

SOUTH BOUND BROOK BOARD OF EDUCATION
AGENDA
January 22, 2025

1. CALL TO ORDER (TIME: _____)

2. PLEDGE OF ALLEGIANCE

3. 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. This meeting will be conducted in-person and remote via Google Meet.

4. ROLL CALL

- | | | | |
|--|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Ms. Carlton | <input type="checkbox"/> Mr. Ffriend | <input type="checkbox"/> Mr. Incalcaterra | <input type="checkbox"/> Mrs. Santora |
| <input type="checkbox"/> Mr. Stapleton | <input type="checkbox"/> Ms. Lima | <input type="checkbox"/> Mrs. Conner | |

Also present:

5. APPROVAL OF AGENDA

Motion to approve agenda as distributed to board members.

MOTION:

SECOND:

VOTE:

6. APPROVAL OF ACTION ITEM 6.a.

6.a. APPROVAL OF RESOLUTION IN HONOR OF NEW JERSEY SCHOOL BOARD RECOGNITION MONTH

Approval of Resolution in Honor of New Jersey School Board Recognition Month

Whereas, the New Jersey State Board of Education has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

Whereas, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to state and federal education statute and regulations, with the goal of preparing all students for college and the workplace, thereby enabling them to compete in a global economy; and

Whereas, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, through sound financial practices and comprehensive policies on curriculum, staffing and other areas to ensure the well-being and academic achievement of all students in the district; and

Whereas, local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

Whereas, the New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month; now, therefore, be it

Resolved, that the New Jersey State Board of Education and the Acting Commissioner of Education recognize the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

Resolved, that the New Jersey State Board of Education and the Acting Commissioner of Education encourage qualified New Jersey citizens to consider serving as members of their local school boards.

Motion to approve action item 6.a.

MOTION:	SECOND:	ROLL CALL VOTE:
<input type="checkbox"/> Ms. Carlton	<input type="checkbox"/> Mr. Ffriend	<input type="checkbox"/> Mr. Incalcaterra
<input type="checkbox"/> Mr. Stapleton	<input type="checkbox"/> Ms. Lima	<input type="checkbox"/> Mrs. Santora
		<input type="checkbox"/> Mrs. Conner

7. APPROVAL OF MINUTES – JANUARY 2, 2025

7.a. Motion to approve minutes of January 2, 2025, Annual Organization and Regular Meeting.

MOTION: SECOND: VOTE:

7.b. Motion to approve closed session minutes of January 2, 2025, Regular Meeting.

MOTION: SECOND: VOTE:

8. RECOGNITION OF PUBLIC

9. SUPERINTENDENT'S REPORT

10. BOARD PRESIDENT'S REPORT

11. CORRESPONDENCE

12. COMMITTEE REPORTS

- NJSBA Delegate: Sean Ffriend
- SCSBA Delegate: Jennifer Carlton
- SCESC Delegate: Edith Lima
- Bound Brook Board of Education Delegate: Nicholas Incalcaterra

- Finance Committee: Edith Lima
- Facilities Committee: Scott Stapleton
- Shared Services Committee: Jennifer Carlton
- Strategic Planning Committee: Constance Conner
- Personnel Committee: Nicholas Incalcaterra

13. FINANCIAL REPORTS

Motion to open discussion on consent items 13.a. - 13.g.

MOTION:

SECOND:

VOTE:

13.a. BOARD SECRETARY'S REPORT

The Report of the Secretary for December, 2024 has been submitted for Board review. As required by N.J.A.C. 6A:23A-16.10(c)(3) I, Eulalia Gillis, Interim Business Administrator/Board Secretary, certify that no line item account has been over expended and that sufficient funds are available to meet the District's financial obligations this fiscal year. It is recommended that the Secretary's Report for December, 2024 be accepted and filed, and the Board of Education hereby certifies that no major account has been over expended in violation of N.J.A.C.6A:23A-16.10(c)(4) and that sufficient funds are available to meet the District's financial obligations for the remainder of the 2024-2025 fiscal year.

Motion to approve Board Secretary's Reports dated December 31, 2024 indicating a cash balance of \$ 4,299,648.84.

13.b. TREASURER'S (CONSULTANT) REPORT

It is recommended that the Treasurer's Report be accepted and filed for the month of December, 2024.

