

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
Monmouth Junction, New Jersey

A. APPROVAL - CONSENT AGENDA – September 12, 2016

1 BUSINESS/BOARD

Administration recommends that the following items be approved:

1.1 Approval of Expenditures - That the warrant list dated September 12, 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 12, 2016	\$2,852,950.16
	Total approved for payment	<u>\$2,852,950.16</u>

1.2 Approve Transfers - That the transfers of budget appropriations between expenditure codes of the 2015 – 2016 Budget, as specified on the attached sheets, be hereby authorized.

Additional Transfers for June 2016

1.3 Award RFP – That the RFP for Third Party Review of Energy Savings Plan, RFP No. 16-03, opened on August 16, 2016 and recorded on August 29, 2016 be awarded as per the following:

<u>Vendor</u>	<u>Total Price</u>
DLB Associates	\$7,900.00

1.4 Approve Awards for Delivery of Gas and Diesel Fuel – That the Board of Education approve the following awards for Delivery of Gas and Diesel Fuel:

- A. **National Fuel Oil of Newark, NJ with the following contract as bid and awarded by the County of Somerset Cooperative Purchasing Program State Coop #2SOCCP. The contract period is effective immediately through July 26, 2018. Authorized purchases not to exceed \$200,000 per year.**

Bid#CC-0045-14 Furnishing and Delivery of Unleaded Regular Grade 87 Octane Unbranded Gasoline. The price will be based on the delivery mark-up of **\$.0408 per gallon** over the Journal of Commerce Newark Reseller Rack Low End Posing for 87 Octane Gasoline.

B. 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 October 31, 2016. Authorized purchases 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 mark-up 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 **\$.0300 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.

1.5 Approve Resolution of the South Brunswick Board of Education of the Township of South Brunswick in the County of Middlesex, New Jersey determining to utilize competitive contracting for selection of a power purchase agreement provider and authorizing preparation and advertisement of a request for proposals in order to provide for the installation of Solar Energy Panels:

Whereas, The Board of Education of the Township of South Brunswick in the County of Middlesex, New Jersey (the “Board of Education”) has determined to explore the installation of solar energy panels on school-owned property in order to reduce energy costs for the school district; and

Whereas, the Board of Education has determined to utilize competitive contracting pursuant to N.J.S.A. 18A:18A- 4.1 *et eq.* as prescribed by Local Finance Notice 2009-10, dated June 12, 2009 for the selection of a qualified power purchase agreement provider (“PPA Provider”) to assist with the proposed solar project; and

Whereas, the successful PPA Provider will be required to install, finance and maintain the solar panels for a term not to exceed 15 years in order to provide a reduction in the cost of electricity for the school district during such term; and

Whereas, the competitive contracting process as outlined in N.J.S.A. 18A:18A-4.1 *et seq.* and N.J.A.C. 5:34-4.1 *et seq.*, requires, among other things, for the Board of Education to solicit proposals for the selection of the PPA Provider by first advertising for such requests at least 20 days prior to the date that proposals are due; and

Whereas, the Board of Education will establish specific criteria for the evaluation of the proposals and the ability of the proposers to meet the Board of Education’s technical, managerial and cost requirements;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF SOUTH BRUNSWICK IN THE COUNTY OF MIDDLESEX as follows:

Section 1. The Board of Education hereby authorizes the Business Administration/ Board Secretary to prepare a request for proposals for the solicitation of a PPA Provider with the assistance of McManimon, Scotland & Baumann, LLC, EffectivEnergy Solutions, LP and other appropriate representatives and professionals of the school district and to publish such solicitation as required by law.

Section 2. This resolution shall take effect immediately.

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

Non-Public Textbooks

- Noor Ul-Iman \$27,725.00
- St. Augustine School \$24,612.00

Non-Public Nursing Services

- Noor Ul-Iman \$45,257.00
- St. Augustine School \$37,021.00

Non-Public Technology

- Noor Ul-Iman \$10,005.00
- St. Augustine School \$8,882.00

Non-Public Auxiliary

- Basic Skills \$92,267.00
- ESL \$16,443.00
- Transportation \$12,937.00

Non-Public Handicapped

- Supplemental Instruction \$18,833.00
- Initial/Annual Exam \$22,161.00
- Speech \$29,156.00

1.7 Appoint Affirmative Action Officer and Title 9 Officer - That the Board of Education appoint Kimberly Maloy-White, Director of Human Resources as the Affirmative Action and Title 9 Officer for the 2016 – 2017 school year.

