

**SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS**  
**Monmouth Junction, New Jersey**

**A. APPROVAL - CONSENT AGENDA – December 14, 2015**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

**1.1 Approval of Expenditures** - That the warrant list dated December 14, 2015 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 2015 – 2016 fiscal year (N.J.A.C. 6:20-2.13).

<b>Warrants dated:</b>	<b>December 14, 2015</b>	<b>\$3,181,047.05</b>
		<b>\$185.00</b>
		<b>\$262.14</b>
		<b>\$204.48</b>
<b>Payroll</b>	<b>November 13, 2015</b>	<b>\$3,921,427.69</b>
	<b>November 30, 2015</b>	<b><u>\$3,734,250.64</u></b>
<b>Total approved for payment</b>		<b><u>\$10,837,377.00</u></b>

**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.

**Transfers for November 2015**

**1.3 Approve the Report of the Board Secretary** – That the attached Reports of the Board Secretary be approved: **Board Secretary's Report for November 2015**

**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:

<b>Statement as of November 30, 2015</b>	<b>\$5,428,604.21</b>
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**1.5 Approve Withdrawal from Capital Reserve** – That the Board of Education approve the withdrawal from the Capital Reserve Account in the amount of \$22,166.24 pursuant to N.J.A.C. 6A:26-9.1 9e) effective November 30, 2015 and said funds are to be placed in the following account 12-000-400-931-20-49-1230. A withdrawal is required to offset the cost of the 2<sup>nd</sup> floor Blackhorse Lane renovations in the amount of \$4,717.24 and South Brunswick High School Athletic Storage in the amount of \$17,440.00 for change order #3 for Drill Construction approved on November 16, 2015.

**1.6 Approve Cancellation of Outstanding Checks** – That the Board of Education approve the cancellation of the attached list of outstanding checks from the Custodian Account.

**1.7 Approve Resolution for DCO Energy as ESCO** –

**WHEREAS**, The Board of Education of South Brunswick School District in the County of Middlesex, New Jersey (the “Board of Education” or the “School District”) contracted with Concord Engineering Group (“Concord”) pursuant to the Local Government Energy Audit Program to conduct energy audits of all the School District schools and facilities, and such audits were completed and delivered to this to this Board of Education by Concord; and

**WHEREAS** this Board of Education has determined to consider the implementation of an energy savings improvement program pursuant to N.J.S.A. 18A:18A-4.6 and to seek the assistance of an energy services company (an “Energy Services Company”) through competitive contracting pursuant to N.J.S.A. 18A:18A- 4.6(b)(1) and N.J.S.A. 18A:18A-4.1 for assistance with the development and implementation of an energy savings plan; and

**WHEREAS** this Board of Education advertised on September 21, 2015 for receipt of proposals by November 17, 2015 through competitive contracting in accordance with N.J.S.A. 18A:18A-4.1 et seq. to select an Energy Services Company in order to prepare an energy savings plan with the intent to later enter into a contract to implement energy conservation measures selected by the Board of Education and described in the plan; and

**WHEREAS** proposals were submitted by DCO Energy in accordance with the advertised Request for Proposals to Select an Energy Services Company to Develop and Implement an Energy Savings Plan through an Energy Savings Improvement Program (the “RFP”); and

**WHEREAS** a committee was selected to review the proposals and report to the Board of Education the results of their review; and

**WHEREAS**, after reviewing the report of the committee, this Board of Education has determined that it is in the best interest of the School District to appoint DCO Energy, Inc. as the Energy Services Company with which the Board of Education will work to prepare and implement energy savings plan for the School District, now therefore,

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF SOUTH BRUNSWICK SCHOOL DISTRICT IN THE COUNTY OF MIDDLESEX, NEW JERSEY AS FOLLOWS:**

Section 1. The proposal submitted by DCO Energy, Inc., dated November 17, 2015, in accordance with the School District's RFP (the "DCO Energy Proposal") is hereby approved.

Section 2. The Board President is hereby authorized to execute and to enter into any contract that may be required to implement this resolution in a form consistent with the RFP and the DCO Energy Proposal. The DCO Energy Proposal stipulates that DCO Energy, Inc. will charge no fee for assistance with the development of the energy savings plan and will assist the Board of Education with implementation of the energy savings plan once it is verified by an independent third party and approved by the Board of Education and this Board of Education determines the energy conservation measures to be implemented in accordance with the plan for the fees set forth in and in accordance with the RFP and the DCO Energy Proposal and a contract to be entered into by and between the Board of Education and DCO Energy, Inc., also in accordance with the RFP and the DCO Energy Proposal and in a form approved by this Board of Education.

