 2017

1 BUSINESS/BOARD

Administration recommends that the following items be approved:

1.1 Approval of Expenditures - That the warrant list dated April 3, 2017 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: | April 3, 2017 | |
| | | A. \$1,620,203.49 |
| | | B. \$36.27 |
| | | C. \$29.92 |
| | | D. \$32.24 |
| | | E. \$6.39 |
| | | F. \$17.32 |
| | | G. \$5.95 |
| | | H. \$12.75 |
| | | I. \$44.89 |
| | | J. <u>\$23.57</u> |

Total approved for payment \$1,620,412.82

1.2 Approve Non-Public Security Aid Request – That the Board of Education approve the Non-Public Technology requests for supplies and materials from Educational Services Commission of New Jersey for the 2016 – 2017 school year:

| | | |
|-------------------------|------------|------------|
| A. St. Augustine School | \$406.55 | Technology |
| B. St. Augustine School | \$9,472.84 | Security |

1.3 Approve Award of Food Service Contract – That the Board of Education

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per the provisions of 18A:18A-42, approve the renewal of the contract as food service management company for the South Brunswick Board of Education to Compass Group USA, Inc. by and through its Chartwells Division, Charlotte, North Carolina for the period July 1, 2017 through June 30, 2018 with the following provisions reflecting an \$0.0011 increase in costs:

| | |
|-------------------|---|
| Management Fee | \$0.1786/meal (\$1.50 ala carte conversion) |
| Guaranteed Return | \$200,000 |

1.4 Approve Lunch/Breakfast Prices for the 2017 – 2018 School Year – That the Board of Education approve the lunch/breakfast prices for the 2017 – 2018 school year:

| | <u>Lunch</u> | | <u>Premium Lunches</u> | |
|---------------|------------------|-----------|------------------------|-----------|
| | <u>From</u> | <u>To</u> | <u>From</u> | <u>To</u> |
| Elementary | \$2.40 | \$2.40 | N/A | |
| Middle School | \$2.55 | \$2.60 | \$3.90 | \$3.95 |
| High School | \$2.70 | \$2.75 | \$3.90 | \$3.95 |
| | <u>Breakfast</u> | | | |
| | <u>From</u> | <u>To</u> | | |
| Elementary | \$2.00 | \$2.15 | | |
| Middle School | \$2.00 | \$2.15 | | |
| High School | \$2.00 | \$2.25 | | |

1.5 Approve Extension of Professional Services – That the Board of Education approve the extension of the following Professional Services for the 2016 – 2017 school year. These services are necessary for students that are eligible for special education and related services.

| <u>Vendor</u> | <u>Service</u> | <u>Previous</u> <u>“Not to Exceed”</u> | <u>Increase</u> <u>Amount</u> | <u>New</u> <u>“Not to Exceed”</u> |
|--------------------|------------------|---|----------------------------------|--------------------------------------|
| KPLC | Home Instruction | \$4,000 | \$5,000 | \$9,000 |
| Specialized CST | Evaluations | \$1,350 | \$1,900 | \$3,250 |
| ESCNJ | Evaluations | \$7,000 | \$4,000 | \$11,000 |
| ESCNJ | Home Instruction | \$13,000 | \$10,000 | \$23,000 |
| Silvergate | Home Instruction | \$8,000 | \$10,000 | \$18,000 |

1.6 Approve Professional Services – That the Board of Education improve the following professional services for Evaluation and Nursing Services for the 2016 – 2017 school year.

