

AGENDA
Regular Meeting January 22, 2020
Board Office –7:00 p.m.

1. Call to Order
2. Flag Salute by Assembly
3. Roll Call: Present:
 Absent:
4. Board President's Statement

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the Open Public Meetings Law, the public notice of this meeting, which included the time, date and location was distributed by 3:00 p.m. on Sunday, June 16, 2019 in the following manner:

- A. Posted on the Bulletin Board reserved for announcements in the Board Office, Old Georges Road, North Brunswick.
- B. Mailed to the Home News Tribune, Sentinel, and the Clerk of the Township of North Brunswick.
- C. Delivered to the nine (9) duly elected board members.

PRESENTATION:

- a. Board Member Appreciation – Dr. Zychowski
5. Presentation of Audit by Samuel Klein and Company, Certified Public Accountants, Gerard Stankiewicz
6. Public Comment for Audit Presentation:
7. Motion to close the public portion for the Audit Presentation
8. Motion to accept the Comprehensive Annual Financial Report (CAFR) for the school district of North Brunswick Township for the fiscal year ending June 30, 2019 and the accompanying Auditor's Management Report on Administrative Findings, Financial Compliance and Performance also for the fiscal year ending June 30, 2019. This also includes the System Peer Review Report conducted on Samuel Klein and Company.

9. **PUBLIC HEARING on Policy and Regulation 2361 - Acceptable Use of Computer Network/Computers and Resources**
10. Motion to close the public hearing on Policy and Regulation 2361- Acceptable Use of Computer Network/Computers and Resources.

MEETING MINUTES:

11. Motion to approve the following Board Minutes:

Conference Meeting - December 11, 2019
Regular Public Meeting - December 18, 2019
Executive Sessions I and II - December 18, 2019

12. Communications:

13. **REPORTS:**

Administrative Report:

Committee Reports:

Student Report:

14. Motion to approve the Administrative, Committee and Student Reports.
15. Motion to approve the following consent agenda items Personnel, Curriculum , Finance 1-3, Policy and Transportation as listed:

PERSONNEL:

1. Action relative to personnel, for the 2019-2020 school year, as recommended by the Superintendent of Schools (action subject to successful ratification of the contract agreement between the North Brunswick Township Board of Education and the North Brunswick Township Education Association when applicable)

- a) accept with regret the resignation of the following personnel as they retire:

Last Name, First Name	Position	School	Years of Service	Effective Date
Fogarty, Margaret	Instructional Aide	Linwood	21 years, 5 months	July 1, 2020
Daino, Frances	Science Teacher	NBTHS	14 years, 6 months	July 1, 2020

- b) accept the resignation of the following personnel :

Last Name, First Name	Position	School	Effective Date
Ballard, William	Freshman Softball Coach	NBTHS	January 22, 2020
Davis, Danielle	Softball Coach	Linwood	January 9, 2020
DeLeo, Donald	Instructional Aide	NBTHS	February 6, 2020 or sooner to be determined by the Superintendent
Henry, Joseph	Instructional Aide	NBTHS	February 17, 2020 or sooner to be determined by the Superintendent
Kaufmann, Nerisca	Co-Advisor Elementary Student Council	Judd	December 23, 2019
Taylor, Deana	Instructional Aide	Liv. Park	February 5, 2020
Windsor, Mark	Custodian (Evenings)	NBTHS	February 14, 2020
Xirouhakis, Cecilia	Bus Driver	District	January 18, 2020 or sooner to be determined by the Superintendent
Yandolino, Annmarie	Bus Driver	District	January 31, 2020

- c) approve the following leaves of absence, without pay, for the following personnel:
(tentative dates)

