

SAYREVILLE BOARD OF EDUCATION

TO: MEMBERS OF THE BOARD OF EDUCATION
MS. ERIN HILL
DR. MARILYN SHEDIACK
THE BUSCH LAW GROUP LLC

FROM: DR. RICHARD LABBE

DATE: APRIL 18, 2017

AGENDA
REGULAR MEETING
APRIL 18, 2017

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. PUBLIC NOTICE
- IV. ROLL CALL
- V. EXECUTIVE SESSION
- VI. STUDENT COUNCIL REPRESENTATIVE'S REPORT
 - Zachary Corby
- VII. PARENT INVOLVEMENT REPRESENTATIVE'S REPORT
- VIII. ATTORNEY'S REPORT
- IX. PRESENTATION
 - Girls Basketball Champions/Coach of the Year
 - Boys Basketball Champions/Coach of the Year
 - Winter Track Champions/Coach of the Year
 - Future Business Leaders of America (FBLA) Top Four
- X. CORRESPONDENCE
 - Monthly Technology Work-Order Report
 - Monthly Maintenance Work-Order Reports

XI. APPROVAL OF MINUTES

- Minutes of the Regular and Executive Session of March 21, 2017
- Minutes of the Special Meeting and Executive Session of April 4, 2017

XII. SUPERINTENDENT'S REPORT OVERVIEW

XIII. SUPERINTENDENT'S REPORT

A – VISION 2030: FINANCE & INFRASTRUCTURE

Discussion Item: Committee Report

FINANCE

1. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the list of bills dated April 18, 2017, prepared by the Board Secretary in the amount of \$2,463,457.30 for the Operating Account.

2. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the list of bills dated April 18, 2017, prepared by the Board Secretary in the amount of \$249,189.81 for the Cafeteria Account.

3. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the list of bills dated March 2017 prepared by the Board Secretary in the amount of \$4,613.00 for the Athletic Account.

4. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the March 2017 payroll prepared by the Board Secretary in the amount of \$5,449,310.56 for the Payroll Account.

5. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the resolution regarding the requisition of taxes (T-1 Form) from the Borough of Sayreville.

6. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Petty Cash Report for the Superintendent's Office for the month of March 2017.

7. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Petty Cash Report for the Business Office for the month of March 2017.

8. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the attendance of Dr. Richard Labbe, Superintendent of Schools, at the NJASA/NJAPSA Spring Leadership Conference in Atlantic City, NJ, from Wednesday, May 17, 2017 through Friday, May 19, 2017 as follows:

- Registration: \$525
- Accommodations: **\$100**/night plus applicable taxes and fees
- Meals: Per OMB Guidelines
- Mileage: Per State & OMB Guidelines

9. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the purchase of three school banners at a total cost of \$1,135.00 to be paid from the School Climate Activity Account as follows:

- Girls Basketball – 1000 Point Scorers
- Boys Basketball – 1000 Point Scorers
- Wrestling – 100 Match Winners

10. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the salary grant offsets per the IDEA Preschool amended application for the project period from July 1, 2016 through June 30, 2017.

IDEA PRESCHOOL FY 2017 SALARY GRANT OFFSETS

Name	Class & Position	Prorated Salary	IDEA 20-250-100-XX	IDEA Percent Funded	FICA & Other Benefit Reimbursement
Gandhi, Priyanka	Integrated Pre-School Program Teacher	\$18,345	\$18,345	100%	\$4,770
Boehler, Candice	Integrated Pre-School Program Paraprofessional	\$6,005	\$6,005	100%	\$459

Note: This is a routine motion required because the salary of these employees is federally funded. Grant requirements necessitate inclusion of the detailed information on this motion.

11. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Educational Data Services, Inc. – Cooperative Skilled Trades, Compliance Services and Ancillary Bid Program effective April 1, 2017 through March 31, 2018, on file in the Business Office.

12. The Superintendent recommends and so moves the Board of Education of Sayreville to approve a two year contract extension, in accordance with applicable law, with Clintar Landscape Management Services for District Landscaping Services from July 1, 2017 through June 30, 2019, with all terms and conditions remaining the same and with no increase in cost.

13. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Resolution for Participation in Coordinated Transportation Services with Educational Services Commission of New Jersey, from July 1, 2017 through June 30, 2018.

14. The Superintendent recommends and so moves the Board of Education of Sayreville to authorize the Business Administrator/Board Secretary to advertise for bid Cafeteria Food and Supplies for the 2017-18 school year.

15. The Superintendent recommends and so moves the Board of Education of Sayreville to authorize the Business Administrator/Board Secretary to advertise for bid Transportation for In/Out of Districts students for the 2017-18 school year.

16. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following resolution:

WHEREAS, the Board of Education is required pursuant to collective bargaining agreements to offer its employees with Medical Coverage, which coverage is currently provided by Aetna; and

WHEREAS, the Board of Education is authorized to award a contract for the purchase of insurance pursuant to N.J.S.A. 18A:18Aa(10); and

WHEREAS, the Health Insurance Broker has received a quote on behalf of the Board of Education from Horizon; and

WHEREAS, the quoted rates received from Horizon are less expensive than the rates offered by Aetna for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, Horizon has guaranteed equal to or better than benefits to the current Aetna plans; and

WHEREAS, the Health Insurance Broker recommends the change in the Medical Carrier effective July 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF SAYREVILLE, the change in the Medical Carrier to Horizon be effective July 1, 2017; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Health Insurance Broker for execution with insurance carrier; and

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

17. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following resolution:

WHEREAS, the Board of Education is required pursuant to collective bargaining agreements to offer its employees with Prescription Coverage, which coverage is currently provided by Aetna; and

WHEREAS, the Board of Education is authorized to award a contract for the purchase of insurance pursuant to N.J.S.A. 18A:18Aa(10); and

WHEREAS, the Health Insurance Broker has received a quote on behalf of the Board of Education from CVS/Caremark to administer a self-insured prescription plan; and

WHEREAS, the quoted rates received from CVS/Caremark are less expensive than the rates offered by Aetna for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, CVS/Caremark has guaranteed equal to or better than benefits to the current Aetna plans; and

WHEREAS, the Health Insurance Broker recommends the change in the Prescription Carrier effective July 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF SAYREVILLE, the change in the Prescription Carrier to CVS/Caremark for the administration of a self-insured prescription plan be effective July 1, 2017; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Health Insurance Broker for execution with insurance carrier; and

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

18. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following resolution:

WHEREAS, the Board of Education is required pursuant to collective bargaining agreements to offer its employees with Dental Coverage, which coverage is currently provided by Aetna; and

WHEREAS, the Board of Education is authorized to award a contract for the purchase of insurance pursuant to N.J.S.A. 18A:18Aa(10); and

WHEREAS, the Health Insurance Broker has received a quote on behalf of the Board of Education from Delta Dental; and

WHEREAS, the quoted rates received from Delta Dental are less expensive than the rates offered by Aetna for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, Delta Dental has guaranteed equal to or better than benefits to the current Aetna plans; and;

WHEREAS, the Health Insurance Broker recommends the change in the Dental Carrier effective July 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF SAYREVILLE, the change in the Dental Carrier to Delta Dental be effective July 1, 2017; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Health Insurance Broker for execution with insurance carrier; and

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

19. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following resolution:

Participation in the Sustainable Jersey for Schools Certification Program

WHEREAS, the Sayreville Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

WHEREAS, the Sayreville Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

WHEREAS, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

WHEREAS, many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

WHEREAS, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

WHEREAS, the Sayreville Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools

WHEREAS, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

WHEREAS, the Sayreville Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

THEREFORE, IT IS RESOLVED that the Sayreville Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the Board’s intention to pursue certification for schools in the district.

WE HEREBY APPOINT Dr. Joseph Trivisonno to be the district’s liaison to Sustainable Jersey for Schools.

WE DO HEREBY RECOGNIZE Sayreville Public School(s) (Jesse Selover, Harry Truman, Woodrow Wilson, Dwight D. Eisenhower, Emma Arleth, Samsel Upper Elementary, Sayreville Middle School, Sayreville War Memorial High School) as the agents to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

WE AGREE TO complete district actions and to support the district’s schools in completing their actions.

BUILDINGS AND GROUNDS

20. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following facility use permits:

- a. Date change from Saturday, April 22, 2017 to Saturday, May 20, 2017 for a previously approved permit for Indian Cultural US NRI to use the Sayreville War Memorial High School auditorium and cafeteria from 5:00 pm to 11:00. Fees in accordance with schedule.
- b. ELL classes at the Sayreville War Memorial High School on Wednesdays, April 19, 26 and May 3, 2017, from 6:00 pm to 9:00 pm in Room A-54 and A-55.
- c. Sayreville Police Department holding a Juvenile Justice Club meeting at the Sayreville Middle School on Thursday, April 20, 2017, from 2:45 pm to 4:00 pm in the Blue Room.
- d. SADD Blood Drive at the Sayreville War Memorial High School on Wednesday, April 26, 2017, from 8:00 am to 2:00 pm in auxiliary Gym A.
- e. Georgian Court University holding a class at the Sayreville War Memorial High School on Wednesday, April 26, 2017, from 3:00 pm to 6:00 pm in Room A-54. Fees in accordance with schedule.
- f. Class of 2020 hosting a SWMHS Volleyball Tournament at the Sayreville War Memorial High School on Thursday, April 27, 2017, from 3:00 pm to 9:00 pm in the main gymnasium.
- g. Sayreville Police Auxiliary utilizing the Sayreville War Memorial High School parking lot for the 2017 Carnival held at Kennedy Park on Thursday, April 27 through Sunday, April 30, 2017, from 5:00 pm to 10:00 pm.
- h. John Boverly hosting SAT/ACT prep classes at the Sayreville War Memorial High School on Mondays and Wednesdays, from May 3 through June 7, 2017, from 4:30 pm to 8:00 pm in Room B-4.
- i. New Jersey Stars Cricket Club playing cricket at the Eisenhower Elementary School on Saturdays and Sundays, from May 8 through September 3, 2017, from 9:00 am to 11:00 am on Field #2. Fees in accordance with schedule.
- j. Sayreville Band Parents Association holding a meeting at the Sayreville War Memorial High School on Wednesday, May 10, 2017, from 6:00 pm to 9:00 pm in the cafeteria.