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These services are for independent evaluations requested by a parent and protected under N.J.A.C. 6A:14, special education regulations and approved by the Superintendent. The nursing services are for a medically fragile preschooler that recently began an out-of-district placement who requires 1:1 nursing services.

| <u>Vendor</u> | <u>Service</u> | <u>Rate</u> | <u>Not to Exceed</u> |
|--------------------------------------|-----------------------------------|---------------------|----------------------|
| Leonard Educational Evaluations, LLC | Independent Education Evaluations | \$6,500 | \$6,500 |
| Starlight Home Care Agency, Inc. | Nursing | RN-\$55 LPN-\$45 | \$27,000 |

1.7 Record, Award and Reject Bids –

- A. That Bid No. 2016 – 22, Food Service Equipment opened on March 21, 2017, be recorded as per the following:**

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|---|---------------------|--------------------|
| Don J. Urie Association Vineland, NJ | 3 | \$22,427.00 |
| Singer Equipment Bellmawr, NJ | 3 | \$19,359.00 |

That Bid No. 2016 – 22, Food Service Equipment opened on March 21, 2017, be awarded as per the following:

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|---|---------------------|--------------------|
| Don J. Urie Association Vineland, NJ | 2 | \$16,047.00 |

- B. That Bid No. 2016 – 22, Food Service Equipment opened on March 21, 2017, be rejected per 18:18A-22d and will be rebid:**

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|---|---------------------|--------------------|
| Don J. Urie Association Vineland, NJ | 1 | \$6,380.00 |
| Singer Equipment Bellmawr, NJ | 1 | \$3,564.00 |

**The vendor listed below is being rejected for not meeting the following specifications:
Roll-in Freezer for 72" High Racks/Self-Contained, Traulsen Model No. AIF132HUT-FHS**

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Vendor Bid alternate Atosa#MBF8003

| <u>Vendor</u> | <u>No. of Items</u> | <u>Total Price</u> |
|----------------------------------|---------------------|--------------------|
| Singer Equipment Bellmawr, NJ | 1 | \$9,450.00 |

- C. **That the Bids for Chillers Pre-Purchase, Bid No. 2016-20, opened on March 28, 2017 be recorded as per the following:**

| <u>Vendor</u> | <u>Total Price</u> |
|-----------------------------|--------------------|
| GBS, Ltd Bound Brook, NJ | \$597,478.00 |

That the Bids for Chillers Pre-Purchase, Bid No. 2016-20, opened on March 28, 2017 be awarded as per the following:

| <u>Vendor</u> | <u>Total Price</u> |
|-----------------------------|--------------------|
| GBS, Ltd Bound Brook, NJ | \$597,478.00 |

The Pre-Purchase of Chillers is part of the ESIP. As such, the District ESCO, DCO Energy will prepare the purchase order and pay the vendor. The District will pay the ESCO.

- D. **That the Bids for Cooling Towers Pre-Purchase, Bid No. 2016-21, opened on March 28, 2017 be recorded as per the following:**

| <u>Vendor</u> | <u>Total Price</u> |
|--|--------------------|
| Delta CoolingTowers Flanders, NJ | \$141,275.00 |
| EACM Corp. Sea Bright, NJ | \$219,000.00 |
| Sass, Moore & Associates Woodbury, NJ | \$181,485.00 |

That the Bids for Cooling Towers Pre-Purchase, Bid No. 2016-21, opened on March 28, 2017 be awarded as per the following:

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| <u>Vendor</u> | <u>Total Price</u> |
|--------------------------------------|--------------------|
| Delta Cooling Towers Flanders, NJ | \$141,275.00 |

The Pre-Purchase for Cooling Towers is part of the ESIP. As such, the District ESCO, DCO Energy will prepare the purchase order and pay the vendor. The District will pay the ESCO.

1.8 Rescind Award for the Crossroads South Portion of Bid 2016-18 Asbestos Abatement and Boiler Demolition and Award Bid -

WHEAREAS, the Board received bids on a project known as the Asbestos Abatement and Boiler Demolition, Bid No 2016-18, which had a bid opening on March 17, 2017; and

WHEAREAS, the Board received bids from six bidders; and

WHEAREAS, on March 20, 2017, the Board awarded Asbestos Abatement and Boiler Demolition contracts for the Monmouth Jct./Greenbrook (\$32,300), Crossroads South (\$32,200), Constable (with asbestos - \$34,600) and Constable (non-asbestos demolition - \$30,900) Schools to the lowest responsible bidder, Unicorn Contracting Corp. (“Unicorn”), in the total amount of \$129,000; and

WHEAREAS, on or about March 24, 2017, Unicorn advised in writing that based upon a miscalculation in its Crossroads South bid, it was seeking to withdraw from that bid only; and

