

SOUTH BOUND BROOK BOARD OF EDUCATION
Regular Meeting
August 22, 2018

CALL TO ORDER

The Regular meeting was called to order by board president Allison Lih-Thiessen at 7:36 PM with the Pledge of Allegiance, followed by this opening statement:

STATEMENT RE: SUNSHINE LAW

This meeting has been advertised in the Courier-News, at least 48 hours prior to the meeting and has been posted in conspicuous locations including the borough hall and school buildings. This complies with state law governing meetings of school boards and other organizations.

ROLL CALL

Mrs. Conner, Mrs. Esposito, Mrs. Lih-Thiessen, Mrs. Santora and Ms. Lima (sworn in at 7:50 PM).

Also present: Dr. Lorise Goeke, Superintendent/Principal and Mr. Vincent J. Caravello, Business Administrator/Board Secretary.

ACTION ITEM A (7:50 PM)

a. APPOINTMENT OF NEW BOARD MEMBER

Motion presented to appoint Edith Lima as a member of this Board of Education.

MOTION: Mrs. Conner

SECOND: Mrs. Santora

ROLL CALL
VOTE: 4-0

Ms. Lima was sworn in as a board member and read the Board Oath of Allegiance.

ADJOURNMENT TO EXECUTIVE SESSION (TIME: 7:51 PM)

RESOLVED by the South Bound Brook Board of Education as per Chapter 231, P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on August 22, 2018 to discuss:
 - Personnel
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately 15 minutes.
- d. Action will be taken upon return to Open Session.

MOTION: Mrs. Conner

SECOND: Mrs. Santora

ROLL CALL
VOTE: 5-0

RETURN TO OPEN SESSION (TIME: 8:00 PM)

Motion to return to Open Session.

MOTION: Mrs. Conner

SECOND: Mrs. Esposito

VOTE: 5-0

APPROVAL OF AGENDA

Motion to approve agenda as distributed to board members.

MOTION: Mrs. Esposito

SECOND: Mrs. Santora

VOTE: 5-0

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APPROVAL OF MINUTES – JUNE 13, 2018

- a. Motion to approve minutes of June 13, 2018, Regular Meeting.

MOTION: Mrs. Esposito SECOND: Mrs. Conner VOTE: 5-0

- ~~b. Motion to approve first closed session minutes of June 13, 2018, Regular Meeting.~~

~~MOTION: _____ SECOND: _____ VOTE: _____~~

- ~~c. Motion to approve second closed session minutes of June 13, 2018, Regular Meeting.~~

~~MOTION: _____ SECOND: _____ VOTE: _____~~

The minutes from June 13, 2018 will be on the next meeting's agenda for approval.

RECOGNITION OF PUBLIC

Mrs. Kathy Conner, Mrs. Carrie Cruise and Mrs. Lisa Butynes were also present for the meeting.

Mrs. Butynes gave a presentation on our 2017-18 PARCC scores and also discussed improvement plans for the 2018-19 school year.

SUPERINTENDENT'S REPORT

Dr. Goeke presented the attainment of her 2017-18 Merit Goals.

Dr. Goeke shared the following with the board:

- Recess legislation was passed and she will be working to implement the new mandate. Recess cannot be counted with the Physical Education Curriculum.
- A representative from the ELKS visited and requested to distribute dictionaries to our 3rd grade students.
- The administrators will be providing a Teachers' Breakfast as a welcome back for the new school year.
- She attended the South Bound Brook Day - Somerset Patriot's game.

CORRESPONDENCE

- a. Letter of resignation from Ryan Tatarka, dated July 9, 2018.
b. Letter of resignation from Cheryl Kallio, dated August 2, 2018.

CONSENT ITEMS A – J

- a. APPROVAL OF FINAL BILLS LIST – JUNE 2018

Motion to approve bills listing for June 2018 in the amount of \$ 917,400.87; includes June 2018 payrolls.

