

Schedules and Attachments

SEPTEMBER 2018

September 13, 2018	Agenda Session	7:30 PM	Administration Building Conference Room
September 20, 2018	Regular Meeting	7:30 PM	OBHS – Main TV Studio



AGENDA SESSION 09.13.18; REGULAR MEETING 09.20.18

THEATERS:

All local theaters
 All New York City Theaters
 Clearview Cinema, Matawan
 Count Basie Theater
 George Street Playhouse
 McCarter Theater
 Medieval Times Dinner & Tour
 NJPAC
 Patriot Theater, Trenton
 State Street Theater
 Strand Theater
 Two Rivers Theater- Red Bank

MUSEUMS/HISTORIC SITES/PROGRAMS

All New Jersey Museums
 All New York City Museums & Landmarks
 Atlantic Highlands & Observation Point
 Baltimore Harbor
 Battleship New Jersey
 Battleview Orchards
 Boston
 BWP Bats LLC, Brookville, PA
 Chinese Consulate General, NY
 Cliffwood Beach/Raritan Bay
 Color Mid Atlantic, Edison, NJ
 COSTCO
 Discovery Times Square Exposition
 Fabric Warehouse
 Falling Water, Mill Run, PA
 First Brokers/ICAP Securities, Jersey City, NJ
 Fort Hancock and Twin Lights
 Franklin Institute
 Gregg's Beauty Supply, Linden, NJ
 Grimaldi's

MUSEUMS/HISTORIC SITES/PROGRAMS CON'D

Grounds for Sculpture
 Holocaust Museum
 IKEA
 Joann Fabrics
 Lakeshore Learning Center, E. Brunswick, NJ
 Laurence Harbor/Raritan Bay
 Liberty Science Center
 Manasquan Inlet & Tidal Wetlands
 Manasquan Reservoir
 McGuire Air Force Base
 Middlesex County Court House
 Middlesex County Sewage & Wasterwater Plant
 Middlesex County Utility Authority
 Middletown Arts Center, Middletown, NJ
 New Brunswick Superior Court
 New Jersey State Capital in Trenton
 Newark Museum of Art
 NJ Marine Science Consortium
 NJ Vietnam Vet Ed Center - Holmdel
 Old Trenton Barracks
 Philadelphia Museums & Liberty Square
 Philalphia Magic Gardens
 Repertorio Espanol
 Restaurant Depot
 San Gennaro Festival Parade
 Sandy Hook Lighthouse
 Shark River Inlet & Belmar Beach
 Sterling Hill Mining Museum
 Strathmore Bowling Alley
 The Cloisters
 Washington, DC
 Waterloo Village
 Wetlands Institute, Stone Harbor, NJ
 Woodbridge Bowling Alley

AQUARIUMS

Adventures Aquarium, Camden, NJ
 Jenkinsen's Aquarium
 National Aquarium in Baltimore

CENTERS

All NY, NJ & PA Convention Centers
 Giants Stadium
 Kateri Environmental Center
 Lakewood BlueClaws Stadium
 Meadowlands Experience Tour
 New Jersey Exposition Center
 NJ State Bar Association Law Center
 Old Bridge Civic Center
 Park Performing Art Ctr, Union City
 Prudential Athletic Center
 Somerset Patriots Stadium
 Sovereign Bank Arena
 Special Olympics Complex, Lawrenceville, NJ
 Trenton Thunder Stadium

EDUCATIONAL INSTITUTIONS

All New Jersey & New York Colleges
 All New Jersey High& Middle Schools
 Automotive Training Center, Exton, PA
 Drew University
 FIT
 Lincoln Tech, South Plainfield
 Middlesex County Vo-Tech HS
 NJ Institute of Technology
 The Academy of Culinary Arts
 The French Culinary Institute of NYC
 UTI Exton Campus

