

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

**A. APPROVAL - CONSENT AGENDA – March 14, 2016**

**1 BUSINESS/BOARD**

Administration recommends that the following items be approved:

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

<b>Warrants dated:</b>	<b>March 14, 2016</b>	<b>\$4,411,346.16</b>
	<b>Total approved for payment</b>	<b><u>\$4,411,346.16</u></b>

- 1.2 Approve an Increase in Not-To-Exceed Expenditures** – That the Board of Education authorize an increase in the following expenditures for the 2016 – 2016 school year:

- A. for Magic Touch Construction, Co., Inc. of Keyport, NJ as awarded through Bid 2013 – 01 as renewed on June 1, 2015 for Plumbing to \$200,000.
- B. for Simplex Grinnell of Rockaway, NJ as awarded through the New Jersey State Contract #8317 for the Inspection of Fire Suppression to \$200,000.

- 1.3 Record and Award Bids** – That the Bids for Spring Athletic and School Related Trip Transportation, Bid No. 2015 – 18, opened on February 23, 2016 be recorded as per the following:

<b><u>Vendor</u></b>	<b><u>No. of Trips</u></b>	<b><u>Total Price</u></b>
Mercy Transportation, Inc. Monmouth Junction, NJ	10	\$4,160.00
Stout's Charter Service, Inc. Trenton, NJ	39	\$39,540.00
Suburban Trails, Inc. New Brunswick, NJ	54	\$41,562.00

That the Bids for Spring Athletic and School Related Trip Transportation, Bid No. 2015 – 18, opened on February 23, 2016 be awarded as per the following:

<u>Vendor</u>	<u>No. of Trips</u>	<u>Total Price</u>
Mercy Transportation, Inc. Monmouth Junction, NJ	10 Cancellation Fee	\$4,160.00 \$75.00
Suburban Trails, Inc. New Brunswick, NJ	44 Cancellation Fee/Day of Trip	\$36,022.00 \$200.00

#### **1.4 Approval of Competitive Contracting Process for Professional Development**

**Services** – That the Board of Education authorize the School Business Administrator to use competitive contracting for specialized goods or services (namely professional development services) enumerated in section 45 of P.L. 1999, c 440 (C. 18A:18A-4.1) for the 2015 – 2016 school year. The use of this competitive contracting procedure requires Board of Education approval as per 18A:18A-4.3 in the following subject areas:

- Dyslexia – Tailoring Teaching Strategies to meet the needs of students

#### **1.5 Adopt the Tentative 2016 - 2017 School Budget -**

BE IT RESOLVED that the South Brunswick Board of Education approve a tentative FY 2016 – 2017 school district budget for submission to the county office as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
<b>General Fund</b>	<b>\$132,690,395</b>	<b>\$103,055,614</b>
<b>Special Revenue Fund</b>	<b>\$2,488,087</b>	<b>-0-</b>
<b>Debt Service Fund</b>	<b>\$8,609,475</b>	<b>\$6,915,343</b>
<b>Total Base Budget</b>	<b><u>\$143,787,957</u></b>	<b><u>\$109,970,957</u></b>

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A: 7G-31 amended, permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and at budget time, and

WHEREAS, the funds in the capital reserve account shall be used to finance the district's Long-Range Facilities Plan, and emergency Reserve Account be used to meet the increase in total health care costs greater than four percent.

THEREFORE BE IT RESOLVED that the South Brunswick Board of Education requests the approval of a capital reserve withdrawal of \$1,350,00. The district intends to utilize the funds for the following projects:

<u>School</u>	<u>Description</u>
Constable	Roof Replacement
Crossroads North	Art Room Casework
District	Storage Facilities

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 2016 – 2017 school year.

NOW THEREFORE BE IT RESOLVED, that the South Brunswick Board of Education hereby establishes the school district travel maximum for the 2016 – 2017 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 not later than March 22, 2016 for the purpose of county superintendent review. This budget may be changed up and until final adoption at the public hearing tentatively scheduled for April 25, 2016.

**1.6 Approve Change Order** – That the Board of Education approve the following Proposed Change Orders # 1 & 2 for Drill Construction for the Athletic Storage at South Brunswick High School in the amount of \$4,773.00 to cover the following costs:

- PCO 1 – relocation of existing conduits in conflict with location of beam pockets - \$2,378.00
- PCO 2 – electrical modifications as required by the Township Electrical Inspector - \$2,395.00

Spiezle Architectural Group has reviewed the change order and finds it fair and reasonable.