- b. TRANSFERS WITHIN THE 2017-2018 SCHOOL BUDGET

Motion to approve the following transfers, made to avoid over expenditure of accounts:

From	To	Amount
11-000-100-561 Tuition Other LEA	11-000-262-420 EOY HVAC Maintenance Svc.	20,000.00
11-000-100-561 Tuition Other LEA	11-000-261-420 EOY HVAC Maintenance Svc.	10,000.00
11-401-100-500 Co-Curricular Pur SVS	11-401-100-101 Co-Curricular Salary	5,000.00
11-401-100-600 Co-Curricular Materials	11-401-100-101 Co-Curricular Salary	4,000.00
11-000-291-260 W/C Unallocated	11-401-100-101 Co-Curricular Salary	865.41
11-000-291-260 W/C Unallocated	11-212-100-106 Salary Aide	895.83

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c. BOARD SECRETARY'S REPORT

Motion to approve Board Secretary's Reports dated June 30, 2018 indicating a cash balance of \$ 4,788,936.84.

d. TREASURER'S (CONSULTANT) REPORT

Motion to approve Treasurer's Report dated June 30, 2018 indicating a cash balance of \$ 4,788,936.84.

e. TRANSFERS WITHIN THE 2018-2019 SCHOOL BUDGET

Motion to approve the following transfers, made to avoid over expenditure of accounts:

From		To		Amount
12-000-300-730	NON-Instructional Equipment	12-000-400-780	Infrastructure	\$ 3,000.00
12-000-400-780	Infrastructure	12-000-400-931	Transfer to Capital Projects	\$ 478,000.00
12-000-400-450	Construction Services	12-000-400-931	Transfer to Capital Projects	\$ 220,000.00
12-000-400-334	Architect/Engineering Services	12-000-400-931	Transfer to Capital Projects	\$ 45,000.00
11-000-100-562	Tuition Other LEA Sp	11-190-100-610	General Supplies	\$ 25,000.00

f. APPROVAL OF BILLS LIST – JULY 2018

Motion to approve bills listing for July 2018, in the amount of \$ 1,280,868.34; includes July 2018 payrolls.

g. BOARD SECRETARY'S REPORT

Motion to approve Board Secretary's Reports dated July 31, 2018 indicating a cash balance of \$ 4,643,207.40.

h. TREASURER'S (CONSULTANT) REPORT

Motion to approve Treasurer's Report dated July 31, 2018 indicating a cash balance of \$ 4,643,207.40.

i. APPROVAL OF BILLS LIST – AUGUST 2018

Motion to approve bills listing for August 2018 in the amount of \$ 1,139,887.93 includes August 15, 2018 payroll.

j. APPROVAL OF CAFETERIA BILLS

Motion to approve bills for payment from the cafeteria account:

PAYMENT TO	DESCRIPTION	AMOUNT
Pomptonian	Reimbursement 846 060818	\$ 9,490.72
Pomptonian	Reimbursement 846 063018	\$ 6,115.29
PaySchools	SDMS Software & PayForIt Annual Agreement	\$ 1,500.00
Pomptonian	Request for Start-up Money	\$ 50.00

Motion to approve the above consent items a - j.

MOTION: Mrs. Conner SECOND: Mrs. Santora

ROLL CALL
VOTE: 5-0

14. ACTION ITEMS B – AI

b. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Motion to approve the attendance of the following to attend workshops and to receive

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reimbursement for incurred expenses:

NAME	DATE	COST	DESCRIPTION
M. Steeber	7/27/18	\$ 289.00	Fundations Level 2 Workshop
L. Miska	10/26/18	\$ 180.00	51 st Annual Conference on Reading and Writing

APPROPRIATION LINES 11-000-223-320, 11-000-223-580, 11-00-230-890

c. APPROVAL OF AGREEMENT WITH TAPPIT TECHNOLOGY

Motion to approve agreement with TappIT Technology for Mobile AP software license for 2018-19 school year, not to exceed \$ 1,499.00.

APPROPRIATION LINE 11-190-100-500

d. APPROVAL OF SUBSTITUTE TEACHERS FOR THE 2018-2019 SCHOOL YEAR

Motion to approve the following substitute teachers for the 2018-2019 school year (September 1, 2018 through June 30, 2019):

Valerie Awender
Diana Lima
Sagario Paulino
Ellen Rubin
Kim Sperr

Rates to be paid per Diem as needed teacher substitute \$110.00 a day and classroom aide at \$84.00 a day.

APPROPRIATION LINE 11-130-100-101-001

e. APPROVAL OF CONTRACT WITH GLOBAL COMPLIANCE NETWORK

Motion to approve contract for GCN Training for unlimited tutorials for staff for the 2018-19 school year in the total amount of \$1,400.00.

APPROPRIATION LINE 11-000-223-320

f. RENEWAL OF MEMBERSHIP FOR ASCD

Motion to approve renewal of 2018-19 ASCD membership for Dr. Lorise Goeke, not to exceed \$89.00.