AGENDA SESSION 09.13.18; REGULAR MEETING 09.20.18

PARKS/ZOOS

All New Jersey State Parks & Farms
 Battleview Orchards
 Camp Ockanickon YMCA, Medford
 Duke Farms, Hillsborough
 Fairview Lake YMCA
 Foracy Park, Monmouth County
 Hershey Park
 Liberty State Park
 Pequest Trout Hatchery & Natural Resource Center
 Popcorn Park Zoo, Forked River, NJ
 Sandy Hook State Park
 Six Flags-Great Adventure
 Six Flags-Safari Journey in Learning
 Tuckerton State Park

HOSPITALS/HEALTH CENTERS

George Busch Senior Center
 Madison Center Genesis Elder Care
 Menlo Park Veterans' Home
 Old Bridge Health Care Centers
 Old Bridge Manor Nursing Home
 Robert Wood Johnson University Hospital
 Roosevelt Care Center, Old Bridge

EVENTS - LOCATIONS SUBJECT TO CHANGE

Academic Competitions
 Band Competitions & Parades
 Bodyworks Exhibit
 Cheerleading Competitions & Performances
 Child Development Conferences
 Chinese Club
 Choir Competitions
 Environmental Club
 FBLA National & State Conventions
 FEA Conferences
 Habitat for Humanity

EVENTS - LOCATIONS SUBJECT TO CHANGE

HerWorld STEM Event
 Interact Club - Leadership
 JROTC Competitions
 Junior Statesman of America conferences
 NJ Science Olympiad Competition
 NJ Student Council Competition
 OBHS Fishing Club
 Peer Leadership Conferences
 Peer, Service Learning Initiatives
 SADD Regional Conference
 Senior Dinner Cruise
 Training Workshops
 Yearbook Workshops

MISCELLANEOUS

Aberdeen Diner
 Aberdeen/Matawan Train Station/NJ Transit
 Aby's Mexican Restaurant, Matawan, NJ
 All Old Bridge Businesses & Restaurants
 All Old Bridge Municipality venues
 Amazing Escape Room, Princeton & Freehold, NJ
 Black Bear Lake Country Club, Millstone, NJ
 Bounce U, Marlboro, NJ
 Brick House City, Newark, NJ
 Brooks Art Center, Bound Brook, NJ
 Camelback Ski Resort
 Chocolate Works, Red Bank
 Dallenbach's Lake, East Brunswick
 Deutscher Klub, Clark, NJ
 Disney, Florida (senior class trip)
 Eastern State Penitentiary, Phila
 Eatontown Mall
 Escondido's Restaurant
 Etsch Farms
 Festival of Music Competition

MISCELLANEOUS

FMRTL, LLC Accounting Firm
 Freehold Mall
 Goggle, NY, NY
 HBO Studios, NY, NY
 Hobby Lobby, Marlboro
 IHOP Restaurant
 Johnson & Johnson, Summit
 LaPlaca Pottery, Pt. Pleasant
 Lip Lab, NY
 Little Sheep Mongolian Hot Pot, Edison, NJ
 Maloney's Grill, Matawan, NJ
 Menlo Park Mall
 Michael Graves Warehouse, Princeton
 M. Millemann's architectural firm
 Misty Morning Boat
 Monmouth Beach Pavillion & Long Branch, NJ
 Monster Golf, Marlboro
 Mountain Creek Resort, Vernon Township, NJ
 Nunzio's Kitchen, Sayreville
 Papa Ganche Bakery, Matawan
 Park Performing Arts Center, Union
 Pines Manor
 Raceway Park
 Rosalita's Roadside Cantina, Marlboro, NJ
 Salsa Latina Restaurant
 Seaside Heights Boardwalk
 Sebastian's Schnitzelhaus, Wrightstown, NJ
 Shop Rite of Spotswood
 Sophie's Bistro, Somerset
 Soul Sister Bakery, South Amboy
 Surrender Café, Woodbridge
 Via 45 Restaurant
 Wegman's
 Wilkin & Guttenplan, East Brunswick, NJ