Last Name, First Name	Position	School	Effective Dates	Reason
Dart, Mary	Teacher of Students with Disabilities	NBTHS	January 7, 2020 through June 19, 2020	Intermittent FMLA
Federico, Denise	Instructional Aide	Judd	February 28, 2020 through March 13, 2020	FMLA
Marrero, Jerilyn	Instructional Aide	NBTHS	January 2, 2020 through January 17, 2020	FMLA
Lopez, Jillian	Teacher of Students with Disabilities	Judd	February 18, 2020 through February 26, 2020	CCLOA
Morrison, Jacqueline	Athletic Trainer	NBTHS	January 2, 2020 through January 31, 2020	FMLA
Ostroski, Jacalyn	Elementary Teacher	John Adams	January 24, 2020 through April 24, 2020	FMLA
Wang, Ashley	Teacher of Students with Disabilities	Judd	February 5, 2020 through March 27, 2020	FMLA

- d) approve the following leaves of absence, without pay or benefits for the following personnel:
(tentative dates)

Last Name, First Name	Position	School	Effective Dates	Reason
Ostroski, Jacalyn	Elementary Teacher	John Adams	April 25, 2020 through June 30, 2020	CCLOA

- e) approve the following substitutes:

Last Name	First Name	Position	Effective Date
Assennata	Lauren	Substitute Teacher	January 23, 2020
Czuba	Krystyna	Substitute Teacher	January 23, 2020
DeCicco	Gabriela	Substitute Teacher	January 23, 2020
Grausso	Sarah	Substitute Teacher	January 23, 2020
Gregal	Savannah	Substitute Teacher	January 23, 2020 or sooner to be determined by the Superintendent
Lukacs	Gavin	Substitute Custodian	February 18, 2020
Shah	Iman	Substitute Teacher	January 31, 2020 or sooner to be determined by the Superintendent
Su	Peichin	Substitute Teacher	January 23, 2020

- f) approve the appointment of the following personnel (prorated) pending state mandated approval and background check:

1. Non-Certified staff not to exceed 8 hours:

Last Name, First Name	Position	School	Salary/ Hourly Rate	Level Step	Effective Date	Stipend	Reason
Hudak, David	Bus Driver	District	\$19.89	D	February 18, 2020 or sooner to be determined by the Superintendent	N/A	R. Kearns
Romano, Nicole	Instructional Aide	NBTHS	\$13.46	F	January 23, 2020	Classroom Support \$457 Custodian \$1,382 \$2 Classroom Support Substitute Certificate	New Budgeted Position
Snitkin, Amelia	Instructional Aide	Parsons	\$14.85	L	February 17, 2020 or sooner to be determined by the Superintendent	Classroom Support \$457	Retirement: C. Manna
Torres, Elliott	Part-Time Custodian	Parsons	\$16.05	B	January 23, 2020	N/A	Resignation: R. Walz

- g) approve the appointment of the following long-term substitutes at the rate of \$273.02 per day without benefits, if assignment exceeds 60 school days benefits will be offered: (tentative dates)

Last Name, First Name	Position	School	Effective Dates	Reason
Marino, Rachel	Physical Education Teacher	NBTHS	March 11, 2020 through June 30, 2020	FMLA

- h) approve a change in assignment, for the following Administrative personnel:

Last Name, First Name	From	To	Salary (prorated)	Total Salary	Effective	Reason
Passner, Scott	Interim Supervisor/ Principal NBTECC	Supervisor/ Principal NBTECC	\$94,505 Base Salary \$10,927 Preschool Administrator Stipend \$284 Professional Development	\$105,716	February 3, 2020	Reassignment: J. Nicosia
Nicosia, Jennifer	Supervisor/ Principal NBTECC	Supervisor Of Preschool Programs/ District	\$108,408 Base Salary \$1,250 Longevity \$284 Professional Development	\$109,942	January 31, 2020	Student Needs

- i) approve a change in assignment for the following personnel:

Last Name, First Name	From:	To:	Salary	Effective Date	Reason
Boily-Keuscher, Nicole	12 Month Board Calendar Secretary Purchasing	Accountant/ Payroll	\$63,543	February 1, 2020	Reassignment: B. Busicchia
Busicchia, Brittany	Accountant/ Payroll	Business Office Manager	\$70,160	February 1, 2020	Reassignment: R. Hock