THEREFORE, BE IT RESOLVED THAT, the Board acknowledges and agrees to the request of Unicorn to withdraw its Crossroads South Bid because a unilateral mistake was made and the bidder notified the Board of the mistake and its request to withdraw the bid prior to issuance of a formal written contract; and

THEREFORE, BE IT FURTHER RESOLVED THAT the Board hereby rescinds the Crossroads South Asbestos Abatement and Boiler Demolition bid to Unicorn and awards same to the next lowest responsible bidder, Amax Contracting LLC, in the amount of \$43,000.

1.9 Approve Renewal of Time and Material Contract – That the Board of Education per the provisions of 18A:18A-42 renew the contract as originally awarded through Bid 2014-20 with

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no increase in rates from the 2015 – 2016 school year. The contract period is April 28, 2017 through April 27, 2018:

Audio Visual Maintenance – Not to exceed \$150,000

| <u>Primary Vendor</u> | | <u>Hourly Rate</u> |
|-----------------------|--|--------------------|
| JD Audio Visual | A/V Lead Technician | \$60.00 |
| Integration Corp. | Overtime Rate | \$70.00 |
| Voorhees, NJ | Prevailing Wage Rate | \$110.00 |
| | Audio/Visual Helper | \$35.00 |
| | Overtime Rate | \$45.00 |
| | Prevailing Wage Rate | \$90.00 |
| | Mark-up | 10% |
| Rentals | | |
| | Wireless Microphone – Handheld | \$5.00 |
| | Wireless Microphone System w/Countryman | \$7.00 |

1.10 Accept Donations – That the Board of Education accept a donation from the Curtis W. McGraw Foundation in the amount of \$5,000 for the Carleton W. Rose Foundation.

1.11 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.

1.12 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.

1.13 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

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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.

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

January 2017

1.15 Approve the Revised Report of the Board Secretary – That the attached Revised Reports of the Board Secretary for Fund 10 be approved:

Board Secretary's Report for January 2017

1.16 Approve Acceptance of Funds – That the Board of Education approve the following acceptance of funds from the New Jersey Department of Education for the 2016 – 2017 school year:

- Chapters 192/193 For NP Handicapped-Supplemental Instruction \$628.00

1.17 Approve Out of District Students - That the Board of Education approve the special education students whose initials appear on the attached sheets to be sent to the schools indicated for the

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2016 - 2017 school year with tuition and transportation costs paid by the South Brunswick Township School District

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

2.1 Accept Resignation – That the Board of Education accept the following resignation:

A. Resignation

| Name | Assignment | Location | Effective Date | Date of Resignation Letter |
|----------------|------------|-----------------------------|----------------|----------------------------|
| Allison Miller | Teacher | Dayton / Deans / Greenbrook | 06/30/17 | 03/27/17 |

B. For the Purpose of Retirement

| Name | Assignment | Location | Effective Date | Date of Resignation Letter |
|---------------|------------|----------|----------------|----------------------------|
| Karen O'Holla | Teacher | SBHS | 06/30/17 | 03/22/17 |

2.2 Approve Termination of Employment – That the Board of Education approve the termination of employment for the individual listed on the attached page on the date indicated.

2.3 Rescind Termination of Employment – That the Board of Education rescind the termination of the employee listed on the attached sheet.

2.4 Approve Administrative Leave – That the Board of Education approve the Administrative Leave as per the attached.

2.5 Approve Leaves 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 |
|---------------|------------------|----------------------------|------------------------|--------------------------|
| Henry Burnett | Custodian | Maintenance | 03/16/17 thru 03/17/17 | Unpaid Intermittent FMLA |
| Inas Damir | Paraprofessional | Crossroads North and South | 03/17/17 thru 05/05/17 | Unpaid FMLA |