- 1.8 Approve Equivalency Application and Submission** – That the Board of Education approve the completion and submission of the attached Equivalency Application (N.J.A.C. 6A:5) in regards to the Quality Single Accountability Continuum (QSAC) and the District Performance Review (DPR) to the State of New Jersey Department of Education.
- 1.9 Approve Addendum to Agreement** – That the Board of Education approve the attached Addendum to the Agreement (originally approved on June 1, 2015 ) between the South Brunswick School District (the "District") and S4Teachers, L.L.C, d/b/a Source4Teachers (the "Company") for the services of substitute and staff.
- 1.10 Approve Suspension of Policy** - That the Board of Education approve the suspension of Policy 4282 – Use of Social Networking Sites pending further Board review.
- 1.11 Approve Re-Appointments** – That the Board of Education approve the following South Brunswick Township appointments:
- A. Re-appoint Board Member Patrick Del Piano to serve on the South Brunswick Township Parks and Recreation Advisory Board for the period January 1, 2016 through December 31, 2016.
  - B. Re-appoint South Brunswick High School faculty member Laurie Budhu to serve on the South Brunswick Township Commission on the Arts for the period January 1, 2016 through December 31, 2016.

**1.12 Approve Non-Public Security Aid Requests** – That the Board of Education approve the change in Non-Public Security Aid requests for supplies and materials as follows for the 2015 – 2016 school year:

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- Energy Solutions - \$3,548 for Protective Film
- Security cameras for approximately \$8,850
- CrowdControlStore.com - \$549.63 for crowd control supplies

St. Augustine’s (in addition to the items approved at the 11/16/15 meeting)

- Energy Solutions - \$939 for window tinting

**1.13 Authorize Disposal of Property** – That the Board of Education authorize the disposal of the following property:

A. Be it resolved that the Board of Education has identified the items in the attached list of equipment as no longer usable in the South Brunswick Academic Program and directs that disposal be through Dataserv USA, Inc. of South Brunswick, NJ as approved by the State of New Jersey Department of Environmental Protection.

Most of the equipment is now obsolete in terms of processing requirements. All equipment is non-working and out of warranty. All usable parts have been salvaged.

B. Be it resolved that Board of Education had identified the following piece of equipment as no longer usable by the South Brunswick Board of Education and will be offered for disposal by public sale.

- Risograph Model 3550 Serial Number C3771050-118

**1.14 Approve Bid Awards** – That the Board of Education approve the following bid awards:

A. Award contracts as bid through the New Jersey Purchasing Cooperative 26-EDCP with the Educational Services Commission of Morris County as the lead agency for skilled trade time and material contracts for the period through November 30, 2016 to the following companies for expenditures not to exceed the amounts listed below:

Pump Repair

Pilot Electric Co. Inc. Neptune, NJ	Labor Charge (per hour) % Mark-up added to wholesale cost	\$32.00 15%
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- B. Award contracts as bid through the New Jersey Purchasing Cooperative 26-EDCP with the Educational Services Commission of Morris County as the lead agency for skilled trade time and material contracts for the period through November 30, 2016 to the following companies for expenditures not to exceed the amounts listed below:

Electric Motor Repair

Pilot Electric Co. Inc. Neptune, NJ	Labor Charge (per hour)	\$18.00
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- 1.15 Approve Increase in Not to Exceed Authorization** - That the Board of Education approve an increase in the not to exceed authorization for Magic Touch Construction Co., Inc. of Keyport, NJ as awarded through Bid 2013 – 01 and renewed on June 1, 2015 for Plumbing to \$125,000 for the 2015 – 2016 school year.
- 1.16 Approve Out-of-District Tuition Students** – That the Board of Education approve the attached list of Out-of-District tuition students for the period September through November 2015.
- 1.17 Approve Acceptance of Funds** – That the Board of Education approve the acceptance of funds from the Education Foundation of South Brunswick, Inc. in the amount of \$9,385 for the 2015 – 2016 school year grant awards.
- 1.18 Approve Student Field Trip Destinations** – That the Board of Education approve the student field trip destinations as per the attached for the 2015 – 2016 school year.
- 1.19 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.