APPROPRIATION LINE 11-000-240-890

g. RENEWAL OF ANNUAL CERTIFICATION FOR CPI TRAINER

Motion to approve annual recertification of CPI Trainer, Nonviolent Crisis Intervention Program for Anthony Lorenzi, not to exceed \$ 150.00.

APPROPRIATION LINE 11-000-223-320

h. TUITION FOR OUT-OF-DISTRICT PLACEMENTS FOR 2018-2019

A motion is necessary for inclusion in the minutes to accept the following tuition costs for

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out-of-district placements for the 2018-19 school year (September 1, 2018 through June 30, 2019).

<u>DESTINATION</u>	<u>COST</u>
The Midland School (210 days)	\$ 69,094.20
Bonnie Brae (180 days)	\$ 34,650.00
Bonnie Brae – Classroom Facilitator (180 days)	\$ 16,200.00

APPROPRIATION LINE 11-000-562-100

i. APPROVAL OF CONTRACT FOR SERVER PURCHASE, FIREWALL, INTERNET CONTENT FILTERING AND ANTI-MALWARE LICENSING

Motion to approve contract with Smoothwall, Inc. for purchase of a server, firewall, content filter, at a cost of not to exceed \$ 12,010.00.

APPROPRIATION LINE 11-190-100-800-000

j. IMPLEMENTATION OF ESEA GRANT FUNDING FY2019

RESOLVED to implement the ESEA (formerly known as NCLB) FY2018 proposed budget Using the following:

IDEA Basic	\$ 124,712.00
IDEA PreK	5,654.00
Title I – Part A	113,265.00
Title II – Part A	11,994.00
Title III	
a. South Bound Brook	4,786.00
b. Green Brook Township	2,682.00
c. Warren Township	7,084.00
d. Central Jersey College Prep	508.00
Title IV	<u>10,000.00</u>
Total Allocation	\$ 280,685.00

k. APPROVAL OF SERVICE AGREEMENT FOR ANNUAL TELECOMMUNICATION SYSTEM SERVICE/MAINTENANCE

Approval of service agreement with RFP Solutions, Inc. for Telecommunication System service and maintenance for 2018-19 school year, not to exceed \$ 1,844.28.

APPROPRIATION LINE 11-190-100-800-000

l. APPROVAL OF AGREEMENT FOR EDUCATIONAL STAFFING SERVICES

Approval of agreement with EDUStaff, LLC to provide educational staffing services for the 2018-19 school year, not to exceed \$ 40,000.00.

m. FIRST READING OF POLICIES AND REGULATIONS (NEW AND REVISED)

Motion to adopt, for first reading, the following Policies and Regulations:

P & R 1613	Disclosure and review of Applicant's Employment History (M) (New)
P 5512	Harassment, Intimidation, and Bullying (HIB) (M) (Revised)
R 5512	Harassment, Intimidation, or Bullying Investigation Procedure (M) (Abolished)

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- P & R 5561 Use of Physical restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
P 8561 Procurement Procedures for School Nutrition Programs (M) (Revised)

n. EMPLOYMENT OF MARY CAPUTO AS SCHOOL NURSE FOR THE 2018-2019 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Mary Caputo as School Nurse for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Mary Caputo will be placed on Step 20, MA \$86,595.00 on the salary guide, pending the outcome of negotiations.

APPROPRIATION LINE 11-000-213-101

o. EMPLOYMENT OF MARIE M. HOFFMAN AS SCHOOL PSYCHOLOGIST MATERNITY REPLACEMENT FOR THE 2018-19 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Marie H. Hoffman as School Psychologist Maternity Leave Replacement for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Marie Hoffman will be placed on Step 2 of the salary guide at \$ 56,815.00, pending the outcome of negotiations.

APPROPRIATION LINE 11-000-219-104

p. EMPLOYMENT OF RONALD A. CILENTE AS MIDDLE SCHOOL SCIENCE TEACHER FOR THE 2018-2019 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Ronald A. Cilente as Middle School Science Teacher for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Ronald Cilente will be placed on Step 10, MA at \$ 61,100.00 on the salary guide, pending the outcome of negotiations.

APPROPRIATION LINE 11-130-100-101

q. EMPLOYMENT OF ANDREA GIRALDO AS DIRECTOR OF CHILD STUDY TEAM/LDTC

Motion, as recommended by the superintendent, to employ Andrea Giraldo as the Director of Special Services/LDTC, effective September 4, 2018 through June 30, 2018. Salary will be prorated at \$ 78,750.00.