- k. Sayreville Bombers Golf Team holding a car wash at the Sayreville War Memorial High School on Saturday, May 20, 2017, from 9:00 am to 3:00 pm in the parking lot.
- l. Cricmax, LLC playing youth cricket at the Eisenhower Elementary School on Saturdays and Sundays, from May 20 through August 20, 2017, from noon to 3:00 pm on Field #2. Fees in accordance with schedule.

SUPPORT SERVICES

21. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the cancellation of the following routes:

Route: 7425 (ESC of NJ)
 School: TOPS/Linden High School
 Final Adjusted Cost: \$14,632.00 (124 days)

Route: 7525 (ESC of NJ)
 School: Nuview Academy
 Final Adjusted Cost: \$9,241.05 (132 days)

22. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of Sayreville school bus drivers and bus aides for extended school year routes.

23. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of Sayreville school bus drivers for the Sayreville B.I.C. Summer Camp. All costs will be paid by the Sayreville Association for B.I.C.

24. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the use of three Sayreville school buses for the Sayreville B.I.C. Summer Camp from Wednesday, June 28, 2017, through Friday, August 4, 2017, five days a week. The approximate cost of salary and fuel is \$14,220.35 to be paid by the Sayreville Association for B.I.C.

25. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following changes to previously approved trips. *Any changes made are in bold type.*

- a. Retroactively, on **Saturday, March 25, 2017**, three Board buses will be used to shuttle between the Sayreville Middle School and Dwarkadhis Temple in Parlin.

- b. Retroactively, on Friday, April 7, 2017, **eight** Sayreville High School students and one teacher to Rowan University to attend programming competition.
- c. On **Tuesday, April 25, 2017**, Sayreville High School students will attend a Student Leadership Team Program at Vonage Center, Holmdel.

26. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following trips:

- a. On Tuesday, April 25, 2017, twenty-five students from the Sayreville High School TIGS Club and two teachers to Thompson Park in Lincroft. Students will work on problem solving strategies and develop reasoning skills as a team. One Board bus will be utilized in a four-way move at a cost of \$164.15 (salary \$128.95 – fuel \$35.20) to be paid by the students.
- b. On Tuesday, May 16, 2017, twenty-seven Sayreville High School students and two teachers to Samsel Upper Elementary School. Students from the Heroes and Cool Kids program will work together on projects. One Board bus will be utilized at a cost of \$41.78 (\$37.93 – fuel \$3.85) to be paid by the Board of Education.
- c. On Wednesday, May 17, 2017, twenty-five students from the Sayreville High School TIGS Club and two teachers to Thompson Park in Lincroft. Students will work on problem solving strategies and develop reasoning skills as a team. One Board bus will be utilized in a four-way move at a cost of \$164.15 (salary \$128.95 – fuel \$35.20) to be paid by the students.

27. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following trip dates. Fourth grade students and teachers from the Samsel Upper Elementary School will tour the Sayreville Historical Society and visit local landmarks. One Board bus will be utilized each date at a cost of \$152.92 (salary \$144.12 – fuel \$8.80) per bus for a total cost of \$1,376.28 to be paid by the PTO.

Date

- Monday, May 22, 2017
- Tuesday, May 23, 2017
- Wednesday, May 24, 2017
- Thursday, May 25, 2017
- Tuesday, May 30, 2017
- Thursday, June 1, 2017
- Friday, June 2, 2017

Monday, June 5, 2017
 Tuesday, June 6, 2017

28. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following trip dates. Fifth grade students and teachers from the Samsel Upper Elementary School will tour the Olde Towne Village and Cornelius Low House in Piscataway to visit historic homes of the 17th and 18th century. Board buses will be utilized each date at a cost of \$225.09 (salary \$208.59 – fuel \$16.50) per bus for a total cost of \$4,501.80. The buses are to be paid by a grant from Middlesex County Cultural and Heritage Commission in the amount of \$1,800.00; the remaining balance of \$2,701.80 to be paid by the Samsel Upper Elementary School PTO.

<u>Date</u>	<u># Of Buses</u>
Monday, May 22, 2017	2
Tuesday, May 23, 2017	2
Wednesday, May 24, 2017	2
Tuesday, May 30, 2017	2
Wednesday, May 31, 2017	2
Thursday, June 1, 2017	2
Thursday, June 8, 2017	2
Tuesday, June 13, 2017	2
Wednesday, June 14, 2017	2
Thursday, June 15, 2017	2

29. The Superintendent recommends and so moves the Board of Education of Sayreville to approve:

- a. Enrollment for non-classified student state ID #9224800696 in MOESC, Regional Substance Abuse Day Treatment Program (Crossroads) from March 6, 2017 through June 30, 2017, costing \$6,965.28.
- b. A bilingual Arabic Educational Evaluation and Psychological Evaluation for student ID #5712347820 payable to New Jersey Educational Services Alliance, LLC costing \$700.00 each.
- c. A bilingual Arabic Speech and Language Evaluation for student ID #5712347820 payable to Christine Matta costing \$550.00.
- d. An increase in hours for a teacher of the deaf to 5 hours weekly for student ID #9752966892, provided by Summit Speech School at an hourly rate of \$150.00.

