

South Bound Brook Board of Education
March 20, 2019

CORRESPONDENCE

- a. Letter from State of New Jersey Schools Development Authority, dated March 14, 2019.
- b. Letter of resignation from Mary Rizk, dated March 20, 2019.
- c. Letter of resignation from Charles Brown, dated March 17, 2019.

CONSENT ITEMS A – E

- a. APPROVAL OF BILLS LIST – MARCH 2019
Motion to approve bills listing for March 2019 in the amount of \$ 475,740.63; includes March 15, 2019 payroll.
- b. BOARD SECRETARY’S REPORT
Motion to approve Board Secretary’s Reports dated February 28, 2019 indicating a cash balance of \$ 4,046,304.98.
- c. TREASURER’S (CONSULTANT) REPORT
Motion to approve Treasurer’s Report dated February 28, 2019 indicating a cash balance of \$ 4,046,304.98.
- d. TRANSFERS WITHIN THE 2018-2019 SCHOOL BUDGET
Motion to approve the following transfers, made to avoid over expenditure of accounts:

From		To		Amount
11-000-266-100	Security Salaries	11-000-266-300	Security Purch and Prof Serv	\$ 30,000.00
11-000-266-100	Security Salaries	11-000-266-800	Security Other Objects	\$ 30,000.00
11-000-291-260	W/C Unallocated	11-000-291-241	Other Ret Unallocated	\$ 10,418.75
11-000-291-220	S/S Unallocated	11-000-291-241	Other Ret Unallocated	\$ 16,021.53
11-000-100-562	Tuit other LEA SP	10-000-100-561	Tuition Charter Schools	\$ 92,611.00
11-000-230-340	Purch Tech SVS	11-000-230-339	Other Pur Prof Serv	\$ 2,090.00
11-000-270-512	Home/School	11-000-223-320	INSTR Staff Training	\$ 7,000.00
11-000-270-513	Home/School	11-000-223-580	INSTR Staff Training Travel	\$ 3,000.00
11-000-240-600	SCH ADMIN MATLS	11-000-240-580	SCH ADMIN MISC TRVL	\$ 500.00
11-000-252-600	IT Admin Supply Materials	11-000-251-580	Business office-MISC TRVL	\$ 500.00
11-000-252-330	Purchased Prof. Service	11-000-251-420	Business Office-MISC TRVL	\$ 500.00

- e. APPROVAL OF CAFETERIA BILLS
Motion to approve bills for payment from the cafeteria account:

PAYMENT TO	DESCRIPTION	AMOUNT
Pomptonian	Reimbursement 846 030119	\$ 1,292.11
Pomptonian	Reimbursement 846 030819	\$ 8,543.09
DiFrego’s Hideout	1 st Pizza Day – April 2019	\$ 372.00
Jay-Hill Repairs	Refrigeration Service – Inv. 378553	\$ 294.00
Pomptonian	Reimbursement 846 031519	\$ 2,098.49

Motion to approve the above consent item a-e.

MOTION: Mrs. Conner SECOND: Ms. Lima

ROLL CALL
VOTE: 4-0

ACTION ITEMS A - S

- a. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT

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Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:

Name	Date	Cost	Description
M. Santiago	4/12/19	\$40.00	Annual School Counselor Conference

APPROPRIATION LINES 11-000-223-320, 11-000-223-580

b. SECOND READING OF POLICY AND REGULATION

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

P&R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)

c. FIRST READING OF POLICY AND REGULATION (REVISED)

Motion to adopt, for first reading, the following Policy and Regulation:

P&R 5330.04 Administering an Opioid Antidote

d. TENTATIVE ADOPTION OF THE PRELIMINARY 2019-2020 SCHOOL BUDGET TO BE SUBMITTED TO THE COUNTY SUPERINTENDENT ON OR BEFORE MARCH 20, 2019