**1.20 Approve Resolution for Travel and Related Expense Reimbursement –**

- A. Regular District Travel
- B. Other

**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.

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

**2.1 Approve Charging of Salaries** – That the Board of Education, in order to comply with auditing regulations, approve the charging of salaries (and/or portion of salary) to various budgeted codes for federal/state programs. The 2015 – 2016 salaries of the following staff should be revised and charged to the account codes and grants indicated below:

**IDEA & NCLB Salaries**

Name	Assignment	Total Annual Salary	Salary to charge to Fund 20	Percentage of Salary to charge to Fund 20	Code	Grant	Effective Date
Mary Abode	Job Coach	\$29,000	\$29,000	100.00%	20-250-200-100-61-05-2016	IDEA Basic	11/2/15
Melissa Caruso	Title I Teacher	\$63,616	\$61,350	96.44% (approx.)	20-231-100-100-61-00-2016	NCLB Title I	9/1/15
Debra Bevan	Title I Teacher	\$84,650	\$72,838	86%	20-231-100-100-61-02-2015	NCLB Title I	9/1/15
Debra Bevan	Title I Teacher	\$84,650	\$11,812	14%	20-231-100-100-61-02-2016	NCLB Title I	9/1/15

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

A. Resignation

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Nicole Sanyigo	Teacher	SBHS	01/22/16	11/24/15
Julie Benoff	Teacher	Brunswick Acres	02/08/16	12/10/15

B. For the Purpose of Retirement

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Judy Nemeth	Bus Driver	Transportation	12/01/15	11/24/15
Joanne Perry	School Psychologist	Greenbrook	01/25/16	11/25/15

**2.3 Approve Leave 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
Alice Priano	Student Assistance Counselor	Brooks Crossing	05/16/16 thru 10/07/16	Unpaid Family Leave (FMLA)
Pascual Rivera	Paraprofessional	Community Education – North	11/04/15 thru 12/04/15	Unpaid Intermittent FMLA

B. Change in Leaves

Name	Assignment	Location	Leave - Change From	Leave - Change To	Type of Leave	Previously Approved
Carla Garcia	School Social Worker	Crossroads South / Indian Fields	12/21/15 thru 03/18/16	12/23/15 thru 04/01/16	Unpaid Family Leave (FMLA)	08/17/15
Carla Garcia	School Social Worker	Crossroads South / Indian Fields	03/21/16 thru 06/30/16	04/04/16 thru 06/30/16	Unpaid Child-Rearing Leave	08/17/15
Laura Russoniello	Teacher	Monmouth Junction	12/08/15 thru 03/06/16	12/09/15 thru 03/04/16	Unpaid Family Leave (FMLA)	06/01/15
Stefanie Shoro	Teacher	Crossroads South	01/07/16 thru 04/01/16	01/06/16 thru 04/01/16	Unpaid Family Leave (FMLA)	08/17/15
Danielle Sweeney	Teacher	Brunswick Acres	11/20/15 thru 06/30/16	12/17/15 thru 06/30/16	Unpaid Child-Rearing Leave	09/21/15



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

A. Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Eleni Isoldi	School Psychologist	SBHS	\$62,350.00 (MA+15, Step 6)	Vacant Budgeted Position	12/08/15
Stephanie Marraffa	Physical Education and Health	SBHS	\$53,500.00 (BA, Step 1)	Vacant Budgeted Position	01/04/16
Laura Petriello	Replacement Fourth Grade Teacher	Cambridge	\$55,440.00 (BA+15, Step 2)	Medical Leave Position	12/01/15 thru 06/30/16
Nicole Savage	Replacement English Teacher	SBHS	\$54,500.00 (BA, Step 2)	Vacant Budgeted Position	12/17/15 thru 06/30/16
Emily Wright	Transition Coordinator	SBHS	\$57,620.00 (MA, Step 2)	Vacant Budgeted Position	02/01/16
Kaitlyn Zofcin	School Psychologist	Cambridge	\$59,960.00 (MA+30, Step 1)	Vacant Budgeted Position	12/07/15

B. Non-Certificated

Name	Assignment	Location	Rate/Step	Reason for Vacancy	Effective Date
Dean Bataglia	Maintenance - Grounds	Buildings and Grounds	\$41,639.00 (Step 2)	Vacant Budgeted Position	12/15/15
Zamen Haider	Paraprofessional	Brooks Crossing	\$3,984.60 (\$11.45, Step 1)	Vacant Budgeted Position	12/16/15
Sucheta Olety	Paraprofessional	Indian Fields	\$2,926.95 (\$11.85, Step 3)	Vacant Budgeted Position	11/30/15
Yasmin Ulloa	Paraprofessional	Constable	\$4,420.40 (\$12.85, Step 3i)	Vacant Budgeted Position	12/01/15