B – VISION 2030: STUDENT ACHIEVEMENT**Discussion Item: Committee Report****CO-CURRICULUM**

1. The Superintendent recommends and so moves the Board of Education of Sayreville to retroactively approve Jack Renkens to be a free guest speaker presenting an educational program for student-athletes and their families about college opportunities and athletic recruitment on Tuesday, April 4th, 2017 from 7:00 pm to 9:00 pm, in the SWMHS cafeteria.

2. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Samsel Upper Elementary School's participation in the Somerset Patriots' "Most Improved Student Night" at TD Bank Ballpark. Students and their teacher will be recognized on the field at the ballpark on Thursday, April 27, 2017, prior to the 7:05 pm game. This event will recognize students who have shown improvement in areas such as social, behavioral and academic categories. The teacher will also receive one free ticket to the game. This event will not incur any cost to the Board, as students will attend the game with their family, and no bus will be required.

3. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Annual Samsel Upper Elementary School Band and Chorus Spring Concert and Art Show to be held on Wednesday, May 17, 2017 at 7:30 pm in the Samsel Upper Elementary School gymnasium and courtyard. The band and the fourth and fifth grade choruses will perform a musical program for the students' families as a culmination of their studies in band and chorus for the second half of the year. In conjunction with the concert, students' artwork from the third and fourth quarters of art class will be on display in the SUES cafeteria or courtyard (weather permitting) beginning at 6:00 pm on Wednesday, May 17, 2017.

4. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Truman ASI Reading Night on Thursday, May 18, 2017, from 6:00 pm to 9:30 pm in the All-Purpose Room.

5. The Superintendent recommends and so moves the Board of Education of Sayreville to approve an Art Show on Thursday, May 25, 2017, from 6:00 pm to 8:00 pm in the main and side corridors at Eisenhower Elementary School.

C – VISION 2030: GOVERNANCE
Discussion Item: Committee Report

1. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the March 2017 HIB Report, including any investigations and/or recommendations for action provided by the Superintendent (attached to preserve confidentiality).

Month	SWMHS	SMS	SUES	Arleth	Eisenhower	Truman	Wilson	Totals
September								
Number of Incidents Reported and Investigated	1	0	0	0	0	0	0	1
Number of Confirmed Cases	0	0	0	0	0	0	0	0
October								
Number of Incidents Reported and Investigated	0	3	0	0	1	1	0	5
Number of Confirmed Cases	0	0	0	0	0	0	0	0
November								
Number of Incidents Reported and Investigated	0	1	1	0	0	0	0	2
Number of Confirmed Cases	0	0	0	0	0	0	0	0
December								
Number of Incidents Reported and Investigated	0	4	2	1	1	0	0	8
Number of Confirmed Cases	0	1	0	0	0	0	0	1
January								
Number of Incidents Reported and Investigated	1	1	2	0	0	3	0	7
Number of Confirmed Cases	0	0	0	0	0	1	0	1
February								
Number of Incidents Reported and Investigated	0	2	1	0	0	2	0	5
Number of Confirmed Cases	0	2	0	0	0	0	0	2

Month	SWMHS	SMS	SUES	Arleth	Eisenhower	Truman	Wilson	Totals
March								
Number of Incidents Reported and Investigated	4	3	1	0	0	0	0	8
Number of Confirmed Cases	2	2	0	0	0	0	0	4
TOTALS								
Number of Incidents Reported and Investigated	6	14	7	1	2	6	0	36
Number of Confirmed Cases	2	5	0	0	0	1	0	8

2. Pursuant to enacted Legislation, P.L. 192-1989, Chapter 254, the Sayreville Board of Education is requested to elect John Walsh to the Representative Assembly of the Educational Services Commission of New Jersey at their meeting held on April 18, 2017, from June 1, 2017 through May 31, 2018.

3. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Sumer Enrichment Program at Samsel Upper Elementary School from July 3, 2017 (Holiday on Tuesday, July 4th) through August 11, 2017. The program will run Monday to Friday from 8:00 am to 4:00 pm.

4. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Camp XL Extended School Year Integrated Summer Program at Samsel Upper Elementary School from July 3, 2017 to August 3, 2017. The program will run from Monday to Friday from 8:00 am to 12:00 pm (Holiday on Tuesday, July 4th) the week of July 3, 2017 and from Monday through Thursday from 8:00 am to 12:00 pm each week thereafter.

5. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Credit Completion Summer School Program from July 3, 2017 to August 10, 2017. The program will run from Monday to Friday from 7:50 am to 1:00 pm the week of July 3, 2017 (Holiday on Tuesday, July 4th) and from Monday through Thursday from 7:50 am to 1:00 pm each week thereafter at the Sayreville Middle School.

6. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the revised Bus Driver Evaluation and the Bus Aide Evaluation forms as per the attached.

7. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following District Calendar dates as follows:

Middle School Promotion Ceremony - June 21, 2017
 High School Graduation - June 22, 2017

8. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following job description:

TITLE: Assistant Business Administrator/Assistant Board Secretary

QUALIFICATIONS:

1. A valid New Jersey School Business Administrator Certificate or Certificate of Eligibility
2. A CPA or Master's Degree from an accredited college or university in related field.
3. At least five years of experience in accounting related position.
4. Supervisory experience preferred.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL: To assist the School Business Administrator/Board Secretary in the administration of the district's business affairs to provide the best possible educational services given the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct supervision of the Payroll, Health Benefits, and Accounts Payable staff and the responsibilities of payroll preparation/distribution and accounts payable.
2. Prepares all required monthly financial reports accurately and in a timely manner. Ensures that all accounts are balanced and journal entries posted monthly.
3. Tests for compliance with established policies and financial practices and analyzes the efficiency of operational methods.
4. Communicates to all appropriate staff members the systems of internal controls and continuously monitors, tests and adjusts, as needed, internal controls to ensure the safeguarding of district assets.
5. Responsible for all accounts receivable functions.
6. Responsible for the preparation and administration of the district's financial data maintaining the necessary accounting documents and internal controls to meet state and auditing requirements.
7. Management of cash, including cash management projections, internal controls, and efficient return on investments, to ensure safe keeping and distribution of all district funds.
8. Shall act as the liaison with the Treasurer of School Monies and the bank, facilitating deposits, withdrawals and monthly reconciliations.
9. Analyzes line item budget reports for accuracy and compliance with State Administrative Code with respect to preventing overspending by line account. Recommends line item transfers to the School Business Administrator/Board Secretary. Reconciles line item budget to all ledgers on a monthly basis.
10. Monitors the administration of student activity accounts including, but not limited to, reviewing the financial statements on a monthly basis and assisting building principals and bankers on appropriate management and expenditure of funds.
11. Monitors the fiscal aspects of the district's food service operation.

12. Manages the fiscal aspects of all federal grant programs.
13. Maintains and manages Fiduciary and Trust Funds.
14. Maintains and manages the district's fixed asset system.
15. Assist the School Business Administrator/Board Secretary in providing direct oversight of all aspects of the district's financial operation.
16. Assist the School Business Administrator/Board Secretary with the district's annual external audit and arranging for the auditing of all school accounts and provides oversight of and
17. Assist the School Business Administrator/Board Secretary in directing programs of in-service training to improve skills of district personnel responsible for school business related functions.
18. Assist the School Business Administrator/Board Secretary in the maintenance and operations of the district's facilities including the development of educational specifications and plan review for all capital improvement and new construction projects at the elementary level.
19. Assist the School Business Administrator/Board Secretary in the maintenance of the district transportation department and assists with resolving transportation issues.
20. Assists in the planning and preparation of the annual district budget as well as long term planning in terms of community resources and needs.
21. Assist the School Business Administrator/Board Secretary in the development of school business related policy being considered for adoption by the Board of Education.
22. Assists with the preparation of the Application for State School Aide (ASSA) Report, Extraordinary Aide Application, and any other applicable data collections and grant applications.
23. Participates in Administrative Staff meetings and attends other meetings and seminars as necessary.
24. Prepares and submits reports and other documents as required by the Superintendent and the Board of Education.
25. Attends Board of Education meetings and committee meetings, as directed by the School Business Administrator/Board Secretary.
26. Presides over such other meetings as the School Business Administrator designee, as needed.
27. Performs such other Business Administrator/Board Secretary related tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT:

Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

D – VISION 2030: PERSONNEL
Discussion Item: Committee Report

Approval of Retirements

1. The Superintendent recommends and so moves the Board of Education of Sayreville to honor the retirement of Maria Kilduff, Grade 3 Spanish Teacher at Truman Elementary School, effective July 1, 2017.

Approval of Leave Requests and Modifications

2. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the leaves of absence and modifications for school year 2016-17 as listed below. *Any changes in previously approved dates will be in bold type.*

Staff	Position	Department or School	Type of Leave of Absence	Dates
Brown, Thomas	Custodian	SWMHS	Disability	05/05/2017 through 08/01/2017
Fitzsimmons, Beverly	Basic Skills Teacher	Eisenhower Elementary School	Disability	Amendment 03/01/2017 through 04/17/2017
Izzo, Stephanie	Mathematics Teacher	SMS	Maternity	06/08/2017 through 06/30/2017
Onuska, Melissa	English Teacher	SWMHS	Disability/ Maternity	Retroactive 03/20/2017 through 06/30/2017

3. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the leaves of absence and modifications for school year 2017-18 as listed below. *Any changes in previously approved dates will be in bold type.*

Staff	Position	Department or School	Type of Leave of Absence	Dates
Hobson, Lauren	Mathematics Teacher	SMS	Childrearing	Extension School Year 2017-18

Approval of Degree Status Changes and Salary Adjustments

4. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following teacher salary amendments due to changes in Longevity earned effective April 28, 2017 for school year 2016-17.