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| | | | | |
|--------------------------|------------------|------------------------------|------------------------|--------------------------|
| Karen Gordon | School Nurse | SBHS | 03/28/17 | Unpaid Intermittent FMLA |
| Danielle Harris-Lacasale | Teacher | Crossroads North | 03/31/17 thru 06/30/17 | Unpaid Leave of Absence |
| Khadija Safi | Teacher | Brooks Crossing | 03/17/17 thru 04/18/17 | Unpaid FMLA |
| Nisha Shah | Paraprofessional | Greenbrook / Brooks Crossing | 03/27/17 thru 04/07/17 | Unpaid FMLA |
| Linda Visconti | Paraprofessional | Greenbrook | 03/27/17 thru 04/21/17 | Unpaid Leave of Absence |

B. Change in Leaves

| Name | Assignment | Location | Leave - Change From | Leave - Change To | Type of Leave | Previously Approved |
|------------------|--------------------------------|----------|------------------------|------------------------|----------------------------|---------------------|
| Kathleen Derillo | Supervisor - Special Education | SBHS | 05/02/17 thru 06/30/17 | 04/24/17 thru 06/30/17 | Unpaid Family Leave (FMLA) | 12/19/16 |
| Anthony Grasso | Teacher | SBHS | 03/08/17 thru 03/24/17 | 03/16/17 thru 03/31/17 | Unpaid FMLA | 01/09/17 |

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

A. Certificated

| Name | Assignment | Location | Salary | Reason for Vacancy | Effective Date |
|-----------------|---------------------------------------|---------------|--------------------------|--------------------------|------------------------|
| Kimberly DeMaio | Replacement Special Education Teacher | Indian Fields | \$58,190.00 (MA, Step 2) | Vacant Budgeted Position | 03/23/17 thru 06/30/17 |
| Daniel Zak | Replacement Special Education Teacher | SBHS | \$54,070.00 (BA, Step 1) | Vacant Budgeted Position | 04/17/17 thru 06/30/17 |

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B. Non-Certificated

| Name | Assignment | Location | Salary / Rate | Reason for Vacancy | Effective Date |
|-----------------|------------------|----------------|-------------------------------------|------------------------|----------------|
| Sophie Ghizzone | Paraprofessional | SBHS | \$5,175.00 (\$12.50, Step 1A) | Newly Created Position | 03/23/17 |
| Melissa Grbac | Bus Driver | Transportation | \$6,736.92 (\$18.11, Step 3) | Newly Created Position | 03/21/17 |
| Madhuri Myadam | Paraprofessional | Dayton | \$4,340.70 (\$11.70, Step 2) | IEP-Driven Position | 03/27/17 |

C. Extra-Curricular – Crossroads

| Name | Position | Stipend | Effective Date |
|-------------------|--------------------------------------|------------|----------------|
| Danielle Servilio | Assistant Coach - Track and Field | \$3,762.00 | 2016-2017 |

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

| Name | Rate / Step | Effective Date |
|----------------|------------------|----------------|
| Ameet Randhawa | \$11.70 (Step 2) | 03/06/17 |

2.8 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 |
|---------------|---------------------|----------|---|---|-------------------|----------------|
| Darlene Spahr | Para - professional | SBHS | \$6,412.00 (\$11.50/\$12.50, Step 1/1A) | \$6,461.50 (\$11.50/\$12.50, Step 1/1A) | Increase in Hours | 03/15/17 |

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2.9 Approve Community Education – Change in Assignment – That the Board of Education approve the following change in assignment for Community Education:

| Name | Assignment - From | Assignment - To | Location – From | Location – To | Reason for Transfer | Effective Date |
|-----------------|--------------------------|------------------------|------------------------|----------------------|----------------------------|-----------------------|
| Rachel Sperling | Substitute Group Leader | Group Leader | District | Monmouth Junction | Staffing Needs | 03/16/17 |

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

| Name | Assignment | Location | Voucher Hourly Rate | Effective Date |
|----------------|------------------------|-------------------------|----------------------------|-----------------------|
| Sanjana Pruthi | Jr. Counselor - Tennis | Crossroads South / SBHS | \$8.44 | 05/06/17 |

2.11 Approve Community Education Change in Rate for Vouchered Employee – That the Board of Education approve a change in rate for Community Education Vouchered Employee.