1.8 Approve Out-Of-District Placements - 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 2016 – 2017 school year with tuition and transportation costs paid by the South Brunswick Township School District.

1.9 Approve Appointment of Qualified Purchasing Agent for the 2016 – 2017 School Year -

WHEREAS, 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the qualified purchasing agent that do not exceed in the aggregate in a contract year the bid threshold currently \$40,000, may be awarded by the qualified purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold currently \$6,000, may be awarded by the qualified purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW THEREFORE BE IT RESOLVED, that the South Brunswick Township Board of Education pursuant to the statutes cited above hereby appoint Thaddeus Thompson, Business Administrator/Board Secretary as its duly authorized Qualified Purchasing Agent and is duly assigned the authority accountability for the purchasing activity of the South Brunswick Board of Education, and

BE IT FURTHER RESOLVED, that Thaddeus Thompson, School Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of the South Brunswick Board of Education that are in the aggregate less than 15% of the bid threshold currently \$6,000 without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Thaddeus Thompson, School Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts in the aggregate exceed 15% of the bid threshold currently \$6,000 but less than the bid threshold of \$40,000.

1.10 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.

1.11 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.

1.12 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.

1.13 Approve Memorandum of Agreement – High School Scholars Program – That the Board of Education approve the attached Memorandum of Agreement with the South Brunswick School District and Middlesex County College for South Brunswick High School students to have the opportunity to earn college credits as part of the High School Scholars Program for the 2016 – 2017 school year.

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

2.1 Accept Resignations – That the Board of Education accept the following resignations on the dates indicated:

A. Resignations:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Barbara Laniado	Paraprofessional	Indian Fields	09/01/16	09/02/16
Barbara Murphy	Paraprofessional	Brunswick Acres	09/12/16	09/04/16
Joseph Sullivan	Bus Driver	Transportation	09/01/16	08/22/16
Shabnam Walele	Teacher	Crossroads North	11/04/16	09/06/16

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Allison Dramis	Paraprofessional	SBHS	08/26/16	08/26/16

2.2 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
Collin Boucher	Teacher	Crossroads South	11/28/16 thru 02/24/17	Unpaid Family Leave (FMLA)
Christa Freeman	Teacher	Constable	09/27/16 thru 11/18/16	Unpaid Family Leave (FMLA)

B. Change in Leaves

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Erin Garaguso	Teacher	Crossroads North	09/27/16 thru 12/16/16	09/29/16 thru 12/23/16	Unpaid Family Leave (FMLA)	04/11/16
Erin Garaguso	Teacher	Crossroads North	12/19/16 thru 06/30/17	12/26/16 thru 06/30/17	Unpaid Child- Rearing Leave	04/11/16
Elizabeth Hayston	Teacher	SBHS	09/12/16 thru 12/02/16	09/22/16 thru 12/16/16	Unpaid Family Leave (FMLA)	03/29/16
Elizabeth Hayston	Teacher	SBHS	12/05/16 thru 06/30/17	12/17/16 thru 06/30/17	Unpaid Child- Rearing Leave	03/29/16
Bahar Mansur	School Psychologist	Crossroads South	09/06/16 thru 11/25/16	09/15/16 thru 12/09/16	Unpaid Family Leave (FMLA)	03/14/16
Alanna O'Shea	Teacher	Brooks Crossing	09/03/16 thru 11/25/16	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)	03/14/16
Jillian Trader	Teacher	SBHS	09/12/16 thru 10/21/16	09/30/16 thru 01/02/17	Unpaid Family Leave (FMLA)	06/13/16
Megan Witcoskie	Teacher	Constable	10/10/16 thru 01/06/17	09/13/16 thru 12/02/16	Unpaid Family Leave (FMLA)	04/25/16
Megan Witcoskie	Teacher	Constable	01/09/17 thru 06/30/17	12/03/16 thru 06/30/17	Unpaid Child- Rearing Leave	04/25/16

