

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – March 19, 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 March 19, 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:	March 19, 2018	\$4,448,945.04
Payroll	February 15, 2018	\$3,898,245.72
	February 28, 2018	<u>\$3,990,775.64</u>
Total for approved for payment		<u>\$12,337,946.40</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.

January 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 January 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:

Statement as of January 31, 2018	\$47,544,535.74
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1.5 Approve Amended 2017 – 2018 School Year Calendar – upon recommendation of the Superintendent of Schools that the Board of Education approve an amended 2017 – 2018 school year calendar as follows:

Due to the Emergency closing of March 8, 2018, eliminate the 181st instructional day for students, and move the last day for staff from June 25 to June 26. This will be a professional development day for staff. Therefore, schools will be closed for Spring Break - March 26, 2018 through March 30, 2018.

Schools will be in session on April 2 as planned as a make-up day #3 for March 7, 2018.

1.6 Approve Board of Education Meeting Calendar – upon recommendation of the Superintendent of Schools that the Board of Education approve the 2018 – 2019 Board of Education Meeting Calendar.

1.7 Approve Tentative 2018 – 2019 School District Budget –

BE IT RESOLVED upon the recommendation of the Superintendent of Schools that the South Brunswick Board of Education approve a tentative FY 2018 – 2019 school district budget for submission to the county office as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$138,546,487	\$108,405,418
Special Revenue Fund	\$2,580,982	-0-
Debt Service Fund	\$8,060,125	\$6,827,110
Total Base Budget	<u>\$149,187,594</u>	<u>\$115,232,528</u>

BE IT FURTHER RESOLVED whereas, School District Travel Policy 6471 and NJAC 6A:23B-1.2 (b) provides that the Board of Education shall establish in the annual school budget a maximum for 2018 – 2019 school year.

NOW THEREFORE BE IT RESOLVED, that the South Brunswick Board of Education hereby establishes the school district travel maximum for the 2018 – 2019 school year at the sum of \$150,000.

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED that the South Brunswick Board of Education authorizes the Business Administrator/Board Secretary to submit a tentative budget for the purpose of county superintendent review. This budget may be changed up and until final adoption at the public hearing tentatively scheduled for May 5, 2018.

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1.8 Approve Transportation Jointure – upon recommendation of the Superintendent of Schools that the Board of Education approve the following Transportation Jointure:

Host District	Neptune
Joiner District	South Brunswick
Host District Route #	RS 40
Number of Host Students	N/A
Number of Joiner Students	1
Joiner Cost	\$5,905.71
Terms	7/01/17 – 6/30/18

1.9 Accept Donations and Approve Revised Budget - upon recommendation of the Superintendent of Schools that the Board of Education accept a donation from the Cambridge School PTO in the amount of \$102.65 to be used to purchase art supplies for Cambridge School Art Curriculum. This donation will increase Miscellaneous Revenue by \$102.65 and the General Fund Appropriations by \$102.65.

1.10 Approve Award for Delivery of Diesel Fuel – upon recommendation of the Superintendent of Schools that the Board of Education award National Terminal Inc. of Newark, New Jersey with the following contract extension as bid and awarded by the State of New Jersey #T1845. The contract period has been extended and expires on August 31, 2018. Authorized purchases to not to exceed \$300,000 per year.

A82768 – Furnishing and Delivery of Diesel Fuel Premium Winter Mix and Ultra Low Sulfur Diesel Fuel. The price will be based on the delivery markup of \$.0292 per gallon over the Journal of Commerce Newark Reseller Tank Car Price Low End for Ultra Low Sulfur Diesel Fuel April 16th and November 14th and \$0.300 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.

1.11 Record Receipt of Bids – upon recommendation of the Superintendent of Schools that the Board of Education record the receipt of bids for the Spring Athletic Bids – Bid No. 2017 – 20, opened on March 6, 2018:

There were 14 bids were sent out, no responses were received. The service will now be negotiated per 18A:18A-5.c.(3).