**2018-19 BUDGET TRANSFER #2 THROUGH 8/31/2018
SEPTEMBER 18, 2018 BOARD MEETING**

Attachment B-1

DESCRIPTION FROM	ACCOUNT	AMOUNT	DESCRIPTION TO	ACCOUNT	AMOUNT
Tuition Other LEA's Spec Ed.	11-000-100-562-00-603	114,500.00	Other Sup/Rel Svcs. Prof Svc.	11-000-216-320-01-010	114,500.00
Tuition Other LEA's Spec Ed	11-000-100-562-00-XXX	1,200,000.00	Tuition Private Schools	11-000-100-566-00-XXX	1,200,000.00
General Admin-Judgements	11-000-230-820-00-000	30,000.00	General Admin-Other Prof. Svcs.	11-000-230-339-00-075	30,000.00
Transportation Con Svcs Spec Ed	11-000-270-514-00-510	450,000.00	Transportation Con Svcs Between Home&Sch	11-000-270-511-00-509	450,000.00
Equipment	12-000-261-730-01-000	64,000.00	Supplies-Security	11-000-266-600-00-000	40,000.00
			Security	12-000-266-730-00-000	23,000.00
			School Buses Reg.	12-000-270-733-00-000	1,000.00
TOTAL FROM		1,858,500.00	TOTAL TO		1,858,500.00

**Summary of Out-of-District Placements and Transportation Requests
2018-2018 School Year — September 2018**

Student ID #	School	Tuition	Starting	Termination
809284	CPC High Point Elementary-Aide	\$42,300.00	9/1/18	
34656	Children's Center – Aide	\$28,800.00	9/1/18	
26698	Academy Learning Center	\$52,380.00	9/1/18	
26698	Academy Learning Center-Aide	\$38,340.00	9/1/18	
803392	Academy Learning Center	\$52,380.00	9/1/18	
803392	Academy Learning Center-Aide	\$38,340.00	9/1/18	
27649	Academy Learning Center	\$52,380.00	9/1/18	
27649	Academy Learning Center-Aude	\$38,340.00	9/1/18	
30197	Academy Learning Center	\$52,380.00	9/1/18	
38979	Academy Learning Center	\$52,380.00	9/1/18	
38979	Academy Learning Center-Aide	\$38,340.00	9/1/18	
30620	Academy Learning Center	\$42,840.00	9/1/18	
30620	Academy Learning Center-Aide	\$38,340.00	9/1/18	
30620	Academy Learning Center-Speech	\$1,961.00	9/1/18	
28372	Academy Learning Center	\$52,380.00	9/1/18	
807087	Center for Lifelong Learning	\$42,840.00	9/1/18	
807087	Center for Lifelong Learning-OT	\$1,961.00	9/1/18	
808629	Center for Lifelong Learning	\$42,840.00	9/1/18	
808629	Center for Lifelong Learning-Speech	\$1,961.00	9/1/18	
808629	Center for Lifelong Learning-OT	\$1,961.00	9/1/18	
811839	Center for Lifelong Learning	\$52,380.00	9/1/18	
37853	Center for Lifelong Learning	\$52,380.00	9/1/18	
37853	Center for Lifelong Learning-Aide	\$38,340.00	9/1/18	
28208	Center for Lifelong Learning	\$52,380.00	9/1/18	
39054	Center for Lifelong Learning	\$42,840.00	9/1/18	
39054	Center for Lifelong Learning-Aide	\$38,340.00	9/1/18	
39054	Center for Lifelong Learning-Speech	\$1,961.00	9/1/18	
39054	Center for Lifelong Learning-OT	\$1,961.00	9/1/18	
36246	New Road School of Parlin	\$62,560.80	9/1/18	
31309	The Shore Center	\$51,000.00	9/1/18	
31309	The Shore Center – Speech	\$4,920.00	9/1/18	
27624	The Shore Center	\$51,000.00	9/1/18	
27624	The Shore Center – Aide	\$42,000.00	9/1/18	
27624	The Shore Center – Speech	\$4,920.00	9/1/18	