Last Name	First Name	Title	School	2016-17 Salary	2016-17 Longevity	2016-17 Total
McCarthy	Diane	Teacher	SMS	\$72,528	\$1,500	\$74,028

Approval of New Hires and Modifications

5. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following (Non-Certificated) personnel for school year 2016-17 at the salaries and assignments indicated below.

Name	Location	Assignment	2016-17 Salary	Effective Dates
Magielnicki, Carolyn <i>(D. Midgley)</i>	Selover School	Support Secretary Registration & Special Education	Prorated \$31,718 (Step 2) Support Guide	04/19/2017 through 06/30/2017
Midgley, Donna <i>(K. Fazekas)</i>	Selover School	Administrative Secretary Registration & Special Education	Prorated (\$51,735 + \$1,500 Long. =) \$53,235 (Step 12A) Administrative Guide	04/19/2017 through 06/30/2017

Approval of Substitutes

6. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following (Certificated) personnel for school year 2016-17 and 2017-18 at the salaries and assignments indicated below.

Name	Position	Pay Rate	Effective Date
Goldenberg, Adele	Substitute Teacher	\$95 per day	April 19, 2017
McVicar, Kristine	Substitute Teacher	\$95 per day	April 19, 2017
Neves, Melissa	Substitute Teacher	\$95 per day	April 19, 2017
Pietronico, Violeta	Substitute Teacher	\$95 per day	April 19, 2017
Sweeney, Erin	Substitute Teacher/ Substitute School Social Worker	\$95 per day	April 19, 2017

7. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following support personnel to the (Non-Certified) substitute list for school year 2016-17 and 2017-18 indicated below.

Cardoso, Rana
Khalil, Marian

Approval of Volunteer Coaches

8. Pursuant to N.J.A.C. 6:11-4.6 the Superintendent recommends and so moves the Board of Education of Sayreville to approve the following personnel and assignments indicated below as a coaching aide (unpaid) for school year 2016-2017:

Name	Assignment
Ivy, Marcus	Spring Track (High School)
Rice, Andrew	Spring Track (High School)

Approval of Advisors

9. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Advisors and Stipends indicated below for school year 2017-18.

Title	Last Name	First Name	Stipend
GROUP #1 BASE			
Band Director	Caruso	Paul	*\$10,276
#1 MS Assistant	Campbell	Joyce	*\$7,193
#2 Assistant (70% of #1 Assistant)	TBD		*\$5,035
GROUP #2 BASE			
Musical Director	TBD		*\$6,161
Musical Asst.- Business Manager	Craft	Claire	*\$4,311
District Technical Director	Craft	James	*\$6,161
Yearbook Advisor - HS	Donnelly	Kelly	*\$6,161
Intramurals Director	TBD		*\$6,161
Custodian of School Funds- HS	Magaw	Sarah	*\$6,161
Custodian of School Funds - MS	McGough	Jennifer	*\$4,311
Winter Color Guard	DiPaolo	Angela	*\$6,161
Winter Color Guard Assistant	TBD		*\$4,311
GROUP #3 BASE			
Drama Director	TBD		*\$4,117
Student Council – HS	Gaspar	Jessica	*\$4,117
Student Council Asst. - HS	Prignoli	Melissa	*\$2,882
Student Council - MS	Vogel	David	*\$2,882