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1.12 Authorize Competitive Contracting Process – upon recommendation of the Superintendent of Schools that the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services enumerated in section 45 of P.L. 1999, c, 440 (C.18A:18A-4.1) for the 2018 – 2109 school year. The use of this competitive contracting procedure requires Board of Education approval as per 18A:18A-4.3 in the following subject area:

- Insurance Broker of Record – Property and Casualty Insurance

1.13 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.

1.14 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

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.

1.15 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

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Kiara Gibson	Paraprofessional	Greenbrook	03/23/18	03/13/18
Elizabeth Kozak	Teacher	Constable	02/27/18	02/27/18

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Henry Burnett	Custodian	Maintenance	07/31/18	03/16/18

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
Karen Gordon	School Nurse	SBHS	03/12/18	Unpaid Intermittent FMLA
Kerri Kelleher	School Psychologist	Brunswick Acres	09/01/18 thru 11/23/18	Unpaid Family Leave (FMLA)

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Frieda Rappeport	Paraprofessional	Cambridge	01/08/18 thru 01/19/18, 03/02/18, 03/16/18	Unpaid Intermittent FMLA
Diane Smith	Paraprofessional	Transportation	03/07/18 thru 06/01/18	Unpaid FMLA Leave

B. Change in Leave of Absence

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Jennifer Greco	Teacher	Cambridge	04/20/18 thru 06/30/18	04/10/18 thru 06/30/18	Unpaid Family Leave (FMLA)	12/18/17
Heidi Henning	Teacher	Brunswick Acres	04/09/18 thru 06/30/18	04/06/18 thru 06/30/18	Unpaid Family Leave (FMLA)	11/20/17

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

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Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Carrie Friedman	.6 Occupational Therapist	District	\$44,187.00 (DOC, Step 11)	Vacant Budgeted Position	03/13/18
Jill Ottignon	Supervisor of Transportation	Transportation	\$125,000.00	Vacant Budgeted Position	07/01/18
Stacey O'Keefe	.8 Autism Specialist/Behaviorist	District	\$51,760.00 (MA+15, Step 7)	Newly Created Position	04/09/18
Molly Scrabonia	Replacement School Social Worker	SBHS	\$61,970.00 (MA, Step 5)	Vacant Budgeted Position	03/05/18 thru 06/30/18

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2.5 Approve Extended School Year (ESY) Coordinator – upon recommendation of the Superintendent of Schools that the Board of Education approve the following ESY Coordinator for the 2018 Summer ESY Program:

Name	Assignment	Location	Vouchered Stipend	Effective Date
Emily Wright	ESY Coordinator	District	\$6,500.00	2018 Summer ESY Program

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
Catherine Ahimovic	Paraprofessional	Indian Fields / Brooks Crossing	\$11,076.66 (\$12.39, Step 4)	\$10,835.06 (\$12.39, Step 4)	Decrease in Hours from 4.75 to 4.50	02/21/18
Bharti Arora	Paraprofessional	Indian Fields / Brooks Crossing	\$10,543.31 (\$13.85, Step 5i)	\$9,192.94 (\$13.85, Step 5i)	Decrease in Hours from 4.50 to 3.25	02/20/18
Inas Damir	Paraprofessional	Crossroads South / Crossroads North	\$25,514.45 (\$19.41, Step 14L)	\$25,378.58 (\$19.41, Step 14L)	Decrease in Days	03/05/18
Susanne DeNigris	Paraprofessional	Transportation	\$9,594.81 (\$11.78, Step 1)	\$10,796.37 (\$11.78, Step 1)	Increase in Hours from 4.5 to 6.0	03/20/18
Amanda Kestyus	Paraprofessional	Deans / Greenbrook / Constable / Brooks Crossing	\$19,146.16 (\$16.86, Step 8Li)	\$22,141.43 (\$16.86, Step 8Li)	Addition of Stipend	03/18/18
Michelle Nevius	Bus Driver	Transportation	\$29,475.81 (\$25.62, Step 12L*)	\$31,365.29 (\$25.62, Step 12L*)	Increase in Hours	09/01/17