- j) approve the additional stipend for the following personnel:

Name	Position	School	Effective Date
Czuba, Krystyna	Classroom Support Substitute Certificate	Liv. Park	February 1, 2020

- k) approve a sixth period teaching assignment for the following certified personnel through end of assignment (prorated):

Last Name	First Name	School	Subject	Stipend	Reason	Effective Date
Hassenkamp	Carolyn	NBTHS	English	\$9,418	Resignation: N. Patel	January 13, 2020
Mattos	Alexandria	NBTHS	English	\$8,211	Resignation: N. Patel	January 13, 2020
McCaughey	Tara	NBTHS	English	\$8,625	Resignation: N. Patel	January 13, 2020
Mercier	Julie	NBTHS	English	\$11,702	Resignation: N. Patel	January 13, 2020
Tapia	Jenise	NBTHS	English	\$8,947	Resignation: N. Patel	January 13, 2020

- l) approve the following Club/Activity Advisors, at the NBTEA contractual rate (prorated):

Last Name	First Name	Club	School	Effective Date	Reason
Singerline	Angela	Advisor Elementary Student Council	Judd	December 23, 2019 through June 30, 2020	Medical

- m) approve the following NBTHS Coaches at the NBTEA contractual rate:

Season	Coach	Title	Sport
Spring	Danielle Davis	Freshman Coach	Softball
Spring	Ballard, William	JV Coach	Softball

- n) approve the following revised job descriptions:

Supervisor of Preschool Programs (J.D. 3.9g)
Secretary, Purchasing

- o) approve to convert the following absences to Worker's Compensation days:

Last Name, First Name	Position	Location	Days	Dates
Hannon, Jennifer	Teacher of Students with Disabilities	Linwood	4	December 16, 2019 through December 19, 2019

- p) approve the following contractual, reimbursable days (account # 11-000-291-290-77-10)

Last Name, First Name	Position	Location	Days	Attachment
Loester, Eileen	Academic Support Teacher	John Adams	Sick	1

- q) approve the following grant funded partial 6th period teaching assignments:

Location/Program	Name	Grant	Partial 6th Period (%)
Linwood / Math R&R Strategies	Deanna Petersen	Title I-A	\$5,779

CURRICULUM AND INSTRUCTION:

1. Approve the following actions relative to Curriculum and Instruction items:

- a) approve home instruction for the following students:

Student #	Placement	Effective Date
195006	Home instruction	December 10, 2019 through January 10, 2020
207002	Home instruction	November 26, 2019 through December 20, 2019
2065073	Home instruction	November 19, 2019 through November 26, 2019
2155029	Home instruction	January 6, 2020 through February 14, 2020
2155033	Home instruction	December 6, 2019 through December 23, 2019
2170078	Home instruction	December 16, 2019 through December 23, 2019
2170720	Home instruction	December 23, 2019 through January 30, 2020
2240663	Home instruction	December 17, 2019 through January 17, 2020
2290001	Home instruction	December 16, 2019 through December 23, 2019
2355342	Home instruction	December 12, 2019 through December 23, 2019
2360929	Home instruction	December 12, 2019 through February 7, 2020
2365327	Home instruction	January 6, 2020 through February 6, 2020
2365589	Home instruction	December 20, 2019 through January 17, 2020
2570552	Home instruction	November 13, 2019 through December 6, 2019
3170698	Home instruction	December 6, 2019 through December 20, 2019
3195092	Home instruction	January 2, 2020 through April 3, 2020
24551079	Home instruction	December 7, 2019 through January 31, 2020

- b) approve Out of District tuition contracts for the following students:

Student ID#	Out of District School	Effective Date	Tuition
2365534	NuView Academy	November 26, 2019 through June 30, 2020	\$39,562
3595344	Summit Speech School	January 2, 2020 through June 30, 2020	\$31,030