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OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: CONFIDENTIAL EXECUTIVE SECRETARY TO THE SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
2. Exceptional interpersonal skills and the ability to build relationships with staff and external partners.
3. Highly resourceful team player, with the ability to also be effective independently.
4. Must possess excellent written and verbal communication skills, with the ability to proofread and edit documents as needed with strict attention to detail.
5. Keen insight in answering/screening phone calls for the Superintendent and route them accordingly.
6. Ability to conduct research, and make appropriate referrals as necessary.
7. Considerable experience with various computer skills, Microsoft Office Suite, web management, and social media.
8. Considerable knowledge of operations and functions of the school system.
9. Successful criminal history background check pursuant to N.J.S.A. 18A:6-7.1 *et seq.*
10. New Jersey residency (unless grandfathered pursuant to N.J.S.A. 52:14-7).

REPORTS TO: Superintendent of Schools

JOB GOAL: To serve as the Superintendent's confidential secretary; oversee all administrative secretarial duties and maintain accuracy and efficiency of workflow in the Superintendent's office.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the efficient workflow of the school system relative to the responsibilities of the Superintendent of Schools.
2. Oversee the activities of all other secretarial and clerical personnel assigned to the Superintendent's office.
3. Prepare or assist in the preparation of all correspondence emanating from the Superintendent's office (including agenda items).
4. Multi-task complex projects which include conducting research, gathering data from a variety of sources, analyzing data and preparing detailed information related to the operations of the school district (i.e., personnel issues, staff studies, labor relations and contract negotiations, grievance adjudication, litigation).

5. Receive and route mail, telephone calls, emails and other forms of communication for the superintendent's office.
6. Maintain an effective filing, retrieving and archiving system for confidential items as well as routine items.
7. Assist Superintendent with preparing board agenda items, and board briefings on all agenda, personnel, negotiations, student and other issues.
8. Prepare agenda and organize related materials for Superintendent's meetings, conferences and appearances.
9. Maintain a schedule of appointments for the Superintendent and make arrangements for conferences, meetings, appearances and interviews as well as Inform participants and coordinate locations accordingly.
10. Plan and organize multiple events, keeping the Superintendent informed of progress of various projects.
11. Oversee the maintenance of the calendar for use of the conference room.
12. Assist the Superintendent in preparing reports required by law, administrative code and board policy.
13. Assist in compiling information needed by the Superintendent for the processing of grievances and collective negotiations.
14. Communicate with the Web Master, Public Relations Coordinator and TV Studio Director on behalf of the Superintendent.
15. Maintain regular and punctual attendance.
16. Assist Superintendent and Assistant Superintendent and other office staff when called upon.
17. Perform other such related functions as may be necessary and appropriate in the discretion of the Superintendent of Schools and Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve-month contract. Confidential, non-bargaining-unit position. Salary and schedule to be determined by the Board of Education.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

PROPOSED: April 25, 2006

APPROVED: May 2, 2006

REVISED: September 20, 2018

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJSA 52:14-7	New Jersey First Act
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986