APPROPRIATION LINES 11-000-219-104 & 11-000-240-103

r. EMPLOYMENT OF CYNTHIA S. KLEMM AS PART-TIME MUSIC TEACHER

Motion, as recommended by the Superintendent, to employ Cynthia Klemm as Part-time Music Teacher (.52) for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Cynthia Klemm will be placed on Step 20, MA of the salary guide at \$ 45,029.40.

APPROPRIATION LINE 11-120-100-101

s. EMPLOYMENT OF JOSEPHINE EL-RAHEB AS MATH SPECIALIST FOR THE 2018-2019 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Josephine El-Raheb as Math Specialist for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Ms. El-Raheb will be placed on Step 8, Step 8, BA 15 at \$57,865.00 on the salary guide, pending the outcome of negotiations. The salary reflects movement on the guide, per recommendation of the superintendent, to move Ms. El-Raheb from Step 8 BA to the Step 8 BA 15 due to

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completion of required graduate credits from Kean University effective for the 2018-2019 school year (September 1, 2018 through June 30, 2019).

APPROPRIATION LINE 11-130-100-101

t. EMPLOYMENT OF MICHELLE LAFLEUR FOR 2018-19 SCHOOL YEAR

Motion, as recommended by the Superintendent, to employ Michelle LaFleur as Classroom Paraprofessional for the 2018-2019 school year (September 1, 2018 through June 30, 2019) on Step 7 for Paraprofessionals on the salary guide at \$ 19,931.13.

APPROPRIATION LINE 11-212-100-106

u. EMPLOYMENT OF ROSA BAKER FOR 2018-19 SCHOOL YEAR

Motion, as recommended by the Superintendent, to employ Rosa Baker as Part-Time Classroom Paraprofessional for the 2018-2019 school year (September 1, 2018 through June 30, 2019) an hourly rate of \$ 15.89.

APPROPRIATION LINE 11-212-100-106

v. TUITION FOR OUT-OF-DISTRICT PLACEMENTS FOR 2018-2019

A motion is necessary for inclusion in the minutes to accept the following tuition costs for out-of-district placements for the 2018-19 school year (September 1, 2018 through June 30, 2019). The tuition is for four eighth grade students to attend Community Middle School in Bound Brook for Algebra1:

<u>DESTINATION</u>	<u>COST</u>
Bound Brook BOE	\$ 6,134.40

APPROPRIATION LINE 11-000-562-100

w. APPROVAL OF EXTRACURRICULAR APPOINTMENTS FOR 2018-19

Motion to approve the following extracurricular appointments for the 2018-19 school year:

Name of Activity	Description	Stipend	Staff Member
Morning Duty	Supervise students at 8:16 a.m.	\$826	S. Romano (PK-K) J. Speth (1 st & 2 nd) B. Scimemi (3 rd & 4 th) D. Conte (5 th & 6 th) R. Cullinane (7 th & 8 th)

APPROPRIATION LINE 11-401-100-101 &11-402-100-101

x. RESIGNATION OF RYAN TATARKA

Motion to accept with regret the resignation of Ryan Tatarka, Middle School Science Teacher effective July 9, 2018.

y. RESIGNATION OF CHERYL KALLIO

Motion to accept with regret the resignation of Cheryl Kallio, Paraprofessional effective August 2, 2018.

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- z. MOTION TO APPROVE AGREEMENT FOR SUBSTITUTE NURSING SERVICES FOR 2018-19
Motion to approve agreement with Bayada Home Health Care for substitute nursing services for the 2018-19 school year, no to exceed \$20,000.00.

APPROPRIATION LINE 11-000-213-300

- aa. MOTION TO APPROVE AGREEMENT WITH LINKIT!
Motion to approve agreement with Linkit! for an onsite software license agreement for 2018-19 school year, not to exceed \$ 12,085.00.

APPROPRIATION LINE 11-000-223-320

- ab. TUITION FOR RECEIVING OUT-OF-DISTRICT SPECIAL EDUCATION PLACEMENTS FOR 2018-19 SCHOOL YEAR
A motion is necessary for inclusion in the minutes to accept the following contract for receiving out-of-district special education placements for the 2018-19 school year.

<u>Sending District</u>	<u>Amount</u>
Middlesex BOE	\$ 47,575.00

- ac. APPROVAL OF AGREEMENT WITH LEVEL DATA, INC. FOR 2018-19 SCHOOL YEAR
Motion to approve agreement with Level Data, Inc. to provide Active Directory Student Sync services for the 2018-19 school year, amount not to exceed \$ 2,860.00.