Base Contract	\$149,500.00
Approved Change Orders to date	\$17,549.00
Current Contract Sum	\$167,049.00
Recommended Changes	\$4,773.00
Recommended Contract Sum	\$171,822.00

**1.7 Approve Acceptance of Funds** – That the Board of Education accept the following funds for the 2015 – 2016 school year:

A. additional funds from the New Jersey Department of Education for the 2015 – 2016 school year:

- Chapters 192/193 for Compensatory Education \$1,692.00
- Chapters 192/193 for Supplemental Instruction \$371.00

B. revised amount of \$9,457.16 from the Education Foundation of South Brunswick, Inc. for the 2015 – 2016 grant awards.

C. from PMG New Jersey II, LI in the amount of \$500 for Cambridge Elementary School for the 2015 – 2016 school year.

D. from PMG New Jersey II, LI in the amount of \$500 for Constable Elementary School for the 2015 – 2016 school year.

**1.8 Approve Three-Year Comprehensive Equity Plan and Statement of Assurance** – That the Board of Education approve the attached Three-Year Comprehensive Equity Plan and Statement of Assurance.

**1.9 Accept Donation and Approve Revised Budget** – That the Board of Education accept a donation of \$5,504.00 from the Monmouth Junction School PTO for the purchase of a shade structure for the back playground area. This donation will increase Miscellaneous Revenue by \$5,504.00 and the General Fund Appropriations by \$5,504.00.

**1.10 Approve Contracted Services for Occupational Therapy** – That the Board of Education approve a contract with Lauren Jaffe, OTR, to provide occupational therapy evaluations and services for students in the preschool program. These evaluations and services are necessary to support the educational programs of referred students. The cost of these services will not exceed \$3,500.

**1.11 Approve Contracted Services for Nursing, Psychiatric and Home Instruction Services (Extension)** – That the Board of Education approve an increase in the not-to-exceed amounts previously approved for the following nursing providers for the 2015 – 2016 school year. These services are necessary to support IEP-driven needs of our students.

<u>Vendor</u>	<u>Services</u>	<u>Old Not-to-Exceed</u>	<u>New Not-to-Exceed</u>
The NBN Group	Nursing	\$20,000	\$40,000
Alexander Rd. Associates	Psychiatric	\$2,475	\$4,950
Dr. Jesse Mintz	Psychiatric	\$1,800	\$3,600

**1.12 Approve Itinerant Teacher of Deaf Services** – That the Board of Education approve the following services through MRESC for a high school student as part of his IEP for the 2015 – 2016 school year:

Itinerant Teacher of Deaf Services	\$24,000
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**1.13 Approve Contracted Services for Psychological Evaluations** – That the Board of Education approve the attached contracted services with the Center for Cognitive Behavior Therapy for psychological evaluation to determine appropriate programming for a student currently out-of-district. It is projected that these contracted services would be charged at the hourly rate of \$240/hour and will not exceed the cost of \$2,880.

**1.14 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.

**1.15 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.

**1.16 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.

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

**2.1 Approve Charging of Salaries** - We recommend 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:

Name	Assignment	Total Annual Salary	Salary to charge to Fund 20	Percentage of Salary to charge to Fund 20	Code	Grant	Effective Date
Laura Russoniello	Title 1 Teacher	\$72,330	\$72,330	100%	20-231-100-100-61-04-2016	NCLB Title 1	3/7/16

**2.2 Accept Resignations** – That the Board of Education accept the following resignations:

A. Resignation –

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Maryellen Collins	Teacher	Crossroads North	01/29/16	01/29/16

## B. For the purpose of retirement –

Name	Assignment	Location	Effective Date	Date of Resignation Letter
Mary Beth Charters	Learning Disabilities Teacher Consultant	Indian Fields	06/30/16	03/02/16
Myra Gildenberg	Teacher	Greenbrook	06/30/16	02/29/16
Mona Goodman	Teacher	Greenbrook	06/30/16	02/25/16
Andre Maziarzewski	Bus Driver	Transportation	06/30/16	02/26/16
Anthony Tonzini	Business Administrator	Board Office	06/30/16	03/11/16
Michael Zak	Teacher	Greenbrook	06/30/16	03/02/16

**2.3 Approve Leaves of Absence** – That the Board of Education approve the following leaves of absence

Name	Assignment	Location	Period of Leave	Type of Leave
Rhonda Erdreich	Teacher	Crossroads South	01/19/16 thru 01/22/16	Unpaid Intermittent FMLA
Rhonda Erdreich	Teacher	Crossroads South	01/26/16	Unpaid Intermittent FMLA
Jennifer Kipnis	Teacher	Greenbrook	09/01/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Jennifer Kipnis	Teacher	Greenbrook	11/25/16 thru 06/30/17	Unpaid Child-Rearing Leave
Bahar Mansur	School Psychologist	Crossroads South	09/06/16 thru 11/25/16	Unpaid Family Leave (FMLA)