Title	Last Name	First Name	Stipend
Newspaper – HS	Chuntz	Theresa	*\$4,117
Newspaper – MS	McGough	Jennifer	*\$2,882
Odyssey of the Mind - HS	McCabe	Christine	*\$4,117
Odyssey of the Mind - MS	Troisi	Nicole	*\$2,882
Head Class Advisor - Grade 12	Buonpane	Lauren	*\$4,117
# 1 Asst. Advisor Grade 12	Evans	Jesse	*\$2,882
# 2 Asst. Advisor Grade 12	Johnson	Maura	*\$2,882
# 3 Asst. Advisor Grade 12	Zurawski	Edward	*\$2,882
Head Class Advisor - Grade 11	Gassman	Lauren	*\$4,117
# 1 Asst. Advisor - Grade 11	Messana	Amanda	*\$2,882
# 2 Asst. Advisor Grade 11	Mergner	Michael	*\$2,882
# 3 Asst. Advisor Grade 11	TBD		*\$2,882
Literary Magazine Advisor - HS	Scarpari	Michelle	*\$4,117
Literary Magazine Advisor - MS	Wrightson	Kristen	*\$2,882
TIGS – HS	Veres	Kenneth	*\$4,117
Willow Tree – MS	Consulmagno	Doreen	*\$2,882
Choral Director – HS	Craft	James	*\$4,117
Choral Director - MS (7/8)	Palma	Patsy	*\$2,882
Stage Production - Art	Rice	Andrew	*\$4,117
GROUP #4 BASE			
Academic Team - HS	TBD		*\$2,367
Stage Production - Shop	Mergner	Michael	*\$2,367
Stage Production - Make-Up/Hair Styling	Mancini	Ronald	*\$2,367
Stage Production - Costume	TBD		*\$2,367
Stage Production - Technical	Craft	James	*\$2,367
National Honor Society Advisor	Magaw	Sarah	*\$2,367
International Society Advisor	Quinby	Carter	*\$2,367
Head Class Advisor - Gr. 10	Nappe	Christine	*\$2,367
# 1 Asst. Class Advisor - Gr. 10	McGarry	Jillian	*\$1,657
# 2 Asst. Class Advisor - Gr. 10	Watson	Christopher	*\$1,657
# 3 Asst. Class Advisor - Gr. 10	TBD		*\$1,657
Head Class Advisor - Gr. 9	TBD		*\$2,367
# 1 Asst. Class Advisor - Gr. 9	TBD		*\$1,657
# 2 Asst. Class Advisor - Gr. 9	TBD		*\$1,657
# 3 Asst. Class Advisor - Gr. 9	TBD		*\$1,657
High School Step Team	TBD		*\$2,367

Title	Last Name	First Name	Stipend
GROUP #5 BASE			
Pianist	Moderro	David	*\$1,474
MS Concert Band - Advanced	Campbell	Joyce	*\$1,474
MS Chorus - Grade 6	Ruiz	Dorothy	*\$1,474
SPECIAL PROGRAMS			
TIGS Summer Program	Veres	Kenneth	*\$1,424
Willow Tree Institute	TBD		*\$1,424
Intramurals Supervisor (Hourly Rate)	TBD		*\$43

*Pending SEA Contract Negotiations

Approval of Coaches

10. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Coaches (Fall/Winter Seasons) and Stipends indicated below for school year 2017-18.

Title	Last Name	First Name	Salary
<u>GROUP # 1 BASE</u>			
Football			
Head Varsity Football - HS	Beagan	Christopher	*\$12,051
1st Assistant Varsity Football	Novak	Michael	*\$9,132
Frosh Football	Hornlein	Justin	*\$9,132
# 2 Assistant Football	Poore	Mark	*\$8,433
# 3 Assistant Football	Gluchowski	Stephen	*\$8,433
# 4 Assistant Football	Hamilton	William	*\$8,433
# 5 Assistant Football	Huff	Daniel	*\$8,433
# 6 Assistant Football	Garcia	Eugene	*\$8,433
# 7 Assistant Football	Arvanites	Robert	*\$8,433
<u>GROUP #2 BASE</u>			
Basketball-Boys			
Head Varsity Basketball - HS	Wojcik	John	*\$9,979
JV Boys Basketball	TBD		*\$6,985
Frosh Boys Basketball	Donegan	Ryan	*\$6,985
Middle School Boys Basketball	Provenza	Michael	*\$6,985
Basketball-Girls			
Head Varsity Girls Basketball	Cook	Janet	*\$9,979
JV Girls Basketball	Zrowka	Christina	*\$6,985
Frosh Girls Basketball	Fazzini	Caileigh	*\$6,985

Title	Last Name	First Name	Salary
Middle School Girls Basketball	Alexander	Victoria	*\$6,985
Wrestling			
Head Varsity Wrestling	Ivy	Marcus	*\$9,979
JV Wrestling	TBD		*\$6,985
Frosh Wrestling	TBD		*\$6,985
Middle School Wrestling	Revel	Matthew	*\$6,985
Soccer – Boys			
Head Varsity Boys Soccer	Cifelli	Nicholas	*\$9,979
JV Boys Soccer	Slavik	Joseph	*\$6,985
Frosh Boys Soccer	TBD		*\$6,985
Middle School Boys Soccer	Ivy	Marcus	*\$6,985
Soccer – Girls			
Head Varsity Girls Soccer	McGarry	Jillian	\$9,979
JV Assistant Girls Soccer	Roy	Jessica	\$6,985
Frosh Girls Soccer	Bucco	Danielle	\$6,985
Middle School Girls Soccer	Fazzini	Caileigh	\$6,985
Field Hockey			
Head Varsity Field Hockey	Charmello	Mary	*\$9,979
JV Field Hockey	Fallon	Mary	*\$6,985
Middle School Field Hockey	Lawson	Lynn Marie	*\$6,985
<u>GROUP # 3 BASE</u>			
Winter Track - Boys & Girls			
Head Varsity Winter Track	Pastva	Joseph	*\$8,509
#1 Assistant Winter Track	Drabik	Marybeth	*\$5,955
#2 Assistant Winter Track	Logan	Stephen	*\$5,955
Cross-Country - Boys			
Head Varsity Boys Cross Country	Logan	Stephen	*\$8,509
Cross-Country - Girls			
Head Varsity Girls Cross Country	Pastva	Joseph	*\$8,509
Middle School Cross Country (Boys & Girls)	Drabik	MaryBeth	*\$5,995
Tennis-Girls			
Head Girls Varsity Tennis	Provenza	Michael	*\$8,509
Swimming Boys & Girls			
Head Varsity Boys & Girls Swimming	Rice	Andrew	*\$8,509
Assistant Varsity Boys & Girls Swimming	Gassman	Lauren	*\$5,955
Cheerleading - HS (2 Seasons)			
Head Varsity Cheerleading (2 seasons)	Krainski	Sara	*\$8,509
Assistant Cheerleading (2 seasons)	Park	Krystle	*\$5,955
Middle School Cheerleading (2 seasons)	Goscienski- Lynch	Nicole	*\$5,955