13.c. APPROVAL OF FINAL BILLS LIST –DECEMBER 2024

Motion to approve final bills list for December 2024 in the amount of \$ 1,703,219.29, includes December 2024 payroll.

FUND	AMOUNT
Fund 10	\$ 61,063.98
Fund 11	\$ 1,303,587.67
Fund 12	\$ 334,712.64
Fund 20	\$ 3,855.00
Total	\$ 1,703,219.29

13.d. APPROVAL OF MONTHLY TRANSFER REPORT - DECEMBER 2024
 Motion to approve the certified monthly transfer report for December 2024.

13.e. TRANSFERS WITHIN THE 2024-25 SCHOOL BUDGET
 Motion to approve the following transfers to avoid over expenditures:

From	Account	To	Account	Amount
11-000-100-270-000	Benefits - Spec Ed	11-000-291-270-000	Benefits	\$ 190,000.00
10-000-100-561-000	Tuition-Charter Schools	11-000-230-890-000	Gen Admin Expense	\$ 17,000.00
		11-000-240-600-000	Schl Admin Supplies	\$ 10,000.00
		11-000-251-330-000	Bus Office Purch Svcs.	\$ 10,000.00
		11-000-252-500-000	IT Purch Svcs	\$ 15,000.00
		11-000-252-600-000	IT Supplies	\$ 5,000.00
11-000-291-241-000	PERS Annual Payment	11-000-291-220	SS Contribution	\$ 14,099.68
11-000-219-105-000	CST Sec Sal	11-000-219-104-000	CST Other Prof Salaries	\$ 3,057.00
11-000-252-500-000	IT Purch Svcs	11-000-252-100-000	IT Salary	\$ 1.36
11-000-100-566-000	Tuition Private Schl	11-000-100-562-000	Tuition - Other LEAs	\$ 57,131.32
11-120-100-101-000	Gr 1-5 Salaries	11-000-270-513-000	Transportation	\$ 22,960.00
11-000-213-300-000	Health Purch Svcs	11-000-213-600-000	Health Supplies	\$ 637.31
11-110-100-101-000	Kindergarten Salaries	11-105-100-101-000	PreK Salary	\$ 4,364.00
11-204-100-101-000	LLD Teacher Salaries	11-190-100-106-000	Other Salary	\$ 610.18
		11-212-100-101-000	MD Salary	\$ 3,725.00
		11-212-100-106-000	MD Aide Salary	\$ 42,041.52
		11-215-100-101-000	PreK Spec Ed Salary	\$ 4,364.00
		11-000-213-101-000	Nurse/Health	\$ 4,238.84
		11-000-216-101-000	Speech Salary	\$ 4,880.32
		11-000-217-106-000	Extraordinary Salary	\$ 27,421.82
		11-000-218-104-000	Guidance Salary	\$ 1,464.00
		11-000-219-104-000	CST OT	\$ 1,464.00
		11-000-219-105-000	CST Sec/Clerk	\$ 3,092.30
		11-000-240-103-000	School Admin Salary	\$ 0.08
		11-000-221-105-000	Sec Salary	\$ 2,495.01
	TOTAL		TOTAL	\$ 445,047.74

13.f. APPROVAL OF BILLS LIST – JANUARY 2025
 Motion to approve bills list for January 2025 in the amount of \$ 1,268,659.20,
 includes January 15, 2025 payroll.

FUND	AMOUNT
Fund 10	\$ 38,380.04
Fund 11	\$ 1,077,871.97
Fund 12	\$ 141,200.09
Fund 20	\$ 11,207.10
Total	\$ 1,268,659.20

13.g. APPROVAL OF CAFETERIA BILLS

Motion to approve bills for payment from the cafeteria account:

PAYMENT TO	DESCRIPTION	AMOUNT
Pomptonian	Reimbursement - 846 122024	\$ 1,981.99
Pomptonian	Reimbursement - 846 010325	\$ 4,527.97
Pomptonian	Reimbursement - 846 011025	\$ 7,003.53

Motion to approve the above consent items 13.a - 13.g.

MOTION:

SECOND:

ROLL CALL VOTE:

- Ms. Carlton Mr. Ffriend Mr. Incalcaterra Mrs. Santora
 Mr. Stapleton Ms. Lima Mrs. Conner

14. ACTION ITEMS 14.a. - 14.q.

Motion to open discussion on action items 14.a. - 14.q.