- c) approve Nursing services for student #29709523 with Preferred Health Care, effective December 18, 2019 at a rate of \$56 per hour for RN
- d) approved adjusted tuition for student #1840327 for the school year 2018-2019, at CEA School at SHRHS, in the amount of \$2,986.35
- e) approved adjusted tuition for student #135700 for the school year 2017-2018, at Children's Center of Monmouth County in the amount of \$725.94
- f) approve Extended School Year (ESY) for the 2020-2021 school year with the effective dates of June 29, 2020 through August 6, 2020, from 9:30am to 12:30pm at Judd Elementary School and North Brunswick Township High School.

g) approve attendance for the following professional workshops:

<u>Staff Member</u>	<u>Workshop Title</u>	<u>Registration</u>	<u>Transportation</u>	<u>Meals and/or Lodging</u>	<u>Dates</u>
Ciarrocca, Janet	IEI Conference, Palm Springs, California	\$0.00	\$200.00	\$231.00	1/20/2020 through 1/24/2020
Coleman, Lauren	New York EdTech Week, New York, New York	\$69.00	\$12.88		6/1/2020
Cyckowski, Daniel	New Jersey Computing Cooperative Conference, Montclair, New Jersey	\$0.00	\$25.20		1/14/2020
Dwyer, Monica	Annual New Jersey Speech and Hearing Convention, Long Branch, New Jersey	\$350.00			4/23/2020 through 4/24/2020
Egan, James	NJMEA Music Conference, Atlantic City, New Jersey	\$170.00	\$78.68	\$192.00	2/20/2020 through 2/22/2020
Eriksen, Teresa	Autism New Jersey Transition Conference, Newark, New Jersey	\$129.00	\$25.20		2/24/2020
Jacunski, Nicole	Powerful Strategies for Strengthening Your Special Education Program to Better Support Your Students with Learning Disabilities, Laurel, New Jersey	\$595.00	\$31.50		2/10/2020 and 2/11/2020
Mason, Isaiah	NJMEA Music Conference, Atlantic City, New Jersey	\$170.00	\$78.68	\$192.00	2/20/2020 through 2/22/2020
Pascal, Laura	New Jersey International Dyslexia Association; Winter Institute Food for Thought, Clark, New Jersey	\$60.00			2/1/2020
Rich, Alexis	Powerful Strategies for Strengthening Your Special Education Program to Better Support Your Students with Learning Disabilities, Laurel, New Jersey	\$595.00	\$31.50		2/10/2020 and 2/11/2020
Silva, Dana	Classroom Renewal for Crisis Prevention Trainer, Edison, New Jersey	\$1,090.00	\$10.85		2/11/2020 and 2/12/2020
Smith, Bonnie	Engaging and Meeting the Needs of All Learners in the World Language Classroom, Monroe, New Jersey	\$125.00			4/23/2020
Tomizawa, Kazumi	Autism New Jersey Transition Conference, Newark, New Jersey	\$129.00	\$25.20		2/24/2020

- h) approve the following personnel for student fieldwork/observations/Student Teachers:

Student Name		College	Subject/Area	School	Date
Cheek	Olivia	Rutgers	Elementary with Middle School (Math)	John Adams/Linwood	Spring
Del Priorie	Valerie	Rutgers	ESL (6-12)	NBTHS	Spring
Hoffman	Jennifer	Rutgers	Math Ed	NBTHS	Spring
Kingsley	Simon	Rutgers	Elementary & Middle School (math)	Liv. Park/Linwood	Spring
Klugeman	Zachary	Rutgers	Elementary & MS Social Studies	Liv. Park/Linwood	Spring
McEntee	Mary Kate	Kean	Counselor	John Adams	Spring
O'Malley	Chloe	Rutgers	Social Studies Education	NBTHS	Spring
Pagano	Jordan	Rutgers	Special Education	Judd	Spring
Perez-Curran	Lia	Rutgers	Language Education (Spanish & ESL)	NBTHS	Spring
Poulson	Megan	Rutgers	Elementary & Special Ed	Liv. Park	Spring
Rothstein	Hannah	Rutgers	English Education	Linwood	Spring
Ruesch	Laura	Rutgers	Elementary Post Bacc	Liv. Park	Spring
Runge	Lauren	Rutgers	Special Education	John Adams	Spring
Rutter	Amanda	Rutgers	Special Education	Parsons	Spring
Schollenberger	Amanda	Rutgers	Elementary with Middle School	Liv. Park/Linwood	Spring
Schultz	Brandon	Rutgers	Math Education	Linwood	Spring
Selby	Tiahna	Rutgers	Biology Education	NBTHS	Spring
Smith	Maya	Rutgers	English Education	Linwood	Spring
Starczyk	Kordian	Rutgers	Social Studies Education	NBTHS	Spring
Sullivan	Amanda	Rutgers	Special Education	John Adams	Spring