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Sejal Patel	Paraprofessional	Brunswick Acres / Constable	\$4,900.48 (\$11.78, Step 1)	\$6,738.16 (\$11.78, Step 1)	Increase in Hours from 2.25 to 4.25	02/21/18
Pascual Rivera	Paraprofessional	Crossroads North	\$7,817.16 (\$14.35, Step 6i)	\$6,016.24 (\$14.35, Step 6i)	Decrease in Days from 181 to 139	03/05/18
Amanda Schollenberger	Paraprofessional	Monmouth Junction	\$4,393.67 (\$11.98, Step 2)	\$4,528.67 (\$12.98, Step 2i)	Addition of Incentive	02/28/18
Shilpa N. Shah	Paraprofessional	Cambridge	\$3,794.67 (\$11.98, Step 2)	\$4,172.04 (\$11.98, Step 2)	Increase in Hours from 1.75 to 2.25	03/20/18
Donna Vannatta	Paraprofessional	Indian Fields	\$8,084.48 (\$12.39, Step 4)	\$8,400.42 (\$12.39, Step 4)	Increase in Hours from 3.50 to 3.75	01/02/18

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

Name	Assignment	Location - From	Location - To	Reason for Change	Effective Date
Jo-Ann Fiorino	Paraprofessional	Constable / Brunswick Acres	Brunswick Acres	Staffing Needs	02/21/18
Theresa Mele	Paraprofessional	Cambridge / Brunswick Acres	Greenbrook / Brunswick Acres	Staffing Needs	02/20/18
Victoria Piscitelli	Behavior Technician	Brunswick Acres	Constable	Student Needs	03/12/18
Karen Shutt	Paraprofessional	SBHS	Monmouth Junction	Student Needs	03/12/18
Pequita Tisdale	Paraprofessional	Constable	Dayton	Student Needs	03/14/18

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2.8 Approve Change in Assignment and Location – upon recommendation of the Superintendent of Schools that the Board of Education approve the following change in assignment and location:

Name	Assignment - From	Assignment - To	Location - From	Location - To	Reason For Change	Effective Date
Eric Dunn	Physical Education Teacher	Physical Education Teacher	Brooks Crossing	.8 Brooks Crossing / .2 Indian Fields	Realignment	09/01/17
Jennifer Klein	Kindergarten Teacher	Fifth Grade Teacher	Deans	Brooks Crossing	Realignment	09/01/17
Beth Nebenhaus	Fourth Grade Teacher	Kindergarten Teacher	Brooks Crossing	Deans	Realignment	09/01/17
Jennifer Pellegrino	Third Grade Teacher	Kindergarten Teacher	Brooks Crossing	Deans	Realignment	09/01/17
Haritha Tottempudi	First Grade Teacher	Third Grade Teacher	Deans	Brooks Crossing	Realignment	09/01/17

2.9 Approve Substitute Paraprofessionals – upon recommendation of the Superintendent of Schools that the Board of Education approve the following Substitute Paraprofessionals:

Name	Rate	Effective Date
Nirja Singh	\$12.39 (Step 4)	03/19/18
Saba Tahseen	\$12.98 (Step 2i)	03/19/18
Rachael Tanner	\$11.78 (Step 1)	03/19/18

2.10 Approve Extracurricular – SBHS – upon recommendation of the Superintendent of Schools that the Board of Education approve the following extracurricular appointment:

Name	Assignment	Stipend	Effective Date
Morgan Murray	Assistant Coach - Spring Track & Field	\$5,541.00	2017-2018

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

Name	Assignment	Location - From	Location - To	Reason for Change	Effective Date
Anna Beier	Group Leader	Constable	Crossroads North	Staffing Needs	03/09/18
Kiara L. Gibson	Group Leader	Greenbrook	Sub List	Schedule Change	03/26/18
Venkata Rama Sailaja Tenneti	Group Leader	Sub List	Constable	Staffing Needs	03/12/18