MOTION:

SECOND:

VOTE:

PERSONNEL

14a. RESOLUTION TO ACCEPT OF RESIGNATION

WHEREAS, an employee #S0000509 whose name is on file in the Superintendent's office tendered their resignation from all employment with the South Bound Brook Board of Education ("Board") pursuant to a sixty (60) day notice provision, which shall be effective at the close of business March 24, 2025.

WHEREAS, the Superintendent has recommended that the Board accept the resignation and that said employee not be required to continue to perform their duties during the period between the giving of notice and the date of resignation.

NOW, THEREFORE, BE IT RESOLVED that, based on the Superintendent's recommendation, the Board hereby accepts the resignation of the employee in accordance with the notice provision contained in the employment agreement; and

BE IT FURTHER RESOLVED that the employee shall not be required to continue to perform their duties during the period between the giving of notice and effective date of the resignation.

14.b. EMPLOYMENT OF MARYGRACE PICCOLOMINI FOR THE 2024-25 SCHOOL YEAR

Motion, as recommended by the superintendent, upon completion of employment requirements, to employ Marygrace Piccolomini as an Elementary Teacher for the 2024-

25

school year (through June 30, 2024). Ms. Piccolomini will be placed on Step 5, BA of the salary guide at \$ 62,855.00 (salary will be prorated).

- 14.c. EMPLOYMENT OF MARIA KLEMENTYEV FOR THE 2024-25 SCHOOL YEAR
 Motion, as recommended by the superintendent, upon completion of employment requirements, to employ Maria Klementyev as Elementary Teacher Leave Replacement for the 2024-25 school year (through June 30, 2024). Ms. Klementyev will be placed on Step 1, BA of the salary guide at \$ 60,825.00 (salary will be prorated).
- 14.d. RECOGNITION OF REQUEST FOR A MEDICAL LEAVE OF ABSENCE
 Motion to recognize a request medical leave of absence for a staff member (S0000280) to begin on January 13, 2025, using sick leave as provided. Tentatively returning from leave on February 3, 2025.
- 14.e. APPROVAL OF REVISED CAFETERIA/RECESS AIDE JOB DESCRIPTION
 Approval, as recommended by the superintendent the revised Cafeteria/Recess Aide Job description.

TRAVEL, WORKSHOPS AND MEMBERSHIPS

- 14.f. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT
 Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:

NAME	DATE	COST	DESCRIPTION
S. Ramos	5/20/25 - 5/22/25	\$ 450.00	NJTESOL/NJBE 2025 Spring Conference
R. McGarvey	5/20/25 - 5/22/25	\$ 450.00	NJTESOL/NJBE 2025 Spring Conference
J. El-Raheb	5/20/25 - 5/22/25	\$ 450.00	NJTESOL/NJBE 2025 Spring Conference
M. Santiago	1/31/25	\$ 0.00	2024-25 NJSLA Mandatory Training Virtual Models for Test Coordinators
C. Klemm	2/21/25	\$ 150.00	2025 NJMEA State Conference

APPROPRIATION LINES 11-000-223-320

- 14.g. APPROVAL OF CLASS TRIPS
 Motion to approve the following class trips for the 2024-25 school year:

Date	Grade	Location	Transportation Cost
3/12/25	MD Class	Life Town - Livingston, NJ	\$ 850.00 (not to exceed)

APPROPRIATION LINE 11-000-270-514

BOARD OF EDUCATION

- 14.h. APPROVAL OF SUBMISSION OF E-CERT
 Motion to approve the submission of Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees (18A:17-14.4).

- 14.i. RESOLUTION TO APPROVE THE DISTRICT TO APPLY TO THE NJDOE FOR A GROWTH EQUIVALENCY WAIVER
RESOLVED that the Board of Education approve the New Jersey Department of Education Equivalency Application for the 2024-2025 school year.

AGREEMENTS AND CONTRACTS

- 14.j. 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 \$ 852.77.

APPROPRIATION LINE 11-000-262-300

- 14.k. APPROVAL OF SERVICE AGREEMENT FOR PLANNED MAINTENANCE
Approval of service agreement with Modern Group Power Systems for planned maintenance on the generator (2/1/2025 – 1/31/26), cost not to exceed \$ 1,140.00.