Alanna O'Shea	Teacher	Brooks Crossing	09/03/16 thru 11/25/16	Unpaid Family Leave (FMLA)
Regina Poworoznek	Secretary	Crossroads South	02/19/16, 02/24/16, 02/25/16, 02/26/16, 03/07/16	Unpaid Intermittent FMLA
Robert Sears	Supervisor of K-12 Music	District	04/13/16 thru 04/27/16	Unpaid Family Leave (FMLA)

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

A. Certificated

Name	Assignment	Location	Salary	Reason for Vacancy	Effective Date
Kristina Navarrete	Replacement School Psychologist	SBHS	\$59,960.00 (MA+30, Step 1)	Newly Created Position	03/01/16 thru 06/30/16
Erin Niedzwiecki	Special Education Teacher	Crossroads North	\$53,500.00 (BA, Step 1)	Vacant Budgeted Position	03/07/16

B. Non-Certificated

Name	Assignment	Location	Salary / Rate	Reason for Vacancy	Effective Date
Brittany Moore	Paraprofessional	Monmouth Junction	\$7,170.98 (\$13.05, Step 4i)	Newly Created Position	03/02/16

**2.5 Approve Change in F.T.E./Location** – That the Board of Education approve a change in the following F.T.E. and location:

Name	Assignment	F.T.E. / Location - From	F.T.E. / Location - To	Effective Date
Heidi Carlson	Physical Education Teacher	.6 Brunswick Acres / .4 Constable	Brunswick Acres	09/01/15



**2.6 Approve Change in F.T.E.** – That the Board of Education approve the following change in F.T.E. –

Name	Assignment	F.T.E. / Location - From	F.T.E. / Location - To	Salary - From	Salary - To	Effective Date
Sarah Lombardi	Teacher	.55 Deans / .3 Brooks Crossing	Brooks Crossing	\$46,325.00 (BA, Step 2)	\$54,500.00 (BA, Step 2)	09/01/15

**2.7 Approve Change in Assignment** – That the Board of Education approve the following change in assignment -

Name	Assignment - From	Assignment - To	Location - From	Reason for Transfer	Effective Date
Maha Hadi	First Grade	Kindergarten	Brooks Crossing	Realignment	09/01/15

**2.8 Approve Change in Location** – That the Board of Education approve the following change in location –

Name	Assignment	Location - From	Location - To	Reason for Transfer	Effective Date
Stacey Nied	School Psychologist	Greenbrook	Crossroads North	Staffing Needs	03/04/16 thru 03/31/16

**2.9 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
Brian Frey	Paraprofessional	Cambridge / SBHS	\$6,434.55 (\$11.85, Step 3)	\$7,864.15 (\$12.85, Step 3A)	Change in Step	02/22/16

Patricia Giannotto	Bus Driver	Transportation	\$23,871.19 (\$20.29, Step 7*s)	\$24,132.22 (\$19.29, Step 7*)	Increase in Hours Change in Step and Rate	02/11/16
Eridania Peralta	Bus Driver	Transportation	\$10,824.45 (\$18.30, Step 4*)	\$11,415.95 (\$19.30, Step 4*s)	Change in Step and Rate	02/01/16

**2.10 Rescind Extracurricular** – That the following extracurricular SBHS appointment be rescinded –

Name	Position	Effective Date	Previously Approved
Jason Goerge	Assistant Coach - Spring Track	02/23/16	06/15/15

**2.11 Approve Adjustment in Extracurricular Stipend** – That the Board of Education approve an adjustment in the following SBHS Extracurricular stipends as per the SBEA contract –

Name	Position	Stipend - From	Stipend - To	Effective Date	Previously Approved
Kimberly Vibronek	Assistant Coach - Girls' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15
Jasmine Lytle	Assistant Coach - Girls' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15
Kevin Drakes	Assistant Coach - Girls' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15
Robert Henning	Assistant Coach - Boys' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15
Sean Edwards	Assistant Coach - Boys' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15

Justin McCuen	Assistant Coach - Boys' Basketball	\$6,975.00	\$6,567.00	09/01/15	08/17/15
Kristen Simms	Assistant Coach - Wrestling	\$6,975.00	\$6,567.00	09/01/15	08/17/15
William Bevich	Assistant Coach - Wrestling	\$6,975.00	\$6,567.00	09/01/15	08/17/15