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

A. Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Cassandra Stedina	.66 Art Teacher	.5 SBHS / .16 Crossroads South	\$37,006.20 (BA, Step 3)	Vacant Budgeted Position	09/07/16
Heather Trachta	Replacement School Psychologist	Crossroads South	\$62,150.00 (DOC, Step 1)	Family Leave Position	09/01/16 thru 11/28/16

B. Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Donna Brechman	Secretary II, 12-month, Level II	Human Resources Department	\$42,127.00 (Step E)	Vacant Budgeted Position	09/01/16
Vincent Mahmoud	Behavior Technician	Greenbrook	\$34,000.00	Newly Created Position	09/13/16
Angela Virone	Behavior Technician	Crossroads South	\$34,000.00	Newly Created Position	09/13/16

C. Extra-Curricular – District-wide

Name	Position	Location	Stipend	Effective Date
Emily Wright	ESY Coordinator	ESY Summer Program	\$6,500.00	06/26/16 thru 07/29/16

2.4 Approve Change in Assignment – That the Board of Education approve the following change in assignments:

Name	Assignment - From	Assignment - To	Location	Reason for Change	Effective Date
Marc Lifland	Social Studies Teacher	.5 Teacher / .5 Technology Educator	SBHS	Vacant Budgeted Position	09/01/16

2.5 Approve Home Instruction Tutors – That the Board of Education approve the following Home Instruction Tutors for the 2016 – 2017 school year:

Name	Location
Mary Foley	District
Steve Lehet	District

2.6 Approve Clerical Substitutes – That the Board of Education approve the following clerical substitutes for the 2016 – 2017 school year:

Name	Location
Geraldine Davies	District
Barbara Pollini	District
Joan Savoca	District

2.7 Approve Anti-Bullying Coordinator and Anti-Bullying Specialists – That the Board of Education approve the Anti-Bullying Coordinator and the Anti-Bullying Specialists for the 2016 – 2017 school year:

Name	Assignment	Location	Stipend
Amy Finkelstein	Anti-Bullying Coordinator	District	\$0.00
Sheila Barry	Anti-Bullying Specialist	Community Education	\$1,020.00
Cindy Patrych-Brotman	Anti-Bullying Specialist	Brooks Crossing and Deans	\$166.08 (Shared Stipend)
Alice Priano	Anti-Bullying Specialist	Brooks Crossing and Deans	\$853.92 (Shared Stipend)
Jacqueline Turner	Anti-Bullying Specialist	Brunswick Acres	\$1,020.00
Christine Doles	Anti-Bullying Specialist	Cambridge	\$1,020.00
Susan Dailey	Anti-Bullying Specialist	Constable	\$1,020.00
Victoria Rheinhardt	Anti-Bullying Specialist	Crossroads North	\$765.00 (Shared Position)
Deborah Robey	Anti-Bullying Specialist	Crossroads North	\$765.00 (Shared Position)
Barbara McCarthy	Anti-Bullying Specialist	Crossroads South	\$765.00 (Shared Position)
Allison Lipset-Young	Anti-Bullying Specialist	Crossroads South	\$765.00 (Shared Position)
Amy Bertelsen-Robles	Anti-Bullying Specialist	Dayton and Indian Fields	\$1,020.00
Leslie Lillian	Anti-Bullying Specialist	Greenbrook	\$1,020.00
Lynne Scaglia	Anti-Bullying Specialist	Monmouth Junction	\$1,020.00
Anastasia Marcella	Anti-Bullying Specialist	SBHS	\$3,060.00