- i) approve payment of tuition to Middlesex County Arts Middle School for 8 middle school students, at a per pupil cost of \$845(includes round-trip transportation), for a total of \$6,760. The program begins on Wednesday, February 5, 2020 through May 6, 2020.

Student ID #	Course
2570701	Jazz Improv
2470025	Visual Arts 3D
2460700	Modern Dance
2470418	Film Making
2465425	Modern Dance
2590952	Creative Writing
2455590	Vocal Music
2555812	Visual Arts-Anime/Manga

- j) approve the contract with Volt Athletics Performance Program for personalized physical fitness and wellness, not to exceed \$8,000, effective March 20, 2020 through March 19, 2021 (grant funded Title IV)

- k) approve the contract between Fuel Education, LLC and the North Brunswick Township High School to provide online courses for Advanced Placement French from January 7, 2020 through January 6, 2021, not to exceed \$38,050
- l) approve the North Brunswick Township High School agreement to participate in the Rutgers University Business for Youth Program (RUBY) for the duration of the 2019-2020 school year
- m) approve the NBTHS Football Coaches to attend Glazier Football Clinic throughout the 2019-2020 school year, not to exceed \$599.00 for a one time registration fee

FINANCE:

1. Approve the following bill list dated January 17, 2020:

General Funds	\$4,823,273.78
Supplementary	\$6,791,210.83
Capital Projects	\$1,476,688.39

2. Approve the following financial reports:

- a) Board Secretary's and Treasurer's Reports dated December 31, 2019, which are in agreement.
- b) Budget Status Report dated December 31, 2019 which includes budget transfers and certifies that there has not been an over expenditure of a budget line item.
- c) Pursuant to N.J.A.C. 6A:23-2.10(c)3, that as of December 31, 2019 the members of the North Brunswick Township Board of Education, after reviewing the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certify that to the best of their knowledge no line item or account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.10(a), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- d) Pursuant to N.J.A.C. 6A:23-2.10(c)4, that as of December 31, 2019 the members of the North Brunswick Township Board of Education, after review of the Board Secretary's and Treasurer's monthly reports, and upon consultation with the appropriate district officials, certify to the best of their knowledge that no major account or fund has been overextended in violation of N.J.A.C. 6A23-2.10(b).

3. Approve the following Finance items:

- a) approve Eastern Datacomm for the purchase of the ShoreTel Phone system at a cost of \$77,075.70, and for the purchase of, and the installation of Wireless Clocks and Bell Controller at a rate of \$29,524 at the North Brunswick Township Middle School under the PEPPM NJ Contract pricing.

- b) approve a proposal from USA Architects, Planners + Interior Designers, PA to oversee their consultant, Matrix New World Engineering, Land Surveying and Landscape Architecture, PC, at the following fixed fee arrangement for the phases of work necessary to give the Board of Education completed documents for the proposed renovations to Linwood School:

Topographic Survey	\$5,500
Geotechnical Services	\$8,700
Construction Documents	\$29,500
Soil Conservation	\$3,500
Bid Phase Services	\$1,500
Construction Support Services	\$11,400

Normal reimbursable expenses of the engineer will be billed in addition to the fee indicated above and be in accordance with our Architect of Record Agreement with USA Architects. All Owner authorized additional services shall be invoiced according to the approved rate schedule.