LAST NAME	FIRST NAME	FROM 2017-2018			TO 2018-2019				
		SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP (17-18 Contract) 09/01/18-09/30/19	SALARY (17-18 Contract) 09/01/18-09/30/19	SG STEP (18-19 Contract) 10/01/18-06/30/19	SALARY (18-19 Contract) 10/01/18-06/30/19
CONWAY	JAIME	TEA MA	14	75967	TEA MA+45	14	82888	15	86988
GEIST	RYAN	TEA BA	5	50793	TEA BA+15	5	52589	6	54104
GONZALEZ	ERIN	TEA MA	14	75967	TEA MA+30	14	81251	15	85351
IANNIELLO	DANA	TEA MA+30	3	57286	TEA MA+45	3	58923	4	60558
RICHARDSON	KRISTY	TEA BA	4	49443	TEA BA+15	4	51169	5	52589
MCGRATH	CHRISTOPHER	TEA MA	12	69862	TEA MA+30	12	74036	13	77226
ROON	ALEXANDRA	TEA BA	1	47243	TEA MA	1	51917	1	51917
SHELLEY	LAURIE	TEA MA	15	79999	TEA MA+30	15	85351	16	89991
SOFFING	RITA	TEA MA+30	9	66586	TEA MA+45	9	68223	10	70508
STANFIELD	DANIELLE	TEA BA	5	50793	TEA MA	5	55952	6	57582
MCCANN	JENNIFER	TEA MA	9	63022	TEA MA+30	9	66586	10	68871
GOLDMAN	BETHANY	TEA MA+30	6	60676	TEA MA+45	6	62313	7	64143
ROBERTSON	TARYN	TEA MA+30	10	68871	TEA MA+45	10	70508	11	72923
KOSAKOWSKI	MEGAN	TEA MA	5	55952	TEA MA+30	5	58921	6	60676
KINSEY	MICHAEL	TEA MA+30	14	81251	TEA MA+45	14	82888	15	86988

**SALARY SCHEDULE REVISIONS
2018-2019 SCHOOL YEAR**

		FROM 2018-2019 09/01/18-09/30/18			FROM 2018-2019 10/01/18-06/30/19			TO 2018-2019 09/01/18-09/30/18			TO 2018-2019 10/01/18-06/30/19		
		SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP	SALARY
DRUST	HELEN	MA	18	95585 +7469 (LONGEVITY)	MA	18	95676 +7469 (LONGEVITY)	MA	18	95585 +5555 (LONGEVITY)	MA	18	95676 +5555 (LONGEVITY)

RN/CSN REASSIGNMENTS **2018-2019 SCHOOL YEAR**

NAME	FROM	TO
Faith Link	District Floater, RN 11-000-213-100-13-000	Memorial, RN 11-000-213-100-12-000
Maria DeBellis	Memorial, CSN 11-000-213-100-12-000	JSMS, CSN 11-000-213-100-03-000
Employee #5683	JSMS, RN 11-000-213-100-03-000	Schirra and Miller, RN 11-000-213-100-14-000 11-000-213-100-13-000

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OBHS
6TH PERIOD COVERAGE
2018-2019

TEACHER	SUBJECT	GUIDE/STEP	MAX STEP	SALARY	TOTAL 09/01/18- 09/30/18	TOTAL 10/01/18- 06/30/19	TOTAL 09/01/18- 06/30/19
Michael Kinsey	Science	MA+45-14/15	6	62,313.00			12,188.42

JSMS INTERVENTION SERVICES
6TH PERIOD COVERAGE
2018-2019

SCHOOL	TEACHER	SUBJECT	GUIDE/STEP	MAX STEP	SALARY	TOTAL 09/01/18- 09/30/18	TOTAL 10/01/18- 06/30/19	TOTAL 09/01/18- 06/30/19
Salk	Amy Cimino	ELA	BA-7/8	6	52,243.00			10,218.73

School Nutrition Programs

SAMPLE CODE OF CONDUCT FOR PROCUREMENTOld Bridge Township Board of Education **Food Service Department****Policy Name:** Written Code of Conduct for Procurement**Regulations:** [2 CFR Part 200.318](#), formerly 7 CFR Part 3016.36(b) (3) and CFR Part 3019.42, New Jersey Public School Contract Law – 18 A:18 A – 1 et seq and Old Bridge Township Board of Education local purchasing requirements.**ALL PROCUREMENTS MUST ENSURE THAT THERE IS OPEN AND FREE COMPETITION AND ADHERE TO THE MOST RESTRICTIVE FEDERAL/STATE/LOCAL REQUIREMENTS.****Procedures:** The Old Bridge Township Board of Education seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

Purchasing Contacts:Joseph J. Marra, School Business Administrator732-290-3951Michele Feliciano, Food Service Director732-290-3935