APPROPRIATION LINE 11-190-100-800

- ad. MOTION TO APPROVE AGREEMENT FOR IEP PLANNER
Motion to approve agreement with Frontline Technologies Group, LLC for annual IEP Planner Service including support, maintenance and 504 Direct component for the 2018-19 school year, not to exceed \$ 6,674.57.

APPROPRIATION LINE 11-000-219-320

- ae. APPROVAL OF GREAT SCHOOLS OF NEW JERSEY MEMBERSHIP FOR 2018-19
Approval of district membership for Great Schools New Jersey, The association of High Need School Districts for the 2018-19 school year, not to exceed \$1,000.00.

APPROPRIATION LINE 11-000-223-320

- af. APPROVAL OF MEMBERSHIP FOR GOVERNMENT FINANCE OFFICERS ASSOCIATION
2018-19
Motion to approve membership to Government Finance Officers Association for Vincent Caravello, not to exceed \$160.00.

APPROPRIATION LINE 11-000-223-320

- ag. APPROVAL OF AGREEMENT WITH BRETT & DINOVI ASSOCIATES FOR 2018-19
Motion to approve agreement with Brett & DiNovi Associates for 2018-19 school year for behavioral/educational consultant services, not to exceed \$ 24,000.00.

APPROPRIATION LINE 11-000-219-320

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ah. EMPLOYMENT OF WENDY KELLER AS ELEMENTARY SCHOOL TEACHER FOR THE 2018-2019 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Wendy Keller as Elementary School Teacher for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Wendy Keller will be placed on Step 1 at \$ 53,815.00 on the salary guide, pending the outcome of negotiations.

APPROPRIATION LINE 11-130-100-101

ai. APPROVAL OF AGREEMENT WITH NEW JERSEY STATE CONTROLS

Motion to approve agreement with Jersey State Controls to provide and install new Schneider Electric Bacnet master panel, amount not to exceed \$22,140.00.

APPROPRIATION LINE 12-000-400-780

aj. EMPLOYMENT OF ERICA VETICK AS ELEMENTARY SCHOOL TEACHER FOR THE 2018-2019 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Erica Vetick as Elementary School Teacher for the 2018-2019 school year (September 1, 2018 through June 30, 2019). Erica Vetick will be placed on Step 2 at \$ 54,315.00 on the salary guide, pending the outcome of negotiations.

APPROPRIATION LINE 11-130-100-101

Approval of above action items b – aj.

MOTION: Mrs. Esposito SECOND: Mrs. Conner

ROLL CALL
VOTE: 5-0

COMMITTEE REPORTS

Mrs. C. Conner reported to the board on the summer activities going on with the Bound Brook Board of Education.

The Negotiations Committee reached a tentative agreement with the SBBEA, pending ratifications by the SBBEA.

OLD BUSINESS

Mr. Caravello provided the board with the following summer project updates:

- HVAC installation in the MPR and McLaughlin Gym are still being completed.
- New IT System up and running (Applications/Servers/Cabling).

NEW BUSINESS

Mr. Caravello shared the following with the board:

- Requesting proposals for a new camera system & ID cards.
- EduStaff, the new substitute service will be starting on 9/1/18.
- Our Audit has been conducted and final report should be done in coming month.
- NJSBA Workshop information.
- Plans to meet with Facilities Committee to discuss potential projects for 2018-19 school year

RECOGNITION OF PUBLIC

Mrs. K. Conner had a question regarding the new hires for the school district.

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ADJOURNMENT TO EXECUTIVE SESSION (TIME: 9:41 PM)

RESOLVED by the South Bound Brook Board of Education as per Chapter 231,
P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on August 22, 2018 to discuss:
 - Negotiations
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately 15 minutes.
- d. Action will not be taken upon return to Open Session.

MOTION: Mrs. Santora

SECOND: Mrs. Conner

ROLL CALL
VOTE: 5-0

RETURN TO OPEN SESSION (TIME: 9:53 PM)

Motion to return to Open Session.

MOTION: Mrs. Santora

SECOND: Mrs. Conner

VOTE: 5-0

ADJOURNMENT (TIME: 9:55 PM)

MOTION: Mrs. Conner

SECOND: Mrs. Esposito

VOTE: 5-0

Respectfully submitted,

Vincent J. Caravello
School Business Administrator/Board Secretary