- c) Whereas, the North Brunswick Township Board of Education (Board) is the owner of certain surplus property which is no longer needed for public use; and

Whereas, the Board is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

Now therefore, be it Resolved by the Board of Education, Township of North Brunswick, County of Middlesex, New Jersey as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to the Sourcewell National Cooperative Contract in accordance with the terms and conditions of the Contract. The terms and conditions of the agreement entered into with GovDeals is available online at GovDeals.com and also available from the Board.
 - (2) The sale will be conducted online and the address of the auction site is govdeals.com.
 - (3) The sale is being conducted pursuant to the Local Finance Notice 2008-9.
 - (4) A list of the surplus property to be sold is as follows: 1 Dell EqualLogic PS 4000E and 1 Dell EqualLogic PS 6000E
 - (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
 - (6) The Board reserves the right to accept or reject any bid submitted.
- d) approve a shared services agreement between the North Brunswick Township Board of Education and the Metuchen Board of Education for residency investigation services at a cost of \$47 per hour limited to two hours per case, unless approved otherwise by both parties for the period from on or about January 21, 2019 through June 30, 2020, subject to final approval by the Board President, Superintendent of Schools and Board Attorney

- e) **approve Change Order #33 dated January 10, 2020 for the following:**

Modification of courtyard Lintels (RFI #350)	\$5,238.82
Modify Roofing at Copping (RFI #405)	\$4,814.57
Courtyard Bump Outs (RFI #377)	\$16,851.38
Concrete at Dumpster Location (RFI #409)	\$35,188.78
Revised Kiln Specification (RFI #426)	\$3,659.00
Modification of Entrance Pavers (RFI #349)	\$11,995.20
Credit for Roll top Desk (RFI #419)	(\$2,463.30)
Credit for Brick Stained with Hydraulic Oil	(\$50,000.00)
Total Change Order	\$25,284.45

**for the New Middle School Project, with Terminal Construction Corporation,
for a total of \$25,284.45**

POLICY:

1. Approve the following policy items for the 2019-2020 school year:
 - a) approve the second reading for final adoption of the following policies and regulations:

Policy/Regulation#	Title
P & R 1550	Equal Employment/ Anti- Discrimination Practices
P 2431	Athletic Competition
R 2431.2	Medical Examination Prior To Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
P 5517	School District Issued Identification Cards
P 9210	Parent Organizations

TRANSPORTATION

1. Approve the following Transportation items for the 2019-2020 school year:
 - a) approve the following Temporary, Special Needs Out of District Special Needs, to and from transportation routes contracted through the Educational Services Commission of New Jersey:

Acct. #11-000-270-512-52-60			
OOD Special Needs			
	Route #	Destination	Total
	T-342	Bright Beginnings - Wheelchair, effective January 6, 2020	\$19,936.80 90 Day Temporary Route
	T-347	Piscataway Regional Day - Wheelchair, effective January 13, 2020	\$23,680.80 90 Day Temporary Route

16. PUBLIC SESSION on Any Matter:

Motion to close the public portion of the meeting.

17. **MOTION TO GO INTO CLOSED SESSION:**

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 PL.1975 permits the
Exclusion of the public from a meeting in certain circumstances; and
WHEREAS, this public body is of the opinion that such circumstances presented exist;
NOW, THEREFORE, BE IT RESOLVED by the North Brunswick Township Board of
Education that the public shall be excluded from discussion of and action
upon the hereinafter specified subject matters.
The general nature of the subject matter to be discussed is as follows:

1. Harassment, Intimidation and Bullying Report
2. **Personnel Matters**
- 3.

It is anticipated at this time that the above-stated subject matter shall be made
Public at such time as the need for non-disclosure no longer exists. This
Resolution shall take effect immediately.

Motion to go into closed session at p.m.

18. **OPEN SESSION:**

Motion that the meeting be returned to open session at p.m.

19. **ADJOURNMENT:**

Motion that the meeting be adjourned at p.m.