Title	Last Name	First Name	Salary
Bowling-Boys			
Head Varsity Boys Bowling	Slavik	Joseph	*\$8,509
Bowling – Girls			
Head Varsity Girls Bowling	Zolla	James	*\$8,509
<u>GROUP # 4 BASE</u>			
Strength & Conditioning			
Fall Strength & Conditioning	Isabella	Benjamin	*\$5,740
Winter Strength & Conditioning	Beagan	Christopher	*\$5,740
<u>GROUP # 6 BASE</u>			
Athletic Aide			
Athletic Aide – Fall	Wojcik	John	*\$1,702
Athletic Aide - Winter	TBD		*\$1,702
Additional Stipend/Winter Athletic Aide	TBD		*\$564

*Pending SEA Contract Negotiations

Approval of Professional Days

11. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following professional days at the amounts listed in addition to mileage at the employee’s respective contractually negotiated rate.

Name	Professional Day	Date	Registration Fee
Berg, Sabrina	NJ Speech and Hearing Association 2017 Annual Convention	04/27/17	\$150.00
Brown, Denise	Changing How We Feel By Changing How We Think	05/10/17	\$79.00
Cacioli, Wendy	NJ Speech and Hearing Association 2017 Annual Convention	04/27/17 04/28/17	\$275.00
Dickson, Michele	Executive Functioning Skills	05/24/17	\$245.00
Donnelly, Kelly	Yearbook Cover Design Workshop	05/05/17	Free
Farrelly, Heather	Revisiting Guided Reading	05/23/17	\$150.00
Gassman, Lauren	NJSBA's 4th Annual I-STEAM NASA Field Trip	04/28/17	Free
Giovenco, Eileen	School Law for Administrative Assistants	04/27/17	\$100.00
Glock-Molloy, Eric	Hot Issues in School Law	05/02/17	\$150.00

Name	Professional Day	Date	Registration Fee
Glock-Molloy, Eric	Attendance and Residency Issues	05/08/17	\$75.00
Glock-Molloy, Eric	Bullying Law Update 207	05/19/17	\$150.00
Hedges, Janine	NGSS and Technology Integration	06/07/17	\$100.00
Jonas, Nicole	NJ Speech and Hearing Association 2017 Annual Convention	04/28/17	\$150.00
Kania, Virginia	Changing How We Feel By Changing How We Think	05/12/17	\$79.00
Knaster, David	Creatively Differentiate to Improve Student Learning, Understanding, and Success	05/01/17	\$149.00
Knaster, Laura	CPR with AED Red Cross Training (Re-Certification)	05/12/17	\$56.00
Lezotte, Julie	NJ Speech and Hearing Association 2017 Annual Convention	04/27/17 04/28/17	\$375.00 CEU
MacDonald, Donna	Maximize Success For Your Struggling Readers	05/09/17	\$225.00
McCarthy, Jennifer	NJ Speech and Hearing Association 2017 Annual Convention	04/27/17 04/28/17	\$375.00 CEU
Mojzsis, Katherine	Frieze, New York Art Fair	05/05/17	Free
Purcell, Nicole	Revisiting Guided Reading	05/23/17	\$150.00
Quinby, Carter	New Jersey Writing Alliance Conference	05/24/17	\$75.00
Schreier, Jodi	NGSS & Technology Integration	06/07/17	\$100.00
Shultz, Raiza	NJ Speech and Hearing Association 2017 Annual Convention	04/27/17 04/28/17	\$375.00 CEU
Tibbitt, Margaret	NGSS & Technology Integration	06/07/17	\$100.00

XIV. PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

XV. SUPERINTENDENT'S REPORT APPROVAL

- **VISION 2030 FINANCE AND INFRASTRUCTURE**
- **VISION 2030 STUDENT ACHIEVEMENT**
- **VISION 2030 POLICY**
- **VISION 2030 PERSONNEL**

XVI. DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

Kevin Ciak

XVII. SPECIAL COMMITTEE REPORTS

XIII. DISCUSSION

XIX. PUBLIC PARTICIPATION

XX. NEXT MEETING DATES

- May 2, 2017
- May 16, 2017

XXI. ADJOURNMENT

Time: _____