BE IT RESOLVED that the South Bound Brook Borough Board of Education adopts the preliminary 2019-2020 Budget for submission to the Executive County Superintendent of Schools for approval as follows:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$10,291,838	Budgeted Fund Balance	\$ 560,681
Capital Outlay	872,542	Withdrawal from Cap Rsv.	705,050
Summer Programs	16,500	Local Tax Levy	6,222,845
Transfer to Charter	122,147	Misc. Revenue	58,388
		State Aid	3,756,063
General Operating Budget	11,303,027	General Operating Budget	11,303,027
Special Revenue Fund	220,185	Special Revenue Fund	220,185
Debt Service	334,900	Debt Service	334,900
Total Expenditures	\$ 11,858,112	Total Revenue	\$ 11,858,112

BE IT FURTHER RESOLVED that this preliminary budget includes no waiver requests;

BE IT FURTHER RESOLVED to acknowledge that the 2019-2020 budget as described above results in a general fund tax levy of \$ 6,222,845 and a debt fund tax levy of \$ 334,900; representing a total tax levy of \$ 6,557,745; and

BE IT FURTHER RESOLVED that the proposed 2019-2020 supporting documentation contains an itemization of certain expenditures required under administrative regulations; and,

BE IT FURTHER RESOLVED that the proposed 2019-2020 budget contains an allowable maximum travel expenditure of \$25,000, and maximum regular business travel of \$1,500 per employee; and,

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary be

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authorized to make adjustments and to publish the budget prior to County Superintendent approval (if deemed necessary); and,

BE IT FURTHER RESOLVED that a Public Hearing for adoption of the 2019-2020 budget be held on May 1, 2019 at 7:30 P.M. at the Robert Morris School Media Center, 122 Elizabeth Street, South Bound Brook, NJ 08880.

e. APPROVAL OF AGREEMENT FOR LED LIGHTING SUPPLY AND INSTALLATION

Motion to approve agreement with Tri-State LED to supply and install LED lighting throughout the building. Pricing is based on Bid# ESCNJ 18/19-39, cost not to exceed \$ 50,733.00.

APPROPRIATION LINE 12-000-300-730 & 11-000-262-300

f. APPROVAL OF AGREEMENT FOR HOSPITAL TUTORING

Motion to approve agreement with Professional Education Services, Inc. for hospital tutoring services for a student. Cost not to exceed \$ 1,960.00.

APPROPRIATION LINE 11-000-270-514

g. APPROVAL OF AGREEMENT FOR HVAC SERVICES FOR 2018-19

Motion to approve agreement with Jersey State Controls for HVAC services for 2018-19 school year, cost not to exceed \$ 8,190.00.

APPROPRIATION LINE 11-000-262-300

h. APPROVAL OF ANNUAL MAINTENANCE CONTRACT FOR CLOCK SYSTEM

Motion to approve the annual maintenance agreement with RFP Solutions, Inc. for the Site Sync IQ Wireless Time Clock System, cost not to exceed \$ 947.52.

APPROPRIATION LINE 11-000-262-300

i. APPROVAL OF AGREEMENT FOR AC ID SUITE SOFTWARE

Motion to approve agreement with AlphaCard for AlphaCard Pro 100 System – AC Suite Light software, cost not to exceed \$ 1,230.50.

APPROPRIATION LINE 11-000-262-300

j. APPROVAL OF AGREEMENT FOR THE LEADER IN ME MEMBERSHIP RENEWAL

Motion to approve agreement with FranklinCovey Educational Services for The Leader In Me membership for the 2019-20 school year, not to exceed \$ 7,500.00.

APPROPRIATION LINE 20-270-200-300

k. APPROVAL OF SCHOOL FACILITIES PROJECT

RESOLVED that upon the recommendation of the Superintendent of Schools, the South Bound Brook Board of Education approves the application of an 'other capital project' to the NJDOE Office of School Facilities for all necessary approvals as follows:

Finish Upgrades for Room #s 135 and 140 at Robert Morris School - (State Project Number 4850-060-19-2000).

I. APPROVAL OF AGREEMENT FOR PAYROLL SERVICES

Motion to approve twelve-month agreement with R & L Data Centers Inc. to provide payroll services, cost not to exceed \$ 7,500.00.