C. Extra-Curricular - SBHS

Name	Position	Stipend	Effective Date
Nicole Alessi	Assistant Coach - Swim	\$5,541.00	2015-2016
Matthew Randal	Assistant Coach - Winter Track	\$5,541.00	2015-2016
Serguei Starikov	Head Coach - Ice Hockey	\$7,924.00	2015-2016

**2.5 Approve Appointment for Replacement to Tenure Track** – That the Board of Education approve the following replacement position to a tenure track position:

Name	Assignment	Location	Effective Date
Csilla Mathe	English Teacher	SBHS	01/01/16

**2.6 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
Alisia VanLierop	Fifth Grade Teacher	Greenbrook	01/18/16	01/04/16	11/16/15

**2.7 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
Sylvia Bianco	Administrative Secretary (Lead) 12-month, Level IV	Secretary to the Principal 12-month, Level IV	Transportation	Indian Fields	Vacant Budgeted Position	01/01/16

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

A. Approve Change in Salary

Name	Assignment	Location	Salary - From	Salary – To	Reason for Change	Effective Date
Catherine Ahimovic	Paraprofessional	Brunswick Acres / Indian Fields	\$9,610.35 (\$11.85, Step 3)	\$9,962.89 (\$11.85, Step 3)	Increase in Hours	11/30/15
Perry Donato	Head Custodian	Constable	\$57,762.00	\$58,762.00	Addition of Stipend	11/06/15
Jeanette Garcia	Paraprofessional	Cambridge / Monmouth Junction	\$12,889.23 (\$15.24, Step 9i)	\$12,938.76 (\$15.24, Step 9i)	Increase in Hours	10/15/15
Eileen Geffen	Paraprofessional	Cambridge	\$6,879.87 (\$22.41, Step 20LL)	\$6,952.70 (\$22.41, Step 20LL)	Increase in Hours	10/15/15
Betty Hansen	Bus Driver	Transportation	\$31,259.58 (\$25.72, Step 12LL*s)	\$31,220.54 (\$24.72, Step 12LL*)	Change in Step and Rate	12/08/15
Kathryn Rock	Custodial Foreman - Night	SBHS	\$57,084.00	\$58,084.00	Addition of Stipend	11/06/15

B. Change in Salary Due to Change in SST Stipend

Name	Assignment	Location	Stipend	Salary - From	Salary – To	Effective Date	Previously Approved
Barbara McCarthy	Case Coordinator	Crossroads South	\$310.00	\$89,265.00 (MA+30, Step 16)	\$89,065.00 (MA+30, Step 16)	09/01/15	10/12/15

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

Name	Rate / Step	Effective Date
Jaclyn Beitler	\$11.19 (Step 2)	12/15/15

**2.10 Accept Community Education Resignation** – That the Board of Education accept the following Community Education resignations:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Effective Date</b>	<b>Date of Resignation Letter</b>
Sharon Kohutanycz	After School Program	Constable	11/13/15	11/11/15
Marsail Atala	After School Program	Constable	12/02/15	11/30/15
Zareen Shah	After School Program	Greenbrook	12/16/15	11/30/15
Brittany McConville	After School Program	Indian Fields	11/20/15	11/06/15

**2.11 Approve Community Education Substitute Staff** – That the Board of Education approve the following Community Education substitute staff:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Rate / Step</b>	<b>Effective Date</b>
Linda Visconti	After School Program	District	\$19.35 (Step 15L)	12/15/15
Christopher Roff	Before/After School Program	District	\$11.45 (Step 1)	12/22/15
Matthew Gallagher	Before/After School Program	District	\$11.45 (Step 1)	12/22/15

**2.12 Approve Community Education High School Interns** – That the Board of Education approve the following Community Education High School Interns:

<b>Name</b>	<b>Assignment</b>	<b>Location</b>	<b>Voucher Hourly Rate</b>	<b>Effective Date</b>
Samantha Bartels	Substitute Paraprofessional	District	\$8.38	12/15/15
Delxie Rivera	Substitute Paraprofessional	District	\$8.38	12/15/15
Deniciya Baveghems	Substitute Paraprofessional	District	\$8.38	12/15/15