2.8 Approve Change in Salary – That the Board of Education approve the following change in salaries:

Name	Assignment	Location	Salary - From	Salary - To	Reason for Change	Effective Date	Previously Approved
Martin Barbour	.33 Science Teacher	SBHS	\$22,877.00 (MA+15, Step 11)	\$22,979.55 (MA+15, Step 11)	Adjustment in Salary	09/01/16	08/29/16
Lisa King	.5 Mathematics Teacher	SBHS	\$48,624.30 (MA, Step 13)	\$48,843.00 (MA, Step 13)	Adjustment in Salary	09/01/16	08/29/16
Shabnam Walele	Special Education Teacher	Crossroads North	\$61,190.00 (MA, Step 5)	\$60,190.00 (MA, Step 4)	Adjustment in Step	09/01/16	08/29/16

2.9 Approve Adjustment in SST Stipend – That the Board of Education approve an adjustment in the SST stipend

Name	Assignment - From	Assignment - To	Stipend - From	Stipend - To	Effective Date	Previously Approved
Stacey Katz	Fixed Team Member	Case Coordinator	\$105.00	\$310.00	09/01/16	08/29/16

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

Name	Start Date - From	Start Date - To	Previously Approved
Bonnie Parks	09/18/16	09/01/16	08/29/16

2.11 Approve Community Education Resignation – That the Board of Education approve the following Community Education resignation:

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Deborah Moriarity	Paraprofessional	Before and After School Program	08/29/16	08/29/16
Andria Bullen	HS Intern	Brunswick Acres	09/01/16	08/16/16
Nicole Graham	HS Intern	Indian Fields	09/01/16	08/30/16

2.12 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
Christian Confalone	HS Intern	Brunswick Acres	\$8.38	09/06/16

2.13 Approve Community Education Before and After School Program Leaders – That the Board of Education approve the Community Education Before and After School Program Leaders:

Name	Assignment	Location	Yearly Stipend	Effective Date
Staci Ellison	AM Program Leader	Monmouth Junction	\$950.00	09/01/16
Staci Ellison	PM Program Leader	Greenbrook	\$1,850.00	09/01/16
Belind Epps	AM Program Leader	Cambridge	\$950.00	09/01/16
Amanda Kestyus	AM Program Leader	Greenbrook	\$950.00	09/01/16
Diana Kwiatkowski	AM Program Leader	Brunswick Acres	\$950.00	09/01/16
Faith Miller	AM Program Leader	Indian Fields	\$950.00	09/01/16
Chandan Patel	AM Program Leader	Brooks Crossing	\$950.00	09/01/16
Diane Romatowski	PM Program Leader	Cambridge	\$1,850.00	09/01/16
Linda Ellison	AM Program Leader	Constable	\$950.00	09/01/16

2.14 Approve Community Education Before and After School Program Site Coordinators – That the Board of Education Before and After School Program Site Coordinators for the 2016 – 2017 school year:

Name	Assignment	Location	Yearly Stipend	Effective Date
Linda Ellison	Site Coordinator	Constable	\$18,256.00	09/01/16

Jennifer Gibbons	Site Coordinator	Monmouth Junction	\$17,595.00	09/01/16
Shawna Koci	Site Coordinator	Brooks Crossing	\$23,971.00	09/01/16
Theresa Mele	Site Coordinator	Brunswick acres	\$19,986.00	09/01/16
Peggy Sciallis	Site Coordinator	Crossroads North/Club 678	\$19,252.00	09/01/16
Beverly Schwab	Site Coordinator	Indian Fields	\$21,520.00	09/01/16
Kelli Williams	Site Coordinator	Cambridge & Greenbrook	\$28,878.00	09/01/16

2.15 Approve Community Education Before and After School Program Nurses – That the Board of Education approve the following Before and After School Program Nurses for the 2016 – 2017 school year:

Name	Assignment	Location	Yearly Stipend	Effective Date
Susan Jelin	Before/After School Nurse	Greenbrook / Indian Fields	\$34,471.50	09/01/16
Jennifer Duvelsdorf	After School Nurse	Brunswick Acres	\$15,234.38	09/01/16
Elaine Runyon	After School Nurse	District	\$15,234.38	09/01/16

2.16 Approve Community Education Summer Staff for Travel Day Camps - That the Board Education approve Summer Staff for 2016 Travel Day Camps as per the attached.