APPROPRIATION LINE 11-000-262-420-000

- 14.l. 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 the 2025-26 school year, licensing and maintenance fees not to exceed \$ 2,100.00.

APPROPRIATION LINE 11-190-100-800

- 14.m. APPROVAL OF AGREEMENT TO PARTICIPATE IN NEW JERSEY COOPERATIVE SUPPLY PROCUREMENT BID PROGRAM
Approval of agreement with Educational Data Services, Inc. to participate in the New Jersey Cooperative Supply Procurement bids for the 2025-26 school year, licensing and maintenance fees not to exceed \$ 1,630.00.

APPROPRIATION LINE 11-190-100-800

- 14.n. APPROVAL OF AGREEMENT WITH MATHUSEK INCORPORATED
Motion to approve agreement with Mathusek Incorporated to service the McLaughlin Gym floor and stage for the 2025-26 school year, cost not to exceed \$2,376.00.

APPROPRIATION LINE 11-000-262-420-000

STUDENT AGREEMENTS AND CONTRACTS

- 14.o. APPROVAL OF STUDENT EVALUATION SERVICES FOR THE 2024-25 SCHOOL YEAR
Approval, as recommended by the superintendent the agreement with Bridgeway Behavioral Services for student evaluation services for the 2024-25 school year. Cost not to exceed \$ 800.00.

14.p. TUITION FOR OUT-OF-DISTRICT PLACEMENTS FOR THE 2024-2025 SCHOOL YEAR

A motion is necessary for inclusion in the minutes to accept the following costs for out-of-district placements for the 2024-25 school year (through June 30, 2025):

	<u>DESTINATION</u>	<u>COST</u>
Student AK	Somerville Middle School (10/1/24-6/30/25)	\$ 26,943.00
Student A	MUJC - Developmental Learning Center (DLC) (9/1/24-6/30/25)	\$ 104,875.00
Student A	MUJC - DLC 1:1 Teacher Assistant (9/1/24-6/30/25)	\$ 76,445.00

APPROPRIATION LINE 11-000-100-562

14.q. APPROVAL OF JOINT TRANSPORTATION AGREEMENT WITH SOMERVILLE BOARD OF EDUCATION FOR THE 2024-25 SCHOOL YEAR

Motion to approve a Joint Transportation Agreement for the 2024-25 school year with the Somerville Board of Education to transport a homeless student to Somerville Middle School, not to exceed \$ 22,960.00.

APPROPRIATION LINE 11-000-270-514

Motion to approve action items 14.a. through 14.q.

MOTION:

SECOND:

ROLL CALL
VOTE:

- Ms. Carlton
- Mr. Stapleton

- Mr. Ffriend
- Ms. Lima

- Mr. Incalcaterra
- Mrs. Conner

- Mrs. Santora

15. OLD BUSINESS

16. NEW BUSINESS

Audit Presentation will be held at the February 5, 2025 board meeting.

17. RECOGNITION OF PUBLIC

18. ADJOURNMENT TO EXECUTIVE SESSION (TIME:)

Motion to enter into Executive Session.

MOTION:

SECOND: VOTE:

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

- 1) a matter rendered confidential by federal or state law;
- 2) a matter in which release of information would impair the right to receive government funds;
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- 4) a collective bargaining agreement and/or negotiations related to it;

- 5) a matter involving the purchase, lease, or acquisition of real property with public funds;
- 6) protection of public safety and property and/or investigations of possible violations or violations of law;
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege;
- 8) specific prospective or current employees unless all who could be adversely affected request an open session;
- 9) deliberation after a public hearing that could result in a civil penalty or other loss.

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing item(s) 1, 3 and 8. Actions may take place on these items. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

19. RETURN TO OPEN SESSION (TIME: _____)
Motion to return to Open Session.

MOTION:

SECOND:

VOTE:

20. ADJOURNMENT (TIME: _____)

MOTION:

SECOND:

VOTE:

INCLUDED IN AGENDA PACKET
Minutes - January 2, 2025
Closed Minutes - January 2, 2025
Board Secretary Report - December 2024
Treasurer's Report - December 2024
Final Bills List - December 2024
Certified Transfer Report - December 2024
Transfers - January 2025
Bills List - January, 2025
Resume (1)
Job Description - Cafeteria/Recess Aide

NEXT MEETING - WEDNESDAY, FEBRUARY 5, 2025