APPROPRIATION LINE 11-000-251-330

m. APPROVAL OF AGREEMENT TO PARTICIPATE IN NEW JERSEY COOPERATIVE SKILLED TRADES, COMPLIANCE SERVICES AND ANCILLARY BID PROGRAM

Approval of agreement with Educational Data Services, Inc. to participate in the New Jersey Cooperative Skilled Trades, Compliance Services and Ancillary bids for 2019-20 school year, licensing and maintenance fees not to exceed \$ 2,000.00.

APPROPRIATION LINE 11-190-100-800

n. ACCEPTANCE OF GRANT DISBURSEMENT

Motion to accept the Grant Disbursement from the State of New Jersey Development Authority for the Robert Morris/Voorhees E.S.; Project#: 4850-060-14-1001 (G2PU), in the amount of \$ 152,304.87, as specified in Section 2.3.3.1 of the November 28, 2014 agreement.

o. BID AWARD FOR HVAC REPLACEMENTS PROJECT

WHEREAS, on March 15, 2019 the South Bound Brook Board of Education conducted a public bid opening for the award of HVAC Replacement Project which yielded the following for consideration (3 lowest bids):

Contractor Name	Base Bid
Thassian Mechanical Contracting, Inc.	\$ 398,000.00
Centralpack Engineering Corporation	\$ 422,800.00
EACM Corporation	\$ 454,000.00

and;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, that the South Bound Brook Board of Education award the contract for the HVAC Replacements Project in the total contract lump sum of \$ 398,000.00 to Thassian Mechanical Contracting, Inc. to complete the project.

APPROPRIATION LINE 12-000-400-780

p. EMPLOYMENT OF CAREN HUERTAS AS PARAPROFESSIONAL FOR THE 2018-19 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ Caren Huertas upon completion of employment requirements as Paraprofessional for the 2018-2019 school year (through June 30, 2019). Ms. Huertas will be placed on Step 5, 60+ credits of the paraprofessional salary guide at \$ 18,969.95. Salary will be prorated.

APPROPRIATION LINE 11-212-100-106

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- q. 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

- r. ACCEPTANCE OF RESIGNATION FROM CHARLES BROWN
Motion to accept, with regret the resignation of Charles Brown, Board Member effective March 15, 2019.
- s. ACCEPTANCE OF RESIGNATION FROM MARY RIZK
Motion to accept, with regret the resignation of Mary Rizk, School Psychologist Leave Replacement effective May 19, 2019.

Approval of above action items a – s.

MOTION: Mrs. Conner SECOND: Ms. Lima

ROLL CALL
VOTE: 4-0

COMMITTEE REPORTS

Mr. Vatalare attended the Bound Brook BOE meeting.

The Finance Committee meeting was held before tonight's board meeting. The DOE budget submission was reviewed. South Bound Brook BOE is proposing tax payer relief in the 2019-20 budget by not going up to the 2% cap.

OLD BUSINESS

The Library/Medial Center carpet replacement will be done during Spring break.

The bid for HVAC was held on March 15, 2019 with the lowest bidder being Thassian Mechanical Contracting.

Mr. Caravello reported the receipt of the ROD Grant reimbursement from the state in the amount of \$ 152,304.87.

NEW BUSINESS

Mr. Caravello shared with the board that he will scheduled the LED Lighting Project to be done before the end of the school year during the second custodial shift.

Mr. Caravello confirmed that there is a board vacancy that needs to be filled.

RECOGNITION OF PUBLIC

ADJOURNMENT TO EXECUTIVE SESSION (TIME: 8:37 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 March 20, 2019 to discuss:
 - Contract 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

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- a public meeting.
- c. Length of meeting thought to be approximately 20 minutes.
- d. Action may be taken upon return to Open Session on student matter(s).

MOTION: Mrs. Conner	SECOND: Ms. Lima	ROLL CALL
		VOTE: 4-0

RETURN TO OPEN SESSION (TIME: 8:52 PM)

Motion to return to Open Session.

MOTION: Mrs. Conner	SECOND: Ms. Lima	VOTE: 4-0
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ADJOURNMENT (TIME: 8:53 PM)

MOTION: Mrs. Conner	SECOND: Ms. Lima	VOTE: 4-0
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Respectfully submitted,

Vincent J. Caravello
School Business Administrator/Board Secretary